

SVKM's Narsee Monjee Institute of Management Studies (NMIMS)

Balwant Sheth School of Architecture

Centre for Interior Environment & Design

BA (Honours)

Interior Environment and Design

Information Handout

1) **Introduction :** This Handout gives information about 3 yr program : **BA (Honours) Interior Environment and Design program** (Batch 2018)

2) **Intake & Duration :** 20 seats & 3 years

Program will commence only if there are a minimum of 20 eligible candidates after the selection process.

3) **Eligibility:**

- 3.1 The candidate must have passed 10+2 or equivalent examination including International Baccalaureate Diploma (IB certificate / & D.P. awarded candidates are not eligible) in any stream from a recognized Board in the first attempt and should have obtained a minimum of 50% aggregate marks.
- 3.2 Candidates of CBSE, ICSE, should mention in the online registration / e-admission form (if selected) for 10+2 or equivalent examination, the aggregate marks of all the subjects the candidate has taken/opted and appeared for (not best of four, five, six or seven). The candidate shall have passed all the subjects he / she has taken / opted and appeared in the applicable examination/s in a single / first attempt. The aggregate percentage of all subjects the candidate has taken / opted and appeared will be taken into consideration for confirming eligibility of the candidate for the program at the time of admission.
- 3.3 In case the mark sheet issued by the applicable Board / Institution is in percentile/s, the actual aggregate percentage of all the subjects taken / opted and appeared by the candidate will be taken into consideration.
- 3.4 Candidates above 25 years of age are not eligible to apply.
- 3.5 Those candidates who have passed or are appearing (all subject/s taken / opted) for 10+2 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/CGPA obtained.
- 3.6 Note for IB & Cambridge Candidate: Candidates who do not have final mark sheet will be given "Provisional Admission" based on predicted scores. Fees will be accepted from such candidate but their admission will be confirmed on submission of final mark sheet before the commencement of the program if found eligible. The candidate shall have to submit copy of AIU notification to confirm their eligibility for the program as equivalent to (10+2) examination/s. Marksheet/Transcripts issued by Board/University only be considered (School/Institute will not be accepted.)
- 3.7 International School/s candidates and those candidates who have completed their (10+2) or equivalent examination/s from overseas school/s / Institute/s / University will have to submit AIU certificate of equivalence (mandatory) to confirm their eligibility for the program as equivalent to (10+2) examination/s.
- 3.8 Candidates passing 10+2 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 fulfillment of the eligibility criteria for the program. Candidates who have passed the 10+2 or equivalent examination by doing a part-time course or through distance learning / correspondence / externally / open school other than NIOS are not eligible to apply for the courses.

- 3.9 Only single mark sheet with all compulsory subjects taken / opted and passed in one / first attempt is mandatory, no compartmentalized mark sheet shall be considered.
- 3.10 The candidate who has NOT cleared the 10+2 or equivalent examination in the first attempt is NOT eligible to apply for the course.
- 3.11 Candidate whose final mark sheet is not available at the time of admission are required to submit internet copy of result duly attested by Principal of the school / college, failing which candidate will not be admitted to the course.
- 3.12 Candidate will not be eligible if any subject is marked as ungraded/fail in the mark sheet /grade sheet. For absent/ungraded in any of the additional/non mandatory subject will be consider as eligible provided such candidate is declared as pass by respective board.

4) Online Registration:

4.1 Online registration:

- Visit www.nmims.edu for online registration
- Before filling the online form, please read all the instruction carefully mentioned in instruction sheet & important dates

4.2 Payment of registration fee:

- Pay registration fee of Rs 1800/- (Non refundable) (Please refer online registration for payment details.)
Registration fee is non refundable

5) Selection Process:-

- The Merit list will be prepared on the basis of the details provided by the candidate in application data in terms of academic marks at the 10+2 examination and Personal Interview conducted by NMIMS in Mumbai
- The selection will be solely based on merit. In this regard, the decision of the NMIMS will be final and undisputable as also shall be binding on all concerned.

6) Program Fees:

Fees for Batch-2018-19: Rs. 3, 50, 000/- (for information only) subject to change

- 7) **Refund Rules:** The Schedule of refund of fees will be as follows as per UGC rule December 2016:
If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission (on or before 16 th July 2018)
(2)	80%	Not more than 15 days after the formally-notified last date of admission (from 17 th July 2018 to 16 th August 2018)
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission (17 th August 2018 to 31 st August 2018)
(4)	00%	More than 30 days after formally-notified last date of admission (from 1 st Sept 2018 onwards)

In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Note: The above refund rules are subject to revision as per UGC notification (as applicable).

Candidates to refer Important Dates of the respective programme.

8) Important Instructions:

- Merit list will be prepared on the basis of 10+2 examination entered at the time of online registration. Therefore, it is the sole responsibility of the candidate to ensure that correct marks are entered.
- If at any stage, it is found that a candidate does **not** satisfy the eligibility criteria or the information furnished by him/her in the application form is incorrect i.e 10+2 examination Score , his/her admission to the course, even if selected, will stand cancelled and fees will be forfeited.
- Candidates of IB & Cambridge board will be not be considered for admission /if admitted admission will be cancelled & fees will be refunded as per rule , if 10+2 or equivalent exam Score is less than predicted score mentioned in online registration form & does not fall within cutoff .
- Please see the important dates and preserve it as a guide. All announcements from the NMIMS will be through its web site www.nmims.edu and no individual communication will be sent to the candidate. **Kindly check website for regular updates**
- It is the sole responsibility of the candidates to ascertain whether they possess the necessary and requisite qualification for the admission to the courses at NMIMS.
- For cancellation of admission, Cancellation request letter letter & original fee receipt to be scanned and send by courier/post to Mumbai address as below :

To: NMIMS , Admission dept
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West), Mumbai – 400 056.
The cancellation form is made available on the website www.nmims.edu
- Canvassing in any form will disqualify the candidate
- Candidates are required for admission process in person.
- Candidate's documents will be verified at the time of admission (if selected) & if found not eligible, admission will be cancelled and fees will be forfeited
- NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible.
- All matters of dispute will be subject to the legal jurisdiction of Mumbai only