

COMMONMANAGEMENTADMISSIONSCOMMITTEE- 2023**MBA Admissions (2023-24)****Dated: 05/07/2023****Guidelines for Upgradation, Second Round and Spot Round of Counselling on 13th July 2023 and 14th July 2023**

Counselling Schedule	
First Upgradation Round and Second Round of Counselling on 13th July 2023	
Reporting of Admitted candidates willing for Upgradation (Against Withdrawals) <ul style="list-style-type: none"> • General Category up to rank 232 and • Admitted candidates from reserve categories 	9:00 am to 9:30 am
Upgradation of reported candidates (Against Withdrawals)	9:30 am to 10:30 am
Reporting of candidates for the Second Round of Counselling and reporting of IGDTUW admitted candidates for upgradation: <ul style="list-style-type: none"> • Candidates who reported in the first round up to rank 350 and were not allotted any seat due to the non-availability of vacant seats • Candidates admitted in IGDTUW between rank 233 to rank 335 from the general category(only those candidates who are willing for upgradation) • Candidates from reserve categories who reported in the first round but were not allotted any seat 	10:30 am to 11:00 am
Seat Allotment of Second Round*	11:00 am to 12:00 pm
Display of Vacant Seats for Spot Round	12:00 pm
SPOT ROUND- 13th July 2023	
Reporting for spot round by Reserve Category Candidates from Merit List of Eligible Candidates (SC/ST/EWS/OBC Candidates) <ul style="list-style-type: none"> • Candidates from the reserved category who reported in earlier rounds but were not allotted any seats and • Candidates from reserve categories who have not reported in regular rounds of counselling 	12:00 pm to 12:30 pm
Conversions and Allotment of Seats to Reserve Category Candidates in Spot Round	12:30 pm to 1:30 pm
Display of Vacant Seats in the Reserve Category and creation of an equal no of additional seats in the General Category in lieu of vacant seats in reserve categories	1:30 pm to 2:00 pm
Reporting for Second Round of Upgradations by Admitted Candidates willing for Upgradation (Against vacant seats after creating additional seats in the general category in lieu of vacant seats in the reserved category)	2:00 pm to 2:30 pm
Upgradation of reported admitted Candidates willing for upgradation	2:30 pm to 4:00 pm
Display of vacant seats for SPOT ROUND available to General Category	5:00 pm

The vacancy will be uploaded on the CMAC-2023 website.	
SPOT ROUND - 14th July 2023	
Reporting of General Category Candidates for Spot Round from the Merit List of Eligible Candidates. <ul style="list-style-type: none"> • Candidates who reported in earlier rounds but were not allotted any seat • Candidates who reported and were offered a seat but did not accept the offer of allotment • Candidates not reported in earlier rounds of counselling 	9:00 am to 9:30 am
Seat Allotment	9:30 am onwards

*Seat allotment in the second round of counselling is against the vacant seats due to withdrawals by the admitted candidates in the first round of counselling and after the upgradation of admitted candidates against such withdrawals. The candidates admitted in IGDTUW between rank 233 to rank 335 from the general category will get the opportunity for upgradation as per the merit of reported candidates in the first counselling between the said rank.

- The candidates who reported in the first round of counselling but did not accept the offer of allotment are not eligible for the second round of counselling. Such candidates are eligible for the spot round.
- Merely calling for counselling does not guarantee admission. Admission will be offered based on eligibility, merit of the candidate and availability of vacant seats.

1. Instructions for Upgradation Rounds on 13th July 2023:

- a) Candidates who are willing for upgradation have to report physically or can send a representative to participate in the upgradation round.
- b) Upgradation opportunities will be available in two rounds, as given above in the table. The upgradation will be done based on the candidate's merit, the candidate's preference of the university/campus, eligibility criteria and availability of seats in each university/campus.
- c) Rank in the Merit List published on CMAC - 2023 website will be considered for this round.
- d) The candidate or his/her representative must carry the original provisional admission letter. The representatives must carry the authorization letter and Valid ID Proof to participate in Upgradation Round.

2. Instructions for Upgradation and Second Round of Counselling on 13th July 2023:

- a) Eligibility for reporting:
 - Candidates who reported in the first round up to rank 350 and were not allotted any seat due to the non-availability of vacant seats
 - Candidates admitted in IGDTUW between rank 233 to rank 335 (only those candidates who are willing for upgradation)
 - Candidates from reserve categories who reported in the first round but were not allotted any seat

Seat allotment in the second round of counselling is against the vacant seats due to withdrawal by the admitted candidates in the first round of counselling and after the upgradation of admitted candidates against such withdrawals. The candidates admitted in IGDTUW between rank 233 to rank 335 will get the opportunity for upgradation as per the merit of reported candidates in the first counselling between the said rank.

