

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

Common University Entrance Test
(CUET-UG) 2025

Guidelines for in-person offline
(Physical Mode) Second Counseling



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Process for in-person offline (Physical Mode) second counseling:

1. Candidate who have registered for First / Second counseling may attend **in-person offline (Physical Mode) second counseling** for Group B, C, D, E and F as per eligibility/mapping mentioned in below given table:

List of Programs included in Second Counseling:

Group	Programmes	Mapping subjects of CUET (UG)-2025
B	1. M.B.A. (Management Science) -5 Yrs. 2. M.B.A. (Tourism) -5 Yrs. 3. M.B.A. (e-Commerce) – 5 Yrs. 4. M.B.A. (Foreign Trade) -5 Yrs. 5. M.Sc. (Electronic Media) -5 Yrs. 6. BBA (Aviation) 7. B.Com. (Hons.) – 4 Yrs. 8. B. Com. (Logistics) 9. B.Com. (Retail Operations) 10. B.A.L.L.B. (Hons.)- 5 Yrs. 11. B.Com. 12. B.A. (Economics) Hons. 13. B.S.W. 14. B.A. (Sociology) 15. B.A. (Psychology) 16. B.A. (Geography) 17. B.B.A. (Business Decision) Hons.	1. English and 2.General Aptitude Test
C	1. M. Tech. (B. Tech. + M. Tech.) (IT) – 5 Yrs. Integrated Dual Degree 2. M.C.A. - 5 Yrs. 3. M. Tech. (B. Tech. + M. Tech.) (CS) – 5 Yrs. Integrated Dual Degree\ 4. M. Tech. (B. Tech. + M. Tech.) in Electronics, Spl: Embedded Systems- 5 Yrs. Integrated Dual Degree 5. M. Tech. (B. Tech. + M. Tech.) (IoT) 5 Yrs. Dual Degree 6. M. Tech. (B. Tech. + M. Tech.) (Energy and Environmental Engineering) 5 Yrs. Dual Degree 7. M. Tech. (B. Tech. + M. Tech.) (Artificial Intelligence & Data Science) 5 Yrs. Dual Degree	1. English 2.Physics 3.Chemistry and 4. Mathematics
D	1. B.C.A.- 3 Yrs. / 4 Yrs. 2. M. Sc. Integrated (Cyber Security) 5 Yrs.	1. English 2.Physics and 3. Mathematics
E	B. Pharm.-4 Yrs.	1.English 2.Physics 3.Chemistry and 4.Mathematics/Biology
F	M.B.A. (HA)-5 Yrs.	1.English 2.Physics 3.Chemistry and 4. Biology

Note: Please refer first counseling information brochure for eligibility and fees structure.

2. **Separate Merit list of all the registered candidates for first / second counseling will be generated for the in-person offline (Physical Mode) second round of the counseling.**
3. Details of the **vacant seats** for the **in-person offline (Physical Mode) second counseling** is available on University website, visit University website www.dauniv.ac.in regularly for vacant seats updates.
4. **Call for counseling does not guarantee admission. Counseling will be strictly done on the basis of merit generated for the in-person offline (Physical Mode) second counseling.**
5. Candidates who have taken admission in first counseling can also appear in the **in-person offline (Physical Mode) second counseling** as per merit, if they are interested in other program(s) of the same group.
6. Seats reserved for SC/ST/OBC and EWS categories will be offered to the SC/ST/OBC and EWS candidates of Madhya Pradesh domicile only. SC/ ST/OBC 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.

Merit of in-person offline (Physical Mode) second counseling:

1. Registered Candidates can view and download his / her merit for second round of counseling by visiting MP Online portal <https://davv.mponline.gov.in>.
2. **To attend in-person offline (Physical Mode) counseling, candidate who has already submitted fees, need not to get his / her previous admission cancelled.**

CUET (UG) Programs
in-person offline (Physical Mode) Second Counseling
Schedule

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

Date: 28.08.2025 (Thursday)		
Group 'D'		
Category	Merit	Reporting Time
All	All Registered Candidates	09.00 AM
Group 'E'		
Category	Merit	Reporting Time
All	All Registered Candidates	12.00 Noon
Group 'F'		
Category	Merit	Reporting Time
All	All Registered Candidates	02.00 PM
Group 'C'		
Category	Merit	Reporting Time
ST/SC	All Registered Candidates	03.00 PM
OBC (NCL)	1 – 200	04.30 PM
OBC (NCL)	201 – All	06.00 PM
Date: 29.08.2025 (Friday)		
Group 'C'		
EWS	01 – All	09.00 AM
Unreserved (URO)	1 – 500	11.30 AM
Unreserved (URO)	501 – All	12.30 PM
Date: 29.08.2025 (Friday)		
Group 'B'		
ST/SC	All Registered Candidates	02.00 PM
OBC (NCL)	01 -250	03.30 PM
OBC (NCL)	251 – 500	05.00 PM
OBC (NCL)	501 – All	06.00 PM
EWS	01 – All	07.00 PM
Date: 30.08.2025 (Saturday)		
Group 'B'		
Unreserved (URO)	01 – 500	09.00 AM
Unreserved (URO)	501 – 1000	11.30AM
Unreserved (URO)	1001 – 1500	01.30 PM
Unreserved (URO)	1501 – 2300	03.30 PM
Unreserved (URO)	2301 – All	05.30 PM

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 05th September, 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 payment of full amount of first semester fees. 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 5th 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 5th September, 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.

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