

BUSINESS RULES

for

Seat Allocation

SRFTI Admission Test 2025

for the MFA courses offered by

Satyajit Ray Film & Television Institute, Kolkata

After outcome of

SRFTI Admission Test 2025

(I) INTRODUCTION

1. Satyajit Ray Film and Television Institute (SRFTI), Kolkata, offer several courses for which admission is on the basis of examinations conducted under SRFTI Admission Test 2025. The courses conducted by the Institute along with category – wise intake capacity known as seat matrix and other related information is stated in Annexure 1.
2. Seat Allocation (SA) 2025 is a system through which seats are allocated in SRFTI Admission Test 2025. SA 2025 will have 04 rounds.
3. In the event of vacant seats after SA 2025, the admission to such seats will be directly undertaken.
4. The Business Rules stated herein for SA 2025 will be followed for allocating seats for the courses as stated in Annexure 1 through SA 2025. There are various provisions contained in these Business Rules which are not be reversible. The candidates are strongly advised to exercise their options carefully as once option is exercised, no changes in the same can be carried out either at SA 2025 and or when admissions are directly undertaken.
5. The seat allocation process follows a strict time line as stated in Annexure 2. The entire process is online and computer operated. No exceptions are possible and therefore, candidates are strongly advised to thoroughly acquaint themselves with these Business Rules, be vigilant and make arrangements for making the requisite payments, well in advance. It will not be possible to entertain requests for extension of time in any case.
6. If candidates roll number appears in the merit list of any of the course stated either in Group A or in Group B, it is mandatory for such candidates to register through the official SA 2025 online portal to be able to obtain seats to be allocated through SA 2025 by filling necessary choices in the order of preference.
7. Against SRFTI Admission Test 2025, there will be in – total 6 merit lists against courses stated in Group A and Group B. Depending on candidates' course registration & related performance, candidate roll number may appear in one or more merit lists. Further, each merit list will have category-wise rank list. Thus, in one or more merit list(s), candidates' roll number may appear in one or more such rank list(s).

8. A candidate chooses and applies to a series of courses in a certain order of preference. A seat to the highest possible choice of course is allocated to the candidate considering the following factors:

- (i) The category [GEN, GEN-EWS, OBC-NCL, SC, ST, GEN-PwD, GEN-EWS-PwD, OBC-NCL-PwD, SC-PwD, ST-PwD] of the candidate.
- (ii) The position of the candidate in respective rank list(s) of a merit list of respective course(s).
- (iii) The order of preference of course(s) selected by the candidate.
- (iv) The availability of seats in different seat categories/seat quotas for which the candidate is eligible.
- (v) Other Business Rules as mentioned in this document.

(II) CATEGORIZATION OF CANDIDATES

(1) For the purpose of seat allocation, qualified candidates as per the rank list(s) of a merit list of respective course(s) are categorized based on the presence or absence of disability. On the basis of such a categorization, each candidate is assigned a category tag as given below.

- (i) Category tag GEN: This is assigned to Indian nationals of general category who do NOT belong to GEN-EWS, OBC-NCL, SC or ST category (or who fail to produce valid GEN-EWS, OBC-NCL, SC or ST certificate) and are NOT Persons with Disabilities.
- (ii) Category tag GEN-PwD: This is assigned to Indian nationals of general category who do NOT belong to GEN-EWS, OBC-NCL, SC or ST category (or who fail to produce valid GEN-EWS, OBC-NCL, SC or ST certificate) and are Persons with Disabilities (PwD). Candidates must produce a valid PwD certificate to be assigned this tag as uploaded while filling the application form.
- (iii) Category tag GEN-EWS: This is assigned to Indian nationals of general category belonging to the Economically Weaker Section (EWS) and are NOT Persons with Disabilities and are NOT Persons belonging to OBC/SC/ST category. Candidates must produce a valid GEN-EWS certificate to be assigned this tag as uploaded while filling the application form.
- (iv) Category tag GEN-EWS-PwD: This is assigned to Indian nationals of GEN-PwD category belonging to the Economically Weaker Section (EWS) and are Persons with Disabilities. Candidates must produce valid GEN-EWS and PwD certificates to be assigned this tag as uploaded while filling the application form. Thus,

candidates belonging to the economically-weaker sections of the general category are divided into two mutually exclusive categories and are assigned either one of the tags GEN-EWS or GEN- EWS-PwD.

