

National Institute of Food Technology Entrepreneurship and Management
Kundli- 131028, Sonapat district, Haryana, INDIA

ONLINE COUNSELLING GUIDELINES FOR B. TECH (FOOD TECHNOLOGY AND MANAGEMENT) ADMISSIONS 2017-18

Important

- 1. Candidates are advised to read all the instructions and follow NIFTEM website updates time to time.*
- 2. Counseling process will be ONLINE and can to be done through Admission website of NIFTEM.*

GENERAL RULES AND INSTRUCTIONS FOR COUNSELLING

1. MERIT LIST AND COUNSELLING

- All admissions will be made through online counselling session(s), as per schedule notified on NIFTEM website only.
- Second and subsequent round of counselling will be held subject to availability of seats in the respective categories and will be notified on NIFTEM website only.
- Admission to B Tech programme is strictly on the basis of JEE (Main)-2017. All India Overall Rank (CRL)-2017 of the eligible candidates. Based on this JEE (Main) All India Overall Rank (CRL)-2017, separate merit lists for different categories will be notified on NIFTEM website before each counseling.
- Candidates whose names appearing in merit list, have to submit the “Counselling consent letter” before the time line notified without fail. List of the confirmed candidates will be notified on the NIFTEM website based on their willingness to take admission at NIFTEM. The candidates will be asked to fill the choice of category in which they are willing to take admission as per the merit on first day of counselling.
- During the online counseling procedure, students have to pay admission fee via online e-transfer for provisional admission confirmation. Based on this, category wise **provisional admission** list will be uploaded on the website. These provisionally admitted candidates will be reporting to NIFTEM campus along with their parents/guardian as per the time and date given on website. The seat allotment will be confirmed only after satisfactory verification of all necessary original certificates /documents, fee payment, etc (**list provided**). The classes will start after reporting date ,hence candidates are advised to come with suitable preparation.
- The reservation would be given as per Government of India norms, provided the candidates clearly mention their category in their application forms. In each category, the seats under ‘PC category’ will be filled at the start of counseling through horizontal reservation in the respective category. Details are provided in the admission brochure.

- g) *Kindly note that, institute would try to provide all the schedules through e-mail to the possible extent, but not bear any responsibility regarding the delivery or failure of the mail/sms/ other communications at any stage of admission. Hence, candidates are advised to contact the admission cell time to time for any update of information.*

2. PROCEDURE FOR ADMISSION THROUGH FIRST COUNSELLING

a) Days before counselling (online consent letter submission is mandatory):

- i) All eligible B.Tech candidates for 1st counseling should necessarily register themselves online and its mandatory for them to fill up the “Counselling consent ‘with category choice’”. Candidates will be asked to give their willingness for taking admission at NIFTEM and carefully select the category choice in which they are willing to take admission.
- ii) Submission of consent letter with category choice is mandatory, otherwise the candidature won't be considered for the admission process.
- iii) The results of the online counselling will be displayed on the website also by email on mail id provided and SMS on the mobile number mentioned in the application form.

b) During Online Counselling/Admission

1. Candidates must report online on the day of counseling. Candidates who fail to report by stipulated time shall have to forfeit his/her claim for seat. For any change in schedule, candidates are advised to refer the website from time to time, as the schedule is notified on the website only.
2. Seats will be allotted in the order of merit to the candidates in different categories available at that point of time.
3. **FEE TO BE DEPOSITED DURING ONLINE COUNSELING:** Admission fee payment by online/ e-transfer in the time slot provide is must to provisionally confirm the seat in the respective counseling (Bank details provided under). **Fee payment in the form of DD is not acceptable. After the online fee payment candidates must include the registration number and UTR/Transaction reference number in the online counselling form in order to generate provisional admission / seat allotment letter. The candidates must keep online transaction documents/ acknowledgement fee receipt for producing on the day of reporting at NIFTEM.** The total admission fees to be paid during counselling is Rs 1,21,800/- (Rupees One Lakh Twenty One Thousand eight hundred only) for 1st Semester. The fee includes Tution fees, Development fees, Hostel fee(excluding monthly Mess dee etc.)For any payment related technical problems contact the admission cell. Candidates who fail to pay fee within stipulated time of counselling schedule shall have to forfeit his/her claim for seat.
4. **Reporting at NIFTEM and verification of original documents:** At the time of reporting at NIFTEM, candidates must bring all original certificates,

related to qualification, Medical Fitness, Anti Ragging affidavit and duly filled Hostel Application form (in original; the formats can be downloaded from the NIFTEM admission portal). The Candidates whose application contains any minor deficiencies (photograph not attached, Xerox copies, documents not in given format, not been attached, etc.) has to be fulfilled on the same day or any day notified/informed to you, by submitting letter of undertaking. Any candidate failing in complying to the deficiencies, his/her candidature would be rejected & no further communication will be made. In this regard candidates/ parents/ guardian are advised to contact admission cell in advance.

5. It is advised in the interest of the candidates to carefully decide to take admission, during the counseling, only if he/she intends to pursue the programme. Fee may be forfeited as per the provision of Refund Rules of NIFTEM (refer Annexure-I).

