

IMPORTANT INSTRUCTIONS REGARDING M.DES. ROUND-02 OF SEAT ALLOTMENT, PAYMENT OF NON REFUNDABLE TOKEN FEES & UPLOADING OF DOCUMENTS

Round 02 Seat Allotment	4 pm, Thursday, 29 May 2025
Payment of Non-Refundable Token Fees for the Confirmation of Seat & Uploading of Documents	4 pm, Thursday, 29 May 2025 to 4 pm Monday, 02 June 2025

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.* 4 pm Monday, 02 June 2025**. 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 ROUND-02 SEAT ALLOTMENT

The candidates can view the seat allotted to them in Round-02, by entering their login credentials, following the link provided on the admissions website.

STEP 2: ROUND-02 OF SEAT ALLOTMENT

Depending on the vacant seats after Round-01 of seat allotment, the next eligible candidates will be allotted a seat in the order of merit in their respective category. Such shortlisted candidates will have to confirm their seat by

- (a) Paying the NON-REFUNDABLE Token Fees as mentioned in **STEP 3**; and
- (b) Uploading the required documents as mentioned in **STEP 4**, latest deadline ***i.e.* 4 pm Monday, 02 June 2025**.

The allotment of the seats will be purely based on the preferences of the discipline, submitted by the candidate **at the time of applying online**.

In case a candidate has applied in two disciplines and gets shortlisted in both the disciplines, then the candidate will be allotted a seat in the discipline marked as first preference ONLY and their seat in the discipline marked as preference 02 will be allotted to the next candidate in order of merit. Such candidates will not be able to claim their seat (in the discipline marked by them as preference 02) at any later stage of the admissions process.

In case a candidate has applied in two disciplines and gets shortlisted in only the discipline marked by them as preference 02, then the candidate will be allotted a seat in the discipline marked by them as preference 02.

In case a candidate has applied in two disciplines and is eligible in both the disciplines but gets shortlisted only in the discipline marked as Preference 02, the candidate will be allotted a seat in the discipline marked as Preference 02. If a vacancy arises in the discipline marked as Preference 01, **then by default**, the candidate will be allotted a seat in the discipline marked as Preference 01, based on the merit. The seat of such a candidate in the discipline marked as Preference 02 will then be offered to the next candidate in the order of merit and preference.

Obtaining a rank in the merit list does NOT guarantee admission to the discipline of your choice in M.Des programme.

If the candidate fails to either confirm the seat or make the payment of the Non-Refundable token fees or upload the required documents, by deadline ***i.e. 4 pm Monday, 02 June 2025***, 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.

STEP 3: PAYMENT OF NON-REFUNDABLE TOKEN FEES FOR THE CONFIRMATION OF SEAT

The candidates are required to make the following online payment towards the Non-Refundable token fees:

- 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

USD conversion rate can be obtained from official website of RBI rbi.org.in. After making the payment, the payment details like UTR number, date of payment, screenshot of conversion rate, name of the person from whose account the fee is paid etc. is to be emailed to admissions@nid.edu

If the candidate fails to make the payment of NON-REFUNDABLE token fees for the confirmation of seat by deadline ***i.e. 4 pm Monday, 02 June 2025***, 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.

If the candidate fails to upload the documents (as mentioned in STEP 4) by deadline ***i.e. 4 pm Monday, 02 June 2025*** 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.

Upon verification of the documents (as mentioned in **STEP 4**), if the documents are found to be incorrect/invalid, the candidature of such candidates will stand cancelled. In case of such cancellations, the NON-REFUNDABLE Token Fees paid by the candidate shall not be refunded.

STEP 4: UPLOADING OF DOCUMENTS

The candidate will have to upload the scanned copies (in colour) of the following original documents as separate pdf files, each of size not more than 2 MB, by deadline *i.e. 4 pm Monday, 02 June 2025*:

1. Any one valid photo identity (Aadhar Card, Election ID, Driving License, PAN Card, Passport)
2. Birth Certificate **OR** School Leaving Certificate bearing the date of birth
3. 10th Marksheet
4. 12th Marksheet
5. Semester wise Marksheet **OR** Consolidated Transcript of Graduation/Diploma Programme issued by the University

