

DEVI AHILYA VISHWAVIDYALAYA, INDORE
(Accredited A⁺ Grade by NAAC)

Common University Entrance Test
(CUET-PG) 2025

Guidelines for Second Counseling



Devi Ahilya Vishwavidyalaya (DAVV)
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Process for second counseling:

1. Only the candidates who have appeared in CUET (PG) - 2025 will be eligible for the registration for Group A, G, H and I.
2. Candidate has to register for each group as per eligibility/mapping mentioned in below given table.
3. **Candidates, who have not registered for first counseling, can register themselves for the second counseling during 01.07.2025 to 06.07.2025 through daav.mponline.gov.in (Registration Fee for each group Rs. 1500/- + Portal charges will be Rs. 100/-) through application ID provided at the time of CUET(PG) - 2025 registration.**
4. **Candidates registered for the first counseling; need not to register again, they can fill their program choice as per the schedule.**
5. **Separate Merit list of all the registered candidates (First and second counseling) will be generated for the second round of the counseling. Merit will be declared on 10.07.2025 and student can download their merit for second round of counseling from <https://davv.mponline.gov.in>.**
6. Details of the **vacant seats** for the second counseling will be available on University website, visit University website regularly for vacant seats updates
7. Candidates who have reported and submitted fees after the first round of document verification and want to appear in the second round of counseling, have to cancel his/her admission (Cancellation process will be online through <https://davv.mponline.gov.in>) from the allotted program in the first round of counseling, after the cancellation he/she will be able to fill the program choices for second round allotment. **Cancellation link will remains open from 6th July to 10th July 2025.**

8. Choice filling is compulsory for all those candidates who are interested to participate in the second round, as allotment will be generated for only those who have completed the program choice filling process. **Link for Program choice filling remains open from 11.07.2025 to 15.07.2025.**

List of Programs included in Second Counseling:

S. No.	Degree	Programs	Domain / General / Optional Languages mapped to the Programs
1	PG (Group-A)	MBA (Financial Administration) / MBA (Marketing Management) / MBA (Human Resource) / MBA (E-Commerce) / MBA (Media Management) / MBA (Advertising and Public Relations) / MBA (Entrepreneurship) / MBA (Tourism) / MBA (Foreign Trade) / MBA (Computer Management) / MBA (Business Analytics) / MBA (Business Economics) / MBA (Financial Services) / MBA (International Business) / Master of Social Work (MSW) / MA (Political Science) / MA (Sociology) / MA (History) / MA (Geography) / MA (Clinical Psychology)	COQP12
2	PG (Group-G)	LLM (Business Law)	COQP14
3	PG (Group H)	MBA (Hospital Administration) / MBA (Public Health)	COQP22
4	PG (Group-I)	M. Pharm. (Pharmaceutical Chemistry)	SCQP23

Merit:

1. Candidate can view and download his / her merit by visiting MP Online portal <https://davv.mponline.gov.in>.

Other Important Points:

- a. Any situation, 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.

- b. The legal disputes, if any, shall be settled within the jurisdiction of Indore.
- c. In case it comes to the notice that an applicant was able to secure 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.
- d. Seats reserved for SC/ST/OBC/PWD and EWS categories will be offered to the SC/ST/OBC/PWD and EWS candidates of Madhya Pradesh domicile only. SC/ST/OBC/PWD and EWS candidates from other states will be treated under unreserved category. Change of category shall not be accepted at any stage. To avail benefit of reservation a certificate from a Competent Authority should be produced.
- e. 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 counseling/ ATKT / Compartment) by 30th August, 2025 or any other date decided by the University, else admission will automatically be cancelled.
- f. 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.
- g. The legal disputes regarding counseling, if any, shall be settled within the jurisdiction of Indore.
- h. 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.

Counseling process:

1. Only registered candidates (First and Second Counseling) can appear in the counseling.
2. **Counseling will be conducted on the basis of broad guidelines of Directorate of Technical Education (DTE), M.P. and its Lookup order for allotment.**
3. Counseling schedule and other details will be available on University web site www.dauniv.ac.in. Visit University web site regularly.

Legal Jurisdiction:

1. All disputes pertaining to the counseling 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 submission of first semester fee. Candidate has to submit required fee within the time period given in the counseling schedule / allotment 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 should apply in prescribed proforma. Proforma will be available on University web site www.dauniv.ac.in.
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 fetched 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 September, 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 September, 2025 and his/her deposited fee will be refunded after deducting Rs. 1000/-.

Following documents are required at the time of counseling:

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 of second round 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)

Help Line: +91-9285000362 (11.00AM to 5.00PM)