COMMON MANAGEMENT ADMISSIONS COMMITTEE 2021-22

BBA Admission (2021-22)

Dated: 27/11/2021

Guidelines for Spot Round 2 of Counselling

The status of vacant seats across all categories in BBA/B.DFT in the three Universities as on November 27th, 2021 is given below:

University	Number of Vacant Seats
USME, DTU (BBA)	2
NSUT (BBA)	4
NSUT (B.DFT)	37
IGDTUW (BBA)	13

Note:

1. Eligibility of Applicants registered through CMAC portal to attend the spot round is as given below:

SCHEDULE OF SPOT ROUND OF COUNSELLING

SPOT ROUND for **General Category Candidates**	**Registered candidates of General Category**	**1. Having percentage equal or more than 85% as per brochure (for DTU, NSUT)** **2. All registered Girl candidates having minimum percentage as per the Brochure available on website (for IGDTUW)**	**BBA**	**Reporting Time :** **10:00 am**	**Date :** **December 1, 2021 (Wednesday)**
	Fresh/Registered candidates of General Category	**Having minimum percentage as per the Brochure available on website**	**B.DFT**		

2. Calling of the candidates for the spot round shall not be considered as entitlement for admission.
3. Admissions will be offered strictly in the order of merit (based on the percentage in the best of four subjects, including English and excluding skill-based/vocational courses) and on the basis of the availability of seats at the time of Spot Counselling.

4. Any unfilled seat pertaining to any category will be filled by increasing General category seats in equal number during the spot round as per the CMAC norms.
5. The allotment of University will be done on the basis of the merit list, candidate's preference of the campus, eligibility criteria and availability of seats in each campus.
6. 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. Only the student or his/her one representative will be allowed inside the counselling venue to maintain social distancing norms.
7. Candidates are advised to visit the website https://cmac.admissions.nic.in regularly for updates about the admission process.

Venue for Spot Round Counselling

Main Auditorium
Netaji Subhas University of Technology
Sector-3, Dwarka, New Delhi-110078

DOCUMENTS REQUIRED FOR INTER-UNIVERSITY SHIFTING OF ALREADY ADMITTED CANDIDATES

1. Provisional letter of admission (Seat Allotment) issued at the time of counselling (Original and Photocopy)
2. Class XII Marksheet (Original and Photocopy)
3. Class X Certificate (Original and Photocopy)
4. Reservation Certificate (SC/ST/OBC NCL/EWS/CW/PD, if applicable) (Original and Photocopy)

DOCUMENTS REQUIRED AT THE TIME OF SPOT ROUND OF COUNSELLING

The candidates must produce the following documents (**original as well as one-self attested photocopy**) in the order given below:

(i) **Demand draft of Rs 91,000 (Ninety One Thousand only)** for the First Year Fee drawn in favour of "**Registrar, Delhi Technological University ",** payable at Delhi.

Note: In the case of DTU and NSUT, the selected candidates will be required to pay the balance first year fee of Rs 2,500 by a date to be specified later by the respective universities.

(ii) Print-out of the online application form/CMAC registration form

(iii) Mark sheet and certificate of the qualifying examination i.e. Class XII or equivalent

(iv) Proof of CGPA Conversion (if applicable)

(v) Class X Certificate in support of date of birth proof

(vi) Reserved category (SC/ST/OBC-NCL/EWS)/sub-category (CW/PD) Certificates, if applicable (The formats of some of these certificates have been provided in the Admission Brochure)

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.

(vii) 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.

(viii) Medical fitness certificate

Precautions to be taken in view of Covid19 Pandemic

(Reference :: MHRD order F.No.16-16/2020-U1A dated 06-July-2020)

1) All candidates should wear masks properly covering their nose and mouth.

2) All candidates should have "Arogya Setu" App installed on their mobile and it should show healthy status at entry gate.

3) Thermo gun temperature check-up will be done at entrance gate for all candidates and university staff engaged in the counselling process.

4) If any candidate fails to meet the criteria of "Healthy status", he/she will not be allowed to enter the Venue.

5) Entire room floors, walls, gates and doors will be sprayed with disinfectant.

6) Counselling functionaries will also wear masks.

7) Sanitizers will be available at door entry and inside the Venue.

8) Avoid crowding at entry and exit point.

9) Keeping in view the physical distancing, University has adequate rooms capacity to meet proper seating arrangement for counselling. Due distance will be maintained between every two candidates in seating arrangement.

10) Adequate arrangement of safe drinking water is made. However, candidates are advised to bring their own water bottles also.