



## COUNSELLING & ADMISSION PROCESS – 2018

### I. COUNSELLING PROCESS

There will be multiple rounds of Counselling at the 16 Campuses of NIFT. The NIFT Head Office will coordinate with all Campuses and the Admission process will take place simultaneously at all Campuses of NIFT.

- For participating in the rounds of Counselling, all eligible candidates will be required to register themselves online at [www.nift.ac.in](http://www.nift.ac.in) or <http://niftadmissions.in>. For the first round of Counselling there would be no registration fee. However, for subsequent rounds of Counselling, the candidate will have to pay online Rs. 5000/- as fee to register / re-register for participation. Those who are not interested in changing their Campus / Course allotted to them in the first round may not participate in the subsequent rounds of Counselling.
- Candidates may register using their credentials i.e. **Form Number, Date of Birth and Password**. They are advised to remember and safely store their password for future references. Candidates would be required to select a Counselling campus from where he / she would participate in the Counselling. It may be the nearest NIFT Campus convenient for the candidate.
- On successful registration, a candidate will receive “system generated letter”, SMSs and e-mails on their registered mobile and e-mail Id. The letter will contain the details of the Nodal Officer and the documents required for Counselling and Admission.
- On the day of Counselling, the candidate is required to report at the chosen NIFT Campus at 9.30 a.m. for verification of documents and allotment of seats. The original documents would be returned after due verification. Please note that the presence of the candidate at any of the NIFT Campuses along with the requisite documents in original is mandatory. In case, the candidate fails to attend the Counselling session, it will be presumed that he/she is not interested in NIFT’s offer of admission and therefore will not be eligible for admission. At the time of Counselling, the Campus/Course/Category-wise seat availability chart will be displayed at all NIFT Campuses. Only the candidate would be allowed into the Counselling hall. He / she would be called in order of the merit rank and offered the seat available at that point of time.
- After verification of the documents, allocation of seats will take place before the Nodal Officer of the Counselling Campus. The candidate may select a seat by clicking on the monitor in the presence of the Nodal Officer. Seat allotted, accordingly, to a candidate would then be deleted from the pool of vacant seats displayed on the Campus screen. Candidates are advised to be present in the Counselling hall and wait for their call in order of their common merit rank. If a candidate is found unavailable when called, the next candidate on the merit rank would be called for

allotment of seat and the unavailable candidate may miss his/her chance of merit-based seat allotment.

- A candidate who is allotted a seat will be required to pay the notified fee immediately at the counselling campus. If a candidate fails to pay the fee, after the seat has been offered, the offer will be withdrawn and the seat will be allotted to the next candidate on the merit list. Part payment or payment through cash/cheque will not be accepted under any circumstances.
- After allotment of seat, candidate will be issued an allotment letter /receipt duly signed by the Nodal Officer of the Campus. The choice of Course / Campus made by a candidate is final and cannot be altered later. Nodal Officer will give a duly signed Admission Receipt after the complete fee is deposited by the candidate. No candidate should leave the venue of counselling without the Admission Fee Receipt. The candidate is advised to check the details as printed/written in the Admission Fee Receipt.
- A candidate, who fails to appear in person at the counselling venue, shall forfeit his/her claim for the seat as per his/her merit rank. However, if the candidate reports late or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time for a particular category to which he/she belongs.
- Candidates should ensure that they fulfil all the eligibility requirements mentioned in the Prospectus before they report for Counselling. Category, PWD status, gender etc. once declared by candidate in the Application Form, cannot be changed as indicated in Admission Prospectus – 2018. The physical presence of the candidate at the time of Counselling is mandatory. If a candidate is unable to be physically present for the Counselling due to unavoidable circumstances, he / she may authorize an individual to represent him / her at the Counselling. The authorized representative must carry all the relevant documents along with Demand Draft of full fee amount and the duly filled in Authorization Letter ([Annexure VII](#)). Absence of the candidate or his / her representative at the indicated counselling venue may result in the forfeiture of his / her claim for a seat as per his / her merit rank.
- It is mandatory for the PWD candidates to attend the Counselling for evaluation by a Board. The candidates are therefore advised to come prepared for such assessment at the time of Counselling.
- All candidates would be called for Counselling as per their Common Merit Rank and admission will be strictly on merit. Once the seats in a particular category are filled up, there will be no further admission to that particular category. Candidates will then be called for Counselling for the category in which seats are available. The status of vacant seats will be updated on NIFT website every day. All candidates are advised to check NIFT website regularly and to plan their Counselling accordingly. **NIFT will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to the dates as notified in the Counselling Schedule.**