- (v) Category tag OBC_NCL: This is assigned to Indian nationals who belong to the Non-Creamy Layer of Other Backward Classes (OBC_NCL) and are NOT Persons with Disabilities. Candidates must produce a valid OBC_NCL certificate to be assigned this tag as uploaded while filling the application form. The backward class MUST be in the Central List of OBCs.
- (vi) Category tag OBC-NCL-PwD: This is assigned to Indian nationals who belong to the Non-Creamy Layer of Other Backward Classes and are Persons with Disabilities. Candidates must produce valid OBC-NCL and PwD certificates to be assigned this tag as uploaded while filling the application form. The backward class must be in the Central List of OBCs. Thus, candidates belonging to the Non- Creamy Layer of Other Backward Classes are divided into two mutually exclusive categories and are assigned either one of the tags OBC-NCL or OBC-NCL-PwD.
- (vii) Category tag SC: This is assigned to Indian nationals who belong to the Scheduled Castes (SC) and are NOT Persons with Disabilities. Candidates must produce a valid SC certificate to be assigned this tag as uploaded while filling the application form. The Scheduled Castes MUST be listed in the respective State wise List published by the Ministry of Social Justice & Empowerment, Government of India.
- (viii) Category tag SC-PwD: This is assigned to Indian nationals who belong to Scheduled Castes and are Persons with Disabilities. Candidates must produce valid SC and PwD certificates to be assigned this tag as uploaded while filling the application form. Thus, candidates belonging to the scheduled castes are divided into two mutually exclusive categories and are assigned either one of the tags SC or SC-PwD.
- (ix) Category tag ST: This is assigned to Indian nationals who belong to Scheduled Tribes (ST) and are NOT Persons with Disabilities. Candidates must produce a valid ST certificate to be assigned this tag as uploaded while filling the application form. The Scheduled Tribes MUST be listed in the respective State- wise List published by the Ministry of Tribal Affairs, Government of India.
- (x) Category tag ST-PwD: This is assigned to Indian nationals who belong to Scheduled Tribes and are Persons with Disabilities. Candidates must produce valid ST and PwD certificates to be assigned this tag as uploaded while filling the application form. Thus, candidates belonging to the scheduled tribes are divided into two

Mutually exclusive categories and are assigned either one of the tags ST or ST-PwD

(III) DISTRIBUTION OF SEATS INTO PROGRAM –SECTIONS

(1) The total intake (i.e. number of seats) in a course is distributed into different Program-Sections. These are OPEN, GEN-EWS, OBC-NCL, SC, ST and wherever applicable OPEN-PwD, GEN-EWS-PwD, OBC-NCL-PwD, SC-PwD, and ST-PwD. The category tags of candidates who are eligible for various Program-Sections are as shown in the table below;

Program–Section	Category tag(s) of eligible candidates
OPEN	GEN, GEN-EWS, OBC-NCL, SC, ST, GEN-PwD, GEN-EWS-PwD, OBC-NCL-PwD, SC-PwD, ST-PwD
GEN-EWS	GEN-EWS, GEN-EWS-PwD
OBC-NCL	OBC-NCL, OBC-NCL-PwD
SC	SC, SC-PwD
ST	ST, ST-PwD
OPEN-PwD	GEN-PwD, GEN-EWS-PwD, OBC-NCL-PwD, SC-PwD, ST-PwD
GEN-EWS-PwD	GEN-EWS-PwD
OBC-NCL-PwD	OBC-NCL-PwD
SC-PwD	SC-PwD
ST-PwD	ST-PwD

