

ACADEMIC MANUAL



ACADEMIC MANUAL

**National Institute of Fashion Technology
MINISTRY OF TEXTILES, GOVERNMENT OF INDIA
HEAD OFFICE, NIFT CAMPUS, HAUZ KHAS, NEW DELHI - 110016**

This document contains the details of all issues concerning faculty, students and academics of NIFT.

All policies, norms and procedures are detailed for the reference of faculty and administrators detailing academics.



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The Dean (A) and Head (AA) shall be the joint custodians of the NIFT Academic Manual at NIFT.

FOREWORD

Today, National Institute of Fashion Technology (NIFT) is known as the leader in fashion education, with the ability to integrate knowledge, academic freedom, critical independence, creative thinking. A history of being in existence for more than three and a half decades stands as a testimony to our fundamentals, where academic excellence lies at the core. The institute has been playing a pivotal role in envisioning and evolving fashion education through a network of seventeen professionally managed centres.

We continually strive to be nothing but the best. In an institution as diverse as ours, it is common for dissimilarity and variation to trickle in across the boundaries of our distinctive disciplines. With a view to maintain parity through the length and breadth of our centres, a growing need was felt to bind the institution in commonality, pertaining to course curricula; faculty and student matters; academic systems and procedures.

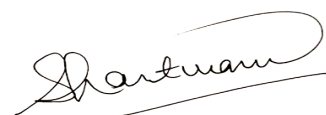
It is with a sense of pride and contentment that I present the updated edition of NIFT Academic Manual. Built on the recognition to necessitate standardized guidelines, the Academic Manual offers a single point reference for all academic matters.

In the year 2016-17 a review committee was constituted by Ministry of Textiles which recommended certain guidelines for curriculum reform at NIFT. Following the recommendations of the committee and after detailed deliberations with the industry, alumni & academia and due approval of BoG, NIFT the new curriculum was introduced in the year 2018. New curriculum required certain frameworks like general Credit guidelines, rules for IDMs and GEs, Terms of Reference for hiring services of external organization, Guest faculty policy, industry attachment policy, framework for mentoring, reassessment of working hours, examination and evaluation policy etc. A committee of senior faculty members studied the curriculum, pedagogy, positioning, transaction models and credit systems of leading National and International design schools.

Apart from policies providing clear guidelines for curriculum transactions, at student level, an attempt has been made to streamline policies and guidelines for students like Sarthak (Student Scholarship), Udaan subsidy for students belonging to underprivileged section to be able to travel for international exchange, policy for Converge, Spectrum, Leave of Absence, Student Attendance Policy; Inter-Centre Transfer Policy; Inter-Discipline Transfer Policy have been re-structured.

Articulating the ideology of world-class learning practices at faculty level, the relationship between research and teaching has been stressed upon. The intended reader is presented with new chapters relating to the PhD Programme; Bridge Programme; FOTD, Diploma Programme etc.

I strongly believe that the Academic Manual, in its new form, will provide a stronger bedrock of academic growth and enhancement to the institution.



Sh. Shantmanu , IAS
Director General

March 4th, 2021

ACADEMIC MANUAL

Chapter 1: Academic Organization..... 1

1.1 Academic Organization

1.2 Academic Co-ordinators Appointment

- 1.2.1 Titles
- 1.2.2 Procedure of Nomination
- 1.2.3 Roles and Responsibilities of Academic Co-ordinator
- 1.2.4 Channels of Reporting

1.3 Academic Committees

- 1.3.1 Nomenclature
- 1.3.2 Composition of Committees and defined Areas of Function
- 1.3.3 Procedure of Nomination for Committees
- 1.3.4 Academic Committees at Campuses

Chapter 2: Student Admission at NIFT 21

2.1 Notification

- 2.1.1 Eligibility
- 2.1.2 Campus-wise Allocation of Programme and Seats

2.2 Outsourcing of Agency for the Purpose of Admissions

- 2.2.1 The Deliverables of the Examination Agency
- 2.2.2 Scrutiny of Application Forms

2.3 Selection Procedure

- 2.3.1 Process for each Programme
- 2.3.2 Written Examinations Structure (For UG and PG Programmes)
- 2.3.3 Creative Ability Test (CAT)
- 2.3.4 Written Examination Structure (For UG and PG Programmes of Fashion Technology and for Master of Fashion Management)
- 2.3.5 Components of the General Ability Test (GAT) for All Programmes
- 2.3.6 Situation Test for UG Design Programmes
- 2.3.7 Group Discussions and Personal Interviews (GD/PI) for All PG Programmes

2.4 Final List Preparation

- 2.4.1 Reservation of Seats

2.5 Result Communication

2.6 Counselling and Allocation of Campus/Discipline

- 2.6.1 Documents required for Admission

2.7 Cancellation/Withdrawal of Candidature

2.8 NIFT Lateral Entry Admission (NLEA)

- 2.8.1 Scheme of Examination
- 2.8.2 Schedule of Written Examination, Studio Test, TAT, Interview and Eligibility/Documents Verification
- 2.8.3 Eligibility Criteria
- 2.8.4 Who can apply?
- 2.8.5 Reservation of Seats

2.9 Admission for Artisans/Children of Artisans

- 2.9.1 Eligibility Criteria
- 2.9.2 Scheme of Examination
- 2.9.3 How to Apply: Submission of Application Form

2.9.4 List of Documents to Be Submitted

2.9.5 Refund Policy

2.10 Admission in PhD Programme

Chapter 3: Academic Planning & Curriculum 36

3.1 Introduction

3.2 Programmes Offered

3.3 Programme Structure

3.3.1 Foundation Programme

3.3.2 Majors

3.3.3 Deepening Specializations (DS)

3.3.4 Inter Disciplinary Minors (IDM)

3.3.5 General Electives (GE)

3.3.6 Floating Credits

3.4 Unified Subject Coding System

3.5 Credit Calculations

3.6 Pedagogy

3.6.1 Academic Transaction

3.6.2 Continuous Evaluation

3.7 Programme Matrix and Learning Outcomes

3.7.1 Foundation Programme (Design and Technology)

3.7.2 Bachelor of Design (Fashion Communication)

3.7.3 Bachelor of Design (Fashion Design)

3.7.4 Bachelor of Design (Fashion and Lifestyle Accessory)

3.7.5 Bachelor of Design (Knitwear Design)

3.7.6 Bachelor of Design (Leather Design)

3.7.7 Bachelor of Design (Textile Design)

3.7.8 Bachelor of Fashion Technology (Apparel Production)

3.7.9 Master of Fashion Technology

3.7.10 Master of Fashion Management

3.7.11 Master of Design (Design Space)

3.8 Policies and Frameworks Supporting Academics

3.8.1 Examinations and Evaluations

3.8.2 Craft Cluster Initiative

3.8.3 Industry Engagement

3.8.4 Academic Mentoring

3.9 Curriculum Documentation and Custody

3.10 Procedure, Time Frame and Committees for Curriculum Review

3.11 Procedure and Committee for Change in Nomenclature of Department/Discipline/Specialization

3.12 Modalities for Co-Curricular Academic Activities

3.13 Academic Calender

Chapter 4 : Faculty Matters..... 77

4.1 Roles and Responsibilities of Faculty

4.2 Norms for Faculty and Recruitments

4.3 Faculty Affiliations and Workload

4.4 Policies pertaining to Faculty Engagement

- 4.4.1 NIFT Guest Faculty Policy
- 4.4.2 Adjunct Professor Engagement and Honorarium Policy
- 4.4.3 Inter-Campus Teaching
- 4.5 Honorarium Norms for Anchors and Trainers of Faculty Orientation, Training and Development**
- 4.6 Guidelines for Faculty Interaction with Domestic and Foreign Institutes**
 - 4.6.1 Objectives
 - 4.6.2 Scope
 - 4.6.3 Identification of Institutes and Organizations
 - 4.6.4 Procedure of seeking Approval
 - 4.6.5 Financial Implications and Remuneration
 - 4.6.6 Guidelines
- 4.7 Project Consultancy**

Chapter 5: Student Matters..... 83

- 5.1 Academic Fee and Related Issues**
- 5.2 Identity Card Related Issues**
- 5.3 Personal Records Related Issues**
- 5.4 Discipline and Conduct Issues**
 - 5.4.1 Defination of Misconduct
- 5.5 Disciplinary Procedure and Penalty**
 - 5.5.1 Disciplinary Procedure Guidelines
 - 5.5.2 Penalty
 - 5.5.3 Appeal Procedure
- 5.6 Student Extra Curricular Activities**
 - 5.6.1 Fashion Spectrum
 - 5.6.2 Converge
- 5.7 Student Related Committees**
 - 5.7.1 Hostel Committee
 - 5.7.2 Campus Disciplinary Committee
 - 5.7.3 Examination Committee
 - 5.7.4 Student Discipline Committee
- 5.8 Policies Related to Student Affairs**
 - 5.8.1 Student Attendance
 - 5.8.2 Duration of Course
 - 5.8.3 Leave of Absence
 - 5.8.4 Financial Assistance
 - 5.8.5 Inter-Campus Temporary Transfer (ICTT)
 - 5.8.6 Student Permanent Transfer Policy (SPT)
- 5.9 Policies Related to Student Development Programmes**
 - 5.9.1 Student Assistantship Programme (SAP)
 - 5.9.2 Student Extension Activities
- 5.10 Student Support Services**
 - 5.10.1 Student Accommodation
 - 5.10.2 Class Representative (CR)
 - 5.10.3 Working in Laboratories
 - 5.10.4 Medical Facilities
- 5.11 Special Services for Students**
 - 5.11.1 Fee Exemption for International Semester Exchange

- 5.11.2 Education Loan
- 5.11.3 Facilities for Students Repeating the Semester
- 5.11.4 Monetary Incentive for Contribution to Sponsorships
- 5.11.5 Issuance of Migration and Provisional Certificate

5.12 Student Awards

- 5.12.1 Convocation Awards
- 5.12.2 NIFT Graduating Event Awards
- 5.12.3 Industry Sponsored Awards

Chapter 6: Examination and Evaluation..... 92

6.1 Programmes at NIFT

6.2 Credits

6.3 Programme Structure

- 6.3.1 Foundation Programme
- 6.3.2 Majors
- 6.3.3 Deepening Specializations (DS)
- 6.3.4 Inter-Disciplinary Minors (IDM)
- 6.3.5 General Electives (GE)
- 6.3.6 Floating Subjects
- 6.3.7 Craft Based Subjects
- 6.3.8 Industry Internships
- 6.3.9 Graduation Project

6.4 Examination and Evaluation

- 6.4.1 Evaluation Weightage
- 6.4.2 Mode of Assessment
- 6.4.3 Internal Assessment
- 6.4.4 End-term Assessment

6.5 Awards, Grades and Calculation of SGPA/CGPA

6.6 Procedure for Compilation and Declaration of Result

6.7 Follow-Up Examination

6.8 Awards of Grades to Students who could not appear before Regular/ Jury/ Written Examination during End-term Assessment.

6.9 Awards of Grades to students who could not appear before Regular Jury for Standalone Subjects

6.10 Credit Equivalence for International Exchange Students

6.11 Re-Evaluation

6.12 Student Promotion Policy

6.13 Retention of Evaluation Sheets

Chapter 7: Degree and Other Distinctions..... 99

7.1 Grade Sheets

7.2 Conferring of Degree

- 7.2.1 Requisites
- 7.2.2 Procedure for Conferring of Degrees
- 7.2.3 Conferring of Degree in case of Twinning Programme
- 7.2.4 Issue of Duplicate Degree/Diploma, Grade Sheets/Merit Certificates and Other Distinctions
- 7.2.5 Correction in Degree

7.3 NIFT Convocation

7.4 Merit Awards

7.5 Merit Awards' Eligibility Criteria, Nomination Procedure and Evaluation

7.5.1 NIFT Extraordinary Service Award

7.5.2 Student of the Year Award

7.6 Graduation Awards and Criteria/Modalities for Deciding the Awards

Chapter 8: Diploma Programme..... 104

8.1 Background

8.2 Definitions and Scope

8.3 Duration and Time

8.4 Process of Announcement of Diploma Programme

8.4.1 Announcement on NIFT Website

8.4.2 Brochure

8.4.3 Eligibility

8.4.4 Admissions

8.4.5 Selection of Candidates

8.5 Fee for Diploma Programmes

8.5.1 Refund to the Students who Opt to Discontinue Diploma Programmes

8.6 Infrastructure

8.7 Admission Planning for Diploma Programme

8.8 Mechanism/Framework for New Diploma Programmes and Review of Existing Diploma Programmes

8.8.1 Channel for Administrative Reporting for Diploma Programmes

8.8.2 Standing Internal Advisory Committee (SIAC-CE) for Diploma Programme

8.8.3 Channel of Academic Reporting for Diploma Programme

8.9 Nomenclature and Curriculum

8.10 Diploma Programmes Academic Calendar

8.11 Attendance and Discipline

8.12 Leave of Absence/Re-registration for Diploma Programmes

8.13 Examination and Evaluation

8.14 Award of Diploma and Grade sheet

8.15 Financial Management

8.15.1 Campus Diploma Programme Budget

8.15.2 Programme Based Direct Expenses

8.15.3 Payment Norms for Faculty

8.15.4 Payment of Support Staff/Regular Students

8.15.5 Programme Coordination Fee

8.16 Revenue Calculation

8.16.1 Revenue Sharing

8.17 Lateral Entry of Diploma Programme Students to Regular Programmes at NIFT

8.18 Proactive Disclosure under Section 4 of RTI Act.

8.19 Feedback

8.20 Power to Relax

Chapter 9: Continuing Education Programme..... 111

9.1. Background

9.2. Definition and Scope

9.3. Duration and Time

9.4. Process of Announcement of CEP

- 9.4.1. Announcement of CEP
- 9.4.2. Eligibility
- 9.4.3. Admissions
- 9.4.4. Selection of the Candidate
- 9.4.5. Fee and Registration
- 9.4.6. Infrastructure
- 9.4.7. Process for Sanctioning of CEP
- 9.4.8. CEP Academic Calendar
- 9.4.9. Nomenclature and Curriculum
- 9.4.10. Standard Batch Size
- 9.5. Introduction of the CEP**
 - 9.5.1. Proposals Routing for Evaluation- Procedure for Faculty Members
 - 9.5.2. Role of Chairperson
 - 9.5.3. Programme Evaluation Committee
 - 9.5.4. Issues or Disagreements with the Decisions of PEC
- 9.6. Standing Internal Advisory Committee (SIAC-CE) for CEP**
- 9.7. Faculty and Staff Engagement**
 - 9.7.1. Guest Faculty
 - 9.7.2. Staff
- 9.8. Faculty, Staff Members and Regular/Full-time NIFT Students Pursuing CE Programmes**
- 9.9. Examination and Evaluation**
 - 9.9.1. Programmes of 3 Months or Lesser Duration
 - 9.9.2. Programmes of More than 3 Months Duration
- 9.10. Award of Certificate**
- 9.11. Attendance and Discipline**
 - 9.11.1. Leave of Absence/Re-registration for CEP
- 9.12. Financial Management**
 - 9.12.1. Campus CE Budget
 - 9.12.2. Programme Based Direct Expenses
- 9.13. Fee Structure**
- 9.14. Refund to the Students who opt to Discontinue CEP**
- 9.15. Payment Norms for Faculty**
 - 9.15.1. Payment of Lecture Fee to Guest faculty and Internal Faculty
 - 9.15.2. Payment of Lecture Fee to Internal Faculty for CEP conducted During the Day
 - 9.15.3. Payment of Lecture Fee to Research Assistants/Staff
- 9.16. Payment of Support Staff/Regular Students**
 - 9.16.1. Payment of Support Staff with the CE Programme
 - 9.16.2. Payment of Regular Students
 - 9.16.3. Payment of CEP Facilitator with the Campus CE Unit
- 9.17. Programme Coordination Fee**
 - 9.17.1. Roles and Responsibilities of the Programme Coordinator
- 9.18. Programme Development Fee**
 - 9.18.1. Roles and Responsibilities of Programme Developer
- 9.19. Programme Documentation**
- 9.20. Revenue Calculation**
- 9.21. Revenue Sharing**
- 9.22. Proactive Disclosure under Section 4 of RTI Act**
- 9.23. Feedback**
- 9.24. Power to Relax**

Chapter 10: Linkages 121

10.1 International Linkages

- 10.1.1 Identification, Evaluation and Formalization of Foreign Collaborations
- 10.1.2 Engagement with Foreign Universities/Institutes for Collaboration
- 10.1.3 Faculty Exchange
- 10.1.4 Visit to Foreign Institutes/Organizations
- 10.1.5 NIFT Engagement with External Entities
- 10.1.6 "UDAAN" - NIFT Means-Cum-Merit Scheme for Foreign Studies

10.2 Domestic Linkages

- 10.2.1 Engagement with Institutions for Collaboration
- 10.2.2 Joint Projects/Publications

10.3 Roles and responsibilities of International and Domestic Linkages (I&DL) Unit

- 10.3.1 Roles and Responsibilities of Head- I&DL
- 10.3.2 Roles and Responsibilities of Unit In-charge, I&DL
- 10.3.3 Roles and Responsibilities of Nodal Officers
- 10.3.4 Roles and Responsibilities of Coordinator, I&DL

Chapter 11: Intellectual Property Rights..... 132

11.1 Introduction

11.2 Scope of the Policy

11.3 What are Creations?

11.4 Ownership

- 11.4.1 Inventions, Designs and Other Creative Works
- 11.4.2 Copyrightable Works
- 11.4.3 Other Works

11.5 Obligations

- 11.5.1 Employees
- 11.5.2 Students

11.6 Trademarks

11.7 Commercialization of Intellectual Property

- 11.7.1 What to do if one has a "Creation"?
- 11.7.2 Assessment of Creation for Protection
- 11.7.3 Assignment of Creations
- 11.7.4 Sharing of Revenue

11.8 Interpretation

11.9 Infringements, Damages, Liability and Indemnity

11.10 Conflict of Interest

11.11 Dispute Resolution

11.12 Jurisdiction

11.13 Power to Relax

11.14 Glossary

Chapter-12: PhD Programme at NIFT..... 139

12.1 Preamble

- 12.1.1 Definitions
- 12.1.2 How to Apply

- 12.1.3 Timescale
- 12.1.4 Calendar of Activities
- 12.2 Framework**
- 12.3 Admission Eligibility**
- 12.4 Shortlisting and Selection**
 - 12.4.1 Research Proposal
 - 12.4.2 Written Test and Interview
 - 12.4.3 Exemptions for Written Test
- 12.5 PhD Categories and Candidature**
 - 12.5.1 Full-time PhD Scholar Categories
 - 12.5.2 Part-time
- 12.6 Financial Assistance**
 - 12.6.1 Financial Assistance, Full-Time
 - 12.6.2 Financial Assistance, Part-time
- 12.7 Programme Duration**
 - 12.7.1 For Full-Time Scholars
 - 12.7.2 For Part-time Scholars
- 12.8 Location of the PhD Scholar**
- 12.9 Registration**
- 12.10 Course Work**
 - 12.10.1 Course Work/Relaxation
 - 12.10.2 Logistics for Examination
 - 12.10.3 Logistics for Re-examination
- 12.11 The Process and Procedure of Evaluation and Conduct of Examination for Selected and Compulsory Course Work**
 - 12.11.1 Evaluation Methods (Types of Tools and Instruments for Evaluation)
 - 12.11.2 Guidelines for Appointment of Paper Setters
 - 12.11.3 Guidelines for Evaluation
- 12.12 Thesis Supervisor(S)**
- 12.13 Appointment of Supervisors/Joint-Supervisors and Caretaker-Supervisor for PhD Scholars**
 - 12.13.1 A Supervisor Processing on Long Leave of more than 12 Months
 - 12.13.2 A Supervisor Retires
 - 12.13.3 A Supervisor Resigns
 - 12.13.3 In case of Demise of the Supervisor
- 12.14 Comprehensive Examination Format and Clearance from NREC**
- 12.15 Eligibility for the Candidacy for the Degree**
- 12.16 Performance Monitoring**
 - 12.16.1 Monitoring the Progress of the PhD Scholar
 - 12.16.2 Submission of Progress Report
 - 12.16.3 Research Progress Seminar (RPS)
- 12.17 Pre-PhD Seminar/Synopsis**
- 12.18 Thesis Submission**
- 12.19 Thesis Evaluation**
- 12.20 Award of PhD Degree**
- 12.21 Tuition Fee Waiver to PhD Scholars**
- 12.22 Attendance and Leave of Absence**
- 12.23 Change of Full-time Programme to Part-time Programme And Vice Versa**
 - 12.23.1 Change of Registration from Part-time to Full-time Programme
 - 12.23.2 Change of Registration from Full-time to Part-time PhD Programme
- 12.24 Cancellation of Registration**

- 12.25 Anti-Plagiarism
- 12.26 General Full-time Programme
- 12.27 Interpretation
- 12.28 Tuition Fee for PhD Programme
- 12.29 Fellowship Stipend Source, Approval and Disbursal
- 12.30 Joint PhD Programme
- 12.31 Practice Based PhD

Chapter 13 Academic Mentoring..... 158

- 13.1 Introduction
- 13.2 Academic Mentoring versus Personal Counselling
- 13.3 Nature of Student Mentoring by Faculty
- 13.4 Mentoring Framework
- 13.5 Types of Mentorship
 - 13.5.1 One-to-One Mentoring
 - 13.5.2 Group Mentoring
 - 13.5.3 E-mentoring
 - 13.5.4 Subject Mentoring
 - 13.5.5 Peer Mentoring
- 13.6 Frequency of Mentoring
- 13.7 Role of Academic Mentor
- 13.8 Role of CAC in Mentoring
- 13.9 Records of Mentoring
- 13.10 Monitoring of Academic Mentoring
- 13.11 Infrastructure

Chapter 14: Online Bridge Programme..... 163

- 14.1 Introduction
- 14.2 Admission
 - 14.2.1 Eligibility
 - 14.2.2 Selection of the Candidate
 - 14.2.3 Total Number of Seats
- 14.3 Mechanism of Offering Bridge Programme
 - 14.3.1 Standing Internal Advisory Committee-Continuing Education (SIAC-CE) for Bridge Programme
 - 14.3.2 Channel for Administrative Reporting for Bridge Programme
 - 14.3.3 Channel for Academic Reporting for Bridge Programme
- 14.4 Infrastructure
- 14.5 Roles and Responsibilities of Supporting Departments
 - 14.5.1 Roles and Responsibilities of Head-CE
 - 14.5.2 Roles and Responsibilities of UI-CE
 - 14.5.3 Roles and Responsibilities of Programme Coordinators
 - 14.5.4 Roles and Responsibilities of Mentors
 - 14.5.5 Roles and Responsibilities of Accounts, H0
 - 14.5.6 Role and Responsibilities of Head-ERP
 - 14.5.7 Role and Responsibilities of IT Department
 - 14.5.8 Roles and Responsibilities of COE, H0
 - 14.5.9 Roles and Responsibilities of COE (Campus)

- 14.5.10 Roles and Responsibilities of CE Advisors at Campuses
- 14.6 Structure of the Programme**
 - 14.6.1 Schedule of Bridge Programme per Semester
 - 14.6.2 Programme Content
 - 14.6.3 Seminar by Expert
 - 14.6.4 Research Design and Methodology Workshop
 - 14.6.5 Term Paper Mentoring
 - 14.6.6 Selection of Mentor
 - 14.6.7 Interaction with Mentor
 - 14.6.8 Evaluation of the Term Paper
 - 14.6.9 Follow-up Examination
- 14.7 Transcript**
- 14.8 Award of Degree**
- 14.9 Financial Management- Bridge Programme Budget**
- 14.10. Revenue Generated**
 - 14.10.1 Fee
 - 14.10.2 Fee Waiver
 - 14.10.3 Refund of Fee
- 14.11 Bridge Programme Expenditure**
 - 14.11.1 Payment to Faculty (Internal/External)
 - 14.11.2 Payment to Jury Members
 - 14.11.3 Payment to Bridge Programme Coordinators
 - 14.11.4 Payment to Support Staff
 - 14.11.5 Payment for Miscellaneous Items
- 14.12 Revenue Calculation**
- 14.13 Proactive Disclosure under Section 4 of RTI Act.**
- 14.14 Power to Relax**

Chapter-15: Craft Cluster Initiative..... 172

- 15.1 Background**
- 15.2 Definition and Scope**
- 15.3 Identification of Craft Clusters by NIFT Campuses**
- 15.4 Inclusion of Craft Cluster Activities in the Curriculum**
- 15.5 Activities under the Craft Cluster Initiative**
- 15.6 Detailed Guidelines for Craft Related Activities**
 - 15.6.1 Lectures from Experts and Master Craftsmen
 - 15.6.2 Craft Research and Documentation (CRD)
 - 15.6.3 Craft Based Design Project (CBDP)
 - 15.6.4 Artisan Awareness Workshop
 - 15.6.5 Craft Demonstration by Artisans at the NIFT Campus
- 15.7 Showcase of Craft Cluster Activities**
- 15.8 Creating Digital Repository for Handlooms and Handicrafts**
- 15.9 Student Conduct Rules**
- 15.10 Monitoring Mechanism**
- 15.11 Digitization of Documents**
- 15.12 Submission of UCS by Campuses**
- 15.13 Disbursement of Funds to the Campuses**
- 15.14 Space and Support Staff for CIC Cell at each NIFT Campus**

15.15 Copyright and IPR issues

15.16 Powers to Relax

Chapter 16: Industry & Alumni Affairs..... 183

16.1 Introduction

16.2 Industry Engagement Policy

16.3 Sourcing and Managing Endowments Policy

16.4 Placement Services

16.4.1 On Campus Placement

16.4.2 Pre-Placement Offers (PPO)

16.5 Alumni Affairs

16.5.1 Alumni Engagement

16.5.2 Alumni Secretariat at NIFT Campuses

16.5.3 Alumni Association

Chapter 17: Faculty Orientation Training and Development..... 186

17.1 Introduction

17.2 Aim

17.3 Objectives

17.4 Areas of Implementation

17.4.1 Universal Training

17.4.2 Induction Training

17.4.3 Faculty Conclave

17.4.4 International Training for Faculty

17.4.5 Training by International Experts

17.4.6 Training of Trainers (ToTs)

17.4.7 Domestic Training

17.4.8 Customized Domestic Training

17.4.9 Faculty Industry Attachment

17.4.10 Faculty Participation in Documentation/Paper Presentations/Publications/Working Paper Series/Case Studies

17.4.11 Study and sabbatical leave policy

17.5 Professional Development Allowance Policy

17.6 Standing Internal Advisory Committee- Faculty Orientation Training and Development (SIAC-FOTD)

17.7 Faculty Training Procedure and Financial Matters in a Nutshell

17.8 Financial Processes for conducting Faculty Training

17.9 Impact Assessment and Efficacy of Training Programmes

Chapter 18: Support Services & Others..... 199

18.1 Information Technology (IT) Department

18.1.1 Campus Management Solution (CMS)

18.1.2 DDFS (E-Office and HR Apps)

18.1.3 National Academic Depository (NAD)

18.1.4 Inter-Campus Academic Communication: Online Classes and Video Conferencing

18.1.5 Personal Communication of the Academic Community

18.1.6 Management of NIFT Website

18.1.7 Laptop Policy for Students, Faculty and Officers

18.1.8 Procurement and Maintenance of Academic Software

18.1.9 Anti-Plagiarism Software

18.1.10 Procurement of IT Hardware

18.1.11 Biometric Attendance System

18.2 Resource Centre

18.2.1 Collections*

18.2.2 Services*

18.2.3 Circulation Service*

18.2.4 Development of a State-of-the-art Fashion Information Network

18.3 Corporate Communication Cell (CCC)

18.3.1 Key Functions of CCC

18.3.2 Activities of CCC

18.3.3 Tentative Annual Activity Calendar

18.4 NIFT Development Fund

18.5 Department Development Fund

ABBREVIATIONS

LIST OF ABBREVIATIONS	
AA	Academic Affairs
AMS	Academic Management System
B.F.Tech	Bachelor of Fashion Technology
BOG	Board of Governors
CAC	Campus Academic Coordinator
CAT	Creative Ability Test
CC	Campus Coordinator
CCC	Corporate Communication Cell
CE	Continuing Education
CGPA	Cumulative Grade Point Average
CIC	Cluster Initiative Coordinator
CI&DL	Coordinator International & Domestic Linkages
COE	Controller of Examination
CP	Chairpersons (of the departments)
CR	Class Representatives
DDF	Department Development Fund
DFT	Department of Fashion Technology
DG	Director General
F&LA	Fashion and Lifestyle Accessories
FC	Fashion Communication
FD	Fashion Design
FMS	Fashion Management Studies
FOTD	Faculty Orientation Training and Development
FP	Foundation Program
GAT	General Ability Test
GP	Graduation Project
HO	Head Office
IDT	Inter Discipline Transfer
ICT	Inter Centre Teaching
ICTT	Inter Campus Temporary Transfer
I&DL	International & Domestic Linkages
IPR	Intellectual Property Rights
IT	Information Technology
ITP	Integrated Term Project
KD	Knitwear Design
LASC	Local Academic Standards Committee
LD	Leather Design
LOA	Leave of Absence
M.F.Tech.	Master of Fashion Technology
MAT	Managerial Ability Test
MoU	Memorandum of Understanding
NDF	NIFT Development Fund

NGO	Non Governmental Organization
NIFT	National Institute of Fashion Technology
NIFTA	NIFT Alumni Association
NRC	National Resource Center
NRI	Non resident Indian
OPAC	Online Public Access Catalogue
M.Des	Master of Design Space
RC	Resource Centre
RIC	Regional Industry Coordinator
SAP	Student Assistantship Program
SDAC	Student Development Activity Coordinator
SGPA	Semester Grade Point Average
SIAC	Standing Internal Advisory Committee
SVG	Student Voluntary Group
TD	Textile Design

ANNEXURES

ANNEXURES		Page No
1-A	Administrative Structure	207
1-B	Standing Internal Advisory Committee (Academic Committees) of Head Office	223
2-A	Undertaking for Candidates Seeking Provisional Admission	228
2-B	Undertaking from the Students, as per Provisions of Anti-ragging Verdict by the Honorable Supreme Court	229
2-C	Form for Withdrawal of Admission	230
3-A	Academic Calendar	231
4-A	Faculty Workload Index (FWI): Rationale of the Model	232
4-B	NIFT Guest Faculty Policy	241
4-C	Adjunct Professor Engagement and Honorarium Policy	246
4-D	Inter Campus Teaching	251
4-E	Guidelines for NIFT Consultancy Project Policy and its Annexures	253
5-A	NIFT Social Media Policy 2020	277
5-B	Guidelines for Student Development Activity Clubs (SDAC)	279
5-C	Converge Policy	283
5-D	Attendance Policy	286
5-E	Leave of Absence Policy	288
5-F	"SARTHAK" NIFT Financial Assistance Scheme	289
5-G	"UDAAN"- NIFT Means-Cum-Merit Scheme for Foreign Studies	305
5-H	Merit Based Scholarship At NIFT	319
5-I	Student Laptop Policy	322
5-J	Student Inter Campus Temporary Transfer Policy (ICTTP) for Students of Regular UG/PG Programmes of NIFT	335
5-K	Student Permanent Transfer (SPT) Policy for Students of Regular UG/PG Programmes of NIFT	341
5-L	Student Assistantship Programme (SAP)	347
5-M	Student Extension Activities	354
5-N	Students Accommodation Services	365
5-O	Student Death Protocol	367
5-P	Education Loan Format	369
5-Q	Migration Certificate	370
6-A	Guidelines for Department Specialization (DS)	373
6-B	Guidelines for Inter Disciplinary Minors (IDM)	374
6-C	Guidelines for Conduct of General Electives in the New Restructured Curriculum	375
6-D	Guidelines for Floating Subjects	391
6-E	End-term Written Examination	392
6-F	General Guidelines for Conduct of Examination	394
6-G	Framework of Integrated Assignment	395
6-H	End-term Jury	396
6-I	Modalities of Jury for Standalone Subjects	397
6-J	Calculation of SGPA and CGPA	398
6-K	Follow-up Assessment	399
7-A	Formats of Grade Sheets for Degree Nomenclature-Postgraduate	400
7-B	Formats of Grade Sheets for Degree Nomenclature-Undergraduate	406
8-A	Application Form for Diploma Programme	415

8-B	Format for Submitting DP to PEC	417
8-C	Format for DP Academic Calendar	420
8-D	List of Attachments for DP	421
8-E1	Formats for Certificate	423
8-E2	Formats for Grade Sheets	424
8-F	Format for Student Feedback – Diploma Programme	426
9-A	Application Form for CE Programme	427
9-B	Format for Submitting CEP to PEC (For Campus Record)	429
9-B1	Format for Verification by Chairperson (For Campus Record)	430
9-B2	Format for Certification by Campus Director (For Campus and HO Records)	431
9-B3	Format for Resolving Noting Issues/Disagreement with the Decision of PEC (For Campus and HO Records)	432
9-C	Format for CEP Academic Calendar	433
9-D	List of Attachments For CEP	434
9-E1	Formats for Certificate	437
9-E2	Statement of Grades for CEP	439
9-F	Format for Claim Form for Reimbursement of Programme Development Fee (For Campus Record)	441
9-G	Format for Student Feedback- CE Programme	442
10-A	Partnership Development- Process for Establishing New Domestic and Overseas Collaborative Partners	443
10-B	Memorandum of Understanding Between NIFT and Partner Institute/University	444
10-C	List of International and Domestic Linkages	448
10-D	Format of Application Form for Students Exchange Programme at Institutions Abroad	449
10-E	Format for Student Feedback on Exchange Programme	452
10-F	Process of Marksheet for International Students	456
10-G	Application Form for International Students for applying to NIFT	457
10-H	Memorandum of Understanding on Academic Cooperation between NIFT and Partner Institute/University (Domestic)	460
11-A	Glossary of IPR	464
11-B	Confidentiality Agreement- NIFT IPR Policy	465
11-C	Information Disclosure Form	466
11-D	Format for Non-Disclosure Agreement	469
12-A	NIFT PhD Admission Form	471
12-B	Format for Undertaking for Teaching Fellowship	473
12-C	Format to Apply for Continuation of Receiving Fellowship	474
12-D	Format for Sponsorship Letter for Full-time PhD Candidates	475
12-E	Format for Employer's Letter for PhD Candidates joining on Study Leave (SF)	475
12-F	Format for NOC (For Part-time Candidates and Full-time Study Leave/Sponsored Candidates)	476
12-G	Format for Request Letter for Exemption from Written Test	476
12-H	Format for Undertaking for Provisional Admission for PhD Programme	477
12-I	Format for Research Proposal for Comprehensive Examination	478
12-J	Format for Comprehensive Examination and Approval of Research Plan	479
12-K	Format for Confirmation of Provisional Registration for the Award of PhD Degree	480
12-L	Progress Report Format	481
12-M	Format for Evaluation Report – PhD Scholar's Progress Committee (PSPC)	482
12-N	Format for Research Progress Seminar Document	483

12-O	Format for Writing Synopsis	484
12-P	General Instructions to Follow while Writing PhD Thesis	485
12-Q	Format for Thesis Evaluation	491
12-R	Standard Operating Procedure SOP-1 SOP on SOP SOP-2- Preamble of NREC SOP-3-Composition of NREC SOP-4 Appointment, Training and Removal of NREC Member SOP-5 Special Consideration for Vulnerable Populations SOP-6 Categories of Review and Waivers of Consent SOP-7 Operating Procedure SOP-8- Record Keeping and Auditing SOP-9- Deviations	492
13-A	Guidelines for Peer Mentoring	522
13-B	Format for Report Form for Group Mentoring	523
14-A	Format for Application Form for Bridge Programme	525
14-B	Format for EOI for Bridge Programme Coordinator	527
14-C	Format for EOI for Mentorship of Bridge Programme	528
14-D	Contents of the Document for Term Paper	529
14-E	Weekly Feedback Form	533
14-F	Format for Mentor Certificate	533
14-G	Format for Mentor Marks	534
14-H	Format for Internal Jury Marks	534
14-I	Format for External Jury Marks	535
14-J	UG Marksheet Format	536
14-K	Degree Certificate Format	540
14- L	Payment Claim Format	541
15-A	Format for collecting Information for Reports	543
15-B	Certificate for use of Personal Vehicle	546
16-A	Programme and Semester Wise Mapping of Industry Engagements, with Budget Estimates	547
16-B	Guidelines to Source and Establish Endowment Funds at NIFT	552
17- A	Format of the Bond to be filled by the Faculty Nominated for International Training	561
17-B	Details of TOT	562
17-C	Format for TOT	563
17-D	Checklist for Proposing Faculty Training	564
17-E	Format for Evaluation of Trainee Faculty by the Trainer	565
17-F	Format for Evaluation of Trainer by Trainee Faculty	566
17-G	Faculty Industry Attachment	567
17-H	Undertaking to Publish Research Paper in Peer Review Journal to Claim Professional Development Allowance	568
17-I	Study Leave Policy for Faculty	569
17-J	Sabbatical Leave Policy for Faculty	571
18-A	Policy for Providing Laptops, Notebooks and other Similar Devices	573
18-B	NIFT Development Fund	576

CHAPTER 1

This section details the academic administration of the institute, along with its working. The matter is available in the Establishment manual as well.

In this section:

1.1 Academic Organization

1.2 Academic Co-ordinations Appointment

1.2.1 Titles

1.2.2 Procedure of Nomination

1.2.3 Roles and Responsibilities of Academic Co-ordinator

1.2.4 Channels of Reporting

1.3 Academic Committees

1.3.1 Nomenclature

1.3.2 Composition of Committees and defined Areas of Function

1.3.3 Procedure of Nomination for Committees

1.3.4 Academic Committees at Campuses

1.1 Academic Organization

For Academic Organization of NIFT refer to **Annexure -1A**.

1.2 Academic Co-ordinations Appointment

1.2.1 Titles

At Head Office

Heads of Department: There would be two Heads of Department for academics- Dean (Academics) or Dean (A) and Head (Academic Affairs) or Head (AA). In general, all matters pertaining to academics, curriculum, curriculum delivery, faculty issues and academic plans would be handled by the Dean (A). All student matters and academic administration would be handled by Head (AA).

The Dean (A) and Head (AA) would also act as Heads of Unit for the following academic units:

Dean (A)

- a) Academic Management System

Head (AA)

- a) Student Affairs
- b) Student Development Activities

Chairpersons (CPs) of Departments

- i) FP - Foundation Programme
- ii) FD - Fashion Design
- iii) LD - Leather Design
- iv) TD - Textile Design
- v) KD - Knitwear Design
- vi) FC - Fashion Communication
- vii) F&LA - Fashion and Lifestyle Accessories
- viii) FMS - Fashion Management Studies
- ix) DFT - Department of Fashion Technology
- x) M.Des. - Master of Design

Heads of Unit

- i) Head - Academic Affairs (AA)
- ii) Head - International & Domestic Linkages (I&DL)
- iii) Head - Research & Intellectual Property Rights (R&IPR)
- iv) Head - Industry & Alumni Affairs (I&AA)
- v) Head - Faculty Orientation Training and Development (FOTD)
- vi) Head - Continuing Education and Diploma Programme & Bridge Programme (Head-CE, DP & BP)
- vii) Head - Cluster
- viii) Head- ERP
- ix) Head - Corporate Communication Cell (CCC)
- x) Head- Projects
- xi) Head - COE

All CPs & Heads of Units would report to Dean (A). Director-IT and Head-Projects would report directly to DG-NIFT.

At each NIFT Campus

- i) Campus Academic Coordinator (CAC)
- ii) Campus Coordinators (CCs) - All Departments
- iii) Link Campus Coordinator (Foundation Programme)
- iv) Regional Industry Coordinator (RIC)/Link RIC
- v) Cluster Initiative Coordinator (CIC)
- vi) Student Development Activity Coordinator (SDAC)
- vii) Controller of Examination (COE)
- viii) Coordinator- International & Domestic Linkages (CI&DL)
- ix) Resource Centre (RC)
- x) In-charge Project Cell

1.2.2. Procedure of Nomination

Nomination Process for Dean (A) and Head (AA):

- i) The posts of Dean (A) and Head (AA) shall be academic posts.
- ii) Senior faculty shall be nominated to these posts on rotation basis.
- iii) A panel of at least 2 senior faculty would be drawn up by Standing Internal Advisory Committee - Academic Management System (SIAC-AMS) against each post.
- iv) The names in the panel, with their individual profiles- qualifications, prior experience with administrative posts, aptitude for the nominated post and general profile - would be forwarded to DG.
- v) The DG would nominate the officers from the given panels.
- vi) The period of appointment would be three years.

Nomination Process for Chairpersons:

- i) The post of Chairperson shall be an academic post.
- ii) Senior faculty of the concerned department shall be nominated to this post on rotation basis.
- iii) Panel of at least 2 senior faculty members would be drawn up by SIAC-AMS against each vacancy, as per the level of seniority.
- iv) The names in the panel, with their individual profiles - qualifications, prior experience with administrative posts, aptitude for the post and general profile - would be forwarded to DG.
- v) The DG would nominate the officers from the given panel.
- vi) The period of appointment would be three years.

Nomination process for Heads of Unit:

- i) The post of Head of Unit shall be an academic post.
- ii) Senior faculty shall be nominated to this post on rotation basis.
- iii) Panel of 3-4 senior faculty will be drawn up by SIAC-AMS, as per the level of seniority.
- iv) The names in the panel, with their individual profiles - qualifications, prior experience with administrative posts, aptitude for the nominated post, general profile - would be forwarded to DG.
- v) The DG would nominate the officers from the given panel.
- vi) The period of appointment would be three years.

Nomination Process for Unit In-charge at Head Office:

- i) The posts of Unit In-charge shall be academic posts.
- ii) Head of concerned units shall propose a panel of names of faculty to Dean (A).
- iii) The same will be discussed in SIAC-AMS and recommended names would be forwarded to DG for approval.
- iv) The period of appointment would be three years.

Nomination Procedures at Campus Level

Nomination Process for CAC:

- i) The post of Campus Academic Coordinator shall be an academic post.
- ii) Expression of Interest (EOI) would be invited from amongst senior faculty of the campus. Faculty members who are desirous of applying for the position at campuses (other than their parent campus) may also be considered.
- iii) Panel of 3-4 senior faculty members would be drawn up by the campus Director.
- iv) The names in the panel with their individual profiles- qualifications, prior experience with administrative posts, aptitude for the nominated post, general profile- would be forwarded to DG.
- v) The DG would nominate the officers from the given panel. In the condition of non-receipt of applications against an EOI at any campus, DG-NIFT shall appoint CAC for the said campus.
- vi) The period of appointment would be three years. If any faculty member of one campus is chosen for the CAC position at another campus, he/she would return to the parent campus after completion of tenure as CAC.

Nomination Process for Campus Coordinators (CCs):

- i) The post of Campus Coordinators shall be an academic post.
- ii) Senior faculty of the concerned department shall be nominated to this post on rotation basis.
- iii) Panel of at least 2 senior faculty members from the respective departments of each campus would be drawn, based on seniority and in consultation with the Campus Director and CP to Dean (A), to present to SIAC-AMS.
- iv) Panel of at least 2 faculty members will be drawn up by SIAC - AMS against each post as per seniority.
- v) The names in the panel with their individual profiles- qualifications, prior experience with administrative posts, aptitude for the post, general profile - would be forwarded to DG.
- vi) The DG would nominate the officers from the given panel.
- vii) The period of appointment would be three years.

Nomination for Unit In-charges (SDAC, COE, CI&DL, CIC, Projects and RIC):

- i) The posts of Unit In-charge shall be academic posts.
- ii) Head of concerned unit would propose a panel of names of faculty, in consultation with the Campus Director to Dean (A), to present to

- SIAC- AMS.
- iii) Panel of at least 2 faculty members would be drawn up by SIAC - AMS against each post.
- iv) The names in the panel with their individual profiles- qualifications, prior experience with administrative posts, aptitude for the post, general profile- would be forwarded to DG. For the post of SDAC, the names of only female faculty should be nominated. In campuses with more than 800 regular students, 2 SDACs may be nominated, one of whom may be a male faculty member.
- v) The DG would nominate the officers from the given panels.
- vi) The period of appointment will be three years.

NOTE: It should be ensured that all appointments of the same time period should be co-terminus. The outgoing SIAC-AMS, hence, would complete the nomination procedure before end of term. In case of any changes that may occur mid-term, the entire process, as detailed above, would be repeated.

1.2.3 Roles and Responsibilities of Academic Co-ordinator

Roles and Responsibilities of Dean (A):

The Dean (A) is the academic head of the institute, with the aim of creating, implementing and taking forward the academic vision of the institute through a consultative process with other academicians of the institute.

- i) Dean (A) shall assist the DG in discharging duties and responsibilities, and shall be responsible for supervision and coordination of all academic activities of the Institute, including COE.
- ii) As an officer of the institute, Dean (A) shall enjoy such powers and perform such duties as may be delegated by the DG.
- iii) Co-ordinator for all matters pertaining to academics.
- iv) He/she shall monitor curriculum development, review and compliance.
- v) Custodian of the ratified curriculum of each department/ specialization. Any review, addition, deletion or modification in the curriculum would be coordinated by the Dean (A) through the set procedure of review.
- vi) Coordinate the preparation of the Academic Calendar and its compliance.
- vii) Monitor faculty workload and ensure optimal utilization of faculty.
- viii) Coordinate and monitor commencement of any new programme at NIFT.
- ix) Facilitate the appointment of Heads of Units and Unit In-charges.
- x) Co-ordinate the proposals received from Chairpersons regarding names of experts and faculty for graduation project/design collection/research project dissertation and final jury panels for the approval of DG-NIFT
- xi) Facilitate faculty nominations for domestic seminars/conferences.

- xii) Monitor publications by faculty of NIFT.
- xiii) Monitor all activities undertaken under the aegis of the various units of NIFT, on academic matters. The activities should improve the standing of NIFT as an educational institute.
- xiv) Chairperson of SIAC-AMS and would report to DG-NIFT on all matters.
- xv) Head of Unit for AMS. The Unit In-charges would work under the guidance of Dean (A) on issues of the unit.

Roles and Responsibilities of Units under Dean (A)

Roles and Responsibilities of Unit In-charge Academic Management System (UI-AMS):

- i) Responsible for all documentation activities with regard to the curriculum.
- ii) Regular follow-up with respect to compliance to academic plan.
- iii) Facilitation of appointment of faculty, Unit In-charges and coordinators across campuses, as Convenor of UI-SIAC.
- iv) Requisitions for all inter-campus teaching activities.
- v) Compilation and approval of end-term juries.
- vi) Drafting of Academic Calendar.
- vii) Updating of Academic Manual.

Units at Campus Level

Roles and Responsibilities of Campus Academic Co-ordinator:

- i) The primary role of the CAC is of academic leadership at the campus level, for attaining and maintaining excellence and innovation in fashion education and research.
- ii) The CAC would provide leadership for academic delivery in terms of:
 - a) Overall academic administration and delivery of curriculum as per curriculum structure, including the provision of Inter and Intra Departmental Minors (IDMs).
 - b) Coordination of in-house and visiting faculty as per curriculum and competency requirements.
 - c) Overall coordination across departments on campus for delivery of General Electives (GEs) as per defined GE schedules, including joint delivery of GE across courses (UG and PG).
 - d) Coordination for determination and organization of classroom projects in all departments and interactive sessions with Industry.
 - e) Adherence to the academic schedule.
 - f) Supervision of mentoring activities undertaken by the faculty.
 - g) Periodic review of implementation of curriculum delivery and required corrective measures and improvements.
- iii) Coordinate with CCs to ensure that faculty allocation and optimum workloads are maintained, as per curriculum delivery

- requirements.
- iv) Monitor and track any gaps in curriculum transaction, including external transactions and mentoring. They would arrange for auditing of classes of senior faculty members by junior faculty members, in aid of the professional development of the junior faculty. Wherever feasible, classes where the junior faculty member assists the senior faculty member, would be organised.
- v) Prepare a checklist of curriculum deliverables before commencement of each semester, to ensure effective delivery of curriculum in terms of content, schedule and industry/cluster/other external engagements. They would also prepare a training needs assessment of each department on campus at the commencement of the academic year, and circulate it to the Campus Director and to the Dean (A).
- vi) The CACs shall ensure that all CCs convene monthly departmental review meetings to address academic matters pertaining to the campus, and would be present in at least two of these, prior to commencement of each semester and at mid-semester. CACs would decide the agenda and shall be responsible for supervising the implementation of the decisions arising out of such meeting, with respect to the following:
 - a. Implementation of Academic Plan/Schedule.
 - b. Assigning of duties and responsibilities of faculty members in terms of academics, industry interaction, craft cluster engagement, student activities, and research and publications.
 - c. Issues related to student activities, student discipline, attendance, counselling and other related matters.
 - d. Challenges in mentoring and resolution thereof.
 - e. Coordination and review of jury composition appropriate to a given course/module.
- vii) Hold charge of the records pertaining to its own functioning.
- viii) Timely communication with students with respect to academics, industry engagement, external transactions, attendance and discipline, classroom projects, internships, graduation projects and placements.
- ix) Review of students' feedback regarding academics, departmental infrastructure and campus activities, is also the responsibility of CACs.
- x) Resolution of any issues pertaining to examinations and juries.
- xi) CACs would be involved in preparation of Course Completion and Audit reports. [Report of monthly departmental review meetings would be submitted to the Dean(A), Head Office and to Campus Director. Any matter requiring Head Office intervention would be immediately brought to notice].
- xii) Participate in the LASC as member for finalization of requirements and engagement of guest faculty and eminent industry experts.
- xiii) Responsible for the finalisation and coordination of resource persons and resource organizations offering General Electives with

the approval of the Campus Director.

