SVKM's NMIMS Deemed-to-be University
Balwant Sheth School of Architecture

Master of Architecture (M. Arch.) – 2021 Batch

Information Handout

1. **Program** : **M.Arch.**

   This Handout gives information about the Admission Procedure and Admission Test for 2 years Full Time M. Arch. for the academic year 2021-2022.

2. **Eligibility Criteria :**

   Minimum 50% aggregate marks in Bachelor of Architecture degree course or equivalent course recognized by the Council of Architecture.

   Note:

   - Candidates appearing for final year are not eligible to apply

   - Candidates who have cleared their graduation by doing a part-time course or through distance learning, correspondence courses, externally, open school from recognized University are not eligible to apply & register as per UGC guidelines.

   - Submission of AIU equivalence certificate to confirm the eligibility for the program is mandatory for those candidates who have completed their Under-Graduation from overseas board/ Universities.

   - Candidate above 30 years of age are not eligible to apply.

3. **Duration** : 2 Years

4. **Intake** : 20

5. **Online Registration & Payment of Registration fee :**

   5.1 **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 & also terms & condition given in online application form.

   5.2 **Payment of registration fee:**

   - Register Online on website www.nmims.edu & Pay registration fee of Rs 2,000/- (Non-refundable) (Please refer online registration for payment details).

   - On the basis of information indicated in the Application Form, call letter for Personal Interview will be communicated to the candidate as per important dates through the NMIMS website.

- Candidates are required to download the call letter from our website www.nmims.edu and upload below mentioned document. No separate call letter will be mailed or posted to the candidates. It is important and primary requirement to upload the mandatory documents before Personal Interview.

  The list of mandatory documents is as follows:
  - ➢ Degree Marksheet & Certificate (for passed candidate)
  - ➢ 10+2 Examination Passed Marksheet and Certificate
  - ➢ 10 Examination Passed Marksheet and certificate
  - ➢ Photo ID proof - Aadhaar Card / Passport / Voter ID / Driving License (Learner license will not be accepted)

- Candidate's application form will not be considered, if they fail to upload the above mentioned documents till 30th June, 2021 before 12.00 noon.

- Candidate will not be permitted to join the admission process unless he / she send the Portfolio of relevant works. The candidate is requested to send their Portfolio at BSSA.Portfolio@gmail.com from their registered e-mail ID. Subject line should have contained their Registration Number & Full name. Candidate is allowed to submit their Portfolio at one time only, no up-dation / revision / re-submission will be allowed. The last date of Portfolio submission is 30th June 2021 till 12 noon.

- No candidate without call letter will be permitted to appear for the personal interview.

6. **Selection Process:**
   - B.Arch. score
   - Personal Interview (25 marks)
   - Portfolio of relevant works (25 marks)
   - Final merit list will be based on B Arch Marks, Personal Interview Marks & Portfolio Marks.
   - Admission offer is given as per the merit and vacancy available. WAITLISTED candidates have to check their merit list status as per the date given on the website. SELECTED candidate should upload necessary required documents at the link provided in the admission offer letter, and after verification of the documents, the candidate will get the payment details (RTGS/NEFT details) for the payment of course fees within the stipulated time frame.

7. **Program Fee:**
   Fees for Batch 2020-21 (Last Year): Rs. 5,52,000/- p.a. (for information only).
   Fees for the current year will be intimated at the time of admission.

8. **Refund Rules:** The Schedule of refund of fees will be as follows as per UGC rule October 2018:
   If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more **before** the formally-notified last date of admission.

(2)	90%	Less than 15 days **before** the formally-notified last date of admission
(3)	80%	15 days or less **after** the formally-notified last date of admission.
(4)	50%	30 days or less, but more than 15 days, **after** formally-notified last date of admission.
(5)	00%	More than 30 days **after** formally-notified last date of admission.

In case of (1) in the table above, the deduction will be 5% of the fees paid as processing charges from the refundable amount, subject to a maximum of Rs 5,000/-.

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

Candidates to refer Important Dates of the respective programme.

9. Important Instructions:

- 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 for regular updates.

- 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.

- 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

- **For cancellation/ withdrawal of admission:** Withdrawal / cancellation means voluntary withdrawal / cancellation by candidate for any reason. Candidate should email at **admissioncancellation@nmims.edu**, the soft copy of admission cancellation form duly filled and signed (form available on www.nmims.edu & https://www.nmims.edu/students/, fee paid receipt copy & cancelled cheque (personal account only).

- 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 application for the admission to the Program, even if selected and fees paid, will stand cancelled and fees will be forfeited.

- NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible.

- All disputes under Mumbai jurisdiction only.