## II. WITHDRAWAL OF ALLOTTED SEAT AND REFUND OF FEE

A candidate, who has taken admission once and then withdraws, will not be considered for admission during subsequent round of counselling. In case the candidate, who has taken admissions but would like to cancel his / her allotted seat, may seek for the refund of fee. For this, he / she will have to report personally for withdrawal and refund at the same Campus where admission was obtained. Refund rules shall be applicable as per following norms:

Time	Amount refunded	NRI/SAARC/Foreign National candidates
On or before 17 <sup>th</sup> July, 2018	Full fee except Registration fee	Full fee except 50% tuition fee and Registration Fee
After 17 <sup>th</sup> July, 2018 but before the date of start of last round of Counselling	Full fee except 50% tuition fee and Registration Fee	
On or after the date of start of last round of counselling*	Only Security Deposit	

**\*Date of start of last round of counselling will be published on the NIFT website.**

Requests for withdrawal of admission are to be made in the prescribed form ([Annexure-III](#)) with the original Admission Receipt issued at the time of Counselling/Admission as mandatory document for processing of the refund. The documents are to be submitted to the Director of the Campus where the candidate attended the Counselling.

After commencement of the academic session, refund request may be submitted to the Director of the Campus allotted to the candidate. The candidates will be required to surrender the original Admission Receipt issued at the time of Counselling / Admission while applying for withdrawal of admission. Requests for withdrawal of admission would not be entertained without original admission receipt.

## III. ALLOCATION OF SEATS

On each day of counselling candidates as indicated in counselling schedule, irrespective of their categories, would be called in order of their common merit rank. The process may end up late in the evening on a particular day. Candidates are advised to make their travel and stay plans accordingly.

Candidates belonging to category other than 'General' will have a choice to choose from a seat meant for General Category or from seats reserved for the respective category. All candidates of General Category will also have a choice to choose vacant seats available in the NRI category as "Children/Ward of NRI" in order of their merit in the first round of counselling. Seats under NRI Category will not be allotted in 2<sup>nd</sup> round. Candidates who may be inclined to choose a seat under the category of "Children/Ward of NRI" in order of their merit against a regular available seat in any Course/Campus, are advised to come prepared with requisite documents and demand draft of **Rs.7,61,800/-** (Rupees Seven lakh sixty one thousand eight hundred only).

All candidates having a Common Merit Rank may register themselves for Counselling for Admissions 2018. However, registration of any candidate for the Counselling process does not ensure admissions to NIFT. It merely gives the candidate right to participate in the Counselling process. The programme wise Counselling Schedule for allocation of seats is given below:

**START OF ROUND ONE OF COUNSELLING**  
**Online Registration for Counselling of all Programmes :**  
**From: 28<sup>th</sup> May, 2018 10:00 AM to 04<sup>th</sup> June, 2018 4:00 PM**

<b>Counselling Schedule for Person With Disability (PWD) Candidates (all Categories &amp; Programmes)*</b>			
<b>Programmes</b>	<b>PWD Candidates of all Categories &amp; Programmes</b>		<b>Date of Counselling</b>
<b>Bachelor of Fashion Technology</b>	General (PWD)	All PWD Rank Holders	<b>7<sup>th</sup> June, 2018 ( 09.30 AM )</b>
<b>Bachelor of Design</b>	General (PWD), OBC (Non-Creamy), SC (PWD) and ST (PWD)	All PWD Rank Holders	
<b>Master of Design</b>	General (PWD), OBC (Non-Creamy)	All PWD Rank Holders	
<b>Master of Fashion Management</b>	General (PWD), OBC (Non-Creamy)	All PWD Rank Holders	

\* It is advised that all PWD candidates may participate in this round of counselling with the requisite documents. After this round of Counselling the vacant PWD seats will be merged with their respective categories. As the vacant PWD seats will be merged, there will be no seats / registration for PWD candidates in the subsequent rounds of counselling.

