

# Common Management Admission Committee (CMAC, 2024)

[www.emacadmissions.com](http://www.emacadmissions.com)

## Guidelines, Instructions and Schedule for MBA Admissions 2024

### 1. ELIGIBILITY CRITERIA:

#### (a) **Minimum Eligibility for MBA Admissions: FOR DTU- DSM, USME and NSUT:**

A candidate who has passed any Bachelor Degree examination with minimum 60% marks in aggregate or equivalent CGPA from a recognized university/institution and valid CAT-2023 /MAT-2023 /MAT-2024 score. However, a relaxation of 10% in marks to SC/ST/PWD candidates shall be given in minimum eligibility criteria.

#### **Minimum Eligibility for MBA Admissions: FOR IGDTUW**

A female candidate who has passed any Bachelor Degree examination with minimum 60% marks in aggregate or equivalent CGPA from a recognized university/institution and valid CAT-2023 /MAT-2023 /MAT-2024 score. However, a relaxation of 10% in marks to SC/ST/PWD candidates and 5% to Other Backward Class (OBC-NCL) / Defense Category (CW) shall be given in minimum eligibility criteria.

(b) The student should hold a degree from any of the universities incorporated by an act of the central or state legislature in India, or other educational institutions established by an Act of Parliament or declared to be deemed as a university under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of Education, Government of India.

(c) Those who are appearing in final semester examination may also apply, provided that they submit

(i) The proof of eligibility by a specific date declared by the University, and

(ii) Valid CAT/MAT score at the time of application,

Otherwise the admission of the candidate to the university will be cancelled.

(d) In case the conversion formula for CGPA is not provided by the concerned Institute/ University, equivalent percentage shall be computed as per the formula:  $CGPA \times 10 = \text{Percentage of Marks}$

**Note: At any stage of the program, if it is found that the candidate does not fulfill the eligibility criteria, his/ her admission shall be cancelled and fee shall not be refunded.**

## 2. INTAKE

Sr. No	Name of the University	No. of Seats
1	IGDTUW	75
2	NSUT	75
3	DTU-USME	120
4	DTU-DSM	150

**For detailed seat matrix, reservation criteria and seat conversion rules please refer the Admission Brochure of respective university.**

## 3. SELECTION CRITERIA:

- a) The applications received will be shortlisted based on performance in CAT-2023/ MAT-2023/ MAT2024.
- b) The shortlisted candidates will be required to appear for a Personal Interview and document verification. **The Candidates who do not participate in Personal Interview/Document Verification will not be considered in final Merit List.**
- c) The merit list will first consider the candidates with valid CAT 2023 percentile and after the CAT 2023 candidates are exhausted, the candidates with MAT 2023/ 2024 percentile will be considered in the merit list. In case any candidate has appeared in both MAT 2023 and MAT 2024 Best of Two will be taken in consideration. The CAT or MAT percentile will be rounded upto two decimal places for calculating the Weightage.
- d) The Merit list will be prepared considering the following components:
  - (i) CAT 2023 Percentile (Priority 1) or MAT 2023/2024 Percentile (Priority 2)
  - (ii) Class 10<sup>th</sup> Aggregate Percentage
  - (iii) Class 12<sup>th</sup> Marks Aggregate Percentage
  - (iv) Work Experience (After Graduation, excluding Articleship/Internships)
- e) The Weightage of different components for preparing Merit List is given as under:

### Priority 1 along with Weightage to different components:

S.No.	Weightage
1.1 CAT* 2023Percentile	50%
1.2 Class 10 <sup>th</sup> Aggregate Percentage	10%
1.3 Class 12 <sup>th</sup> Aggregate Percentage	10%
1.4 Personal Interview	20%
1.5 Work Experience*	10%

### Priority 2 along with weightage to different components :

S.No.	Weightage
2.1 MAT* 2023/2024Percentile (Higher in case of Both)	50%
2.2 Class 10 <sup>th</sup> Aggregate Percentage	10%
2.3 Class 12 <sup>th</sup> Aggregate Percentage	10%
2.4 Personal Interview	20%
2.5 Work Experience#	10%

