

DEVI AHILYA VISHWAVIDYALAYA, INDORE

(Accredited A⁺ Grade by NAAC)

**Common University Entrance Test
(CUET-PG) 2025**

**Guidelines for First Counseling Document
Verification**



Devi Ahilya Vishwavidyalaya (DAVV)

Nalanda Campus, R.N.T. Marg, Indore-452001

Email: davvcuet25@gmail.com

Allotment Letter:

1. **Candidates can view and download his / her allotment letter by visiting MP Online portal <https://davv.mponline.gov.in>.**

Other Important Points

1. Candidates who are admitted provisionally on undertaking regarding result, will have to produce final result (in case result is not declared at the time of document verification ATKT / Compartment) by 30th August, 2025 or any other date decided by the University, else admission will automatically be cancelled.
2. Any matter, not covered by provisions mentioned in this guideline shall be referred to the Organizing Committee / Admission Cell which will work within the ambit of Act, Statutes and Ordinances of Devi Ahilya Vishwavidyalaya, Indore and its decision shall be final.
3. The legal disputes regarding counseling, if any, shall be settled within the jurisdiction of Indore.
4. In case it comes to the notice that an applicant has secured admission based on forged certificate/s or by furnishing wrong information, willingly concealing adverse facts or due to administrative or official negligence, his/her admission will be cancelled immediately without giving any notice.

Legal Jurisdiction

1. All disputes pertaining to the admission process of CUET (PG) – 2025 shall fall within the jurisdiction of Indore only.

Fee:

1. **The candidate will be provisionally admitted in the program subject to online payment of first semester fee. Candidate has to submit required fee within the time period given in the provisional admission letter, failing which, his / her admission will be cancelled.**

Cancellation of Admission and Refund of Fee

1. If any candidate wants to cancel the admission, he / she may cancel the admission online through <https://davv.mponline.gov.in> and submit the copy of online cancellation slip with allotment letter and payment receipt (if fees paid) at International Institute of Professional Studies (IIPS), DAVV, Indore, Takshashila Campus, Khandwa Road, Indore and one copy to the concerned Institute / Department.

2. In case, if any candidate leaves the program, the fees will be refunded as per the guidelines of UGC, New Delhi for the year 2025. If a candidate leaves any program after the said date, only caution money will be refunded (If the candidate has deposited full fees). Please note that request for refund of fee will be processed by the University office/ concerned department and only after approval of the Govt. audit, refund will be made.
3. In cases, where candidates have submitted an undertaking to the effect, that, their admission may be deemed cancelled in case they fail to produce their result of qualifying examination with required eligibility percentage by 30th August, 2025 or as decided by University, there will be no refund of fee deposited.
4. If a provisionally admitted student is declared Fail in qualifying exam then he / she should inform to concerned School / Institute / Department on or before 30th July, 2025 and his/her deposited fee will be refunded as per the University norms.

Following documents are required at the time of document verification:

For Open Category / ST / SC / OBC (Non-creamy Layer/EWS (For MP Domicile Only) / Persons with disabilities (PWD) / J & K Migrant (JKM) :

1. Copy of Allotment Letter
2. Copy of NTA Mark sheet of CUET (PG) – 2025 self-attested.
3. Copy of counseling registration form.
4. Category wise merit of CUET (PG) – 2025 for DAVV downloaded from MP Online Portal self attested.
5. Passport size Photographs – 02 Nos.
6. Mark Sheet of qualifying examination (Original + 3 Photocopies Self Attested)
7. Transfer Certificate: Original + 1 Photocopy (Self Attested)
8. Migration Certificate: Original + 1 Photocopy (Self Attested)
9. Caste Certificate for SC/ST/OBC (non-creamy layer) candidates (Original + 1 Photocopy self-attested)
10. Income Certificate for OBC (non-creamy layer) candidate (Original + 1 Photocopy self-attested)
11. EWS certificate from competent authority for **financial year 2024-25** (Only for M.P. domicile) (Original + 1 Photocopy self-attested)
12. M.P. Domicile Certificate (Original + 1 Photocopy self-attested) for SC/ST/OBC (non-creamy layer) / EWS candidates.
13. Self-attested Gap Certificate undertaking as per format given at the end of the document
14. PWD certificate from competent authority (Original + 1 Photocopy self-attested)
15. J. & K. Migrant Certificate (Original + 1 Photocopy self-attested)

For DAVV Employee Ward Candidates:

1. Copy of NTA Mark sheet of CUET (PG) – 2025 self-attested.
2. Copy of counseling registration form self-attested.
3. Passport size Photographs - 02Nos.
4. Mark Sheet of qualifying examination (Original + 3 Photocopies) (Self Attested)
5. Transfer Certificate: Original + 1 Photocopy (Self Attested)
6. Migration Certificate: Original + 1 Photocopy (Self Attested)
7. Certificate from the Employer.
8. Gap Certificate undertaking as per format given at the end of the document

CUET (PG) Courses First Counseling
Document Verification Schedule

Venue: University Auditorium
Devi Ahilya Vishwavidyalaya,
Takshashila Campus, Khandwa Road, Indore-M.P.