**PROGRAMME : Master of Fashion Technology : - Reporting Time 09.30 A.M.**

<b>Counselling Schedule of all category candidates including General, SC, ST, OBC(Non-Creamy), NRI &amp; State Domicile</b>				
<b>S.N.</b>	<b>Date</b>	<b>Category</b>	<b>No. of Candidates</b>	<b>Common Merit Rank</b>
1.	11/06/18 (Monday)	This includes candidates from GEN, OBC (Non-Creamy), SC, ST, State Domicile / Children & Wards of NRI <b>(subject to availability of seats)</b>	88	001 to 88
2.	12/06/18 (Tuesday)		100	89 to 188

**PROGRAMME: Master of Design: - Reporting Time 09.30 A.M.**

<b>Counselling Schedule of all category candidates including General, SC, ST, OBC(Non-Creamy), NRI &amp; State Domicile</b>				
<b>S.N.</b>	<b>Date</b>	<b>Category</b>	<b>No. of Candidates</b>	<b>Common Merit Rank</b>
1.	13/06/18 (Wednesday)	This includes candidates from GEN, OBC (Non-Creamy), SC, ST, State Domicile / Children & Wards of NRI <b>(subject to availability of seats)</b>	125	001 to 125
2.	14/06/18 (Thursday)		125	126 to 250
3.	18/06/18 (Monday)		137	251 to 387

**PROGRAMME: Master of Fashion Management:-Reporting Time 09.30 A.M.**

Counselling Schedule of all category candidates including General, SC, ST, OBC(Non-Creamy), NRI & State Domicile				
S.N.	Date	Category	No. of Candidates	Common Merit Rank
1.	19/06/18 (Tuesday)	This includes candidates from GEN, OBC (Non-Creamy), SC, ST, State Domicile / Children & Wards of NRI <b>(subject to availability of seats)</b>	100	001 to 100
2.	20/06/18 (Wednesday)		100	101 to 200
3.	21/06/18 (Thursday)		100	201 to 300
4.	22/06/18 (Friday)		100	301 to 400
5.	23/06/18 (Saturday)		100	401 to 500
6.	25/06/18 (Monday)		200	501 to 700
7.	26/06/18 (Tuesday)		250	701 to 950
8.	27/06/18 (Wednesday)		243	951 to 1193

**PROGRAMME: Bachelor of Design: - Reporting Time 09.30 A.M.**

Counselling Schedule of all category candidates including General, SC, ST, OBC(Non-Creamy), NRI & State Domicile				
S.N.	Date	Category	No. of Candidates	Common Merit Rank
1.	11/06/18 (Monday)	This includes candidates from GEN, OBC (Non-Creamy), SC, ST, State Domicile / Children & Wards of NRI <b>(subject to availability of seats)</b>	150	001 to 150
2.	12/06/18 (Tuesday)		200	151 to 350
3.	13/06/18 (Wednesday)		200	351 to 550
4.	14/06/18 (Thursday)		200	551 to 750
5.	18/06/18 (Monday)		200	751 to 950
6.	19/06/18 (Tuesday)		200	951 to 1150
7.	20/06/18 (Wednesday)		200	1151 to 1350
8.	21/06/18 (Thursday)		200	1351 to 1550
9.	22/06/18 (Friday)		200	1551 to 1750
10.	23/06/18 (Saturday)		200	1751 to 1950
11.	25/06/18 (Monday)		250	1951 to 2200
12.	26/06/18 (Tuesday)		250	2201 to 2450
13.	27/06/18 (Wednesday)	This includes candidates from GEN, OBC (Non-Creamy), SC, ST, State Domicile / Children & Wards of NRI <b>(subject to availability of seats)</b>	250	2451 to 2700
14.	28/06/18 (Thursday)		250	2701 to 2950
15.	29/06/18 (Friday)		350	2951 to 3300
16.	30/06/18 (Saturday)		350	3301 to 3650
17.	02/07/18 (Monday)		350	3651 to 4000
18.	03/07/18 (Tuesday)		350	4001 to 4350
19.	04/07/18 (Wednesday)		400	4351 to 4750
20.	05/07/18 (Thursday)		500	4751 to 5250
21.	06/07/18 (Friday)		800	5251 to 6050
22.	07/07/18 (Saturday)		945	6051 to 6995