#Work Experience- After graduation excluding Internship and Articleship

### Criteria of Work Experience Marks (Out of 10)

Work Experience (In Months):	Marks
30 to 42 Months:	10
24 to 29 Months OR 43 to 48 Months	08
18 to 23 Months OR 49 to 54 Months	06
12 to 17 Months OR 55 to 60 Months	04
Less than 12 Months OR More than 60 Months	NIL

\*The cut off for CAT 2023 and MAT- 2023/2024 will be decided by the CMAC committee. At present only CAT and MAT percentile will be considered for Merit preparation.

f) Allotment of University will be done on the basis of rank of the candidate in the merit list and 'preference of the University' applied by the candidate.

g) In case of tie in the final merit list, the following criteria shall be used:

- i) The candidate with higher entrance test percentile (CAT/MAT as applicable), shall be ranked higher.
- ii) In case of tie in CAT/MAT percentile, the candidate shall be ranked according to the date of birth i.e., the person older in age will be ranked higher.
- iii) In case of tie in the age criterion, random number will be used to break the tie.

## 3. ADMISSION PROCEDURE:

### a) Registration Process

All candidates desirous of seeking admission to the MBA programs at DTU, IGDTUW and NSUT are required to visit website [www.cmacadmissions.com](http://www.cmacadmissions.com) and fill registration form, pay a non-refundable registration fee and fill the choices for allotment of seat. The details of registration fee are given below:

CATEGORY	Amount
General/ OBC / EWS/ SC/ST/PwD/ CW/KM	₹ 1,500/ + Transaction Fee (If Any)

**NOTE: ONLINE REGISTRATION IS ALLOWED AS PER COUNSELING SCHEDULE ONLY.**

### Documents to be uploaded at the time of registration:

Following is the list of documents required for uploading at the time of filling up of online application form:

- a. Photo, Degree and Marks sheet of the qualifying examination.
- b) Certificates and Marks sheet of the 10th and 12th examination.
- c) Scanned copy of CAT-2023/MAT-2023/ MAT-2024 Score Card. Student must possess CAT/MAT Login ID and Password for online verification.

- d) Date of Birth Certificate as indicated in High School or equivalent examination.
- e) Reserved category/sub-category certificates, if applicable.
- f) Experience certificate(s)
- g) Undertaking (if Required)

Note: The OBC-NCL candidates can submit old certificate and undertaking at present in the application form. However, the candidates must submit the OBC-NCL or EWS Certificate issued after 31.03.2024 at the time of Personal Interview/Document Verification.

### **b) Personal Interview and Document Verification**

The shortlisted candidates will be called for Personal Interview and Document verification in physical mode. The venue and date for the same will be announced on [www.cmacadmission.com/](http://www.cmacadmission.com/). The merit list of the eligible candidates will be announced on CMAC website before First round of Counselling.

**NOTE: The candidates, who do not attend the Personal Interview and document verification process, will not be considered in the merit list.**

### **c). Counselling and Payment of Seat Acceptance Fee:**

The candidates will be called for Admission Counselling as per their rank in the merit list. A candidate, who is allotted a seat in any round of counselling is required to pay the part admission fee of Rs. 1,00,000/- (Rs. One Lakh only) as per the payment mode instructed in the guidelines of counselling.

All the candidates who get an allotment will have to pay part admission fee (Rs.1,00,000 – Rupees One Lakh) as per the admission schedule, failing which his/her allotted seat will stand automatically cancelled and the **candidate will not be considered for subsequent rounds of seat allotment.** However, such candidates are eligible for spot round of counselling. Balance fees need to be paid by the candidate in the respective University at the time of academic registration.

**Note :** If the candidate is allotted a seat in a round and he/she does not pay the required academic fee as per counseling schedule, his/her allotted seat shall be cancelled and he/she will not be considered for any seat allotment in subsequent rounds (except spot round).

### **Upgradation**

After each round of counselling, the candidates who wish to change the University allotted to him/her will be given choice to upgrade to the University of his/her preference subject to the rank of candidate and availability of the seat.

### **Spot round**

Spot round may be conducted if seats remain vacant. Details of spot round will be notified on the website [www.cmacadmissions.com](http://www.cmacadmissions.com).

