

COMMON MANAGEMENT ADMISSIONS COMMITTEE (CMAC) - 2025

BBA Admission (2025-26)



Dated: 20/06/2025

Guidelines, Instructions and Schedule for BBA Admissions 2025

1. ELIGIBILITY CRITERIA:

(a) Minimum Eligibility for BBA Admissions:

DTU

A candidate with minimum 50 percent marks in 12th board examination from a recognized board and must have passed English (Core/Elective/ Functional) in 12th board examination.

IGDTUW

Any female candidate with minimum 50 percent marks in 12th board examination from a recognized board and must have passed English (Core/Elective/Functional) in 12th board examination.

NSUT

A candidate with minimum 60 percent marks in 12th board examination from a recognized board and must have passed English (Core/Elective/Functional) in 12th board examination.

(b) Relaxation for reserved category

- I. Candidates belonging to the OBC and Defence Personnel categories shall be eligible for a relaxation of 5% in the minimum marks criterion.
- II. Candidates belonging to the SC, ST and PwD categories shall be eligible for a relaxation of 10% marks in the minimum marks criterion.

INTAKE

Sr. No	Name of the University	No. of Seats
1	IGDTUW	75+1*
2	NSUT	120
3	DTU	180+1*+1#

***Kashmiri Migrant # Single Girl Child**

For detailed seat matrix, reservation criteria and seat conversion rules please refer the Admission Brochure.

2. SELECTION CRITERIA:

- a) The admissions in BBA program will be based on score of CUET -UG 2025. Seat allotment will be done strictly on the basis of the merit of the candidate, priority/choice of the institution/university filled by the candidate and availability of seats in the respective category of the candidate as per rules. For more details please refer admission brochure of the respective universities.
- b) The merit list will be prepared on the basis of score of CUET UG 2025 in the following two components:

English (Code 101) and General Aptitude Test (Code 501)

- c) The weightage of the above components in preparation of the Merit list will be as follows:

S. No.	Weightage
1. Score in English (Code 101)	25%
2. Score in General Aptitude Test (Code 501)	75%

In case of tie in the final merit list, the following criteria shall be used:

- i) The candidate with higher score in General Aptitude Test shall be ranked higher.
- ii) In case of tie in score in General Aptitude Test, the candidate older in age will be ranked higher.
- iii) In case of tie in the age criterion, the candidate with higher score in English (Class XII) shall be ranked higher.
- iv) In case of tie in English (Class XII), random number will be used to break the tie.

Note: - If the Candidate has not appeared in the tests of English (Code 101) and General Test (Code 501) in CUET UG 2025, such candidate will not be considered in the merit List and such candidates need not to apply for BBA admissions through CMAC 2025.

3. ADMISSION PROCEDURE:

a) Registration Process

All candidates desirous of seeking admission to the BBA programs at DTU, IGDTUW and NSUT are required to visit website www.cmacadmissions.com and fill registration form, pay a non-refundable registration fee and fill the choices for allotment of seat. The details of registration fee are given below:

CATEGORY	Amount
General/ OBC / EWS/ SC/ST/PwD/ CW/KM	₹ 1,500/ + Transaction Fee (If Any)

Note: Registration fee is non-refundable

b) Documents to be uploaded at the time of registration:

Following is the list of documents required for uploading at the time of filling up of online application form:

- a. Photograph
- b. Signature
- c. Class X Certificate (both sides)/ Birth certificate for Date of Birth
- d. Class XII Marksheet and certificate
- e. Category Certificate (EWS/SC/ST/OBC-NCL) (if applicable)
- f. PwD Certificate (if applicable)
- g. Defence Certificate (if applicable)
- h. CUET UG 2025 Admit Card
- i. Affidavit for single girl child (if applicable)

Note: The candidates from OBC-NCL and EWS category must submit the valid OBC-NCL or EWS Certificate valid for the year 2025-26 (issued after 31st March 2025) otherwise they will not get the benefit of reservation.

c). Counselling and Payment of Seat Acceptance Fee:

Seat allotment will be done strictly on the basis of the merit of the candidate, priority/choice of the institution/university filled by the candidate and availability of seats in the respective category of the candidate as per rules. **The allotment of seats, Documents Verification Schedule and Part admission fee payment schedule (Rs. 1,00,000) will be notified on CMAC website. If the candidate does not appear for documents verification, his/her seat will automatically get cancelled.**

A candidate, who is allotted a seat in any round of counselling is required to pay the part admission fee of Rs. 1,00,000/- (Rs. One Lakh only) as per the payment mode instructed in the guidelines of counseling (The detailed guidelines will be issued in due course of time on CMAC-2025 website). Balance fees need to be paid by the candidate in the respective University at the time of academic registration.