3. ADMISSION THROUGH SECOND COUNSELLING

Detailed Schedule of Second Counseling, depending upon the number of seats available on account of withdrawal(s)/any other reason(s), will be displayed on the institute's website www.niftem.ac.in. Candidates may visit the website from time to time for latest update, if any. The second counseling will commence from the subsequent JEE (main) ranks onwards in order of merit for all categories as per schedule,

Note: A candidate, who has taken admission during 1st counseling, and then he/she withdraws his/her admission shall not be considered for admission in 2nd counseling.

The rest of the procedure for Second/subsequent counselling shall remain the same as for the first counselling.

4. ORIGINAL DOCUMENTS REQUIRED AT THE TIME OF REPORTING

Candidates are required to attend with the following certificates, in original:

- Admission letter and online fee payment receipt.
- Class X Mark sheet and Certificate (as a proof of DoB)
- Aadhar Card
- Class XII Mark sheet and Certificate
- JEE (Main)-2017 Admit Card and Score sheet (for B Tech candidates only)
- Reservation category Certificate(s) (if applicable) of SC/ST/KM/PC/OBC (format to be used for central institution with declaration of creamy layer status as per latest guidelines)/ Kashmiri migrants and Physically Challenged. ***OBC Certificate Format is available in the admission brochure 2017-18(should be issued in this financial year only).***

(ATTENTION - 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. The reservation certificate should be in the name of the candidate seeking admission. The reservation certificate in the name of either of parents (Father/Mother/Husband) is not acceptable. The name and other particulars in the reservation certificate should be identical to that in Application form as well as in the 10th & 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. In the absence of reserved category certificate, the candidate will not be entitled for any provisional admission in reserved category on the basis of any undertaking.). All reservation and concessions to Kashmiri migrants will be as per Government of India norms (details given in broacher) only.

- Six passport size colored photographs
 - Letter of undertaking from Parents/Guardian for their wards in case of participation in NIFTEM's Academic/Extra-curricular activities (***format available in the admission brochure 2017-18***).
 - ANTI-RAAGING AFFIDVIT-download from website
 - Duly filled Hostel Application form – format download from website
 - Medical Fitness Certificate – format downloaded from website
- ii) Self attested photocopies of all the original certificates shall also be produced which will be retained by NIFTEM.
- iii) In the absence of mandatory documents of proof for eligibility, the candidate's admission will be summarily rejected.

5. Bank details regarding transfer of fees for the B.Tech admission– 2017-18

For B Tech admission, the total fees to be paid during counseling is Rs 1,21,800/-(Rupees One Lakh Twenty One Thousand eight hundred only), for 1st Semester (for details see the broacher).

GENERAL INSTRUCTIONS: The provisionally selected candidates will have to pay the fee online in the time slot given. Fee payment in the form of demand draft is not acceptable. Payment of fee is must to confirm the seat on the scheduled date. After the online fee payment, candidates must include the Registration Number and UTR/Transaction reference number in the online counselling form in order to generate provisional admission/seat allotment letter. The candidates must keep online transaction documents/acknowledge fee receipt for producing on the day of reporting at NIFTEM. The details of NIFTEM account and other relevant information is provided at the end of this document.

The fee to be transferred in the Following Account with details given under:-

Bank Name	State Bank of India
Branch with Complete Address, Telephone No. and E-mail	NIFTEM Campus , KUNDLI Plot No-97, Sector -56 HSIIDC Industrial Estate, Kundli -131028, Dist . Sonapat, Haryana Phone No : 2372114 Email : sbi.15479@sbi.co.in
Branch's IFSC Code&MICR NO	IFSC Code : SBIN0015479 MICR Code:-110002372

Students MUST give the following details for fee confirmation:

- **Transaction Number (or UTR Number)**
- **Please Mention -- Student Registration Number / Name of student in narration** (i.e./XYZ) (Note: Instruct the bank to mention this detail in the transaction) or Add this detail in case candidates themselves are making e-transaction.

PLEASE DO NOT DIRECTLY DEPOSIT ANY AMOUNT IN NIFTEM ACCOUNT

Keep the scanned copy of your transaction and bank statement supporting the transaction, for ready reference.

6. CONVERSION OF CATEGORY

The conversion of unfilled category seats (after exhausting the full list of that particular category) may take place as per the central government rules/notifications. Such conversion shall be done only after the 2nd counseling/3rd counseling and no such conversion will be allowed during the 1st counseling. However, while converting the seats during final counseling, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa.

7. WITHDRAWAL OF ADMISSION AFTER COUNSELING AND REFUND OF FEE

Candidates willing to withdraw admission may request for admission cancellation and refund of fees through an application (refer Annexure I). The refund amount from the fee paid may change with day(s) of withdrawing their seat after provisional admission. The scanned application is accepted through e-mail 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.