(IV) RANK LISTS

(1) Seat allocation is based on the rank list(s) of a merit list of respective course(s) as declared under SRFTI Admission Test 2025. The following TYPES of rank lists will be used for a particular course (likewise 6 merit lists will be prepared):

- (i) Common rank list (CRL): It includes candidates who are assigned the tag GEN, GEN-PwD, GEN-EWS, GEN-EWS-PwD, OBC-NCL, OBC-NCL PwD, SC, SC- PwD, ST or ST-PwD.
- (ii) GEN-EWS rank list: It includes candidates who are assigned the tag GEN-EWS or GEN-EWS-PwD.
- (iii) OBC-NCL rank list: It includes candidates who are assigned the tag OBC-NCL or OBC-NCL-PwD.

- (iv) SC rank list: It includes candidates who are assigned the tag SC or SC- PwD.
- (v) ST rank list: It includes candidates who are assigned the tag ST or ST- PwD.
- (vi) CRL-PwD rank list: It includes candidates who are assigned the tag GEN-PwD, GEN-EWS-PwD, OBC-NCL-PwD, SC-PwD, or ST-PwD.
- (vii) GEN-EWS-PwD rank list: It includes candidates who are assigned the tag GEN-EWS-PwD.
- (viii) OBC-NCL-PwD rank list: It includes candidates who are assigned the tag OBC-NCL-PwD.
- (ix) SC-PwD rank list: It includes candidates who are assigned the tag SC-PwD.
- (x) ST-PwD rank list: It includes candidates who are assigned the tag ST-PwD

(2) A candidate may appear in one or more rank lists of a merit list of different course(s).

(V) SEQUENCE IN WHICH SEAT CATEGORIES ARE CONSIDERED FOR SEAT ALLOCATION

(1)The table given below shows the Business Rules for seat allocation for the courses under SRFTI Admission Test 2025;

No.	Candidate's category tag	Rank list(s) in which the candidate appears	Sequence of SEAT CATEGORIES for allocation
1	GEN	CRL	1. OPEN
2	GEN-PwD	CRL CRL-PwD	1. OPEN 2. OPEN-PwD
3	GEN-PwD	CRL-PwD	1. OPEN-PwD
4	GEN-EWS	CRL GEN-EWS	1. OPEN 2. GEN-EWS
5	GEN-EWS	GEN-EWS	1. GEN-EWS
6	GEN-EWS-PwD	CRL CRL-PwD GEN-EWS GEN-EWS-PwD	1. OPEN 2. OPEN-PwD 3. GEN-EWS 4. GEN-EWS-PwD
7	GEN-EWS-PwD	CRL-PwD GEN-EWS GEN-EWS-PwD	1. OPEN-PwD 2. GEN-EWS 3. GEN-EWS-PwD
8	GEN-EWS-PwD	CRL-PwD GEN-EWS-PwD	1. OPEN-PwD 2. GEN-EWS-PwD
9	OBC-NCL	CRL OBC-NCL	1. OPEN 2. OBC-NCL
10.	OBC-NCL	OBC-NCL	1. OBC-NCL

11.	OBC-NCL-PwD	CRL CRL-PwD OBC-NCL OBC-NCL-PwD	1. OPEN 2. OPEN-PwD 3. OBC-NCL 4. OBC-NCL-PwD
12	OBC-NCL-PwD	CRL-PwD OBC-NCL OBC-NCL-PwD	1. OPEN-PwD 2. OBC-NCL 3. OBC-NCL-PwD
13	OBC-NCL-PwD	CRL-PwD OBC-NCL-PwD	1. OPEN-PwD 2. OBC-NCL-PwD
14	SC	CRL SC	1. OPEN 2. SC
15	SC	SC	1. SC
16	SC-PwD	CRL CRL-PwD SC SC-PwD	1. OPEN 2. OPEN-PwD 3. SC 4. SC-PwD
17	SC-PwD	CRL-PwD SC SC-PwD	1. OPEN-PwD 2. SC 3. SC-PwD
18	SC-PwD	CRL-PwD SC-PwD	1. OPEN-PwD 2. SC-PwD
19	ST	CRLST	1. OPEN 2. ST
20	ST	ST	ST
21	ST-PwD	CRL CRL-PwD ST ST-PwD	1. OPEN 2. OPEN-PwD 3. ST 4. ST-PwD
22	ST-PwD	CRL-PwD ST ST-PwD	1. OPEN-PwD 2. ST 3. ST-PwD
23	ST-PwD	CRL-PwD ST-PwD	1. OPEN-PwD 2. ST-PwD