- xiv) Advise CCs on all matters with respect to the effective implementation of the academic programmes offered by the campus, including appropriate identification of anchor faculty.
- xv) Encourage all departments to share and use teaching facilities, equipment, machinery and human resources for optimum utilization of these, and bring any issues regarding the same to the attention of the Campus Director.
- xvi) Coordinate with CCs for continuous engagement with industry/ alumni members for classroom projects, interactive sessions, industry visits, graduation projects, internships, placements and soft skills development.
- xvii) Work in close tandem with the Campus Director for timely and effective planning for campus academic infrastructure and facilities, including those related to identification of capital/ revenue items requirements, as well as for training programmes for faculty members and academic support staff.
- xviii) Apprise the Campus Director, on a regular basis, of the status of academic coordination on campus.
- xix) Submit an annual performance report of the faculty members of the campus to the Campus Director, which shall be incorporated into the concerned APARs at the level of the Campus Director. The reporting channels of faculty members for APAR remain unchanged.

Roles and Responsibilities of Chairperson (CP):

- i) The CP shall assume a leadership role in positioning the institute as a centre of excellence through various professional endeavours for the department, its students and alumni.
- ii) Lead in development of the curriculum, positioning and structuring of the programmes, preparation of the teaching material, learning methodology and consistent delivery.
- iii) Responsible for overall planning, academic administration and review of programmes under their respective departments across campuses.
- iv) Responsible for overall allocation of teaching hours and credit weightage given to the course, as per Academic Manual and other academics related matters, for administration across all campuses.
- v) Detailed guidelines of IDMs in terms of course content, evaluation, credit shall be prepared by CP.
- vi) Work out the detailed training needs of faculty members for suitable training institutes within India and abroad and inform the Head- Faculty of Training and Development (FOTD) and Dean (A) about the same.
- vii) Ratify the academic plan and academic workload and the finalized delivery as discussed in the CP/CC meeting. Ensure that modular inputs wherever needed are planned and administered at the appropriate stage in the curriculum.
- viii) Ensure that curriculum delivery is in accordance with academic

- calendar and ratified time table. Any non-compliance by any campus must be informed to the office of Dean (A).
- ix) Ensure that the developed course material is documented and sent to Dean (A) for reference and respective departments across all campuses including material developed by guest faculty.
 - x) Ensure that CCs have instructed the faculty members to give a detailed brief regarding task based assignments, projects and research work to the students well in advance to enable them to understand the expectations and outcome of the assignments.
 - xi) Ensure that various policies stated in Academic Manual for academic related activities like placement, internship, graduation project, market survey, design collection, craft documentation for students as well as faculty is complied with.
 - xii) The overall responsibility of placement and internship shall be that of CP and he/she would be responsible to provide help and guidance to industry coordinator in terms of prospecting more companies if there is shortfall.
 - xiii) Forge linkages with industry members and solicit their active participation in Industry Advisory Committees and their cooperation for internship, placement, research projects and event sponsorship.
 - xiv) Responsible to forward the examination papers vetted by the subject anchor to the Campus COE for smooth conduct of the exams.
 - xv) Ensure that CCs call for a fortnightly meeting of the faculty and shall monitor the implementation of the academic decisions taken from time to time.
 - xvi) Prepare a list of relevant national and international fairs, seminars, exhibitions and conferences and nominations of faculty members for such events.
 - xvii) Facilitate necessary philosophical direction and inculcate a visionary approach beyond the academics into research and development activities for the faculty and the students.
 - xviii) Convene one-day departmental meetings at different campuses, in rotation with all concerned CCs once every semester, before the commencement of the each academic session to plan all issues pertaining to academics including the proposed plan for inter-campus teaching, which shall be drawn up in consultation with CCs and CACs, forwarded to Dean (A) for approval of DG-NIFT.
 - xix) Visit each NIFT campus at least once in a semester to monitor and review the academic progress and interact with the students, faculty members and Director of that NIFT campus. During the visit to the campus, CPs may perform the following tasks:
 - a) Teach classes of his/her area of expertise - minimum of 02 sessions per visit. The plan for these sessions shall be communicated to the CCs in advance as information to the students.
 - b) Audit the classes of faculty of the department at least once in the semester and preparation of the report for the same.
 - c) Obtain the feedback from the students and faculty members regarding the course coverage, students' participation, infrastructure requirements, reference materials etc. The report on the above visit shall be submitted to DG-NIFT thereafter and a copy of the same shall be submitted to Dean (A).
 - xx) Review the follow-up action in the next meeting on the initiatives taken earlier. The progress of the same would be communicated to the DG along with the visit report.
 - xxi) Prepare the agenda for the department and be responsible for conveying and implementing the decisions taken in such committee/council meetings.
 - xxii) Regularly meet the alumni, industry professionals and other experts and discuss the course curriculum, industry institute interaction, placement, internships and other related issues.
 - xxiii) Advise the CC on all matters of the concerned departments, for the implementation of academic programmes.
 - xxiv) Contribute to other academic activities such as cluster, CE programme etc.
 - xxv) Foster spirit of unity and culture of sharing and exchange of ideas and knowledge amongst faculty members and students.

Roles and Responsibilities of Centre Coordinator (CC):

The Centre Coordinator shall be responsible for overall academic administration and management of the department at the campus.

- i) Circulate and collect the academic plan from each faculty which shall be in a prescribed format having details of competency, areas for professional development, research and training needs, work load of direct and indirect teaching both within the department and outside in other departments.
- ii) Hold a faculty meeting fortnightly, in consultation with other faculty members of the department to discuss the following:
 - a. Issues to be represented in LASC on behalf of the department and to convey the decisions of the LASC for implementation.
 - b. Implementation of Academic Plan.
 - c. Assignment of duties and responsibilities to faculty members and staff for coordination of specific subjects such as design collection, research projects, craft documentation, seminars and monitor their progress
 - d. Requirements of guest faculty at the beginning of the semester.
 - e. Specific issues of students, discipline, attendance and other related concerns.
- iii) Maintain record of such discussions and meetings and send a copy to CP, Director and Dean (A) for information.
- iv) Draw up a timetable and detailed calendar of activities and send the same to CP for ratification.
- v) Ensure that classes are conducted in accordance with the timetable in terms of punctuality, decorum and course coverage etc. giving

- particular emphasis to student's attendance and discipline.
- vi) Ensure that academic activities proceed according to the academic calendar and any non-compliance of the same is reported to the CAC and CPs, along with the reasons for any such deviations. The CC shall also report the attendance of the students to the CAC office before the end semester examination.
- vii) Convene monthly meetings with the students to review the progress and to provide feedback to them. A copy of the record of the meeting shall be submitted to CAC and CP.
- viii) Ensure optimum utilization of faculty resources of their department.
- ix) Send the teaching requirements of his/her department to the other departments so that the respective CCs can take that into consideration, while deciding the workload of each faculty.
- x) Distribute the workload to each faculty by calling for a departmental meeting and discussing the proposed time table along with the need of faculty inputs in each area. The work load shall be divided into faculty inputs provided by core department faculty, faculty from other departments and guest faculty requirements. The shortfall of hours for which guest faculty is proposed to be called shall be justified by the CC in that meeting and speaking minutes shall be prepared for the same.
- xi) Discuss competency of each faculty and their plans for growth and development so that guest faculty is restricted to providing inputs mainly to enrich the course.
- xii) Keeping in view of the time table, CC shall also facilitate and allow the teaching of CE programmes by internal faculty members, in case the stipulated work load has not been met.
- xiii) Decide and justify the need of auditing of courses by internal faculty, which should go in conjunction with faculty training outside of the institute. This would depend on Department Development Fund (DDF) available with each campus, which then, in consultation with CP/Director, shall be put up for DG's approval through Head (AA)/Dean(A).
- xiv) Ensure that the examination and evaluation are conducted in accordance with Academic Manual.
- xv) Ensure that equipment and infrastructure provided in labs and classrooms are kept in proper working condition for use of students.
- xvi) Invite industry members and industry alumni from time to time for the academic industry interface and seek their suggestions for improvement to course content and solicit their cooperation for departmental activities.
- xvii) Required to provide necessary inputs and make contribution to other academic activities whenever called for such as admissions and CE programmes.
- xviii) Consult the CAC and CP from time to time on all matters of departmental concern.
- xix) Ensure equitable distribution of opportunities amongst those who have contributed towards the revenue generation of DDF.

- xx) Submit requirements of faculty training well in advance to CP.
- xxi) Function under the overall guidance of CP.

Roles and Responsibilities of Head (AA):

The Head (AA) is the academic and administrative head of the institute, with the aim of creating, implementing and taking forward the vision of the institute through matters that concern students across centres, like:

- i) Coordination and facilitation for academic and developmental matters related to students.
- ii) Adherence to student rules and regulations as per the Academic Manual and any issues arising thereafter.
- iii) Modification, printing and distribution of the Student Rule Book.
- iv) Any changes to the Academic Manual would be coordinated by the Head (AA), along with Dean (A), who would get the same ratified by the AAC of the Board before issuing appropriate addendums.
- v) Channelizing and issuing of all degrees, diplomas and awards instituted by NIFT.
- vi) Head (AA) would be the Alternate Chairperson of the SIAC - AMS and will report to DG -NIFT on all matters.

Units under Head (AA):

The following units shall work under the guidance of Head AA:

- i. Academic Affairs (AA)
- ii. SDAC at HO

The following area of work shall be the responsibility of Academic Appeal Committee:

- Student appeals
- Academic malpractice cases

Roles and Responsibilities of Unit In-charge (AA) at Head Office (UI-AA):

The Unit In-charges (AA) would work under the guidance of Head (AA) on the following issues of the unit:

- i) **Student matters:** Short of attendance cases, medical cases, follow-up cases and appeal cases (academics) etc.
- ii) **Inter-centre transfer matters:** All matters pertaining to inter-campus temporary transfer, student permanent transfer, student campus exchange requests .
- iii) **Student grievances:** All matters pertaining to various grievances received from students and alumni.
- iv) **Students rule book:** UI-AA along with UI-SDAC would coordinate regarding the student rules and its updates.
- v) **Policy and guidelines related to AA matters:** All policy matters related to Academic Affairs Department, along with Board of Governors (BOG) and Senate agenda and ATR thereof.
- vi) **Liaison with centres:** Coordination with centres pertaining to routine matters related to academic affairs.
- vii) **RTI matters:** To deal with the RTI matters as Public Information Officer (PIO) and submit quarterly reports of RTI to Head AA.
- viii) **CPGRAMS:** Matters related to academic affairs received through

CPGRAMS.

- ix) **Matters related to certificates, duplicate certificates:** Issuance of duplicate degrees, correction in degrees, etc.
- x) **Maintenance of degree, diploma records and its safe custody:** Maintenance of all degrees, diplomas in the unit.
- xi) **Printing of degree/diploma:** Coordination of data for graduating students with the campuses annually.
- xii) **Cancellation of degrees:** Cancellation of degree certificates on the requests made by the campuses.
- xiii) **Fee related issues:** To deal with all the matters pertaining to fees.
- xiv) **Liaison with Ministry of Textiles (MoT):** To deal with the matters pertaining to VIP references and other reports.
- xv) **Attendance:** Examining the cases relating to attendance.

Roles and Responsibilities of Unit In-charge (SDAC) at Head Office, (UI-SDAC):

The Unit In-charges (SDAC) would work under the guidance of Head (AA) on the following issues of the unit:

- i) Student disciplinary matters, as received from the NIFT campuses, to Head-AA, regarding the cheating cases, ragging cases, hostel issues and disciplinary violence from the students.
- ii) Complaints, appeals, grievances, which are received from the CPGRAMS.
- iii) RTI matters related to financial assistance.
- iv) All policy matters of student development and financial assistance, related to SDAC Department, along with BOG and Senate agenda.
- v) Issues at the various campuses, which shall be dealt with through coordination with campus SDACs.
- vi) Converge is the inter-NIFT festival. After the final nomination of the hosting campus, UI-SDAC shall proceed with seeking administrative/financial approval of the budget and all other approvals, as requested by the campuses.
- vii) With regard to "UDAAN"- a means-cum-merit scheme for foreign Studies offered by NIFT- the initial nomination would be done by the IDL Department. However, after getting the complete details of the nominated students and the bank details of the foreign institute, SDAC shall forward the file to Accounts Department, for the release of funds.
- viii) UI-SDAC process in a timely manner the files for the Merit Based Scholarship at NIFT.
- ix) UI-SDAC shall sort out the complaint issues, as received from the student. A proper verification of the complaint, comments from the said campus, formation of enquiry committee if needed, are all responsibilities of UI-SDAC.
- x) To deal with the matters pertaining to VIP references and other reports, UI-SDAC shall liaison with Ministry of Textiles (MoT).

Roles and Responsibilities of SDAC on Campus:

The SDAC shall address all matters pertaining to student discipline

(preventive and curative), students' grievances, academic enrichment and overall development, etc., through close interaction with students, faculty, professionals, NGOs and other institutions, to address issues of concern and through conduct of various developmental activities. The roles and responsibilities of SDAC are as under:

- i) Interact with CCs and other faculty members, (under the guidance of mentorship programme), regarding specific problems of students such as habitual absenteeism, medical problems, indiscipline and inappropriate behaviour.
- ii) Along with Joint Director, coordinate matters related to student developmental activities and constitute a Student Discipline Committee comprising of faculty and class representatives for hostel and campus. Convener for the Student Discipline Committee, which would identify all malpractice cases related to academics, discipline, ragging and resolve the same through proper channel.
- iii) Coordinate with the Hostel Discipline Committee/Campus Discipline Committee and Students Welfare Committee for early disposal of matters under the preview of such committees.
- iv) Shall be the Nodal Officer to receive information on problems of ragging; drug abuse, psychological and stress-related issues, from students and shall co-ordinate with the campus doctor/campus counsellor/psychologist on campus.
- v) Constitute a team of senior students for guidance/counselling to the junior students on different issues. They shall constitute the students' group to assign projects for NGOs. The groups may be composed of students from different streams.
- vi) Maintain a database of potential NGOs and individual experts of various fields on panel for addressing the students at large and for specific guidance and advice to students on case-to-case basis. Also, draw up list based on competency for mutual projects between NIFT and NGOs.
- vii) Invite applications from need based students and compile the list as per the competency. The list shall be forwarded to the Committee constituted by Campus Director for taking decision on selection and allocation of work duties for part-time engagement at Resource Centre/Laboratories etc. to facilitate meeting their day-to-day expenditure and give them opportunity to learn on the job.
- viii) Coordinate all activities towards the grant of scholarship to needy students under the Sarthak scheme.
- ix) Oversee the Student Activity Clubs for better coordination between the extracurricular and the academic activities. The SDAC shall be a member on all student related clubs.
- x) Ensure the setting up and optimal utilization of Student Development Activity Common Infrastructure.
- xi) Responsible for the budgets of all the student activities and projects.
- xii) Co-ordinate with RIC to conduct lectures and interactions with eminent speakers/professionals/alumni for the students on

various subject for the overall development of students.

- xiv) Encourage students to actively participate in NIFT support activities of various NGOs and their causes through workshops, meets and seminars in NIFT.
- i) Facilitate mentoring, team building workshops and other such workshops for faculty in co-ordination with the Campus Director at least once in a year, to handle student mentoring and other such problems.

The SDAC shall function under the overall guidance of Campus Director.

Roles and Responsibilities of Head - International and Domestic Linkages (I&DL):

Activities related to international linkages are as follows:

- i) Head I&DL shall be responsible for overall co-ordination of activities related to outgoing NIFT students, for availing study abroad opportunities at the partner universities/institutes (from announcement of exchange opportunities among NIFT students to shortlisting of students) for:
 - a. Semester Exchange
 - b. Dual Degree programmes
 - c. Short-Term programmes
- ii) Responsible for overall co-ordination of activities related to incoming students from partner universities/institutes to various NIFT campuses, for availing opportunities of:
 - a. Semester Exchange
 - b. Short-Term programmes
- iii) Identify new opportunities of collaboration in fashion/design universities abroad, based on requests received from UI-I&DL, Nodal Officers, NIFT faculty travelling to foreign institutes or visiting delegates from foreign universities to NIFT, HO. If found suitable, a tie-up shall be initiated for signing of the formal agreement (MoU) between NIFT and the concerned university looking at common interests for association. The agreement may be signed after its vetting by the Legal Department.
- iv) Shall ensure the constant line of communication with the partner universities through the Nodal Officers, for the purpose of effective exchange. Performance of Nodal Officers shall be reviewed from time to time.
- v) Along with UI-I&DL, shall co-ordinate activities related to the course mapping offered at the partner universities for exchange. As part of this activity, course outlines of the courses offered at the two institutes may be exchanged through Nodal Officers. Nodal Officers shall take consent of department CP for its suitability for semester exchange. CP shall clearly identify the semester for which the exchange opportunity can be considered.
- vi) Review the existing Collaborations with Partner Universities from time to time. Initiate the renewal of their MoU before its expiry through the Nodal Officers, UI-I&DL and I&DL.
- vii) Disseminate information received by I&DL Unit regarding the

forthcoming international seminars/conferences/fairs/shows/exhibitions for participation by NIFT faculty/officers.

- viii) Circulate the details of forthcoming international competitions/seminars for participation by students/faculty through CI&DLs.
- ix) Co-ordinate visit of NIFT faculty/officers (organized by I&DL Unit) to institutes/universities abroad, with an aim to explore options of strengthening existing collaborations and to identify new ones for the benefit of NIFT students, faculty and officers.
- x) Co-ordinate activities related to identifying new opportunities for tie-ups between NIFT and universities abroad looking at possibilities of Semester Exchange, Short Term programmes or Dual Degree programme for NIFT students.
- xi) Co-ordinate activities related to selection of deserving students for the award of UDAAN Scholarship meant for candidates from economically weaker sections. Following activities to be conducted:
 - a. SIAC, for identifying the opportunity for UDAAN scholarship.
 - b. Announcement of opportunity among students of all campuses.
 - c. Shortlisting of suitable students based on the selection criteria.
 - d. Providing details of the shortlisted students to Academic Affairs Department for further processing.

Activities related to domestic linkages are as follows:

- i) Facilitate signing of formal domestic MoU of NIFT and the university/institute/ Corporate/ government organizations in India as per the requests received from the Head of the concerned department/Campus Director at NIFT looking at the benefits that can be drawn by one or more departments/campuses locally.
- ii) Facilitate renewal of the domestic linkages as per the requests received by the concerned department Head/Campus Director. Formal agreement may be routed through the Legal Department for vetting.
- iii) Periodically, review and monitor domestic Linkages for its effectiveness.
- iv) I&DL to remain the custodian of all MoUs signed across NIFT campuses with all domestic institutes, government bodies, NGOs etc.
- v) Call for on-line or physical meetings with CI&DLs/Nodal Officers from time to time in the process of review of activities of I&DL Department.

All Matters of Head (I&DL) would be routed through Dean (A).

Head (I&DL) is assisted by the following officers for smooth functioning of the Unit:

- a) Unit In-charge (I&DL) at Head Office
- b) Nodal Officers
- c) Campus Coordinators (I&DL) at campus level

Roles and Responsibilities of Unit In-charge (I&DL):

- i) Supervise and coordinate all activities of NIFT pertaining to the International linkages at HO level.
- ii) Follow the annual calendar of time bound exchange activities both for outgoing and incoming exchange students based on the opportunities conveyed by the Nodal Officer.
- iii) Initiate the process of announcement of exchange opportunities among NIFT students of all campuses by circulating the information to CI&DLs with a copy to all Campus Directors.
- iv) After receipt of online applications against the opportunity, UI&DL shall supervise preparation of the compiled list of shortlisted students for availing the exchange opportunity. The announcement of shortlisted candidates would be done through CI&DLs.
- v) After completion of semester exchange opportunity availed by the student, UI-I&DL through Nodal Officers would ensure timely receipt of the marksheet of the concerned student from the partner institute. UI-I&DL would ensure following the standard process of preparation of equivalence marksheet and forward the same to respective campus after taking the approval from COE-HO.
- vi) Evaluate the details submitted by Nodal Officer/NIFT faculty pertaining to possible new collaborations with universities and present the same to Head-I&DL.
- vii) Obtain the reviews of the Nodal Officers with regard to the existing collaborations and present the same to Head-I&DL for its renewal and signing of formal Agreements (MoUs).
- viii) Schedule and organize the meetings conducted with foreign visiting delegations to the Head Office, taking consent of Dean and other Academic Heads for their availability. Possibility of new collaborations will be identified in consultation with the Head-I&DL. Nodal Officers will be nominated for the new opportunities to further explore and formalize relationship of NIFT with the interested foreign Institutes.
- ix) Initiate the process of approval for signing of domestic MoUs as per the request received from the Academic Head/Campus Director.
- x) Supervise following activities under UDAAN Policy for selection of suitable candidate for availing opportunities of foreign studies by NIFT students belonging to economically weaker section:
 - a. Announcement of opportunities among students through CI&DLs based on SIAC recommendations.
 - b. Selection of deserving candidates based on levels of selection.
 - c. For award of the UDAAN scholarship, acquire financial details of proposed expenditure for exchange opportunity at the partner institutes. This may be acquired from the concerned Nodal Officer of the partner institute.
 - d. Organize the meeting at the Head Office towards final selection of deserving students for UDAAN scholarship.
 - e. Announcement of the final list of shortlisted students, the same to be submitted with Academic Affairs Department for

further action.

- f. Initiate to the Academic Affairs Department about final selection of the student for award of UDAAN Scholarship and release of funds.
- xi) Initiate the process of acquiring necessary approvals for travel abroad of NIFT faculty for paper presentation/participation in exhibition/fairs etc.
- xii) Organize on-line or physical meetings with CI&DLs/Nodal Officers from time to time for review of activities of I&DL Department.

Roles and Responsibilities of Nodal Officers:

The roles and responsibilities of Nodal Officers shall be as under:

- i) Sole point of contact (SPOC) and liaison between NIFT and partner institute for strengthening international and domestic collaboration.
- ii) Supervise and coordinate all activities of NIFT fraternity pertaining to the foreign institute assigned to her/him.
- iii) For new MoUs with foreign institutes, the Nodal officer shall evaluate the foreign university and seek necessary approvals on the following grounds:
 - a. Public/private organization
 - b. Institutional ranking
 - c. Course offered
 - d. Infrastructure, facilities
 - e. Faculty resource
 - f. Medium of instruction
 - g. Opportunities available for the foreign university students/faculty at NIFT
- iv) For existing MoUs, the Nodal Officer shall review the MoU based on the above points and present recommendations on the continuity of MoU.
- v) The process of renewal of existing MoU must be initiated by Nodal Officer six months before the expiry.
- vi) Interact with the foreign university on regular basis to provide suitable academic exchange/study abroad opportunities to students of both NIFT and foreign universities.
- vii) Ensure that all deadlines indicated in the calendar of student exchange for activities are adhered to strictly.
- viii) Initiate the process of course mapping for the courses offered for exchange at NIFT and partner institutes. This may be conducted by exchanging the outline of courses with the partner institute. Consent of department CP to be taken for suitability of identified courses for semester exchange, as communicated by the partner university. CP shall clearly identify the semester for which their students can avail exchange opportunity.
- ix) Interact with the foreign university on regular basis to provide suitable academic exchange opportunities for faculty members of both NIFT and the foreign university. Also initiate activities pertaining to faculty exchange, joint projects and craft cluster

- visits etc.
- x) Coordinate with the foreign university/NIFT campus for all activities related to in-coming and out-going exchange students to/from the international partner institute.
- xi) Obtain feedback from students who go on exchange programme in the prescribed format and submit a summary report to the Head-I&DL. Nodal officer shall ensure student feedback is received on CMS on the exchange undertaken for both incoming and outgoing NIFT students. For this they may take assistance of CI&DL after completion of the exchange programme by the student.
- xii) Nodal Officer under intimation to UI-I&DL and Head-I&DL shall interact with CI&DL for exchange students
- xiii) In case of NIFT faculty travelling to the partner institutes, Nodal officer will facilitate the initial intimation with Partner University.
- xiv) Ensure the receiving of mark sheet from partner university for the exchange student after completion of the programme at the earliest. The received mark sheet should be submitted to office of I&DL-HO without any delay, so that equivalent mark sheet may be prepared.
- xv) During the period of exchange, Nodal officer should be in constant touch with students to find out their progress.

Roles and Responsibilities of Coordinator International and Domestic Linkages at Campus Level (CI&DL):

The CI&DL at the respective campus shall be responsible for overall co-ordination and management in respect of the matters related with International & Domestic Linkages.

- i) Responsible for all the matters pertaining to study abroad/ exchange programmes on campus.

For Outgoing NIFT Students:

- ii) Liaison with the respective Campus Director to disseminate all relevant information in terms of academic exchange opportunities available to NIFT students in a particular semester. They will further inform the students at the campus about the existing Academic Exchange opportunities and generate interest by means of holding discussions/talks/counselling sessions on a regular basis.
- iii) They will act as a single point of contact (SPOC) for the students of the campus in respect of queries relating to international exchange.
- iv) Liaison with the respective Campus Director to solicit student applications for student twinning/exchange programmes at their respective campus and circulate the information for filling the online application to the students. The CI&DL must ensure that the student application forms are completed and the application forms are duly certified by the Campus Director and CCs of the concerned Department on CMS.
- v) After the selection of NIFT students in the receiving university/ institute, the CI&DL would co-ordinate with the Campus Director for visa facilitation who would liaison with the respective Regional Consulate.

- vi) CI&DL will submit the received equivalent mark sheet of NIFT students undertook exchange from I&DL office to respective campus COE.

For International Students at NIFT:

- vii) Responsible for overall co-ordination for international students at respective campuses.
- viii) Co-ordinate with their respective campus administration to identify host family options for foreign students (twinning and NRI students) to ensure wellbeing of international students during their term of study at NIFT.
- ix) Responsible for conducting an orientation programme for the students (Twinning and NRI students) so as to familiarize them with the Institute, its academic patterns, craft cluster initiatives, stay options, local travel options, food options, medical facility in campus etc.
- x) Assign a buddy student to exchange student for local assistance.
- xi) Assist the student in obtaining information on the latest rules and regulations for all international visitors' formalities, FRRO registration, Embassy regulation, visa restrictions, rules on port of entry and port of exit, etc. and provide any required local support to fulfil such formalities.
- xii) Responsible for liaison with the concerned campus department at NIFT should there be a need to customize a specific programme/ module for the foreign students.
- xiii) Responsible for mentoring the foreign students (twinning and NRI students) to take care of their academic/personal issues from time to time.
- xiv) In case of visits to the craft cluster or manufacturing units for international students/faculty, the CI&DL would liaison with the CIC, Project In-Charge at the Campus and the Nodal Officer to ensure smooth conduct of the visits.
- xv) After completion of their exchange programme, CI&DL shall obtain feedback from international exchange students in the prescribed format and submit the same to the Nodal Officer and Office of I&DL.

Visit of Foreign delegation to NIFT Campuses:

- xvi) Visits of the foreign delegations is arranged at the Head Office by UI&DL upon the requests received from the visiting teams. However, at times, requests are received from representatives of the international partners/organisations and other foreign institutes for a visit to other NIFT campuses. CI&DLs will co-ordinate such visit of foreign delegation at the respective NIFT campuses by scheduling the meetings in consultation with the Campus Director. CI&DLs shall submit a brief report of such meetings conducted at the respective Campuses to the Office of I&DL with a copy to its Nodal Officer.
- xvii) Liaison with the Programme Coordinator to facilitate smooth conduct of the programme.
- xviii) The CI&DL would constantly be in touch with the International and

Domestic Linkages Unit, HO so as to catalyze efficiency, objectivity and overall responsiveness in the captioned matter. The CI&DL shall work under the constant guidance of Campus Director.

Roles and Responsibilities of Head-Research and IPR (R&IPR):

Doctoral Programme:

- ii) Formulation of curriculum and conduct of classes.
- iii) Identification of faculty resources.
- iv) Development of ordinance for doctoral programme.
- v) Identification and allocation of supervisors.
- vi) Identification of expert panel for examinations and evaluations.
- vii) Conduct of all examinations and evaluations.
- viii) Overall co-ordination of the programme.
- ix) Creating a research environment, by exploring possibilities of joint research collaborations with internal universities/institutes/apparel industry/organizations and possibilities of research students exchange.

NIFT Research Ethics Committee:

- i) Head-Research will be the member Secretary of the NIFT Research Ethics Committee.

Intellectual Property Rights (IPR) Unit:

- i) Ensuring overall implementation and compliance of the IPR policy.
- ii) Driving and promoting ethical, creative and academic Integrity at NIFT to ensure favourable environment towards Intellectual Property Rights (IPR) at NIFT.
- iii) Capacity building in terms infrastructure and resources for protection and exploitation of IPR.

Capacity Building:

- i) Development of a long-term research agenda and a plan for research and development, capacity building by establishing leading-edge research laboratories and equipping them with high-end research enabling equipment to undertake doctoral research activities, industry-oriented research projects etc.

Research Incubation Centre:

- i) Planning for development of Research Incubation Centre to encourage entrepreneurial projects in collaboration with NIFT researchers.

All matters of Head (R&IPR) will be routed through Dean (A).

Head (R&IPR) is assisted by the following officers for smooth functioning of the unit:

- a) Unit In-charge- Research (UI-R) at Head Office.
- b) Unit In-charge- Intellectual Property Right (UI-IPR) at Head Office.

Roles and Responsibilities of UI-Research:

- i) Assisting Head-Research in implementing Doctoral Regulations of NIFT.

- ii) Convening SIAC-R and circulating minutes of the meetings (MoMs).
- iii) Convening SIAC-IPR meeting, for important policy matters and recommendations.
- iv) Circulating agendas/MoMs to the SIAC members.
- v) Preparation of norms and brochures for PhD admissions every year.
- vi) Coordination with NIFT Admission Test Agency for organizing entrance test.
- vii) Coordination of Admission process and declaration of results.
- viii) Organizing compulsory course classes.
- ix) Ensuring all scholars are aware of PhD requirements.
- x) Compilation of selected course mark sheets from all scholars, to be submitted to COE-HO.
- xi) Coordination with PSPC members and scholars organizing comprehensive examination/RPS/pre-PhD seminars/viva voce.
- xii) Coordination of result declaration with COE-HO for comprehensive examination/pre-PhD seminar/viva voce.
- xiv) The UI-Research shall be reporting to Head-Research.

Roles and Responsibilities of UI-IPR:

- i) Assisting Head-Research in implementing IPR policy at NIFT.
- ii) Placing the IP protection requests before IPAC for further approval and facilitating IP protection accordingly.
- iii) Convening IPAC and circulating minutes of the meetings (MoMs).
- iv) Placing IP-related requests/Queries (commercialization/dispute/advise, etc.) received from different centres/staffs/faculty members etc., for approval/consideration before the Head-Research for further action/approval from the competent authority.
- v) With due approval of Head-Research, processing the IPR matters of NIFT related to confidentiality, infringements, damages, liabilities and compliance with the legal cell of NIFT and relevant IPR professionals, if required and seek their inputs whenever and wherever necessary.
- vi) Convening SIAC-IPR meeting, for important policy matters and recommendations.
- vii) Circulating agendas/MoMs to the SIAC-IPR members.
- viii) Assisting protection/renewal of IPs belonging to NIFT as per requests from different departments by advising/taking approval for engaging Attorneys/IPR experts etc., as per the individual case.
- ix) To suggest and propose revisions of IPR policy as per the requirements, and place the same for approval before the SIAC and competent authority through proper channel.
- x) The UI-IPR-HO shall be reporting to Head-Research.

Roles and Responsibilities of Head-Industry and Alumni Affairs (I&AA)

Oversee the industry and alumni affairs activities and initiatives of NIFT and its campuses.

- i) Lead the team comprising Unit in-charge Industry, Unit in-charge Alumni Affairs and RICs of NIFT campuses.

- ii) Strategize and plan logistics for campus recruiting.
- iii) Create and maintain up-to-date database of industry and alumni connect, placement and progression records in NIFT CMS.
- iv) To organize and manage visits to key industries in India and abroad for strengthening the industry and alumni connect.
- v) Strengthen industry – institute – alumni connect
- vi) Augment the institute's infrastructure and intellectual proficiency through industry and alumni engagement policy and NIFT endowment policy through:
 - a. Equipment and material sponsorships
 - b. Scholarships
 - c. Assistance programmes
 - d. Research chairs
 - e. Incubation opportunities
 - f. Infrastructure sharing
 - g. Joint ventures
 - h. MoUs, etc.
- vii) Facilitate industry and alumni engagements through:
 - a) Faculty-industry attachment and industry visit of faculty Webinars, seminars and conferences - both outside and within NIFT
 - b) Industry meets
 - c) Training programmes for industry and masterclasses for alumni at NIFT
- viii) Engage with the NIFT Alumni Association through:
 - a. Maintaining database of NIFT alumni
 - b. Alumni meets
 - c. Encouragement for membership
 - d. Involvement of alumni in NIFT projects
 - e. Involvement of alumni in academic endeavours including teaching, curriculum development, etc.
 - f. Graduate mentoring by alumni
 - g. Generating leads for internships, Graduation projects, pre-placement and placement for graduates.
- ix) Any other matter concerning industry and alumni engagements. All matters of Head (I&AA) will be routed through Dean (A).

Head (I&AA) is assisted by the following officers for smooth functioning of the unit:

- a) Unit In-charge- Industry (UI-I) at Head Office.
- b) Unit In-charge- Alumni Affair (UI-AA) at Head Office.
- c) Regional Industry Coordinators (RICs) and Link RICs at campus level.

Roles and Responsibilities of Unit In-Charge (Industry):

- i) Assist Head – Industry and Alumni Affairs in all the responsibilities defined above.
- ii) Industry engagement:
 - a) Identifying industry partners who can engage with NIFT on

- long-term associations and facilitating and identifying the mode of engagement.
- b) File processing for requisite approvals for such engagements.
- iii) Identification of industry personnel – both domestic and international companies.
- iv) Maintenance and augmenting of the database of industry contacts.
- v) Generating leads for internship and graduation projects.
- vi) Placement coordination:
 - a. Identifying and circulating internship, GP and placement opportunities for students.
 - b. Placement modality improvement and support in CMS, coordinating with CMS development and support team. File processing for requisite approvals for smooth functioning of placement support on CMS.
 - c. Placement system testing and validation.
 - d. Coordination of the placement efforts undertaken at campus levels by the RIC team.
 - e. Monitoring of the CMS and updating of JAF. Monitoring of various stages of recruitment in CMS, collating and reporting placement progress and completion.
 - f. Guiding the companies registered for placement or considering for registration, on streams, courses, salary and mode of recruitment.
 - g. File processing for required approvals for placements.
 - h. Overall monitoring of placement activities at campus level.
- vii) Industry meet:
 - a. Regular visits to fairs, industry clusters and industry leaders, both at domestic and international levels.
 - b. Facilitating regular interactions between industry and students through webinars, visits
 - c. Organizing industry meet to promote the placement activities.
- viii) Any other matter concerning industry engagements. All matters of UI (I) will be routed through Head (I&AA).

Roles and Responsibilities of Unit in-charge (Alumni Affairs):

- i) Assist Head-Industry & Alumni Affairs in all the responsibilities defined above.
- ii) Liaison with alumni association for various points of engagement between the institute and alumni.
- iii) Identification of alumni– both domestic and international.
- iv) Maintain and augment the database of alumni contacts.
- v) Connect and interact with the alumni for frequent engagements.
- vi) Maintain social media handles for continuous contact with the alumni.
- vii) File processing for requisite proposals and approvals for any matter related to alumni engagements.
- viii) Contact alumni working at decision-making levels in the industry,

- for placement coordination.
 - ix) Receive and post job requirements received from industry for experienced alumnus in relevant alumni forums.
 - x) Organise alumni meet to promote engagement activities, including:
 - a. Identification of alumni partners who can engage with NIFT on long-term associations and facilitate and identify the mode of engagement.
 - b. Organization of alumni interactions for students, mentoring, etc.
 - c. File processing for requisite approvals for such engagements.
 - xi) Any other matter concerning industry and alumni engagements.
- All matters of UI (I) will be routed through Head (I&AA).

Roles and Responsibilities of Regional Industry Coordinators (RICs) and Link RICs at NIFT Campuses:

- i) Assist UI-Industry and UI-Alumni Affairs in all the responsibilities defined above.
- ii) Link RICs to work in tandem with the RICs of their respective campuses and seamlessly take over as RICs on completion of the predecessor's tenure.
- iii) The successor will identify a new Link RIC for their campus.
- iv) Identify industry and alumni partners who can engage with NIFT on long-term associations and facilitate and identify the mode of engagement.
- v) File processing for requisite approvals for such engagements.
- vi) Identify industry personnel and alumni – both domestic and international companies.
- vii) Maintain and augment the database of industry and alumni contacts at the campus level, to be further synchronised with the I&AA unit at HO.
- viii) Identify and circulate internship, GP and placement opportunities for students through the UIs.
- ix) Coordinate with department CCs at campus for ensuring that internships and GPs are available for all students.
- x) Assist in organizing industry and alumni meets in their respective regions.
- xi) Facilitate regular interactions between industry, alumni and students through webinars, visits, etc.
- xii) Regularly contact alumni working at decision-making levels in the industry for placement coordination and other continuous engagement, envisaged in the NIFT Industry Engagement Policy.
- xiii) Any other matter concerning industry and alumni engagements.

All matters of RICs will be routed through UI (I) for industry related activities and UI- Alumni Affairs.

RIC will work under the constant guidance of Campus Director.

Roles and Responsibilities of Head-Faculty Orientation Training and Development (FOTD):

- i) Orientation of new faculty to NIFT as an organization and introduce them to an inter-disciplinary and intra-disciplinary approach to the curriculum, systems and policies.
- ii) Training of the new as well as existing faculty to develop skill and knowledge across disciplines.
 - a) Identification of training needs with the help of Chairpersons.
 - b) Identification of experts from faculty, industry and other institutions with the assistance of Chairpersons.
 - c) Preparation of the proposals and budgets for approvals.
 - d) Organization of training programmes.
 - e) Analysis of the feedback.
- iii) Development of faculty through the following:
 - a) Devising programmes such as universal training, to understand and respond to challenges in teaching.
 - b) Incorporating new and specialized areas of training for learning.
 - c) Organizing training programmes to develop team building and commitment to the vision of NIFT.
 - d) Facilitation of overall development through the utilization of professional development allowance.

All matters of Head (FOTD) will be routed through Dean (A).

Head (FOTD) is assisted by the following officers for smooth functioning of the unit:

- a) Unit In-charge- FOTD (UI-FOTD) at Head Office.

Roles and Responsibilities of UI – FOTD:

- i) Provide support to Head-FOTD to process the documents for approval of training programmes proposed by the Chairperson and Unit Heads.
- ii) Upload the feedback forms on CMS on the basis of the attendance received from the Coordinator of the training programme or the CP.
- iii) Prepare the formats with complete bank details for payment to the trainers from HO.
- iv) Collate Faculty Industry Attachment reports and feedback.
- v) Maintain records of professional development allowance (PDA) expenditure, as received from campuses from time to time.
- vi) Draft annual FOTD Unit reports for NIFT and for Ministry of Textiles.
- vii) Draft the budget for the FOTD Unit.
- viii) Provide support to conduct induction, universal trainings and faculty conclaves.

Once the approval for the training is received from DG-NIFT, the faculty names and the schedule of the training is announced by the FOTD Unit, by email to the Campus Director and CPs. The budget is sent to the CP and the Director of the host campus for making arrangements as per the approval.

Roles and Responsibilities of Head- Continuing Education Programme (CEP), Diploma Programme (DP) and Bridge Programme (BP):

- i) Facilitation of CEP, DP & BP at NIFT, HO.
- ii) Plan various programmes (CEP, DP and BP) that would be offered annually, based on information received from all campuses.
- iii) Facilitate necessary approvals as per academic channel, for CEP, DP and BP.
- iv) Handle queries related to CEP, DP and BP by the interested candidates.
- v) Coordinate content preparation for brochure, website, etc., as per requirement.
- vi) Disseminate information (including brochures) to all campuses.
- vii) Formulate the curriculum and the duration and periodicity of the various programmes.
- viii) Facilitate conversion of previously awarded diplomas to degrees for NIFT alumni, for the Bridge programme.
- ix) Facilitate overall coordination between other departments of the Bridge programme.
- x) Formulation of CEP, DP and BP policies, periodically.

Head CE will report to Dean (A).

All matters of Head (CE, Diploma Programme and Bridge Programme) will be routed through Dean (A).

Head (CEP, DP and BP) is assisted by the following officers for smooth functioning of the unit:

- a) Unit In-charge for Continuing Education Programme (CEP), Diploma Programme (DP) and Bridge Programme (BP), at Head Office.
- b) CEP Facilitator for Continuing Education Programme (CEP), Diploma Programme (DP) and Bridge Programme (BP), at campus.

Roles and Responsibilities of the Unit In-charge (UI) for Continuing Education Programme (CEP), Diploma Programme (DP) and Bridge Programme (BP):

- i) Assist Head-Continuing Education, Diploma Programme and Bridge Programme at NIFT.
- ii) Plan various CEP and Diploma programme that would be offered annually based on information received from all campuses.
- iii) Handle queries related to CEP, DP and BP by the interested candidates.
- iv) Respond to queries/e-mails pertaining to various programmes.
- v) Enable necessary approvals as per academic channel for CE and Diploma programmes.
- vi) Assist Head-CE in content preparation for brochures, websites, etc., as per requirement.
- vii) Disseminate information to all campuses from time to time.
- viii) Facilitate all admissions-related activities such as, online

admissions and CMS associated activities, of BP.

- ix) Assist Head-CE in coordination with Finance and Accounts Department of HO, for financial matters of the programmes.
- x) Validate the marks entered by the Bridge Coordinators before forwarding to COE-HO and coordinate with them for declaration of final results of BP.

UI-CE will report to Head CE.

Roles and Responsibilities of the CEP Facilitator at Campus for Continuing Education Programme (CEP), Diploma Programme (DP) and Bridge Programme:

CEP Facilitator will be responsible for successful conduct of Continuing Education Programme (CEP), Diploma Programmes (DP) and Bridge Programme (BP) at campus level. Responsibilities include:

- i) Coordination with all programme coordinators for CEP and DP, for smooth conduct of the programmes.
- ii) Marketing of all CEP and DP at the campus, in consultation with Programme Coordinators.
- iii) Handling all queries related to CEP and DP at the campus.
- iv) Ensuring smooth implementation of CEP and DP Academic Calendar.
- v) Timely settlement of all faculty/expert payments.
- vi) Comprehensive analysis of all the course reports submitted by Programme Coordinators, as an input for the preparation of CEP annual report.
- vii) Preparation and submission of annual report of CEP viz Campus CE income/quantum of work done by various official to Campus Director
- viii) Proposing incentives for CE administrative and accounts staff, based on the annual report, in consultation with Campus Director.
- ix) Maintenance of CE records at the campus such as minutes of meeting of PEC, activities taken, databank of guest faculty, etc.

CEP Facilitator will report to the Campus Director.

Roles and Responsibilities of Head-Cluster:

Submission of quarterly report to the office of Development Commissioner (DC)-Handlooms and DC-Handicrafts.

- i) Coordinate with the UI-Cluster with regard to selection of clusters for CRD and CBDP by each department in each centre and providing proper approvals for the same.
- ii) Analyze Utilization Certificate submitted by the campuses and forward the same to Accounts Head Office and finally submit to DC-Handicrafts and DC-Handlooms.
- iii) Coordinate with DC-Handlooms and DC-Handicrafts for the release of the installments.
- iv) Conduct review meetings to showcase the craft cluster achievements and progress to DC-Handlooms and DC-Handicrafts.
- v) Send information regarding the craft activities to the Corporate Communication Cell (CCC) unit for annual report.

- vi) Select the EOIs along with the competent committee members for sponsored GP by DC-Handlooms and DC-Handicrafts. Further, coordinate with DC-Handlooms and DC-Handicrafts for release of the funds for the sponsored GPs.
- vii) Plan and organize NIFT Showcase.
- viii) Send replies to RTIs and any craft-related Parliament questions.
- ix) Conduct review meetings with all the Cluster In-charges (CICs) and organize interactive feedback sessions with the CICs of all campuses.
- x) Review the cluster policy and make amendments as and when required, with proper approvals.
- xi) Visit campuses and review the craft cluster activities happening at each campus.
- xii) Address craft related issues, if any.

All matters of Head-Cluster will be routed through Dean (A).

Head-Cluster is assisted by the following officers for smooth functioning of the unit:

- a) Unit In-charge- Cluster (UI-C) at Head Office.
- b) Cluster In-charge (CIC) at campus level.

Roles and Responsibilities of Unit In-charge (UI) Cluster:

- i) Coordinate with the CICs of all campuses for the activities performed during each quarter and compilation of quarterly reports.
- ii) Submit quarterly report to the office of DC-Handlooms and DC-Handicrafts, after due approval of Head-Cluster.
- iii) Coordinate with the CICs of all campuses with regard to selection of clusters for CRD and CBDP and forward the list to Head-Cluster for approval.
- iv) Coordinate with the CICs of all campuses for the Utilization Certificate to be submitted at the end of the year.
- v) Conduct review meetings along with Head-Cluster to showcase the craft cluster achievements and progress to DC-Handlooms and DC-Handicrafts.
- vi) Prepare annual report.
- vii) Coordinate with CPs of all the departments with respect to EOIs for sponsored GPs by DC- Handlooms and DC-Handicrafts. Further, present the EOIs to the competent committee members for selection.
- viii) Coordinate with CICs of all campuses for NIFT Showcase.
- ix) Coordinate with Head Cluster with regard to RTIs and any Parliament questions.
- x) Coordinate with the cluster staff for the records of physical and digital documents, prototypes, films, collaterals, received from CICs of each campus.
- xi) UI-Cluster is the Convener of the Standing Internal Advisory Committee (SIAC) for cluster.
- xii) Coordinate with the CICs of the campuses for any other activity

related to craft.

- xiii) Coordinate with Head-Cluster regarding amendments to cluster policy.

Roles and Responsibilities of CIC at Campus Level:

- i) Coordinate with the CCs of all departments for the activities performed during each quarter and compilation of quarterly reports.
- ii) Submit quarterly report to the office of Head-Cluster.
- iii) Coordinate with the CCs of all departments with regard to selection of clusters for CRD and CBDP and forward the list to Head-Cluster for approval.
- iv) Coordinate with the accounts department for the Utilization Certificate to be submitted at the end of the year.
- v) Coordinate with CCs of all departments for NIFT Showcase.
- vi) Plan and organize Craft Bazaar as a yearly activity.
- vii) Collect all the physical and digital documents, prototypes, films, collaterals developed by each department and submit the same to the office of Head-Cluster.
- viii) Coordinate with the CCs of the departments for any other activity related to craft.
- ix) Coordinate with the UI-Cluster and Head-Cluster for any other information required with regard to craft activities.
- x) CIC is part of the jury panel for CRD and CBDP of each department.
- xi) CIC acts as a facilitator of any craft related issues, which are required to be addressed by the departments to Head-Cluster.

CIC will work under the constant guidance of Campus Director.

Roles and Responsibilities of Head-ERP:

- i) Provide vision and direction for ERP system implementation and usage in academic and administrative governance.
- ii) Organise training in ERP related areas.

All matters of Head ERP will be routed through Dean (A).

Head-ERP is assisted by the following officers for smooth functioning of the unit:

- a) Unit In-charge-ERP- UI-ERP at Head Office.
- b) Unit In-charge-ERP- UI-ERP at campus level.

Roles and Responsibilities of Unit In-charge (UI)-ERP, HO:

- i) Training on ERP:
 - a) Orient new UI-ERP at campus level.
 - b) Identify training needs in consultation with Head-ERP.
 - c) Plan and organize training on CMS processes.
 - d) Organize trainings on new modules developed, along with Head-ERP.
 - e) Train on existing modules when required and to provide online trainings.
- ii) New Development:
 - a) Consolidate the new development requirements received

- by Head-ERP.
- b) Coordinate with Head-ERP in designing and prioritizing the new developments.
- c) Test the new modules developed.
- d) Implement the modules developed.
- iii) Address any issue that was not solved by ERP support team.
- iv) Infrastructure
 - a) Review and propose infrastructure requirement to Head-ERP.
 - b) Define specifications and process the files.
 - c) Assist in documenting the automation process.

