



## Admission Policy: Bachelor of Design

MIT Institute of Design a constituent of MIT ART DESIGN & TECHNOLOGY UNIVERSITY

(Established by Govt. of Maharashtra by MIT ADT University Act No. XXXIX of 2015)

Offers following programme

### A) Bachelor of Design programme (B.Des)

#### A.1) Specialization offered

- Animation Film Design
- Film & Video Design
- Fashion Design
- Fashion Communication
- Game Design
- Graphic Design
- Interior Space & Furniture Design
- Product Design
- Retail Design
- Transportation Design
- User Experience Design

#### A.2) Collaborative Twinning Programmes

##### Bachelors Programmes (2+2 years)

- BA (Hons) Product Design (In collaboration with Middlesex University UK)
- BA (Hons) Design for Industry (In collaboration with Northumbria University UK)
- BA (Hons) Transportation Design (In collaboration with Northumbria University UK)
- BA (Hons) 3D Design (In collaboration with Northumbria University UK)
- BA (Hons) Graphic Design (In collaboration with Northumbria University UK)
- BA (Hons) Motion Graphics & Animation (In collaboration with Northumbria University UK)
- BA (Hons) Computers Arts (In collaboration with Abertay University UK)
- Advance Diploma in Game Development (In collaboration with George Brown College Canada)

### B) INTAKE

Bachelor of Design ( 4 years full time)

Indian Resident Students: 300

Overseas Students: 10% of sanctioned intake over and above regular intake

Overseas students includes NRI, PIO, CIO & International students

Rules of reservations apply as per the prevalent Government of Maharashtra directives.

#### B.1) Eligibility:

B.Des Programmes: 10+2 from any stream (HSC, CBSE, ICSE, and IB)

**Age Limit: 20 years**



**B.2) Category wise Seat Provisions**

Course	Intake	MS	MS Open	MS EWS	MS-SC	MS-ST	MS-VJNT (A)	MS-VJNT (B)	MS-VJNT (C)	MS-VJNT (D)	MS-OBC	MS-SBC	OMS	OMS EWS
		70%	38%	10%	13%	7%	3%	2.50%	3.50%	2%	19%	2%	30%	10%
<b>B.Des</b>	<b>300</b>	<b>210</b>	<b>80</b>	<b>21</b>	<b>27</b>	<b>15</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>4</b>	<b>40</b>	<b>4</b>	<b>90</b>	<b>9</b>

Maximum Social or vertical reservation will be up to 50% only and additional 10% for EWS

\*MS: Maharashtra State Candidates

OMS: Other than Maharashtra State Candidates

\*Kindly Note: Category wise reservations is applicable for Maharashtra state candidates only.

EWS reservation is applicable to all

All Other than Maharashtra candidates except EWS will be considered under OMS General Open category.

Apart from the above reservations, there will be parallel reservations for Son/Daughter of Defence Service Personnel.

Five percent seats of the total sanctioned intake of the institute shall be reserved for children of ex-service personnel and active service personnel who are domiciled in Maharashtra and of active service personnel, who are not domiciled in Maharashtra but are transferred to Maharashtra.

Provided that such candidate should have appeared and passed the HSC examination from the school situated in Maharashtra.

For claiming the reservation for Defence quota candidate has to submit certificate issued by concerned authority before the deadline.

**C) The Admission Process for Indian resident students**

**C.1) APPLICATION FORM:**

Application forms will be available in the month of October on the website. The candidate has to fill the online application form available on the website

The Design Aptitude test fees of Rs.3000/- also has to be paid online while filling up of the form.

Candidates have to upload all necessary documents while filling up the form.



**C.2) Documents Required**

Category	Candidates from Maharashtra State (M S)									OMS
	Open	SC	ST	VJDNT (A)	VJNT (B)	VJNT (C)	VJNT (D)	OBC	EWS	
10 <sup>th</sup> Mark Sheet	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
12 <sup>th</sup> Mark Sheet*	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Caste Certificate	N	Y	Y	Y	Y	Y	Y	Y	Y	N
Domicile Certificate	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Non Creamy layer	N	N	N	Y	Y	Y	Y	Y	Y	N

\*The candidates applying under reserved category have to upload applicable documents for consideration of their candidature under the reserved category. If the candidate fails to upload the applicable documents before the last date of application his / her candidature will be considered under General Open Category.

The Candidates appearing for the 12<sup>th</sup> Std or equivalent examination are not required to submit 12<sup>th</sup> Mark sheet, however the admission will be confirmed to selected candidates only on clearing the 12<sup>th</sup> std or equivalent examination.

The incomplete application forms / not satisfying eligibility criteria will be rejected. The MITID-Design Aptitude Test (MITID-DAT) fees (₹ 3,000/-) for such rejected applications will not be refunded. No official communication will be made regarding rejected application forms.

