

SVKM's NMIMS University
Mukesh Patel School of Technology Management & Engineering

Diploma Engineering / Technology

Instruction Handout

1. Program : Diploma (for Mumbai Campus only)

Streams:

- **Mechanical Engineering (60 Seats)**
- **Computer Engineering (180 Seats)**
- **Information Technology (60 seats)**
- **Computer Science & Engineering (60 seats)**

2. Eligibility criteria

"The Candidate must have passed the 10th Std. / SSC examination or its equivalent with at least 70% aggregate marks"
For First Year of Diploma Engineering / Technology admission process, the term 'aggregate marks' used here shall mean as follows:

- a. For Maharashtra State Board Candidates: The candidates who have passed SSC Examination, the aggregate marks shall be total marks of 5 subjects taken into consideration and mentioned on the Mark sheet.
- b. For ICSE Candidates:
 - I. Student seeking admission on the basis of Group 1 & Group 2 subjects only, the aggregate marks shall be the grand total of marks in any of the 5 subjects from Group 1 & Group 2 where he/she has scored maximum marks. OR
 - II. Student seeking admission on the basis of Group 1, Group 2 & Group 3, aggregate marks shall be the grand total of all subjects from all groups.
- c. For CBSE Candidates: The aggregate mark means the grand total of marks obtained by the candidate, including all subjects as declared in Mark sheet

Note:

- a) Only single marksheet with all compulsory subjects taken and passed in first & one attempt is mandatory, no compartmentalized marksheet will be considered.
- b) Those candidates who have passed, or, are appearing for 10th examination from a Board / University where Grade Point Average is given, such candidates must produce in writing from the Board / University concerned, the equivalent percentage for the GPA obtained.
- c) Candidate above 20 years of age are **NOT ELIGIBLE** to apply (applicable for all boards).

- d) Candidates passing 10th or equivalent examination from Open or Distance learning (ODL) school recognized only by National Institute of Open schooling (NIOS) can apply for the program subject to fulfilling the eligibility of the program.
- e) Submission of AIU equivalence certificate to confirm the eligibility for the program is mandatory for those candidates who have completed their 10th or equivalent examination from overseas Board / Universities.
- f) All admissions will be given on provisional basis, subject to the fulfillment of eligibility criteria mentioned in the point no. 2 and the decision of the institute will be final in this regard.
- g) Candidate should pass in 10th Std. / SSC examination or its equivalent, before the course commencement date.
- h) It is the sole responsibility of the candidate to ascertain whether they possess necessary and requisite qualification for admission to courses at NMIMS.

3. Duration & Intake: 3 Yrs. (Three Years)

Specialization	Intake
Mechanical Engineering	60
Computer Engineering	180
Information Technology	60
Computer Science & Engineering	60

4. Admission Process:

Step 1 - Registration	Step 2 – Selection process
<ol style="list-style-type: none"> 1. Initial Registration 2. Pay the application / registration fees 3. Complete the process 	<ol style="list-style-type: none"> 1. To check the Counselling call letter available at candidate dashboard. 2. To fill up admission form, available at dashboard. 3. To upload necessary documents, before the mentioned date (i.e. 31st July 2024) 4. To attend counselling round, as per the date and time given one the counselling call letter.
<ul style="list-style-type: none"> • Visit www.engineering.nmims.edu / www.nmims.edu for online registration • For registration click on “Apply Now” and create an account. • Candidate will get the registration number on their registered email ID to fill and complete the application form. • Before filling the online form, please read all the instructions carefully mentioned in the instruction handout, important dates and Terms & Conditions given in the online application form. 	<ul style="list-style-type: none"> • Carry the hard copy of this counselling offer letter (COMPULSORY) • Carry 10th Std marksheet and certificate / predictive score card – original (COMPULSORY) • Carry Photo identity proof – original (COMPULSORY) • Please carry Demand Draft (COMPULSORY)

4.1 Online Registration & Payment of Registration Fee:

- a) Online Registration Fee of Rs. 1,000/- plus GST if applicable (Please refer online registration for payment details)
- b) Registration Fee is **NON-REFUNDABLE / NON-TRANSFERABLE**.
- c) Candidates are requested to select the Preference/s while registration for information purpose only.
- d) The seat allocation is based on merit rank and seat availability for each specialization / stream.
- e) Internal / Stream Transfer will be not entertained after the admission.