Roles and Responsibilities of Unit In-charge (UI)-ERP at Campus Level:

- i) Ensure complete implementation of CMS process automation on campuses.
- ii) Monitor the implementation at the campus level.
- iii) Coordinate with academic and non-academic departments and ensure smooth functioning.
- iv) Provide technical assistance to CAC in curriculum delivery, especially in terms of selection processes.
- v) Provide necessary support in academic delivery.
- vi) Work with COE in result preparation.
- vii) Provide assistance to students in various processes including SPT (Student Permanent Transfer), exchange programme application, merit cum means assistance, etc.
- viii) Provide assistance to faculty members in using the CMS processes.
- ix) Coordinate with ERP support team for technical assistance.
- x) Organize trainings for new Department Assistant, CC and other stakeholders at the campus level.
- xi) Participate in the training and retraining programmes organized by ERP unit.
- xii) Identify the training requirements.

Roles and Responsibilities of Head - Corporate Communication Cell (CCC):

Overall coordination and creation of visual and communication identity of NIFT.

- i) Publish and print centralized NIFT publications:
 - a) Prospectus for regular, CE and Diploma programmes.
 - b) Brochures for placements, FDP, PhD and Bridge programmes.
 - c) Promotional material including posters and print advertisements.
 - d) Printing for convocation and other major NIFT events.
 - e) NIFT diary, calendar, planner and souvenirs.
 - f) NIFT Annual Report.
 - g) Other printing activities.
- ii) Design and develop e-brochures/advertisements for the NIFT website.

- iii) Media and public relations.
- iv) Collate visual and textual information pertaining to significant events and achievements of all campuses.
- v) Formulate articles periodically to disseminate information on NIFT initiatives and activities like Convocation and graduating shows.
- vi) Issue Press Releases to media to publicize significant events and achievements.
- vii) Organize press briefings before and after major events.
- viii) Liaise with news agencies and Press Information Bureau (PIB) to ensure coverage in print and electronic media.
- ix) Ensure adequate publicity for NIFT at various education fairs.
- x) Coordinate the production of a corporate NIFT film for publicity at various forum/ institutes.
- xi) Create and update press database across the states.
- xii) Highlight NIFT activities and achievements on various social media platforms.

All matters of Head (CCC) will be routed through Dean (A).

Head-CCC is assisted by the following officers for smooth functioning of the unit:

- a) Unit In-charge-CCC- UI-CCC at Head Office.

Roles and Responsibilities of Unit In-charge Corporate Communication Cell (UI-CCC):

- ii) Provide support to Head-CCC to create a unique brand identity in line with NIFT's vision and mission for brand NIFT.
- iii) Assist Head-CCC in leveraging the digital media through content creation by designing and development of advertisements for print and online news.
- iv) Assist Head-CCC in regularly updating social media platforms to increase brand outreach and engagement of brand NIFT through Facebook, Twitter, Instagram, LinkedIn and YouTube.
- v) Assist Head-CCC in designing and maintenance of the official website, as per international standards. Unit in-charge performs this task in close coordination, with the Webmaster/IT Department.
- vi) Provide support for content development and publication on the website that includes designing e-brochures and advertisements.
- vii) Draft Publications - Visualisation, compilation, consolidation, designing, publication and printing of centralized NIFT publications, to be done in coordination with the concerned departments and campuses of: Annual Report (English and Hindi), Prospectus for both regular and CE programmes, Stationery - NIFT diary, calendar and planner, brochures for placements, brochures for PhD programme, brochures for FDP, brochures for Bridge Programme and brochures for Crafts Cluster Cell.
- viii) Collate material and print promotional materials like posters, advertisements, convocation related materials and publicity materials for other major events.
- ix) Provide support to Head-CCC for designing and compilation of NIFT content for Mot's Annual Report.

Roles and Responsibilities of Head-Projects:

Head-Projects will be a nodal point between the DG and NIFT campuses on project related issues. Other roles include the following:

- i) Monitor the NIFT project policy from time to time to ensure its efficacy for the institute.
- ii) Implement/execute and monitor projects across NIFT campuses in terms of quality, standards and uniformity.
- iii) Ensure smooth implementation of projects and issue directions to address concerns from time to time.
- iv) Coordinate sanctions and implement projects that are more than INR 50 lakhs or are of strategic importance.
- v) Develop an annual expenditure statement of Projects Division.
- vi) Review of projects on quarterly basis.
- vii) Ensure annual audits by the Chartered Accountants of the project accounts.
- viii) Consequent upon the approval of the competent authority, disburse funds as per the guidelines.

All matters of Head Projects will be routed directly to DG- NIFT.

Roles and responsibilities of Project In-charge at Campus:

- a) Nodal point between the Campus Director, Head-Projects and faculty members at the campus on project related issues.
- b) Monitor the NIFT project policy from time to time to ensure its efficacy for the institute.
- c) Implement/execute and monitor projects on campus in terms of quality, standards and uniformity.
- d) Conduct and coordinate PEC for the projects at the campus.
- e) Ensure smooth Implementation of projects and issues direction to address concerns from time to time.
- f) Coordination pertaining to sanctions and implementation of projects that are less than INR 50 lakhs.
- g) Develop an annual expenditure statement of Projects Division.
- h) Review projects on quarterly basis.
- i) Ensure annual audits by the Chartered Accountants of the project accounts.
- j) Consequent upon the approval of the competent authority, disburse funds as per the guidelines.

All matters of Head-Projects will be routed directly to Campus Director.

Roles and Responsibilities of National Resource Centre (NRC):

The National Resource Centre (NRC), the co-ordinating body of the network of the Resource Centres of NIFT is managed by the Director, who is assisted by Deputy Director-NRC and other supporting professional and non-professional staff.

Roles and Responsibilities of Director- National Resource Centre (NRC):

- i) Management of the National Resource Centre (NRC):

- ii) Coordinate all the Resource Centers (RCs) of NIFT for equitable development.
- iii) Formulate policies for standardization of activities of RCs.
- iv) Plan budget allocations for development of all the Resource Centres of NIFT.
- v) Develop collections of learning resources in multiple media in all the Resource Centres.
- vi) Manage the consortium of the Resource Centres for collaborative acquisitions/subscriptions and services.
- vii) Apply information and communication technologies (ICTs) in all the Resource Centres.
- viii) Maintain and preserve archival collections of the Resource Centres and NRC.
- ix) Development of user services in all the Resource Centres.
- x) Coordinate with external agencies/service providers for smooth functioning of the user services.
- xi) Human resource development in all the Resource Centres.
- xii) Organize periodical training programmes, conferences/seminars, workshops etc.
- xiii) Any other related activities.

All matters of Director-NRC will be routed directly to DG- NIFT.

Director NRC is assisted by:

Head-Resource Centre (RC) at each campus.

Roles and Responsibilities of Head- Resource Centre (RC):

- i) Management of the Resource Centre (RC).
- ii) Budgeting for the Resource Centre.
- iii) Acquisition and development of collections of learning resources in multiple media.
- iv) Processing of added/acquired resources and updating of Resource Centre databases.
- v) Management of circulation service and maintenance of membership records.
- vi) Management of information dissemination services.
- vii) Information literacy of the users.
- viii) Physical maintenance and security of all collections.
- ix) Any other related activities.

The Head of the Resource Centre is assisted by library information science (LIS) professionals, textile professionals, semi-professionals and non-professionals in management of collections and dissemination of services. The staff strength is based on the number of academic programmes offered or total number of students in each campus.

All matters of the Head-Resource Centre will be routed directly to the Academic Head of the Campus/Campus Director.

Roles and Responsibilities of Head- Controller of Examinations (COE):

i) NIFT Undergraduate (UG) and Postgraduate (PG) Regular Programmes:

- COE-HO will coordinate with COE of the campuses to compile, verify and notify the end term and follow-up examination results of all UG and PG regular programmes in consonance with examination and evaluation policy and following the timelines of academic calendar of NIFT.
- The compiled results shall be placed before a competent authority by COE-HO for approval and thereafter, the result will be notified on the CMS portal.
- COE-HO shall declare the semester result on NIFT CMS portal and on NIFT website through IT Department.

ii) Twinning Programme Result:

- Ratification of Equivalence Certificates of Twinning programme students.

iii) PhD Programme:

- Allocation of PhD answer sheets to the evaluators for evaluation of PhD coursework answer sheets.
- Compilation/preparation/notification of PhD coursework result.
- Compilation/preparation/notification of PhD coursework re-examination result.
- Preparation/notification of comprehensive/re-comprehensive examination result.
- Seeking approval of a competent authority for eligibility of PhD candidacy for the degree.
- Issuance of Provisional Certificate to PhD scholars before award of degree.
- Seeking approval of a competent authority for award of degree.

iv) Online Bridge Programme:

- Verification/declaration of Bridge Programme results of UG and PG courses.
- Verification/declaration of Bridge Programme Follow-up results of UG and PG courses.

All matters of COE-HO shall be routed through Dean (A) to DG-NIFT.

Roles and Responsibilities of Examination and Evaluation Cell (EEC):

- Monitoring and implementation of evaluation policy and reporting of non-compliance.
- Collection of final result from campuses and maintenance of data base.
- Coordination with NIFT campuses/COE regarding conducting examinations.
- Keeping a record of marks/results.

Roles and Responsibilities of Controller of Examination (COE) at Campus:

- Maintain the database related to subjects falling under the purview of CEB for the respective UG/PG programmes.
- Provide the details with regard to faculty teaching subjects, evaluation matrix with clear cut deadline, core/departments elective/IDM/GE subjects with credit points attached, along with the individual subjects, to COE-HO.
- Receive assignment schedule from respective CCs and to upload it on the NIFT website through the office of the Head-ERP.
- Check that the assignments of students are uploaded and evaluated by the subject faculty.
- Compile marks, as given by the subject faculty and finally display them on the notice board.
- Issue admit card for end semester examinations.
- Circulate the evaluation schedule, including mid-term, end-term and re-examination, to respective CCs and display the same on the notice board as information for students.
- Prepare semester result and forward it to COE-HO for further processing
- Provide information of students in various cases i.e. ARM, cheating cases, SOA, LOA, non-payment of semester fees, etc.
- Check final grades of subjects as received from the COE-HO.D
- Declare end term results.
- Prepare result for final semester awardees by collating the marks of mentor, internal jury and external jury.
- Process students' presentations relating to evaluation; request for re-evaluation, appeals, malpractice cases etc. for UG/PG programmes.
- Prepare and issue student's semester grade sheets, transcripts, award certificates, provisional certificates, etc.
- Process claims of faculty, officers, staff for rendering professional services towards evaluation for respective UG/PG programmes.
- Custodian of results, awards, trophies for the respective UG/PG programmes.
- Provide attestations for alumni at campus for work visa, further studies, etc.
- Prepare budget for COE activities.

1.2.4 Channel of Reporting (Annexure 1-A)

1.3 Academic Committees

1.3.1 Nomenclatures

At Head Office

Standing Internal Advisory Committees for each unit-SIAC.

At Campus

Local Academic Standard Committee-LASC.

1.3.2 Composition of Committees and Defined Areas of Functions

Standing Internal Advisory Committees (SIAC):

Standing Internal Advisory Committees have been constituted to advise the units on policy matters and other concerns. All the decisions of the units have to be necessarily routed through SIAC prior to taking them to higher bodies.

The Standing Committee will consider the matters referred to it from time to time and make recommendations. The recommendations of the SIAC will be placed before DG-NIFT for consideration by the Unit In-charge through the Head of Units. The Advisory Committee will meet every quarter or as frequently as may be informed by the Convener of the Committee. The Convener of the Committee will be responsible for convening the meeting of the Advisory Committee within 15 days of the previous quarter and for sending notices of the meeting and circulation of agenda notes to the members, at least a week before the convening of the meeting and recording the minutes with prior approval of the Chairperson of the Committee and maintenance of all records of the meetings. The Convener shall submit the recommendations of the Committee for consideration/approval of DG-NIFT through the Head of Units, at the earliest and take follow-up action, as per the directions of DG-NIFT on the proposal. All proposals having financial implications will invariably be routed through Director (F&A).

The constitution of the SIAC is as follows:

- Dean/Head (AA) as Chairperson or Alternate Chairperson for committees dealing with Academic matters.
- Director to be nominated by DG as Chairperson/Alternate Chairperson for Committees dealing with administrative matters.
- Unit Heads of the functional areas to be members.
- Representatives of finance and accounts to be members.
- Representatives of academics and administration from campuses and from Head Office to be nominated by DG.
- Unit In-charge to be the Convener.

1.3.3 Procedure of Nominations for Committees

Nomination Procedure for SIAC for Academic Units (other than AMS):

- i) The composition of the SIAC would be maintained as already approved.
- ii) The nomination of the CPs on the various SIACs would be done by DG-NIFT on the basis of a panel drawn by SIAC-AMS.
- iii) The nomination of the Directors on the various SIACs would be done by DG-NIFT.
- iv) The SIAC could co-opt 1-2 members (non-academic/external experts) on a case-to-case basis. In general, the composition of the SIAC would include academics and Campus Directors/Joint Directors.
- v) The period of appointment would be for one year only.

Note: It should be ensured that all appointments of the same time period should be co-terminus. The outgoing SIAC-AMS hence, would complete the nomination procedure before end of term. In case of changes mid-term, the entire process as detailed above would be repeated.

Detailed formation of committees is in Annexure 1B.

1.3.4 Academic Committees at Campuses

LASC: Local Academic Standards Committee:

The Local Academic Standards Committee (LASC) at each centre/campus is the committee constituted to ensure standards concerning all the academic matters, along with all matters related to faculty and students at the campus level, in accordance with the academic vision of the institute.

The constitution of the LASC will be as under:

- i) Director of the Campus - Chairperson
- ii) Joint Director/Controller of Examination – Convener
- iii) Campus Academic Coordinator
- iv) All Campus Coordinators
- v) Head - Resource Centre/SDAC/RIC/CEP/CIC/CIDL (on the basis of agenda)

The LASC meeting should be conducted at least once every month to deliberate on the academic and students' and faculty affairs of the campus. The Convener of the committee will be responsible for convening the meeting, sending the notice of the meetings to the members with the agenda points, at least three days before the meeting, minuting the deliberations with the approval of the Chair. The Convener will submit the recommendations and decisions of the committee, if any, requiring ratification and approval, to the competent authority through the Campus Director at the earliest and take follow-up action as per the approved directions.

Roles and Responsibilities of Local Academic Standards Committee (LASC):

- i) The primary role of the LASC is to ensure high standards in academic matters in accordance with NIFT vision.
- ii) Approve the Academic Plan/Schedule of all the regular UG and PG programmes and the Diploma programmes offered at the campus, before the beginning of the semester.
- iii) Ensure effective implementation of the academic programmes offered by the campus through CAC, including appropriate identification of anchor faculty.
- iv) Approve the appointment of ad-hoc faculty/engagement of long-term guest faculty at the campus for the various courses as per curriculum and competency requirements (under the Revised Guest Faculty Policy).
- v) Ensure the overall academic administration and delivery of curriculum through CAC as per curriculum structure which

- includes Majors, Deepening Specializations, Inter Departmental Minors (IDM) and Floating Majors.
- vi) Ensure the optimum number of General Electives – Mandatory and Optional courses are offered at the campus as specified in the restructured Curriculum. LASC shall also ensure the list of General Elective optional subjects to be offered for the coming semester.
 - vii) Ensure the finalization of the Resource Persons and resource organizations offering General Electives at the campus (Under guidelines for Conduct of General Electives in the new restructured curriculum).
 - viii) Ensure even distribution of work load among the faculty members and full utilization of the faculty hours on campus.
 - ix) Monitor the course coverage and adherence to the curriculum as per the academic calendar prescribed by Dean (A) and ensure that there is no spill-over of the curriculum.
 - x) Monitor end-term assessment with results.
 - xi) Ensure the final preparation of results and that it is sent to Senate for ratification and approval.
 - xii) Ensure the delivery of mark sheets to all the passing out students before the Convocation.
 - xiii) Review and monitor the continuous engagement with industry/ alumni members for classroom projects, interactive sessions, and participations in craft cluster activities, industry visits, graduation projects, internships and placement activities.
 - xiv) Ensure optimum utilization of all the teaching facilities, equipment, machinery and human resources of the campus, which are equally shared and utilized by all the departments.
 - xv) Consider and recommend the proposals for imports and purchase of equipment, machinery and other infrastructure for their teaching requirement. Any recommendation of the committee to this effect shall be forwarded to DG-NIFT with recommendations for further necessary action.
 - xvi) Consider and organize the graduating events of their centres and forward the recommendations to DG for grant of funds.
 - xvii) Discuss and resolve the specific problems of students related to student discipline, attendance, counselling, co-curricular activities and other related matters.
 - xviii) Recommend and take action on all disciplinary/misconduct matters pertaining to the students.
 - xix) Consider and forward the application with recommendation to Head (AA) for inter-centre transfer.
 - xx) Consider and forward the application of CCL of the faculty members.
 - xxi) Consider and forward the application of Faculty Industry Attachment (under the FOTD Policy).
 - xxii) Consider and forward the application of training programmes for faculty members and academic support staff as per the emerging requirements of the curriculum.
 - xxiii) Ensure academic delivery with regard to the Diploma programmes offered at the campus
 - xxiv) Consider and discuss all the matters related to their campuses with the permission of the Chair.

CHAPTER 2

This section details the norms and policies related to the working of the process of student admissions to regular programmes at the institute.

In this section:

2.1 Notification

2.1.1 Eligibility

2.1.2 Campus-wise Allocation of Programme and Seats

2.2 Outsourcing of Agency for the Purpose of Admissions

2.2.1 The Deliverables of the Examination Agency

2.2.2 Scrutiny of Application Forms

2.3 Selection Procedure

2.3.1 Process for each Programme

2.3.2 Written Examinations Structure (For UG and PG Programmes)

2.3.3 Creative Ability Test (CAT)

2.3.4 Written Examination Structure (For UG and PG Programmes of Fashion Technology and for Master of Fashion Management)

2.3.5 Components of the General Ability Test (GAT) for All Programmes

2.3.6 Situation Test for UG Design Programmes

2.3.7 Group Discussions and Personal Interviews (GD/PI) for All PG Programmes

2.4 Final List Preparation

2.4.1 Reservation of Seats

2.5 Result Communication

2.6 Counselling and Allocation of Campus/Discipline

2.6.1 Documents required for Admission

2.7 Cancellation/Withdrawal of Candidature

2.8 NIFT Lateral Entry Admission (NLEA)

2.8.1 Scheme of Examination

2.8.2 Schedule of Written Examination, Studio Test, TAT, Interview and Eligibility/Documents Verification

2.8.3 Eligibility Criteria

2.8.4 Who can apply?

2.8.5 Reservation of Seats

2.9 Admission for Artisans/Children of Artisans

2.9.1 Eligibility Criteria

2.9.2 Scheme of Examination

2.9.3 How to Apply: Submission of Application Form

2.9.4 List of Documents to Be Submitted

2.9.5 Refund Policy

2.10 Admission in PhD Programme

Admission to regular courses in NIFT is based on a common entrance examination on an all-India basis.

2.1 Notification

The advertisement for admission to UG/PG Programmes is published in all national and reputed daily newspapers and is uploaded on the official website of NIFT during the month of October/November after the final decision on the number of students to be admitted to all the regular programmes.

The decision on the number of students per specialization and the number of specializations in each campus is taken by the Senate.

2.1.1 Eligibility

For Bachelor's Programmes (B.Des., B.FTech.)

Who can apply?

Any candidate who fulfils the prescribed age and educational qualification criteria for the concerned programme can apply.

Qualifying Age

Maximum age should be less than 24 years, as on 1st August of the year of admission. The upper age limit may be relaxed by a period of 5 (five) years for candidates of Scheduled Castes/Scheduled Tribes/Persons with Disabilities (PWD) categories.

1.A. Educational Qualifications for Bachelor of Design (B.Des.) Programmes (Fashion Design/Leather Design/Accessory Design/Textile Design/Knitwear Design/Fashion Communication)

- The +2-level examination in the 10+2 pattern of examination, from any recognized Central/State Board of Secondary Examination, such as Central Board of Secondary Education/State Board and Council for Indian School Certificate Examination, New Delhi.

OR

A pass grade in the Senior Secondary School Examination conducted by the National Open School, with a minimum of five subjects.

OR

3 or 4 years diploma recognized by All India Council for Technical Education (AICTE) or a State Board of Technical Education.

OR

Any public school/Board/University examination in India or in foreign countries, recognized by the Association of Indian Universities as equivalent to the 10+2 system.

OR

- General Certificate Education (GCE) examination (London/Cambridge/Sri Lanka) at the Advanced (A) level/International Baccalaureate (IB).

1.B. Educational Qualifications for Bachelor of Fashion Technology (Apparel Production) (B.FTech.) Programme

- The +2-level examination in the 10+2 pattern of examination, from any recognized Central/State Board of Secondary Examination, such as Central Board of Secondary Education/State Board and Council for Indian School Certificate Examination, New Delhi with Physics, Chemistry and Mathematics.

OR

3 or 4 years diploma in any branch of Engineering, recognized by AICTE or a State Board of Technical Education.

OR

A pass grade in the Senior Secondary School Examination conducted by the National Open School, with a minimum of five subjects with Physics, Chemistry and Mathematics.

OR

- Any public school/Board/University examination in India or in foreign countries, recognized by the Association of Indian Universities as equivalent to the 10+2 system with Physics, Chemistry and Mathematics.

OR

- General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the advanced (A) level with Physics, Chemistry and Mathematics/International Baccalaureate (IB).

For Master's Programmes (M.Des., M.F.M. and M.FTech.)

Who can apply?

Any candidate who fulfils the prescribed educational qualification criteria for the concerned Master's programme, can apply.

Qualifying Age

No age limit.

1.A. Educational Qualification for Master of Design (M.Des.) Programme

- Undergraduate degree in any discipline, from any Institute/University recognized by law in India.

OR

Undergraduate diploma of minimum three years' duration, from NIFT/National Institute of Design (NID).

Note: Master of Design (M.Des.) is an advanced course that demands an understanding of fundamentals in design and pre-supposes that candidates would be familiar with the basic skills and theories, for successful completion of the programme. The course would not provide any basic knowledge and skill development in design as a part of its Master's programme.

1.B. Educational Qualifications for Master of Fashion Management (M.F.M.) Programme

- Undergraduate degree in any discipline from any Institute/University recognized by law in India.

OR

Undergraduate diploma of minimum three years' duration, from NIFT/NID.

1.C. Educational Qualifications for Master of Fashion Technology (M.FTech.) Programme

- B.FTech. from NIFT.

OR

B.E./B.Tech. from any Institute/University recognized by law in India.

Important Note

1. Candidates appearing in the qualifying examination are also eligible to apply, provided:

- They produce a proof of having acquired the minimum prescribed qualifications, at the time of counselling/admission.

OR

- If the 12th class/final year/final semester (as the case may be) result of qualifying degree/certificate examination is not declared by the concerned Board/University till the date of counselling/admission, his/her admission, in such case, will be strictly provisional, subject to the following conditions:

- Affidavit on non-judicial stamp paper of INR 10/-, in the prescribed Proforma (**Annexure-2A**), is submitted. In case the candidate is a minor i.e. below 18 years of age, the affidavit shall be signed by his/her parent/guardian. Candidates/parents/guardians may note that submission of a false affidavit is a punishable offence.
- Those candidates who are seeking provisional admission due to non-declaration of their final year/final semester/12th class (refer **Annexure-2B**) result, will provide proof of having passed all papers in all the previous years/semesters of the qualifying degree examination (whichever is relevant).
- The candidates will also bring the date sheet/admit card/Principal's certificate as proof of having appeared in the qualifying examination.
- The candidate will submit the final result of the qualifying degree/certificate examination, providing proof of his/her eligibility on or before 30th September, of the year of admission, to their Campus Director/Joint Director, where the admission has been granted.
- In case the candidate fails to submit his/her final result of qualifying degree examination in the manner prescribed above to

prove his/her eligibility on or before 30th September, of the year of admission, whatsoever the reason may be, his/her admission will be treated as null and void (cancelled) and the entire fee will be forfeited. Any exception will be made as per the decision of DG-NIFT, on a case-to-case basis.

- vi. The Campus Director/Nodal officer will be responsible to ensure that the eligibility of all students meet prescribed qualifications for admission, especially in the case of provisional admission. The provisional admission will automatically stand cancelled, if the candidate fails to submit the successful result in time i.e. 30th September, of the year of admission.
- vii. In the case of candidates who have appeared for supplementary examination(s) in the final semester/final year of graduation and the result of the same is not declared by the time of counselling/admission, such candidates will be considered for admission as per the provisions of para 1 (b) above.
- viii. In the case of candidates who have appeared for compartment examination(s) in the 12th standard, such candidates will be considered only for provisional admission. He/she will have to clear the compartment examination UNDER THE SAME BOARD, failing which the provisional admission will stand automatically cancelled and the entire fee will be forfeited.

2. Any candidate who has not appeared for the qualifying examination before the date of counselling/admission to NIFT, will not be eligible.

3. It is further clarified that provisional admission will be considered only in such cases where the result of final year/semester of the qualifying degree has not been declared by the concerned Board/University in its totality. In case the result has been declared by the concerned Board/University, but it has not been declared in a specific case, for any reason, such cases will NOT be considered under provisional admission category.

General Requirements of Candidates

- i. The medium of instruction in NIFT is English and all aspirants applying to NIFT must possess working knowledge of the English language.
- ii. All aspirants applying to NIFT must possess basic computing knowledge and skill as applied to operating system, word processing, text editing, spread sheet, data base application, presentation, as well as internet surfing abilities.

2.1.2 Campus-wise Allocation of Programme and Seats

The courses being offered by NIFT are as follows:

Bachelor Programme- Design (B. Des.)

- Fashion Design
- Leather Design
- Accessory Design

- Textile Design
- Knitwear Design
- Fashion Communication

Bachelor Programme - Technology (B.F.Tech)

- Apparel Production

Master Programmes

- Management (M.F.M.)
- Fashion Technology (M.F.Tech.)
- Design (M.Des.)

The number of courses listed above and their eligibility may be modified as per the decision of the Senate and Board of Governors of NIFT.

2.2 Outsourcing of Agency for the Purpose of Admissions

The entrance examination to NIFT may be conducted by an outsourced agency. All activities relating to admissions from application forms to its final result may be done by the examination agency.

2.2.1 The Deliverables of the Examination Agency

Pre-Test Activities

1. To design and develop new website portal and integrate the same with the chosen bank and payment gateway of NIFT. To verify the transactions made through payment gateway.
2. To receive the filled application forms from the candidates as per the agreed schedule.
3. To manage online payments.
4. To allot Roll Numbers to the candidates as per defined fields.
5. To design, generate and upload the admit cards on the admissions portal/website.
6. To provide the list of candidates campus-wise/programme-wise/category-wise, to NIFT.
7. To upload the data of candidates on the website.

Written Test Activities

- 8 To develop two sets of confidential material for the written test, as per details given below:

Programme Name	Name of the Paper	Type
Bachelor of Design (B.Des.)	CAT* UG	Subjective
	GAT** UG	Objective
Master of Design (M.Des.)	CAT PG	Subjective
	GAT PG	Objective
Bachelor of Fashion Technology (B.F.Tech.) (Apparel Production)	GAT UG	Objective
Master of Fashion Technology (M.F.Tech)	GAT PG	Objective
Master of Fashion Management (M.F.M.)	GAT PG	Objective

*CAT: Creative Ability Test **GAT: General Ability Test

- 9 To print one set of the question booklets in bilingual (i.e. in English and Hindi) in the quantity required.
- 10 To design and print the OMR answer sheets in the quantity required.
- 11 To pack and seal the examination material, examination centre-wise.
- 12 To arrange test centres at required number of cities. At present it is conducted at 32 cities viz Ahmedabad, Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Cochin, Coimbatore, Dehradun, Delhi, Guwahati, Hyderabad, Jaipur, Jammu, Jodhpur, Kangra, Kannur, Kolkata, Lucknow, Madurai, Mumbai, Nagpur, Patna, Pune, Raipur, Ranchi, Srinagar (Jammu and Kashmir), Surat, Udaipur, Vadodara, Vishakhapatnam and Shillong for the conduct of the written test. This may be changed as required.
- 13 To arrange multiple venues in cities as required.
- 14 To detail Centre Superintendents, Invigilators and other staff at all examination centres in India.
- 15 To make all necessary arrangements at all examination centres for the conduct of the test in a smooth and fair manner. To ensure proper conduct of the test and ensure that there are no unfair practices/cheating by candidates.
- 16 To position the confidential test material at all the examination centres. The test material may be carried by the examination agency officials from New Delhi to the test centres by air, as required.
- 17 To supervise the conduct of the test.
- 18 To collect back the used answer sheets by hand and transport from examination centres to New Delhi.
- 19 To retrieve test material, both used and unused, directly from the examination centre.
- 20 To evaluate the answer sheets for the subjective test.
- 21 To evaluate the OMR answer sheets by scanning.
- 22 To provide the result of the written test to NIFT in a mutually agreeable format by date specified by NIFT of the same year, as of the written test.
- 23 NIFT observers will inspect the Examination centre before and on the date of Entrance exam.

Situation Test Activities

- 23 To design and generate call letters online for short-listed candidates for Bachelor of Design (B.Des.), as per the list provided by NIFT.
- 24 To conduct situation test for Bachelor of Design (B.Des) at NIFT campuses.
- 25 To detail Centre Superintendents, Invigilators and other staff at all examination centres.
- 26 To develop question papers for the situation test, as per the sample given by NIFT.
- 27 To prepare kits containing the material for the situation examination and position at the examination centre at the NIFT campuses.

- 28 To position the confidential test material at all the test centres. The test material may be carried by the examination agency officials from New Delhi to the examination centre by air, as required.
- 29 To compile the results of the written test and situation test for the final merit list for Bachelor of Design (B.Des).

Group Discussion and Interview Activities

- 30 To design and generate call letters online for short-listed candidates for PG programme in Management, PG programme in Technology and PG programme in Design, as per the list provided by NIFT.
- 31 To develop and print case studies for group discussions, in consultation with NIFT.
- 32 To arrange for the venue and conduct group discussions and interviews for PG programme in Management, PG programme in Technology and PG Programme in Design at New Delhi by 1st week of May of the same year, as of the written test.
- 33 To compile the results of the written test, group discussion and interview for final merit list for PG programmes in Management, Technology and Design.
- 34 To handover the result for the PG programmes in Management, Technology and Design by the end of May of the same year, as of the written test.
- 35 To handle the entire above mentioned operation with utmost confidentiality, with precautions and in a professional way of high standard.
- 36 Ensure the confidentiality of test material developed. All rights for the same rest with NIFT.
- 37 To thrash out expeditiously any minor details with respect to the above operations with the agency contracted to conduct admissions.

2.2.2 Scrutiny of Application Forms

All the applications received are scrutinized by the members of the agency on the following basis:

- i. Application forms filled in all respects.
- ii. Eligibility with respect to qualification, age and caste
- iii. Receipt of application on or before the last date of submission.
- iv. No error is acceptable.

Any legal/financial liability arising out of conduct of admission will be borne by the conducting agency.

2.3 Selection Procedure

2.3.1 Process for each Programme

Bachelor of Design (B.Des.) - For candidates to the UG Design programmes, the selection process consists of a written examination comprising of a Creative Ability Test (CAT) and General Ability Test (GAT), followed by a Situation Test to be undertaken by shortlisted candidates of

the written examination.

Bachelor of Fashion Technology (B.FTech.) - For candidates to the UG Fashion Technology programme, the selection process comprises a written examination comprising of a General Ability Test (GAT).

Master of Design (M.Des.) - For candidates to the PG Design programme, the selection process comprises Creative Ability Test (CAT) and General Ability Test (GAT), followed by Group Discussion and Personal Interview (GD and PI) for shortlisted candidates of the written examination.

Master of Fashion Management (M.F.M.) - For the M.F.M. programme, the selection process comprises General Ability Test (GAT) followed by Group Discussion and Personal Interview (GD/PI) for shortlisted candidates of the written examination.

Master of Fashion Technology (M.FTech.) - For the M.FTech programme, the selection process comprises General Ability Test (GAT), followed by Group Discussion and Personal Interview (GD and PI) for shortlisted candidates of the written examination.

2.3.2 Written Examinations Structure (For UG and PG Programmes)

General Ability Test (GAT)

PROGRAMME	B.DES.	M.DES.
Paper Name	GAT	GAT
Language of Written Test	English/Hindi	English/Hindi
Test Duration (Minutes)	120	120
SECTIONS	NUMBER OF QUESTIONS	NUMBER OF QUESTIONS
Quantitative Ability	20	20
Communication Ability	25	30
English Comprehension	25	30
Analytical Ability	15	25
General Knowledge and Current Affairs	15	15
TOTAL	100	120

The number of questions may vary in each section and for each course, year to year. The level of difficulty in questions for courses may vary.

2.3.3 Creative Ability Test (CAT)

This test is administered for both UG and PG Design programmes to judge the intuitive ability, power of observation in concept development and design ability of the candidate. An important aspect of the test is the creative and innovative use of colour and illustration skills.

Candidates who try to disclose their identity by writing any personal details or place any identification mark on the answer sheet shall be considered DISQUALIFIED and the result of these candidates shall not be

declared.

2.3.4 Written Examination Structure (For UG and PG Programmes of Fashion Technology and for Master of Fashion Management)

General Ability Test (GAT)

PROGRAMME	B.FTECH.	M.FTECH.	M.F.M.
Paper Name	GAT	GAT	GAT
Language of Written Test	English/Hindi	English/Hindi	English/Hindi
Test Duration (Minutes)	180	180	180
SECTIONS	NUMBER OF QUESTIONS	NUMBER OF QUESTIONS	NUMBER OF QUESTIONS
Quantitative Ability	30	30	10
Communication Ability and English			
Comprehension	45	45	50
Analytical and Logical Ability	25	25	25
General Knowledge and Current Affairs	25	25	25
Case Study	25	25	40
Total	150	150	150

M.FTech will also have some questions from the engineering field. The number of questions may vary in each section and for each course year to year. The level of difficulty in questions for all courses may vary.

2.3.5 Components of the General Ability Test (GAT) for All Programmes

- Quantitative Ability:** This sub-test is designed to test the quantitative ability of the candidates. The sub-test consists of questions on addition, multiplication, division, fractions, percentage, rate of interest, work and task, ratio and proportion, and distance.
- Communication Ability and English Comprehension:** This sub-test is aimed at testing the language ability of the candidates in day to day communication in English. It includes questions on synonyms, antonyms, words with corresponding meanings, singular, plural, one-word substitutes, idioms and phrases, correct spellings, comprehension a situation from a given passage etc.
- Analytical Ability and Logical Ability:** This sub-test is designed to test the candidate's capacity for inference and logic from the given information and to evaluate the candidate's ability to identify the given problem and apply reasoning in solving the core issues of the problem. Concepts and practice of creative and lateral thinking are likely to be useful.
- General Knowledge and Current Affairs:** This sub-test is designed to test the candidate's general knowledge and knowledge of current affairs.

5. **Case Study:** This sub-test is based on a situation of an industry environment. It helps to evaluate the candidate's managerial ability.

Short listed candidates from the written entrance examination are required to take the Situation test/Group Discussion (GD)/Interview, as applicable (except B.F.Tech).

2.3.6 Situation Test for UG Design Programmes

Shortlisted candidates for B.Des. from the written entrance examination are required to take a Situation Test, which is a hands-on test to evaluate the candidate's skills for material handling and innovative ability on a given situation with a given set of materials.

No additional material is provided/allowed.

The model is evaluated on space visualization, innovative and creative use of given material, composition of elements, colour scheme, construction skill, finesse of the model and overall presentation, etc. These parameters are checked with the write-up explaining the concept behind the model constructed. Since the medium of instruction in NIFT is English, the write-up has to be in English. No marks will be given for write-up in any other language.

The use of outside/additional material in making the model/design is not permitted. Also, candidates who try to disclose their identity by writing any personal details or place any identification mark on the model/design/write-up shall be considered **DISQUALIFIED** and the final result of these candidates shall not be declared.

The evaluation of the test is done by the jury on the spot. The model is not preserved for future reference.

2.3.7 Group Discussions and Personal Interviews (GD/PI) for All PG Programmes

Shortlisted candidates for Master's programmes from the written entrance examination are required to undergo Case Study based Group Discussions (GD) and Personal Interviews (PI).

Group Discussion

Group Discussion comprises of approximately 15 to 20 minutes of discussion on a case study assigned, on which a panel of experts assesses the candidates on various parameters including:

1. Conceptual clarity
2. Knowledge of the topic assigned
3. Contribution made to the topic
4. Interpersonal skills
5. Ability to generate new ideas
6. Problem solving approach
7. Leadership qualities
8. Effective communication

Personal Interview

Candidates are evaluated on the various parameters, as listed below by a panel, in the Personal Interview:

1. Career orientation
2. Aptness for the course
3. Overall personal achievements in academics and co-curricular activities
4. Communication
5. General awareness and aptitude, creative and lateral thinking

2.4 Final List Preparation

A compiled result of the Written Test, Situation Test, Group Discussion and Interview is prepared by the agency for the general and reserved categories separately and is then handed over to the Head Office- NIFT. After approval it is uploaded on the official NIFT website.

2.4.1 Reservation of Seats

The seats reserved for SC/ST/OBC (non-creamy)/GEN-EWS/Persons with Disabilities (PWD)/Foreign Nationals/SAARC/NRI/OCI/State Domicile categories, in each programme are as under:

Scheduled Caste	15%
Scheduled Tribe	7.5%
Other Backward Class (Non-Creamy)	27%
General-Economically Weaker Section	10%
Persons with Disabilities (PWD)	5%*

*Horizontal reservation for Persons with Disabilities (PWD) (with 40% or more disability) cutting across all sections i.e. SCs, STs, OBCs Non-Creamy and General categories. Campus and programme will be allotted on rotation, at NIFT's discretion.

The category selected by a candidate at the time of submitting the application form will be final. Requests for any change of category will not be permitted during later stages of the admission process.

Requirements for each category are as follows:

1. SC/ST Candidates

Candidates applying under this reserved quota will have to produce a Caste/Tribe Certificate from a competent authority of the respective States/Union Territories/National Commission of Tribes.

2. OBC (Non-Creamy) Candidates

Candidates applying under this quota would have to substantiate the caste and non-creamy layer requirement. Candidates applying under this quota shall produce a Caste Certificate from a competent authority certifying that they belong to the non-creamy layer.

The certificate should be in favour of the candidate, issued not earlier than April 01, of the year of application. Failure to produce an appropriate certificate from a competent authority shall make the candidate ineligible for counselling and the applicant will not be offered admission. Requests for provisional admission in such cases will not be entertained.

To summarize:

- The candidate should possess an OBC (non-creamy) Certificate issued in the name of the candidate and not in favour of the respective parent/guardian.
- The caste mentioned in the OBC (non-creamy) Certificate should find mention in the Central list of OBCs available at <http://ncbc.nic.in/backward-classes/index.html>
- The OBC (non-creamy) Certificate should clearly mention that the candidate belongs to the non-creamy layer.
- The certificate must be issued by a competent authority.
- In case of married women applying to any course under reserved category, she has to produce the Caste Certificate in her own name. Certificate in the name of husband/mother/father is not acceptable.

Candidates belonging to the creamy layer of OBC are not entitled to apply under the reserved category OBC (NC) and will have to submit their application under General (unreserved) category.

3. General - Economically Weaker Section (GEN-EWS)

General category belonging to Economically Weaker Section (GEN-EWS) will be a reserved category in which the percentage of reservation is 10%. The benefit of reservation will be given only to those General category candidates who satisfy the condition given in the OM No. 20013/01/2018-BC-II, dated 17 January 2019, issued by the Ministry of Human Resource Development, Department of Higher Education, Government of India. The benefit of reservation under Gen-EWS can be availed upon production of an Income and Asset Certificate issued by a competent authority as mentioned below.

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officer, not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Based on the information provided by the candidate in the application form while applying online, the candidate will be provisionally allowed to appear for the NIFT entrance examination and the subsequent test, if shortlisted. It will be the responsibility of the candidate to provide valid certificate for admission

4. Persons with Disability (PWD)

Candidates applying under this category should have Certificate of Disability issued as per sub-section (2)(a) of section 58 of The Rights of Persons with Disabilities Act, 2016 (49 of 2016) in Form V, Form VI or Form VII as per rule 18(1) of the notification vide number G.S.R. 591(E) dated 15th June, 2017 (updated as revised by Government of India from time to time). The certificate should be issued by a medical authority designated under sub-section (1) of section 57 of the act and rules 17 (a) and (b) of G.S.R. 591(E).

Such candidates are required to produce the original Certificate of Disability both at the time of counselling and at the time for admission to the institute.

It is mandatory for the candidate, who is a person with disability, to attend the counselling for evaluation. The course will be allotted to the candidates after assessing the capabilities of the candidates.

NIFT may consider applications from PWD candidates for providing external assistance during assessment for selection, with the condition that the expenses for the same will be borne fully by the candidate.

It is however, recommended that the candidate arranges his/her own external assistant for this purpose as this will ensure a better fit for individual needs.

NIFT will assess the actual physical/psychological capability of a candidate selected for counselling of a particular programme, as per the specific requirements of that particular programme by a Board constituted at each campus by the Campus Director.

The three members Board will consist of a medical officer/psychologist, a faculty from the concerned department (Design/Technology/Management) and an administrative officer. Candidates are advised to come prepared for such assessments at the time of counselling.

NIFT may utilize its laboratories/equipment/test materials for making such assessment of the physical/psychological capability of a candidate for undertaking that programme/course and may tailor such test for each individual separately, as decided by the Board.

The assessment is compulsory for all candidates seeking reservation under this category. The Board, in its proceedings, will recommend whether the candidate is capable or incapable of undertaking the particular programme/course applied for.

A copy of such an order will also be communicated to the candidate in writing under acknowledgement, informing him/her that he/she can make an appeal against the order, in which case the appeal will be referred to the Standing Board at Head Office (HO), whose recommendation will be final and no further representation will be accepted.

NIFT reserves the right to disqualify the candidature in case of assessment of inability of the candidate to undertake a particular programme.

The table below indicates the type of assessment that may be conducted

by a Board of NIFT for various categories of disability and programmes, to assess if the student would be in a position to access the mainstream curriculum:

PROGRAMME	CRITERIA/METHOD	SUITABILITY				
Design	Drawing/sketching/ making models/colour sense Operating machines/ computer keyboard manually/ mobility	Visual clarity	Minor speech disability	Minor hearing disability	No major locomotor dis- ability in hands, legs, face and neck	Able to select, organize and integrate visual and verbal information into a drawing or model, with aesthetics

General requirements: Adequate cognitive functions to access the mainstream curriculum; no intellectual impairments. Adaptive functioning showing mild deficit, in academic and/or communication skills, but able to meet the requirements of curriculum and learning environment using assistive devices independently. Good social interaction skills and emotional stability to be adaptive with large group learning setting and does not have a challenging behaviour that disturbs the education of other students.

PROGRAMME	CRITERIA/METHOD	SUITABILITY				
Technology	Operating machines manually/ computer keyboard manually/ mobility	Minor visual disability	Minor speech disability	Minor hearing disability	No major locomotor disability in hands, legs, face and neck	
Fashion Management	Operating computer keyboard manually/mobility					

General requirements: Adequate cognitive functions to access mainstream curriculum; no intellectual impairments. Adaptive functioning showing mild deficit, in academic and/or communication skills, but able to meet the requirements of curriculum and learning environment using assistive devices independently. Good social interaction skills and emotional stability to be adaptive with large group learning setting and does not have a challenging behaviour that disturbs the education of other students.

Other than these, there is a provision of seats for foreign nationals/ SAARC/NRI/OCI and State Domicile in the state funded campuses of NIFT. These are supernumerary in nature

- Foreign Nationals/SAARC/NRI/OCI 15% (supernumerary)
- State Domicile (state funding campuses) 20% (supernumerary)

The candidates applying under these categories need to meet the eligibility and admission requirements of NIFT.

5. Seats for Foreign Nationals/SAARC/NRI/OCI and Domicile Categories 1

Foreign Nationals/SAARC/NRI/OCI Foreign Nationals (whether residing in India or abroad) and Non-Resident Indians, who are citizens of India holding an Indian passport and have temporarily immigrated to another country for six months or more for work, residence or any other purpose and who meet eligibility and admission requirements of NIFT, can also apply for admission.

The selection of eligible candidates of this category for admission in NIFT will be based on their SAT/GMAT/GRE scores, and not on the basis of the entrance examination.

The availability of seats for this category is as follows:

- 5 (supernumerary) seats each at NIFT campuses of New Delhi, Mumbai, Kolkata, Bengaluru, Chennai, Hyderabad, Gandhinagar,

Raebareli and Srinagar (Jammu and Kashmir).

- 3 (supernumerary) seats each at Bhopal, Bhubaneswar, Jodhpur, Kangra, Kannur, Patna and Shillong.

Qualifying Age for UG programmes: Maximum age should be 24 years, as on 1st August, in the year of admission. The upper age limit may be relaxed by a period of 5 (five) years for candidates of Scheduled Caste/ Scheduled Tribe/Persons with Disabilities (PWD) categories.

For PG programmes: No age limit.

Academic Eligibility: All candidates must satisfy the required academic qualifications listed for the concerned course. In case the degree/ certificate has been obtained from a University/Board of any other country, then an equivalence certificate must be obtained from the Association of Indian Universities (AIU), New Delhi (website: www.aiuweb.org) prior to admission. Foreign nationals applying to NIFT must possess working knowledge of the English language.

The programme and campus will be allotted on the basis of merit list drawn as per the scores obtained by the candidates in the following examinations:

- Bachelor's programme (B.Des. and B.F.Tech.) - SAT score,
- Master's programme (MFM) - GMAT score,
- Master's programme (M.Des and M.F.Tech.) - GRE score

Candidates may have appeared in multiple SAT/GMAT/GRE examinations prior to 30 April of the year of admission. The highest valid score among these tests will be taken into consideration for allotment of seats. The GRE/GMAT/SAT scores should not have been declared before 1st January, of the preceding year and should be received by the institute (NIFT) latest by 30 April of the year of admission.

6. Procedure for Applying under the Foreign National/SAARC/NRI/OCI Categories

Those seeking admission under this category have to apply online at the website, www.nift.ac.in. Candidates applying for Bachelor's programmes of NIFT should arrange to send SAT scores directly from College Board to NIFT HO, New Delhi. SAT scores have to be submitted through College Board to NIFT before 30 April of the year of admission. The Designated Institution (DI) Code is 7258. The campus and programme will be allotted to the successful candidates based on SAT/GMAT/GRE scores as well as the preference of the candidate. Candidates, at the time of registration for SAT, should indicate DI code: 7258 for sending their scores to NIFT Head Office, New Delhi. Candidates applying for Master's Programmes i.e. Master of Fashion Management (MFM), should arrange to send GMAT test scores, while those applying for Master of Design (M.Des.) and Master of Fashion Technology (M.F.Tech.) should arrange to send GRE test scores directly to NIFT HO, New Delhi. The candidates must select NIFT as an institute of choice to send scores of GRE/GMAT/SAT. Candidates seeking admission under this category should apply in the prescribed application form online. The candidates who fulfil the admission criteria specified for the category may apply online with requisite application fee prescribed in the prospectus through the online NIFT payment gateway. NRI seats being supernumerary, will not be converted to any other category. However, seats remaining unfilled in the NRI category after the process described above, will be offered to the children/wards of NRIs, as per merit during counselling.

All the candidates having Common Merit Rank (CMR) in the NIFT entrance examination and falling under the category 'Children/Wards of NRI', will be given an opportunity to opt for NRI seats, subject to fulfilling the criteria, submission of necessary documents and fee during regular counselling. NIFT may re-allot seats between the programmes to meet the demand of the candidates, within the overall limit prescribed for this category.

Fee Payment: Once selected under this category, candidates shall pay the fee at the time of admission for the first academic year, consisting of two semesters. They would also need to obtain a valid residential permit or student visa for the prescribed duration of the programme.

7. State Domicile Category

How is domicile category determined?

The candidate would be considered to be the domicile of that state within which the candidate has completed his/her class 12th examination/graduation/qualifying degree.