While applying for withdrawal of admission the candidates will be required to surrender the original Admission Letter, Fees Receipt etc. issued to him/her at the time of Counseling/Admission. Refund shall be made after deduction of due cancellation charges as below:

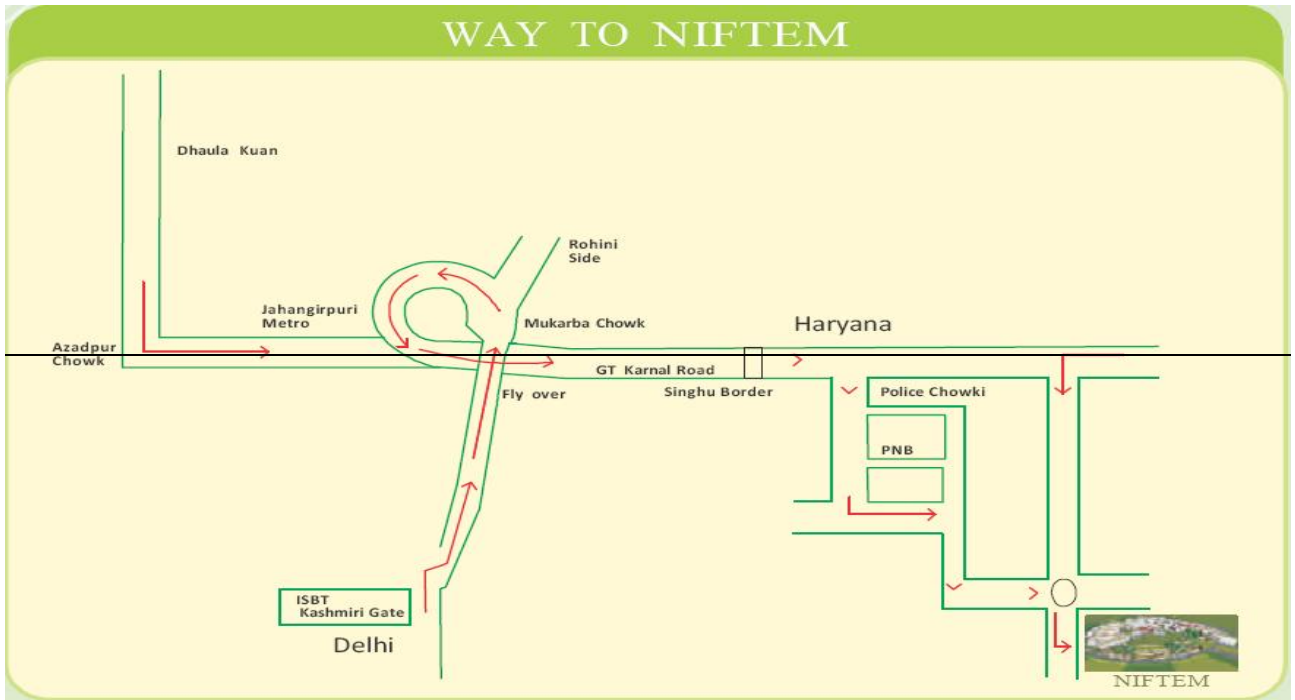
S.No	Timeline	Refund Entitlement
1	Request received up to the date of commencement of session.	Total fee (tuition, development and hostel fee, etc.) after deduction of Rs 1000/ as processing fee
2	Request received after the date of commencement of session	No refund of the fee deposited except the refundable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

Note:

- Entire amount of Security / Caution Money Deposit is to be refunded to candidate.
- Any dispute will be subject to the jurisdiction of the High Court of Delhi only.

8. HOW TO REACH NIFTEM CAMPUS:

NIFTEM Campus, Plot No. 97, Sector- 56, HSIIDC Estate, Kundli, Distt. Sonapat, Haryana- 131028, website : www.niftem.ac.in. Venue can be located as under:



Annexure - I

APPLICATION FOR CANCELLATION OF ADMISSION

Date: _____

To

The Vice Chancellor,
National Institute of Food Technology Entrepreneurship and Management
Kundli, Sonapat (Haryana)

Sir,

I secured admission to the B. Tech. /M. Tech. (_____) programme
of your institute on dated _____. Now I request you to kindly cancel my
admission due to following reason(s)-

Name of the Applicant: Ms./Mr. _____
(IN BLOCK LETTERS) (Surname) (Name)

Residential Address (As registered in the Admission Form):

House No.	
Mohalla/Street	
City/Town/Village	
District, State, PIN	
E-mail	
Mobile No.	

Fee paid: Rs. _____ (in words) _____

I herewith enclose

1. Original and one xerox copy of the Fee Receipt (No. _____ Dated _____)
2. Identity Card (Original)

Kindly allow the refund of the fees paid, as per the rules.

Thanking you,

Yours truly,

Signature of the candidate

Counter signature of the guardian

For Office use only:

Amount Paid	Rs.
Amount Deducted	Rs.
Amount Refunded	Rs.
Cheque No., Date, Bank	

Acknowledgement Slip

Receipt of admission cancellation request from Mr/Ms _____
of _____ (program of study) is acknowledged.

Signature of Concerned office staff