

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

Common University Entrance Test
(CUET-UG) 2025

Guidelines for First Counseling Document
Verification



Devi Ahilya Vishwavidyalaya (DAVV)
Nalanda Campus, R.N.T. Marg, Indore-452001
Email: davvcuet25@gmail.com

Merit:

1. **Candidate 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 (UG) – 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 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.
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 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 August, 2025 and his/her deposited fee will be refunded as per the University norms.

Following documents are required at the time of counseling:

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

1. Copy of Aadhar Card.
2. Copy of NTA Mark sheet of CUET (UG) – 2025 self-attested.
3. Category wise merit of CUET (UG) – 2025 for DAVV downloaded from MP Online Portal self attested.
4. Passport size Photographs - 02Nos.
5. Copy of Allotment Letter
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 SC/ST/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. PWD certificate from competent authority (Original + 1 Photocopy self-attested)
13. J. & K. Migrant Certificate (Original + 1 Photocopy self-attested)
14. M.P. Domicile Certificate (Original + 1 Photocopy self-attested)
15. Notarized Gap Certificate.

For DAVV Employee Ward Candidates:

1. Copy of Aadhar Card.
2. Copy of NTA Mark sheet of CUET (UG) – 2025 self-attested.
3. Passport size Photographs - 02Nos.
4. Copy of counseling registration form self attested.
5. Mark Sheet of qualifying examination (Original + 3 Photocopies) (Self Attested)
6. Transfer Certificate: Original + 1 Photocopy (Self Attested)
7. Migration Certificate: Original + 1 Photocopy (Self Attested)
8. Certificate from the Employer.
9. Notarized Gap Certificate.

CUET (UG) Courses First Counseling
Document Verification Schedule

Venue: University Auditorium
Devi Ahilya Vishwavidyalaya,
Takshshila Campus, Khandwa Road, Indore-MP

Date: 12.08.2025 (Tuesday)		
Program Category	Institute / Department	Reporting Time
Group B		
MBA (MS) 5 Years	International Institute of Professional Studies (IIPS)	09:30AM
B.Com. (Hons.)	International Institute of Professional Studies (IIPS)	
MBA (E-Commerce) 5 Yrs.	Institute of Management Studies (IMS)	12:30PM
BALLB 5 Years	School of Law (SoL)	01:30PM
BA (Hons.) Economics	School of Economics (SoE)	03:30PM
BBA (Business Decisions)	School of Economics (SoE)	
MBA (Tourism) 5 Years	School of Aviation, Tourism and Hospitality Management (SATHM)	04:30PM
BBA (Aviation)	School of Aviation, Tourism and Hospitality Management (SATHM)	
B.Com. (Logistics)	School of Aviation, Tourism and Hospitality Management (SATHM)	
B.Com. (Retail Operations)	School of Aviation, Tourism and Hospitality Management (SATHM)	
13.08.2025 (Wednesday)		
Group B		
M.Sc. (Electronic Media)	Educational Multimedia & Research Center (EMRC)	09:30AM
Bachelor of Social Work (BSW)	School of Social Science (SoSS)	
BA (Geography)	School of Social Science (SoSS)	
BA (Sociology)	School of Social Science (SoSS)	
BA (Psychology)	School of Social Science (SoSS)	
B.Com.	School of Commerce (SoC)	1:30 PM
MBA (Foreign Trade) 5 Years	School of Commerce (SoC)	
Group C		
M.Tech. (CS) 5 Years	International Institute of Professional Studies (IIPS)	3:30PM
M.Tech. (IT) 5 Years	International Institute of Professional Studies (IIPS)	
MCA 5 Years	International Institute of Professional Studies (IIPS)	

14.08.2025 (Thursday)		
Group C		
M.Tech. (AI & DS) 5 Years	School of Data Science and Forecasting	9:30AM
M.Tech. (IoT) 5 Years	School of Instrumentation (SoI)	
M.Tech. (Energy and Environmental Engg,) 5 Years	School of Energy and Environmental Studies (SoEE)	
M.Tech. (Electronics) Spl. Embedded Systems	School of Electronics (SoEX)	
Group D		
BCA	School of Computer Science & IT	11:30AM
M.Sc. (Cyber Security)	School of Computer Science & IT	
Group E		
B. Pharm. 4 Years	School of Pharmacy (SOPHARM)	1:00PM
Group F		
MBA (HA) 5 Years	Institute of Management Studies (IMS)	2:30PM

Date: 14.08.2025 (Thursday) (DAVV Employee Ward)		
DAVV Employee Ward (All Groups of UG Courses)	All Registered Candidates	03:30 PM (University Auditorium, DAVV, Takshashila Campus, Indore)

(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