A certificate from the concerned school/college is to be obtained. In case the candidate obtained the qualifying certificate/degree through distance learning mode, the address of the school attended by the candidate regularly will determine his/her domicile status. Seat availability under the State Domicile Category Seats will be offered for admission as State Domicile Preferential Seats to candidates who belong to the 8 States where the following NIFT campuses are located:

1. Patna, Bihar
2. Kangra, Himachal Pradesh
3. Kannur, Kerala
4. Bhopal, Madhya Pradesh
5. Shillong, Meghalaya
6. Bhubaneswar, Odisha
7. Jodhpur, Rajasthan
8. Srinagar*, Jammu and Kashmir

Supernumerary seats will be available in each campus (except Srinagar). Any supernumerary seats which remain unfilled will lapse, and will not be converted into any other category.

*In the case of the NIFT Srinagar campus (J&K), 35% seats will be offered for admission as State Domicile Preferential Seats, to the domicile candidates of Jammu and Kashmir (J&K). Candidates who are domicile of the states where the NIFT Campuses listed above are located, may opt for these preferential seats, while filling the online application form. However, they will be permitted to exercise choice to take admission under General/ST/SC/OBC categories (as applicable) to any other campus of their choice as per their merit ranking. Reservation of SC/ST/OBC (non-creamy layer) candidates, shall be applicable for the domicile seats also. Domicile seats remaining vacant after multiple rounds of counselling or if all candidates who opted for domicile seats have been exhausted will be converted to General Category seats and offered for admission in the last round.

2.5 Result Communication

The result of the entrance examination will be displayed on the NIFT website. The counselling schedule will be available on NIFT's website only. No separate communication will be sent by post.

2.6 Counselling and Allocation of Campus/Discipline

The details of counselling of successful candidates of the examination process viz. the mode, dates and procedure, will be available on the website. Candidates are advised to regularly check the NIFT website for further information.

The counselling would be held in hybrid mode, on campus and might also be undertaken through online mode.

The following documents, along with photocopies, shall be required for admission after qualifying the entrance examination. The original

certificates, except the medical certificate, will be returned to the candidate after verification:

- i. Original certificates of qualifying examination i.e. 12th class/degree (marksheets and certificate). In case of admission to PG courses, the candidates will also be required to bring the original certificate (marksheets and certificate) of the qualifying degree examination. In case the candidate has appeared in final semester/final year (as applicable) then he/she will have to bring the original mark sheets of all the previous semester/years.
- ii. In case the candidate has appeared for qualifying exam/compartment (of final year/semester) and the result is due, the date sheet/admit card for examination has to be brought.
- iii. Bank draft(s) of requisite fee in favour of 'NIFT HO' has to be bought. The name of the candidate, date of counselling, phone/mobile number, name of the programme, category, rank and roll number are to be mentioned at the back of bank draft(s).
- iv. Proof of date of birth (secondary school mark sheet and certificate) (original and photocopy).
- v. SC/ST/OBC (non-creamy)/PWD/GEN-EWS (supported with requisite certificate). For state domicile seats, the status of domicile will be decided by the address of school/ college (qualifying degree) last attended, whichever is applicable.
- vi. Funding for the tuition fee, on the basis of certificate of the parents' income, example- income tax Return, salary certificate, etc.
- vii. Certificate of medical fitness to be signed by a registered medical practitioner in the prescribed format, in original.
- viii. Affidavit on non-judicial stamp paper of INR 10/-, for seeking provisional admission, only in the case where the result of qualifying examination is yet to be declared (in the format as in **Annexure-2A**).
- ix. An undertaking regarding anti-ragging.
- x. An undertaking regarding refund of fee.

Note: In case any of the above document(s) is/are in any language other than Hindi/English, an authentic translation in Hindi/English should be produced, duly verified by the issuing institution/gazetted officer/ self-attested (original and photocopy), by the candidate at the time of counselling /admission. Failure on the part of candidate to produce the requisite authentic translation may result in refusal of admission.

The details of counselling of candidates successful in the examination process viz. the mode, dates and procedure, will be available on the website in the month of May/June. Candidates are advised to regularly check the NIFT website for further information.

2.6.1 Documents required for Admission

The following documents along with the photocopies shall be required for admission after qualifying the entrance examination. The original certificates, except the medical certificate, will be returned to the candidate after verification.

- i. Original certificates of qualifying examination i.e. 12th class/degree (marks sheet and certificate). In case of admission to PG courses, the candidates will also be required to bring the original certificate (mark sheet and certificate) of the qualifying degree examination. In case the candidate has appeared in final semester/final year (as applicable), he/she will have to bring the original mark sheets of all the previous semesters/years.
- ii. In case the candidate has appeared for qualifying exam/compartment (of final year/semester) and the result is due, the date sheet/admit card for examination has to be brought.
- iii. Bank draft(s) of requisite fee in favour of 'NIFT HO' has to be bought. The name of the candidate, date of counselling, phone/mobile number, name of the programme, category, rank and roll number are to be mentioned at the back of bank draft(s).
- iv. Proof of date of birth (secondary school mark sheet and certificate) (original and photocopy).
- v. SC/ST/OBC (non-creamy)/PWD/GEN-EWS (supported with requisite certificate). For state domicile seats, the status of domicile will be decided by the address of school/ college (qualifying degree) last attended, whichever is applicable.
- vi. Funding of the tuition fee on the basis of certificate of the parents' income, example, income tax return, salary certificate, etc.
- vii. Certificate of Medical Fitness to be signed by a registered medical practitioner in the prescribed format, in original.
- viii. Affidavit on non-judicial stamp paper of INR 10/-, for seeking provisional admission, only in case the result of qualifying examination is yet to be declared

Note: In case any of the above document(s) is/are in any language other than Hindi/English, then the authentic translation in Hindi/English should be produced, duly verified by the issuing institution/gazetted officer/ self-attested (original and photocopy), by the candidate at the time of counselling/admission. Failure on the part of candidate to produce the requisite authentic translation may result in refusal of admission.

2.7 Cancellation/Withdrawal of Candidature

- i) The mere fact of qualifying the entrance examination shall not, ipso facto, entitle a candidate for admission to a programme.
- ii) If NIFT is not satisfied with character, past behaviour or antecedents of a candidate, it can refuse to admit him/her to any course of study at any campus or cancel the admission at a later stage.
- iii) If, at any stage, it is found that a candidate has got admission at any campus /programme on the basis of false information, or by hiding relevant facts or if it is found that admission was given due to any mistake or oversight, the admission granted to such candidate shall be liable to be cancelled forthwith without any notice at any time during the course of his/her studies by the DG-NIFT and fee deposited by the candidate will be forfeited.

- iv) If a candidate does not report to the allotted/re-allotted NIFT campus within 7 days of commencement of the session, the admission of the candidate will stand cancelled without any intimation and the tuition fee paid shall be forfeited.
- v) The Director General may cancel the admission of any student for specific reason or debar him/her for a certain period.
- vi) It will be the sole responsibility of the candidate to make sure that they are eligible and fulfil all the conditions prescribed for admission. Before issue of admission receipt at the time of allotment of seats, candidates should ensure that he/she fulfils all eligibility criteria as laid down in the admission brochure. If it is found, at any stage, during the entire period of the programme that the candidate does not fulfil the requisite eligibility conditions, his/her admission will be cancelled and entire fee will be forfeited.
- vii) The merit ranking will be valid only for the programme/category for which the candidate has appeared and cannot be utilized for admission to any other programme/category. Further, the merit ranking of the candidate shall be valid only for the current academic session.
- viii) All admissions shall be completed on or before the last date decided by the Director General, NIFT.
- ix) NIFT does not recommend or endorse any coaching classes.
- x) NIFT reserves the right to add or discontinue any programme at any Campus.
- xi) Any attempt to influence the admission process by way of recommendation will invite immediate disqualification of the candidate(s).
- xii) Requests for rechecking of CAT will be restricted to the checking of following:
 - a) Whether all the answers have been evaluated.
 - b) Mistake in the totalling of marks.
- xiii) Any requests sent without a scanned copy of the admit card will not be entertained.
- xiv) All information regarding the admission process will be available only on the NIFT website. Candidates applying to NIFT shall be deemed to have complete understanding of the eligibility and the process as disclosed on the NIFT website. NIFT shall not be responsible for any misinterpretation or lack of awareness on the part of the candidate.

Withdrawal of Admission after Admission and Refund of Fee

- i) A candidate, who has taken admission once and then withdraws, will not be considered for admission during subsequent rounds of counselling.
- ii) In case the candidate is seeking refund before commencement of academic session, the request for withdrawal of admission in the prescribed proforma (**Annexure-2C**) may be submitted to the Director of the Campus, where the candidate attended the

counselling. After commencement of the academic session, refund request may be submitted to the Director of the Campus allotted to the candidate. The candidates will be required to surrender the original admission receipt issued at the time of counselling/admission while applying for withdrawal of admission. Requests for withdrawal of admission would not be entertained without original admission receipt.

- iii) The cut-off date for refund is indicated in the prospectus year to year based on academic calendar

2.8 NIFT Lateral Entry Admission (NLEA)

NIFT Lateral Entry Admission (NLEA) provides an opportunity to candidates who have completed their diploma/degree in relevant/related fields of design and technology for direct admission to the third semester of UG programmes of NIFT at NIFT campuses.

The candidates who have acquired Diploma/Degree will compete at an all-India entrance examination to get lateral admission in the 3rd semester of UG programmes of NIFT. The admission to these candidates will be strictly on merit, which will be prepared based on the performance of candidates in written test, studio test/technology aptitude test, and a personal interview. The candidates selected through lateral entry will join the regular UG students of NIFT in their second year, for seats listed in the brochure.

2.8.1 Scheme of Examination

Candidates will have to appear for an entrance examination, personal interview and verification of documents/eligibility at the NIFT campus opted by them. The entrance examination is designed to test the knowledge and skill aptitude of the candidate for the programme opted.

There is no negative marking. Entry to the examination centre will be allowed with admit card only. Mobiles and other infotech gadgets are not allowed inside the examination centre. Candidates found with mobile or other infotech gadgets will be asked to leave the examination centre and shall be disqualified. Candidates should reach the examination centre at least 30 minutes before the commencement of the examination.

2.8.2 Schedule of Written Examination, Studio Test, TAT, Interview and Eligibility/Documents Verification

Merit list will be prepared based on the marks obtained by the candidates in written examination, Studio test/TAT and Interview, subject to fulfilling the eligibility criteria and verification of documents.

2.8.3. Eligibility Criteria

Eligibility for NLEA to Bachelor of Design (B.Des.)

- i. Passed secondary school examination/10th.
- AND
- ii. Passed 3 or 4 years diploma, recognized by AICTE/AIU/UGC or a

State Board of Technical Education, in courses related to Fashion/Apparel/Textile and Accessories/Home Science/Handloom Technology/Products/Visual Communication/ Graphic Design/Industrial Design/Interior Design/Multimedia Design/Apparel Technology/Leather/Fine Arts.

OR

Passed Senior Secondary Examination/12th, recognized by AIU.

AND

- iii. Students who have completed 2 year regular UG Diploma programme at NIFT after passing senior secondary examination/12th standard.

Eligibility for NLEA to Bachelor of Fashion Technology (Apparel Production) (B.F.Tech.)

- i. Passed secondary school examination/10th.

AND

- ii. Passed 3 or 4 years diploma, recognized by AICTE/AIU/UGC or a State Board of Technical Education, in courses related to Fashion/Apparel/Textile/Home Science/Handloom Technology.

OR

Passed senior secondary examination/12th, recognized by AIU with Physics, Chemistry and Mathematics.

AND

- iii. Students who have completed 2 years UG Diploma programme at NIFT, after passing senior secondary examination/12th standard.

2.8.4 Who can apply?

Candidates in engineering may apply for Bachelor of Fashion Technology (Apparel Production) programme as well as Bachelor of Design Programme. Other candidates having aptitude for creativity/innovation/fashion design may apply for Bachelor of Design programme.

Maximum Age: 24 years, as on 1 July/August of the year of admission. The upper age limit may be relaxed by a period of 5 (five) years for the candidates of SC/ST/PWD categories. The result of the entrance examination will be displayed on the NIFT website.

Candidates applying for the examination should ensure that they fulfil all the eligibility criteria for admission. Their admission at all the stages will be provisional, subject to their satisfaction of the prescribed eligibility criteria. During verification at any time, if it is found that candidate does not fulfil the eligibility criteria, his/her candidature shall stand cancelled without any notice or further reference. NIFT shall not be liable for any consequences on account of such cancellations.

The candidates will be called for counselling for the vacant available seats in 3rd semester of different courses/programmes across NIFT campuses, as per merit. Based on the test/interview and verification of documents/eligibility of the candidate, the result will be declared in the following manner:

- i. Shortlisted for admission counselling with CMR.

- ii. Not shortlisted, based on written exam /interview.

- iii. Not eligible, based on the verification of documents.

The list of selected candidates will be uploaded on www.nift.ac.in. The selected candidates will be given admission to regular UG programmes of NIFT, after successful completion of all mandatory formalities as per NIFT Lateral Entry Admission (NLEA) Policy. Selected candidates will attend a NIFT Lateral Entry Orientation Programme at any of the NIFT campuses or at the allotted NIFT campuses before commencement of the session.

2.8.5 Reservation of Seats

The seats reserved for SC/ST/Persons With Disabilities (PWD)/Foreign Nationals/SAARC/NRI/OCI, in each programme are as under:

SC	15%
ST	7.5%
OBC (NON-CREAMY)	27%
GENERAL EWS	10%
Persons With Disabilities (PWD)	5% Horizontal reservation for differently abled persons (with 40% or more disability) cutting across all sections i.e. SC, ST, OBC (non-creamy) and General categories. Campus and programme will be allotted on rotation, at NIFT's discretion.
State Domicile	20% (supernumerary)
Foreign Nationals/ SAARC/NRI/OCI	15% (supernumerary)

2.9. Admission for Artisans/ Children of Artisans

An artisan is a skilled craft worker who makes or creates things by hand that may be functional or strictly decorative. For example furniture, decorative art, sculpture, clothing, jewellery, food items, household items and tools or even mechanisms.

2.9.1 Eligibility Criteria

For Bachelor's Programmes (B.Des.)

Any candidate who fulfils the prescribed age and educational qualification criteria for the concerned programme can apply.

Qualifying Age: Maximum age should be 24 years as on 1 July/August of the year of admission. The upper age limit may be relaxed by a period of 5 (five) years for candidates of Scheduled Caste/Scheduled Tribe/Person With Disabilities (PWD) categories.

Educational qualifications for Bachelor of Design (B.Des.) Programmes (Fashion Design/Leather Design/Accessory Design/Textile Design/Knitwear Design/Fashion Communication):

- i. The +2 level examination in the 10+2 pattern of examination of any recognized Central/State Board of Secondary Examination, such as

Central Board of Secondary Education/State Board/New Delhi and Council for Indian School Certificate Examination, New Delhi.

OR

A pass grade in the senior secondary school examination conducted by the National Open School, with a minimum of five subjects.

OR

3 or 4 years diploma, recognized by AICTE or a State Board of Technical Education.

OR

Any public school/Board/University examination in India or in foreign countries, recognized by the Association of Indian Universities as equivalent to the 10+2 system.

OR

General Certificate Education (GCE) examination (London/Cambridge/Sri-Lanka) at the Advanced (A) level/International Baccalaureate (IB).

AND

- ii. Proof of identity as an Artisan viz. Photo identity card of Parent (Father/Mother) from Development Commissioner (Handicraft), or Development Commissioner (Handlooms), Ministry of Textiles or State Government.

2.9.2 Scheme of Examination

Candidates will have to appear for a studio test, personal interview and verification of documents/eligibility at the NIFT campus opted by them. The studio test is designed to test the knowledge and skill aptitude of the candidate for the programme opted.

There is no negative marking. Entry to the examination centre will be allowed with admit card only. Mobiles and other infotech gadgets are not allowed inside the examination centre.

Candidates found with mobile or other infotech gadgets will be asked to leave the examination centre and shall be disqualified. Candidates should reach the examination centre at least 30 minutes before the commencement of the examination. The studio test will be held at NIFT campuses.

2.9.3 How to Apply: Submission of Application Form

Information on submission of application will be available at www.nift.ac.in website. Candidate may refer to the guidelines for applying as and when declared. The application fee has to be paid through online payment gateway or Demand Draft.

- Fee for General/OBC (non-creamy) category: INR 2000/-, through payment gateway.
- Fee for SC/ST/PWD categories : INR 1000/-, through payment gateway.

Mode of Payment: Credit cards/debit cards payments of application fee

(INR 2000/- or INR 1000/-) may be made through credit cards/debit cards if activated. The bank and transaction charges on the application fee will be borne by the applicant. Candidates are advised to apply on time. For any assistance, they may contact the Director of the nearest NIFT campus. Applicants are advised to keep a printout/photocopy of application form for further reference, along with proof of payment.

2.9.4 List of Documents to Be Submitted

The following documents, along with the photocopies, shall be required for admission, after qualifying the entrance examination. The original certificates, except the medical certificate, will be returned to the candidate after verification.

- i. Original certificates of qualifying examination i.e. 12th class/degree (marks sheet and certificate).
- ii. In case the candidate has appeared for qualifying exam/compartment (of final year/semester) and the result is due, the date sheet/admit card for examination has to be brought.
- iii. Bank draft(s) of requisite fee in favour of 'NIFT HO', has to be brought. The name of the candidate, date of counselling, phone/mobile number, name of the programme, category, rank and roll number, are to be mentioned at the back of bank draft(s).
- iv. Proof of date of birth (secondary school mark sheet and certificate) (original and photocopy).
- v. SC/ST/OBC (non-creamy)/PWD (supported with requisite certificate). For state domicile seats, the status of domicile will be decided by the address of school/college (qualifying degree) last attended, whichever is applicable.
- vi. Funding of the tuition fee on the basis of certificate of the parents' income, example, income tax return, salary certificate, etc.
- vii. Certificate of Medical Fitness to be signed by a registered medical practitioner in the prescribed format in original.
- viii. Affidavit on non-judicial stamp paper of INR 10/-, for seeking provisional admission, only in case the result of qualifying examination is yet to be declared.
- ix. In case any of the above document(s) is/are in any language other than Hindi/ English, the authentic translation in Hindi/English should be produced duly verified by the issuing institution/gazetted officer/self-attested (original and photocopy) by the candidate at the time of counselling/admission. Failure on the part of candidate to produce the requisite authentic translation may result in refusal of admission.

2.9.5 Refund Policy

Withdrawal of Admission after Admission and Refund of Fee

- i. A candidate, who has taken admission once and then withdraws, will not be considered for admission during subsequent rounds of counselling.
- ii. In case the candidate is seeking refund before commencement of academic session, the request for withdrawal of admission in

the prescribed proforma may be submitted to the Director of the campus, where the candidate attended the counselling.

After commencement of the academic session, refund request may be submitted to the Director of the campus allotted to the candidate. The candidates will be required to surrender the original admission receipt issued at the time of counseling/admission, while applying for withdrawal of admission. Requests for withdrawal of admission would not be entertained without original admission receipt.

2.10 Admission in PhD Programme

NIFT recruits outstanding researchers to create a vibrant research culture and strengthen its research focus. NIFT research training gives candidates the skills they need to conduct research, which aims to solve critical problems affecting the industry, communities and the environment.

NIFT expects its PhD scholars to demonstrate independent research and thought leadership through publications in academic journals and scholarly presentations of their work and also their passion for knowledge and research, for developing new ideas and paradigms. Creativity and the potential to do outstanding research must be a hallmark of their personality and intellectual skill-set.

PhD degree would read the title of the thesis and would not state any area i.e Design, Management, Technology. For further details, refer to Chapter-12.1.2. (PhD).

CHAPTER 3

This section details all norms and policies related to academic planning in the institute. Curricular matrices and briefs are placed for quick reference of academia.

In this section:

3.1 Introduction

3.2 Programmes Offered

3.3 Programme Structure

3.3.1 Foundation Programme

3.3.2 Majors

3.3.3 Deepening Specializations (DS)

3.3.4 Inter Disciplinary Minors (IDM)

3.3.5 General Electives (GE)

3.3.6 Floating Credits

3.4 Unified Subject Coding System

3.5 Credit Calculations

3.6 Pedagogy

3.6.1 Academic Transaction

3.6.2 Continuous Evaluation

3.7 Programme Matrix and Learning Outcomes

3.7.1 Foundation Programme (Design and Technology)

3.7.2 Bachelor of Design (Fashion Communication)

3.7.3 Bachelor of Design (Fashion Design)

3.7.4 Bachelor of Design (Fashion and Lifestyle Accessory)

3.7.5 Bachelor of Design (Knitwear Design)

3.7.6 Bachelor of Design (Leather Design)

3.7.7 Bachelor of Design (Textile Design)

3.7.8 Bachelor of Fashion Technology (Apparel Production)

3.7.9 Master of Fashion Technology

3.7.10 Master of Fashion Management

3.7.11 Master of Design (Design Space)

3.8 Policies and Frameworks Supporting Academics

3.8.1 Examinations and Evaluations

3.8.2 Craft Cluster Initiative

3.8.3 Industry Engagement

3.8.4 Academic Mentoring

3.9 Curriculum Documentation and Custody

3.10 Procedure, Time Frame and Committees for Curriculum Review

3.11 Procedure and Committee for Change in Nomenclature of Department/Discipline/Specialization

3.12 Modalities for Co-Curricular Academic Activities

3.13 Academic Calendar

3.1 Introduction

The curriculum is a unique blend of rapidly evolving business fashion and a close connect with the heritage of arts and crafts of India. The dynamics of the same signals its willingness to adapt to the disruptive times, in ways that embrace both change and continuity. Appropriating itself to both future technologies and the value systems, trying to reconcile the pace of big data with that of sustainability and slow fashion, the curriculum at NIFT keeps abreast of the economic, socio-political and cultural trends. The restructured curriculum at NIFT was implemented in July 2018.

3.2 Programmes Offered

NIFT offers degree programmes for the following specializations at the undergraduate level:

- Accessory Design (AD)
- Fashion Communication (FC)
- Fashion Design (FD)
- Knitwear Design (KD)
- Leather Design (LD)
- Textile Design (TD)
- Fashion Technology (B.FTech)

In addition, NIFT offers degree programmes for the following specializations at the postgraduate level:

- Masters of Design (M.Des)
- Masters of Fashion Management (MFM)
- Masters of Fashion Technology (M.FTech)

All the courses may not be offered at all campuses.

3.3 Programme Structure

NIFT has adopted a format of Majors, Deepening Specializations, Interdisciplinary Minors and General Electives. Interdisciplinary Minors provide individuated pathways that permit students to acquire interdisciplinary skillsets that complement major area of study or enable students to explore an unrelated area of intellectual interest. General Electives aid in enhancing personality and enriching individual interests in specific areas. Sensitization towards the native craft industry is integrated into the curriculum through the Craft Cluster initiative. Increased Industry interaction for students through classroom projects, internships and part transaction in industry environment is the focus of the curriculum.

3.3.1 Foundation Programme

The undergraduate programmes at NIFT commence with a mix-group of foundation studies for two semesters. The Foundation programme is aimed at offering a cross-disciplinary environment to new students. The programme is designed to foster the creativity, sensitivity and skills to form a strong foundation regarding the fundamentals of fashion business particularly in the areas of design and technology in a socio-cultural perspective. NIFT students need to earn 30 credits per semester

during the Foundation programme, which includes 05 credits of General Electives.

3.3.2 Majors

A Major is a group of subjects under the specialization courses offered at NIFT where the student focuses on the area, which he/she wants to specialize in. These are 'mandatory subjects' that a student is required to take, along with other subjects.

The term 'Majors' refers to a series or selection of subjects that all students of a particular programme are required to complete before they can move to the next semester.

3.3.3 Deepening Specialization (DS)

A Deepening Specialization is a secondary concentration of subjects that complements the Majors and provides in-depth knowledge related to the Majors. These subjects are also mandatory and have been assigned specific credits in each semester at undergraduate level and postgraduate level. Refer to **Annexure-6A** for DS guidelines.

3.3.4 Inter Disciplinary Minors (IDM)

A Minor administered by an academic department other than the one offering the Major is called an Interdisciplinary Minor. This provides individuated pathways that would permit students to acquire interdisciplinary skill sets and opt for a set of subjects that complement studies in one's major or explore an unrelated area of intellectual interest. These courses have 3 credits per semester. The Inter disciplinary Minors shall be offered from Semester III to VII for undergraduate and from Semester I to III for postgraduate programmes. Every department offers two IDMs to the students of other programmes. Refer to **Annexure-6B** for IDM guidelines.

3.3.5 General Electives (GE)

A General Elective is a set of subjects that allow co-curricular growth of the students and complement the courses being undertaken within different specializations. The General Electives have been categorized as Mandatory and Optional Subjects, to ensure that essential skill sets for graduating students are acquired during the course of the programme. An undergraduate student shall be taking 10 General Elective subjects across 7 semesters and a postgraduate student shall be taking 5 General Elective subjects across 3 semesters. The number and nature of subjects offered under General Electives will be campus specific, depending on the availability of appropriate human resources. Refer to **Annexure-6C** for GE guidelines.

3.3.6 Floating Credits

Floating credits are offered for the students who have the zeal for learning more and are prepared to acquire credits over and above the mandatory credit requirements for earning the degree. The students can opt for one floating subject of 2 credits each every semester offered by the

department under the majors. Refer to Annexure-6D for floating subject guidelines.

3.4 Unified Subject Coding System

Unified subject code shall be Alphanumeric with first 3 Alphabets then 3 numerical values followed by a single alphabet in five different sets.

Alphabet	Numerical	Alphabet	Numerical
I II	III IV	V	VI

Example

MFT 101M for subjectcodes for Majors

I II III IV V **MFT 1MIDM1** for subjectcodes for IDMs

I. The first alphabet shall denote the programme:

- B for Bachelor's Degree
- M for Master's Degree
- PhD for Doctoral Programme (all three alphabets taken together)

II. The next two alphabet shall denote programme specialization

- AD – for Accessory Design
- DS – for Design Space
- FC – for Fashion Communication
- FD – for Fashion Design
- FM – for Fashion Management
- FP(D) – for Foundation Programme (Design)
- FP(T) – for Foundation Programme (Technology)
- FT – for Fashion Technology
- KD – for Knitwear Design
- LD – for Leather Design
- TD – for Textile Design

III. The numerical shall denote the semester

- 1 for First semester course
- 2 for Second semester course

and so on for every semester up to 8 for Eighth semester course.

IV. The next 2 numerals would provide a unique serial number for Majors and Floating Major subjects

Serial no. of the subject shall be allocated sequentially. Each number is to be unique and should not be repeated for any other subject in a particular semester Majors will have serial numbers allotted as 01, 02, 03 and so forth.

V. The next alphabet shall identify the categorization of the subject

- M - for Major subject
- DS - for Deepening Specialization subject
- IDM - for Inter Disciplinary Minor subject
- MF- for Floating subject
- GE- for General Elective subject

vi. Numerical to provide unique serial number for DS and IDM subjects

Serial number of the subject shall be allocated sequentially for the DS subjects and the IDM subjects and GEs. E.g. DS1, DS2 and in case of the IDM subjects, serial number 1 and 2 will be given to UG IDMs and 3 for the PG IDM. This numerical will be ignored in case of coding of Majors and Floating Subjects.

3.5 Credit Calculations

» Lecture: 1 hour/week	= 1 Credit
» Tutorial: 1 hour/week	= 1 Credit
» Practical/Studio Work: 1 hour/week	= 1 Credit
» Self-Study/Studio Practice: 3 hours/week	= 1 Credit
» Internship: 1 week	= 1 Credit
» Graduation Project: 1 week	= 2 Credits

UNDERGRADUATE PROGRAMME/S	CATEGORY	CREDITS
Foundation Programme (Sem I and Sem II)	Mandatory	52
Sem. III to Sem. VII at the rate of 23 credits per semester	Mandatory	128
Sem. VIII (Graduation Project)	Mandatory	32
Stand - alone subjects (Internship, training and cluster)	Mandatory	10 -12
General Electives (standalone)	Mandatory and Optional	20
Total minimum credits		242- 244
Floating subjects	(Optional)	10
Total maximum credits		252/254

Postgraduate Programme/s	Category	Credits
Sem. I to Sem. III at the rate of 23 credits per semester	Mandatory	74
Sem. IV (Graduation Project)	Mandatory	32
Stand - alone subjects (Internship and Cluster)	Mandatory	8
General Electives (Stand Alone)	Mandatory and Optional	10
Total minimum credits	-	124
Floating subjects	Optional	06
Total maximum credits		130

3.6 Pedagogy

3.6.1 Academic Transaction

The methodology of academic transaction at NIFT is aimed at giving the student a holistic understanding of subject with respect to context, environment and the ability to innovate and adapt. Study at NIFT is a combination of contact hours, studio practice, group work, and self-study. It also provides an immersive learning experience, with emphasis on learning from doing and learning through reflection.

All students of NIFT will be given an immersive experience with a craft cluster. The experience includes lecture demonstration by master artisans, and visit to the craft cluster to understand not only the techniques and practice, but also the socioeconomic and cultural moorings of the craft. There will be opportunities for co creation and design infusion, for product development, diversification, branding or marketing.

Every student will have an academic mentor besides the subject mentor, who would help the student choose DS and IDMs based on his/her strengths. This will be over and above the academic mentoring provided during internships and graduation projects.

The curriculum at NIFT is actively supported by the industry, as the students get a hands-on experience of the industry during institutionalised industry visits, visits to exhibitions and fairs, part transaction of subject in an industry environment, industry mentorship and live classroom projects based on an industry brief.

3.6.2 Continuous Evaluation

The courses have more creative potential and flexibility and are geared towards producing well-rounded graduates with expertise in millennial skill sets. The evaluation process has to be nuanced enough to appreciate the subtleties of creativity and innovation, but robust enough to be fair and impartial in assessment. The system of evaluation in NIFT meets both these requirements.

3.7 PROGRAMME MATRIX AND LEARNING OUTCOMES

As follows:-

3.7.1 FOUNDATION PROGRAMME

B.Des. (Foundation Programme -Design) Programme Matrix (MAJOR)

Sl. No.		Sem- I			Sem- II		
		Subject	Hours	Credit	Subject	Hours	Credit
1	MAJOR	Drawing	5 D + 3 SS	6	Design Fundamentals	5 D + 3 SS	6
2		Geometry-I (2D)	1 D + 3 SS	2	Geometry-II (3D)	1 D + 3 SS	2
3		Material Studies	5 D + 3 SS	6	Creative Thinking Skills	4 D + 3 SS	5
4		Fashion Basics	5 D	5	Art Design and Aesthetics	4 D	4
5		Digital Design and Communication- I	3 D + 3 SP	4	Digital Design and Communication- II	2 D + 3 SP	3
6		Self and Society	2 D + 3 SS	3	Integrated Design Project	5 D + 3 SS	6
		Total Hours/ credit	21 D(M) + 15 SS/SP	26	Total Hours/ credit	21 D(M) + 15 SS/SP	26

B.F.Tech. (Foundation Programme -Tech) Programme Matrix (MAJOR)

Sl. No.		Sem- I			Sem- II		
		Subject	Hours	Credit	Subject	Hours	Credit
1	MAJOR	Elements of Technology	3D + 3 SS	4	Material Exploration and Workshop Technology	4D + 3 SS	5
2		Data Handling Techniques	5D + 3 SS	6	Algorithm Design and Data Structure	4D + 3 SS	5
3		Engineering Drawing	3D + 3 SS	4	Pattern Making-I (Tops and Skirts)	3D + 3 SS	4
4		Draping	3D + 3 SS	4	Garment Construction-I (Tops and Skirts)	3D + 3 SS	4
5		Fabric Science for Apparel -I (Fibres, Yarns, Wovens)	4D	4	Fabric Science for Apparel -II (Knits, nonwovens, Processing)	4D	4
6		Art and Design Aesthetics	3D + 3 SS	4	Fashion Orientation	3D + 3 SS	4
		Total Hours/ credit	21 D(M) + 15 SS/SP	26	Total Hours/ credit	21 D(M) + 15 SS/SP	26

D - Direct Hours, SS - Self Study Hours, SP - Studio Practice Hours

Introduction about Foundation Programme-Design

Foundation department aims at offering a cross-disciplinary environment to the entrants by a way of enhanced interaction and experience. This transition course will develop a culture among NIFT students to prepare them for life, as skilled and socially aware designers and fashion technologists. The students during foundation studies will be experiencing different environments, exploring their aspiration and imagination by experimentation. Subjects taught during the Foundation Programme focus on, representation techniques, arts, craft, design sensibilities, design concepts, methods, processes and orientation towards fashion. The programme focuses on the pioneering use of digital design technologies and communication mediums. The experience will provide necessary space in order to augment their passion through skilling, collaborative value creation, developing attitude for conceptual clarity and enhanced sensibilities. The experience gained during first year will inculcate holistic development among the student community.

The programme also includes courses that directly and indirectly support personality development. Along with major subjects, general electives are introduced from the level of foundation to allow students to strengthen their co-curricular abilities. The general electives will enhance the fundamental cognitive orientation of the student, encompassing the whole of the individual's or society knowledge and point of view. This includes natural philosophy, fundamental, existential and normative postulates, themes, values, emotions and ethics. Emphasis is also laid on developing problem solving and critical thinking skills. General electives in music, dance and theatre, are introduced to engender performances by groups of students. The premise of each piece will be argued and supported by research and reading. Through communication general electives students will be able to communicate effectively and appropriately.

During the first year of study, students will be engaged with a range of facilitators including motivators, industry experts, practitioners, trend-setter, performing artists, theorists and designers. The programme will help students develop an independent personality and will make them lifelong learners to allow them to adapt and learn for themselves in a rapidly changing social and economic environment.

	SEMESTER I	SEMESTER II
Major	Drawing	Design Fundamentals
	Geometry-I	Geometry-II
	Material Studies	Creative Thinking Skills
	Fashion Basics	Art Design and Aesthetics
	Digital Design and Communication- I	Digital Design and Communication- II
	Self and Society	Integrated Design Project

Overall Learning Outcomes of Major

To inculcate holistic development and to imbibe sensibilities at all levels and to develop transformative capacity of design through skilling, collaborative value creation, developing attitude in students for conceptual clarity and sensibilities as a design student and prepare them for design specialization through experimentation and pioneering use of technology.

Introduction Foundation Programme-Technology

The FP Technology curriculum aims at building a foundation for the future fashion technologist who is trained to understand the fundamentals of apparel manufacturing and retailing. The curriculum is a combination of basic inputs for apparel production and sensitizing them with co-curricular activities as general electives. The students are provided with knowledge of elements of technology along with material understanding ranging from textiles to metals. It is further aimed to orient the young science undergraduates towards the craft and fashion business through the subjects like Fashion Orientation and Art and Design Aesthetics. Concurrently, students also develop the skill of transforming a 2D pattern to 3D form by specializing in the subject, Engineering Drawing and 2D/3D Surface Generation and also exploring best industrial practices of pattern making and sewing in creating basic bodice blocks and basic garments. To be adaptive to the dynamic environment of this business, the course further enriches the students with IT skills through the subjects, data handling techniques and understanding of data structures and their algorithms to develop solutions for real life using Python.

	SEMESTER I	SEMESTER II
Major	Elements of Technology	Material Exploration and Workshop Technology
	Data Handling Techniques	Algorithm Design and Data Structure
	Engineering Drawing	Pattern Making-I (Tops and Skirts)
	Draping	Garment Construction-I (Tops and Skirts)
	Fabric Science for Apparel -I (Fibres, Yarns, Wovens)	Fabric Science for Apparel -II (Knits, nonwovens, Processing)
	Art and Design Aesthetics	Fashion Orientation

Overall Learning Outcomes of Major

To inculcate holistic development to imbibe sensibilities at all levels and to develop transformative capacity of technology through knowledge of material and machinery, technicality of textile, draping and garment construction along with adept knowledge of computer and programming.

3.7.2 FASHION COMMUNICATION

B.Des. (Fashion Communication) Programme Matrix (MAJOR + DEEPENING SPECIALIZATION)

		Sem III			Sem IV			Sem V			Sem VI			Sem VII			Sem VIII	
Sl. No.		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Credit
1.	MAJOR: Graphic Design (GD)	Semiotics & Letterforms	4	4	Publication Design	4 + (3 SP)	5	Branding & Promotion	4 + (3 SS)	5	Web Design (Craft promotion)	4 + (3 SP)	5	Interface Design (UI)	4.5 + (3 SP)	5.5	Graduation Project (optional: Industry / Craft Cluster based)	32
2	Space Design (SD)	Space and Materiality (Prop design using Crafts)	3.5 + (3 SP)	4.5	Store Experience Design	5 + (3 SP)	6	Exhibition & Set Design	4.5 + (3 SP)	5.5	Sensory & Virtual Experience Design: UX	4 + (3 SP)	5	Augmented & Virtual Reality Design	3 + (3 SP)	4		
3	Fashion Creatives (FC)	Fashion in Print Media	3	3	Fashion Culture & Costume	3	3	Studio Photography	3.5	3.5	Fashion Styling	3.5	3.5	Advanced Fashion Styling	4 + (3 SP)	5		
4	Fashion Thinking (FT)	Photography (Monument and Landscape Photography Field Trip: 2/3 days)	4 + (3 SP)	5	Design Research (Crafts-based case studies)	3 + (3 SS)	4	Trends Spotting & Research	3.5 + (3 SS)	4.5	Design Strategy & Systems Thinking	4 + (3 SS)	5	Design Innovation & Leadership (Craft design)	4.5	4.5		
		Design Methodology for Fashion	3 + (3 SS)	4														
5	Mandatory Input (Stand-alone)	Calligraphy Workshop: 3 days/ 5 hrs. per day	0.5	0.5	Colour Psychology Workshop: 3 days/ 5 hrs. per day	0.5	0.5	Paper Engineering Workshop: 3 days / 5 hrs. per day	0.5	0.5	Hair & Make-up Workshop: 3 days/ 5 hrs. per day	0.5	0.5	Industry Internship (between VI & VII Sem.)	8 weeks	8		
	FLOATING MAJOR	Vector Graphics & Design Drafting	2	2	Outbound Design Fundamental Workshop: 3 days/ 5 hrs. per day (+ travel time/days)	0.5	0.5	Craft Research & Documentation (between IV & V Sem.)	3 weeks (1 week in field + 2 week in class)	3							Coding for Web	2
6 a	DEEPENING SPECIALISATION: 1. Visual Communication				Design Representation	4	4	Visual Culture Study	4	4	Moving Images & Editing (Videography)	4	4	2D Animation & Motion Graphics	4	4		
6 b	DEEPENING SPECIALISATION: 2. Fashion Media				Story Telling & Narratives	4	4	Fashion Journalism & New Media Content	4	4	Fashion Trend Studies	4	4	Advertising & Copy Writing	4	4		
	Total Hours/ Credits		18 (D) + 9 (SS/SP)	21		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23+ 3		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23+ 8	16 weeks	32

Note: 1). A student would choose/opt for any one stream of the Deepening Specialisation between 1 & 2. (Floating Majors are optional for a student to choose over and above the minimum required credits to be Graduate).
2). D = Direct Hours, SS = Self Study Hours, SP = Studio Practice Hours

B. Des. (Fashion Communication) Programme Matrix: INTER-DISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	COMMUNICATION DESIGN	Basic of Graphic Design	3	3	Applied Semiotics	3	3	Fashion Styling (Editorial)	3	3	Print & Media Design	3	3	Digital Presentation Skills	3	3
2	DISPLAY & PRESENTATION DESIGN	Introduction to Space Design (VM)	3	3	Photography (Product)	3	3	Digital Design	3	3	Exhibition Design	3	3	Retail Space & Environment Design	3	3
	Total Hours/credit		3	3		3	3		3	3		3	3		3	3

Note: Students will choose/opt for any one stream/domain of the Inter-Disciplinary Minor from Sl. No. 1 & 2.

B. Des. (Fashion Communication) Programme Matrix: INTER-DISCIPLINARY MINOR FOR POST-GRADUATE STUDENTS

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	STYLING & DISPLAY DESIGN	Product Photography	3	3	Product Styling	3	3	Merchandise Display Techniques	3	3
	Total Hours/credit		3	3		3	3		3	3

B. Des. (Fashion Communication)

Introduction

The Fashion Communication programme at NIFT happens to be the single most cutting-edge and increasingly essential pathway to open up in the fashion and lifestyle industry. The significance of brand identity has come to be seen on par with what the brand sells i.e., the product. Fashion Communication has made it feasible for numerous prêt and luxury brands to communicate their products, identity and strategy by providing a platform for these very brands.

This programme encompasses cohesive course studies, introducing the FC graduate as a Visual Design Strategist capable of providing integrated solutions, in the following major pathways: Graphic Design, Advertising Space Design, Visual Merchandising, Photography, Fashion Media and Journalism, Fashion Styling and Trend Research. The emerging areas include Web, Interface, Sensory and Virtual Experience Design, AR Design, Motion Graphics and New Media Design, specific to the fashion and lifestyle industry.

Study and practice of traditional Indian crafts are given due importance and incorporated in all the semesters.

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
Graphic Design	Visual Communication	Communication on Design (UG)
Space Design	Fashion Media	Display and Presentation Design (UG)
Fashion Creatives		Styling and Display Design (PG)
Fashion Thinking		

Outcome of Majors (Communication Design)

Graphic Design

This major aims to a strong skill in visual design, an adeptness of visual design elements such as typography, grid systems, colour, insights to the visual design principles as they apply to a range of deliverables from print collaterals to large-scale web user interface.

Space Design

This major provides the ability to innovate in the field of space design and transforming physical spaces into functional spaces for visual merchandising and retail experiences. Understanding the behavioral aspects of space and multi-sensorial experiences suitably using visual and digital representation techniques.

Fashion Creatives

This major facilitates the insights of the visual, material and non-material components of wearable heritage and would be imparted the knowledge of curating fashion events, fashion styling and creating trends, especially for fashion print media. Along with sufficient mastery of skill and technique in the medium of photography and digital photography.

Fashion Thinking

The Fashion Thinking differs from Design Thinking in its focus on creating perspective and meaningfulness for consumers rather than focus primarily on usability and functionality. To develop the ability to understand and apply appropriate design research, strategies and methodologies practiced for design innovation and craft research studies.

Overall Learning Outcomes of DS 1: Visual Communication

To understand the elements and concepts of visual communication, familiarise with different forms of visual culture, the impact of digital technologies on art and culture. Ability to develop audio-visual literacy with creative techniques of motion graphics.

Overall Learning Outcomes of DS 2: Fashion Media

The students would gain knowledge from storytelling through various writing mediums, develop a personal writing style, content writing, anticipate trends and their reporting, storytelling, copy writing and acquaint with fashion journalism.

Overall Learning Outcomes: IDM 1 (UG): Communication Design

Ability to express ideas using graphic design, applied semiotics and styling techniques. This IDM will provide a foundation to apply with appropriate digital communication aids and presentation skills.

Overall Learning Outcomes: IDM 2 (UG): Display and Presentation Design

Ability to conceptualise, design, execute creative and interactive display environments for effective brand communication and brand experience. Appropriate use of the inputs of product photography, digital design, technical drawing and exhibition design.

Overall Learning Outcomes: IDM 3 (PG): Styling and Display Design

Ability to communicate the concept of the product collection, experience attached to a merchandise, the product environment and space, and the brand identity with an application of creative product photography and styling.

Career Pathways

The fast-moving digital revolution has opened up fashion communication to new design disciplines and as new careers keep growing in the industry, there is infinite scope for the graduates of fashion communication to explore and expand their horizons. Careers in the areas of branding, graphic design, fashion styling, trend research, design strategy, fashion

journalism, content writing and copy writing in the area of advertising, social media marketing, photography, videography and film, retail space and environment design, web design, UI and UX design with sensory, augmented and virtual reality design, data visualisation, motion graphics and event management and design have expanded in last couple of years.

3.7.3 FASHION DESIGN

B.Des. (Fashion Design) Programme Matrix (MAJOR + DEEPENING SPECIALIZATION)

	Sem III			Sem IV			Sem V			Sem VI			Sem VII			Sem VIII	
Sl. No.	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Credit
MAJOR																	
1.	- Design & Illustration	Fashion Design & Illustration - the croqui	3+ (1.5 SP)	3.5	Fashion Design & Illustration - design process	3+ (1.5 SP)	3.5	Fashion Design & Illustration - Range development	3+ (1.5 SP)	3.5	Fashion Design & Illustration - Forecasting trends in India	4+ (1.5 SP)	4.5	Portfolio Development	5+ (1.5 SS)	5.5	Design Collection / Graduation Project
2.	Apparel Development	Pattern Making 1 - Basics	3+ (1.5 SP)	3.5	Pattern Making 2 - Dresses	4	4	Pattern Making 3 - Structured Garments	4	4	Pattern Making 4 - Stretch Fabrics	4+ (1.5 SP)	4.5	- Denim wear - Contoured Garments - Advanced Fashion Illustration - Performance clothing - Children's wear - Wearable technology (select any one)	5+ (1.5 SP)	5.5	
		Draping 1- Basics	3+ (3 SP)	4	Draping 2 - Dresses	3+ (3 SP)	4	Draping 3 - Draped Garments	2+ (1.5 SP)	2.5	Indian Apparel - design & development	4+ (1.5 SP)	4.5				
		Garment Construction 1 - Basic Sewing	3+ (3 SP)	4	Garment Construction - Apparel	3+ (3 SP)	4	Garment Construction 3 - Structured Garments	3+ (3 SP)	4							
3.	Value Addition for Apparel	Fabric Fundamentals	2	2	Value Addition in fashion	2+ (1.5 SP)	2.5	Value Addition for Exports & Retail	2.5+ (1.5 SP)	3	Value Addition for Couture & Pret	2.5+ (1.5 SP)	3	Craft Based Product Development	4+ (3 SS)	5	
4.	History & Contemporary Fashion	Sustainability, crafts & fashion	1	1	History of Indian Textiles	1	1	History of costume- Proto history to 14th century	1.5	1.5	History of costume- 14th century to contemporary	1.5	1.5	History of costume- Indigenous & contemporary India	2	2	
	Standalone							Craft research & documentation	2+2 weeks in field	4				Industry internship (between sem VI & VII)	8	8	
	Floating Major							Design Research	2	2	Colloquium Paper	2	2				
DEEPENING SPECIALIZATION																	
6	1. Luxury and Couture	Fashion Society & Culture	3	3	Overview of Luxury in Fashion	4	4	Heritage Couture - Women	4+ (1.5 SP)	4.5	Bespoke Men	4+ (3 SP)	5	Creative Pattern Making	4+ (3 SP)	5	Design Collection / Graduation Project
	2. Image Creation & Styling				Celebrity culture	4	4	Fashion Styling & Image Creation	4+ (1.5 SP)	4.5	Costume for film & performing arts	4+ (3 SP)	5	Celebrity couture & bespoke fashion	4+ (3 SP)	5	
	Total Hours/ credit		18 (D) + 9 (SS/SP)	21		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23+4		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23	
																16 weeks	32

B.Des. (Fashion Design) Programme Matrix (INTERDISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Fashion Explorations (UG)	Modern and post-modern fashion	3	3	Pattern Development	3	3	Garment Construction	3	3	Trade Sketching	3	3	Wearable art	3	3
2	Fashion Representation (UG)	History of clothing and fashion	3	3	Stylized Illustration	3	3	Fashion Visage	3	3	Fashion in fiction	3	3	Fashion styling	3	3
	Total Hours/credit		3	3		3	3		3	3		3	3		3	3

B.Des. (Fashion Design) Programme Matrix (INTERDISCIPLINARY MINOR FOR POSTGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Fashion Process	Fashion Now	3	3	Fashion Illustration	3	3	Pattern Development	3	3
	Total Hours/credit		3	3		3	3		3	3

B.Des. (Fashion Design)

Introduction

Fashion Design provides a holistic input on generic design with a focused approach towards apparel. The curriculum hones design sensitization, which balances global fashion aesthetics with an Indian soul. It addresses needs of the export market as well as both couture and prêt à porter clothing in India. The programme enables a wide choice of career pathways under 3 broad categories as independent designers, designers for the apparel industry or fashion consultants/ stylists.

Specialised inputs within luxury & couture and image creation & styling enhance the programme as it prepares students to pursue diversified interests. With focus on haute couture, luxury couture specialization addresses the amalgam of newness in look, complexity in design with scrupulous construction for interested young professionals to hone their skills within this stream targeting various market segments. The current growing focus on celebrity culture involving makeup and styling for appearances on screen and off screen has enthused the addition of specialization on Image creation and styling within the fashion design programme.

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
Fashion Design	Luxury and Couture	Fashion Explorations (UG)
	Image creation and styling	Fashion Representation (UG)
		Fashion Process (PG)

Overall Learning Outcomes of Major (Fashion Design)

Students acquaint about the specific needs of the fashion industry with a thorough understanding about the historical antecedents of clothing and textiles and intricacies of fit and balance in garments. Familiarization, application and integration of the various concepts of creative and technical design help students to conceptualize and translate design ideas into a viable garment range. Students also learn to compile and comprehend global fashion trends to generate commercially viable product ranges.