**D) Admission Process:**

Admission is on the basis of MITID method of selection, which extends beyond the students previous academic qualifications. The MITID Admission Committee systematically seeks evidence of the perception, attitude, aptitude, achievement and motivation essential for a challenging and satisfying design career. The objective of the tests and the interviews is to ascertain the above qualities. The Admission Committee decides the procedures, grades and weightage every year. The norms for the selection are the sole prerogative of the Admission Committee and the decision of the Admission Committee and the Management in any of the matters concerning the admission process and selection will be final. Any direct or indirect attempt to influence the admission committee or its members, academic office bearers or management will lead to the automatic disqualification of the candidate(s).

**D.1) The admission process is in two phases:**

**Phase - 1: MITID-DAT (Design Aptitude Test)** conducted at various centres across the country.

Design Aptitude Test (DAT) will be conducted at various test centres across India. (Ahmedabad, Bengaluru, Bhopal, Chandigarh, Chennai, Delhi, Goa, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Pune)

MITID reserves its right to add, change or cancel any of these centres.

Based on scores obtained from MIT-DAT, shortlisted candidates will be called for second phase.

The number of candidates to be shortlisted for the second round will be four times of the sanctioned intake (minimum) or more depending upon the number of eligible candidates.

The score of the last candidate in the list will be the cut off score for the open category candidates

Relaxation in Cut-Off scores for candidates in reserved categories will be 10% less than cut off score for open category.

**Phase – 2: Studio Test and Personal Interview** at MITID campus in Pune.

The second phase of the admission procedure will consist of studio tests followed by personal interviews at Institute in Pune.

All those candidates called for the second phase are required to attend the studio tests and interview, which completes the process of selection.

**D.2) Weightages for each stage of Admissions Process for preparation of final Merit list**

<b>Design Aptitude Test (MIT-DAT)</b>	<b>Studio Test</b>	<b>Personal Interview</b>
30	30	40

\*Note: Only candidates who have appeared for all the three stages of the tests will be considered eligible for the Final Merit List.

**D.3) Merit List Announcement**

The Final Merit list for the selected candidates will be announced on MITID website. No separate call letters will be sent to the selected candidates.

**D.4) Tie break policy**

In case of tie break (the total marks scored by two or more candidates are the same), then the following tie-break policy will be used for awarding ranks:

- Higher rank will be assigned to the candidate who has obtained higher marks in phase 2 (studio test & personal interview combine).
- If this does not break the tie, higher rank will be assigned to the candidate who has obtained higher marks in personal interview.
- If this does not break the tie, higher rank will be assigned to the candidate who has obtained higher marks in Design Aptitude Test.
- If this does not break the tie, higher rank will be assigned to the candidate who has obtained higher marks in Design Aptitude Test & Studio test combine.
- If this does not break the tie, higher rank will be assigned to the candidate who has obtained higher marks in Studio test.

**E) Fees:**

E.1) The fee structure as applicable for the students of the regular program will be charged from the students. Any revision in the fee structure would be notified separately from time to time. All deposits/payments of fees shall be made online payment system and / or Demand Draft only payable at Pune.

E.2) At the time of admission, the student needs to pay 50% of tuition fees, Hostel, Mess & Laundry charges (optional) for the academic year, one time full development fee, University Fee, Holistic development fee, one time refundable security deposit. Hostel Mess & Laundry charges optional and to be paid only in case availing the facility.

E.3) The Tuition Fee is applicable for the academic year i.e. from July to May.

E.4) The student has to pay full year fees for the 4th year of B.Des & 2nd year of M.Des where in the last semester they do their Final thesis project in the industry.

E.5) The Tuition Fee covers all of the teaching and other expenses (such as library, examination, labs, co-curricular activities, sports etc. for the academic year)

E.6) The Tuition Fee does not include or cover field trips and excursions, pocket money, extra subject / learning support, weekend outings / trips, transportation, stationery, workshop tools & materials other co-curricular activities, extra tutorials, medical expenses etc.

E.7) There are two options available for payment of Tuition Fee: ·  
Advance Yearly - this carries a 5% rebate on Tuition Fee  
In two instalments.



E.8) All fee payments should be made by the due dates as indicated in the Fee Schedule. The Due dates for submitting fees in instalments are as follows.

- 1<sup>st</sup> Instalment before 30th June of every academic year
- 2<sup>nd</sup> Instalment before 30th November of every academic year.

E.9) The students seeking admission for the 1<sup>st</sup> year however have to pay the 1<sup>st</sup> instalment as declared in the admission procedure.

E.10) 10% increase in Composite Fees will be there every year

E.11) Students have to purchase the tool kit at actual cost from the institute Stores.

