

(To Circular No. 25-15/NBER (AIOAT)/2016/RCI Dated 30th Nov., 2021)

General Guidelines and Instructions for RCI approved training institutions for admission to Diploma Level Courses through Centralized Online Admission Process for the academic session 2021-22.

1. The Training Institution shall nominate a Coordinator responsible for admission to Diploma Level Courses and display his name, mobile number, e-mail ID etc. on their website as well as on the Notice Board.
2. Help Desk to be set up in the institute to facilitate the candidates for hassle free admission during the admission period between 9.00 a.m. to 6.00 p.m.
3. Provisional admission to be given only to those candidates whose names is appearing in the list of National List of eligible candidates available on the Council's website and fulfils the prescribed eligibility criteria as mentioned in the syllabi of the concerned course.
4. Concerned training institute will give admission to only those candidates who have opted training institute in their preference of choice 1st /2nd /3rd only and in a particular course.
5. Reservation Policy will be applicable for SC/ST/OBC/PwD/EWS category as per the Policy of the concerned State Govt./Union Territory.
6. Training Institutions shall be responsible for verification of original documents submitted by the candidates before admission as per national list of eligible candidates and choice of course.
7. One set of all the documents submitted by the candidates to be retained by the training institutions for future reference
8. Admission should be made only for the approved intake and in no case, it should exceed the approved numbers of seats.
9. Training institute will be sole responsible to ensure the transparency in admission process. Any litigation in the admission process should be dealt by the respective Training Institute only.
10. Once admission done, no request for change of course and change of institution shall be entertained under any circumstances.
11. Candidates to be given acknowledgement for submission of documents for admission duly signed and stamped with date by the Institute. Refusal of the acknowledgement to candidate reported for the admission will be viewed seriously by the Council.
12. No additional amount or fee to be charged from the candidates except the course fee (Maximum Rs. 40,000/- per year) prescribed by the Council.


30.11.2021

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13. Head of the Institution will submit the final list of admitted candidates alongwith the recommendation of the admission committee on the prescribed format as per the admission schedule.
14. In case, extension of approval is regretted by the Council, admission taken by the institute stand cancelled and Training Institute will have to transfer admitted students to the nearby training institution where the seats are vacant under intimation to the Council.
15. Deviation in any of the above instructions and guidelines will lead to disciplinary action as per rules.
16. List received after the due date shall not be considered, under any circumstances.


(Dr. Subodh Kumar)

30.11.2021
Member Secretary, RCI
&
Secretary, NBER