Overall Learning Outcomes of DS 1 (Luxury and Couture)

The course enables students to identify components of luxury couture and differentiate between other fashion market segments and luxury couture. Students develop skills for high fashion sewing, embellishments and develop creative/ innovative patterns suitable for women's and men's wear applicable for the luxury market.

Overall Learning Outcomes of DS 2 (Image Creation and Styling)

Students will be able to understand the relation between consumerism and image creation. Students learn to interrogate and articulate

relationships between image and style along with issues such as sustainable design and global cultural fashion. It develops the ability of trend-spotting and cool-hunting which translate into creative and fashion-oriented communications and concepts for further analysis.

Overall Learning Outcomes: IDM 1 (UG) - Fashion Explorations

Students learn to identify the connection between historical and contemporary fashion and gain familiarity about basic processes of garment development through 2D and 3D pattern development methods. Application of using appropriate seams and finishes, interpretation of creative garment design concepts through innovative and indigenous material with appropriate technical skills comprise the learnings within this stream.

Overall Learning Outcomes: IDM 2 (UG) - Fashion Representation

Students learn to define and discuss the basic process through which clothing and fashion are produced and represented and identify the connection between historical and contemporary fashion as represented through literary fiction. Students learn to appreciate and explain the artistic and creative expression of fashion as dress, image and cultural product along with the ability to illustrate and represent fashion visually and verbally.

Overall Learning Outcomes: IDM 3 (PG) - Fashion Process

Students learn to identify the emergence of fashion trends and its link to the past. They acquire the skills of pattern development for basic garments and variations of the same using both 2-D and 3-D pattern-making methods and learn to represent fashion through appropriate medium. Learning and individual interpretations of contemporary fashion trends and forecast through analysis and innovative perspectives further enhances the learning within this stream.

Career Pathways

With focus on generating a sensational series of design professionals, fashion design curriculum emphasises on strong technical and creative skills. The department prepares its graduates to be universally relevant and acceptable for a global audience. The dynamic components of the curriculum facilitate a wide array of career pathways within the various segments of fashion/apparel industry such as, export houses, premium and luxury fashion labels, image creation for TV, films and theatre, craft clusters, to name a few. Fashion design graduates carve a place for themselves as Designers, Curators, Stylists, Entrepreneurs, Merchandisers, Fashion Consultants, Craft Revivalists, Academicians, Researchers etc.

3.7.4 FASHION AND LIFESTYLE ACCESSORIES

B.Des. (F&LA) Programme Matrix (MAJOR + DEEPENING SPECIALIZATION)

Sl. No.	Subject	Hours	Credit	Sem III			Sem IV			Sem V			Sem VI			Sem VII			Sem VIII	
				Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Credit
1	MAJOR	Sketching & Rendering	3	3	Technical Drawing & CAD 2D	5	5	4+(3 SP)	5	User Centric Design	4	4	Product Packaging Design	4	4	Design Management	3	3	Graduation Project	32
2		Materials for Designers	3 + (3 SP)	4	Manufacturing Process	5	5	5	5	Design Detailing	4	4	Design Studio 3 (Lifestyle Accessories Range)	4+(3 SP)	5	Design Studio 4 (Co-creative-CBDP)	5 + (3 SS)	6		
3		Form Studies	4	4	Fashion Trends & Forecasting	3	3	5 + (3 SS)	6	Design Studio 2 (Simple Design Project)	5 + (3 SS)	6	CAD 3D & Contemporary Manufacturing	5	5	Design Studio 5 (Luxury Product Design)	5 + (3 SS)	6		
4		Design Process	5 + (3 SS)	6	Design Studio 1: (Craft Workshop)	5	5	4+(3 SP)	5	Smart Mechanisms	3 + 3 SS	4	Portfolio Presentation	3+(3 SP)	4	Design & Society	3	3		
5	Standalone subjects									Craft Research & Documentation	2 + 2 Weeks in field	4				Industry Internship (Between 6 & 7 Sem.)	8 weeks	8		
	FLOATING MAJOR	Design Ideas for Future	2	2	Product Photography & Story Telling	2	2	2	2	Retail Environment Design	2	2	Design Seminar	2	2	Experience Design	2	2	Graduation Project	32
6A	DEEPENING SPECIALISATION 1 Jewellery Design	Adeptness In Accessories	3+(3 SP)	4	Costume Jewellery Project	5	5	4+(3 SP)	5	Precious Jewellery Project	4+(3 SP)	5	Couture Jewellery Project	4+(3 SP)	5	Smart Jewellery	4+(3 SP)	5		
6B	DEEPENING SPECIALISATION 2 Functional Fashion Accessories				Bag Design Project	5	5	4+(3 SP)	5	Head Gear Design Project	4+(3 SP)	5	Travel & Outdoor Gear Design Project	4+(3 SP)	5	Business Gear Design	4+(3 SP)	5		
6C	DEEPENING SPECIALISATION 3 Décor & Design				Living Space Decor Project	5	5	4+(3 SP)	5	Dining Decor Design Project	4+(3 SP)	5	Bedroom Decor Design Project	4+(3 SP)	5	Bath Accessory Design Project	4+(3 SP)	5		
	Total Hours/Credit		18 (D) + 9 (SS/SP)	21		23		20 (D) + 9 (SS/SP)	23 + 4		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23 + 8	16 weeks	32

D – Direct Hours, SS – Self Study Hours, SP – Studio Practice Hours

Department of F&LA - Matrix (INTERDISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Fashion accessories	Introduction To Fashion Accessories	3	3	Fashion Accessories Sketching Essentials	3	3	FA: Materials & Process Exploration (Shop floor)	3	3	Fashion Accessory Design Project	3	3	Fashion Accessory Design Prototyping	3	3
2	Home accessories	Introduction to Home Accessories	3	3	Home Accessories Sketching essentials	3	3	HA: Materials & Process Exploration (Shop floor)	3	3	Home Accessory Design Project	3	3	Home Accessory Design Prototyping	3	3
	Total Hours/credit		3	3		3	3		3	3		3	3		3	3

Department of F&LA - Matrix (INTERDISCIPLINARY MINOR FOR POSTGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Fashion trends in accessories	Introduction to Fashion Accessories	3	3	Trend Study For Accessories	3	3	Cumulative Project (Co-Creation)	3	3
	Total Hours/credit		3	3		3	3		3	3

B.Des. (Accessory Design)

Introduction

The Accessory Design programme is poised to transform aspirations into tangible and intangible design solutions. The curriculum of the programme is enriched with strong theoretical and conceptual design philosophy, giving a glimpse into the future fashion and lifestyle accessories and a blend of dynamic technology. Students get a platform to innovate across myriad areas spanning jewellery, décor design solutions, crafts, personal accessories, soft goods and work gear.

Overall Learning Outcomes of (Accessory Design) Majors

Accessory Design students are empowered with a choice of deeper learning in the form of specific skills through deepening specializations, that comprises Jewellery Design, Functional Fashion Accessories and Decor and Design.

Deepening Specializations (DS)

Accessory design students are empowered with a choice of deeper learning in the form of specific skills through deepening specializations, that comprises Jewellery Design, Functional Fashion Accessories and Decor and Design.

Learning Outcome of DS -1: Jewellery Design

Students gain an in-depth understanding of the jewellery domain knowledge in terms of product, people and functioning. Students are equipped with traditional and contemporary technical skills in jewellery making. Students are enabled to design fashion jewellery collections with contemporary aesthetics and position them in the fashion space.

Learning Outcomes of DS -2: Functional Fashion Accessories

The course offers the students to perfect the design process through a balance of latest chic trends and a passion for handcrafted artisanal products and process across the conventional fashion accessory spectrum. Students gain an in-depth understanding of the fashion accessory category knowledge in terms of fashion, form and function. Students will be able to design fashion accessory collection with contemporary aesthetics and position in the fashion space.

Learning Outcomes of DS -3: Décor and Design

Students understand space and visualization with an opportunity mapping in living space, bedroom and bathing luxury accessories. They get to sense aesthetics and ornamentation opportunity application in the living space segment and explore with mixed media thereby knowing the nuances of manufacturing and making of fine dining products.

Inter Departmental Minors (IDM)

The new curriculum of Accessory Design offers a lot more flexibility through choice of Inter Disciplinary Minors (IDMs). The department offers three IDMs; two for undergraduates (Fashion Accessories and Home Accessories) and one for the post graduates (Fashion Accessory Trends).

Learning Outcomes of IDM 1: Fashion Accessories

Students get to understand fashion accessory categories, their cultural context, influence of local and global trends on accessories. They gain the ability to visualize concepts for fashion accessories and choose appropriate materials in realizing the prototype.

Learning Outcomes of IDM 2: Home Accessories

Students understand home accessories in cultural-interpersonal context. They get the sense of size and structure of the home décor industry and clearly visualize the opportunity in this business space. They get skills to create a visual architecture with respect to home accessories; explore different techniques, assemblies, material combinations for home accessories.

Learning Outcomes of IDM 3: Fashion Accessory Trends (PG)

Students understand the spectrum of fashion accessories categories. They get to do cultural trend mapping and forecasting, translate trends to concept development in context to fashion accessories. They experience a variety of materials and processes that are related to accessory development. Students may conceive a fashion accessory design project to execute a feasible design solution and develop a prototype (with support).

Career Pathways

Accessory design students are empowered to design their combinational pathways to enter future careers with transferable skills and flexibility. Some of them are: Accessory Design, Jewellery Design, Décor Design, Design Thinking, Designing Ideation and Concept Development, Design Researcher, Fashion Trend Consultation, Accessory Design solutions for both international and domestic markets, Craft-based product design, Design Futures etc. Students have a choice to work for both corporates and international business.

Students are also embedded with design thinking methods and a combination of business knowhow that triggers them to start their own design business. During the process of learning they are exposed to an array of possibilities and promising business directions. The opportunities are right there in front of them clearly giving a kickstart to their entrepreneurial cravings. In the past many of them have established prominent design ventures.

3.7.5 KNITWEAR DESIGN

B.Des. (Knitwear Design) Programme Matrix (MAJOR + DEEPENING SPECIALIZATION)

Sl. No.		Sem III		Sem IV		Sem V		Sem VI		Sem VII		Sem VIII	
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Subject	Hours	Subject	Credit
1	MAJORS	Fundamentals of Hand Knitting	2 + (3 SP)	3	Principles of Hand Flat Knitting	4	4	Circular Knitting	3 + (3SP)	4	4	Advanced Knitting	4+ (3 SP)
2		Flat Pattern and Construction 1 (Womenswear)	4 + (3 SP)	5	Flat Pattern and Construction 2 (Menswear)	3 + (3 SP)	4	Virtual Prototyping (Computerised Pattern Making)	2 + (3 SP)	3	4	Portfolio Development	3+ (3 SP)
3		Fashion Illustration- Womenswear	3 + (3 SP)	4	Fashion Illustration- Menswear and Kidswear	3 + (3 SP)	4	Print Design Project	3 + (3 SP)	4	3	Performance Fabrics and Smart Textiles	3
4		Basics of Textiles	3	3	Surface Design for Knits	3 + (3 SP)	4	Dyeing and Finishing for Knits	3 + (3SP)	4	3	Business of Knitwear	3
								Draping for Knits	4	4	2	Research Paper	2
5		Indian Traditional Textiles	2	2	Design Research	3	3				2	Craft Cluster Product Development	1+ (3SP)
	FLOATING MAJOR	Digital Documentation Methods	2	2	Garment Making with Woven Fabric	2	2	Stylised Illustration	2	2	2	Lingerie Design Project	2
											2	Sportswear Design Project	2
											2	DC-Initial Concepts	2
								Craft Research and Documentation	2 + 2 weeks in field	4	8 week	Industry Internship (Bet 7th & 8th Sem.)	8
6A	*DEEPENING SPECIALISATION 1 (Intimate Apparel)	Design Process	3 + (3 SP)	4	Trends & Forecast - Intimate Apparel	4	4	Product Development- Intimate Apparel	4	4	4	Creative Design Project- Intimate Apparel	4
6B	*DEEPENING SPECIALISATION 2 (Sportswear)				Trends & Forecast -Sportswear	4	4	Design Development- Athleisure	4	4	4	Design Project- Performance Sportswear	4
	Total Hours/ credit		18 (D) + 9 (SS/ SP)	21		20 (D) + 9 (SS/ SP)	23		20 (D) + 9 (SS/ SP)	23+4	20 (D) + 9 (SS/ SP)	23	20 (D) + 9 (SS/ SP)
													32
													16 weeks
													23 +8

B.Des. (Knitwear Design) Programme Matrix (INTERDISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	World of Knits	Introduction to World Knitting	3	3	Knit Fabric Studies	3	3	Knits for Apparel	3	3	Knits for Home	3	3	Knit Art	3	3
	Floating subjects*							Pattern Making for Knits (2 Hours/2 Credits) / Production Processes in Knitwear Industry (2 Hours/2 Credits)*								
2	Fashion for Sports	Fabric for Sportswear	3	3	Garmenting for Casual Sports	3	3	Garmenting for Performance wear	3	3	Product Development for Athleisure	3	3	Product Development for Active Wear	3	3
	Floating subjects*							Knit Art (2 Hours/2 Credits) / Production Processes in Knitwear Industry (2 Hours/2 Credits)*								

* Floating subjects offered across Semester V to Semester VII

B.Des. (Knitwear Design) Programme Matrix (INTERDISCIPLINARY MINOR FOR POSTGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	KNITWEAR MERCHANDISING	Introduction to Knitwear Products	3	3	Knitwear Appreciation	3	3	Quality Management in Knitwear Industry	3	3
	FLOATING SUBJECTS*				Pattern Making for Knits (2 Hours/2 Credits) / Knit Art (2 Hours/2 Credits)					
	Total Hours/credit		3	3		3	3		3	3

* Floating subjects offered in Semester II & III

B.DES. (Knitwear Design)

Introduction

The Knitwear Design department addresses the need of specialized design professionals for the knitwear domain of fashion apparel and accessories industry. The department provides students a comprehensive exposure towards designing and execution of knitwear fashion garments and products. The scope of curriculum encompasses multiple segments, from foundation garments to outerwear. Students are given inputs on the latest technological knowhow and detailed design methodologies to remain abreast with latest trends and forecast in fashion. The department enables students to grow as professionals who can handle all aspects of knitwear Fashion, right from designing of fabric to product realization.

The major subjects offered by Knitwear Programme across semesters cover the broad areas of knitting, flat pattern and construction, Fabric technology, illustration and presentation Techniques. Study and practice of crafts are also given due importance in all the semesters. The department offers two Deepening Specialisations as Intimate Apparel and Sportswear.

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
Sportswear	Intimate Apparel	World of Knits (UG)
		Fashion for Sports (UG)
	Sportswear	Knitwear Merchandising (PG)

Learning Outcome of Majors (Knitwear Design)

Major subjects are aimed at creating essential knowledge, skill and application capabilities of all Knitwear Design students in the areas of knitted fabric design and development using very basics to latest technology i.e. hand knitting to machine knitting in hand flat machine, circular knitting machine, computerised knitting machine. Basics of yarn and fabric knowledge of its processing-dyeing, printing, finishing, functional properties and quality assurance aspects in the highest global standards to be used for different garments is learnt. The students will be able to handle diverse knitted fabrics for product development by applying best of the practices in pattern making, draping and construction techniques for womenswear, menswear, kidswear. They would develop skills for design development and illustrative representation of designs manually and in the latest of design softwares.

Overall Learning Outcomes of DS 1 Intimate Apparel

The students will be able to conceptualise designs using a focused design process for intimate apparel, an exclusive segment for knitwear. The students shall get an exposure to understand and be able to handle specialised fabrics and trims used for intimate apparels. They shall acquire skills in specialised pattern designing and construction techniques for

intimate apparels and finally would be able to conceptualise and execute a collection of intimate apparel.

Overall Learning Outcomes of DS 2 Sportswear

The students will learn to conceptualise design keeping in view diversified performance and aesthetic expectations for various categories of sportswear. They will be able to handle specialised fabrics and trims used for different types of sportswear and with the knowledge of pattern and construction techniques for different types of sportswear, they shall be able to design and execute all categories of sportswear apparel and also shall get opportunity to design and execute performance oriented sportswear products.

Overall Learning Outcomes: IDM 1 (UG) – World of Knits

The students will be able to understand knitting techniques practiced across the world, appreciate knitting as a sustainable medium in the fashion world and explore the growing knitwear markets. They will acquire hands-on experience in developing customized garments, home products and accessories and they will apply and develop knitwear products in the home segment, apparel, accessories and art.

Overall Learning Outcomes: IDM 2 (UG) – Fashion for Sports

The students will be able to comprehend the understanding of ergonomics and functionality for different sports, identify fabrics and assess their performance, comfort and aesthetic attributes for suitable end application. They will be able to appreciate different knitted fabrics used in the sportswear industry, fabric composition, GSM, finishes etc and apply the knowledge for developing patterns and constructing the sportswear.

Overall Learning Outcomes: IDM 3 (PG) – Knitwear Merchandising

The students will be able to comprehend the various apparel and other products using knit fabric, acquire the knowledge of stretch factor of fabric, suitable seams and machinery for developing the garments. They will understand different types of knit fabric for its structure, GSM, gauge, consumption and application and develop an effective cost and price planning for retail merchandise.

Career Pathways

Knitwear Design programme prepares the students to pursue their career as Knitwear Designers, Knit Fabric Designers in handknitting, circular and computerised knitting machine in domestic and export Houses. They can also become Fashion Stylists, Trend Forecaster, Knitwear Merchandiser, Entrepreneurs and Design Consultants for apparel and craft. The IDM knowledge will help them to perform better in that respective field.

3.7.6 LEATHER DESIGN

B.Des. (Leather Design) Programme – Curriculum Matrix (Majors, Deepening Specializations, Stand Alone Majors & Floating Majors)

Sl. No.	Sem III			Sem IV			Sem V			Sem VI			Sem VII			Sem VIII	
	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Credit
1	MAJORS	Leather Studies & Processes I	3	3	Leather Studies & Processes II	3	3	Leather Studies & Processes (III)	2	2	Non-Leather Studies & Processes I	2	2	Non-Leather Studies & Processes II	3	3	32
2		Design Methods	3 + 3 SP	4	Design & Fashion Studies	3 + 3 SS	4	Apparel Production & Ergonomics	3	3	Luxury Product Design & Trends	3	3	Luxury Branding & Retailing	3	3	
3		Apparel Design Studio I	3 + 3 SP	4	Apparel Design Studio II	4 + 3 SP	5	Apparel Design Studio III	4 + 3 SP	5	Apparel Design Studio IV	4 + 3 SP	5	Apparel Design Studio V	3 + 3 SP	4	
4		Drawing & Digital Design I	4	4	Drawing & Digital Design II	4	4	Drawing & Digital Design III	4	4	Drawing & Digital Design IV	4	4	Design Portfolio	4	4	
5		Craft & Surface Design Techniques 1	2	2	Craft & Surface Design Techniques 2	2	2				Hand Crafted Leather Products	3 + 3 SP	4	Craft Based Design Project	3 + 3 SP/FS	4	
SA					Tannery Training (between Sem IV and Sem V during Summer vacation) – Stand Alone Major	2 w	2				Industry Internship (between Sem VI and Sem VII during Summer vacation) – Stand Alone Major			8 w	8	2. Design Collection-Self Sponsored	32
6A*	Deepening specialisation 1 Product design studio	Product & Footwear Design Studio I (Open Footwear-Simple & Flat Leather Goods)	3 + 3 SP	4	Products Design Studio II (Small Leather Goods)	4 + 3 SP	5	Products Design Studio III (Bags I)	4 + 3 SP	5	Products Design Studio IV (Bags II)	4 + 3 SP	5	Products Design Studio V (Solid Leather Goods)	4 + 3 SP	5	
6B*	Deepening specialisation 2 Footwear design studio				Footwear Design Studio II (Complex Open Footwear)	4 + 3 SP	5	Footwear Design Studio III (Closed Footwear I)	4 + 3 SP	5	Footwear Design Studio IV (Closed Footwear II)	4 + 3 SP	5	Footwear Design Studio V (Complex Closed Footwear)	4 + 3 SP	5	
7A**	Floating majors (optional, any 1 may be chosen)	Draping	2	2	Leather Products Manufacture	2	2	Upholstery & Home Furnishing	2	2	Luggage & Travel Goods	2	2	Design Studio Management	2	2	
7B**		Leather Exploration Techniques	2	2	Footwear Manufacture	2	2	Design for Special Needs	2	2	Athletic & Sports Footwear	2	2	Fashion Boutique Management	2	2	
	Total Hours/credit		18 (D) + 9 (SS/SP)	21		20 (D) + 9 (SS/SP)	23		17 (D) + 9 SS/SP/FS	20 + 6		20 (D) + 9 SS/SP	23		20 (D) + 9 SS/SP/FS	23 + 8	32

D – Direct Hours, SS – Self Study Hours, SP – Studio Practice Hours, FS – Field Study Hours, SA– Stand Alone, ** Floating Majors are not counted for total hours/credits

B.Des. (Leather Design) Programme Matrix (INTERDISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Leather fetish & cult fashion	Introduction to Fetish Products	3	3	Leather Studies for Fetish Products (Leather, Leather Alternates & Surfaces)	3	3	Fetish & Cult Fashion (Concepts & Trends)	3	3	Leather Fetish I: Products (Design & Development of 1 product or a range)	3	3	Leather Fetish II: Outerwear (Design & Development of 1 outerwear or a range)	3	3
2	Leather lifestyle products	Introduction to Lifestyle Products	3	3	Leather Studies for Lifestyle Products (Leather, Leather Alternates & Surfaces)	3	3	Lifestyle Trends & Interpretation	3	3	Lifestyle Products I: Home Furnishings/Accessories	3	3	Lifestyle Products II: Corporate Gifts & Office Accessories	3	3

B.Des. (Leather Design) Programme Matrix (INTERDISCIPLINARY MINORS FOR POSTGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Luxury products	Introduction to Luxury Products & Brands (Overview, Classification, Materials, Market Trends & global Brands)	3	3	Luxury Products Design & Quality Concepts (Design Concepts, methods & attributes / qualities)	3	3	Luxury Product Development (Design process, Pattern Making, Prototyping of 1 product or a range)	3	3

B.Des. (Leather Design)

Introduction

The Department of Leather Design offers a unique programme that intends to create prepared and well-rounded professionals for fashion leather products, luxury goods and allied product sectors in national and international business. The curriculum caters to the different industry segments viz. garments, goods, footwear, luxury goods and handcrafted products with material knowledge in leather and allied materials to respond to the requirements of specific target markets. Professional expertise is developed by imparting the required knowledge, skills, creative exploration and practices built within the curriculum through four subject categories, viz. Majors, Deepening Specialisations, Interdisciplinary Minors and General Electives.

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
Leather Design	Product Design Studio	Leather Fetish and Cult Fashion (UG)
	Footwear Design Studio	Leather Lifestyle Products (UG)
		Luxury Products (PG)

Overall Learning Outcomes of Major (Leather Design)

The majors provide the requisite creative, design, material and product knowledge and capabilities for explorative and real time applications of learning through the main core domains. The students understand the fundamentals of materials, critical, creative and design thinking methods & processes, fashion trends & forecasts, luxury concepts & branding, drawing & digital design techniques, apparel design and production systems with the application of ergonomic principles. The students understand the crafts and their significance in the context of socially responsible business practices, product classifications and techniques. The majors aim at imparting core knowledge in the multi-categories of leather & non-leather apparels, products, footwear and accessories. The whole learning of the majors culminates into the graduation project in the final semester in the form of graduation design collection project or graduation research project.

Overall Learning Outcomes of DS 1 (Product Design Studio)

This pathway equips a student with the understanding and prototyping of a range of leather products/goods. The students through semesters understand, design and prototype category of products - flat and fancy goods, small leather goods, bags and solid leather goods. The specialisation helps the students choose a career pathway in goods and accessories in leather and allied materials.

Overall Learning Outcomes of DS 2 (Footwear Design Studio)

This track equips a student to understand the anatomy of the foot, the

footwear lasts and classifications of footwear, anthropometrics and ergonomic principles involved in footwear design, pattern engineering and construction. The students across the semesters conceptualise, design and prototype broad categories of footwear like simple & complex open footwear, simple & complex closed footwear, boots and sports footwear with respect to the various consumer segments and occasions. The specialisation equips the students to plan and pursue a career pathway in the leather and non-leather footwear industries.

Overall Learning Outcomes: IDM 1 (UG) - Leather Fetish and Cult Fashion

As an IDM offered to other departments, the leather garment track helps students of other disciplines to add the leather category into their knowledge and skills, thus increasing the fashion value quotient. Students are taken through the material understanding of leather and leather science, body form construct and contouring, design and interpretation, pattern engineering and garment construction thereby adding to their material knowledge.

Overall Learning Outcomes: IDM 2 (UG) - Leather Lifestyle Products

The students will be exposed to a menu of leather products that constitutes a range of leather goods and accessories. Students are taken through leather as a material, its classification and its infinite application. The students develop skills on the identification and handling of leathers and non-leathers, surface exploration techniques on leathers applicable for lifestyle products.

Overall Learning Outcomes: IDM 3 (PG) - Luxury Products

This track offered to the PG students takes one through a graduated mindset of design and design approach, heritage and storytelling, quality benchmarks, price roofing and anti-laws of marketing. A luxury orientation prepares the mind to view the product as a compelling story and thereof understand the characters that build it. The student is trained to approach a product with a heightened consciousness of design philosophy and its application, and supporting drivers that keep the product unique.

Career Pathways

The students are equipped to work in the field of Fashion Product Design and Development as Designer, Creative Head, Design Project Manager and Design Entrepreneur; Fashion Product Manufacturing as Production Coordinator, Production Merchandiser, Quality Control Manager, Buying and Sourcing Manager; Fashion Product Marketing as Brand Manager, Merchandisers-Export, Retail and Buying House, Fashion Retail Managers, Fashion Market Researcher, Trend Forecaster, Business Development Manager; Fashion Product Communication as Visual Merchandiser, Graphic Designer, Product/Fashion Stylist, and Product/Fashion Photographer.

3.7.7 TEXTILE DESIGN

B.Des. (Textile Design) Programme Matrix (MAJOR + DEEPENING SPECIALISATION)

		Sem III			Sem IV			Sem V			Sem VI			Sem VII			Sem VIII	
Sl. No.		Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Credit
1.	MAJOR	Fibre to Fabric	4	4	Textile Processing I	4	4	Textile Processing II	3 + (3 SP)	4	Fabric Quality Assurance	4	4	Craft Design Project	5	5	Graduation Project	32
2.		Design Process	4 + (3 SP)	5	Print Design: Hand & Digital	5 + (3 SP)	6	Advanced Print Design	4	4	Weave Design & CAD	5 + (3 SP)	6	Advanced Weave Design & CAD	4 + (3 SS)	5		
3		Surface Embellishment I	4 + (3 SP)	5	Basic Weave Design	5 + (3 SP)	6	CAD for Print Design	3 + (3 SP)	4	Surface Embellishment II	4 + (3 SP)	5	Professional Project	4 + (3 SP)	5		
4		Textile Heritage of India I	3	3	Textile Heritage of India II	2	2	Portfolio Design	3	3	Innovation in Textiles	3	3	Jacquard Design & CAD	3	3		
								World Textiles	3	3								
5								Craft Research & Documentation (Between Sem. IV & Sem. V)	2 + 2 weeks in field	4				Industry Internship (Between Sem. VI & Sem. VII)	8 weeks	8	2	
	FLOATING MAJOR	Non-Loom Techniques	2	2	Application of Natural Dyes	2	2	Sustainable Design in Textiles	2	2	Futuristic Textiles	2	2	Denim for Fashion / Textile Art	2	2		
	DEEPENING SPECIALISATION 1* Textiles for Apparel & Fashion Accessories	Introduction to Textiles for Apparel & Home	3 + (3 SS)	4	Product Fundamentals: Apparel & Fashion Accessories	4 + (3 SP)	5	Print Design Project: Apparel & Fashion Accessories	4 + (3 SP)	5	Surface Design Project: Apparel & Fashion Accessories	4 + (3 SP)	5	Weave Design Project: Apparel & Fashion Accessories	4 + (3 SP)	5		
	DEEPENING SPECIALISATION 2* Textiles for Home & Spaces				Product Fundamentals: Home & Spaces	4 + (3 SP)	5	Print Design Project: Home & Spaces	4 + (3 SP)	5	Surface Design Project: Home & Spaces	4 + (3 SP)	5	Weave Design Project: Home & Spaces	4 + (3 SP)	5		
	Total Hours/credit		18 (D) + 9 (SS/SP)	21		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23+4		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23 +8	16 weeks	32

*Student will select any one Deepening Specialisation D – Direct Hours, SS – Self Study Hours, SP – Studio Practice Hours

B.Des. (Textile Design) Programme Matrix (INTERDISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Textile structure & surface	Print Design Techniques	3	3	Textile Dyeing & Printing	3	3	Fundamentals of Weaving	3	3	Appreciation of World Textiles	3	3	Digital Design in Textiles	3	3
2	Textile appreciation	Fabric Studies	3	3	Elements of Textile Design	3	3	Appreciation of World Textiles	3	3	New Trends in Textiles	3	3	Creative Textiles	3	3
	Total Hours/credit		3	3		3	3		3	3		3	3		3	3

B.Des. (Textile Design) Programme Matrix (INTERDISCIPLINARY MINOR FOR POSTGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Textile manufacturing & sourcing	Fibre to Consumer	3	3	Textile Testing & Quality Control	3	3	Textile Products & Sourcing	3	3
	Total Hours/credit		3	3		3	3		3	3

B.Des. (Textile Design)

Introduction

The Textile Design programme primarily focuses on weaves, prints and value-addition on textiles, using both hand and digital skills through application oriented approach. The curriculum structure is designed to instil a strong textiles foundation with an increased industry interface by way of visits, industry-linked projects, lectures by industry experts, alongside internship and graduation project.

The Textile Design curriculum addresses new emerging areas in order to respond quickly to the industry needs. New fibres, innovative fabric developments, technical textiles and smart fabric technology are an integral part of the programme.

In an endeavour to equip students to design textiles for a specific product category, the deepening specialisations offered to students are Textiles for Apparel and Fashion Accessories and Textiles for Home & Spaces. The specialised knowledge about textile design and development including weaves, prints and embellishment for apparel or home will prepare the graduates to contribute effectively in the respective industry. In each semester, the Major and Deepening Specialisation are integrated to strengthen the knowledge base with strong industry orientation in the three core areas – Weaves, Prints and Surface Embellishment.

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
Textile Design	Textiles for Apparel and Fashion Accessories	Textile Structure and Surface (UG)
	Textiles for Home and Spaces	Textile Appreciation (UG) Textile Manufacturing and Sourcing (PG)

Overall Learning Outcomes of Major (Textile Design)

The students will be able to think creatively and apply design process to develop textiles, exploring different media, materials, tools and techniques along with integrating digital technology; develop expertise in weaves, prints and value-addition on textiles, using both hand and digital skills through application oriented approach; integrate textile technical knowledge with design skills to develop suitable textile products; appreciate the diverse textile heritage of India and traditional textiles from different parts of the world, and comprehend its application in contemporary fashion; analyse textile innovation and emerging textile technologies in order to be abreast with the latest trends; and conceptualise creative design solutions in a pragmatic environment and imbibe professional skills and decision making capabilities through industry internship and graduation project.

Overall Learning Outcomes of DS 1 (Textiles for Apparel and Fashion Accessories)

The students will be able to comprehend the fashion vocabulary, apparel categories, details and trimmings used in garments and accessories; identify and select appropriate fabrics for different types of apparel; design and develop woven, printed and embellished fabrics for apparel and fashion accessories; and understand the nuances of product development and interpret real time brief to conceptualise and develop cost-effective designs.

Overall Learning Outcomes of DS 2 (Textiles for Home and Spaces)

The students will be able to comprehend home fashion and assess regional variations in terms of colours, motifs, patterns and sizing of products; identify and select appropriate fabrics for textile products for bed, bath, kitchen, living spaces, and other interior spaces; design and develop woven, printed and embellished fabrics for home textile products; and understand the nuances of product development and interpret real time brief to conceptualise and develop cost-effective designs.

Overall Learning Outcomes: IDM 1 (UG) - Textile Structure and Surface

The students will be able to comprehend elements of textiles and experiment with different materials and processes to delve into the nuances of textile design; create prints for various forms/products using mix-media techniques; understand textile colouration by way of dyeing and printing; examine the process of weaving and develop basic weave structures on the loom; appreciate traditional textiles from across the world; and develop an aptitude to digitally illustrate application of their textile design ideas as per their core specialisation.

Overall Learning Outcomes: IDM 2 (UG) - Textile Appreciation

The students will be able to develop a comprehensive understanding of textiles and its application in different fields; identify different fabrics and select them for a specific end-use; apply the elements and principles of design to ideate and express through textiles; explore and manipulate materials to communicate effectively with textiles; appreciate the traditional textiles from different parts of the world; and develop awareness about the latest developments in textiles.

Overall Learning Outcomes: IDM 3 (PG) - Textile Manufacturing and Sourcing

The students will be able to develop a comprehensive understanding of textiles and its application in different fields; identify fabrics and assess their performance, comfort and aesthetic attributes for suitable end application; examine the yarn and fabric quality parameters and comprehend textile testing methods; and ascertain the relevance of textiles in the global economy with focus on domestic and international fabric sourcing strategies for different textile products, keeping in view costing and lead times.

Career Pathways

The programme prepares students for a wide range of careers in the textile and fashion industry like mills, export houses, buying agencies, design studios, handloom and handicraft cooperatives, NGOs, home and apparel retail brands and online stores as Designers, Merchandisers, Buyers, Managers, Home/Fashion Stylists and Trend Forecasters or work independently as Entrepreneurs. The Textile Design alumni are doing collaborative and interdisciplinary work with world-leading textile players. Some of the alumni are successful entrepreneurs, setting trends and making great strides in the fashion world.

3.7.8 BACHELOR OF FASHION TECHNOLOGY

Bachelor of Fashion Technology Programme Matrix (Major and Deepening Specialization)

		Sem III			Sem IV			Sem V			Sem VI			Sem VII			Sem VIII	
		Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Credit
1.	MAJOR	Sewn Products Machinery and Equipment-I (Sewing Machines)	4	4	Sewn Products Machinery and Equipment-II (Pre & Post Production Machines & Equipment)	3	3	Apparel Production Planning & Control	6	6	Human Resource Management	2	2	Plant Layout	3 + 3SS	4		
2		Spreading & Cutting of Apparel Products	3	3	Industrial Engineering	5 + 3SS	6	Maintenance Management	3	3	Sourcing & Costing of Apparel Products	3	3	AUTO CAD	3	3		
3		Data Management for Apparel Business	2 + 3SS	3	Introduction to Artificial Intelligence	3	3	Apparel Quality Management	3	3	Apparel Merchandising	3	3	Advanced Apparel Manufacturing Management	2	2		
4		Pattern Making II (Dress with Sleeve & Collar)	4 + 3SS	5	Understanding Apparel Quality	2	2	Introduction to Internet of Things	2 + 3SS	3	2D Apparel CAD & Grading	3	3	Research Methodology 2	3	3		
5		Garment Construction-II (Dress with Sleeve & Collar)	3 + 3SS	4	Pattern Making III - Shirt & Bifurcate Garment	3 + 3SP	4				Research Methodology 1	3 + 3SS	4	Product Analysis & Development	3	3		
6		Fabric Science for apparel-III (Finishing Processes)	2	2	Garment Construction-III Shirt & Bifurcate Garment	4 + 3SP	5	Textile Internship	2 Weeks	2				Apparel internship	8 weeks	8		
7	Floating Major	Marketing of Fashion	2	2	Retail Technology Management	2	2	Corporate Social Responsibility	2	2	Sustainable Production	2	2	International Business	2	2		
8A	Deepening Specialization 1: Apparel Production Technology							Methods Time Measurement	3 + 3SS	4	Mechatronics	3 + 3SS	4	Robotics and Automation	3 + 3SS	4		
								Mechatronics I	3 + 3SS	4	Minor Project on Designing a Manufacturing Setup-I	3 + 3SS	4	Minor Project on Designing a manufacturing Setup-II	3 + 3SS	4		
8B	Deepening Specialization 2: Apparel Production Management							Principles of Web Development	3 + 3SS	4	Data Analytics & R	3 + 3SS	4	ERP for Fashion Business	3 + 3SS	4		
								Lean management	3 + 3SS	4	Apparel Quality Management-II	3 + 3SS	4	Supply Chain Management in Fashion Industry	3 + 3SS	4		
8C	Deepening Specialization 3: Apparel Product Development							Anthropometry and Sizing	3 + 3SS	4	Pattern Making & Garment Construction for Contoured Apparel - I	3 + 3SS	4	PM&GC (Lingerie) & Trouble Shooting	3 + 3SS	4		
								Pattern Making & Garment Construction for Loungewear	3 + 3SS	4	Pattern Making & Garment Construction - Jacket	3 + 3SS	4	3D Apparel CAD and Simulation	3 + 3SS	4		
	Total Hours/ credit		18 (D) + 9 (SS/SP)	21		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23 + 4		20 (D) + 9 (SS/SP)	23		20 (D) + 9 (SS/SP)	23 + 8	16 weeks	32

B. F. Tech. Programme Matrix (INTERDISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Apparel Manufacturing Process	Fundamentals of Apparel Manufacturing	3	3	Material Optimization for Fashion Products	3	3	Work study & Ergonomics	3	3	Overview of Manufacturing Process	3	3	Costing in Apparel Manufacturing	3	3
2	IT Applications for Fashion Business	Data Management Techniques	3	3	Principles of Web Design	3	3	e-Commerce in Fashion	3	3	ERP for Fashion Business	3	3	Introduction to Artificial Intelligence	3	3
	Total Hours/Credit		3	3		3	3		3	3		3	3		3	3

B. F. Tech. Programme Matrix (INTERDISCIPLINARY MINORS FOR POST GRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit
1	Apparel Product Management	Apparel Production Management	3	3	Apparel Production Techniques	3	3	Apparel Quality Procedures and Practices	3	3
2	IT essentials for fashion e-business	Fundamentals of Database Management Systems	3	3	Web Page Designing	3	3	E-business in Fashion	3	3
	Total Hours/Credit		3	3		3	3		3	3

Bachelor of Fashion Technology (B.F.Tech.)

Introduction

Department of Fashion Technology offers two programmes; B.F.Tech. at Bachelor's level and M.F.Tech. at Master's level. The focus of the department has been on providing skilled manpower to the apparel and sewn products industry in the field of manufacturing and allied sectors. The course which was introduced in 1988 as a PG diploma course (Garment Manufacturing Technology) rapidly gained a stellar reputation in the apparel industry. The course was reintroduced at a UG and PG degree level in its present nomenclature and has created a niche for itself by providing the much-needed manpower in the areas of production management, quality, supply chain management and related areas.

The curriculum at both UG and PG level addresses the requirements of technological innovations through subjects like Mechatronics, Robotics and Automation and Artificial Intelligence; flexibility of choices in specializations through varied pathways of technology, management and product development; and also builds interdisciplinary competencies of design and management. While the UG level curriculum builds basic skills and awareness towards the Industry 4.0 by generating an interest, the PG course ensures that there is a marked focus on research and deepening of the knowledge in the technological, operational and product development areas which are the core of the department.

The B.F.Tech. course curriculum has been designed such that the major subjects in the pathways of Apparel Production Technology, Apparel Production Management and Apparel Product Development contribute equally to the core knowledge of the students while whetting their appetites for selecting the deepening specializations in any one of the pathways from 3rd year onwards. The deepening subjects not only have a focus on building knowledge base but also deal with hands-on practical

from academic to holistic. These subjects aim to provide knowledge of different activities and processes of the mass apparel manufacturing, from material sourcing, costing to finishing, packing and shipment. They also would provide complete know-how of shop-floor operations and allied areas such as Quality Management, Operations Management, Industrial Engineering, Process Planning and Control, Marketing and Merchandising, Corporate Social Responsibility, Human Resource Management, the financial aspect of resources (man, material, machine, space and time) consumed and sustainable, eco-friendly practices adopted in apparel manufacturing process.

Thus, the students would be able to address various issues and challenges pertaining to mass manufacture of apparel products by devising and implementing pragmatic solutions for overall improvement of the processes using suitable technological solutions.

Learning Outcomes of Deepening Specializations

The Apparel Production Technology pathway would prepare techno managers with expertise in the core areas of mass manufacturing of apparel viz. Apparel Technology, Production Planning, Industrial Engineering, Sustainable Production, etc.

The Apparel Production Management pathway would impart knowledge on the various managerial aspects and application of Information technology in apparel manufacturing business.

Apparel Product Development would start with engineering drawing and conversion of 3D object into 2D shape through draping techniques and goes up to development of complex product. This pathway would emphasize on developing the hands-on skill of the students in the area of pattern making and garment construction employing the best industrial practices.

Learning Outcomes of IDMs (UG)

Apparel Manufacturing Process (UG-1)

The Apparel Manufacturing Process Minor is for students whose product and design knowledge will be enriched and fulfilled once they understand the process of apparel manufacturing. The students would be able to comprehend a tech pack sent by a buyer and the garment inspection check points and testing requirements. They would be also able to estimate the consumption of fabric and trims of different styles and arrive at the MRP of a fashion product.

IT-Applications for Fashion Business (UG-2)

The students would be able to acquire knowledge of designing a static website for apparel business using HTML, understand and use important attributes of an E-commerce / ERP for fashion business. Students would also learn to use AI for fashion business applications.

Career Pathways

The programme prepares students for a wide range of careers in the field

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
Fashion Technology (UG)	Apparel Production Technology	1) Apparel Manufacturing Process (UG-1) 2) IT Applications for Fashion Business (UG-2)
	Apparel Production Management	
	Apparel Product Development	

Learning Outcomes of Major Subjects

Major subjects would enhance the overall development of students and would provide added inputs thus traversing the knowledge spectrum

of textile and fashion industry for Apparel Production like Production Planner, Production Manager, Lean System Manager, Sustainable Manager, Plant Manager, Industrial Engineer, Work Study Manager etc. For Apparel Production Management - Merchandising (production), Vendor evaluation/selection/development, Quality Management, Automation, application and management of Information Technology. In the field of Apparel Product Development - Sampling Room Coordinator, Technical Audit Manager, Fit Analyst, Production Merchant, Product Manager, Product Engineer etc.

3.7.9 MASTER OF FASHION TECHNOLOGY

M.F.Tech. Programme Matrix (Major and Deepening Specialization)



Sl. No.	Sem I			Sem II			Sem III			Sem IV	
	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Credit
1.	Major										
2.											
3.											
4.											
5.											
6.											
7.											
8.	Floating Major										
9A	Deepening Specialization I : Smart Factory										
9B	Deepening Specialization 2 : Smart Garments										
9C	Deepening Specialization 3 : Operational Excellence										
	Total Hours/ Credits	18 + 9 SS/SP	21		18 + 9 SS/SP	21+2		20+ 6 SS/SP	22 + 8	16 weeks	32

Master of Fashion Technology (M.FTech.)

Introduction

The two-year Master's course in Fashion Technology is a unique programme of study in the field of apparel manufacturing and allied supply chain in India. The course aims to develop future ready techno-managers/operation managers par excellence by adopting an analytical approach through research in innovative and disruptive technologies all the while focusing on life skills for developing socially and environmentally responsible professionals. The course is aimed at graduate engineers and technologists who are looking to diversify in the field of fashion technology by providing them domain knowledge of textile and apparel. The classroom teaching is reinforced with regular field visits to industries present in the apparel supply chain. Students also get opportunities to experience and relate their classroom learning while undertaking internship with relevant industry. Additional inputs of entrepreneurship and developing of business plans are provided to encourage willing students to explore the glorious path of being an entrepreneur. The programme requires the student to undertake a thesis in the field of their choice to research and derive solutions by way of collaborating with domestic and international companies utilizing classroom learning.

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
Fashion Technology (PG)	Operational Excellence	Apparel Product Management (PG-1) IT essentials for fashion e-business (PG-2)
	Smart Factory	
	Smart Garments	

Learning Outcomes of Major Subjects

In the initial courses students would be oriented towards the apparel manufacturing industry as they learn various operations and processes involved. Concurrently, the programme would impart managerial concepts related to operations. Technology subjects relating to the engineering of patterns using manual methods and computer-aided design and construction of garments would allow the students to understand product specifics. Knowledge of various machineries involved ranging from the basic mechanisms to new age automated machineries would ensure the students are aware of technical issues which arise due to product complexities. Thus, the students would be able to identify accessible solutions and development of related indigenous solutions.

Learning Outcomes of Deepening Specializations

From semester II, students would choose and pursue any specialisation out of the three provided by the course as under:

DS 1: Operational Excellence

This specialization would allow the student to develop capability of managing manufacturing systems which focus on Production efficiency, Lean Principles, Sustainability, Ergonomics, Quality management, Operations, Value-chain / Integrative Management etc. The course would enable the students to explain the concepts of operational management in the areas of facility design, quality management, and lean applications across apparel supply chain with special focus on best practices of sustainability.

DS 2: Smart Factory

This specialization would allow the student to develop Industry 4.0 capabilities such as Artificial Intelligence, AR/VR, Industrial Internet of Things, Big Data, Cloud Computing, 3D printing, Robotics etc. for fashion supply chain. The course would enable the students to develop knowledge about cyber-physical systems like Mechatronics, IOT, etc. The subjects under this specialisation would provide the opportunity to develop skills in machine learning algorithm and process automation.

DS 3: Smart Garments

This specialization would allow the student to develop capabilities in the areas of Technical Textiles, Anthropometry, 3D body scanning, 3D simulation, Smart-wearables, Stitch less garments and garments for special needs. The course would enable the students to understand the application of 3D body scanning in the fields of anthropometry, sizing, manufacturing and retail and gain knowledge of technical, intelligent textiles and smart wearables.

Learning Outcomes of Idms (Pg)

Apparel Product Management (PG-1)

This course would cover three key domains, i.e. Apparel Production Management, Techniques in Apparel Manufacturing and Product Quality Assessment of manufactured products. The students would be able to understand various process flows in apparel manufacturing company and coordinate with the production team in the forward / backward supply chain, develop patterns and analyse the quality aspects of raw material and the defects of finished products.

IT Essentials for Fashion E-Business (PG-2)

The students will be able to develop skills on front / back end design and develop a dynamic website for fashion E-business. Use of VAN, EDI for developing E-commerce fashion business applications would also be dealt with.

Career Pathways

The programme prepares students for a wide range of careers in the field of textile and fashion industry for operational excellence like Production Planner, Production Manager, Lean System Manager, Sustainable Manager, Plant Manager, Industrial Engineer, Work study Manager etc.

For Smart Factory - Automation, in areas of application and management of information technology, research and development in machinery and its usage, research and development in systems, data analysis for the industry, etc. In the field of Smart Garments - Technical Audit Manager, Fit Analyst, Production Merchant, Product Manager, Product Engineer, research and development in wearable technology, etc.

3.7.10 MASTER OF FASHION MANAGEMENT

ACADEMIC PLANNING AND CURRICULUM



MFM Programme Matrix (Major and Deepening Specialization)

Sl. No.	Sem I			Sem II			Sem III			Sem IV	
	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Credit
1.	Fashion marketing	3	3	Omni channel retail and sales management	2	2	Strategic and innovation management	3+(3SS)	4	Graduation Project	32
2	Fashion concepts and fashion merchandising	3 + (3SS)	4	Consumer behavior and neuro marketing	3+(3SS)	4	Luxury Brand management	2	2		
3	Fashion material management & quality	3+ (3SS)	4	Supply chain & value chain & operations research	4+(3SS)	5	Fashion brand management	3	3		
4	Fashion business research and IT applications	3 + (3SS/SP)	4	Fashion material and production management for merchandisers	3+(3SS)	4	SPG and heritage products & cluster awareness workshop	4+(3SS)	5		
5	Entrepreneurship and sustainable business practices	2	2				Big data, business analytics, Advanced IT and digital management	4+(3 SS/SP)	5		
6	Out bound programme	Non credited	-								
	Stand alone			Cluster studies (Research and documentation), field visit	2	2	FIT(Internship) between 2nd and 3rd semester	8 weeks	8		
	Floating major	2	2	Finance for executives	2	2					
	Deepening specialization 1.Marketing & Retailing	4	4	Omni channel planning and buying	2	2	E commerce, fashion promotion mix and social media marketing	4	4		
				Services marketing and services design and relationship marketing or Branded entertainment (Choose any one option)	2	2					
	Deepening specialization 2. Entrepreneurship	4	4	Business idea generation & feasibility testing with live projects	2	2	Business plan, laws (taxation) & integrated project	4	4		
				Family business management	2	2					
	Deepening specialization 3. International Business	4	4	Export merchandising and EXIM documentation	2	2	Global marketing	4	4		
				Costing & profitability	2	2					
	Total Hours/ Credits	18(D) + 9SS/SP	21		16(D) + 9SS	19+2		20(D) + 9SS/ SP	23 + 8		32

MFMM Programme Matrix (INTERDISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit
1	Fashion retailing	Introduction to Marketing and Retailing	3	3	Retail merchandising	3	3	Consumer behavior	3	3	Global marketing and E-commerce	3	3	Retail Entrepreneurship	3	3
	Total Hours/credit		3	3		3	3		3	3		3	3		3	3

MFMM Programme Matrix (INTERDISCIPLINARY MINORS FOR POSTGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit
1	Entrepreneurship	Entrepreneurship, business models and success stories	3	3	Business environment, idea generation and feasibility testing	3	3	Business plan, strategy & project report	3	3
	Total Hours/credit		3	3		3	3		3	3

Master of Fashion Management

Introduction

Master of Fashion Management programme under FMS Department, is a two year full-time Management programme. The programme offers careers in fashion marketing, fashion merchandising, fashion management, fashion buying and retailing, omni channel retailing and management, E-commerce, entrepreneurship, supply chain, customer relationship, digital marketing etc., mainly in the sectors of apparel, lifestyle accessories (watches, footwear, eyewear, jewellery) home furnishing, luxury management, sustainable products and wellness.

