



## **ADMISSION POLICY**

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In the past 25 years, NIFT has changed the meaning of **fashion education** in the country and has established its brand across the country. Considering that the number of centres has over the years increased to 15 as on date, the number of seats being offered by NIFT for its Under Graduate (UG) and Post Graduate(PG) programmes has increased many folds. It is therefore necessary to have an admission policy to address all issues concerning admissions to the UG and PG courses.

### **VISION, MISSION AND OBJECTIVE OF THE POLICY ON ADMISSION**

**VISION:** An organised, effective, efficient, fair, transparent and professional admission system.

**MISSION:** To provide equal opportunity and access to fashion education through an admission system that is guided by clear processes and procedures.

**OBJECTIVE:** The policy aims at the following with a view to attract talented and creative students to fashion education and to enable NIFT to admit qualified students according to their optimal capacities:

- a. To put in place a clear eligibility framework and criteria for admissions
- b. To ensure inclusion and fair admission for reserved categories as directed by GoI
- c. To provide information to enable applicants to make informed decisions about their options
- d. To guide the candidates about the pattern of tests for the Entrance Examination
- e. To inform the candidates about withdrawal/cancellation and refund/ forfeiture of fee thereafter.
- f. To define the process of counselling

**APPLICABILITY:** The policy is applicable to the aspiring candidates for regular PG and UG programmes of NIFT.

The issues to be addressed by this policy are under:

- a) Eligibility and Criteria for Admission.
- b) Programmes Descriptions and Requirements.
- c) Methods of Admissions to Undergraduate /Postgraduate Programmes.
- d) Admission of Reserved Category and Physically Challenged Persons.
- e) Admission Fee and Financing of Students.
- f) Counselling.
- g) Cancellation of Admission.



**ADMISSION POLICY:** To provide a way to formulate the detailed guidelines to be included in the prospectus every year.

## **I ELIGIBILITY AND CRITERIA FOR ADMISSIONS**

### **a) UG Programmes**

NIFT is offering Undergraduate Programmes in the field of Design and Technology:

1. Bachelor of Design – B. Des (Fashion Design /Leather Design /Accessory Design /Textile Design /Knitwear Design /Fashion Communication).
2. Bachelor of Fashion Technology – B.F. Tech.

Candidates whose date of birth is up to 23 years of age as on 1<sup>st</sup> November of year of advertisement are eligible for UG programmes subject to academic qualifications as prescribed which would be of the level of 10+2 or equivalent for B.Des. For B.F. Tech - Physics, Chemistry and Mathematics would be compulsory.

### **b) PG Programmes**

NIFT is offering Master Programmes in the field of Design, Management and Technology:

1. Master of Design – M. Des
2. Master of Fashion Management – MFM
3. Master of Fashion Technology- M.F. Tech.

UG Degrees/Diploma holders will be eligible for these PG programmes as per the criteria prescribed every year in the prospectus. For the M.F. Tech programme, B.F. Tech/ B. Tech/ BE degree holders would be eligible.

c) Candidates appearing in the qualifying examination (12<sup>th</sup> Class /final years/final semester (as the case may be) are also eligible to apply provided that they produce the proof of having acquired minimum prescribed qualifications at the time of counselling/admission.

In cases where the 12<sup>th</sup> class/final year/final semester (as the case may be) result of qualifying degree/certificate examination is not declared by the concerned Board/University till the date of counselling/admission, admission to such candidates will be provisional subject to the conditions prescribed in the Prospectus.

d) In case of provisional admissions, the final result of qualifying degree/certificate providing his/her eligibility has to be provided by the candidate on or before 30<sup>th</sup> September of the year of admission to the Centre Director / Registrar where the admission has been granted. The provisional admission will automatically stand cancelled if the candidate fails to submit the result in time i.e. by 30<sup>th</sup> September. Decision of Director General (DG) in any such cases will be final.



e) Any candidate who has not appeared for the qualifying exam before the date of counselling /admission to NIFT will not be eligible.

