

GENERAL ADMISSION INFORMATION

ATTENTION: Aspirants must read this section before referring to the programme of interest and filling up the online application form.

1. Application fee: Each candidate has to deposit application fee (non refundable) as per following:

Application Fee (Non Refundable)

	Fee (Rs)
SC/ ST	500
General and other categories	1000

2. Reservation for Indian Nationals: The number of seats in each of the programs in NIFTEM, as announced in this admission guideline, shall be strictly adhered to, except for such minor adjustment as may be necessary on account of rounding off of fractions to accommodate reservations, as given below:

- (a) 27% reservation to Other Backward Class (*from non creamy layer and with a valid certificate indicating eligibility for admission to central government institutions only. Please refer to Annexure-I & II at the end of this brochure for Undertaking and format of certificate for claiming reservation under this category*)
- (b) 15% for candidates belonging to the Scheduled Castes.
- (c) 7.5% for candidates belonging to the Scheduled Tribes.
- (d) 10% seats for Economically Weaker Sections (*Please refer to Annexure –III for format of certificate for claiming the reservation*)

Further, 3% seats are reserved (horizontal reservation) for Persons with Disabilities (PWD) candidates.

3. The PWD should have a minimum of 40% disability, provided that the claimant in this category is otherwise capable to pursue the course for which the admission is sought. All physically challenged persons should produce a certificate of their permanent physical disability from a CMO/Civil Surgeon of a District or Director/Principal or a Professor of a Medical College affiliated to University or an institution of national importance.

4. Due reservation and concessions would be given to Kashmiri migrants as per Government of India Norms, provided they clearly mention their category in application forms.

- Relaxation in cut off percentage up to 10% subject to minimum eligibility requirement.
- Increase in supernumerary quota up to 5% in each programme.

5. The M. Tech entrance test for Non GATE candidates, MBA entrance test for non

CAT/MAT candidates and PhD entrance test (RET) will take place at NIFTEM Campus, Kundli, District – Sonapat, only. There would be no other centre within or outside the country. **Due to current situation arising out of Covid-19 pandemic, these admission tests may be conducted online also. The candidates must see website regularly for further details.**

6. Application forms for admission in M. Tech, MBA and PhD Programmes of NIFTEM are to be filled online only. Applicants should not send the printed copy of application form to NIFTEM. Admission brochure/guidelines are available on the website.

7. Final merit list, counselling schedule and counselling would be uploaded on the institute website only. For such information/updates, the website should be visited frequently. It may be noted that no postal communication will be made to any applicant in this regard.

8. Once the merit list is uploaded on website, it will be responsibility of candidate to complete whole process including submission of fee during given time period. The candidate must ensure that fee submission is complete. Institute will not be responsible for any delay/hurdle in transaction process.

9. However, in interest of the applicants NIFTEM also attempts to send SMS and email alerts on the numbers and mail ID provided in the application forms. Onus of any delivery failure in this regard would depend on the applicant. It is advised that DND facility and other restrictions, if opted on the mobiles, should be deactivated during the admission period. The entries of mail ID and mobile numbers in the application form must be made correctly with utmost care.

10. Under unavoidable circumstances, any prescheduled event/activity given as admission timeline in the brochure may be changed. All such official notifications including merit notification and change in date, if any, will be made on the NIFTEM website only.

11. Documents required for admission:

- Class X Certificate (as a proof of DoB)
- Class XII Certificate
- Undergraduate Marksheet and Certificate
- Postgraduate Marksheet and Certificate (wherever applicable)
- GATE Scorecard (if available for M. Tech candidates)
- CAT/MAT Scorecard (if available for MBA candidates)
- JRF Certificate (For PhD candidates only, if qualified)
- Caste Certificate(s) (if applicable) of SC/ST/OBC (*OBC candidates must refer Annexure- I & II at the end of this brochure for valid undertaking and format. The certificate to be issued on or after 1st April, 2020*).
- EWS certificate (*format placed at the end of the brochure Annexure III*)
- Character Certificate from School/College/University last attended (for all

candidates)

- Medical certificate of handicap for Physically Handicapped candidates
- Migration Certificate, if applicable
- Passport size coloured photographs (04)

Important Note:

Candidates failing in production of Category/ Physically Challenged certificate during the counselling will be considered as GENERAL and will automatically lose his/her claim of due reservation.

(a) The caste certificate should be in the name of the candidate seeking admission. The caste certificate in the name of either of parents (Father/Mother/Husband) is not acceptable. The name and other particulars in the caste certificate should be

identical to that in Application form as well as in the 10th and 12th class certificates. Any variation in the name or other particulars in reserved category certificate may lead to refusal for admission by Admission Cell in the reserved category.

(b) In the absence of caste certificate, the candidate will not be entitled for any provisional admission in reserved category on the basis of any undertaking.

(c) In the absence of mandatory documents of proof for eligibility, the candidates will not be allowed for admission to the programmes. The admission offered to a candidate who has been provisionally admitted to a program will stand cancelled if he/she does not submit the relevant documents in original pertaining to admission (such as Marks Sheet, Date of Birth Certificate etc.) in the Academic Cell before the stipulated date.

(d) Admission of various programmes will be subject to verification of facts as in the original certificates/ documents of the candidates. In case any discrepancy is noticed, even at a later point of time after, the NIFTEM reserves all rights to cancel the admission and such a decision shall be final and binding on the candidate(s).

(e) It is the responsibility of the candidates to ascertain whether they possess requisite qualification for admission.

(f) If the candidate(s) furnish the mark sheets of the qualifying examination only in GRADES, the minimum marks pertaining to the grade obtained in the course will be taken into consideration while determining the marks.

WITHDRAWAL FROM ADMISSION AND REFUND PROCESS

Candidates willing to withdraw admission may request for admission cancellation and refund of fees through an application (format to be uploaded in NIFTEM official website). The scanned application is accepted through email from the registered mail id to admission cell. The refund of fees shall be made in due course with a minimum time period of 15 days from the date of receipt of application. Refund shall be made after

deduction of due cancellation charges as below:

S. No.	Timeline	Refund entitlement
1	Request received up to the date of commencement of session	Total fee (tuition, development and hostel fee, etc.) after deduction of Rs 1000/ as processing fee
2	Request received after the date of commencement of session	No refund of the fee deposited except the refundable security amount

Cancellation of B.Tech Admission after taking admission at NIFTEM will be processed only after transfer of funds from JOSA.