The introduction of Major, Deepening specialization, Interdisciplinary Minor (IDM) gives a choice to students to choose their area of interest and specialize in that area. The options are Marketing and Retailing, International Business or Entrepreneurship. The curriculum addresses the emerging areas and skills and opportunities for future business requirements. The students are exposed to the dynamics of an organization through an eight week fashion industry internship and training programme. This enables the students to integrate classroom learning with practical experience. Outbound programme, leadership development, craft cluster initiative, general subjects and extra-curricular activities brings all round development in the student useful to the practical business world.

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
Fashion Management Studies	Marketing & Retailing	Fashion Retailing (UG)
	Entrepreneurship	Entrepreneurship (PG)
	International Business	

Overall Learning Outcomes of Major (FMS)

Understand and apply their knowledge in the areas of fashion management, marketing, merchandising (including retail, exports, buying house), fashion material and product knowledge, technological issues. Internships, graduation projects and cluster study ensures students spend almost six to seven months in the industry so that they gain hands on experience in the industry and are ready to get absorbed immediately after graduation.

Overall Learning Outcomes of DS 1 (Marketing and Retailing)

Fashion marketing, retailing (online, off-line) management by understanding theory, concepts, practical aspects of customer experience management and retail operations, omni channel planning and buying, services marketing, services design and relationship marketing, branded entertainment, E-commerce, fashion promotion mix elements and social media marketing.

Overall Learning Outcomes of DS 2 (Entrepreneurship)

Preparing students to start their own business or help those who want to enter business by providing the analysis of business environment, models, policies and schemes, idea generation with its feasibility testing, various functional aspects of business plan and making a project report. It also helps to run and manage family business better.

Overall Learning Outcomes of DS 3 (International Business)

Managing international business, marketing or buying and export merchandising; by understanding the theories and principles and concepts relating to global fashion business environment, buying and export merchandising, costing and profitability, global marketing.

Overall Learning Outcomes: IDM (UG)-Fashion Retailing

Understand the aspects of fashion retailing in the Indian and global context so as to enable thinking on how to design, produce commercially viable fashion products and market them both domestically and globally using E-commerce. It also prepares students to start their own retail venture as an entrepreneur if they choose to.

Overall Learning Outcomes: IDM (PG)-Entrepreneurship

Understanding and analysis of business environment, process of business idea generation as well as the process of feasibility testing and planning a venture of their choice with a project report.

Career Pathways

Apart from major careers, specialization based career options listed below are also available.

1. Marketing and Retailing specialization: Careers like Retail Buyer, Retail Planner, Store Manager, Visual Merchandiser, Retail Trainer, mall Manager, Retail Consultant, Brand Executive, Social Media Analyst, Social Media Marketer, Content Marketer, Event Manager, E-commerce Merchandiser, Luxury Store Manager.
2. International business specialization: Careers like Export Merchandiser, Buying House Merchandiser, Sourcing Manager, Logistics Manager, Global Business Development Manager, Sampling Merchandisers, Compliance Officer, Vendor Management Executive.
3. Entrepreneurship specialization: Careers like Entrepreneur, Social Entrepreneur, NGOs, Academician, Cluster Manager/Marketer, Consultant for rural marketers.
4. IDMs which the students choose would further make them specialized Product Merchandisers in the chosen area.

3.7.11 MASTER OF DESIGN SPACE

M. Des. Programme Matrix (MAJOR + DEEPENING SPECIALIZATION)

Sl. No.	Sem I			Sem II			Sem III			Sem IV	
	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Hours	Credit	Subject	Credit
1.	Major -1	4+ (1.5SS)	4.5	Design Research Methods	4+ (1.5SS)	4.5	Design Innovation	4+ (1.5SS)	4.5	Dissertation (Independent & With Industry)	32
2		4+ (1.5SS)	4.5	Visual Culture & Trends	3+ (1.5SS)	3.5	Trends Research & Forecasting	6+ (1.5SS)	6.5		
3	Major -2	4+ (1.5SS)	4.5	Design for Sustainability	3+ (1.5 SS)	3.5	Sustainable Development & Co-Design (1 week)	3+ (1.5SS)+ 1 week	4.5		
4	Major -3	2+ (3SS)	3	Industry Guided Project Proposal (with fairs/seminars)	3+ (3SS)	4	Dissertation Research Proposal	3+ (3SS)	4		
5	Stand Alone			Craft Activity 1 week (F) Craft awareness Workshop (NC)	(2 weeks)	2	Industry Guided Project	8 weeks	8		
6	Floating Major			Design as Luxury	2	2	Megatrends and consumer insights	2	2		
7(A)	Deepening specialisation* 1. Design for society	4+ (1.5SS)	4.5	Socially Responsible Design	4+ (1.5SS)	4.5	Design for Special Needs	4+ (1.5SS)	4.5	Dissertation (Independent & With Industry)	32
7(B)	Deepening specialisation* 2. Experience design	4+ (1.5SS)	4.5	Interface Design	4+ (1.5SS)	4.5	Experience Design (Cognitive & Sensorial)	4+ (1.5SS)	4.5		
7(C)	Deepening specialisation* 3. Design strategy	4+ (1.5SS)	4.5	Brand Positioning	4+ (1.5SS)	4.5	Brand Communication	4+ (1.5SS)	4.5		
7(D)	Deepening specialisation* 4. Theoretical studies in design	4+ (1.5SS)	4.5	Curatorial Practices (Creative and cultural industries)	4+ (1.5SS)	4.5	Creative Pedagogies	4+ (1.5SS)	4.5		
	Total Hours/ Credits	18(D) + 9(SS)	21		17(D) + 9(SS)	20+2		20(D) + 9(SS) + 1W	24+8	16 weeks	32

* ANY ONE TO BE CHOSEN

D - Direct Hours (Lecture, Practical, Tutorial) , SS - Self Study Hours, Craft Inclusion Craft visit of 1 week in the break of 1st& 2nd sem, Industry guided project of 8 weeks in the break of 2nd and 3rdsem



M.Des. (Master of Design Space) Programme Matrix (INTERDISCIPLINARY MINORS FOR UNDERGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem III			Sem IV			Sem V			Sem VI			Sem VII		
		Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit
1	Lateral Thinking & Innovation	Creative & Lateral thinking	3	3	Design Thinking	3	3	Introduction to design Innovation.	3	3	Design Methods for innovation.	3	3	Innovation in India (Jugad)	3	3
	Total Hours/credit		3	3		3	3		3	3		3	3		3	3

M.Des. (Master of Design) Programme Matrix (INTERDISCIPLINARY MINOR FOR POSTGRADUATE STUDENTS)

Sl. No.	Interdisciplinary minor	Sem I			Sem II			Sem III		
		Subject	Hours	credit	Subject	Hours	credit	Subject	Hours	credit
1	Trends & Culture	Visual Culture	3	3	Using forecast for fashion	3	3	Trends spotting	3	3
	Total Hours/credit		3	3		3	3		3	3

Master of Design Space

Introduction

Master of Design Space programme encompasses the evolved nature of design, that is not only concerned with creating an aesthetic product rather as providing more viable solutions to the problems faced by people in contemporary society. It caters to this multi-disciplinary and dynamic nature of job profiles that seek professionals who can work in versatile environments. Research-development and innovation are the tools that empower to take up challenges, which are emerging in contemporary complex systems.

Major

Major subjects culminate into areas, which create the interdisciplinary foundation of M.Des. The course unifies its core on four systems namely Trends Research and Forecasting, Design for Sustainability, Design Thinking and Innovation and Design Research. Synergetic in themselves they create the foundation on which the M.Des. course is designed around to create a 360-degree learning curve. The subjects of Major are divided into three categories.

Major-1: 'Design Systems and Tools' is a series of subjects focusing on learning fundamentals, which are required for developing an attitude and understanding of higher-level problem solving and design enquiry.

Major-2: 'Sustainable systems and craft', focuses on environmental design stressing the ecological underpinning of design decisions. Sustainable design develops a greater focus on holistic and sustainable approach to design through the rich and vibrant craft practices of India.

Major-3: 'Industry Connect' creates a formal setting to initiate a synergy between students industry and academia, through which an initiation is carried out to achieve industry project briefs. This gives each student a practical experience to take this further towards final semester in to the dissertation project of a larger scope.

MAJOR	DEEPENING SPECIALIZATION (DS)	INTER DISCIPLINARY MINORS (IDM) OFFERED FOR UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDENTS
1. Design Systems and Tools	1. Design for Society	Lateral Thinking and Innovation (IDM-UG)
2. Sustainable systems and craft	2. Experience Design	Trends and culture (IDM-PG)
3. Industry Connect	3. Design Strategy	
	4. Theoretical Studies in Design	

Overall Learning Outcomes for Major

To understand design process as an amalgamation of various systems and tools for design problem solving, understand design thinking, visualization and sustainability for mapping the concepts, theories and principles of design research; represent ideas, issues by using graphic tools; analyse the existing designs and developing sustainable solutions for identified gaps in craft practice, and all specializations; and develop understanding of trends in selected design research domains.

Overall Learning Outcomes of Deepening Specializations (DS)

1. Design for society - Understanding the needs of society in terms of universal and inclusive design principles; to look at design practice in terms of community building, networking, collaboration and ethical design; creating solutions for issues identified in the product lifecycle.

2. Experience design - Understanding the user in the context of a socio-cultural environment; awareness of spaces, products, users and cognitive judgment about their interaction; communicating future scenarios for creating desired experiences with interactive media.

3. Design Strategy - Understanding of strategy in terms of design management, importance of brands in order to create impact on consumers; mapping the gaps within design strategy with tools like Design Thinking, Research and Trend Analysis, conceptualizing creative solutions within market related innovation.

4. Theoretical Studies in design - Understanding design philosophy and history towards curating new concept for communication and development; the need of creating innovative methods for design learning environments; developing ability of criticism and analysis of design and cultural environments; curating design arts and handicrafts themes of exhibition, museums and content for online and print media; and contribute to design education, workshops and modules by designing instruction.

Overall learning outcomes of IDMs

Lateral Thinking and Innovation (Undergraduate)

Understanding the barriers of thinking in everyday life, towards lateral thinking; mastering creative thinking in design ideation using 'mind and concept mapping'; create future scenarios of innovation for existing market space and identification of opportunity in a particular stream; knowledge creation for innovation with design methods of data collection; problem, need and gap assessment for incremental or disruptive innovation ideas; and compilation of innovation case studies from rural and urban India (jugaad, frugal) and applying in identified design domains.

Trends and Culture (Postgraduate)

Understanding the impact and use of images, personal, historical, technical, ethical, cultural and aesthetic through photographic analysis towards critical analysis of image making. Interpretation of images in

terms of encoding and decoding in terms of the impact in contemporary visual culture for understanding forecast and its relevance to the market. Capturing images for new trends, classifying, organizing and naming of new trends.

Career Pathways

Career pathways in M.Des are Social Sustainable Management, Designing for Special needs, Craft design for communities, User Experience Design, User Interface, Space Design and Exhibition, and Museum, Design Innovation Strategy, Consumer Insight Research, Retail Design, Design Criticism and Academics, Media Writing; Blogging, Curation in Culture and Design, Design Innovation Practice and Innovation Management, Trend Forecasting for design and fashion industry, Systems Design and Sustainable Design practice and forecasting.

3.8 Policies and Frameworks Supporting Academics

There are well defined structures of regulation of policies and frameworks governing the curriculum that create a support system for the faculty for transacting the curriculum effectively. These policies and frameworks standardize the academic deliverance and help to set up procedures adopting a principle based approach for various issues governing academics. NIFT has the following policies and frameworks related to academics:

1. Examination Evaluation policy
2. Craft Cluster Policy
3. Industry Engagement Policy
4. Academic Mentoring Framework

3.8.1 Examinations and Evaluations

Examination and evaluation is an essential component of teaching and learning process during the progression of a subject. NIFT uses a multi method approach towards assessing and evaluating the students. The continuous and comprehensive evaluation through the semester for all subjects for all programmes across all NIFT Campuses includes various components as detailed below:

- i) Continuous Evaluation
- ii) End-Term Examination (ETE)
- iii) End-Term Jury (ETJ)

Each of these components covers important aspects of the comprehensive assessment of the student. The assignments given to a student during the semester help the faculty assess their skills and knowledge acquired and address the gaps identified, and is a part of the continuous evaluation of the student.

Refer to Chapter 6 for detailed examination and evaluation guidelines.

3.8.2 Craft Cluster Initiative

NIFT has developed and implemented a Craft Cluster Initiative

Programme, which aims to provide the students with continuous exposure to the handloom and handicraft clusters, aiming to reach out to the artisans and craftsmen at the grass root level. The subjects and activities related to Craft Cluster will be identified by the Chairperson of each programme in consultation with the Department faculty with clearly articulated objectives and outcomes. The craft clusters will be identified at the campus level.

Refer to Chapter 15 for detailed Craft Cluster guidelines.

3.8.3 Industry Engagement

The curriculum of NIFT attempts to give the student a rich repertoire of experience and understanding thereby inculcating a desire and a capability for lifelong learning. Industry engagement is envisaged as a learning process which, by providing exposure to the students in real life working environment as part of an academic curriculum helps them to develop and enhance academic, personal and professional competencies coupled with deeper understanding of the ethics and values that distinguish a good professional. A significant part of the engagement programme is based on regulated exposure of the students to the industry environment as part of the course curriculum under the guidance of both academia and industry.

Refer to Chapter 16 for detailed industry engagement guidelines.

3.8.4 Academic Mentoring

The process of mentoring is seen as supportive, informal, and individualized. According to the current structure, each programme is divided into Majors, Deepening Specialisations (DS), Interdisciplinary Minors (IDMs), General Electives (GEs) and Floating subjects. Throughout the programme, the student will be making choices - be it with regard to the specialisation or IDM, or with regard to the General Elective and floating credit. These choices will culminate in providing the students individualized pathways enabling them to exercise choice and develop to their full potential. However, this would require active mentoring support to individual students.

Refer to Chapter 13 for detailed academic mentoring guidelines.

3.9 Curriculum Documentation and Custody

- i) The Curriculum for all the departments has been documented with the following information:

Course Name
Prerequisites
Category
Subject Code
Duration
Credits
Course objective
Course structure
• Session Plan

- Nature of Assignments
 - Teaching Methodology
 - Learning outcomes
 - Course evaluation
 - Suggested references
- ii) The documented curriculum incorporating all copyright requirements and ratified by AAC of BOG, NIFT will be in the custody of Dean (A) along with the soft copy as a PDF file.
 - iii) The copy of the curriculum for the respective departments will be issued only to CP and CCs for reference. All faculty will be required to fill an undertaking with regard to protection of copyright.
 - iv) The curriculum may be circulated only by the Dean (A) after every review of curriculum. At that point, all other old curricula will be destroyed.

3.10 Procedure, Time Frame and Committees for Curriculum Review

The curriculum as ratified by 42nd BOG held on 26th April 2018 will be the authenticated curriculum to be used as the basis for further curriculum review. This curriculum duly signed and stamped will be in the personal custody of Dean (A).

After the completion of first batch of restructured curriculum a curriculum review should be done in all departments as a regular process.

After completion of 4 years, the complete curriculum should be reviewed. In 2017-2018, an intensive peer and industry review of the curriculum was conducted. An extensive exercise was undertaken in which two day workshops were organized by each department in which peer institutes, industry members, NIFT alumni and department faculty participated. A similar exercise shall be conducted every four years and the focus shall be on incorporating the envisaged dynamic needs of the industry and future trends

For any corrective action a review should be done every 2 years and in case of an urgent requirement the exigency review plan may be implemented.

i) Complete Curriculum Review

Frequency: 4 years

Procedure: CP along with all faculty members of department will review the curriculum in a department convention. Reviews should be done with industry and alumni. The proposed changes should be sent to SIAC - AMS (Dean-A, Head AA and all CPs) for further review. The SIAC - AMS will recommend the changes to AAC of BOG for ratification. After the ratification the curriculum must be documented and circulated by Dean (A).

ii) Curriculum Review For Corrective Action (for a particular subject)

Frequency: Every 2 Years

Procedure: CP along with CCs and subject faculty (as suggested by CP) shall review and send the recommendations to SIAC - AMS (Dean (A), Head AA and all CPs), which should co-opt two Professors of departments. This committee shall review the changes and further recommend to AAC of BOG for approval. After the approval the changes shall be documented and circulated by Dean(A).

iii) In case of Exigency

Frequency: Requirement based

Procedure: In case of some urgent changes a committee comprising CP, CCs and 2 Professors shall review and recommend the changes to Senate. The recommendations will be reviewed and sent to BOG for ratification. After the ratification the changes shall be documented and circulated by Dean (A).

Any review in the curriculum may be done as per the prescribed guidelines for curriculum development.

3.11 Procedure and Committee for Change in Nomenclature of Department/Discipline/ Specialization

A change in nomenclature of Department/Discipline/Specialization should be proposed by the concerned CP in consultation with the CCs. It should be proposed to SIAC-AMS which would then review and recommend to competent authority for final approval.

Introduction, phasing out or termination of new programme at any centre will be with the approval of Senate.

3.12 Modalities for Co-Curricular Academic Activities

During the course of studies at NIFT, students are required to undergo industry internship, field visits, craft survey and document their observations and learning. Graduation project is taken up in the final semester. These are an integral part of the curriculum and mandatory for students.

3.12.1 Internship Modalities

Purpose: The industry internship programme is an introduction to the industry to give students an appreciation and working knowledge of the industry. It blends their classroom knowledge with industry application.

Duration: 8 Weeks

Timing:

Under Graduates: Between 6th & 7th semester

Post Graduates: Between 2nd and 3rd semester

Place:

Within India

Outside India

Internship Organization: It will be facilitated by respective department

Chairpersons in co-ordination with RIC and CC.

Procedure:

- i) In March every year, a meeting of semester VI - UG/semester II - PG students, who will undertake summer internship that year will be called in various campuses, where they will be briefed about the modus operandi of summer internship and the expectations of industry based on the experience of previous years.
- ii) All programmes undertaking summer internship will do so through the respective departments.
- iii) Internship Duration and Schedule - The programmes mentioned above undertake internship for a period of 8 weeks.
- iv) RICs in consultation with the CCs of the departments would update the databases, contact companies, send brochures and follow ups, collect CVs of students, and coordinate.
- v) The specific student allocation to the company would be done by the CC.
- vi) Stipend - Companies would be advised to offer per month stipend to the students. Stipend in internship letter for UG programmes and PG Programmes would be Rs 3,500 /- per month.
- vii) Internship Interviews- Some companies like to conduct interviews of students before selecting them for internship. Interviews would have to be conducted at specific NIFT campuses. RIC in consultation with CC would co-ordinate such activities.
- viii) The Internship Brochure would have:
 - Brief about the programmes
 - Subjects areas
 - Internship guidelines for each department
 - Internship deliverables for each department
 - Procedure for companies
 - Internship announcement Form
 - Feedback form
 - Details of first four points as detailed above would be provided by the CPs
- ix) Schedule of follow up with Companies
 - First email intimation to companies (along with IAF)
 - Mailing of brochure
 - Last date of receipt of completed IAF
 - Follow-up with companies

Brief to Students :

General Brief

- i) Before the student proceeds for internship, they are advised to receive the copy of the letter for the internship (addressed to the industry).
- ii) Every student, before leaving for conduction of the survey, shall acquaint himself/herself with the places and the status of the fashion industry units where he/she is visiting by reading published material available, contacting trade information/libraries etc.

- iii) After joining the industry, the students are advised to send a "Joining Report", with attestation of the contact person/HRD Manager/MD of the industry.
- iv) After completing the internship the students are advised to collect a "Relieving letter" from the internship industry.
- v) The students are expected to report to factory or office on all working days as decided by organization in charge from time to time. The internees are advised to strictly follow the company rules and regulations as per the following parameters.
 - Punctuality regarding reporting
 - Photography in the factory/office premises
 - Collection of swatches, trims and other merchandise which might be required for their presentation at the Institute.
 - Collection of different organizational formats
 - Using infrastructural facilities
- vi) The internees are also required to perform duties as assigned by the organization in charge from time to time.
- vii) For industry internship to be undertaken by students, the students are required to submit "No Objection Certificate" from their parents.
- viii) During the internship, if the student has any problem, they should contact their internship coordinator/departmental CC for assistance.
- ix) The design students who are required to bring the garment collection (prepared during internship) for internship and afterwards, a "No Dues" certificate from the industry need to be submitted to the department. Otherwise, the internship marks of the student will be withheld.
- x) All students should report back to their respective institute on the reopening day of the institute as specified in the Academic Plan.

Department Brief:

A clear brief will be given to students by each department incorporating the objectives. The guideline of methodology and outcomes is provided in the detailed curriculum.

3.12.2 Modalities of Cluster Visit

The Craft Cluster Initiative at NIFT is designed with the following objectives to sensitize NIFT students to the realities of the craft sector and give insight into regional sensibilities and diversities, resources and environment. Through this initiative, NIFT has been successful in creating a widespread awareness and sensitivity in assimilating crafts into fashion and vice-versa. The Craft Cluster Initiative program is envisaged to provide the students of NIFT systematic, continuous and regular exposure every year to the diversely rich and unique handlooms and handicrafts of India. (The detail reference for the Cluster Initiative is given in Chapter 15)

3.12.3 Graduation Project

The duration of graduation project is 16 weeks. The project aims to demonstrate the application of various academic inputs and its adaptation

in real life industry situation. It may be taken up as a graduation project (Industry Sponsored), dissertation, design collection or a research project.

The details and modalities involved have been documented in the respective course curriculum. The modalities involved for assessment may be referred to in Chapter 6 of this Manual.

3.13 Academic Calendar

Academic Calendar is the calendar for academic activities in the academic year to be uniformly followed by all departments across.

Procedure of Formulation

The academic calendar will be proposed by SIAC-AMS (Dean (A), Head-AA and CPs). After the approval it will be issued by Dean (A) to all departments. It will be formulated and circulated at least two months prior to start of academic year.

Format of the academic calendar

It has been placed at **Annexure-3A**.

Compliance of Academic calendar

The academic calendar has to be strictly complied with. For any non-compliance or deviation prior approval should be taken from competent authority through Dean (A).

CHAPTER 4

This chapter deals with all policies, which affect faculty of the institute, in a direct or indirect manner.

In this section:

- 4.1 Roles and Responsibilities of Faculty**
- 4.2 Norms for Faculty and Recruitments**
- 4.3 Faculty Affiliations and Workload**
- 4.4 Policies pertaining to Faculty Engagement**
 - 4.4.1 NIFT Guest Faculty Policy
 - 4.4.2 Adjunct Professor Engagement and Honorarium Policy
 - 4.4.3 Inter-Campus Teaching
- 4.5 Honorarium Norms for Anchors and Trainers of Faculty Orientation, Training and Development**
- 4.6 Guidelines for Faculty Interaction with Domestic and Foreign Institutes**
 - 4.6.1 Objectives
 - 4.6.2 Scope
 - 4.6.3 Identification of Institutes and Organizations
 - 4.6.4 Procedure of seeking Approval
 - 4.6.5 Financial Implications and Remuneration
 - 4.6.6 Guidelines
- 4.7 Project Consultancy**

4.1 Roles and Responsibilities of Faculty

Faculty is the backbone of an academic and professional organization. Their role and responsibility should be focused on excellence of content, pedagogy, deliverance and linkages with industry and other professional institutes. The defined roles and responsibilities are:

ACADEMIC	RESEARCH AND CONSULTANCY	ACADEMIC ADMINISTRATION	EXTENSION
Classroom instruction	Research and development activities and research guidance	Academic and administrative management of the institution	Extension services
Laboratory instruction	Industry sponsored projects	Policy planning, monitoring and evaluation and promotional activities, both at departmental and institutional levels	Interaction with industry and society
Curriculum development	Providing consultancy and testing services	Design and development of new programmes	Participation in community services
Developing learning, resource material and laboratory development	Promotion of industry-institution interaction and research and development (R&D)	Preparing project proposals for funding in areas of R&D work, laboratory development, modernization, expansion, etc.	Providing non-R&D support and consultancy services to industry and other user agencies
Student assessment and evaluation, including examination work of institute		Administration, both at departmental and institutional levels	Providing non-formal modes of education for the benefit of the community

Participation in the co-curricular and extra-curricular activities		Development, administration and management of institutional facilities	Promotion of entrepreneurship and job creation
Students' guidance, counselling and helping their personal, ethical, moral and overall character development		Monitoring and evaluation for academic and research activities	Dissemination of knowledge
Continuing education activities		Participation in policy planning at the regional/national level for development of technical education	Providing technical support in areas of social relevance
Keeping abreast about new knowledge and skills, help generate new knowledge and help in the dissemination of such knowledge through books, publications etc.		Plan and implement staff development activities	
Self-development through upgrading qualification, experience and professional activities		Maintain accountability	
		Conduct performance appraisal	

Any other relevant work assigned by the Head of the Institution:

The faculty should be present in the class/workshop/lab throughout the

class hours. He/she is supposed to teach/guide the students, quality and control should be exercised in a proper manner.

4.2 Norms for Faculty and Recruitments

The norms for student faculty ratio shall be 15:1 in UG and PG programmes.

- The ratio between regular and contract faculty shall be pegged at 1:1.
- In addition to the full-time faculty, 10% of direct teaching hours shall be available for the guest faculty, along with 2 Adjunct Professors and Visiting Fellows under the respective policies across all programmes.
- The faculty cadre will be pegged at 1:2:2 between Senior Professors, Associate Professors and Assistant Professors (rounded off to the nearest integer), with the minimum teaching workload for faculty as follows:

Professors	6 hours/week
Associate Professors	9 hours/week
Assistant Professors (Regular and Contract)	12 hours/week

Establishment Department will be responsible for faculty recruitments, as per the norms and the group competencies furnished in the Establishment Manual.

4.3 Faculty Affiliations and Workloads

The department of the faculty will be based on their approved current primary affiliations. Any proposal or request for change in department should be reviewed in SIAC-AMS based on the individual's qualifications, work, experience, earlier affiliation at NIFT, trainings, etc. with reference to equitable availability of senior, junior faculty across various departments. The recommendations shall be sent to a competent authority for approval.

Norm for Workload Calculations

Teaching Workload:

- Workload is based on the number of hours of direct interaction with students. It will not include hours for mentoring students, jury evaluation, indirect teaching, CE programmes, etc.
- Workload shall be aggregated hours in two semesters in the academic year. No carryover of the hours will be done for the next academic year.
- CE programme shall be conducted over and above the normal workload of faculty members.
- The workload of the faculty, who join after a long leave during mid-semester, shall be calculated on pro-rata basis.
- Each semester consists of 16 weeks and all academic activities, including examinations, except re-examinations, should be completed within the stipulated period of 16 weeks.

Teaching workload shall be calculated as follows:

Direct Teaching:

- i) The full academic load of the department for UG/PG/PhD programmes has to be shared by its faculty, irrespective of the number of Professors/Associate or Assistant Professors that it might comprise. The faculty cadre will be pegged at 1:2:2 between Senior Professors/ Professors, Associate Professors and Assistant Professors.
- ii) The indicated load of 6 hours for Senior Professors/Professors, 9 hours for Associate Professors and 12 hours for Assistant Professors is only to be taken as a guideline and cannot become a limiting factor.
- iii) In case a faculty is not able to fulfill his teaching hours in his parent department and campus, he/she should complete them by teaching in other department(s) on campus or through Inter-Campus Teaching (ICT) for which no remuneration (other than TA/DA) will be paid.
- iv) A faculty will be allowed to take up paid Inter-Campus Teaching only after sufficing 50% additional hours than their minimum direct teaching hours at their parent campus. The maximum teaching hours that any faculty can be allowed to take per semester, including ICT, should not exceed 22 hours per week, for faculty without any administrative charge and 18 hours per week, for faculty with administrative charge.
- v) For PhD programme, the subjects with direct teaching shall be Research Methods, Statistical Analysis and Research Paradigms.
- vi) The provision of co-teaching will be subject to the following conditions:
 - a) Class sizes being larger than 35 students.
 - b) Both faculty members should have competency in the area being taught in the class.
 - c) Both faculty members being present during the entire duration of the class.
 - d) All assignment evaluations must be done jointly by both faculty members.
 - e) Co-teaching may be allowed only for process-based subjects. The benefit of co-teaching will be given only on specific case-to-case basis, with the prior approval of the Campus Director.
- vii) **Faculty workload for Craft Cluster Initiative:**
 - a) Forcraft research documentation: Direct teaching hours for each faculty member (upto three – each faculty to mentor only 2 groups), shall be calculated as follows (as certified by the respective Campus Coordinator):
 - Secondary research - 4 hours
 - In-field supervision and monitoring of students' activities - 6 hours/day during craftcluster stay (not exceeding 5 days)
 - Documentation and presentation - 6 hours
 A maximum of 40 hours will be given to each faculty handling

the subject (this will vary depending on numbers of days spent by faculty in field).

- b) **Forcraft-based Design Project:** The subject will require an in-depth research and design conceptualization prior to the visit to the craft cluster. Direct teaching hours, to each faculty member, shall be given as per the number of hours allocated to the subject. The number of faculty members teaching the subject will be dependent on the batch strength and according to the existing NIFT norms of process-based subjects.

Indirect Teaching:

- i. Indirect teaching by faculty would be considered for the following:
 - Final semester graduation project/research project/design collection/ dissertation
 - ITP/Colloquium paper/Minor project
- ii. Graduation project/design collection/PhD Consultation: All faculty in the department will guide minimum number of projects equivalent to the number of students divided by the sanctioned faculty strength. A maximum teaching workload of 6 hours/week can be allocated to a faculty for guiding projects. Per guided project workload will be 1.5 hours per week.
- iii. Associate Professors, Professors and Senior Professors will be required to undertake a minimum workload of 42 hours of indirect teaching in a year, in addition to their specified direct teaching load.

Guest Faculty:

In addition to full-time faculty, a maximum of 10% of direct teaching hours shall be available for the guest faculty, along with 2 Adjunct Professors and Visiting Fellows under respective policies across all programmes.

Procedure:

Faculty shall give their workloads in their departments and in other departments for the semester to the Campus Coordinator of the department, based on which the academic plan will be prepared for the department by the respective Campus Coordinator and forwarded through the CAC to Centre Director and Chairperson to Dean (A) (**Annexure- 4A**).

In order to rationalize the workload, optimize resource utilization and minimize the requirement of guest faculty, it is important to clarify that the minimum direct teaching hours in respect of each level of faculty have to be adhered to, along with other responsibilities. However, the minimum limit will not become a limiting factor for a campus.

The time table may be drawn up by the Campus Coordinators with the approval of CACs and Campus Directors taking into consideration the above norms.

Responsibility:

All Chairpersons shall assess the workload of each faculty in their department across all campuses prior to the commencement of the semester and forward it to Dean (A) who will then put the same up before DG-NIFT.

4.4 Policies Pertaining to Faculty Engagement

4.4.1 NIFT Guest Faculty Policy

The rules and regulations framed under the policy shall apply to the guest faculty for UG/PG/PhD programmes offered at all campuses of NIFT.

The campus must depend on their existing faculty. If the faculty of a campus is not capable of teaching any subject, priority should be given to the faculty from other campuses. In case of non-availability of the faculty from other campuses, guest faculty may be invited for conducting classes. Wherever external faculty is being invited for conducting classes, the internal faculty should audit the classes.

For the payment and the engagement norms, refer to the policy at **Annexure- 4 B**.

4.4.2 Adjunct Professor Engagement and Honorarium Policy

Adjunct Professors are being engaged to provide industry linkages to departments with a long-term association and a common vision, as of NIFT. Adjunct Professors shall be offered to experienced industry persons working within India.

For the payment and the engagement norms refer to the policy in **Annexure- 4 C**.

4.4.3 Inter Campus Teaching (ICT)

In view of shortage of faculty in specialized areas at few NIFT campuses, the option of Inter-Campus Teaching (ICT) has been initiated. Relevant faculty from other NIFT campuses may be identified to conduct the ICT. The requirement of ICT should be certified by the Campus Coordinator that no faculty member or guest faculty with the relevant subject expertise is available on campus or in the city for the same. The same is to be countersigned by the Chairperson of the concerned department.

A provision of ICT through online mode may be adopted in addition to the existing ICT in-person, wherever feasible.

NIFT campuses will be able to invite experienced faculty from other campuses to share their expertise on specialized subject areas wherever the campuses are unable to source an expert from their vicinity.

The Campus Coordinators will notify the requirements to the CAC and invite an EOI from the campus faculty or try to source a guest faculty. In case no expertise (in-house or visiting) is available for the subject, the

CAC will send the request to the Chairperson of the department to identify the faculty from other NIFT campuses.

The Chairpersons will compile the requests from all campuses for various subjects and identify faculty (two options of nominations may be given), along with the tentative dates of travel and send the consolidated list for approval to Dean (A). The Chairpersons have to ensure that the visit of the faculty for ICT does not affect the schedules of the parent campus and the proposal should have the consent of both host and parent Campus Directors.

Dean (A) will be the approving authority and will submit quarterly report to DG-NIFT on the same. Dean (A) will issue orders for ICTs to be conducted in the specific semester before the commencement of the semester.

Procedure for online ICT will be similar to in-person ICT, though the selection of this ICT mode should be considered by specific campuses only after exploring all other possibilities of in-person ICT, hiring of guest faculty etc.

It should be certified by Campus Coordinator and countersigned by Chairperson that no other faculty member is available in the campus nor there is a subject expert available in the city for the same.

The entire process requires at least six weeks, hence the pre-planning and action by the CCs has to be taken accordingly.

As per the ICT payment policy, the honorarium is subject to completion of the requisite teaching workload at the parent campus by the concerned nominated faculty. Apart from this, the boarding, lodging and airfare (to and fro) as per the prescribed eligibility should be borne by the host campus.

For the ICT payment and honorarium norms, kindly refer to the policy in **Annexure- 4 D**.

4.5 Honorarium Norms for Anchors and Trainers of Faculty Orientation, Training and Development

The rules and regulations framed under the policy shall apply to the engagement and honorarium to trainers and anchors of faculty orientation, training and development programme organized by FOTD, NIFT. The rules are applicable to both external and internal experts of NIFT. For internal faculty, this shall be in addition to their regular teaching workload. The policy of honorarium norms for anchors, trainers of faculty orientation is given in **Chapter 17**.

4.6 Guidelines for Faculty Interaction with Domestic and Foreign Institutes

4.6.1 Objective

NIFT seeks to attract and retain individuals of exceptional competence in their respective fields of professional endeavour as faculty members.

While the primary responsibility is that of teaching and all other institutional service requirements, it is through their educational qualifications, specialized knowledge and experience that faculty members receive requests from other institutions/organizations to contribute their professional expertise to academic activities outside NIFT. Participation of faculty members in external academic association is an important characteristic of academic deliverance that not only enhances their own capabilities in teaching and research but also leads to enhancement of the reputation of the organization.

The range and complexity of possible relationships between academic institutions and faculty members on the one hand and governments/non-profit sector on the other, have grown substantially in recent years. The purpose of the policy is to provide guidelines for those relationships that will help to assure the primacy of academic integrity.

This policy shall apply to the activities undertaken by the faculty in their professional capacity in the area of 'Fashion Technology', as specified by the NIFT Act, 2006. Any other engagement/activity undertaken by the NIFT faculty shall continue to be governed by the CCS (Conduct) rules and other rules and regulations of NIFT as applicable from time to time.

4.6.2 Scope

Such endeavour, which may or may not entail the receipt of honoraria or reimbursement of expenses, includes the following activities:

Category 'A'

- Paper setters
- Examiners

Category 'B'

- Mentors (for graduation projects/design collection/research projects)
- Panel members (for exhibitions, seminars and conferences/advisory bodies)
- Board members in academic institutions (listed at 'C')
- Reviewing/editing/co-authoring of academic papers, research journals and publications

4.6.3 Identification of Institutes and Organizations

Faculty may engage in academic relationships with institutes, the non-profit sector, and other government bodies/agencies/institutes. NIFT shall facilitate the transfer of knowledge to improve the productivity of academic associations to enhance the goal of cooperative NIFT-industry and faculty-industry relationships. Such partnerships in support of the NIFT's three-pronged mission of teaching, research and service are encouraged to produce mutual benefits. Participation in these activities will promote professional development and enrich the individual's contributions to the institution, to the profession or discipline, and to the community at large.

In normal course, invitations may be addressed to NIFT. Faculty shall

not seek or pursue such assignments personally. However, any personal invitation received shall be put up to the competent authority for approval.

As a general policy, NIFT faculty may be permitted to undertake the activity with:

1. Central and state government universities/institutions/bodies.
2. National institutions with whom NIFT has a Memorandum of Understanding (MoU).
3. International institutions with whom NIFT has MoUs.
4. All federations of which NIFT is a member.

4.6.4 Procedure of seeking Approval

The request/invitation from the above shall be submitted to the concerned Centre Director for approval, in advance of undertaking the activity. The Centre Director may grant permission to accept the invitation from the serial numbers 1 and 2, listed above for Category 'A'.

For serial numbers 3 and 4, for Category 'B' and/or any other kinds of engagements with any other institute/organization not covered by the above, the matter should be put up for consideration and approval of DG-NIFT. The proposal should be submitted not less than 15-20 days before the date of commencement of the proposed activity.

The faculty member shall proceed for such academic activity only after the approval of the competent authority is received. Approvals shall be limited to a maximum of **one** international and **five** national participations for each faculty member in a calendar year. DG-NIFT may however, consider relaxation of this limit on the ground of public interest/interest of the institute.

4.6.5 Financial Implications and Remuneration

All expenditure with respect to travel will be borne by the inviting institutes/agencies. Faculty members should inform NIFT about the honorarium/payment received from inviting institute to the concerned Center Director. The prevailing NIFT norms will be applicable for such payments/honorarium received by faculty members.

Faculty members deputed/selected/approved by NIFT in connection with such authorized activities will be treated 'On Duty'.

4.6.6 Guidelines:

Such academic activities shall be permitted only if they do not interalia:

- i. Affect the obligation of the faculty to carry out all duties and responsibilities as a NIFT employee in a timely and effective manner.
- ii. Create a conflict of interest between NIFT and the invitee organization.
- iii. Involve any inappropriate use or exploitation of NIFT resources.
- iv. Make use of the name and logo of NIFT for any purpose other than professional identification.

4.7 Project Consultancy

Consultancy at NIFT is viewed as a dynamic learning opportunity for the faculty to strengthen teaching and reach activities. The consultancy projects provide an opportunity for the faculty to interact with and exchange their views with the practitioners of the profession and contributes to solving practical problems, while gaining the much-needed empirical experience for increasing the efficacy of teaching and research. Keeping this object in view, the faculty members are encouraged to undertake consultancy projects for clients from private and public sectors, including government and semi-government and United Nations and other international organizations, NGOs and Self-Help Groups, to enable them to acquire experience and expertise in handling a wide range of assignments. All the norms and procedures relating to the same have been framed as a policy for Projects and Consultancy and its circulars, which can be referred to in the **Annexure- 4E**.

CHAPTER 5

This section deals with all issues concerning students and student development across campuses of NIFT. These matters are also referred in the Student Rule Book, which is available in the public domain.

In this section:

5.1 Academic Fee and Related Issues

5.2 Identity Card Related Issues

5.3 Personal Records Related Issues

5.4 Discipline and Conduct Issues

5.4.1 Definition of Misconduct

5.5 Disciplinary Procedure and Penalty

5.5.1 Disciplinary Procedure Guidelines

5.5.2 Penalty

5.5.3 Appeal Procedure

5.6 Student Extra Curricular Activities

5.6.1 Fashion Spectrum

5.6.2 Converge

5.7 Student Related Committees

5.7.1 Hostel Committee

5.7.2 Campus Disciplinary Committee

5.7.3 Examination Committee

5.7.4 Student Discipline Committee

5.8 Policies Related to Student Affairs

5.8.1 Student Attendance

5.8.2 Duration of Course

5.8.3 Leave of Absence

5.8.4 Financial Assistance

5.8.5 Inter-Campus Temporary Transfer (ICTT)

5.8.6 Student Permanent Transfer Policy (SPT)

5.9 Policies Related to Student Development Programmes

5.9.1 Student Assistantship Programme (SAP)

5.9.2 Student Extension Activities

5.10 Student Support Services

5.10.1 Student Accommodation

5.10.2 Class Representative (CR)

5.10.3 Working in Laboratories

5.10.4 Medical Facilities

5.11 Special Services for Students

5.11.1 Fee Exemption for International Semester Exchange

5.11.2 Education Loan

5.11.3 Facilities for Students Repeating the Semester

5.11.4 Monetary Incentive for Contribution to Sponsorships

5.11.5 Issuance of Migration and Provisional Certificate

5.12 Student Awards

5.12.1 Convocation Awards

5.12.2 NIFT Graduating Event Awards

5.12.3 Industry Sponsored Awards

5.1 Academic Fees and Related Issues

i) The semester fee structure, as applicable for the students of the concerned programme, will be charged from the students, as notified from time to time.

ii) The fee structure for students in general or reserved categories is: **For regular programmes, is as follows:**

- Tuition Fee (per semester): Non-refundable
- Library fee (per year): Non-refundable
- Medclaim and student development fee (per year): Non-refundable
- Exam fee (per year): Non-refundable

One-time payments are as follows:

- Security deposit: Refundable
- Alumni Association membership fee: Non-refundable (in the final year) Registration fee: Non-refundable

iii) The fee for students in NRI/NRI sponsored category (for regular programmes) is taken annually (for two semesters).

- Tuition Fee (per semester): Non-refundable
- Library fee (per year): Non-refundable
- Medclaim and student development fee (per year): Non-refundable
- Exam fee (per year): Non-refundable

One-time payments

- Security deposit: Refundable
- Alumni Association membership fee: Non-refundable (in the final year)
- Registration fee: Non-refundable

iv) The above detailed amount would be specified by Academic Affairs-HO before the beginning of the academic year. The amount applicable to new students would be detailed in the NIFT Admission Prospectus.

v) There may be other components to the semester fee, which are likely to differ from campus to campus. Charging of any other fee component from students would require prior approval from DG-NIFT through Head (AA) and Director (F&A).

vi) The fee is to be paid in full on or before the last date, as specified in the academic calendar of the particular year.

vii) The students shall not be allowed to join the course if the fee is not paid by the due date with fine. Any delay in payment of fees beyond the dates specified in the academic calendar would result in the name of the student being struck off the rolls of the institute.

viii) The late fee is to be paid in full with fine within 15 (fifteen) days from the last date of payment of fee, as specified in the academic calendar. Semester fee, once deposited, shall not be refunded.

ix) The Security Deposit component of the fee paid at the time of admission is refundable to students on completion of the course or from the date he/she ceases to be a student of NIFT. This is

- done on production of prescribed 'No Dues Certificate' from concerned departments/library and Resource Centre/academic branch/computer labs/hostel (if applicable) etc. No request for refund would be entertained after 6 (six) months from the date of completion of the course or the student leaving the institute.
- x) The norms for fee for students in diploma or CE programmes would differ from those in regular programmes. Those would be available in the central policy on the programmes and in the specific programme brochures and prospectus.
 - xi) Students who leave NIFT mid-course or who are asked to leave NIFT for whatever reasons will not be entitled to refund of fees, except the amount of the refundable security deposit.
 - xii) In cases whether it is leave of absence (Ref: 5.8.3) or detention by the campus on account of failure/attendance, the student shall keep his/her registration LIVE by paying re-registration fee of INR 10,000.00 + GST, as applicable for each absents semester over and above the fee of the joining semester.
 - xiii) After striking off of the name of the student from the NIFT rolls due to non-payment of fee with or without fine, if the student still wants to continue studies in NIFT, the student would have to pay a re-registration fee of INR 10,000.00 + GST, as applicable over and above the semester fee, within the next 15 (fifteen) calendar days after the notified last day for depositing fee with fine. The student will be allowed back into class only after receipt of full fee. It will be the sole responsibility of the student concerned to achieve the minimum required attendance by the end of the semester as per the NIFT policy. No attendance relaxation will be given in this regard (Ref: 5.8.3).
 - xiv) If a student appears in re-examination/re-jury or gets withheld result, the student shall pay the fees for the next semester once he/she clears the re-examination/re-jury. The students declared 'pass', shall pay the fees within 1 (one) week of declaration of the re-exam/re-jury result without fine. In this case, the date of declaration of result will be considered the first day for depositing the fee. Afterwards, the semester fee is to be paid with fine at the rate of INR 100 per day, within next 7 (seven) days after the last date of payment of fee without fine. On non-payment of the fee, after this 2 (two) week duration, the name of the student would be struck off from the rolls of the institute without any further notice.
 - xv) Adjustment of fees for the students availing leave of absence: As per NIFT policy, a student may be granted leave of absence/lien for a maximum period of one year on the basis of medical/extenuating circumstances beyond the specified period of study at NIFT, with the prior approval of the competent authority.
 - xvi) However, re-registration charges for each absents semester shall be paid by the student as per the NIFT policy. Similarly, in case of NRI students, the fee is paid on a yearly basis, if the student avails leave of absence, the fees shall be adjusted for the subsequent semesters.
 - xvii) In case of students who are suspended due to misconduct, the semester fee shall not be adjusted for the period of suspension. When the student re-joins the course the follow-up year in the same semester, fee will have to be paid again.
 - xviii) All deposits/payment of fees shall be made by demand draft in favour of National Institute of Fashion Technology, payable at the allocated campus or in cash through NIFT challan or through NEFT/RTGS to the authorized bank of respective NIFT campuses.
 - xix) Academic fee structure for NRI 'repeating students' who have completed one semester of the academic year: If the student has to repeat one semester, the fee for that semester only would be charged, instead of the fee for both the semesters i.e., the full year. However, no fee would be refunded if the NRI student withdraws his/her candidature after fulfilling all the admission formalities, as the candidate has blocked one NRI seat that cannot be offered to any other candidate.
 - xx) The NRI students repeating the semester will be required to pay the re-registration fee of INR 10,000.00 + GST, as applicable per absents semester, as well as non-refundable annual charges towards library, student development and mediclaim fee, over and above the mentioned amount.

5.2 Identity Card Related Issues

- i) Identity cards will be issued on registration to students to be used for entry to the institute. These cards would carry the following information on their faces:
 - Name of student
 - Roll number- generated centrally**
 - Permanent address
 - Validity of the card
 - Photograph of the student

** On registration, the student will be issued a permanent roll number, which will be maintained through the period of study at NIFT. This number will have to be quoted in all correspondence at NIFT.
- ii) The following information of the students shall be available on NIFT CMS, after student registration:
 - First name of student
 - Middle name of student
 - Last name of student
 - Date of birth
 - Sex
 - Mailing address
 - Present address
 - Permanent address
 - PIN code
 - Date of admission
 - Contact number

- Mobile
 - Email address
 - Qualification
 - Blood group
 - ID mark
 - Father's/Husband's name
 - Institute address- campus address
 - Institute phone
 - Course type - PG/UG course
 - Roll number
 - Registration number
- iii) The Identity card should be presented on demand and carried by the students at all times.
- iv) Loss or damage to the identity card is to be reported immediately to the Campus Joint Director.
- Loss of identity card: Replacement of the card will be made on a written request, along with copy of the FIR and on payment of INR 500/- + GST as applicable.
 - Damage to identity card: Replacement of the card will be made on a written request, along with the submission of the damaged identity card and on payment of INR 500/- + GST, as applicable.
 - The identity card must be surrendered on completion of the course, along with 'No Due Certificate'.

