

**COMMON MANAGEMENT ADMISSIONS COMMITTEE  
CMAC- 2023**

**MBA Admission (2023-24)**



**Dated: 15/06/2023**

**1. Counselling schedule of MBA Admission 2023 (1<sup>st</sup> Round of Counselling)**

S.No.		Reporting Date	Category and Rank	Reporting Time
1.	1 <sup>st</sup> Round of Counselling	21-06-2023 (Wednesday)	General Category Rank 1 to Rank 175	9:00 am- 9:30 am
			General Category Rank 176 to Rank 350	1:30 pm – 2:00 pm
		22-06-2023 (Thursday)	General Category Rank 351 to Rank 573	9:00 am- 9:30 am
			ST Category (All Candidates) SC Category (All Candidates) EWS Category (All Candidates)	1:30 pm – 2:00 pm
			23-06-2023 (Friday)	OBC Category (All Candidates)

**Note:-**

- (a) All General Defence category candidates have to report at 9:00 am on 21-06-2023.
- (b) Greater number of candidates than seats are called for the counselling process; hence merely calling for counselling does not guarantee admission as Merit and availability of seat is the sole basis for allotment.
- (c) Candidates must report on time; otherwise, they will not be considered for seat allotment.
- (d) The candidates who failed to produce /update a valid category or subcategory certificates at the time of document verification and have their name in the merit list, such candidates have to report as General Category candidates.
- (e) For blocking the allotted seat, it's must to submit part fee of Rs. 100,000/- through demand draft only in favor of "REGISTRAR IGDTUW – CMAC" payable at Delhi.

## 2. Guidelines for First Round of Counselling

- a) The merit list for the first round of seat allotment is displayed on CMAC admission portal [www.cmacadmissions.com](http://www.cmacadmissions.com).
- b) The Candidates have to report as per schedule and must mark their attendance soon after reporting.
- c) After marking attendance, The Reporting Candidates or their representatives will collect their file from the desk and fill the choice of the University, admission slip and declaration form and place the demand draft in the file.
- d) Reported Candidates will be called according to their rank for seat allotment. The allotment of the University will be done on the basis of the merit list, the candidate's preference of the university/campus, eligibility criteria and availability of seats in each university/campus. **For blocking the allotted seat, it's must to submit part fee as demand draft of Rs. 100,000/- in favor of "REGISTRAR IGDTUW – CMAC" payable at Delhi.**
- e) Candidates are advised to go through the admission brochures for rules regarding seat allotment and counselling.

## 3. Authority Letter for Representatives:

Candidates who cannot come physically can authorize their parent/relative/guardian/friends as their representative to participate in the counselling round on their behalf and complete admission formalities. No other relaxation will be given in the procedure of admission. Respective representatives will have to carry a valid ID proof and letter of undertaking from the candidate along with original & photocopy of required documents.

## 4. Payment of Seat Acceptance Fee

- a) **Candidates shall be required to deposit a part admission fee of Rs. 1,00,000/- (Rupees One Lakh) only through Demand Draft in favor of : "REGISTRAR IGDTUW – CMAC" payable at New Delhi for blocking the seat allotted to him/her during the first round of admission counselling.** Balance Fee has to be paid by the candidate to the respective University as per the schedule declared by the respective University.
- b) Failing to submit the part admission fee, the allotted seat will stand automatically cancelled and the candidate will not be considered for present or subsequent rounds of seat allotment (except spot round).
- c) The seat-blocking fee shall be adjusted against the annual academic fee of the first year after getting admission to respective universities. The candidate shall be required to deposit the balance of annual fees in the respective University at the time of registration of first semester courses for the confirmation of admission.

## Venue for First Round Counselling

**Auditorium  
Indira Gandhi Delhi Technical  
University for Women, Kashmere  
Gate, Delhi - 110006**

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