(VI) UPGRADATION OF PROGRAM-SECTION AFTER THE FIRST ROUND OF SEAT ALLOCATION

(1) As indicated in Section IV (Rank list), candidates may become eligible for seat allocation in more than one Program-Section depending upon their category tag, rank lists as well as course(s) in which they appear. If the allocated seat is not in the first Program-Section, in subsequent rounds (if any) of seat allocation, candidates will be automatically considered for upgradation of Program-Section within the course as well as for other course(s) if eligible.

(2) Meaning of “upgradation of Program-Section”: Suppose a candidate with the category tag ST has been allocated a seat under the Program-Section ST of a particular course. Also,

suppose that this candidate appears in two rank lists of same course i.e CRL and ST. The candidate will be offered a seat in the Program-Section OPEN in subsequent rounds (if any) if eligible by merit of the same course. Similar logic will be applied for other eligible course(s).

(3) The course allocated to a candidate will NOT change because of upgradation of Program-Section.

(VII) REGISTRATION AND FILLING-IN OF CHOICES OF ACADEMIC PROGRAMS

(1) For registration and filling-in of choices of academic programs, candidates should visit <https://applyadmission.net/srfti2025> using the login id and password of SRFTI Admission Test 2025 and login in to SA 2025 portal. The schedule is at Annexure – 2.

(2) Filling-in of choices on the online portal is free of cost, i.e., candidates are NOT required to pay any fee.

(3) A candidate may be eligible for seat allocation based on merit list of any one course of Group A and or any one course of Group B. A candidate will be eligible in maximum 02 merit lists of 02 courses and can fill maximum 05 choices. Even for candidates who are eligible to participate in the SA 2025 based on any of the above stated merit lists, only ONE seat from among the choices filled-in is made available. Hence, it is important for candidates to carefully prioritize the course while filling-in the choices, while bearing in mind that only the choices filled in would be made available for seat allocation in the order of preference.

(4) Candidates are given a window to fill-in their choices which include 1 mock seat allocations [see the timeline in Annexure 2. This window will NOT be extended under any circumstances. Requests in this matter shall not be entertained. During this period, each candidate must fill choices carefully – the candidate must select only those courses in the choices which the candidate is willing to join subject to condition that his/ her roll number appears in merit list(s) of respective course(s).and prioritize them in order of preference of course.

(5) Candidates must fill and save at least one choice of seat to be considered for seat allotment. Candidates who failed to fill and save at least one choice will NOT be considered for seat allotment under SA 2025.

Candidates are advised to visit website of SRFTI for fee structure and other related rules.

(6) Candidates are advised to take advantage of the mock seat allocation and choose ALL the courses that they are willing to join in the order of preference subject to condition that their name appears in merit list(s) of respective course(s).

(7) Candidates MUST “lock” their choices on/ before the last day & time of choice filling. If candidates do NOT lock their choices, last saved choices will be locked automatically upon reaching the deadline for choice filling. Once locked, the choices filled by a candidate cannot be edited. Also, candidates CANNOT change the order of their choices OR add any more course/s in OR delete any course/s from their choice list

(8) Candidates should not share their login credential with anyone.

(VIII) PROVISIONAL OFFER OF SEAT AND ITS CONFIRMATION

(1) It is the candidate's responsibility to login to the SA 2025 portal and check if a seat is allocated in a given round of seat allocation. Schedule of SA 2025 activities is available in Annexure 2 of this document. If the candidate is allocated a seat, following steps of “Online Reporting” are required to be carried out, in order to accept the allocated seat before the last date/ time specified for the given round, i.e., the round in which seat is allocated. Please refer to Annexure 2 for the timeline. The allocated seat will be either provisionally confirmed on payment of Seat Acceptance Fee or will be cancelled for non – payment of Seat Acceptance Fee.