5.3 Personal Records Related Issues

Every student would have a personal file at the NIFT campus where he/she is studying. This file would be maintained in the Academic Affairs Department of the campus. A copy of the same should be available in the specific department to which the student belongs.

The personal file should contain the following documents:

- i) Personal data form filled at the time of the admission.
- ii) Medical history and fitness certificate.
- iii) All undertakings submitted by the student- the beginning of each semester, examinations, re-exams, transfers etc.
- iv) Copy of any warning letters/memos issued to the student/student guardian by the department/institute.
- v) Copy of all grade sheets (each semester) issued to the student.

The personal file should be transferred in case the student is permanently transferred to another department/campus.

5.4 Discipline and Conduct Issues

The conduct rules for students of NIFT are detailed in the Student Rule Book. Students are expected to maintain a high order of discipline inside and outside the institute. Report of complaints on behavioural lapses or indiscipline from faculty, staff or from the public would be viewed seriously.

As a responsible representative of a premier national institute, students are expected to set an example through poise, politeness, community feeling and integrity in and outside the institute.

Students are required to give an undertaking at the time of joining the institute as well as the beginning of each academic session, to abstain from smoking, consumption of alcohol, drugs and indulging in any other undesirable activity. The format of the same is available in the Student Rule Book.

Students of NIFT are also very active on social media. A social media policy (**Annexure 5-A**) is the mandate guideline for the presence and conduct on virtual platform.

5.4.1 Definition of Misconduct

The essence of misconduct under this code is improper interference- in the broadest sense- with the proper functioning or activities of NIFT, or those who work or study in NIFT, or action which otherwise damages the image of NIFT.

Misconduct will include, but is not limited to violent, indecent, disorderly, threatening or offensive behaviour or language, fighting, ragging, drug abuse, cheating, deceiving, molestation, defacement of NIFT property, IPR infringement, plagiarism etc.

Further, examples of areas and instances of misconduct (not as an exhaustive list) have been placed in the Student Rule Book.

5.5 Disciplinary Procedures and Penalty

Any student found indulging in any activity violating the conduct rules of NIFT will invite disciplinary action.

5.5.1 Disciplinary Procedure Guidelines

- i) The faculty members, officers reporting the misconduct shall report it to the Campus Coordinator of the discipline/department and/or Joint Director. An enquiry shall be conducted by the concerned Disciplinary Committee (Campus/Hostel/Examination-Refer to Clause 5.7).
- ii) If the Committee feels that detailed investigations need to be carried out, they can appoint an enquiry officer at their discretion.
- iii) The SDAC shall ensure record of the minutes of the enquiry. The committee shall place its recommendations along with the list of evidence/witnesses and also nature of penalty to the LASC for awarding appropriate punishment.
- iv) In case of minor disciplinary violation, the penalty may be approved by the LASC and the punishment may be carried out by the Disciplinary Committee. However, the same may be ratified in the SIAC- Student Affairs (HO). In case of any appeal against the penalty/decision of SIAC- SA, the same may be forwarded to Head-AA and the decision of Director General shall be final.

- v) In case of major disciplinary violation, the Committee shall send its recommendations to the SIAC-SA (HO) for final ratification and approval of punishment to be awarded.
- vi) The respective Campus Director will be responsible for implementing the punishment imposed. Record of the penalties imposed shall be placed on the student's record.

5.5.2 Penalty

For Minor Disciplinary Violation: Where the violation is considered minor by the competent authority, the following penalties may be imposed at the discretion of the competent authority for the minor disciplinary violations:

- i) A fine of upto INR 10,000.00 + GST, as applicable for each violation/offence
AND/OR
- ii) A requirement that the student pays the cost of any damage in relation to any property lost or damaged or any expenditure incurred on medical expenses in case of a scuffle. The expenditure may have been incurred by NIFT/third party or subsidiary organization and will have to be paid by the violator/s to NIFT for the violation. The same shall be deposited by the student within five days of the notification by the Joint Director/Director of NIFT Campus
AND/OR
- iii) Warning/Censure: A warning to be issued to the student for first offence may not be placed in the student's record. However, in case of a repeat offence, the censure may be placed on the student's record and may invite action under major penalties.

For Major Disciplinary Violation: Where the violation is considered to be major by the competent authority, the following penalties may be imposed for the major disciplinary violations:

- i) Suspension/debarment from the institute, where the student will be declared 'persona-non-grata' and will be debarred from entering the premises, facilities and from attending the classes.
- ii) Permanent expulsion from the institute.
- iii) Any other course of action which may be reasonable in the circumstances.

For Ragging: Ragging has been defined as "Display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institute." Ragging will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per guidelines laid by the Supreme Court in its ruling on the subject. Any complaints on this issue are to be made to the SDAC of the respective Campus for further action. The case should be discussed in the Disciplinary Committee meeting of the campus. Thereafter, the recommendations should be forwarded to Head-AA through the LASC. The final decision would be taken by DG-NIFT.

For Plagiarism/Cheating in any Examination/Jury/Evaluation:

- i) Any student found cheating at the time of examination will not be permitted to complete the paper/exam. Pending the result of the enquiry, he/she may be permitted to take remaining exams with an undertaking.
- ii) In case any student is found carrying outside material or found indulging in plagiarism, the student will be debarred from giving the exams/jury/evaluation and will have to repeat the entire semester.
- iii) In case students are found copying from their classmates, their answer booklets will be treated as cancelled and he/she will have to appear in re-exam.

5.5.3 Appeal Procedure

Appeal against any penalty imposed by the Competent Authority may be made to the Director General, through the Campus only if any new and relevant information needs to be considered which was not available at the time of the proceeding. An undertaking would be given by the student through the Campus Coordinator at the time of appeal, that the decision of DG NIFT would be acceptable under all circumstances and binding.

5.6 Student Extra Curricular Activities

Student development programmes at all NIFT campuses are initiated to encourage NIFT students to participate in physical, academic and artistic pursuits to make their education at NIFT campus more holistic and complete. Participation in these activities would complement and facilitate their academic studies, while providing ways to socialize, relax, have fun, revitalize and face day to day challenges.

Under student development activities, each campus should conduct an extensive schedule of events organized by the NIFT students for NIFT students. These are coordinated by a nominated faculty member/s-Student Development Activity Coordinator (SDAC). The activities of the clubs include inter-department and inter-college competitions, social events, seminars, guest lectures, film nights and others. Students can participate in a wide range of activities through the SDA clubs, namely:

- i) Cultural club
- ii) Literary club
- iii) Sports club
- iv) Adventure and photography club
- v) Ethics and social service club
- vi) Environment club
- vii) Or any other club by the permission of Director-NIFT

Students shall exercise their options of choosing various clubs at the time of the orientation programme. The clubs are headed by Club Advisor, who will be nominated by the Campus Director. Each club will have an Executive Council for organizing various events and activities, who will be either nominated or elected by the General Body of the club. The clubs would function in the activity hour (zero hour- Wednesday, 4.00

p.m. onwards). The final activities of the clubs would be highlighted during 'Fashion Spectrum', an annual event of the institute. The detailed SDAC guidelines for extra-curricular activities for students are given in **Annexure 5-B**.

5.6.1 Fashion Spectrum

It would be held every year across campuses, to bring together the curricular with the extra-curricular activities. Various events shall be organized to bring together students from other educational institutes of the region in a competitive or non-competitive spirit. Fashion Spectrum will be organized for two days, one of which should be a weekend (Saturday/Sunday) instead of a working day, as per the schedule indicated in the academic calendar. However, a compensatory leave shall be given to all academic and administration personnel who would be working for the Fashion Spectrum.

Core Team for Fashion Spectrum

A core team of 10 students for a campus, having less than 400 students, or 20 students for a campus having 400 and above students, will be made by SDAC Council, with the approval of Campus Director. The core team will be responsible for all preparatory work of the Fashion Spectrum, including arrangement of sponsorships. The members of core team will be given waiver of attendance for a maximum of 15 (fifteen) hours in all subjects preceding Fashion Spectrum and their attendance shall be calculated on pro-rata basis.

5.6.2 NIFT Converge

With a view to provide a well-rounded development to its students, an inter-campus cultural and sports event-Converge-will be organized annually at any one NIFT campus. Preliminary selections at every NIFT campus will ensure that the best of each campus compete with one another in this event. The event will provide a platform for peer learning and knowledge-sharing. This annual event will also allow the students to witness and imbibe the best practices from across campuses. The detailed guideline on Converge are given in **Annexure -5C**.

5.7 Student Related Committees

5.7.1 Hostel Committee

The Hostel Committee for hostels shall comprise of the following members:

- 2-3 faculty members (female faculty member for girls' hostel)
- Campus SDAC
- Hostel Warden/Assistant Warden (Convenor)
- 1 administrative staff (not below RA/Assistant level)
- Joint Director (Chair)/CAC

Nomination of Hostel Committee

The Hostel Committee shall be nominated by Campus Director for a tenure of 2 (two) years. The committee shall be chaired by Joint Director/CAC of each campus, respectively.

Functions of Hostel Committee

- The Committee will conduct surprise checks in the hostel randomly and shall submit a compliance report to the Joint Director/CAC for onward submission to Campus Director.
- The Committee will conduct surprise visits to the campus canteen/mess and shall submit a compliance report to the Joint Director/CAC for onward submission to Campus Director.
- The Committee will observe any actions on the part of the students, which can be construed as misbehaviour or misconduct, which disturbs the decorum of the hostels.

5.7.2 Campus Disciplinary Committee

The Campus Disciplinary Committee shall maintain high discipline standards on campus. It shall comprise of the following members:

- 2 male faculty members
- 2 female faculty members
- Campus SDAC (Convenor)
- Joint Director/CAC (Chair)

Nomination of the Committee

The Committee shall be nominated by the Campus Director for a tenure of 2 (two) years. The committee will be chaired by Joint Director/CAC of each campus, respectively.

Functions of the Committee

- The Committee should conduct surprise checks of the canteen or any other common meeting grounds like playground, amphitheatre, etc. and shall submit report to the Joint Director/CAC for onward submission to Campus Director. The Campus Director shall forward the same to the Headquarter.
- The Committee should observe any actions on the part of the students which can be construed as misbehaviour or misconduct, which disturbs the decorum of the campus.
- The Committee shall observe breach of NIFT's equal opportunity policy or any action likely to cause injury or impair safety on NIFT premises, including breaches of subsidiary quotes.

5.7.3 Examination Committee

Examination Committee is constituted for investigation into all cases of academic irregularities. The committee should comprise of the following members:

- Joint Director/CAC
- SDAC
- Controller of Examinations (COE)
- Campus Coordinator of concerned department
- One faculty from another department

A possible list of academic irregularities is given in the Student Rule book.

5.7.4 Student Discipline Committee

Student Discipline Committee is constituted to involve student

representatives in matters of discipline and student development. The committee would comprise of all Class Representatives (CRs) and all faculty student club in-charges, with the SDAC as convener.

5.8 Policies related to Student Affairs

The various policies related to student matters are as follows:

5.8.1 Student Attendance

The faculty needs to communicate the importance of punctuality in attending classes, which must be maintained by the students.

Attendance shall be taken by the faculty members at the beginning of each class and should be uploaded on CMS. The attendance record is to be maintained by the Department Assistant and faculty members shall provide the attendance sheet duly uploaded on CMS after every class.

The students are required to check his/her attendance on CMS on a regular basis, for status of consolidated attendance, classes conducted and shortfall in attendance, if any.

Requirements:

- A student is required to have overall minimum 75% attendance in total sessions/ classes conducted during the semester, to be eligible to appear in the final assessment/end semester exams/ jury of the subjects.
- A student is required to have a minimum 65% attendance in each individual subject taught in the semester, to be eligible to appear in the final assessment/end semester exams/jury of the subjects.
- The norms of above attendance would also be applicable on standalone subjects that require visit to cluster/industry/research unit/GEs. The detailed policy for student attendance is given in **Annexure 5-D**.

5.8.2 Duration of Course

- A student can take a maximum of 6 (six) years for completion of a UG programme and 4 (four) years for PG programme, from the date of registration.
- Any student found failing in a semester for the third time should be asked to withdraw from the programme.
- The period mentioned above (5.8.2, point-i) includes any period of leave of absence availed by the student.

5.8.3 Leave of Absence

A student may be granted leave of absence/lien for a maximum period of 1(one) year on the basis of medical/extenuating circumstances beyond the specified period of study at NIFT. The student must seek prior approval of the Campus Director for such leave. The concerned Campus Director may inform the LOA case/s approved by them to DG-NIFT, through Head-AA.

The request of the student will be placed before the LASC of the NIFT Campus for consideration and if it is found genuine, it may be approved by LASC. In both the cases, whether it is leave of absence or detention on

account of failure/attendance, the student shall keep his/her registration LIVE by paying re-registration fee of INR 10,000.00 + GST, as applicable for each absents semester. The detailed guidelines for leave of absence are given in **Annexure 5-E**.

5.8.4 Financial Assistance

NIFT provides various financial assistance schemes to the student to support their education at NIFT. The various financial schemes are given as follow:

5.8.4 (i) SARTHAK - NIFT Financial Assistance Scheme

SARTHAK is a financial assistance scheme for students from financially weak backgrounds, erstwhile known as Means-Cum-Merit Financial Assistance Scheme. The detailed policy is given in **Annexure 5-F**.

Apart from SARTHAK - NIFT Financial Assistance Scheme, there may be other scholarships for students, which are sponsored by industry, alumni, etc. These may differ from campus to campus. The details of such scholarships would be circulated to the students from time to time.

5.8.4 (ii) UDAAN- NIFT Scholarship Scheme for Foreign Studies

The financial assistance under UDAAN - NIFT Scholarship Scheme for Foreign Studies is to provide rewards/scholarships for students by way of incentive for academic education at NIFT, and recognition of good academic performance of economically weaker sections. The number of students who will benefit from this scheme in a year will be based on the number approved by the Board of Governors while considering the policy. The students are required to submit their application form along with all required documents to the campus. Students may not submit their documents again; in case they have applied for SARTHAK scholarship and have already submitted their documents. The detailed is given in **Annexure 5-G**.

5.8.4 (iii) Merit Based Scholarship at NIFT

The financial assistance under Merit Based Scholarship at NIFT is based on student merit. The purpose of the scheme is to provide rewards/ scholarship for students by way of incentive for academic education at NIFT, and recognition of good academic performance by economically weaker sections. The benefits of the scheme are as mentioned below:

- Providing 10 fellowships for overall NIFT toppers.
- Providing up to 50 merit-based scholarships to students in the INR 4 lakhs to INR 6 lakhs income bracket, based on the performance in the Foundation programme.
- Providing course-wise scholarships to toppers of the 2nd or 3rd years for UG and first year toppers of PG.

The detailed policy is placed at **Annexure 5-H**.

5.8.4 (iv) Student Laptop Policy

As per the student laptop policy, the use of laptops is mandatory for all

the students of regular academic programmes at UG and PG levels at all the campuses of NIFT.

NIFT will offer financial assistance in the form of interest free loans to students of lower income bracket of regular programmes, who meet the eligibility criteria, for purchase of laptops.

The policy has been framed with a futuristic approach, keeping in view the fast rate of redundancy of computer hardware and software. The provisions of the policy, however, have been drafted in a way so that the same remain valid for any other form of portable electronic device(s), which may replace laptops in the near future, due to advancement of ICTs. The detailed policy is given in **Annexure-5-I**.

5.8.5 Inter-Campus Temporary Transfer Policy

The policy is applicable to all regular UG/PG students of NIFT, seeking temporary transfer for a semester from one NIFT Campus to another, on extreme medical or personal extenuating grounds. The detailed policy is given in **Annexure 5-J**.

5.8.6 Student Permanent Transfer Policy

The purpose of this policy is to allocate the vacant seats to existing NIFT students, created due to drop-out of the students after the first semester. The objective is to provide a provision for permanent transfer of students in the third semester against the seat vacancy positions in the first semester. According to this policy, the students may seek transfer:

- i) From one discipline to another, within the same or another NIFT campus
- ii) Within the same discipline, from one NIFT campus to another NIFT campus.

The detailed policy is given in **Annexure 5-K**.

5.9 Policies Related to Student Development Programmes

The various policies related to student development programmes are as follows:

5.9.1 Student Assistantship Programme (SAP)

NIFT offers a variety of part-time employment opportunities to its students and recognizes that student assistantship is a valuable form of financial assistance as well as a practical learning experience. Student employment experience will be a positive one if they abide by the rules and regulations of NIFT.

Student Assistantship Programme of NIFT is designed to aid students who have demonstrated financial need. SDAC of each NIFT campus invites applications from students to engage them in Resource Centre, labs, Continuing Education programmes, projects and workshops, seminars etc., undertaken by NIFT.

SDAC under SAP offers two programmes:

- i) In-campus opportunity to engage students in Resource Centre, labs, CE programmes.
- ii) Off-campus opportunity to engage students in projects and

workshops, seminars etc., undertaken by NIFT.

The detailed policy is given in **Annexure 5-L**.

5.9.2 Student Extension Activities

This policy is framed particularly to translate NIFT vision of "concern for social and human value", into a workable proposition, by increasing interaction among the student community and non-government organizations, for mutual interests and development. The Student Voluntary Group (SVG) project is intended to give the student an opportunity to develop and demonstrate powers of initiative and independent thought. It provides for a unique test of a student's ability to solve realistic, practical problems, and to communicate the results in written, oral and practical forms.

At the early stages of SVG, the students of NIFT would be collaborating with NGOs, for taking up projects. This would ensure that the students of NIFT are not unduly stretched to provide deliveries that cater to the high expectation level of the various business enterprises and entrepreneurs, without having gained sufficient experience and expertise in handling such a situation.

However, as the processes at SVG are streamlined, the students of NIFT would be encouraged to take up projects with various NGOs and business enterprises. This would finally ensure an environment conducive for proactive interaction between students of NIFT and the various business enterprises, entrepreneurs NGOs and companies.

The detailed policy for the same is given in **Annexure 5-M**.

5.10 Student Support Services

The various student support services are as follows:

5.10.1 Student Accommodation

NIFT maintains hostels for girls at almost all campuses and for boys at certain campuses. Norms to be followed for the hostel are placed in **Annexure 5-N**.

The fee structure for the hostel may differ from campus to campus. The same would be notified separately. Fee, once paid, will not be refunded, except for the amount paid as refundable security.

In case of transfer of a student from one campus to another, the fee (except security money) will be transferred on pro-rata basis.

Two months prior notice has to be given before vacating the hostel, failing which two months hostel and bus fee will be charged. A formal application may be submitted to the Hostel Warden, along with a "No Dues Form", duly signed by the respective authority. The depositor's copy of the original challan has to be produced for their refund.

Roles and Responsibilities of the Hostel Warden

- i) The Hostel Warden should ensure that NIFT resident students

are not allowed to consume any toxic/intoxicant materials on the premises, including usage of drugs or cigarette smoking, which are banned.

- ii) The Warden should oversee that there are single entry/exit points at the hostel.
- iii) The Warden should issue warning letters to the students, if they come late after, the stipulated entry time of 10:00 pm, without a proper justification.
- iv) The second violation of the same shall be treated as a major penalty and apart from informing the parents of the students, disciplinary action must be initiated, including expulsion from the hostel.
- v) Any unauthorized absence for the night will amount to an act of indiscipline and a letter will be sent to the parents, including the copies of all the earlier night out forms, for information.
- vi) Any requirement related to hostel facility should be conveyed by the Hostel Warden to the Joint Director/CAC.
- vii) Entry of the day scholar/visitor to the hostel would be granted through a written permission from the Joint Director/CAC of the campus, which shall be submitted to the Hostel Warden.
- viii) The Warden should submit a report every fortnight to the Joint Director/CAC, along with a copy to the Hostel Committee.
- ix) Hostel Warden should ensure her availability and responsibility 24x7 towards the hostel requirements.

5.10.2 Class Representatives (CRs)

Each class will have two class representatives (CRs). The CR for FP batches would be nominated by the Campus Coordinator. CR of other courses/semesters would be elected/ nominated by the members of the class.

The CR would be elected for a period of one year. However, the Campus Coordinator of the discipline would have the authority to ask the class to change the CR, based on the efficiency and working of the student.

The CR would be responsible for issues pertaining to the class like discipline, communication between the class and faculty, etc. All communication for the students of the class would be sent to the CR and it would be his/her responsibility to ensure the communication of the same to the entire class.

The CR would be answerable to the Campus Coordinator of the department.

5.10.3 Working in Laboratories

The laboratories of the institute are open to all students of the concerned department.

The rules as prescribed for specific labs (computer/IT/garment construction/weaving, etc.) should be displayed visibly for the students and, assistants in the labs should ensure compliance to the rules.

Lab can be opened till late hours (maximum 8:30 pm) after due approval

from Campus Director, under special circumstances. The facilities will be kept open, subject to constant monitoring by faculty or staff (technical) of the department.

5.10.4 Medical Facilities

All campuses are required to provide medical facilities to the students, faculty and staff by way of a medical doctor and a psychological counsellor on campus. Students should be encouraged to avail the facility.

Students may be referred to the counsellor by the faculty mentor and/or the campus Coordinator of the department for specific concerns.

In case of chronic illness, students should be advised to brief the Campus Coordinator and at least 2 students (in class and in hostel/ accommodation) on possible symptoms and immediate assistance must be given.

In case the student has to be hospitalized, the SDAC should contact the local guardian/parent at the earliest, to apprise them of the situation.

In case of unfortunate demise of any student, the protocol that needs be followed is given in **Annexure 5-O**.

5.11 Special Services for Students

5.11.1 Fee Exemption for International Semester Exchange

NIFT semester fee exemption for international exchange shall be provided to students who go on paid seats to institutes with whom NIFT has reciprocal arrangements. This will ensure that the students pay fee, either at NIFT or at the foreign university, as per the MoU with the concerned institute.

5.11.2 Education Loan

Students of NIFT can avail of education loan. NIFT, however, will not bear any financial responsibility for repayment of the loan. The Campus Director/Joint Director would issue a letter to the student for availing of this facility. The format for the same is in **Annexure 5-P**.

The amount to be entered in the letter as monthly expenditure would differ from programme to programme and would be provided at the beginning of each academic year by Academic Affairs Department of the respective campus.

5.11.3 Facilities for Students Repeating the Semester

The following facilities of the institute have been identified, that may be used by students during their detention (LOA/repeat) period across the campuses:

- i) Use of NIFT library and Resource Centre.
- ii) Consultation and advice of faculty by prior appointment.
- iii) The students can approach SDAC for their involvement in student related activities e.g. student club, etc.
- iv) The student can get a recommendation letter for industry visit, field study, etc., from NIFT.

v) Engagement of students in Resource Centre under Student Assistantship Programme, for which they will receive a stipend.

vi) Waivers, as per the NIFT E&E policy.

5.11.4 Monetary Incentive for Contribution to Sponsorships

Whenever sponsorship is required for any NIFT activity (academic/co-curricular/extra curricular), students shall be encouraged to raise the same by giving the concerned student(s) 10% of the money raised, which will, inter-alia, cover their incidental expenses. SDAC at each campus will certify the student contribution for release of the 10% amount.

5.11.5 Issuance of Migration and Provisional Certificate

Migration and/or Provisional Certificate may be issued to NIFT students. The formats for applying and issuing the same is given in **Annexure 5-Q**.

5.12 Student Awards

5.12.1 Convocation Awards

NIFT honours students in three categories of awards, which are conferred during the Convocation:

- i. NIFT Best Academic Performance Award
- ii. NIFT Extraordinary Service Award
- iii. NIFT Student of the Year Award

5.12.2 NIFT Graduating Event Awards

NIFT Awards will be presented during Graduation events (exhibition/fashion show/National Apparel Summit/Techno Talk, etc.) in various categories for respective disciplines. Awards shall be decided by the external jury and given to the student getting highest marks in the corresponding categories of evaluation criteria. The nomination procedure for Convocation Awards and Graduating Event Awards is detailed in Chapter 7 of this Academic Manual.

5.12.3 Industry Sponsored Awards

There may be other awards for students, which are sponsored by industry, alumni, etc. These may differ from campus to campus. The details of such awards would be circulated to the students from time to time.

CHAPTER - 6

This section details all issues concerning examination and evaluation of the students at NIFT.

In this section:

- 6.1 Programmes at NIFT**
- 6.2 Credits**
- 6.3 Programme Structure**
 - 6.3.1 Foundation Programme
 - 6.3.2 Majors
 - 6.3.3 Deepening Specializations (DS)
 - 6.3.4 Inter-Disciplinary Minors (IDM)
 - 6.3.5 General Electives (GE)
 - 6.3.6 Floating Subjects
 - 6.3.7 Craft Based Subjects
 - 6.3.8 Industry Internships
 - 6.3.9 Graduation Project
- 6.4 Examination and Evaluation**
 - 6.4.1 Evaluation Weightage
 - 6.4.2 Mode of Assessment
 - 6.4.3 Internal Assessment
 - 6.4.4 End-term Assessment
- 6.5 Awards, Grades and Calculation of SGPA/CGPA**
- 6.6 Procedure for Compilation and Declaration of Result**
- 6.7 Follow-Up Examination**
- 6.8 Awards of Grades to Students who could not appear before Regular/Jury/Written Examination during End-term Assessment.**
- 6.9 Awards of Grades to students who could not appear before Regular Jury for Standalone Subjects**
- 6.10 Credit Equivalence for International Exchange Students**
- 6.11 Re-Evaluation**
- 6.12 Student Promotion Policy**
- 6.13 Retention of Evaluation Sheets**

Introduction

Examination and evaluation is an essential component of the teaching and learning process during the progression of a subject. The examination and evaluation policy of NIFT has been formulated to provide guidelines to the evaluation process in Undergraduate (UG) and Postgraduate (PG) programmes in an organized, efficient, fair, transparent and professional manner. The process and procedural guidelines shall help achieve benchmarking across the NIFT campuses and shall assess and thus, improve the quality of student learning.

Performance evaluation of the students' work is based on demonstration of their capabilities and application across all criteria laid down for specific subject evaluation and overall performance in the end semester examination/evaluation. The emphasis is on students' capabilities in applying acquired learning in a multi-dimensional manner, to demonstrate an overall growth and maturity of application across all subject inputs.

The terms 'programme' and 'course' in context of the policy are defined as under:

Course: means a complete body of prescribed studies for a full-time or part-time academic programmes, leading to the award of a degree, diploma or a certificate.

Programme: means an identified academic discipline under which courses are offered.

6.1 Programmes at NIFT

NIFT offers degree programmes for the following specializations at the undergraduate level:

- Fashion Communication (FC)
- Fashion Design (FD)
- Accessory Design (F&LA)
- Knitwear Design (KD)
- Leather Design (LD)
- Textile Design (TD)
- Fashion Technology (B.F.Tech.)

In addition, NIFT offers degree programmes for the following specializations at the postgraduate level:

- Design Space (M.Des.)
- Fashion Management (MFM)
- Fashion Technology (M.F.Tech.)

6.2 Credits

Credit Calculations:

- Lecture: 1 hour/week = 1 credit
- Tutorial: 1 hour/week = 1 credit
- Practical/Studio Work: 1 hour/week = 1 credit
- Self-Study/Studio Practice: 3 hours/week = 1 credit
- Internship: 1 week = 1 credit
- Graduation Project: 1 week = 2 credits

UNDERGRADUATE PROGRAMME/S	CATEGORY	CREDITS
Foundation programme (Semesters I and II)	Mandatory	52
Semesters III and VII	Mandatory	128
Semester VIII (Graduation project)	Mandatory	32
Stand-alone subjects (internship, training and cluster)	Mandatory	10 -12
General Electives (stand-alone)	Mandatory and Optional	20
Total minimum credits		242- 244
Floating subjects	Optional	10
Total maximum credits		252/254

POSTGRADUATE PROGRAMME/S	CATEGORY	CREDITS
Semesters I to III	Mandatory	74
Semester IV (Graduation project)	Mandatory	32
Stand-alone subjects (internship and cluster)	Mandatory	8
General Electives (stand-alone)	Mandatory and Optional	10
Total minimum credits	-	124
Floating subjects	Optional	06
Total maximum credits	-	130

6.3 Programme Structure

6.3.1 Foundation Programme

The UG programmes at NIFT start with mix-group Foundation studies of 1 (one) year duration. The programme is a component of all 4 years Bachelor's programmes in Design and Technology. The Foundation programme is aimed at offering a cross-disciplinary environment to new students. The programme is designed to foster the creativity, sensitivity and skills to form a strong foundation regarding the fundamentals of fashion business, particularly in the areas of design and technology, from a socio-cultural perspective.

6.3.2 Majors

A Major is a group of subjects under the specialization courses offered at NIFT, where the student focuses on the area, which he/she wants to specialize in. These are 'mandatory subjects' that a student is required to take, along with other subjects.

The term 'Major' refers to a series or selection of subjects that all students of a particular programme are required to complete before they can move to the next semester. Majors range from three to six subjects, depending on the specific requirements of the different departments.

6.3.3 Deepening Specialization (DS)

A Deepening Specialization is a secondary concentration of subjects. It complements the Majors and provides in-depth knowledge related to

the Majors. The DS is chosen by a UG student in Semester IV and by a PG student in Semester I, based on the area of individual interest. These subjects are mandatory and have specific credits in each semester at UG and PG levels. The modalities of basis of selection of DS are stated in **Annexure 6-A**.

6.3.4 Inter-Disciplinary Minors (IDM)

A Minor administered by an academic department, other than the parent department, is called an Inter-Disciplinary Minor. This creates individual pathways for the students to acquire inter-disciplinary skill-sets and opt for a set of subjects that complement studies in one's Major or explore an unrelated area of intellectual interest. These courses have 3 credits per semester. The Inter-Disciplinary Minors are offered from Semester III to VII for UG and from Semester I to III for PG programmes. Every department offers 2 IDMs to the students of other programmes in the campus, based on the number of UG and PG programmes available in the campus. The modalities of basis of selection of IDM are given in **Annexure-6B**.

6.3.5 General Electives (GE)

A General Elective is a set of subjects that allow co-curricular growth of the students and complement the courses being undertaken within different specialisations. General Electives shall run across all semesters except the last semester for both UG and PG programmes. The General Electives have been categorized as Mandatory and Optional subjects, to ensure that essential skill sets for graduating students are acquired during the course of the programme. An undergraduate student shall be taking 10 General Elective subjects across 7 semesters and a PG student shall be taking 5 General Elective subjects across 3 semesters. The number and nature of subjects offered under General Electives will be campus specific, depending on the availability of appropriate human resources. Refer to **Annexure 6-C**, for detailed guidelines of GEs and credits.

6.3.6 Floating Subjects

Floating subjects are offered to a student who has the zeal for learning more and is prepared to acquire credits over and above the mandatory credit requirements for earning the degree.

The student can opt for one floating subject of 2 credits every semester offered by the department under the Majors. Refer to **Annexure - 6D** for modalities of floating subjects.

6.3.7 Craft-Based Subjects

The Craft Cluster Initiative at NIFT is designed with the objective to sensitize NIFT students to the reality of the traditional crafts sector and give insight into regional sensibilities and diversities, resources and environment. This initiative is envisaged to provide the students of NIFT, a systematic, continuous and regular exposure every year to the diversely rich and unique handlooms and handicrafts of India. The craft policy may be referred for more details placed at **Chapter 15**.

6.3.8 Industry Internship

The industry internship programme is an introduction to the industry to give students an appreciation and working knowledge of the industry. It blends their classroom knowledge with industry application. Internship periods may vary from 2 weeks to 8 weeks, differing with each course. The industry policy may be referred for more details placed at **Chapter 16**.

6.3.9 Graduation Project

The Graduation project is a 16 (sixteen) week final project (this includes the period of documentation for two weeks). The project needs to be undertaken by every student individually in the eighth semester to demonstrate the application of various academic inputs and the adaptation to real life industry situations. This final project can be taken up as an industry linked/sponsored project, dissertation, design collection, craft-based project or a research project (format differs from programme to programme).

6.4 Examination and Evaluation

6.4.1 Evaluation Weightage

The evaluation weightage for all subjects is as follows:

EVALUATION TYPE	WEIGHTAGE FOR EVALUATION BY	
	INTERNAL ASSESSMENT	END-TERM ASSESSMENT
Individual Subjects	60	40
General Electives	60	40

The evaluation weightage for other stand alone subjects is as follows:

WEIGHTAGE FOR EVALUATION BY	WEIGHTAGE FOR EVALUATION BY			
Evaluation Type	Faculty Mentor	Industry Mentor	Internal Jury	External Jury
Subject Type				
Internship	40	20	-	40
Graduation Project (industry sponsored)	20	20	20	40
Graduation Project Design Collection & Graduation Project sponsored by DC-Handloom/Handicraft	20	-	40	40
Graduation Project Research/ Dissertation	20	-	40	40
Craft Research and Documentation	40	-	20	40

6.4.2 Mode of Assessment

NIFT uses a multi-method approach towards assessing and evaluating the students. The continuous and comprehensive evaluation through the semester for all subjects for all programmes across all NIFT campuses shall include various components as detailed below:

- Continuous Evaluation
- End-term Examination (ETE)

iii. End-term Jury (ETJ)

Each of these components covers important aspects of the comprehensive assessment of the student. The assignments given to a student during the semester helps the faculty assess their skills and knowledge acquired and address the gaps identified, and are part of the continuous evaluation of the student. This encourages the student to consolidate on strengths and improve overall grades.

Various evaluation methods and instruments shall be used for evaluating students across departments. However, the specific evaluation methodology used for a particular subject shall be specified in the evaluation matrix of individual subjects. The overall weightage of the above components shall generally be as under unless otherwise specified.

6.4.3 Internal Assessment

The subject faculty shall be responsible to deliver the subject as per the curriculum circulated by the Chairperson. The faculty shall plan the internal assessment for the semester based on the topics included in the curriculum and indicative assignment plan thereof. This internal assessment plan shall be designed keeping in view the learning outcomes of the subject. The subject faculty will choose the assignment from the indicative assignment options provided in the detailed subject curriculum for all assessments. On a regular basis, subject anchor faculty shall share best practices and pedagogy with the group of subject faculty across campuses. For Foundation programme, subject coordinators shall be appointed at each campus who will liaison with the subject anchor.

The mode of evaluation is continuous assessment. Faculty will evaluate the assignments giving opportunities to the students to rework on the same. The pre-mid term and post-mid term assignments need to be evaluated on time and marks uploaded on the CMS.

For both pre and post mid term assessments, the subject faculty can upgrade the marks on CMS through the COE of the campus before the commencement of end-term exam, in case the student submits reworked assignment/s.

In case of modular subjects, assessment of 30 marks should be completed by mid-module. These marks shall be uploaded on CMS for online access to CCs, Campus Academic Coordinators (CAC), students/parents/guardians.

The CAC should ensure that the marks of the internal evaluation should be compiled and uploaded on CMS before the commencement of end term examination.

6.4.4 End-Term Assessment (40 marks)

The end term assessment shall be done by adopting any of the following methods:

- End term written examination
- End term jury evaluation

For a student to get promoted to the next semester, it is compulsory that the student appears for the end term assessment for all the subjects undertaken during the ongoing semester.

6.4.4.1 End-term Written Examination

This is a written exam with a non-interactive session of specified time period to evaluate comprehension of theoretical concepts, ability to apply concepts and integration of the subject knowledge with other areas. The exam shall have a weightage of 40 marks. Refer to **Annexure - 6E** for detailed end term examination modalities.

6.4.4.2 Approval of Jury Panel

The jury composition may be chosen from the empanelled list of experts on the CMS. The CV's of new panel members must be vetted by the CAC for ensuring suitability and relevance for the subject area, before approval of the Campus Director.

The jury composition for all process-based subjects, including GEs, which does not involve inter-campus travel, shall be approved through the following route:

- CCs → CAC → Campus Director
- CCs to send the final approved jury panels to CPs for information at least 1 (one) week before commencement of jury

The jury composition of the Graduation project will be approved by Dean. For empanelment the CC will forward the CVs of new panel members to the CP for vetting and Dean (A) will be the approving authority as per the following routing.

- CCs → CPs → Dean (A)

Juries for all subjects that involve inter-campus travel will be routed through the Dean (A), since it has financial implications.

General Guidelines for conduct of exams can be seen in **Annexure 6-F**.

6.4.4.3 End-term Jury Evaluation (ETJ)

These shall be conducted for process-oriented subjects, in any of the following manner:

- i) End-term assignment given to the student to be completed over a given time period during the semester, which could be specific to a subject (for example design project, prototyping etc.) or an integrated assignment of two or more subjects (refer to **Annexure 6-G** for guidelines of the integrated assignment).
- ii) Skill test given to the student to be completed in a stipulated time on the day of the examination. For example, subjects like fashion illustration, construction, etc.

The end-term jury evaluation may also be recommended for a group of subjects to be assessed by a common jury to assess a student's progress throughout the semester.

The end-term jury evaluation shall be conducted as:

- Jury for individual subjects
- Jury for integrated assignments
- Jury for combined assessment of multiple subjects

Evaluation of End-term Jury

Skill Test and Jury-Based Evaluation Methods:

The assessment shall be done by a group of faculty and experts, including the subject faculty. The composition of the jury shall be as follows:

End-term Jury for Individual Subjects (Minimum three members):

- One to two faculty with similar expertise from other departments of the same campus.
- One external expert with required competency (if required).
- Subject faculty.

Jury for Integrated Assignments (Minimum three and maximum five members):

- All subjects faculty.
- One external expert with required competency (if required).
- One faculty from other department of the same competency.

Jury for Combined Assessment of Multiple Subjects (Minimum three and maximum five members):

- One external expert with required competency (if required).
- One faculty from another department of the same competency.
- Subject faculty (all members will mark all subjects as panel of multiple subject jury).

Refer to **Annexure 6-H** for end-term jury evaluation modalities.

6.4.4.4 Jury Evaluation for Standalone Subjects, except General Electives

The curriculum of each programme identifies certain subjects to be standalone, that are undertaken by the students during the term breaks or in the last and final semester of the programme. These standalone subjects are supervised activities, where mentors are allotted to each student to monitor the progress of the work.

These subjects include:

- a) Graduation project
- b) Industry internship/industry training
- c) Craft research and documentation

The jury composition for the standalone subjects is as proposed in the guidelines below.

6.4.4.4.1 Graduation Project Jury

Assessment of the Graduation Project shall be done internally by the department faculty as internal jury assessment and by a set of experts during the external jury evaluation. These evaluations are conducted at the end of the semester. The individual criteria of assessment and evaluation of each department is described in the department curriculum. The student will be eligible to appear for the graduation jury only on submission of certificate of originality by the student. The student will also be required to produce a satisfactory completion certificate from the sponsoring industry, satisfactory report of the faculty mentor and

satisfactory completion of internal jury, to be eligible for appearing before the external jury.

Jury composition of Graduation project is as follows:

Internal Jury:

- Three to five internal faculty members of the concerned department.
- The guide/mentor shall not evaluate his/her own group, but shall be present as an observer during the presentation of his/her mentee(s).

External Jury (Minimum five members):

- One faculty from the same discipline, of another campus.
- One faculty member from the same department of the campus will be present as a silent observer (other than mentor) who will not evaluate.
- Three to six professional experts from industry (not sponsoring any collection/ project in the academic year) and/or one to two academicians/faculty from other recognized institutions of excellence in the related fields.

6.4.4.4.2 Industry Internship/Training Jury

The industry internship programme is an introduction to the industry to give students an appreciation and working knowledge of the industry. It blends their classroom knowledge with industry application.

The composition of the jury for internship is as follows:

- Two professional experts or faculty from other recognized institutions/industry
- Industry mentor (optional)
- One faculty from any other department of the same campus
- The subject anchor faculty/faculty mentor shall be present as a silent observer during the presentation.

The weightage for evaluation is as follows:

SUBJECT	INTERNAL EVALUATION	INDUSTRY MENTOR	EXTERNAL EVALUATION
Industry Internship	40 marks	20 Marks	40 Marks

(Detailed Criteria for all the three heads will be provided by the Chairpersons in the curriculum).

6.4.4.4.3 Craft Research and Documentation Jury

Craft Research and documentation is the mandatory craft based subject that is common to all departments.

The jury composition and evaluation criteria for the same is as follows:

Internal Jury Composition (Minimum three members):

- Three faculty from the same department (other than mentor).
- If in any campus, the department has less than 4 faculty, then the internal jury may include faculty from other departments or guest

faculty who have taught the students.

External Jury Composition (Minimum four to maximum five members):

- Two to three external experts.
- CIC/Senior faculty in the campus from any other department.
- One faculty of the department not teaching the subject.

For craft research and documentation, the evaluation would have three components:

- Mentor evaluation, (40 marks).
- Internal jury evaluation (by faculty of the same department, other than the mentor) (20 marks).
- External Jury evaluation (40 marks).

A) MENTOR- 40%		
S.No.	Criteria	Weightage
1	Quality of Research (Group Evaluation)	20%
2	Learning Diary	10%
3	Documentation (Group Evaluation)	10%
	Total	40%
B) INTERNAL JURY EVALUATION- 20 %		
S.No.	Criteria	Weightage
1	Documentation (Textual and Visual)	20%
	Total	20%
C) EXTERNAL JURY EVALUATION- 40 %		
S.No.	Criteria	Weightage
1	Quality and Extent of Research	10%
2	Documentation	15%
3	Presentation and Communication	15%
	Total	40%

Evaluation Criteria for UG & PG Programmes:

There needs to be a gap of at least one week between the internal jury evaluation and the external jury evaluation. The marks of internal evaluation should be submitted to the Campus COE, compiled and uploaded on CMS before the commencement of external jury.

Important Note: Students from the junior batches shall be encouraged to be witness to the jury proceedings for standalone subjects. This will help them understand the conduct of the jury and the requirement of the subject. This option may be made available for all juries, including graduation project. A total of 10 (ten) seats will be available for interested junior students to be part of the jury as silent spectators.

Modalities for jury for standalone subjects are detailed in **Annexure 6-I**.

6.5 Award of Grades and Calculation of SCPA/CGPA

The students shall be awarded grades as per the absolute grading system, which shall be converted into grade points, as per the conversion

given below:

GRADES	GRADE POINTS	DESCRIPTION
O	10.0	Outstanding
A+	$\Rightarrow 9.0 < 10.0$	Excellent
A	$\Rightarrow 8.0 < 9.0$	Very Good
B+	$\Rightarrow 7.0 < 8.0$	Good
B	$\Rightarrow 6.0 < 7.0$	Satisfactory/ Fair
C	$\Rightarrow 5.0 < 6.0$	Average
D	$\Rightarrow 4.0 < 5.0$	Low Pass
F	< 4.0	Fail

Refer to **Annexure 6-J** for calculation of SGPA and CGPA.

6.6 Procedure for Compilation and Declaration of Results

- The COE cell at campus is responsible for conducting the written exam and compiling all the results once the exams are over. Subject faculty, after checking written test papers, will send the marks to Campus COE, who will compile the final results and forward it to the HO.
- Individual departments will be responsible for conducting all juries. After every jury, all evaluation sheets of the jury will be sent to the Campus COE Cell, for compilation of the results.
- The results shall be prepared at individual campuses and subsequently, forwarded to COE-HO, by campus COE. The result will be verified by department CC, CAC and Campus COE.
- The compiled results shall be placed before the competent authority by COE, Head Office, for approval before declaration.
- The COE-HO shall declare the semester result on NIFT CMS, by uploading it through Head (IT). Subsequently, the result shall be forwarded to all NIFT campuses. The Joint Director and COE of campuses shall also display the result on the notice board of campus.
- Marks obtained in individual subjects shall not be declared. Only the grades shall be declared in the result.
- The individual grade sheets/mark sheets for the students need to be prepared and signed by the Campus COE and Campus Director.
- Answer sheets may be shown to students in case a request is received from the student. However, students can ask to see only their own answer book (not that of others), to ensure transparency and openness in the system.
- Details regarding examination schedule, results-main and follow-up, students' attendance status etc., shall be uploaded on the NIFT website.

6.7 Follow-up Examination

If the work of a student is not found satisfactory during the end-term assessment, he/ she gets a fail grade, the student shall be given a follow-up.

- A student shall be allowed to appear for follow-up in maximum of two subjects in a semester excluding General Electives.
- If a student fails in three or more subjects (excluding stand alone subjects), then he/she shall have to repeat the semester. (There is no provision of follow-up for such cases).
- The student will be evaluated for 40%, as per end semester evaluation.
- The result and the follow-up schedule would be uploaded on the NIFT CMS and official website.
- It is the responsibility of the Campus CAC to inform all students about the follow-up schedule.
- A fee of INR 2,000/- per subject shall be applicable for the follow-up.
- The evaluation for the follow-up assignment shall be done by the department faculty (minimum 3 faculty) other than the subject faculty.
- However, the follow-up for Graduation project, industry internship and mandatory craft-based subjects shall be evaluated by the same external jury panel that was approved earlier; the student will be required to pay the re-examination fee.
- In the subject where the student shall be given a follow-up, a grade point of '4' shall be awarded against the grade 'pass' for further calculation. The grade 'pass' shall be indicated by a letter 'P' on the grade sheet.
- Students failing in even one subject after the follow-up, shall be required to repeat the semester.
- No moderation shall be applicable on declaration of results.

Refer to **Annexure 6-K** for modalities of follow-up assessment.

6.8 Awarding of Grades to Students who could not appear before Regular Jury/Written Examination during End-term

Students shall be awarded regular grade instead of pass (P) grade, in case they could not appear before regular jury/written examination during the end-term assessment due to extreme extenuating circumstances, like:

- Due to sudden demise of immediate family members or next of kin during the period of examination, resulting in non-attendance of jury.
- On account of medical reasons recommended by LASC and approved by AAC/SIAC-SA/Competent Authority (DG-NIFT) to award actual grade in independent/stand-alone subjects.

In the absence of any of the above-mentioned reasons, the students completing/attending the jury of the standalone subjects individually/ with subsequent batch, shall be graded as per follow-up, with the grade being awarded as 'F' or 'P', whichever is applicable.

6.9 Awarding of Grades to Students who could not Appear Before Regular Jury for Standalone Subjects

In case a student is unable to complete/attend the jury of standalone

subjects, like internship and subjects undertaken during semester break, like craft research and documentation, etc. with the batch, due to various reasons like ill-health, twinning programme or repeat semester, he/she shall complete the same later either with the subsequent batch or undertake the activity again at a suitable time in the following semester breaks. **(Note: students opting for twinning programme are exempted from CRD).** However, if the duration of the break is not sufficient for undertaking the complete activity again (like, internship), the student will have to undertake the same after completion of his/her last semester, but before the Convocation date, and re-appear for evaluation. In case a student is repeating the semester with the subsequent batch and attending the jury of the standalone subjects for the first time, or the standalone subject was not part of the old curriculum in the previous batch, the student shall be awarded regular grade instead of pass (P) grade.

Further, the student who fails due to shortage of attendance, cheating, etc., due to which their result of previous semester is withheld, shall also attend the standalone subjects or undertake the same during semester break with their batch, without waiting for the results of previous semester, as these are standalone subjects and are not connected with the previous semester results. The jury may be conducted with the same batch, separately or with the subsequent batch. In such cases, these students would be awarded regular grades (for standalone subjects only).

6.10 Credit Equivalence for International Exchange Students

The credit equivalence, for the purpose of SGPA, is required for each mark sheet received from the foreign university, where a NIFT student has gone for a twinning/exchange programme. The Office of International Linkage shall prepare a credit equivalence sheet and send it to the COE-HO, before ratification by SIAC.

The grading system of each university, where students go for an exchange is different and hence, cannot be used directly. To establish credit equivalence at NIFT-based on the NIFT grade point system, a common format shall be used, which clearly defines the conversion and shall be appropriate for most universities. The format is as under:

GRADES	GRADE POINTS	DESCRIPTION
O	10.0	Outstanding
A+	$\Rightarrow 9.0 < 10.0$	Excellent
A	$\Rightarrow 8.0 < 9.0$	Very Good
B+	$\Rightarrow 7.0 < 8.0$	Good
B	$\Rightarrow 6.0 < 7.0$	Satisfactory/ Fair
C	$\Rightarrow 5.0 < 6.0$	Average
D	$\Rightarrow 4.0 < 5.0$	Low Pass
F	< 4.0	Fail

In case of a university granting 'pass' status to a student who has obtained

marks which are lower than 40%, the student shall be given a grade of 'D', which is considered a 'Low Pass' at NIFT. For details, refer to Chapter 10 of the Academic Manual.

The equivalence certificate issued by I&DL office shall be converted by COE of the concerned campus into the prescribed mark sheet of NIFT.

6.11 Re-Evaluation

- Desirous students may apply for re-evaluation only for written examinations on the prescribed proforma through CAC, with the approval of Campus Director.
- The application for the re-evaluation should be made within 5 (five) working days of the declaration of the result at the respective campus, along with the fee of INR 100/- per subject.
- During the re-evaluation, it shall be seen whether all answers have been checked and the totaling of marks is correct.
- The process of re-evaluation shall be completed within 5 (five) working days of receipt of request.

