

MBA ADMISIONS 2020

INSTRUCTIONS FOR CANDIDATES

1. In view of unprecedented circumstances due to Covid-19 and to ensure the timely completion of Admission process, a revised admission counseling schedule is uploaded. The candidates are advised to regularly visit CMAC website and their respective emails for updates.
2. At any stage of Admission process or later, if it is found that candidate has suppressed any material information or wilfully submitted false information/documents, his / her candidature will be cancelled with immediate effect .
3. Forged Documents: If the documents you submit are found to be forged / fake, then the seat allotted will be withdrawn and you will be debarred from any seat. CMAC may also initiate legal action in such a case.
4. Seat Up-gradation: If you accept the allocated seat with floating option, and if you are allotted a different seat in a subsequent round, then you will automatically forfeit the seat offered/accepted earlier.
5. The provisional admission is subject to fulfilment of following conditions:
 - a) Mandatory percentage of marks in graduation (as specified in admission brochure)
 - b) Valid CAT score
 - c) 10th Class passing Certificate for DoB proof
 - d) OBC-NCL certificate for the year 2020-2021, if applicable
 - e) EWS certificate for the year 2020-2021, if applicable
 - f) SC/ST certificate issued by competent authority (as specified in admission brochure), if applicable
 - g) Defence certificate issued by competent authority (as specified in admission brochure), if applicable
 - h) Kashmiri migrant certificate issued by competent authority (as specified in admission brochure), if applicable

Note- The candidates must ensure that they fulfil the eligibility criteria of admission as per admission brochure. At any stage of Admission process or later, if it is found that candidate has suppressed any material information or wilfully submitted false information/documents, his / her candidature will be cancelled with immediate effect and admission fee will not be refunded. Legal proceedings may be initiated against such candidates. Students are required to produce above-mentioned documents (original and a photocopy) at their respective institutions, at the time of physical verification. Failure to comply with these conditions/documents will lead to cancellation of admission.

ONLINE COUNSELING PROCEDURE

Seat Allotment – General Rules

1. During this step, the choices of university campus submitted by the candidates will be processed centrally and seat will be allotted in the order of combined merit based on the locked choices.
2. Combined Merit List will be prepared based on the CAT Score 2019. Any Tie in the CAT score will be resolved as per Admission Brochure.
3. The candidates must ensure that they fulfil the eligibility criteria of admission as per admission brochure. At any stage of Admission process or later, if it is found that candidate has suppressed any material information or wilfully submitted false information/documents, his / her candidature will be cancelled with immediate effect and admission fee will not be refunded. Legal proceedings may be initiated against such candidates. Students are required to produce above-mentioned documents (original and a photocopy) at their respective institutions, at the time of physical verification. Failure to comply with these conditions will lead to cancellation of admission.

First Round of Counseling

1. The choices filled by the candidates during ONLINE registration will be processed centrally. However, the candidates will be allowed to change their choices in the beginning of every round as per admission schedule. Hence the candidates are required to fill/change their choices carefully.
2. All the candidates who get an allotment in this round will have to pay part admission fee (Rs.1,00,000 – Rupees One Lakh) online as per the admission schedule, failing which his/her allotted seat will stand automatically cancelled and the candidate will not be considered for subsequent ONLINE rounds of seat allotment. However, such candidates are eligible for spot round of counseling. Balance fees need to be paid by the candidate in the respective institution at the time of academic registration.
3. Based on the number of candidates completing the payment of part admission fee successfully, the vacant seats available for second round of counseling will be updated on the CMAC website.

4. In case, a candidate desires to continue in the university campus allotted to him/her at the time of admission (i.e. he/she does not want to be considered for upgradation to his/her higher preference of university campus in a subsequent round of counseling), then he/she must submit an online freezing request through CMAC website using candidate's login.

Second Round of Counseling

1. All registered candidates shall be allowed to change their preference of choices. In order to change their choice, a candidate must refer to timelines mentioned in the admission schedule.
2. The following type of candidates are eligible for seat allotment/upgradation:
 - a. Type – 1: All registered candidates who are not allotted any seat in the first round of allotment.
 - b. Type -2: All candidates who were allotted a seat in the first round of counseling, paid their admission fee as required and did not freeze their seat.
3. All the candidates who get an allotment in this round will have to pay part admission fee (Rs.1,00,000 – Rupees One Lakh) online as per the admission schedule, failing which his/her allotted seat will stand automatically cancelled and the candidate will not be considered for subsequent ONLINE rounds of seat allotment. However, such candidates are eligible for spot round of counseling. Balance fees need to be paid by the candidate in the respective institution at the time of academic registration.
4. Based on the number of candidates completing the payment of part admission fee successfully, the vacant seats available for next round of counseling will be updated on the CMAC website.
5. In case, a candidate desires to continue in the university campus allotted to him/her at the time of admission (i.e. he/she does not want to be considered for upgradation to his/her higher preference of university campus in subsequent round of counseling), then he/she must submit an online freezing request through CMAC website using candidate's login.

Third Round of Counseling

Same as second round

Spot Round (subject to availability of seats)

The Spot Round will be based on the vacant seats, if any, available after upgradation, post final round of counseling.

Details of spot round will be notified on the CMAC website (www.cmac.admissions.nic.in).

Note: It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories/sub-categories. If the reserved category/sub-category certificate is not found in order, no benefit of the reserved category/ sub-category will be given and the candidate shall be considered for allotment in GENERAL category in subsequent rounds on submission of written request by the candidate to CMAC in person or through email in this regard, as per the eligibility of the candidate and availability of seats. If such candidate is able to produce his/her category certificate in further rounds, he/she shall be considered for the category and will be allotted a fresh seat as per the vacancy available and his/her merit.

The candidates claiming reservation under SC/ST/OBC/EWS/KM categories, CW/PwD sub-categories will be required to produce the original certificate of the respective reserved category/sub-category issued by the competent authority (as mentioned in this information brochure) at the time of physical verification.

The decision of CMAC on matters pertaining to Admission will be final. Any litigation/dispute regarding the admission in the participating Institutions will be settled subject to jurisdiction of the Delhi Court.

**TENTATIVE COUNSELING SCHEDULE FOR MBA ADMISSION 2020 THROUGH
CMAC**

S. No.	Events	Start Date	End Date
1	Uploading of Information bulletin and Application form on CMAC website	28/02/2020	Till Admission 2020 closes
2	Last date of submitting the completely filled application form	--	28/06/2020
3	1 st Round of Online Seat Allotment and Intimation to the selected candidates	01/08/2020	04/08/2020
4	Last date of payment of fees for candidates allotted seat in the 1 st Round	01/08/2020	04/08/2020
5	Display of Vacant seats after 1 st round of allotment	06/08/2020	08/08/2020
6	Opening of online portal for all eligible applicants for submitting change of University campus preference	06/08/2020	08/08/2020
7	2 nd Round of Online Seat Allotment and Intimation to the selected candidates	10/08/2020	13/08/2020
8	Last date of payment of fees for candidates allotted seat in the 2 nd Round	10/08/2020	13/08/2020
9	Display of Vacant seats after 2 nd round of allotment	16/08/2020	18/08/2020
10	Opening of online portal for eligible applicants for change of University campus preference	16/08/2020	18/08/2020
11	3 rd Round of Online Seat Allotment and Intimation to the selected candidates	20/08/2020	23/08/2020
12	Last date of payment of fees for candidates allotted seat in the 3 rd Round	20/08/2020	23/08/2020

Remark: The spot round shall be conducted and details uploaded on CMAC website (www.cmac.admissions.nic.in) depending upon availability of seats.