

# COMMON MANAGEMENT ADMISSIONS COMMITTEE (CMAC) - 2025

## BBA Admissions (2025-26)



Dated: 30/08/2025

## Schedule and Instructions for Second Spot Round of Counselling

### 1. Counselling Schedule

**Second Spot Round of Counselling – 3<sup>rd</sup> September 2025 (Wednesday)**

*Note- No refund will be done for the candidates who take admission in the SECOND SPOT ROUND.*

### 2. Upgradation of the preferred University allocated in First and Second Rounds of Counselling

Candidates who have successfully blocked their seat by paying the part admission fee are eligible for upgradation.

Candidates who were allotted a seat in any previous round of counselling and wish to upgrade must be physically present in the Second Spot Round of Counselling and request an upgrade. Upgradation will not be done for any candidates who are not present.

The upgradation will be subject to:

- Rank in the merit list
- Eligibility criteria of the respective university
- **Availability of seats in the category**

### 3. Upgradation, Counselling and Document verification schedule for BBA Admission 2025 (Second Spot Round of Counselling)

**VENUE: B.R. Ambedkar Auditorium,  
Delhi Technological University**

Candidates must report to the venue as per the following schedule.

#### **Schedule for upgradation**

Candidates who were allotted a seat in previous counselling rounds may report for upgradation between 9:30 and 10:00 AM.

#### **Schedule for Counselling**

Candidates are advised to check the vacant seat matrix for availability of seats.

Reporting Date	Region	Category/Subcategory	Ranks	Reporting Time
03.09.2025 (Wednesday)	Outside Delhi	Unreserved/ General	All women candidates (IGDTUW only)	9:30-10:30 am
	Delhi	Unreserved/ General	All candidates up to rank 2433 (NSUT/DTU/IGDTUW)	
		Kashmiri Migrant	Female (IGDTUW)	

**Note: Since the applicant list invited for IGDTUW in the Delhi region had been exhausted in the spot round of counselling. Admissions to IGDTUW will be made as per merit and is open to both Outside Delhi and Delhi region candidates as per the cutoff mentioned in the above table.**

**Note: Reserved Category admissions and upgradations in the Second Spot Round of counselling shall only be made against withdrawals from the respective category. Candidates are advised to refer to the vacant seat matrix for the availability of seats in the preferred institution and category.**

#### **Note:**

- Acronyms: CW- Defence category, PwD- Physically Disabled, KM- Kashmiri Migrant, SGC- Single Girl Child.
- Unreserved/General category includes all applicants.
- Delhi Region- Class XIIth from school located in Delhi NCT Region, Outside Delhi- Class XIIth from school located outside of Delhi NCT Region (Including NCR, e.g., Gurugram, Noida, Ghaziabad, etc.).
- For Delhi Region – SC, ST, and OBC certificates must be issued by the Govt of NCT of

Delhi. All OBC-NCL and EWS certificates must be issued after 31.03.25. Further guidelines are available in the admission brochures.

- e) Detailed criteria regarding Kashmiri Migrants are available in the university BBA brochures.
- f) Candidates who had paid the registration fee but are not on the merit list due to not having updated their payment status may also join the Second Spot round of counselling, subject to presentation of a valid registration fee receipt and proof of payment. Seat allotment will be based strictly on merit as per the score calculation criteria shared previously.
- a) **A greater number of candidates than available seats are called for the counselling process; hence, merely calling for counselling does not guarantee admission, as merit and availability of seats in the respective category are the sole basis for allotment. Candidates are advised to check the vacant seat matrix for the availability of seats.**

## 4. VACANT SEATS FOR SECOND SPOT ROUND OF COUNSELLING

The vacant seat matrix for the Second Spot round includes withdrawals up to 29.8.2025. The seat matrix may be revised after taking into account further withdrawals up to 02.09.2025, 11:59 PM.

### VACANT SEAT MATRIX FOR SECOND SPOT ROUND OF COUNSELLING

DTU				NSUT				IGDTUW			
Delhi				Delhi				Delhi			
Category	Total	PWD	Defence	Category	Total	PWD	Defence	Category	Total	PWD	Defence
General	5	-	-	General	5	-	-	General	6	-	-
OBC	-	-	-	OBC	-	-	-	OBC	-	-	-
EWS	-	-	-	EWS	-	-	-	EWS	-	-	-
SC	-	-	-	SC	-	-	-	SC	-	-	-
ST	-	-	-	ST	-	-	-	ST	-	-	-
Total D	5			Total D	5			Total D	6		
Outside Delhi				Outside Delhi				Outside Delhi			
Category	Total	PWD	Defence	Category	Total	PWD	Defence	Category	Total	PWD	Defence
General	-	-	-	General	-	-	-	General	-	-	-
OBC	-	-	-	OBC	-	-	-	OBC	-	-	-
EWS	-	-	-	EWS	-	-	-	EWS	-	-	-
SC	-	-	-	SC	-	-	-	SC	-	-	-
ST	-	-	-	ST	-	-	-	ST	-	-	-
Total OD	-			Total OD	-			Total OD	-		
Supernumerary				Supernumerary							
KM	0			KM	1						
SG	0										

**Note:** If seats remain vacant after exhausting all candidates available from Delhi region, the seats will be offered to Outside-Delhi candidates and vice-versa (for IGDTUW).