(2) A candidate who has been allocated a seat needs to download the “Initial Seat Allotment Intimation Slip” which has information regarding the Seat Allotment and steps to be followed for seat confirmation by the candidate.

Step1: Accept the Seat

The candidate needs to accept the seat allocated and opt for any one of the options 'Freeze' or 'Float' for the choice of course for subsequent round(s), if any, of SA 2025 (see section IX)

Step2: Pay the Seat Acceptance Fee

The candidate MUST pay the seat acceptance fee for continuing with the SA 2025 process till the end to avail the seat in SRFTI Kolkata. At the time of seat acceptance, candidates have to remit the seat acceptance fee only in the round in which the seat is allotted for the firsttime.

Non-payment of the seat acceptance fee is one of the ways to reject the offered/ allocated seat and will be treated as a rejection. In such a situation, the candidate will no longer be able to participate in the seat allocation process in the subsequent rounds. [See point VIII (05) and VIII (06) below]

Seat Acceptance Fee

Seat Acceptance Fee is Rs. 50,000 and it will be adjusted against the admission fee. Candidates should remit seat acceptance fee using UPI/ Net Banking/ Debit card or Credit card.

(3) Failure to complete all the steps of "Online Reporting" for seat acceptance will be considered as rejection of the offer and the candidate would have forfeited the eligibility for admissions through SA 2025 and will not be able to participate in the seat allocation process in the subsequent rounds, if any.

(4) Seat will be confirmed only after successful payment of seat acceptance fee and a "Provisional Seat Allotment letter" will be available for download on the online portal. Provisional Acceptance means that the candidate has accepted the offer, but the final acceptance is contingent on successful verification of certificates/ documents on joining.

(5) Option to reject (or not accept) the allocated seat: Candidates who want to reject the allocated seat can do so by NOT completing the steps for “Online Reporting” (point VIII (2)) including not remitting the seat acceptance fee.

(6) Candidates who reject allocated seat CANNOT participate any more in SA 2025 and further round. If a candidate rejects a seat by not completing all the steps of “Online Reporting” given in point VIII (2), the allotted seat will be cancelled AND the candidate shall be excluded from the SA 2025 process, which means the candidate shall not be considered for subsequent rounds(if any) of seat allocation. Thus, the candidate would have forfeited the eligibility for admissions.

(IX) FREEZE AND FLOAT OPTIONS

(1) At the time of accepting the seat online, a candidate has to opt for anyone of the options i.e., either ‘Freeze’ or ‘Float’ for the choice of course for subsequent round(s), if any, of SA 2025. In case if the candidate has been allocated seat as per the candidate’s first choice, above option will not be available and the only option available will be Freeze. In such a situation, the candidate may either accept and Freeze the offered seat, or may reject the offered seat. Non choosing of Freeze option in this case will be considered as rejection of the offered seat and the candidate will not be considered for seat allocation in the further rounds (if any).

(A) Freeze:

Choosing the option “Freeze” means that the candidate accepts the offered seat and indicates that the candidate is content with the allocated course and that the candidate does not want to participate in further rounds of seat allocation while retaining the same seat. Such candidates will NOT be considered in subsequent rounds of SA 2025 (if any). Their chosen seat shall remain allocated to them and shall be provisionally confirmed, subject to successful completion of Section VIII above.

(B) Float:

Choosing the option “Float” means that the candidate accepts the offered seat and indicates that, if admission to a course of higher preference is offered in subsequent rounds of seat allocation, the candidate will accept it. Else,

the candidate will continue with the currently accepted course. Such candidates will be considered in subsequent rounds of SA 2025 (if any).