4.2 Selection Process:

- a) The merit list of the Eligible Candidates shall be prepared on the basis of percentage of aggregate marks obtained at 10th Std./ SSC (including additional marks, if mentioned in mark sheet) or as per any other criterion as may be specified from time to time:
Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below, -
 - (a) higher percentage of marks in the subject Mathematics at SSC;
 - (b) higher percentage of marks in the subject Science at SSC;
 - (c) higher percentage of marks in the subject English at SSC;
- b) Candidate can check their counselling call letter from their dashboard as per specified important dates.
- c) It is candidate's responsibility to check their dashboard / NMIMS Website regularly.
- d) If the candidate has entered wrong marks in online registration form, then the candidate will be disqualified for further admission process. In any stage if it is found that, the 10th examination marks given by the candidate in application form is different from the marks actually obtained (as per marksheet) such candidate's admission will be cancelled and fees will be forfeited.
- e) The decision of the institute will be final in this regard and no inquiries or correspondence in this regard will be entertained.

Note:

- a) Candidate will not be considered for merit list if they fail to update the 10th standard aggregate marks & Mandatory subjects marks in online registration form or if their result is not available during this period.

5 **Program Fees**

The provisional fees for Batch-2024 is Rs. 2,50,000/-. The actual final fees will be communicated in the counselling call letter.

6 **Fee Refund Policy**

In the event of a student withdrawing before the start of the Course (**15th July 2024**), the entire Fee collected from the student, after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only) shall be refunded by the Institution.

In case a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution will refund the Fee collected after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.

In case the vacated seat is not filled, the Institution shall refund only the Security Deposit and return the original documents.

The last date for withdrawal of admission for the purpose of refund of fee should be as per the last date mentioned in the Academic Calendar (**31st July 2024**)

Note:

1. Please note the closure of admission / last date of admission as mentioned in the important dates of the respective programme.
2. The Candidate is requested to check the commencement date. The cancellation policy/date is applicable, as mentioned in the refund rule clause.
3. The above refund rules are subject to revision as applicable. Candidates to refer Important Dates of the respective programme.

7 **Important Instructions**

- a) The admission process of this program will be through counselling.
- b) Candidates will be offered Programme specialization / stream based on the availability of seat, and candidates merit number.
- c) Please see the important dates and preserve it as a guide. All announcements from the University will be through its website www.nmims.edu and there will be no separate mail sent. **Kindly check website / dashboard regularly for any updates. (www.nmims.edu).**
- d) It is the sole responsibility of the candidate to check whether he/she is eligible for the program as per the eligibility criteria stated above.
- e) Canvassing in any form will disqualify the candidate.
- f) The SSC / X std. examination should have been conducted before the course commencement date.
- g) Candidates whose final mark sheet of the qualified examination is not available at the time of their provisional admission, is required to submit their final marksheet copy as soon as the result declared. In such case, if the

candidate fails to meet the required eligibility criteria, then his admission will be cancelled and the fees will be refunded as per NMIMS refund rules (even after course commencement).

- h) If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him / her is incorrect, then the application for the admission to the Program, even if selected and fees paid, will stand cancelled and fees will be forfeited.
- i) **For cancellation / withdrawal of admission:** The Candidate has to upload the soft copy of admission cancellation form duly filled and signed (form available on fees receipt copy and cancelled cheque (personal account only) to <https://upload.nmims.edu/admission/cancellation/>
- j) NMIMS University has full right to disqualify a candidate at any stage of admission process if found ineligible.
- k) If there are multiple / duplicate registrations, then registration for the said program will not be considered & registration fee will be forfeited.
- l) All matters of dispute will be subject to the legal jurisdiction of Mumbai only.