NIEPMD –NBER/REG./CIRCULAR/2019-20/   Date: 24.10.2019

CIRCULAR 19/04:
ONLINE ENROLMENT PROCESS AND GUIDELINES

To

The Course Coordinators,
Training Institutions,
RCI – Recognized Course, DSE ASD, DSE CP, DSE ID, DSE MD, DECSE (ID),
CCCG, CPO, CRT, DVR (ID), DCBR, DPO, DRT

Sub: Online Enrolment Process & Guidelines for Academic Session 2019-20 – Reg.

Sir/Madam,

NIEPMD- NBER starts the online registration for the students of D Ed SE (ID, ASD, CP, and MD), DVR (ID), DCBR, DECSE (ID), DPO, and DRT courses from 1st November to 21st December, 2019 for the academic year 2019-2020.

The payment details and schedules for the candidate registration are as follows:

S. No.	Online Registration	Dates	Fees
1.	Period of Online Registration	1st Nov - 30th Nov 2019	Rs.500 /- per Candidate
2.	Late Online Registration (Late fees)	1st Dec - 11th Dec 2019	Rs.1000 /- per Candidate
3.	Late Online Registration (Super late fees)	12th Dec - 21st Dec 2019	Rs.1500/- per Candidate

Please note that the RCI has sent the admitted students' details to NIEPMD-NBER based on the AIOAT examination conducted by RCI for the academic year 2019-20. Take care when you enter the students' details in our online system. No replacement of the students will be accepted by NBER.

Guidelines to fill up online form

Stage 1:
Center Information:
- The institute has to fill up the institute details online.
- Staff details includes the details of the head of the institute, the course coordinator(s), and the teaching faculties.
- Communication details includes the postal address to which the communication to be made, the Email ID and phone numbers of the institute.
- Institute infrastructure details includes the details of the infrastructure of the institutes like number of rooms, CCTV facilities, Bio metric machine, etc. All the details of the institute submitted will be verified by NIEPMD-NBER.

- A copy of the details of the institute must be kept for all further reference in the future.
- Please note that the institute details are requested for updating the data in the data base of NIEPMD- NBER and these details will be used for email and postal communication with the center, sending mark sheets and certificates etc. hence, it is requested to provide correct information. It is further requested that any change in the center information at any point of time in the academic year 2019-20, can be edited in our website after informing to NBER.

Stage 2:
RCI approval letter:
- RCI Approval letter file size should be less than 1MB file format jpg/pdf. Uploaded RCI letter should be clear and visible for each course(s) must be uploaded into our online system. In case of additional intake of students the appropriate RCI approval letter should also be uploaded.
- The intake capacity of the respective courses must be filled and the slot for filling up students details will be opened according to the intake capacity filled by you.
- Submit the information and it will be verified by the NIEPMD-NBER.

Stage 3:
Incidental Charges:
- The incidental Charges of the Academic year 2019-20 must be paid to NIEPMD-RCI Account.
- Please refer NIEPMD-NBER's Circular vide No.19/03, dated 24.10.2019 for the information of incidental charges.
- The incidental charges can be paid through NEFT/RGTS and the payment details viz., UTR No. and Date of transaction can be entered online and the hardcopy of the payment details must be sent to NBER for getting enrolment number.
- Please note that kindly pay the incidental charges now if it is not paid for the last academic years ie.2018-20 or 2017-19.

Stage 4:
Student's details:
- Fill up the candidate details such as Name, Father's Name, DOB entered should match with the 10th /12th certificate. **These details will be printed in the mark sheets and certificate on completion of the course. So take topmost care when you fill up the online form.**
- If any candidate wants to add or discard the prefix like Km, Ku, Ms, Mrs, Mr etc in front of his/her name, a proof must be provided to NIEPMD-NBER.
- In case of any name change, produce proof for it. The document (proof) of name change should be uploaded online. Without the proof, the name change will not be considered
- We consider 10th certificate as a proof of date of birth and a scanned copy of this should be uploaded. The date of birth format will be DD/MM/YYYY.
- For the marks verification, percentage of marks in 12th examination must be entered in the column given for it and 12th mark sheet should be uploaded in our online system. In case of any relaxation needed in marks, the copy of authorized letter or state norms should be submitted with signature and seal from the head of the institute.
- Percentage of marks needed for getting admission for all diploma or certificate courses are 50% for general and OBC category and 45% for SC/ST categories and for differently abled persons. For getting the marks relaxation, community certificate or disability certificate should be uploaded online.
- Softcopy of the candidate's photo **(2MB) in jpg format only** should be uploaded in our online system. This photograph will be made use of, for printing of the certificate at the end of the course. So please be careful to upload good and clear photograph.
- After filling up all the details, or after editing any detail during the enrolment period. Please save it.

- All the candidates must have unique mobile no and email id for verification purpose.
- Finally, after filling up all students details, download a copy of it and keep it for any further enquiries.
- After entering the candidate details, the course coordinators are requested to download the detail of each candidate from the web portal and get it signed from each candidate to ensure the correctness of the data entered the same downloaded copy should be uploaded in online portal for allotment of enrolment number.
- During the verification of the candidate data, NIEPMD-NBER will send alert message if there are any discrepancies. Kindly do the corrections mentioned in the remark column so that the enrolment number can be allotted.

Stage 5:
Payment:
- The enrolment fees can be paid through NEFT/RGTS to our account during the enrolment period.
- The enrolment fee should be paid only for AIOAT-2019 Candidates who have admitted in your institute.
- The fee paid for any other candidates other than AIOAT will be completely rejected from registration and the amount will not be refunded.
- Enrolment number will be alloted/provided only after verification of fee payment.
- The course coordinator is requested to pay all the students' registration fees collectively to the following account. Payment of the candidate details should be entered online and the scanned copy of the payment details is required to upload online for verification. The file size of the payment details should be less than 1MB and the file format must be in jpg/pdf only. The account details are follows,

Nature of Deposit	
Account Holder's Name	NIEPMD –RCI Account
Name of the Bank	Indian Bank, Kovalam Branch
Address of the Bank	No-44, Vanigar Street, Kovalam, Kancheepuram - DT
Account Number	6273408403
Type of Account	Saving Bank
IFSC Code	IDIB000K122

Please note that the UTR No., Date of Transaction and Bank Details must be collected from the Bank and sent to NBER immediately after payment.

Stage 6:
Payment Acknowledgment:

- Fill-up the payment acknowledgement slip
- Fill up the UTR number correctly with date of transaction in our online portal.
- Attach it with the downloaded copy of registration details and post to

"DIRECTOR"
National Board of Examination in Rehabilitation
National Institute for Empowerment for Persons with Multiple Disabilities (NIEPMD) East Coast Road, Kovalam (Post), Muttukadu, Chennai- 603112"
The copy of the payment details have to be sent to niepmd.examinations@gmail.com

Note: For further details please contact Mr. B. Bharath Narayananan, ACE, Registration Mobile No. 9089545339

Sd/-
Director
NIEPMD