## PROGRAMME: - Bachelor of Fashion Technology: - Reporting Time 09.30 A.M.

Counselling Schedule of all category candidates including General, SC, ST, OBC(Non-Creamy), NRI & State Domicile				
S.N.	Date	Category	No. of Candidates	Common Merit Rank
1.	09/07/18 (Monday)	This includes candidates from GEN, OBC (Non-Creamy), SC, ST, State Domicile / Children & Wards of NRI <b>(subject to availability of seats)</b>	200	001 to 200
2.	10/07/18 (Tuesday)		200	201 to 400
3.	11/07/18 (Wednesday)		200	401 to 600
4.	12/07/18 (Thursday)		200	601 to 800
5.	13/07/18 (Friday)		400	801 to 1200
6.	14/07/18 (Saturday)		400	1201 to 1600
7.	16/07/18 (Monday)		1105	1601 to 2705

The candidates may take note that the above mentioned date chart is tentative. The vacancy position will be displayed on the NIFT website i.e. [www.nift.ac.in](http://www.nift.ac.in). In case the seat allocation for General category goes beyond the stipulated dates as indicated in the programme wise and date wise Counselling schedule, the allocation of seats for candidates belonging to ST/SC/OBC may be rescheduled by that same number of days by which allocation of seats for General Category gets extended. All applicants are advised to monitor the progress of allocation of seats and make their travel plans to the campus selected for Counselling accordingly.

For further clarification applicants may contact the Nodal Officers of the Campus where they are attending the Counselling Session. Also during registration, a valid mobile number and e-mail Id should be registered wherein all NIFT communications through SMSs and e-mails regarding Counselling would be sent.

### IV. LIST OF DOCUMENTS AND ANNEXURES

At the time of reporting for counselling/admission, the candidate shall produce the original certificates with a set of photocopies duly attested by a Gazetted Officer or from Principal of School/College last attended or self-attested. If the candidate is granted admission, the photocopies of the documents will be retained by the Counselling Campus and the original documents will be returned after due verification by the Campus Director. The details of the documents are as under:

Documents required at the time of Counselling
System generated letter/e-mail received by the candidate
Photograph (2 Passport & 4 Stamp Size)
Certificate of having passed the 10+2 or equivalent examination.
Certificate of having passed the 10+2 or equivalent examination, showing the subjects offered by him/her in the examination. Physics, Chemistry and Math for B.F. Tech.
Certificate from the Board from which he/she passed the High School/Higher Secondary Examination
Certificate from the prescribed authority showing that he/she belongs to a Schedules Caste/ Scheduled Tribe/OBC (Non-Creamy) category. (Applicable only to candidates belonging to Scheduled Caste/ Scheduled Tribe/ OBC (Non-Creamy) category).

Semester Fee – Demand Draft of <b>Rs. 1,26,900/-</b> (Non-NRI) drawn in favour of the NIFT HO payable at the city of the Counselling
Copy of 12 <sup>th</sup> class School Leaving Certificate( <b>for domicile seats only</b> )
Valid PWD Certificate
Copy of 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> year graduation mark sheet/ self-attested copy of final year appearing certificate <b>(For Master Programmes)</b>
Undertaking for the candidate seeking provisional admission-( <b>Annexure-I</b> )
Undertaking from the students, as per provisions of anti-ragging ( <b>Annexure-II</b> )
Undertaking about Eligibility, Fee and Refund ( <b>Annexure IV</b> )
Medical Fitness Certificate in prescribed format ( <b>Annexure VI</b> )
Form for withdrawal of Admission ( <b>Annexure-III</b> )
Authorization letter from the candidate who are not in position to attend in person ( <b>Annexure VII</b> ) ( <i>NOT APPLICABLE FOR PWD CANDIDATES</i> )

Pls. Note: **Annexures are also available at NIFT website. Candidates are required to print and submit duly filled-in forms at the time of Counselling.**

OBC (Non-Creamy) Candidates would have to substantiate the caste and non-creamy layer requirement. Candidates applying under this quota shall produce a caste certificate from the Competent Authority certifying that they belong to the non-creamy layer. The certificate should be in favour of the candidate, issued not earlier than **September 01, 2017**. Failure to produce an appropriate certificate from a competent authority shall make the candidate ineligible for counselling, and the applicants will not be offered admission. Requests for provisional admission will not be entertained.