All the candidates who get an allotment will have to pay part admission fee (Rs.1,00,000/- Rupees One Lakh) as per the admission schedule, failing which his/her allotted seat will stand automatically cancelled and the **candidate will not be considered for subsequent rounds of seat allotment**. However, such candidates are eligible for spot round of counselling.

Upgradation

After each round of counselling, the admitted candidates will be given chance to upgrade to the University as per the rank of the candidate, choice/priority of the candidate filled in application form and availability of seats in the respective category of the candidate as per rules. Candidates are advised to fill the choices carefully.

Spot round

Spot round may be conducted if seats remain vacant. Details of spot round will be notified on the website www.cmacadmissions.com.

NOTE: Fresh applications against vacant seats, if any, may be invited by following an alternative admission criterion in spot round of admissions by CMAC.

****Special spot round may be conducted by the respective University separately after the spot round depending upon the availability of vacant seats.***

d). Reporting at final allotted university

All provisionally admitted candidates are required to visit the website of allotted university for physical verification of original documents/commencement of classes and payment of balance fee (if any). Admitted candidates need to pay the balance fee at the final allotted University AS PER FEE PAYMENT SCHEDULE of respective university, failing which, the admission of the candidate automatically stands cancelled *ipso facto*.

4. WITHDRAWAL POLICY

All fee refunds of the candidates, who have withdrawn their seat till spot round will be made by CMAC, Delhi 2025 as per the withdrawal policy of the respective University from where withdrawal is taken. After that the candidates have to approach the respective allotted Universities for any withdrawals.

Last date of Admission will be announced on CMAC Portal.

Note: Please refer the Admission Brochure for Withdrawal Policy of Participating Universities.

5. Instructions to fill online application form

It is mandatory that candidate has appeared in CUET 2025 General Test and English Test

Step:1 On the Home Page at www.cmacadmissions.com, Click on the tab BBA Registration 2025.

Step:2 Candidate will be directed to login page and click Register Now and create login id and password.

Step 3 Login through newly created id and password and choose “New Application” Tab. The Candidates have to fill and upload all the details as follows:

- a) Personal Details
- b) CUET UG 2025 Details (**Candidates are advised to ensure that the CUET UG 2025 Application Number and Date of Birth of the Candidate filled in the application form is as per CUET UG 2025 score card. CMAC will not be responsible for the consequences of wrong entry by the candidate.**)
- c) Educational Details.
- d) Choice Filling of Institutions
- e) Uploading of Scanned copy of Relevant Document/ Undertaking
- f) Declaration
- g) Submission of Registration fee

The candidates must fill the priority of the institution in the application form. All Candidates have to pay Rs. 1500/ as non-refundable registration fee. The application form will be incomplete if the candidate does not pay the registration fee. Such candidates will not be allowed to participate in the admission process.

All candidates are requested to follow the steps below to complete the payment of the registration fee:

1. Click on the 'Pay Fee' button on the portal.
2. Under Institute Name, select: DTU - CONSULTANCY A/C

3. Under State of Corporate/Institution, select: All India
4. In the Payment Category, select: MBA/BBA Registration Fee
5. Proceed to make the payment as per the instructions on the screen.
6. Once the payment is successfully made, candidates are required to log in to their application account and update the payment details, such as reference number (DUNxxxxxxx), etc.

Step 4 The Candidates are advised to keep a print of the application form submitted for reference.

Note: Candidates are advised to ensure that all the details filled by the candidate are correct. CMAC will not be responsible for the consequences of wrong entry by the candidate.

5. Tentative Admission Schedule

S. No.	Events	Dates
1.	Start of Online Application form	20th June 2025
2.	Last date of submitting the completely filled application form	13th July 2025

Note: The detailed schedule will be uploaded soon. Candidates are advised to visit www.cmacadmissions.com on regular basis for the updates. All important updates will be posted on CMAC website only so the candidate will be responsible if he/she missed any information.

Admission Officer
CMAC - 2025