NOTE: Fresh applications against vacant seats, if any, may be invited by following an alternative admission criterion in spot round of admissions by CMAC.

***\*Special spot round may be conducted by the respective University separately after the spot round depending upon the availability of vacant seats.***

#### **d). Reporting at final allotted university**

All provisionally admitted candidates are required to visit the website of allotted university for physical verification of original documents/commencement of classes and payment of balance fee (if any). Admitted candidates need to pay the balance fee at the final allotted University AS PER FEE PAYMENT SCHEDULE available on respective university website, failing which, the admission of the candidate automatically stands cancelled *ipso facto*.

#### **4. WITHDRAWAL POLICY**

**All fee refunds of the candidates, who have withdrawn their seat before last date of admission, will be made by CMAC, Delhi 2024 as per the withdrawal policy of the respective University from where withdrawal is taken. After the last date of admission, the candidates have to approach the respective allotted Universities for any withdrawals.**

**Last date of Admission is 8<sup>th</sup> July 2024.**

*Note: Please refer the Admission Brochure for Withdrawal Policy of Participating Universities.*

#### **4. INSTRUCTIONS TO FILL ONLINE APPLICATION FORM:**

1. At First, candidate has to create Login ID on the CMAC Portal [www.cmacadmissions.com](http://www.cmacadmissions.com)
2. On the Home Page at [www.cmacadmissions.com](http://www.cmacadmissions.com), Click on the tab MBA Registration 2024.
3. Login through newly created id and password and choose “New Application” Tab.
4. The Candidates have to fill and upload all the details in the following Sequence:
  - a) Personal Details
  - b) Educational/Technical/ Qualification and Competitive Exam Details (CAT/MAT)
  - c) Choice Filling of Institutions
  - d) Uploading of Scanned copy of Relevant Document/ Undertaking
  - e) Declaration
  - f) Submission of Registration fee
5. The candidates must fill the priority of the institution in the application form.
6. All Candidates have to pay Rs. 1500/ as non refundable registration fee. The application form will be incomplete if the candidate does not pay the registration fee. Such candidates will not be allowed to participate in the admission process.
7. The OBC-NCL and EWS Candidates have to mandatorily upload the Undertaking for Submission of Certificate issued after 31.03.23 at the time of Personal Interview/Document Verification.
8. The Candidates are advised to keep print of the application form submitted for reference.

5.

### Tentative Admission Schedule

S. No.	Events	Revised dates
1.	Uploading of Information bulletin and Application form	19 <sup>th</sup> March, 2024 (Tuesday)
2.	Last date of submitting the completely filled application form	19 <sup>th</sup> April, 2024 (Friday)
3.	Date of release of short-listed candidates for Interview and documents verification	30 <sup>th</sup> April, 2024 (Tuesday)
4.	Documents Verification and Personal Interview of shortlisted candidates	13 <sup>th</sup> May – 17 <sup>th</sup> May 2024 (Monday-Friday)
5.	Release of the list I of selected and waitlisted candidates	28 <sup>th</sup> May, 2024
6.	Online Payment of Part Admission Fee (Rs. 1,00,000)	3 <sup>rd</sup> June -5 <sup>th</sup> June, 2024 (Monday to Wednesday)
7.	Reporting of candidates for verification and issue of allotment letter.	6 <sup>th</sup> June to 7 <sup>th</sup> June (Thursday and Friday)
8.	Release of List II for admission from the waitlisted candidates against vacant/withdrawal seats	11 <sup>th</sup> June, 2024(Tuesday)
9.	Online Payment of Part Admission Fee (Rs. 1,00,000)	12 <sup>th</sup> June -14 <sup>th</sup> June, 2024 (Wednesday to Friday)
10.	Reporting of candidates for verification and issue of allotment letter.	17 <sup>th</sup> June and 18 <sup>th</sup> June (Monday and Tuesday)
11	<b>LAST DATE OF ADMISSION</b>	<b>8<sup>th</sup> July, 2024 (Monday)</b>
12	Notification of Spot Round (if required)	To be announced

**Note: The admission schedule is purely tentative; candidates are advised to visit [www.cmacadmissions.com](http://www.cmacadmissions.com) on regular basis for the updates.**