If any certificate submitted by the candidate is found to be false & invalid or not conforming to the stipulated standards mentioned in the NIFT Admission Guidelines, the admission will be cancelled without any notice and the fee paid by the candidate shall be forfeited.

Please note that, if the final result of the qualifying certificate/degree (the minimum prescribed qualification for eligibility for admission to this programme) has not been declared, the candidate may submit an undertaking (**Annexure-I**) on Non-Judicial Stamp Paper of Rs.10/- for seeking provisional admission at the time of Counselling. The undertaking is to ensure that results of the qualifying certificate/degree shall be submitted latest by 30<sup>th</sup> September, 2018, failing which the candidature of the candidate shall be cancelled and the fee deposited with NIFT at the time of Counselling shall be forfeited.

#### V. FEE –NON-NRI/REGULAR SEAT

Please carry a **Demand Draft for Rs. 1,26,900/- (Rs.One lakh Twenty Six thousand Nine hundred only) on account of the fee for regular seat for the 1<sup>st</sup> Semester, drawn in favour of the NIFT HO payable at the city of the Counselling (for example: *in case you are attending the Counselling at NIFT Patna, DD should be made in favour of “NIFT-HO” Payable at Patna*)**. The breakup of the fee is as under:

S. No.	FEES STRUCTURE – 1 <sup>st</sup> Semester (in Rs.)	Amount
1	Tuition Fees (Non-Refundable)	97800/-
2	Library Fee (Per Year)(Non-Refundable)	6400/-

3	Mediclaime & Student Development Fee (Per Year)(Non-Refundable)	3200/-
4	Exam Fee (Per Year)	3200/-
5	Security Deposit (One Time)(Refundable)	8200/-
6	Registration Fee (One Time)	8100/-
<b>Total</b>		<b>126900</b>

Loan Facility: ***For education loan facility, the candidate may approach any branch of Union Bank of India located in any city.***

#### **VI. FOR NRI SEATS UNDER “CHILDREN/WARDS OF NRI” CATEGORY (only for the candidates having Common Merit Rank)**

All candidates holding a merit rank are also given an option of availing the vacant seats of NRI under the category “**Children/Wards of NRI**” on the day of Counselling, subject to submission of the following:

- i) The undertaking signed by the NRI/Foreign National (**Annexure VIII**)
- ii) Photocopy of the passport of the NRI/Foreign National attested by the Indian Consulate of the Embassy or by the Solicitor of the country where the NRI / Foreign National resides.
- iii) Demand Draft of Rs.761800/- (Rs. Seven lakh Sixty One thousand eight hundred only) in favour of NIFT H.O. payable at the city in which candidate is attending the Counselling. (For example: ***in case you are attending the Counselling at NIFT Mumbai, DD should be made in favour of NIFT-HO Payable at Mumbai***)
- iv) All the other relevant Certificates / Degrees and Undertakings as prescribed in para IV.

The Academic Session commences w.e.f. **30<sup>th</sup> July, 2018**. All admitted candidates are strictly advised to report to the allotted NIFT Campus on **25<sup>th</sup> July, 2018** for the Orientation Programme.

Note: Provisionally admitted students must ensure that they submit the requisite documents at allotted NIFT Campus on or before 30<sup>th</sup> September, 2018. The Director Campus shall verify the eligibility of admitted students and submit a report to the Head (Academic Affairs) NIFT-Head Office.

**IMPORTANT NOTE: NIFT has no representative for assisting in the Admissions. The admission process is conducted by the Admission Department at the Head Office in New Delhi.**