

Dos & Don'ts for Seat Allocation Process: NIFT Admissions- 2023

Do's

1. Check the NIFT and NIFT admission website regularly for updates.
2. Keep scanned copies of the following documents ready to upload on the official portal during the seat allocation registration process. Format of Annexures are given in the Prospectus as well as the Seat Allocation Rules.
 - a. An undertaking regarding Anti Ragging (**Annexure-II**),
 - b. An undertaking regarding the refund of fee (**Annexure-IV**)
 - c. Medical Certificate (format enclosed)
3. Read the **Guidelines for NIFT Seat Allocation** and the **Seat Allocation Rules**.
4. Choose maximum number of preferences while filling campus/course preferences at the time of registration for seat allocation.
5. Carefully analyze available options based on your CMR while choosing your course and campus preferences. Previous years' opening & closing cut-off ranks are available on the NIFT seat allocation portal for candidates' reference.
6. Be aware that only the Campus/Courses for which you have filled preference will be taken into consideration. Even if there are vacant seats in other Campuses, an applicant who has not selected that Campus/Course in the preference list will not be considered for admission there. This is true even if the candidate otherwise qualifies based on the merit list.
7. Check & fill in preferences for academic programmes in your Domicile campus if eligible.
8. Fill in preference at NIFT Srinagar if eligible for Kashmiri migrant quota.
9. Check regularly for announcement of NIFT seat allocation rounds
10. Check if your category documents, if any, have been verified. Benefit of reservation can only be availed on verification of respective category documents.

11. If interested in NRI sponsored seats, obtain required documents from your NRI sponsor.
12. Be aware of the additional fees for NRI sponsored seats and make required arrangements.
13. Do remember unfilled EWS, OBC, Domicile seats may be available for open category candidates in subsequent rounds.
14. Check the timeline for every seat allocation round when announced on the website.
15. Check for the provisional seat allotment letter released after each round of seat allocation.
16. Pay the seat acceptance fee online to secure the seat allocated.
17. Remember non-payment of seat acceptance fee is the same as withdrawal from the admission process.
18. Make sure you have adequate funds to pay the fee online.
19. Exercise Option for Upgrade or Slide or Freeze as per your choice. Upgrade is the default option.
20. Remember the academic curriculum at all NIFT campuses is same.

Don't

1. Don't fill in preferences of campus/course you are not willing to join
2. Do not lock your preferences till you are sure of your choices and the order of preferences. However do not miss locking your choice before the last date. They will be auto locked at the deadline.
3. Do not wait for the last day/ time for filling up preferences. There will be no extension.
4. Do not withdraw from the admission process until absolutely sure. This option cannot be changed.

5. Do not select "freeze" option if you are waiting for allotment of a campus/course of higher precedence in any subsequent round.
6. Do not upload wrong/ incorrect/ outdated documents. Non verification of documents for any reason may deny you your chance for admission.
7. Do not delay in paying the seat acceptance fee.
8. Do not believe in any individual, coaching centre or any other agency for any information on admission to NIFT other than NIFT website/NIFT admission site.
9. Do not believe in information on social media other than from authenticated NIFT social media handles.
10. Do not pay any fee/ money to any agency or person other than through NIFT admission website.
11. Do not fake/ forge any documents. Not only will your admission be canceled (at any stage - even after joining) but legal action may also be taken.
12. Do not share your login details with anyone.