- b) The candidates have to bring a Seat Acceptance Fee in the form of a Demand Draft of Rs. 1,00,000/- in Favor of REGISTRAR IGDTUW- CMAC and a Medical Fitness Certificate for admission in the Second Round of Counselling.
- c) The candidates who reported in the first round of counselling but did not accept the offer of allotment are not eligible for the second round of counselling. Such candidates are eligible for the spot round.

3. Instructions for Spot Round:

(A) Who can participate in SPOT ROUND

i) On 13th July 2023:

- Candidates from reserve categories (SC/ST/EWS/OBC) who have not reported in regular rounds of counselling
- Candidates from the reserved category (SC/ST/EWS/OBC) who reported in earlier rounds but were not allotted any seat

ii) On 14th July 2023

- Candidates who reported but were not allotted any seat in previous rounds
- Candidates who reported and were offered a seat but did not accept the offer of allotment
- Candidates who have not reported in previous rounds from the **Merit List of Eligible Candidates available on the CMAC-2023** website, subject to fulfilment of eligibility criteria (As per Eligibility Criteria mentioned in the Admission Brochure). The admission will be made based on merit, the candidate's preference of the University/Campus, eligibility criteria and availability of seats in each University/Campus. Rank in the Merit Rank published on CMAC - 2023 website will be considered for this round.

(B) Guidelines for Spot Round of Counselling

- a. The candidate has to physically report for Counselling at Auditorium, IGDTUW, Delhi. Candidates who cannot come physically can authorize their parent /relative /guardian/ friends as their representative to participate in counselling on their behalf and complete admission formalities. No other relaxation will be given in the procedure of admission.
- b. Candidates desirous of seeking admission in the spot round are required to pay a seat acceptance fee of Rs. 1,00,000/- and a Medical Fitness Certificate. The payment can be made only through a demand draft in favour of “**REGISTRAR IGDTUW -CMAC**”.
- c. The candidates are advised to go through the respective MBA admission brochures available at www.cmacadmissions.com
- d. No deficiency will be allowed in the Spot round, the candidature will be cancelled, and no representation will be entertained after wards.
- e. 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.
- f. CMAC 2023 reserves the right to make any modification /alteration in the process/ procedure if required.

(C) Payment of Seat Acceptance Fee

- a. Candidates must deposit a part admission fee (Rs.1,00,000– Rupees One Lakh) through demand draft only for blocking the seat allotted to him/her during the admission counselling.
- b. The part admission fee for blocking seat shall be adjusted against the annual academic fee of the first year after getting admission in respective Universities. The candidate shall be required to deposit the balance of annual fees in the University at the time of registration of first semester courses for the confirmation of admission.
- c. The demand draft should be of amount Rs. 1,00,000/- in favour of **REGISTRAR IGDTUW-CMAC**.
- d. If a candidate fails to submit the demand draft as part admission fee of Rs. 1,00,000 immediately at the time of seat allotment for whatsoever reason. In that case, the seat will not be allotted to him/her and will go to the next candidate based on merit.

VENUE FOR REPORTING
AUDITORIUM
Indira Gandhi Delhi Technical University for Women, Kashmere Gate,
Delhi - 110006.

4. Withdrawal Policy: -

All fee refunds of the candidates, who have withdrawn their seat till the date of spot round, will be made by CMAC, Delhi 2023 as per the withdrawal policy of the respective University from where withdrawal is taken. After the date of spot round, the candidates have to approach the respective allotted Universities for any withdrawals.

5. The status of Vacant Seats as on 05.07.2023:

	DTU DSM	DTU USME	NSUT	IGDTUW
GNGN	3*	3*	2*	0
GNPD	2	3	2	2
GNCW	0	0	0	0
EWGN	0	1*	0	6
EWPD	1	1	0	0
EWCW	1	1	1	1
OBGN	0	22	12	16
OBPD	2	2	1	1
OBCW	0	2	1	1
SCGN	1*	14	5	9
SCPD	1	1	1	1
SCCW	0	1	0	0
STGN	8	7	5	5
STPD	1	1	0	0
STCW	1	1	1	1
TOTAL	21	60	31	43
KM#	0	1	NA	1

* Withdrawal as on 05/07/23. The vacancy is tentative as more withdrawals may arise till 13.07.2023.
Over and Above

Note: Candidates are advised to visit the website <https://cmacadmissions.com> regularly for updates about the admission process.