## II RESERVATION OF SEATS

The criteria for reservation of seats will be as laid down by the Government of India which is presently as under:

The seats reserved for SC / ST / Physically Handicapped Candidates (PHP) / Foreign Nationals / SAARC / NRI, in each programme are as under:

<b>SC</b>	15%
<b>ST</b>	7.5%
<b>OBC (Non-Creamy)</b>	27%
<b>Physically Handicapped</b>	3% horizontal reservation for physically handicapped candidates (with 40% or more disability) cutting across all sections i.e. SCs, ST s OBCs (Non-Creamy only) and General category. Centres and programmes will be allotted on rotation, at the discretion of NIFT.

The qualifying reserved candidates need to meet the eligibility and admission requirements of NIFT and all the above admissions will be based on the merit obtained.

Candidates applying under reserved categories will have to produce a Caste/Tribe certificate from the Competent Authorities of the respective States/Union Territories/National Commission of Tribes. Candidates applying under non creamy OBC category will have to produce a caste certificate from the Competent Authorities of the respective States/Union Territories certifying that they do not belong to the creamy layer.

Candidates seeking admission under physically handicapped quota must produce a Disability Certificate at the time of counselling issued by the Medical Board attached with the Vocational Rehabilitation Centre (VRC) working under the Ministry of Labour, Govt. of India.

No provisional admission shall be admissible for delay in submission of caste/category certificate.

### Supernumerary Seats

Apart from the above, following supernumerary seats will also be available to the candidates, as applicable:

<b>Foreign Nationals/SAARC/NRI</b>	15% (supernumerary)
<b>State Domiciles</b>	20% (supernumerary)



Fifteen percent (15%) of total seats on supernumerary basis in each discipline in Delhi, Mumbai, Kolkata, Bengaluru, Chennai, Hyderabad, Gandhinagar and Raebareli are reserved for admission of Foreign Nationals/ SAARC/ Non Resident Indian (NRI).

Procedure for applying under Foreign Nationals/ SAARC/ Non Resident Indian (NRI) category will be as detailed in the Prospectus.

Twenty percent (20%) i.e 06 supernumerary seats besides 30 seats will be offered for admission as State Domiciles Preferential Seats for admission at the NIFT Centres funded by State Governments at Patna, Kangra, Bhopal, Kannur, Shillong, Jodhpur and Bhubneshwar on submission of a Domicile certificate issued to the student or either of their parents by the competent local authority under the State Rules, which has been issued within 5 years prior to the date of admission.

Only candidates who are residents/ domiciles of the State where such NIFT Centre exist will be eligible to seek admission under this category.

The seats provided for reservation of SCs / STs/ OBCs / Physically Handicapped Persons, i.e. 49% reservation are included in the domicile seats to the extent that they are occupied by persons falling in the reserved category exercising their domicile preference.

### **III PROCESS OF ADMISSION**

The process of admission to NIFT is outsourced to agency selected in a transparent manner for conduct of entrance test. After the entrance test results are declared, the allotment of seats will be carried out by NIFT. The whole process is designed in such a manner to be fair and transparent.

The admission process will consist of following steps:

- i. The Prospectus will be finalised by the CCC Unit after taking inputs from all concerned like the Admission Cell, Chairpersons of various Departments, heads of various Units, Dean(A) and Centre Directors and approved by the DG, NIFT.
- ii. The admission activities will be governed by the time table prepared for the year.
- iii. An advertisement will be taken out in the month of November, as finalised, by the time table of admission process every year, indicating the dates for sale of Prospectus and Application Forms through various bank branches and NIFT Centres. This will be released in various newspapers and also uploaded on the NIFT website.
- iv. The entrance examination will be held on the second Sunday of February in various centres across the country and abroad (from where substantial applications are received). The centres in the country will be specified in the Prospectus.