(2) For candidates who choose the float option, allocation of a seat in a course of the candidate's higher preference would automatically result in the forfeiture of the seat accepted by the candidate in the earlier round. Such candidates are only required to accept or reject the course of higher preference offered as a result of the float option. In case such candidate rejects or cancels the seat offered as a result of float, then the candidate would no longer be entitled to any seat and would not be permitted to participate in any further admission process.

(3) Candidates are advised to keep their login credentials, i.e., login Id and password, strictly confidential at all times, to avoid any misuse.

(4) Float option will be available to only those candidates who are NOT offered admission to their first choice in their choice-list.

(5) Float option is NOT available in the last round of SA 2025.

(6) A candidate can change from float to freeze in the online portal during all rounds of Seat Allocation EXCEPT the last round.

(7) If a candidate opts Freeze against a seat, the option cannot be changed under any circumstances. Communication on this matter shall NOT be entertained.

(X) REPORTING AT THE ADMITTING INSTITUTE

(1) At the conclusion of SA 2025 and seat acceptance, candidates will have to report at SRFTI, complete all the admission formalities of the Institute, get the admission confirmed and begin the academic session. At the time of the reporting at SRFTI, all the certificates will be re-checked physically (against originals) along with medical report by the Institute and the admission will be cancelled if these fail to meet the requirements as per the prevailing norms.

(2) Reporting schedules and the mode of reporting will be appropriately announced on the websites of SRFTI.

(XI) REMITTANCE OF SEAT ACCEPTANCE FEE

(1) For payment of seat acceptance fee, candidates should either use UPI or Net Banking or Debit card or Credit card facilities available on SA 2025 portal

(2) Candidates are strongly advised to make the payment on time, as the seat will get cancelled due to non-payment of seat acceptance fee within the stipulated time period. Such cancellation is not reversible and no requests would be entertained, as the entire process is computerized.

(3) Candidates have to remit seat acceptance fee only once. Thus, candidates who are allocated another seat in subsequent rounds of SA 2025 (if any) [because they chose the float option] do NOT have to pay seat acceptance fee again.

(4) Seat acceptance fee, once paid, is not refundable. However, if a candidate later validly withdraws, then the fee paid will be refunded.

(XII) REMITTANCE OF BALANCE ADMISSION FEE

(1) At the end of the 4th round of SA 2025, candidates having a provisionally allocated seat (allocated in any round of SA 2025 and which has not been cancelled or withdrawn) required to pay the Balance Admission Fee (BAF) as per Annexure 3 from their SA 2025 portal, depending on the course admitted. Non-payment of the BAF will be treated as a rejection of the offered/ allocated seat. Candidates are thus strongly advised to be vigilant and make the payment within the stipulated time. Balance Admission Fee, once paid, is not refundable.

(2) For payment of BAF, candidates should either use UPI or Net Banking or Debit card or Credit card facilities available on SA 2025 portal

(3) If a candidate fails to pay BAF (Please see Annexure 2 for the timeline), the candidate will forfeit the provisionally allotted seat.

(4) The vacant seat thus created will be filled directly. Thus, such vacant seats as well as all other vacant seats after SA 2025 and otherwise will be undertaken directly (not through portal). Initial point of operation of such admissions will be from the outcome of last round of SA 2025 and the a seat will be filled only as per the options exercised before first round of SA 2025 and merit list of respective courses.

(5) Allotment of such a vacant seat will be provisionally confirmed only after receiving full course fee (01st semester/ 01st Year – as the case maybe) as per Annexure 4 within the due date which will be informed at time. Candidate failing to do so will lose his/ her claim on the said newly allotted seat and will not be eligible for any further round of admission (if any). The fees so paid will be non refundable.

(6) Further, if such a vacant seat is allotted to a candidate (higher preference) who is already admitted in any of the wing and do not wish to accept the newly allotted seat, may ignore the offer and will thus retain his/ her old allotted seat. But, if such a candidate wishes to accept the newly allotted seat, the fees paid by him/ her will be adjusted as per newly allotted seat and such a candidate need to pay only the remaining amount of fee.