6. Graduation (Degree) Certificate issued by the University. If the graduation certificate is awaited Provisional Degree Certificate issued by the University.
7. In case of the candidates whose results of the final qualifying examination of the degree/diploma is yet to be declared.
 - i. A self-undertaking (**Annexure 1 as mentioned in the instructions document available on the website**), signed by the candidate as well as his/her parents and
 - ii. A certificate issued by the University (**Annexure 2 as mentioned in the instructions document available on the website**)
8. Migration certificate issued by the University to be submitted by **30 July 2025**.
9. GEN-EWS/OBC-NCL/SC/ST Certificate, if applicable
10. Disability Certificate and/or UDID Card issued by Department of Empowerment of Person with Disability (available at <http://www.swavlambancard.gov.in>), if applicable
11. Valid Passport (First and last page), if applied under Supernumerary (Overseas) category*
** The candidates who have applied under Supernumerary (Overseas) category should produce a valid passport. The candidate must ensure that the passport is current (not expired). 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 **4 pm Monday, 02 June 2025**. In case the candidate wishes to modify the uploaded documents, he/she can re-upload the documents until **4 pm Monday, 02 June 2025**.

If the candidate fails to either confirm the seat or make the payment of the Non-Refundable token fees or upload the required documents till **4 pm Monday, 02 June 2025**, 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. In case of such cancellations, the Non-Refundable Token Fees will not be refunded.

NOTE: Candidates who have completed their Degree (or equivalent) from outside India or a University not specified in the Admissions Handbook 2025-26 should produce an equivalence certificate, issued by Association of Indian Universities by 4 pm Monday, 02 June 2025 (check Admissions Handbook 2025-26 for detailed information).

STEP 5: DOCUMENT VERIFICATION

The documents uploaded by the candidate will be verified against the information provided by the candidate in their Application Forms, at the time of applying online.

Upon verification of the documents (as mentioned in **STEP 4**), if the documents are found to be incomplete/incorrect/invalid, the candidature of such candidates will stand cancelled. In case of such cancellations, the NON-REFUNDABLE Token fees will not be refunded.

STEP 6: ISSUE OF PROVISIONAL OFFER-LETTERS OF ADMISSIONS

Based on the merit and availability of seats, Provisional Offer-Letters of Admissions will be issued to those candidates who have paid the NON-REFUNDABLE Token Fees and whose uploaded documents have been verified and found to be in order.

SUBSEQUENT ROUNDS OF SEAT ALLOTMENT

Subsequent Rounds of seat allotment (on vacant seats) will be communicated to the next eligible candidate, on their registered email ID, in the order of their merit in the respective category.

Date: May 29, 2025

Place: Ahmedabad

SELF - UNDERTAKING

(ONLY for those candidates who are appearing or are awaiting the results of the
qualifying examination)

Master of Design (M.Des.) Programme

This is to certify that I, Mr./Ms. _____ (Name of the student)
am a student of _____ (Name of the College)
affiliated to _____ (Name of the University) bearing
Student ID/Enrollment No (of the University) _____

I understand that my admission to the 2½-years' Master of Design (M.Des.) at National Institute of Design, Ahmedabad is provisional since I have not submitted the attested copies of the qualifying examination results and/or degree certificate and/or provisional degree certificate, as per the eligibility criteria stated in the M.Des. Admissions Handbook 2025-26.

I **have appeared / will be appearing** (*strike off whatever is not applicable*) for the final semester(year) examination for the Academic Year 2024-2025 in the months of April/May/June 2025 and **have cleared** all previous semesters(years) and have no subject backlogs. The results of the final semester(year) examination are expected to be declared by 31 July 2025.

I, hereby, undertake to submit my Final Semester (Year) Results and Degree Certificate/ Provisional Degree Certificate, **latest by 31 July 2025**, failing which my provisional admission to National Institute of Design will summarily stand cancelled and my seat will be allotted to the next qualifying candidate in order of merit.

Date: _____

Place: _____

Signature of the Candidate

Countersigned by the Parent / Guardian

Full Name of the Parent / Guardian: _____

Relationship with the Candidate: _____

Contact no. _____

Email ID _____

Certificate from College Principal/Dean of University/Dy. Controller of Examinations/Controller of Examinations on the Letter Head of the College/University

This is to certify that Mr./Ms. _____ is enrolled as a student of our College/Institute _____ (name of the college/institute) for the degree/diploma _____ (name of degree/diploma) from _____ (name of the University).

Kindly tick (✓) the check boxes that are applicable:

☐ S/he has appeared for final semester/year examination for the Academic Year 2024-2025 and have cleared all previous semesters/years and have no subject backlogs. The results of the final semester/year examination will be declared by 31 July 2025.

☐ S/he will be appearing for final semester/year examination for the Academic Year 2024-2025 in the month of May-June 2025 and have cleared all previous semesters/years and have no subject backlogs. The results of final semester/year examination will be declared by 31 July 2025.

Signature of the Competent Authority: _____

Seal of the College/University:

Date: _____

Recent
photograph of
the candidate,
duly attested by
the College
Principal/ Dean
of the University