- v. Based on the merit list, candidates equalling 3 or 4 times the number of seats will be called for the second tier test: Situation test/ Group Discussion(GD)/Interview, as applicable.
- vi. Results will be declared after the process of entrance examination is over.
- vii. Counselling will be held at the Head Office for both UG and PG candidates for allotment of seats for all centres/courses in a transparent manner using software developed for the purpose.
- viii. Detailed counselling schedule indicating the name and roll number of selected and waitlisted candidates to be called for counselling/admission will be displayed on the NIFT website ([www.nift.ac.in](http://www.nift.ac.in)). Candidates will also be informed through mail/post.
- ix. The candidate should report at the notified venue, date and time for counselling /admission in-person along with all necessary documents and Demand Draft for requisite fees which will be detailed in the Prospectus and also informed to the candidates.
- x. Vacant seats if any, in the reserved category subject to being more than 10% of total number of seats, shall be transferred to the general category seats during the Counselling as decided by the DG, NIFT. *[In conformity with the Supreme Court pronouncement in the case of Ashok Kumar Thakur Vs. Union of India and Others reported in (2008) (6SCC1)].*
- xi. No transfer of centres/ courses will be permitted once allotted finally.
- xii. If the Institute is not satisfied with character, past behavior or antecedents of a candidate, it can refuse to admit him/her to any course of study of any Centre or cancel the admission at any stage or period of study. There shall be no claim whatsoever of the candidate thereafter on any course/centre of NIFT. All fees paid shall be forfeited except refundable security deposit.
- xiii. If a candidate does not report to join the programme offered at the allotted study centre within ten days of commencement of the session, the admission of such candidate will stand cancelled without any intimation. All fees paid shall be forfeited except refundable security deposit.
- xiv. The DG, NIFT may cancel the admission of any student for specific reason (s) or debar him/her for any period as deem fit. There shall be no claim whatsoever of the candidate thereafter on any course/centre of NIFT. All fees paid shall be forfeited except refundable security deposit.
- xv. Any attempt to influence the admission process by way of recommendation will invite disqualification of the candidates.
- xvi. Details of admission and cancellation will be elaborated in the Prospectus.
- xvii. In case of withdrawal of admission, refund will be made to the student as under:



S.No	Time Limit	Amount refunded
1	On or before the date mentioned in the year wise prospectus.	50% of Tuition Fee + Security Deposit
2	After specified date	Only Security Deposit
3	At any time for NRI Candidates	Amount specified in the prospectus.

xviii. Admissions shall be completed on or before the last date decided by the DG, NIFT.

**IV ENTRANCE EXAMINATION**

NIFT Entrance Examination will consist of various components for different programmes as under:

UG Programmes	Test	Duration	Weightage
B. Des	GAT	2 Hrs	40%
	CAT	3 hrs.	40%
	Situation Test (Second tier)		20%
B.F Tech	GAT	2 hrs	60%
	MAT	2 hrs	40%
<b>PG Programmes</b>			
M. Des	GAT	2 hrs	40%
	CAT	3 hrs	40%
	GD/PI(Second tier)		20%
M.F.M and M.F Tech	GAT	2 hrs	40%
	MAT	2 hrs	40%
	GD/PI (Second tier)		20%

**Description of components:**

- **General Ability Test (GAT):** This test will comprise of Quantitative Ability, Communication Ability, English Comprehension, Analytical Ability, General Knowledge and Current Affairs. The number of questions in each section may vary in each portion year to year. Details of each component will be as per prospectus. The component varies for B. Des, B.F. Tech, M. Des, MFM and M.F. Tech courses. The details of each component will be mentioned in the prospectus.
- **Creative Ability Test (CAT):** This test is administered to judge the intuitive skill, power of observation, innovation in development of a concept and design ability of the candidate. An important aspect of the test is the creative and innovative medium used and candidate’s usage of colour and illustration.



- **Managerial Ability Test (MAT):** It is a test to judge the managerial effectiveness. This test will comprise of subsections on Case Study and Logical Ability. Details of each component will be as per prospectus.

Short listed candidates from the written entrance examination will be required to undergo Situation Test (for B Des) and Group Discussion (GD) / Personal Interview (PI) for PG Programmes.