(XIII) REALLOCATION OF UNFILLED SEATS FOR A COURSE:

The following rules for reallocation of seats will be applicable in every round of seat allocation:

(1) Unfilled OPEN-PwD category seat of a course will be reallocated and treated as OPEN category seats for allocation.

(2) Unfilled GEN-EWS-PwD category seat of a course will be reallocated and treated as GEN-EWS category seats for allocation.

(3) Unfilled OBC-NCL-PwD category seat of a course will be reallocated and treated as OBC-NCL category seats for allocation.

(4) Unfilled SC-PwD category seat of a course will be reallocated and treated as SC category seats for allocation.

(5) Unfilled ST-PwD category seat of a course will be reallocated and treated as ST category seats for allocation.

(6) Unfilled OBC – NCL category seat of a course will be reallocated and treated as OPEN category seats for allocation.

(XIV) WITHDRAW OPTION

(1) A candidate, who has already accepted a seat as allotted by SA 2025, can withdraw the seat by reporting online and following the steps contained in point no. XIV (4) below. This option is available starting from the 2nd round and up to the second last round of seat allocation, i.e., before the last round of seat allocation. Thus, since SA 2025 conducts a total of four rounds of seat allocation, candidates can withdraw up until during third round of seat acceptance period. Please see Annexure – 2 for the timeline.

(2) If a candidate withdraws a seat, the candidate's allotted seat will be cancelled and offered to another candidate in a subsequent round. The candidate withdrawing shall be excluded from the SA 2025 process, which means the candidate shall not be considered for subsequent rounds of seat allocation (if any). Thus the candidate will forfeit the eligibility for admissions to SRFTI.

(3) There is no option of withdraw from seat allocation process after the commencement of last round of seat allocation.

(4) The following is the process for Withdraw option from the seat allocation process of SA 2025:

Step 1: The candidate must login to the SA 2025 portal and submit a request for WITHDRAW.

Step 2: An OTP will be sent to the candidate's mobile number and email ID. The candidate will have to enter this OTP to confirm that the candidate wants to WITHDRAW from the seat allocation process. The candidate also confirms once the candidate has used the withdraw option the candidate will be out of the SA 2025 process and will not be considered for subsequent rounds of seat allocation (if any).

Step 3: On submitting the appropriate responses on the check boxes, and clicking on Submit, the candidate confirms that he/she has withdrawn from the seat allocation process, which shall then be processed online and the candidate shall then withdraw.

(5) Seat Acceptance Fee which was paid will be refunded to such candidates.

(6) There is no option of withdrawing an accepted/ allotted seat after the commencement of last round of seat allocation.

(XV) GENERAL

(1) For Indian Nationals, Seat allocation in SRFTI Kolkata is only through SA 2025. Candidates seeking information/ assistance from any agency/ agent shall be doing so at their own risk and cost.

(2) Normally physical reporting at SRFTI is mandatory for students who have accepted a seat after seat allocation. In case, the situation does not permit the physical presence of candidate, the above process will be done online.

(3) Details regarding beginning of academic sessions will be available on the website of SRFTI.

(4) Delays or disruptions in service due to breakdown of SA 2025 computer servers shall be rectified as early as possible and notified on the website of SA 2025. The decisions of SA 2025 in this regard shall be final and binding.

(5) Any dispute concerning seat allocation under SA 2025 would be subject to jurisdiction of the competent courts within the territorial jurisdiction of Kolkata city only.

