



Common Management Admission Committee (UG) 2026 BBA ADMISSIONS 2026-27

Details and Instructions for the Upgradation and Spot Round of Counselling

DATE OF THE UPGRADATION AND SPOT ROUND OF COUNSELLING:

August 22, 2026 (Saturday)

VENUE FOR THE UPGRADATION AND SPOT ROUND OF COUNSELLING:

Auditorium, East Delhi Campus, Delhi Technological University, Vivek Vihar Phase II, Delhi 110095

Attendance Schedule

Process	Candidates Eligible to Attend	Attendance Time
Reserved Category (Upgradation and Fresh Allotment)	All registered and eligible candidates (Delhi and Outside Delhi) (SC/ST/EWS/OBC/Kashmiri Migrant/Defence/PwD candidates) <i>**Candidates from the reserved category who were not allotted any seats in earlier rounds.</i>	9:00 a.m. – 10:00 a.m.
Upgradation	All candidates who have already been allotted and admitted to a seat	9:00 a.m. – 10:00 a.m.
Spot Round Counselling	All registered candidates (Delhi and Outside Delhi)	10:00 a.m. – 11:00 a.m.

******Candidates must mark their attendance within the prescribed
reporting time. Late reporting shall not be entertained.***

The total number of vacant seats in three universities (across all categories) in the BBA programme after the second round of counselling is given below (as on 20th August, 2026, 5:30 p.m.)-

Category	DTU		NSUT		IGDTUW	
	Delhi	Outside Delhi	Delhi	Outside Delhi	Delhi	Outside Delhi
GNGN	Nil	Nil	Nil	Nil	2	Nil
GNCW	Nil	Nil	Nil	X	1	X
GNPD	3	1	2	1	1	X
SC	13	Nil	Nil	Nil	8	Nil
SCCW	1	X	1	X	1	X
SCPD	1	X	1	X	X	X
ST	9	2	7	1	4	1
STCW	1	X	X	X	1	X
STPD	1	X	1	X	X	X
OBC	27	Nil	6	Nil	12	1
OBC-CW	2	X	2	X	1	X
OBC-PD	2	X	1	X	1	X
EWS	9	Nil	6	Nil	6	Nil
EWS-CW	1	X	1	X	X	X
EWS-PD	1	X	X	X	1	X

Kashmiri Migrant	1	X	X	X	1	X
Single Girl Child	Nil	X	X	X	X	X

*****The updated seat matrix reflecting withdrawals and upgradations will be announced at the Counselling Venue.**

IMPORTANT INSTRUCTIONS

1. Venue for Upgradation and Spot Round of Counselling- **DTU East Delhi Campus, Vivek Vihar, Delhi-110095**
2. **No fee refund against withdrawal will be done for the candidates admitted in the spot round.**
3. Participation in counselling does not guarantee admission. A larger number of candidates than the available seats have been invited for counselling to ensure optimum utilisation of seats. Admission shall be offered strictly on merit and subject to the availability of seats, as per rules.
4. **It is mandatory to bring the Demand Draft Rs 1,00,000 (Rupees One Lakh only)** towards the part payment of admission fee for the First Year Fee drawn in favour of “**CMAC (UG)-2026**” payable at Delhi to participate in the second round of counselling.
5. Seat allotment will be based on the merit of candidates who mark their attendance and according to the seat matrix provided in the Admission Brochure.
6. Candidates must mark their attendance within the prescribed reporting time. Late reporting shall not be entertained. Non-reporting of a candidate as per the schedule and within the stipulated time will forfeit the claim for admission, and no request/representation will be entertained thereafter under any circumstances.
7. Seat allotment shall be made strictly on the basis of merit, applicable reservation policy, and availability of seats.
8. Candidates shall remain present inside the counselling venue until completion of counselling for their respective category. Requests for priority or out-of-turn counselling shall not be entertained.

9. Candidates unable to attend personally may authorise a representative through a signed authorisation letter. The representative must carry:
1. Authorisation Letter
 2. Valid Photo Identity Card
 3. Original documents
 4. Two sets of self-attested photocopies
10. Only the candidate and one accompanying person shall be permitted inside the counselling venue.
11. Candidates are advised to use public transport. The nearest Delhi Metro Stations are Mansarovar Park (Red Line) and Karkardooma (Blue/Pink Lines).
12. Candidates are advised to visit the CMAC Portal regularly for updates regarding admissions.
13. The decision of the University regarding eligibility, document verification, merit, and seat allotment shall be final and binding.
14. For any queries, contact us at bba.usme@dtu.ac.in

DOCUMENTS REQUIRED AT THE TIME OF COUNSELLING

Candidates must present the following documents (**originals along with two photocopies**) ; no admission will be permitted without any of the following documents.

If the candidate fails to produce the required documents at the time of seat allotment for any reason, the allotted seat will be cancelled immediately by CMAC and offered to the next available candidate from the merit list, as per the rules.

1. Demand draft of **Rs 1,00,000 (Rupees One Lakh only)** for the part payment of First Year Fee drawn in favour of “**CMAC (UG) 2026**” payable at Delhi.

(NO OTHER MODE OF PAYMENT WILL BE ACCEPTED. *Payment through cheque, UPI, debit card, credit card, RTGS, NEFT, etc., will not be accepted under any circumstances*)

2. Three (03) passport-size photographs
3. Proof of payment of the registration fee (Rs. 1500)
4. Printout of the online BBA Application Form.
5. CUET (UG)-2026 Score Card.
6. Class X Marksheet.
7. Class X Certificate.
8. Class XII Marksheet.
9. Class XII Passing Certificate/Provisional Certificate from the school, duly stamped and signed by the principal
10. Reserved Category/Sub-category Certificate(s), wherever applicable.

Note: For OBC-NCL and EWS categories, only certificates issued after March 31, 2026, will be valid for admission purposes. Candidates with certificates issued on or before March 31, 2026, will not be eligible to participate in these categories. Production of only acknowledgements indicating that new certificates are in process will not be accepted.

11. The candidate's names on the reserved category certificates and Class XII marksheet should be exactly the same, an affidavit to this end will have to be produced.
12. For candidates who have passed Class XII through Patrachar Vidyalaya, Delhi / National Institute of Open School Delhi (NIOS) or any other mode of correspondence, 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.
13. Medical Fitness Certificate (in original)

Candidates are advised to refer to the **BBA Admission Brochure 2026–27** for the prescribed formats and additional requirements.



Dr. Pallavi Sethi
Deputy Chairperson
CMAC (UG)-2026



Dr. Nidhi Maheshwari
Chairperson
CMAC (UG)-2026