- **Situation Test:** It will be a hands-on test to evaluate the candidate's skills for material handling and innovative ability on a given situation with a given set of materials.
- **Group Discussion:** Case Study based GD will comprise of 15 to 20 minutes of discussion on a case study assigned on which a panel of experts will assess the candidates on various parameters.
- **Personal Interview:** A candidate will be judged on various parameters during individual personal interview by a panel.

The panels for the second tier process will be intimated by NIFT to the agency conducting admissions.

NIFT will prepare a sample set of questions for the Situation Test and the CAT based on which the paper will be set by the agency. NIFT reserves the right to change the pattern of examination or vary the weightage of components as per the needs of the programme and may also vary the pattern for any future programmes to be launched by NIFT with the approval of Senate.

## V COUNSELLING PROCESS

The detailed process, documents to be submitted and conditions will be as elaborated in the Prospectus. However, the process will be governed by following parameters:

- i. Counselling will be held at the Head Office for both UG and PG candidates for allotment of seats for all centres/courses.
- ii. Detailed counselling schedule indicating the name and roll number of selected and waitlisted candidates to be called for counselling/admission will be displayed on the NIFT website ([www.nift.ac.in](http://www.nift.ac.in)). Candidates will also be informed through mail/post.
- iii. A presentation will be made on each day of counselling to make the candidates aware of various options, placement opportunities and information on all centers. Faculty from concerned centers will be present on days of counselling before the commencement of the session for courses available for their centers. They will be nominated by Center Directors and will be responsible for carrying the documents of students admitted to their centres after due verification.



- iv. The candidate will appear personally at the notified venue, date and time for counselling /admission along with all necessary documents and Demand Draft for requisite fees, without which admission shall not be given.
- v. The seats will be offered to the candidate on his/her turn as per merit and availability of seats at that point of time. Admission will be made strictly on merit basis (Rank-wise). Counselling/admission will stop when all the seats get filled-up.
- vi. There will be three rounds of counselling. The first round of counselling will be held on dates as scheduled as per above procedure.
- vii. Selected candidates who do not get the course/centre of their choice at the first round of counselling, while taking admission in a particular center / course, can fill up to three options of Centers/Courses (in a given format) in case they are willing for a shift of Center/Course against any seat that may become vacant due to withdrawal in the same category e.g. General to General, SC to SC, ST to ST, OBC to OBC and NRI to NRI. A candidate in the common merit list once opting in NRI category would not be eligible for opting for seats in open category on withdrawal. They can opt for shift to another NRI seat, if they want.
- viii. The shifting of candidates from the allotted course/centre to one of the option given by the candidate will be done after the first round of counselling is over, at Head Office. Presence of the candidate will not be required at this stage. This will be done strictly in the order of merit within the category applicable.
- ix. The centre/course once opted and allotted will not be changed/ reconsidered under any circumstances. The candidate has to accept the change opted for, failing which his/her admission will be treated as cancelled.
- x. Any seats remaining vacant after 1<sup>st</sup> and 2<sup>nd</sup> round of counselling/ admissions shall be offered to candidates in the waiting list in the third round of counselling in a manner similar to first round of counselling.

The above process will help in maximizing the admissions so as to reduce the vacant seats.

## **VI PERSONNEL**

The admission cell will be adequately staffed.

All staff involved in management of admissions processes (including centers) may undergo a training programme to be organised by the Institute as the admissions department is the first post of interaction of the prospective candidates and their parents with NIFT.

This training may include orientation on different programmes offered by NIFT and career prospects etc.





**VII OTHERS**

- NIFT does not recommend any coaching classes.
  - Rules/laws framed by the Government/other Competent Authorities against ragging will be applicable.
  - NIFT reserves the right to add or discontinue any programme at any centre.
  - In case of dispute regarding interpretation/implementation of provision of this policy, the decision of the Institute shall be final. Any dispute arising out of admission and related matters would be under the jurisdiction of Delhi Courts.
  - Information regarding the admission process will be available on the NIFT website.
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