

## IMPORTANT INSTRUCTIONS

1. Please read all instructions carefully before submitting registration form.
2. Student has to report at NIFTEM Campus one day in advance (before 10 am on 9<sup>th</sup> Feb, 2018) for participation in rehearsal of program and other formalities. Otherwise he/she will not be permitted to participate in the final Convocation Programme on 10<sup>th</sup> Feb, 2018.
3. Registration fee of Rs. 2000/- (non-refundable) to be paid in advance through online SBI i-Collect portal. Fees of Rs. 3000/- will be charged after Convocation i.e. 11<sup>th</sup> February onwards. Instructions of how to pay the fee and link of **SBI i-Collect portal** is mentioned below:
  - a. **Step 1:** Click on the Web-link.
  - b. **Step 2:** The **SBI Payment Gateway (iCollect)** will be opened. Please tick the check box for accepting the T&Cs and click on Proceed Tab.
  - c. **Step 3:** Choose State of Institute "**Haryana**" and Type of Institute as "**Educational Institutions**" and choose name of the institution as "**NIFTEM**" in next screen.
  - d. **Step 4:** In next screen, select payment category as "**Convocation**".
  - e. **Step 5:** Complete the details and click on Submit to pay Fee.
  - f. **Step 6:** Please note down the reference no. of your payment. You need to enter the reference no. of your payment in the Form.
4. Last date of registration is 02/02/2018 (11:55 PM).
5. Maximum two accompanying person (Father/Mother/Spouse) are allowed with the registered student for Convocation Programme.
6. Only those students who register for Convocation programme will be entitled to receive degree certificate during Convocation. No accompanying person / nominee on behalf of student will be allowed to receive degree certificate during convocation.
7. **Accommodation has to be arranged by students themselves.** If any assistance from the institute is required to arrange accommodation. NIFTEM will provide names & phone/email id of nearby Hotels/Guest House to interested students to book their accommodation.
8. Dress Code (B.Tech & M.Tech) : Formals (Coat & Trousers with White Shirt) for boys & girls. Tie will be provided by NIFTEM.
9. Degree will be conferred only to those students who are physically present during rehearsal and Convocation function.