

## Instructions for candidate appearing for counselling

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1. All candidates have been called for counselling in phase manner. Once the seats of a particular category get filled up, the admission process of that particular category will be stopped. The status of vacant seats will be updated on NIFT website every day. Therefore, you are advised to check NIFT website regularly and plan your counselling accordingly. Do not forget to check the website regularly to avoid any inconvenience. Please report to the NIFT Campus selected by you at the appointed date & time, with the requisite documents as referred below, failing which your seat would be allotted to the next available candidate in the order of merit list.
2. Please bring the following documents in original with a self attested photocopy of each document for verification along-with this communication. In the absence of mandatory documents, your request for admission shall not be taken up. To assure that you are carrying all the required documents with you, please put the tick mark against each in the table appended below for confirmation. The original documents will be returned to you immediately after verification:

Documents required at the time of counselling *		Tick
Photograph (2 Passport & 4 Stamp Size)	<b>Mandatory</b>	
Attested copy of 10 <sup>th</sup> class mark sheet	<b>Mandatory</b>	
Attested copy of 10 <sup>th</sup> class certificate	<b>Mandatory</b>	
Attested copy of 12 <sup>th</sup> class mark sheet	<b>Mandatory</b>	
Attested copy of 12 <sup>th</sup> class certificate	<b>Mandatory</b>	
Attested copy of SC certificate	<b>Mandatory</b>	
Attested copy of ST certificate	<b>Mandatory</b>	
Attested copy of PHP certificate	<b>Mandatory</b>	
Attested copy of VRC certificate	<b>Mandatory</b>	
Attested copy of OBC certificate in prescribe format	<b>Mandatory</b>	
Attested copy of 12 <sup>th</sup> class School Leaving Certificate (for domicile seats only)	<b>Mandatory</b>	
Medical Fitness Certificate in prescribed format ( <b>Annexure-VI</b> )	<b>Mandatory</b>	
Source of funding of the tuition fee ( <b>Annexure-VII</b> )	<b>Mandatory</b>	
Undertaking for Anti-ragging ( <b>Annexure-VIII</b> )	<b>Mandatory</b>	
Undertaking for refund ( <b>Annexure-IX</b> )	<b>Mandatory</b>	

**\* Annexures are attached herewith and also available at NIFT website. The candidates are required to print and submit the duly filled-in forms at the time of counselling.**

In case any Certificate submitted by you is found to be false & fabricated or not conforming to the stipulated standards mentioned in the Admission Guidelines, your admission will be cancelled without any notice and the fee paid by you will be forfeited.

Please also bring a **Demand Draft for Rs.75,500/-** on account of fee for 1<sup>st</sup> Semester drawn in favour of the NIFT, 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 Payable at Patna*). The breakup of the fees is as under:

S. No	FEES STRUCTURE – 1 <sup>st</sup> Semester (In Rs.)	Amt.
1	Tuition Fees (Non-Refundable)	55,000/-
2	Library Fee (Per Year) (Non- Refundable)	4,000/-
3	Mediclaime & Student Development Fee (Per Year) (Non-Refundable)	2,000/-
4	Exam Fee (Per Year)	2,000/-
5	Security Deposit (One Time) (Refundable)	5,000/-
6	Alumni Association membership fee (One Time) (Non- Refundable)	2,500/-
7	Registration Fee (One Time)	5,000/-
	<b>TOTAL</b>	<b>75,500/-</b>

Loan Facility: **For education loan facility you may approach to any branch of Union Bank of India located in your city. Should you have any problem in dealing with the UBI, please send an e-mail to [admissionsnifto@gmail.com](mailto:admissionsnifto@gmail.com) or call at 011-26542067.**

All candidate having merit rank are also given the option of availing of the vacant seats of NRI under the category “**Children/Wards of NRI**” on the day of counselling subject to submission of following:

- i) Undertaking to be signed by a NRI/Foreign National
  - ii) Attested copies of the passport of the NRI/Foreign National who is signing the undertaking.
  - iii) Demand Draft of Rs.3000/- in favour of NIFT payable at the city in which candidate is attending the counselling.
  - iv) Demand Draft of Rs.4,76,000/- in favour of NIFT payable at the city in which candidate is attending the counselling.
  - v) All the documents except Demand Draft mentioned in Para 2.
3. The participation in the Counselling Session is compulsory along-with documents and demand draft mentioned above. ***In case you fail to attend the Counselling Session, it will be presumed that you are not interested in our offer of admission and you will not be eligible for admission.*** If for any reason, you are not in a position to come in person, you may authorise to be represented by your parents or guardians. Please give your representative an undertaking as prescribed.
4. Please note, that if the final result of your 10+2 (the minimum prescribed qualification for being eligible for admission to this programme) has not been declared; you have to submit an undertaking on Non-Judicial Stamp Paper of Rs.10/- for seeking provisional admission at the time of counselling (as Annexure II for Prospectus-2013) that the result will be submitted latest by 30<sup>th</sup> September, 2013, failing which your candidature will be cancelled without refund of your fees deposited with NIFT at the time of counselling.

**NOTE: NIFT has no representative for assisting in the admissions. The admission is done only by the Admission Department at Head Office in New Delhi.**