## 5. GUIDELINES FOR THE SECOND SPOT ROUND OF COUNSELLING

- a. The merit list of the BBA Candidates is displayed on CMAC admission portal [www.cmacadmissions.com](http://www.cmacadmissions.com). The merit list displayed on the CMAC admission portal is purely tentative. The final merit will depend upon the verification of CUET scores (English and General Aptitude Test Scores) and accordingly the allocation of seats will be done.
- b. The candidates have to report as per schedule and must mark their attendance soon after reporting. Candidates who cannot come physically can authorize any representative to participate in the counselling on their behalf and complete admission formalities. No other relaxation will be given in the admission procedure. Respective representatives will have to carry a valid ID proof and a letter of undertaking from the candidate along with the original & photocopy of the required documents.
- c. After marking attendance, the reporting candidates or their representatives will collect their file from the desk and will arrange the documents as per instructions.
- d. Reported Candidates will be called according to their rank for document verification and seat allotment. The allotment of the University will be done on the basis of the rank in the merit list, the candidate's preference of the university/campus, eligibility criteria and availability of seats in each university/campus in the respective category.
- e. After seat allotment, the candidate has to complete the process of online fee payment to confirm the seat allotted to the respective candidate, if the candidate does not pay the part admission fee of Rs. 1,00,000 in stipulated time, his/her seat will be cancelled and will be offered to next candidate from the merit list as per rules.
- f. No deficiency of any type will be allowed in document verification, and if found, the candidature will be cancelled, and no representation will be entertained thereafter.
- g. Non-reporting of the candidate as per the schedule and within the stipulated time forfeits the claim for admission for any reason whatsoever, and no request will be entertained after that.
- h. CMAC 2025 reserves the right to make any modification /alteration in the process/ procedure if required.
- i. **No refund will be done for the candidates who take admission in SPOT ROUND.**

## 6. PAYMENT OF SEAT ACCEPTANCE FEE

Candidates desirous of seeking admission in BBA program are required to pay a seat acceptance fee of Rs. 1,00,000/-. After seat allotment, the option of the payment of seat acceptance fee of Rs. 1,00,000/- will be made available in the CMAC login account of the candidate.

**The candidates have to come prepared to pay the seat acceptance of Rs. 1,00,000 using any of the following payment options:**

- (i) Online mode with net banking/Debit card/ credit card.
- (ii) NEFT transfer to

A/c Name: CMAC 2025  
A/c No. 43932843352  
Branch: DCE branch  
IFSC code: SBIN0010446

- (iii) Demand Draft:

Amount: ₹1,00,000/- (One Lakh only)  
In favor of: CMAC 2025  
A/C No. 43932843352  
Branch: DCE Branch, Payable at Delhi

**Note: This is the responsibility of the candidates to make necessary arrangements for the online fee payment. If the candidate fails to pay the seat acceptance fee of Rs. 1,00,000 in the stipulated time (within 2 hours of allotment of seat) else the allotted seat will be cancelled by CMAC and will be offered to the next available candidate from the merit list as per rules.**

## **7. DOCUMENTS REQUIRED AT THE TIME OF DOCUMENTS VERIFICATION AND COUNSELLING**

The candidates must produce the following documents (**original as well as one-self attested photocopy**) in the order given below:

- (a) Three Passport Size Photographs
- (b) Print-out of the online application form and proof of registration fee payment of Rs. 1500/-
- (c) Mark sheet and certificate of the qualifying examination i.e. Class XII or equivalent
- (d) Proof of CGPA Conversion (if applicable)
- (e) Class X Certificate in support of date of birth proof
- (f) CUET-UG 2025 score card
- (g) Reserved category (SC/ST/OBC-NCL/EWS/Single Girl Child/Kashmiri Migrant)/sub-category (CW/PD) Certificates, if applicable.

(The formats of these certificates have been provided in the Admission Brochure. The EWS certificate and OBC-NCL certificate must be valid for the year 2025-26 i.e. must be issued after 31.03.25 and if OBC certificate is issued on or before 31.03.24, it must be accompanied by a Valid NCL certificate for the year 2025-26. For further details please refer to the admission brochures)

Note: The names on the certificates, 12<sup>th</sup> mark sheet and caste certificate should be exactly same, otherwise an affidavit for the same has to be produced. For candidates who have passed Class XII through Patrachar Vidyalaya, Delhi National Institute of Open School Delhi (NIOS), the criterion for deciding the region shall be the location of their centre of examination. Such candidates must bring a copy of their admit card.

- (h) Medical fitness certificate

## **8. WITHDRAWAL POLICY**

**No refund will be done for the candidates who take admission in SPOT ROUND.**

### **Venue for Second Spot Round Counselling**

**Delhi Technological University  
B.R. Ambedkar Auditorium,  
Shahbad Daultpur, Bawana Road, Delhi - 110042**

**Note:** Candidates are advised to visit the website <https://cmacadmissions.com> regularly for updates about the admission process. For any queries, candidates may write to [bba.usme@dtu.ac.in](mailto:bba.usme@dtu.ac.in).

Sd/-  
Chairperson  
CMAC 2025