*******END*******

Annexure1

Seat Matrix for all the courses in SRFTI, Kolkata

No.	Name of Specialisation	Total Seats	UR	OBC _NCL	SC	ST	EWS	Reservation for PwD Candidate					
								a	b	c	d	e	f
Group A													
1	MFA in Direction and Screenplay writing	12*	6	3	1	1	1						
2	MFA in Direction & Producing for EDM	7*	3	0	1	1	1	OBC_ NCL 1					
3	MFA in Writing for EDM	7*	3	1	1	1	1						
4	MFA in Cinematography	12*	6	3	0	1	1						SC 1
5	MFA in Cinematography for EDM	7*	3	1	1	1	1						
6	MFA in Sound Recording and Design	12*	6	3	1	1	0				EWS 1		
7	MFA in Sound for EDM	7*	3	1	1	1	1						
Group B													
8	MFA in Animation Cinema	12*	5	3	1	1	1		UR 1				
9	MFA in Editing for EDM	7*	3	1	1	0	1			ST 1			
10	MFA in Editing	12*	6	3	1	1	1						
11	MFA in Producing for Film and Television	12*	6	3	1	1	1						
12	MFA in Electronic and Digital Media Management	7*	2	1	1	1	1					UR 1	

a	1 Seat is reserved for persons with Benchmark Disabilities - Blindness, Low vision
b	1 Seat is reserved for persons with Benchmark Disabilities - Hearing Impairment (Deaf and hard of hearing)
c	1 Seat is reserved for persons with Benchmark Disabilities - Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy
d	1 Seat is reserved for persons with Benchmark Disabilities - Autism, intellectual disability, specific learning disability and mental illness
e	1 Seat is reserved for persons with Benchmark Disabilities - multiple disabilities from amongst persons under clauses (a) to (d).
f	1 Seat is reserved for persons with Benchmark Disabilities - other 'specified disabilities' mentioned in 'The Schedule' of the RPwD Act 2016.

***Since there are no foreign candidates available this year, one seat in each department of SRFTI is open for Indian national**

Annexure2

Schedule of Events of SA 2025 (ONLINE REPORTING)

	Date	Time(IST)	Event
	28 th October, 2025	2 PM	Announcement of seat allocation (SA) against final merit list of SRFTI Entrance 2025.
Candidate Registration and Choice	04 th November, 2025	11 AM	Candidate registration/ choice filling for courses under SA 2025 starts.
	07 th November, 2025	11 AM	Display of Mock Seat Allocation based on the choices filled-in by candidates as on 6 th November 2025, 5 pm IST Candidates can Lock their Choices
	11 th November, 2025	2 PM	Candidate registration and choice filling for courses under SA 2025 ends (Auto/System Locking of Choices)
	11 th to 12 th November, 2025		Reconciliation of data, verification, and validation of Allocated seats
ROUND1	13 th November, 2025	11 AM	Seat Allocation (Round1)
	13 th to 14 th November, 2025	By 5 PM, 14 th November, 2025	Online reporting: fee payment (Round1)
	15 th November, 2025	5 PM	Course-wise closing rank status after Round 1
ROUND2	16 th November, 2025	11 AM	Seat Allocation (Round2)
	16 th to 18 th November, 2025	By 5 PM, 18 th November, 2025	Online reporting: fee payment (Round2)
	19 th November, 2025	5 PM	Course-wise closing rank status after Round 2
ROUND3	20 th November, 2025	11 AM	Seat Allocation (Round3)
	20 th to 21 st November, 2025	By 5 PM, 21 st November, 2025	Online reporting : fee payment(Round3) LAST ROUND FOR SEAT WITHDRAWAL OPTION
	22 nd November, 2025	5 PM	Course-wise closing rank status after Round 3
	23 rd November, 2025	11 AM	Seat Allocation (Round 4) FINAL ROUND of seat allocation under SA 2025
BAF	25 th to 26 th November, 2025	By 5 PM, 23 rd November, 2025	Online reporting : fee payment (Round4)

Annexure–3

Details of Balance Seat Fees

No.	Name of the Institute	Name of course	Balance Allotment Fee(BAF)	
			With Hostel	Without Hostel
1	SRFTI, Kolkata	All courses under Film & EDM.	-	Rs 71,326/-

Annexure – 4

Details of Course Fees

No.	Name of the Institute	Name of course	Course Fee at the time of Admission	
			With Hostel (Semester -1)	Without Hostel (Semester-1)
1	SRFTI, Kolkata	All courses under Film & EDM.	-	Rs1,21,326/-