Date: 01.07.2025 (Tuesday)

<i>Program Category</i>	<i>Institute / Department</i>	<i>Reporting Time</i>
M.B.A. (Financial Administration)	Institute of Management Studies (IMS)	10.00AM
M.B.A. (Marketing Management)	Institute of Management Studies (IMS)	
M.B.A. (Human Resource)	Institute of Management Studies (IMS)	12.30PM
M.B.A. (E-Commerce)	Institute of Management Studies (IMS)	
M.B.A. (Hospital Administration)	Institute of Management Studies (IMS)	
M.B.A. (Public Health)	Institute of Management Studies (IMS)	
M.B.A. (Financial Services)	School of Economics (SoE)	02.00PM
M.B.A. (Business Economics)	School of Economics (SoE)	
M.B.A. (International Business)	School of Economics (SoE)	
M.B.A. (Advertising and Public Relations)	International Institute of Professional Studies (IIPS)	03.30PM
M.B.A. (Entrepreneurship)	International Institute of Professional Studies (IIPS)	
M.B.A. (Computer Management)	School of Computer Science and IT (SCSIT)	
M.B.A. (Tourism)	School of Aviation, Tourism and Hospitality Management (SATHM)	
M.B.A. (Media Management)	Educational Multimedia Research Center	

02.07.2025 (Wednesday)

M.B.A. (Business Analytics)	School of Data Science and Forecasting (SDSF)	10.30AM
M.B.A. (Foreign Trade)	School of Commerce (SoC)	
Master of Social Work (MSW)	School of Social Science (SoSS)	11.30AM
M.A. (Political Science)	School of Social Science (SoSS)	
M.A. (Sociology)	School of Social Science (SoSS)	
M.A. (History)	School of Social Science (SoSS)	
M.A. (Geography)	School of Social Science (SoSS)	
M.A. (Clinical Psychology)	School of Social Science (SoSS)	
L.L.M.	School of Law (SoL)	
M. Pharm.	School of Pharmacy (SOPHARM)	

Date: 01.07.2025 (Tuesday) (DAVV Employee Ward)

DAVV Employee Ward (All Groups of PG Courses)	All Registered Candidates	01.00 PM (University Auditorium, DAVV, Takshashila Campus, Indore)
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Help Line: +91-9285000362 (11.00AM to 5.00PM)

(सामान्य प्रशासन विभाग का ज्ञापन क्रमांक एफ 07-11/2019/आ.प्र./एक, दिनांक 02 जुलाई 2019
का संलग्नक)

मध्य प्रदेश शासन

कार्यालय का नाम

आर्थिक रूप से कमजोर वर्ग के सदस्य द्वारा प्रस्तुत किया जाने वाला आय एवं परिसम्पत्ति प्रमाण-पत्र

प्रमाण-पत्र संख्या.....

दिनांक-.....

वित्तीय वर्षके लिए मान्य

प्रमाणित किया जाता है, कि श्री/श्रीमती/कुमारी.....

पुत्र/पति/पुत्री..... ग्राम/कस्बा

पोस्ट ऑफिस थाना

तहसील..... जिला राज्य.....

पिन कोड के स्थायी निवासी है, जिनका फोटोग्राफ नीचे अभिप्रमाणित है, आर्थिक रूप से कमजोर वर्ग के सदस्य है, क्योंकि वित्तीय वर्ष में इनके परिवार की कुल वार्षिक आय 08 लाख (आठ लाख रुपये मात्र) से कम है। इनके परिवार के स्वामित्व में निम्नलिखित में से कोई भी परिसम्पत्ति नहीं है:-

- I. जिसके पास 5 एकड़ या उससे अधिक भूमि हो (जिसके खसरे में तीन साल से लगातार उसर, पथरीली, बीहड़ भूमि अंकित हो, वह भूमि में शामिल नहीं होगी)।
- II. जिसके पास 1200 वर्गफुट से अधिक का आवासीय मकान/प्लैट नगर निगम क्षेत्र में स्थित हो।
- III. जिसके पास नगर पालिका क्षेत्र में 1500 वर्गफुट से अधिक का आवासीय मकान/प्लैट हो।
- IV. नगर परिषद क्षेत्र में जिसके पास 1800 वर्गफुट से ज्यादा का आवासीय मकान/प्लैट हो।

2. श्री/ श्रीमती/कुमारी जाति..... के सदस्य है जो अनुसूचित जाति अनुसूचित जनजाति तथा अन्य पिछड़े वर्गों के रूप में अधिसूचित नहीं है।

आवेदक का पासपोर्ट साईज का
अभिप्रमाणित फोटोग्राफ

हस्ताक्षर.....(कार्यालय का मुहर सहित)

पूरा नाम

पदनाम

अनुविभागीय अधिकारी /तहसीलदार

घोषणा-पत्र

मैं (परीक्षार्थी का नाम)

पिता / पति देवी अहिल्या वि. वि. की वर्ष 20..... की

कक्षा की परीक्षा में स्वाध्यायी / नियमित / भूतपूर्व छात्र/छात्रा के रूप में सम्मिलित हो

रहा/रही हूँ। मैं घोषणा करता/करती हूँ कि मैंने वर्ष से तक न तो इस विश्वविद्यालय में अध्ययन किया है और न ही

किसी अन्य विश्वविद्यालय से पढ़ाई जारी रखी थी। मुझे उक्त अवधि में विश्वविद्यालय की परीक्षा में सम्मिलित होने से वंचित नहीं किया गया था।

उपरोक्त जानकारी यदि असत्य पाई गई तो इस सम्बन्ध में विश्वविद्यालय द्वारा जो भी दंड दिया जावेगा वह मुझे मान्य होगा।

स्थान

(.....)

दिनांक

परीक्षार्थी के हस्ताक्षर

दे. अ. वि. मू. 19-10,000-06-2015