

COMMON MANAGEMENT ADMISSIONS COMMITTEE (CMAC) - 2025

BBA Admissions (2025-26)



Dated: 07/08/2025

Revised Schedule and Instructions for Second Round of Counselling

1. Counselling Schedule

Second Round of Counselling – 11th August 2025 (Monday)

Spot Round of Counselling – 19th August 2025 (Tuesday)

Last Date of Admission – 18th August 2025
(Only for the purpose of calculating the withdrawal amount)

2. Upgradation of the preferred University allocated in the First Round of Counselling

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

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

The upgradation will be subject to:

- Candidate's registered preferences (you can only upgrade to a higher preference - e.g., if you were allotted your second preference, you can only upgrade to your first preference)
- 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 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

Delhi Region –

Candidates up to Rank 569 – Reporting time 10-10:30 am.

Candidates admitted in IGDTUW after Rank 569 will be considered for upgradation with the fresh allotment in the Second Round of Counselling. Reporting time - 10-11 am

Outside Delhi Region-

Candidates up to Rank 172 – Reporting time 12-12:30 pm.

Candidates admitted in IGDTUW after Rank 172 will be considered for upgradation with the fresh allotment in the Second Round of Counselling. Reporting time – 12-1 pm

Schedule for Counselling

Reporting Date	Region	Category/Subcategory	Ranks	Reporting Time
11.08.2025 (Monday)	Delhi	Unreserved/ General	570-762 Women 570-850	10-11 am
	Outside Delhi	Unreserved/ General	173-240	12-1 pm
		OBC	532-851	
		Kashmiri Migrant	Female	12-1 pm

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.
- Detailed criteria regarding Kashmiri Migrants are available in the university BBA brochures.
- Candidates belonging to categories already invited to the First Round of Counselling**

and who could not be present in the First round may join in the Spot Round of Counselling if seats remain vacant.

- 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

4. VACANT SEATS FOR SECOND ROUND OF COUNSELLING

The vacant seat matrix includes withdrawals made upto noon 07.08.25. The vacancy due to further withdrawals will be considered in the Spot Round of Counselling

Upgradation may be made by candidates allotted seats in the First round by submitting their request on the day of the second round of counselling.

VACANT SEAT MATRIX FOR SECOND ROUND OF COUNSELLING

DTU

Delhi			
Category	Total	PWD	Defence
General	12	3	0
OBC	11	2	2
EWS	4	1	1
SC	4	1	1
ST	10	1	1
Total D	54		

Outside Delhi			
Category	Total	PWD	Defence
General	1	1	0
OBC	0	0	0
EWS	0	0	0
SC	0	0	0
ST	1	0	0
Total OD	4		

Supernumerary	
KM	0
SGC	0

NSUT

Delhi			
Category	Total	PWD	Defence
General	2	1	1
OBC	0	1	2
EWS	5	0	1
SC	7	1	1
ST	6	0	1
Total D	29		

Outside Delhi			
Category	Total	PWD	Defence
General	1	1	0
OBC	1	0	0
EWS	0	0	0
SC	0	0	0
ST	1	0	0
Total OD	4		

IGDTUW

Delhi			
Category	Total	PWD	Defence
General	4	1	2
OBC	13	1	1
EWS	5	1	0
SC	3	0	1
ST	4	0	1
Total D	37		

Outside Delhi			
Category	Total	PWD	Defence
General	2	0	0
OBC	2	0	0
EWS	0	0	0
SC	0	0	0
ST	1	0	0
Total OD	5		

Supernumerary	
KM	1
SGC	

Note:

- a) After exhausting the complete list of candidates for PwD and CWS subcategories, remaining

vacant seats in these subcategories will be transferred to their respective main category (GEN/SC/ST/OBC/EWS)

- b) After exhausting the complete list of candidates (category-wise as per norms), any unfilled seat pertaining to any category may be filled by increasing general category seats, in equal number, during the SPOT ROUND of counselling.

5. GUIDELINES FOR THE SECOND ROUND OF COUNSELLING

- a. The merit list of the BBA Candidates is displayed on CMAC admission portal 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.

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 in online mode with net banking, debit card or credit card. 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, the allotted seat will be cancelled by CMAC and will be offered to the next available candidate from the merit list as per rules.

Candidates may also pay via NEFT transfer to

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

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, 12th 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

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 to calculate eligible refund amount is 18th August, 2025.

Note: Please refer the Admission Brochure for Withdrawal Policy of Participating Universities. The same is placed in the Appendix for your reference. In case of conflict, the withdrawal policy as mentioned by the respective university will be final.

Venue for First 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.

Sd/-
Chairperson
CMAC 2025

Appendix A - Withdrawal Policy of Universities

All fee refunds of the candidates, who have withdrawn their seat till spot round will be made by CMAC, Delhi 2025. After that the candidates have to approach the respective university for any withdrawals. The last date of admission is 18th August 2025, which is used for calculating percentage of refund of aggregate fee.

Delhi Technological University

The University follows the following policy for the remittance and refund of fee, if a student chooses to withdraw from the programme of study in which he/she is enrolled:

S. No.	Percentage of refund of aggregate fee*	Point of time when notice of admission is served to the University
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less but more than 15 days after the formally notified last date of admission
5	00%	More than 30 days after the formally notified date of admission

Indira Gandhi Delhi Technical University For Women

The University follows the following policy for the remittance and refund of fee, if a student chooses to withdraw from programme in which she is enrolled:

S. No.	Percentage of refund of aggregate fee*	Point of time when notice of withdrawal of admission is received
1.1	100%	15 days or more before the formally notified last date of admission
1.2	90%	Less than 15 days before the formally notified last date of admission
1.3	80%	15 days or less after the formally notified last date of admission
1.4	50%	30 days or less, but more than 15 days after the formally notified last date of admission
1.5	00%	More than 30 days after the formally notified date of admission

Netaji Subhas University of Technology

S. No.	Percentage of refund of aggregate fee*	Point of Time when Notice of Withdrawal of admission is served to HEI
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days after the formally notified last date of admission
5	00%	More than 30 days after the formally notified date of admission