E.12) The institute reserves the right to revise / amend the Fee Schedule.

#### **F) Late Fees**

F.1) In the event of late deposit of fee following surcharge shall be charged:

- If paid within 30 days after the due date: 5%
- If paid between 31 and 60 days after the due date: 10%

F.2) No student, whose fee remains unpaid in full or in part, will be allowed to use the institute until the outstanding fee is received. Students will not be able to fill the end semester exam form & hence would not be able to appear for the exams. No grade cards, Transcripts, transfer certificate and /or any other documents will be issued unless the fee dues are cleared.

F.3) If the fee is not paid even after 3 fortnightly reminders, the student's name shall be struck off from the institute's records.

#### **G) Conversions**

G.1) Students converting from Boarding to Day Boarding should do so at the end of a semester.

G.2) Students converting from Boarding to Day Boarding in the middle of a semester shall have to pay boarding fee for the full semester.

G.3) Students converting from Day Boarding to Boarding (upon availability of seat) should do so from the 1<sup>st</sup> day of the month. Students converting in the middle of a month shall have to pay boarding fee on pro rata basis from the beginning of the month.

G.4) College mess is compulsory for all the boarding students.



## **H) Scholarship**

In an effort to make quality design education more affordable and reachable to students from economically weaker sections, the institute offers Scholarships to all new, needy students.

The MIT Institute of Design grants partial scholarships to 15 of the total students each year. The eligibility of the scholarships would depend upon the performance of the student and his/her financial needs

The scholarship application form should be availed by the applicant from the Institute office at the end of the 1<sup>st</sup> semester. Along with the duly filled scholarship form, one will have to attach necessary documents showing the income statements of the family members / guardians.

The scrutiny panel shortlist candidates eligible for the scholarship & the interview panel will decide whether one is eligible for the scholarship.

The eligible students will get a waiver in tuition fees for the particular academic year as approved by the panel.

The scholarship is granted on yearly basis and students can / has to apply every year.

## **I) Loan**

Student can apply to any public / private sector banks for educational loan institute will provide all the necessary documents as per demand.

Disbursement of the loan is as per the banks' terms and conditions, institute will not be responsible for any transactions.

## **J) Refunds / Withdrawals**

J.1) Students wishing to withdraw should give at least one semester's notice (July - Dec / Jan - June).

J.2) In case of withdrawal, fee pertaining to the semester falling in the notice period shall be payable by the student.

J.3) In the event of withdrawal without notice, the same shall be forfeited from the security deposit of the student.

**K) Refunds New Admissions (First Year)**

K.1) In case of withdrawal happens within a period of one month from declaration of the final list of selected students an amount of ₹ 10,000 will be deducted as administrative charges and rest amount will be refunded to the student within 30days from receiving of the application.

K.2) In case of withdrawal happens after one month from declaration of the final list of selected students and before commencement of the course 25% of Tuition fee will be deducted and rest amount will be refunded to the student within 30 days from receiving of the application. The calculation for refund is done on 50% of the Tuition fees for the academic year. Hostel, Mess & Laundry charges paid will be refunded full.

K.3) In case of withdrawal happens within a period of 1 month from the commencement of the course 50% of Tuition fee will be deducted and rest amount will be refunded to the student within 30days from receiving of the application. The calculation for refund is done on 50% of the Tuition fees for the academic year.  
One month charges for Hostel, Mess & Laundry will be deducted and balance will be refunded.

K.4) For the Withdrawal happening after 1 month from commencement of the course, no amount except security deposit will be refunded within 60 days from receiving of the application.

K.5) Any instrument / equipment / gadget or books and stationery purchased from / through the Institute are Non-Returnable and thus Non-Refundable.

**L) Security Deposit**

L.1) Every student admitting into the Institute needs to pay a security deposit as laid down by the management from time to time. This deposit is non-interest bearing and is refundable upon the student passing out / leaving the institute.

L.2) Any unpaid dues of the student shall be recovered from his / her security deposit.

L.3) The Security Deposit shall be refunded within 60 days of withdrawal /passing out of the student after adjusting unpaid dues, if any. This is done on production of prescribed 'No Dues certificate' from concerned departments. Production of the 'No Dues Certificate' is also essential for award of Degree.

L.4) No request of refund would be entertained after six months from the date of completion of the course or the student leaving the institute.

L.5) Legal disputes, if any, shall be settled only in the courts having their jurisdiction in Pune.





**M) Bank Charges**

M.1) All bank charges pertaining to inward remittance of the fee, if any, shall be debited to student's account.

M.2) In the event of cheque / draft return, a sum of ₹ 1000/- besides the bank charges shall be debited to the student's account.