



ADMISSIONS OF PG COURSES

ADMISSIONS -POST PAYMENT FEES

Procedure no.: 03

SIMPLE STEPS FOR OBTAINING EDUCATION LOAN LETTER FROM NLDIMSR

Following are the simple steps for obtaining Soft / hard copy of Education loan letter from NLDIMSR:

1. Once a candidate is selected for a PG Program, he/she receives an Offer Letter from the Institute.

2. Candidate pays Course Fees as indicated in the Offer letter before the last date mentioned in the Offer letter.

3. Send Transaction details, Name and Mobile no. etc. of the Candidate by email to Mr. Rakesh Reniwal, Accountant, Accounts Dept. (Email: rakesh.reniwal@nldalmia.in) marking cc to Admissions Dept. (Email : admissions@nldalmia.in). This is a mandatory step.

4. In the next 3 days, Accounts Dept. will confirm payment and issue Fees Receipt for the amount paid.

5. Candidates can send Request email along with Fees Receipt (Compulsory) to Ms. Sumedha Naik, Deputy Registrar, Admissions Dept.: (admissions@nldalmia.in) requesting an Education Loan Letter/ Fees structure. Providing Fees Receipt is a mandatory step.

6. In the next 2 days, the Admission Dept. will send you a scan copy of the Education Loan Letter Or you may collect a hard copy of the same from the Admission Office.

7. For any issue regarding Payment of fees before the last date, you may please approach Prof. (Dr.) Mangesh Kasbekar, Chairperson - Admissions (admissions@nldalmia.in)

8. For any query related hostel / hostel loan letter, you may please contact Mr. Chintaman Kadam, Coordinator – Hostels;

Mail Id: chintaman.kadam@nldalmia.in

Mobile: +91 9820729966

Good luck!