

**IMPORTANT INSTRUCTIONS REGARDING B.DES FINAL RESULT,
SUBMISSION OF CAMPUS PREFERENCE, ROUND-01 OF SEAT ALLOTMENT,
PAYMENT OF TOKEN FEES & UPLOADING OF DOCUMENTS**

Declaration of Result	Friday, 19 May 2023 (1600 hrs.)
Submission of Campus Preference	Friday, 1600 hrs. 19 May 2023 to Monday, 1200 hrs. 22 May 2023
Round-01 Seat Allotment, Confirmation of Seat, Payment of Non-Refundable Fees & Uploading of Documents	Thursday, 1600 hrs. 25 May 2023 to Wednesday, 2400 hrs. 31 May 2023

It will be the sole responsibility of the candidates to check for updates on the admissions website from time to time for the given days and confirm their seat before the given deadline *i.e.* 31st May 2023 (2400 hrs.). It may also be noted that all further communications, if any, from NID will be sent to the registered email ID of the candidate as provided at the time of applying online.

STEP 1: VIEWING OF B.DES FINAL RESULT

The candidates can view their result by entering their login credentials.

STEP 2: SUBMISSION OF CAMPUS PREFERENCE

After viewing their result, the candidate will be asked to submit his/her campus preference. The candidate can modify the selection multiple times between **Friday, 1600 hrs. 19 May 2023 to Monday, 1200 hrs. 22 May 2023**. The last selection of the campus, after the deadline, will be considered as final.

If the candidate fails to submit his/her campus preference by Monday, 22nd May 2023 (1200 hrs.), s/he will lose the chance to proceed further in the Admissions process. It will be considered that the candidate is not interested to opt for any seat; and his/her seat will be offered to the next qualifying candidate in the order of merit in the respective category. Such candidates cannot participate in the subsequent rounds of the admissions process.

STEP 3: ROUND -01 OF SEAT ALLOTMENT

Based on the campus preference, in the order of merit and number of available seats, category-wise, the shortlisted candidates will be provisionally allotted a seat in the campus selected by him/her. Such shortlisted candidates will have to confirm their seat by (a) paying the NON-



REFUNDABLE Token fees as mentioned in **STEP 4** and (b) Uploading the required documents as mentioned in **STEP 5**, latest by 31st May 2023 (2400 hrs).

If the candidate is allotted his/her First choice of campus preference, the candidate can either accept or decline the offer. If the candidate chooses to decline the offer, s/he will **NOT be considered for subsequent rounds in the admissions process** and his/her current seat allocation will be cancelled and this vacant seat will be allotted to the next qualifying candidate, in the order of merit in their respective category.

If the candidate is allotted his/her Second/Third/Fourth/Fifth choice of campus preference, the candidate can either accept or decline the offer. If the candidate chooses to decline the offer, then s/he will **be considered for his/her higher choice (upward movement) of campus preference(s) but NOT for same or lower choice of campus preference(s)**. This vacant seat will be allotted to the next qualifying candidate, in the order of merit in their respective category.

Obtaining a rank in the merit list does NOT guarantee admission to the B.Des. programme.

STEP 4: PAYMENT OF NON-REFUNDABLE TOKEN FEES FOR THE CONFIRMATION OF SEAT

- a. INR 30,000/- (online payment) + Convenience Charges (as applicable) for GEN, GEN-EWS, OBC-NCL, SC, ST, PwD candidates;
- b. INR 75,000/- (online payment) + Convenience Charges (as applicable) for Overseas candidates.

If the candidate fails to make the payment of the NON-REFUNDABLE token fees for the confirmation of seat by 31st May 2023 (2400 hrs.), the provisional allocation of seats will be cancelled, and the seat will be allotted to the next qualifying candidate in the order of merit. Such candidates can only participate in the subsequent rounds for admissions to those institutes at higher campus preference (submitted earlier) than the one for which the payment of the NON-REFUNDABLE token fee was not paid.

If the candidate fails to upload the documents (as mentioned in **STEP 5**) by 31st May 2023 (2400 hrs.), even after making the payment of the NON-REFUNDABLE token fees, the provisional allocation of seats will be cancelled, and the seat will be allotted to the next qualifying candidate in the order of merit and availability of seats in their respective category. Such candidates can only participate in the subsequent rounds for admissions to those institutes at higher campus preference (submitted earlier) than the one for which the documents were not uploaded.



STEP 5: UPLOADING OF DOCUMENTS

The candidate will have to upload the following documents as separate pdf files, each of size not more than 2 MB, by **31st May 2023 (2400 hrs.)**:

1. Any one valid photo identity (Aadhar Card, Election ID, Driving License, PAN Card/Valid Passport)
2. Birth Certificate **OR** School Leaving Certificate
3. 10th Mark-sheet
4. 12th Mark-sheet* (*in case hard copy not available, the digital copy of the same duly attested by the School Principal needs to be uploaded*)
5. GEN-EWS/OBC-NCL/SC/ST Certificate, if applicable
6. PwD Certificate and UDID Card, if applicable
7. Valid Passport, if applied under Supernumerary (Overseas) category**

**Candidates who have completed final examinations for class XII (or equivalent) outside India or from a Board not specified in the Admission Handbook 2023-24, must produce an equivalence certificate by (2400 hrs.) 31st May 2023 (check Admissions Handbook 2023-24 for detailed information).*

****** The candidates who have applied under Overseas category should produce a valid passport. It is the candidate's responsibility to obtain relevant visas and ensure that their passport is valid till the duration of the programme.

The candidate can review the uploaded documents until 31st May 2023 (2400 hrs.). In case the candidate wishes to modify the uploaded documents, s/he can re-upload the documents until 31st May 2023 (2400 hrs.).

If the candidate fails to make the payment of the NON-REFUNDABLE token fees for the confirmation of seat by 31st May 2023 (2400 hrs.), the provisional allocation of seats will be cancelled, and the seat will be allotted to the next qualifying candidate in the order of merit. Such candidates can only participate in the subsequent rounds of the admissions process to those institutes at higher choice of campus preference (submitted earlier) than the one for which the payment of the NON-REFUNDABLE token fee was not paid.

If the candidate fails to upload the documents (as mentioned in **STEP 5**) by 31st May 2023 (2400 hrs.), even after making the payment of the NON-REFUNDABLE token fees, the provisional allocation of seats will be cancelled, and the seat will be allotted to the next qualifying candidate in the order of merit and availability of seats in their respective category. Such candidates can



only participate in the subsequent rounds of the admissions process to those institutes at higher choice of campus preference (submitted earlier) than the one for which the documents were not uploaded.

STEP 6: DOCUMENT VERIFICATION

1. Uploaded documents will be verified against the information provided by the candidate in their Application Forms, at the time of applying online, by the respective NIDs.
2. Upon verification of the documents (as mentioned in **STEP 5**), if the documents are found to be incorrect/invalid, the candidature of such candidates will stand cancelled, and that seat will be allotted to the next qualifying candidate in the order of merit in their respective category.

STEP 7: ISSUE OF PROVISIONAL OFFER-LETTERS OF ADMISSIONS

Based on the order of merit of the candidates and availability of seats, Provisional Offer-Letters of Admissions will be issued **ONLY** to those candidates whose uploaded documents have been verified and found to be correct, by the respective NIDs.

The payment of the remaining fees would be communicated to the candidates by the respective NIDs directly wherein the candidate is provisionally admitted.

STEP 8: ROUND-02 OF SEAT ALLOCATION

The seats remaining vacant after Round 01 of Seat Allotment will be opened for allotment of seats in Round 02, which will be communicated to the next eligible candidate in the order of merit in the respective category.

Date: 19 May 2023

Place: Ahmedabad