6.12 Student Promotion Policy

It is mandatory for a student to undertake Foundation programme, all Majors and Deepening Specialisations, IDMs and General Electives (mandatory and optional) as per the course requirement. The minimum number of credits to be earned would include credits for Foundation programme, General Electives, Majors, Deepening Specializations and Inter-Disciplinary Minors.

- A student must acquire a minimum of 242 credits for UG and 124 credits for PG, which would be specified under each programme.
- A student must acquire a minimum of 32 credit points in the final semester.
- An undergraduate student can complete the degree programme in a span of 6 years from the year of joining, while a postgraduate student can complete the programme in 4 years from the year of joining.
- In case a student gets a repeat semester, a waiver for standalone subjects, including GEs, is granted where he/she has secured a passing grade when the student repeats the semester i.e. the grade secured by the students shall be kept intact and the student would not need to either attend classes or appear for examination for that subject.

6.13 Retention of Evaluation Sheets

The evaluated answer sheets of the theory subjects (written end-term examinations) shall be retained for the purpose of record for a period of 1 (one) year by the COE in the respective campuses. Subsequently, these may be destroyed with the permission of the Campus Director/COE-HO, if they are not required in connection with any complaint/enquiry/representation/appeal/court case, etc.

CHAPTER - 7

This section deals with all issues concerning conferring of degrees and grade sheets to students/graduates of regular programmes of NIFT. The section would also detail the procedure for awards (merit and others) given by NIFT.

In this section:

- 7.1 Grade Sheets**
- 7.2 Conferring of Degree**
 - 7.2.1 Requisites
 - 7.2.2 Procedure for Conferring of Degrees
 - 7.2.3 Conferring of Degree in case of Twinning Programme
 - 7.2.4 Issue of Duplicate Degree/Diploma, Grade Sheets/Merit Certificates and Other Distinctions
 - 7.2.5 Correction in Degree
- 7.3 NIFT Convocation**
- 7.4 Merit Awards**
- 7.5 Merit Awards' Eligibility Criteria, Nomination Procedure and Evaluation**
 - 7.5.1 NIFT Extraordinary Service Award
 - 7.5.2 Student of the Year Award
- 7.6 Graduation Awards and Criteria/Modalities for Deciding the Awards**

7.1 Grade Sheets

Grade sheets would be issued to the student at the end of each semester and at the end of the programme. The formats for the grade sheets for UG and PG programmes are placed at **Annexure 7A, 7B** respectively.

Procedure for Issue of Grade Sheets

The compilation of results etc. would be coordinated by the COE at NIFT campuses. The students' semester and final grade sheets for regular programmes would be available on CMS from where they would be downloaded by the campus COE to maintain parity across campuses.

Signatories: The signatories of each category of the grade sheets are indicated on the format below:

Front: Joint Director/COE and Campus Director.

Back: Dealing Assistant (COE), Dealing Assistant (Concerned Department) and Campus Coordinator.

7.2 Conferring of Degree

7.2.1 Requisites

- i. To be eligible for the award of the degree, the student must have successfully cleared/completed all requirements of the course-credits and attendance requirements, should have paid all required fee, etc.
- ii. The student should have submitted the No Dues Certificate, duly signed by all signatories, in the prescribed format.
- iii. No disciplinary case should be pending against the student before being eligible for award of the degree.
- iv. A student can take a maximum of 6 (six) years for completion of a UG degree programme and 4 (four) years for PG degree programme, from the date of registration.

7.2.2 Procedure for Conferring of Degrees

The respective NIFT campuses will issue the Provisional Degree Completion Certificate, on the request of the candidates who have successfully completed the course. The Campus Director would be the Official Signatory for the Provisional Degree Certificate.

The information of successful graduates from different programmes will be forwarded to Head Office from all NIFT campuses. On the basis of the information received from the NIFT campuses, Head Office will get the degree certificate printed.

The Registrar and Director General, NIFT would be official signatories for the degree certificates. The activity of conferring of the degree to the successful graduates is coordinated at the Head Office level for all campuses.

The activity of conferring of the degree would be done through the Annual NIFT Convocation.

In case of graduates who are unable to attend the Convocation, the parents/guardians may collect on behalf of their ward, subject to production of authorization letter from the ward and satisfying other formalities laid down by NIFT.

7.2.3 Conferring of Degree in case of Twinning Programme

In case of students who have availed of the Twinning Programme, the following procedure needs to be followed before being eligible for the award of the degree:

- The credit equivalence, for the purpose of SGPA, is required for each mark sheet received from the foreign university, where a NIFT student has gone for a twinning/exchange programme.
- The Office of International Linkages shall prepare credit equivalence sheet and send it to the COE-HO, before ratification by SIAC.
- The grading system of each university, where students go for an exchange, is different and hence, cannot be used directly. To establish credit equivalence at NIFT, based on the NIFT grade point system, a common format shall be used, which clearly defines the conversion and shall be appropriate for most universities. The format is as under:

GRADES	GRADE POINTS	DESCRIPTION
O	10.0	Outstanding
A+	=>9.0<10.0	Excellent
A	=>8.0<9.0	Very good
B+	=>7.0<8.0	Good
B	=>6.0<7.0	Satisfactory/Fair
C	=>5.0<6.0	Average
D	=>4.0<5.0	Low Pass
F	<4.0	Fail

- In case of a university granting 'pass' status to a student who has obtained marks, which are lower than 40%, the student shall be given a grade of 'D', which is considered a 'Low Pass' at NIFT.
- The equivalence certificate issued by I&DL office shall be converted by COE of the concerned campus in the prescribed mark sheet form of NIFT.

7.2.4 Issue of Duplicate Degree/Diploma, Grade Sheets/Merit Certificates and Other Distinctions

Duplicate degree/diploma/grade sheets/merit certificate would be issued only to graduates whose original degree/diploma/grade sheets/merit certificate have been reported lost/missing and on production of the following proof of the same:

- Copy of FIR filed in the police station under whose jurisdiction area the original document was reported lost.
- Copy of advertisement in the newspaper announcing the loss of the document.
- Affidavit in original, duly attested by public notary, etc.
- Requisite fee as applicable to be submitted by the individual for

issue of the duplicate degree/diploma.

- Grade sheets and other distinctions shall be issued by the respective campuses.
- Extra copies of grade sheets and other distinctions would be issued on request, after payment of requisite fee by the student/graduate. Head-AA shall be the authorized signatory for issue of duplicate degree/diploma certificates.

7.2.5 Correction in Degree

- Original degree to be submitted to the concerned campus for correction.
- Campus to certify and justify the correction and forward the same, with recommendation to Head-AA.
- The modified degree would be issued by the office of Head-AA, as per procedure.
- Requisite fee as applicable will need to be submitted by the individual for issuance of corrected degree.

7.3 NIFT Convocation

- The Annual Convocation of NIFT would be held preferably within 6 to 8 months of completion of the programme.
- The graduates should be well informed about the conduct of Convocation by way of emails, advertisement, information on CMS/website, by the respective NIFT campuses.
- The graduates are sent a set of instructions regarding registration schedule, dress code, seat plan, etc.

7.4 Merit Awards

NIFT honours students in three categories of awards, which are conferred during the Convocation:

- NIFT Best Academic Performance Award
- NIFT Extraordinary Service Award
- NIFT Student of the Year Award

Each of the three awards presented during the Convocation will carry a certificate with related citation, a Gold Medal and a monetary amount (cheque) of INR 11,000/-.

i) NIFT Best Academic Performance Award

The award will be conferred on a student in each discipline at each campus, who scores highest CGPA. In case, the student has appeared for any re-exam/follow-up assessment during the entire course of study or repeated the semester due to any reason or in case any disciplinary action has been taken against the student during the entire course of study, he/she will become ineligible for this award.

ii) NIFT Extraordinary Service Award

The award will be conferred on one student at each campus. The student can nominate himself/herself for the award. The award will be decided in the LASC, on the basis of nomination. The eligibility criteria for nomination

procedure and evaluation criteria for the award are detailed in section 7.5.1.

iii) NIFT Student of the Year Award

The award will be conferred on one student at each campus. The student can nominate himself/herself for the award. The award will be decided in LASC, on the basis of nomination. The eligibility criteria, nomination procedure and evaluation criteria for the award are mentioned at 7.5.2.

7.5 Merit Awards' Eligibility Criteria, Nomination Procedure and Evaluation

The following guidelines for eligibility criteria, nomination and evaluation need to be followed for the NIFT Extraordinary Service Award and NIFT Student of the Year Award, elaborated in points 7.5.1 and 7.5.2.

7.5.1 NIFT Extraordinary Service Award

The award will be conferred on one student at each campus, based on the details given below:

Eligibility Criteria for NIFT Extraordinary Service Award

- A minimum CGPA of 6 across all semesters.
- Outstanding personal acts of courage, vision, dedication and persistence.
- Service towards bringing a good name in the interest of the institute.
- Participation in NIFT extra-curricular activities.
- Community service, like organizing blood donation camps, AIDS awareness activities, tree plantation activities, etc., linked to SDAC activity of NIFT campus.
- Participation in SDAC clubs (like ESSE, Literary, SAP and Cultural) during their study period.

Nomination Procedure NIFT Extraordinary Service Award

- Application letter by the student/s to be submitted to the Campus Coordinator, along with all supporting documents.
- Projects/programmes substantiating the student's work in the field of Community Service, linked to SDAC activity of NIFT campus, may be submitted along with the form. Proof of participation and impact of efforts, to be provided.
- Nominations to be forwarded by the Campus Coordinator to Campus SDAC.
- Marks will be given by the LASC of the campus on the basis of the guidelines laid down in the 'Parameters of Evaluation'. Decision of the LASC will be final.
- One student at each campus will get the award, which carries a citation, a gold medal and a monetary amount (cheque) of INR 11,000/-.

Evaluation Criteria (Out of 100%) for NIFT Extraordinary Service Award

The following guidelines are required to be followed for evaluation criteria:

CGPA Points	Academic Performance = 20% 6.0 = 4 marks 6.1 to 7 = 6 marks 7.1 to 8 = 10 marks 8.1 to 9 = 15 marks 9.1 to 10 = 20 marks
Volume of Work Done	20 %
Impact of Work	20 %
Overall Assessment	40 %

7.5.2 Student of the Year Award

The award will be conferred on one student at each campus, based on the details given below:

Eligibility Criteria for Student of the Year Award

- A minimum CGPA of 8 across all semesters.
- Student who excels in academics, artistic, athletic or other fields.
- Involvement in extra-curricular activities linked to NIFT mapped as:
 - Prizes won
 - Participation in national/international events
 - Co-ordination/contribution to events in Spectrum/Converge/Placements/Graduation Shows etc.

Nomination Procedure for Student of the Year Award

- Application letter by the student/s to be submitted to the Campus Coordinator, along with all supporting documents.
- Campus Coordinator, from each department, may propose the name of an eligible student and forward it to Campus SDAC.
- Marks will be given by the LASC of the campus, on the basis of the guidelines laid down in the evaluation criteria. Decision of the LASC will be final.
- One student at each campus will get the award, which carries a citation, a gold medal and a monetary amount (cheque) of INR 11,000/-.

Evaluation Criteria (Out of 100%) for Student of the Year Award

The following guidelines are required to be followed for the evaluation criteria:

CGPA Points	Academic performance = 20% 6.0 = 4 marks 6.1 to 7 = 6 marks 7.1 to 8 = 10 marks 8.1 to 9 = 15 marks 9.1 to 10 = 20 marks
Extra-curricular Activities done for NIFT	30 %
Participation in National/ International Events	20 %

Attitude and Personal Traits	20 %
SDAC Position Held	10 %

7.6 Graduation Awards and Criteria/Modalities for Deciding the Awards

Awards at the Graduation Event of each Specialization (Exhibition/ Fashion Show/National Apparel Summit/Techno Talk etc.)

NIFT institute awards in various categories for respective disciplines. Awards shall be decided by the external jury and given to the student getting highest marks in the corresponding categories of evaluation criteria. The details for various disciplines are as follows:

S. NO.	DISCIPLINE	AWARDS AND CRITERIA FOR DECIDING THE AWARDS
1.	B.Des. (FD)	Best Graduation Project or Best Design Collection Criteria: Awarded to the student scoring highest cumulative marks. Most Creative and Innovative Design Collection Criteria: Awarded to the student scoring highest marks among the nominated collections by jury, based on the criteria mentioned in the design brief. Best Use of Traditional Skills in Contemporary Styling Criteria: Awarded to the student scoring highest marks among the nominated collections by jury, based on the criteria mentioned in the design brief.
2.	B.Des. (LD)	Best Graduation Design Project - I Criteria: Awarded to the student scoring highest cumulative marks in Graduation design project. Best Graduation Research Project Criteria: Awarded to the student scoring highest cumulative marks in research projects of the class. (minimum 5 research projects should be undertaken in the graduating batch, for consideration in this award category.) OR Best Graduation Design Project-II Criteria: Awarded to the student scoring second highest cumulative marks in Graduation design projects (to be considered during non-availability of minimum research project criteria). Most Innovative Use of Material Criteria: Awarded to the student scoring highest cumulative marks under the criteria of 'Design innovation and Material Exploration' in Graduation design projects.

3.	B.Des. (KD)	Best Graduation Project Criteria: Awarded to the student scoring highest cumulative marks. Best Design Collection Criteria: Awarded to the student scoring highest cumulative marks in Design Collection. OR Second Best Graduation Project (considered when no design collection) Criteria: Awarded to the student scoring second highest cumulative marks in Graduation project. Most Innovative Collection Criteria: Awarded to the student scoring highest marks among the nominated collections by the jury, based on the criteria mentioned in the design brief.
4.	B.Des. (TD)	Best Graduation Project - I Criteria: Awarded to the student scoring the highest cumulative marks. Best Graduation Project - II Criteria: Awarded to the student scoring second highest cumulative marks. Best Graduation Project - III Criteria: Awarded to the student scoring third highest cumulative marks.
5.	B.Des (FC)	Best Graduation Project Award - I Criteria: Awarded to the student scoring highest cumulative marks. Best Graduation Project Award - II Criteria: Awarded to the student scoring second highest cumulative marks. Most Innovative Graduation Project Award Criteria: Awarded to the student scoring highest marks among the nominated projects by the jury based on the criteria mentioned in the project brief.
6.	B.Des. (F&LA)	Best Graduation Project Criteria: Awarded to the student scoring highest cumulative marks. Most Commercially Viable Design Intervention Criteria: Awarded to the student scoring highest marks among the nominated collections by the jury, based on the criteria mentioned in the design brief. Most Exemplary Application of Design Methodology Criteria: Awarded to the student scoring highest marks among the nominated collections by the jury based on the criteria mentioned in the design brief.

DEGREES AND OTHER DISTINCTIONS



7.	B.F.Tech	Best Graduation Project Criteria: Awarded to student scoring highest cumulative marks.
		Most Innovative Project Criteria: Awarded to student/s scoring highest cumulative marks with relevance to innovation, implementation, significance to the industry and project approach as nominated by the jury panel.
		Most Commercially viable Project Criteria: Awarded to student/s scoring highest cumulative marks with relevance to the significance to industry (critical issues), overall impact of the project (competitiveness and sustainability), return on investment and its implementation as nominated by the jury panel.
8.	M.F.Tech.	Best Graduation Project Criteria: Awarded to the student scoring highest cumulative marks.
		Most Innovative Project Criteria: Awarded to the student scoring highest cumulative marks with relevance to innovation, implementation, significance to the industry and the project approach as nominated by the jury.
		Most Commercially viable Project Criteria: Awarded to the student scoring highest cumulative marks with relevance to the significance to industry (critical issues), overall impact of the project (competitiveness and sustainability), return on investment and its implementation, as nominated by the jury.
9.	MFM	Best Post Graduation Project (Marketing/Retailing) (This includes retail merchandising.) Criteria: Awarded to student scoring highest cumulative marks in project under the said broad classification.
		Best Post Graduation Project (International Business/Export Merchandising) (This includes international marketing/business.) Criteria: Awarded to the student scoring highest cumulative marks in project under the said broad classification.
		Best Post Graduation Project (Entrepreneurship/Fashion Management Practices) Criteria: To be awarded to the student who scores highest cumulative marks in project under the said broad classification.

10.	M.Des.	Best Design Innovation Project Criteria: Awarded to student scoring highest cumulative marks, along with 'Nomination of the Awards by External Jury Members,' based on separate criteria, as given in curriculum.
		Best Design Research Project Criteria: Awarded to student scoring highest cumulative marks, along with 'Nomination of the Awards by External Jury Members,' based on separate criteria, as given in curriculum.
		Best Post Graduation Project Award Criteria: Awarded to student scoring highest cumulative marks, along with 'Nomination of the Awards by External Jury Members,' based on separate criteria, as given in curriculum.

CHAPTER - 8

This section deals with all norms and policies related to diploma programmes offered by NIFT.

In this section:

- 8.1 Background**
- 8.2 Definitions and Scope**
- 8.3 Duration and Time**
- 8.4 Process of Announcement of Diploma Programme**
 - 8.4.1 Announcement on NIFT Website
 - 8.4.2 Brochure
 - 8.4.3 Eligibility
 - 8.4.4 Admissions
 - 8.4.5 Selection of Candidates
- 8.5 Fee for Diploma Programmes**
 - 8.5.1 Refund to the Students who Opt to Discontinue Diploma Programme
- 8.6 Infrastructure**
- 8.7 Admission Planning for Diploma Programmes**
- 8.8 Mechanism/Framework for New Diploma Programmes and Review of Existing Diploma Programmes**
 - 8.8.1 Channel for Administrative Reporting for Diploma Programme
 - 8.8.2 Standing Internal Advisory Committee (SIAC-CE) for Diploma Programme
 - 8.8.3 Channel of Academic Reporting for Diploma Programme
- 8.9 Nomenclature and Curriculum**
- 8.10 Diploma Programmes Academic Calendar**
- 8.11 Attendance and Discipline**
- 8.12 Leave of Absence/Re-registration for Diploma Programmes**
- 8.13 Examination and Evaluation**
- 8.14 Award of Diploma and Grade sheet**
- 8.15 Financial Management**
 - 8.15.1 Campus Diploma Programme Budget
 - 8.15.2 Programme Based Direct Expenses
 - 8.15.3 Payment Norms for Faculty
 - 8.15.4 Payment of Support Staff/Regular Students
 - 8.15.5 Programme Coordination Fee
- 8.16 Revenue Calculation**
 - 8.16.1 Revenue Sharing
- 8.17 Lateral Entry of Diploma Programme Students to Regular Programmes at NIFT**
- 8.18 Proactive Disclosure under Section 4 of RTI Act.**
- 8.19 Feedback**
- 8.20 Power to Relax**

8.1 Background

Diploma programmes (DP) have been designed to strengthen the capacity of NIFT campuses in creating an independent identity for Design, Management and Technology, within the overall brand equity of NIFT.

These programmes are planned and will be implemented to cater to the local demands and requirements. These programmes are aimed for optimum utilization of infrastructure and other resources and also making the campuses financially viable.

8.2 Definitions and Scope

This policy has been framed for effective conduct of diploma programmes, as part of the Continuing Education Programmes (CEP).

The primary objectives of these programmes include:

- To offer opportunities to the local students without diluting the brand equity of the NIFT degree programmes.
- To ensure commercial viability at the NIFT campuses

The secondary objectives are:

- To address local needs by offering admission to students from within the state.
- To facilitate credit transfer and/or lateral entry to existing degree programmes.
- To create a USP by offering courses under the domain of NIFT expertise, like crafts, enterprise, space, design, etc.

This policy shall be applicable from the Academic Session 2020-21.

8.3 Duration and Time

Diploma programmes are full-time programmes. UG diploma programmes are of 2 years' duration and PG diploma programmes are of 1 year duration. These programmes will be offered in accordance with the provisions of the policy approved for the diploma programmes. The programme would be conducted during daytime, in regular working hours. The classes may not exceed 6 hours per day.

8.4 Process of Announcement of Diploma Programme

8.4.1 Announcement on NIFT Website

Admissions to the diploma programme may be announced each year on the NIFT website (www.nift.ac.in) and/or through local advertisements released by respective NIFT campuses. In addition to uploading information about these programmes, such as admission guidelines, programme details, details of fee, etc., on the NIFT website, the Campus Director may publish a brochure for informing the candidates.

8.4.2 Brochure

In order to ensure standardization of NIFT brand equity, each year, Corporate Communication Cell (CCC) will design a common format for Continuing Education and Diploma Programmes brochure and provide to

the campus open, printable files for printing. Within the budget approved, each campus and HO will undertake publicity of the diploma programme. The CE Unit at HO will consolidate the information. Campus Director may design and plan a strategy for publicity and promotion of the diploma programme.

8.4.3 Eligibility

There will be no age limit for admission in diploma programme. Minimum educational qualifications for admissions to diploma programme may be as follows:

Under Graduate Diploma

- 10+2 in any discipline.
- A full-time diploma, after 10th standard examination, from a reputed institute.

Post Graduate Diploma

- Graduation degree.
- A full-time diploma after 10+2, from a reputed institute.

Candidates with 2-3 years' work experience will be given preference.

8.4.4 Admissions

Application forms will be uploaded on the NIFT website (Annexure 8 A). Admission forms filled-in and complete in all respects should be submitted by the candidate at CE Unit of the opted NIFT study campus, by online method or by post, with registration fee by RTGS/NEFT/DD. The eligible candidates will be notified through NIFT website by the respective campus.

8.4.5 Selection of Candidates

The selection of candidates for the diploma programme will be carried out by the campus on the basis of qualification and/or qualifying test/ personal interview/presentation of past work. A list of the selected candidates will be announced through NIFT website by the respective campuses. The selection will be specific to the programme and the campus.

8.5 Fee for Diploma Programmes

Market realities for various regions and diploma programmes may differ; requiring variations in fee structures to be introduced, in order to ensure the attractiveness of a diploma programme. Campus Directors would be expected to decide the programme fee within the prescribed broad range. Fee for diploma programme may vary between:

DURATION	FEE IN RUPEES (INR)		FEE IN USD (\$)	
	Minimum	Maximum	Minimum	Maximum
One Year (2 Academic Semesters)	2,00,000	3,00,000	8000	12000

Two years (4 Academic Semesters)	4,00,000	5,00,000	16000	20000
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Other fee applicable at the time of admission or yearly, are:

PARTICULARS	AMOUNT
Exam Fee (Per Year)	INR 3,900
Resource Centre Membership Fee (Per Year)	INR 4,000
Registration Fee (One Time)	INR 9,300
Security Deposit (One Time) (Refundable)	INR 9,900

The selected candidates for admission to the diploma programme need to remit the full fee on yearly basis. Any request for relaxation for remittance of fee on semester-basis or part-payment will not be accepted. Further, the selected candidates, who could not pay their fee at the time of commencement of the academic session, will forfeit their seat and her/ his seat will be offered to other candidates by order of merit.

The precise fee details, along with the last date of payment of fee, may be published in the Diploma Programme Brochure and through the NIFT website. Certain campuses may require some flexibility for the diploma programme fee. After recording reasons in writing, DG-NIFT may authorize Campus Directors to offer concession in fee, not exceeding 20% of the prescribed amount.

8.5.1 Refund to the Student who opts to Discontinue Diploma Programme

Refund to the student who opts to discontinue diploma programme will be as under:

a)	Once the session starts	No refund
b)	Before the commencement of the diploma programme	Full fee refund, except registration fee

8.6 Infrastructure

NIFT infrastructure and equipment fee may be inbuilt, while designing the programme. However, not more than 20% of the revenue collected may be used for development of infrastructure of the department that undertakes the programme.

8.7 Admission Planning for Diploma Programmes

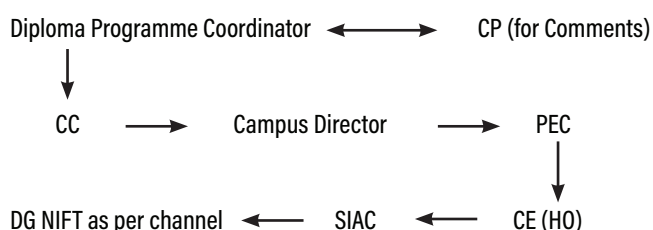
The process of planning diploma programmes in all campuses may begin in January of the year, so that CE Unit at Head Office is informed about details of all proposed programmes for the year by the mid of March. The following table enumerates the admission timeline for diploma programmes:

PROCESS	PLANNED TIMELINE
Coordinators to submit list and details of the proposed diploma programmes to the Campus Director (existing/or new programme).	15 January
Design and curriculum development of new diploma programmes by CP to obtain comments from Dean (A) and update the proposal before presenting it to programme evaluation committee (PEC), as per Annexure 8 B.	February
Meetings of PEC to approve all diploma programmes.	1st week of March
List of diploma programmes, along with minutes of PEC meetings that campus proposes to offer in next academic year, to be forwarded to Dean (A) through CE Unit at HO, for information within 2 weeks of PEC meeting (as per Annexure 8 B.1 and 8D).	15 March, but not later than the last week of March
Completion of scrutiny of proposals received from the campuses for informing DG-NIFT about the programmes proposed and for seeking approval of any relaxation required for diploma programme guidelines.	Last week of March

8.8 Mechanism/Framework for New Diploma Programmes and Review of Existing Diploma Programmes

A Programme Evaluation Committee (PEC), as defined in the CEP Policy, will be responsible for successful running of diploma programmes. One of the objectives of the Diploma programmes is to address the local needs of the region. Therefore, the Campus Director would periodically review the existing diploma programmes and seek suggestions for starting new programmes or to replace the existing programmes, to meet the expectations of various stakeholders, including local industry, leaders and leading citizens. The PEC, constituted for the CEP, may conduct surveys to undertake suggestions, review and proposals, for starting new diploma programmes. The Diploma Programme Coordinator may approach PEC to, inter-alia, examine the suggestions received for giving final approvals. These changes would be brought to the notice of Dean (A) through CE Unit at Head Office by the Chairperson of the respective department. However, the channel of information for diploma programmes will be as follows:

Academic Channel for Reporting Amendments/Suggestions



8.8.1 Channel for Administrative Reporting for Diploma Programmes

The Diploma Programme Coordinator would be responsible for the successful running of the programme. For this, the Diploma Programme Coordinator may report to the Campus Director. They would ensure organization, timely implementation and execution of the diploma programme, as per roles and responsibilities defined for Diploma Programme Coordinator. PEC constituted for CEP at the campus, is a nodal body to evaluate, approve, validate and review all programmes and issues pertaining to diploma programme at campus level on periodic basis.

8.8.2 Standing Internal Advisory Committee (SIAC-CE) for Diploma Programme

The Standing Internal Advisory Committee for the CEP (SIAC-CE) would be constituted by the HO. The SIAC-CE will advise on policy matters and other concerns of Diploma Programmes also. All the decisions of the units have to be necessarily routed through SIAC prior to taking them to higher authorities. The Standing Committee will consider the matters referred to it from time to time and make recommendations. The recommendations of the SIAC will be placed before DG-NIFT.

8.8.3 Channel of Academic Reporting for Diploma Programme

The academic rigor followed for the Diploma Programmes will be as followed for the regular programmes at NIFT. Each Diploma Programme Coordinator will be responsible for successful execution of the diploma programme under the guidance of Chairperson and Dean (A).

8.9 Nomenclature and Curriculum

As far as possible, the nomenclature of the diploma programme may target introducing regional variations/specializations in the programmes offered under NIFT brand equity. The curriculum/nomenclature for which full degrees are awarded at NIFT, should be avoided.

8.10 Diploma Programmes Academic Calendar

Every Campus Director will finalize Diploma Programmes Academic Calendar by 15 March of each year and notify it to the CE Unit at Head Office in the prescribed format (Annexure 8B, C&D). The timeline against each activity for the diploma programme calendar is mentioned below for clarity:

ACTIVITY	PLANNED TIMELINE
Comprehensive list of all diploma programmes (new + existing) to be sent to CE Unit at HO by the Campus Director (as per Annexure 8 C).	15 March
Designing of CEP and DP Brochure by CCC Unit at HO.	3rd Week of March
Preparation and notification of Academic Calendar for diploma programmes.	31 March
Final design for DP brochure to be sent to all campuses for printing.	20 April

Marketing and promotion of all DPs at respective campuses.	1 May onwards
Online sales of admission forms.	1 May – 31 July
Admission Process & Personal Interview (at campus level).	July/ August Two set of admission can be planned to assure students' admission in DP
Submission of DP annual report to CE Unit at HO by Campus Director.	15 November
Processing of campus reports at CE Unit at HO received for sanctioning incentives to the Campus Directors, Programme Coordinators and others involved, for consolidated report to DG-NIFT.	As soon as reports are received. The process must be completed by 31 March (by the next financial year)

8.11 Attendance and Discipline

Students undertaking the diploma programmes are expected to maintain a high order of discipline in and out of the campus. Reports of complaints on behavioural lapses or indiscipline, from faculty staff or from the public, would be viewed seriously. As a responsible representative of a premier national institute, students are expected to set an example through poise, politeness, community feeling and integrity in and outside the institute.

Over all, 65% attendance would be required to complete the programme. In exigencies, LASC may relax attendance upto additional 10% in individual cases, after hearing the applicant and recording the reasons for such cases. No further relaxation would be given.

Uninformed absence of more than four weeks due to any cause, or zero percent attendance till mid-term will mean loss of candidature for the student i.e. name of the student would be struck off the rolls of the institute.

8.12 Leave of Absence/ Re-registration for Diploma Programmes

A student may be granted leave of absence/lien for a maximum of one year, on the basis of medical/extenuating circumstances. However, for this purpose, it is necessary to seek prior approval of the Campus Director. A student may keep his/her registrations LIVE by paying re-registration fee of INR 5,000 for each absents semester. An undertaking may be taken from the student that in case, due to any reason, if NIFT is not able to organize the same programme next year, the student would have no right over NIFT and may lose her/his registration. NIFT would not be under any obligation to run the programme for such a student.

8.13 Examination and Evaluation

As a part of assessment process, examinations will be conducted only at the end of each semester of the programme, while continuous evaluation

in the form of assignments/presentation etc. will form the part of learning within the semester, as per guidelines of regular degree programmes. If the work of a student is not found satisfactory during the end-term assessment, student shall be given a follow-up. On failure to attend or clear the evaluation, the student may be given a second chance by way of a re-exam on payment of INR 2,000 per subject to CE Unit at campus. Students failing in even one subject after the follow-up shall be required to repeat the semester, along with the students of subsequent batches.

An undertaking may be taken from the student that in case of non-conduct of the same programme next year due to any reason, the student would lose her/his registration. NIFT would not be under any obligation to run the programme for such a student. However, they may be offered a course in another programme in extreme circumstances and after due diligence and approval of the competent authority. In such cases, the student has to pay the difference of rate of fee prevailing at the time of re-registration.

8.14 Award of Diploma and Grade Sheet

The students may be awarded 'Diploma' on successful completion of the diploma programme, along with grade sheet, as per Annexure 8 E1 and E2. On the completion of the programme, diploma programme students would be required to submit the 'No Dues' form to enable him/her to obtain their diploma and refund of security deposit.

Duplicate Certificate, duplicate marksheets and ID card will only be issued in case of loss, with the production of affidavit, along with the payment of the charges applicable, as for regular students.

8.15 Financial Management

Diploma programmes at the NIFT campuses will be treated as per financial guidelines laid down for CE Programmes at NIFT.

8.15.1 Campus Diploma Programme Budget

Design, promotion and implementation of programmes over and above regular programmes at NIFT requires sustained efforts and has an inbuilt cost. Campus will prepare estimated budget and expenditure plan for the financial year for diploma programme.

Heads of expenditure for diploma programme budget may include:

1. Advertisement and overall promotional cost for all diploma programmes
2. Printing of brochure/application forms, etc.
3. Organization of an Open House for diploma programme
4. Payment to faculty
5. Payment to support staff
6. Contingency expenditure

Heads of income may include:

1. Programme fee

2. Sale of diploma programme brochure
3. Registration fee
4. Resource centre membership fee-less security deposit
5. Miscellaneous income

For the purpose of preparing budget, the campus will sum up the incomes or expenses incurred on all diploma programmes offered by the campus. The Campus would maintain these details for each diploma programme planned to be offered. Any common expenses between two or more diploma programmes per campus may be proportionately allocated.

The Campus Director would organize Open House programmes for the candidates to market the diploma programme and address queries, which the Diploma Programme Coordinator may answer during these sessions.

In order to attract applicants and provide prospective candidates to experience the learning environment, the Campus Director may allow the acquaintances of students of diploma programme or others, to attend a session free of cost.

8.15.2 Programme Based Direct Expenses

The expenses towards conduct of diploma programme will include cost of expert time, hired services and other implementation expenses.

The direct expense are categorized as follows:

- (i) Payment to faculty (internal/guest)
- (ii) Programme Coordinator's fee, which will be 7% of the total revenue collected. It will be paid on completion of the programme, as per clause 8.15.5 below.
- (iii) Payment to administrative/technical support staff for the programme, such as RA/ Junior Assistant/Lab assistant/Attendant/Student, etc.
- (iv) Cost of materials for the programme- folders/stationery/swatches/postage/in-house printing, etc.
- (v) Cost of field visits/workshops- as per the course curriculum.
- (vi) Cost of teaching aids purchased/acquired- (books/CDs/DVDs/magazines)
- (vii) Refreshment and hospitality of students, faculty and academic staff.
- (viii) Contingency amount allocated to Programme Coordinator to meet contingent expenses for running the programme.

The direct expenses may be restricted to 30% of the total revenue generated from the programme fee, registration fee and sale of CE brochure/forms, as per clause 16. The revenue generated in diploma programme is largely dependent on the number of students admitted. The direct expenses may therefore vary between various programmes, depending on the size of the batch admitted.

Ideally, the batch size of the diploma programme may be considered as 30

(thirty), but may be increased to a maximum limit of 45. Campus Director may allow any batch size, subject to viability of the programme. If for any reason, a diploma programme is offered to batch size of less than 10 students, approval needs to be taken from the competent authority.

In order to ensure viability in a revenue-based structure, for programmes with less than 10 students, only essential payments such as lecture payment to faculty and payment to staff (minimum required) and regular students or those essential to run the programme would be disbursed. It must be ensured that such a programme is not run at the expense of NIFT.

Once the overall budget is approved, the Programme Coordinator, with the approval of Campus Director, can re-appropriate the budget within the approved budget.

8.15.3 Payment Norms for Faculty

8.15.3.1 Payment of Lecture Fee to Guest Faculty

The guest faculty will be paid as per the NIFT Guest Faculty Payment Policy, as applicable for regular programmes. As per the current Guest Faculty Payment Policy (dated 26 July 2018) applicable, the payment details are as below:

REQUISITE PROFESSIONAL EXPERIENCE OF GUEST FACULTY	HONORARIUM, PER SESSION OF 3 HOURS	CONVEYANCE*
Level I- Minimum 3 years of work experience in relevant area	INR 2,100/-	As per actuals, on self-certification basis, with the upper capping of INR 1,000/-
Level II - Minimum 8 years of work experience in relevant area	INR 3000/-	As per actuals, on self-certification basis, with the upper capping of INR 1,000/-
Level III - Minimum 13 years of work experience in relevant area	INR 4,200/-	As per actuals, on self-certification basis, with the upper capping of INR 1,000/-

*Conveyance at km. rate, applicable as per government rule, will be paid on self-certification basis.

Conveyance will be paid only once during the day. For online classes the payment will be without conveyance.

However, for faculty taking classes (other than sub-campus) for diploma programmes during the day, there will be a ceiling of 6 hours/week, over and above the workload of teaching in regular programme (totalling to no more than 168 hours in a year), to ensure qualitative component of teaching is maintained at NIFT.

8.15.3.2 Payment of Lecture Fee to Internal Faculty for Diploma Programme, Conducted During the Day

NIFT Internal Faculty taking classes during Day time / Regular working hours of NIFT will be paid as per Payment Policy for Inter Campus Teaching (ICT) applicable from time to time. As per the current Inter Campus Teaching Payment Policy dated 26th July 2018, the payment details are as below:

LEVEL	NUMBER OF YEARS OF EXPERIENCE	HONORARIUM PER 3 (in INR)
Level I	Minimum 3 years of work experience in relevant area	1500
Level II	Minimum 8 years of work experience in relevant area	2000
Level III	Minimum 13 years of work experience in relevant area	2500

For internal faculty, the above payment will be made only after they have completed their minimum required teaching hours in regular programmes, as per approved workload norms. In such cases, no conveyance will be paid.

8.15.3.3 Payment of Lecture Fee to Research Assistants/ Officers

Research Assistants/Officers with relevant degree and experience may teach in diploma programme and may be paid as per the slab of Level I of internal faculty with special approval from the Campus Director.

8.15.4 Payment of Support Staff/Regular Students

8.15.4.1 Payment of Support Staff

The payment of staff/officials for the diploma programme have been provided in the table below:

SUPPORT	AMOUNT IN INR*
Academic Support Staff- Research Assistant/Assistant/Junior Assistant for overall coordination/etc.	4,000 per month/200 per session (to be proportionately computed according to the duration of the programme)
Technical Support Staff-Lab Assistant/ Machine Mechanic/etc.	200 per 3 hours session
MTS/ etc.	150 per 3 hours session

(*50% of CEP payment to support staff)

The names of the support staff/regular students will be defined by the Programme Coordinator at the time of sending the proposal.

There are occasions when a programme may be organized for strategic reasons and the payments to coordinator or support staff cannot be paid without incurring loss to NIFT. If direct expenditure is more than 30% of the revenue collected then the coordination fee may be curtailed to fit within the budget.

Staff can be deputed for only two programmes and for the second programme, they will be paid half of the amount, when there is a staff shortage or large number of courses being offered.

8.15.4.2 Payment of Regular Students

Regular students can be offered part-time employment opportunities under Student Assistantship Programme (SAP) of NIFT. Payment norms have been provided in the table below:

REGULAR STUDENTS	AMOUNT IN INR
Regular Student	150 per hour

Payment to the regular student will not be reduced, even though the diploma programmes are offered during the day. Even if the programme is not making profit, the student will be paid full assistantship.

8.15.5 Programme Coordination Fee

The quantum of coordination fee will be determined so as to keep the direct expenses within the prescribed limit. All diploma programme/s would require a Coordinator and a Co-Coordinator. A Programme Coordinator/Co-coordinator can coordinate only one diploma programme in a year. This will be applicable for all NIFT campuses, except the sub-campuses, e.g. Surat, Varanasi, etc.

The coordination of a diploma programme can be rotated every 5 to 7 years, mutually decided by the faculty members of the department and recommended by PEC.

Faculty member proceeding on long leave (such as study/sabbatical/CCL/ transfer, etc.) will not be allowed to coordinate the diploma programme. However, they would be paid the coordination fee proportionately till the time they have coordinated the diploma programme.

8.15.5.1 Roles and Responsibilities of the Programme Coordinator

The Programme Coordinators would report to the Campus Director. The Programme Coordinator/s will be responsible for:

- Design and development of the diploma programme
- Organization of the programme
- Timely implementation and execution of the DP
- Ensuring high quality teaching inputs to the students
- Selection and coordination, with faculty expert teaching on the programme
- Facilitating field visits
- Ensuring evaluation timelines
- Ensuring expenditure incurred as budgeted
- Taking periodic feedback and incorporation of the same for constant updating and effectiveness of the programme
- Proposing share of incentives to academic team
- Marketing of the programme
- End of the programme report

8.16 Revenue Calculation

The registration fee received per programme, income raised by the sale of brochure/ forms, and the programme fee, will be included in the total revenue generated by each programme, as per the table below:

S. NO.	HEADS OF INCOME	AMOUNT
1	Programme Fee	As per clause 5
2.	Online brochure	Free
3.	Registration Fee*	INR 2,150/-
4 a.	Resource Centre Membership Fee* per year	INR 4,000/-
4 b.	Refundable Security Deposit	INR 5,000/-

* Subject to revision

8.16.1 Revenue Sharing

The revenue generated through the DP will be allocated in the following manner:

S. NO.	NAMES OF THE HEADS	RELEVANT HEADS OF NIFT	% CEILING
1	Direct Expenses	All heads at clause 15.2	30% of the total revenue collected
		Infrastructure	20% of the total revenue collected

The surplus after payment or provision of direct expenses from the programme fee collected will be allocated as follows:

S. NO.	NAMES OF THE HEADS	RELEVANT HEADS OF NIFT AND % CEILING
1	Administrative and Infrastructure Overheads (AIO)	70% to be distributed as: • 90 % to the DDF • 10 % to HO DDF
2	Incentives	5% -This amount will be used for incentivizing Campus Director, Joint Director, Accounts, Faculty Coordinators, Officials and Staffs (including administration, Resource Centre, building, etc.) involved in successfully running of the Diploma Programme. The total incentive to any individual in the financial year, will not exceed two months gross salary.
3	Campus Income	25%

- In case the campus is able to save from the ceiling attributed to 'Direct Expense', then the same will be deposited in the campus income account.
- Campus Director would submit an annual report on Campus Diploma Programme (enumerating details like number of diploma

programmes conducted, number of students admitted, revenue generated, number of classes conducted, in addition to diploma programme income). The report should also bring out the quantum of work done by various NIFT officials and propose incentives for various officials for the diploma programme academic year. This may be routed through Head-CE, HO to DG-NIFT through Dean (A), for approvals. The proposal would be made by 15 November of each year.

- Tax will be deducted at source on the income so earned by the faculty/experts/NIFT officials, as per rules.
- The standards of financial propriety laid down under Rule 21 of GFR which inter-alia provides as under shall be applicable in each case while distributing honorarium/surplus.

No authority should exercise its powers of sanctioning expenditure to pass an order, which will be directly or indirectly to its own advantage.

- If more than one department is involved in the coordination of the Diploma Programme, the DDF amount shall be proportionately allocated to each department.

8.17 Lateral Entry of Diploma Programme Students to Regular Programmes at NIFT

Students who have completed diploma programme at NIFT would be eligible for lateral entry to NIFT regular programmes, as per NIFT Lateral Entry Admission (NLEA).

8.18 Proactive Disclosure under Section 4 of RTI Act

The details of ongoing Diploma Programmes would be furnished as proactive disclosure under Section 4 of RTI Act.

8.19 Feedback

The Diploma Programme Coordinator may seek continuous feedback from the batch from time to time (**Annexure 8 F**). A comprehensive summary of findings from feedback along with programme document should be submitted at the end of programme.

Channel of submission of DP Students' Feedback Form

Students Feedback → Programme Coordinator → Campus Director (Students' feedback to be compiled by the Diploma Programme Coordinator)

8.20 Power to Relax

The DG-NIFT will have the power to relax the policy, after recording reasons in writing. All such instances will be placed before the Senate of NIFT.

CHAPTER - 9

This section deals with all norms and policies related to short-term certificate course offered by NIFT.

In this section:

- 9.1. Background**
- 9.2. Definition and Scope**
- 9.3. Duration and Time**
- 9.4. Process of Announcement of CEP**
 - 9.4.1. Announcement of CEP
 - 9.4.2. Eligibility
 - 9.4.3. Admissions
 - 9.4.4. Selection of the Candidate
 - 9.4.5. Fee and Registration
 - 9.4.6. Infrastructure
 - 9.4.7. Process for Sanctioning of CEP
 - 9.4.8. CEP Academic Calendar
 - 9.4.9. Nomenclature and Curriculum
 - 9.4.10. Standard Batch Size
- 9.5. Introduction of the CEP**
 - 9.5.1. Proposals Routing for Evaluation-Procedure for Faculty Members
 - 9.5.2. Role of Chairperson
 - 9.5.3. Programme Evaluation Committee
 - 9.5.4. Issues or Disagreements with the Decisions of PEC
- 9.6. Standing Internal Advisory Committee (SIAC-CE) for CEP**
- 9.7. Faculty and Staff Engagement**
 - 9.7.1. Guest Faculty
 - 9.7.2. Staff
- 9.8. Faculty, Staff Members and Regular/Full-time NIFT Students Pursuing CE Programmes**
- 9.9. Examination and Evaluation**
 - 9.9.1. Programmes of 3 Months or Lesser Duration
 - 9.9.2. Programmes of More than 3 Months Duration
- 9.10. Award of Certificate**
- 9.11. Attendance and Discipline**
 - 9.11.1. Leave of Absence/Re-registration for CEP
- 9.12. Financial Management**
 - 9.12.1. Campus CE Budget
 - 9.12.2. Programme Based Direct Expenses
- 9.13. Fee Structure**
- 9.14. Refund to the Students who opt to Discontinue CEP**
- 9.15. Payment Norms for Faculty**
 - 9.15.1. Payment of Lecture Fee to Guest faculty and Internal Faculty
 - 9.15.2. Payment of Lecture Fee to Internal Faculty for CEP conducted During the Day
 - 9.15.3. Payment of Lecture Fee to Research Assistants/Staff
- 9.16. Payment of Support Staff/Regular Students**
 - 9.16.1. Payment of Support Staff with the CE Programme

- 9.16.2. Payment of Regular Students
- 9.16.3. Payment of CEP Facilitator with the Campus CE Unit
- 9.17. Programme Coordination Fee**
 - 9.17.1. Roles and Responsibilities of the Programme Coordinator
- 9.18. Programme Development Fee**
 - 9.18.1. Roles and Responsibilities of Programme Developer
- 9.19. Programme Documentation**
- 9.20. Revenue Calculation**
- 9.21. Revenue Sharing**
- 9.22. Proactive Disclosure under Section 4 of RTI Act**
- 9.23. Feedback**
- 9.24. Power to Relax**

9.1 Background

Continuing Education Programmes (CEP) are programmes designed, planned and implemented for furthering skill and knowledge in the area of Design, Management and Technology of all its stakeholders. It can also include programmes for students, career training and experiential learning amongst more formal formats.

9.2 Definition and Scope

The NIFT Continuing Education Programme Policy came into effect from 1 July 2006. It is supposed to be reviewed every two years. This is not applicable to any of the CEPs conducted prior to academic sessions 2006-07. The policy was reviewed from time to time. This policy is applicable to all programmes other than the full-time regular programmes offered at NIFT. NIFT faculty and the Campus Director, by themselves or in conjunction with industry experts may design these programmes. The candidates for these programmes may be sponsored by the industry/government or maybe self-sponsored. This policy shall be applicable from the academic session 2020-21. The continuing education will include CEP offered in the evening and weekend, Summer Programmes, Entrepreneurial Development Programme (EDP), Managerial Development Programme (MDP), online programmes and government-funded Skill Development Programme.

9.3 Duration and Time

The duration of the programmes may vary from one week or its part, but usually will not exceed one year. Curriculum, batch size and fee for programmes may vary from campus to campus. These programmes may be organized in the evenings/weekends, i.e. when regular, full-time programme students are not on campus. Subject to availability of resources (space, faculty/guest faculty and infrastructure, etc.) the Campus Director of any campus with location limitations, may also conduct such programmes during the regular working hours at NIFT, with prior approval of DG-NIFT, after giving proper justification. The duration of a CEP may not exceed 150 days of classes, or for up to one year. Usually, the duration of each session may not exceed 3 hours a day, except at the NIFT sub-centers/extension centres.

9.4 Process of Announcement of CEP

9.4.1 Announcement of CEP

9.4.1.1 NIFT Website

Admissions to the CEP may be announced each year on the NIFT website (www.nift.ac.in) and/or through local advertisements released by respective NIFT campuses. In addition to uploading information about these programmes such as admission guidelines, programme details of fee, etc. on NIFT website, the Campus Director may publish a brochure for informing the applicants/candidates.

9.4.1.2 Brochure

In order to ensure standardization of NIFT brand equity, each year Corporate Communication Cell (CCC) will design a common format for CE brochure and provide the Director of every campus, open printable files for printing. Within the budget approved, each campus and HO will undertake publicity of CEP. The CE Unit at HO will consolidate the information. Campus Director may print CE brochure for CEPs offered at the campus. Campus Director may design and plan a strategy for publicity and promotion of CEP.

9.4.2 Eligibility

Different programmes announced for continuing education may have different eligibility criteria, according to the requirement of the programme. The Programme Coordinator will announce a minimum eligibility for his/her programme. The Programme Coordinator may include the details of eligibility in the proposal submitted to PEC for recommendation. In deserving cases, in consultation with Campus Director, the Coordinator may relax the eligibility criteria.

9.4.3 Admissions

Application forms will be uploaded on the NIFT website, as per the CEP-Academic Calendar, along with CEP brochure. Admission forms (**Annexure 9-A**) filled in and complete in all respects, should be submitted by the candidate at CE Unit of the opted NIFT study campus, by online or by post, with registration fee by RTGS/NEFT/DD. The eligible candidates will be notified through NIFT website by the respective campus.

9.4.4 Selection of the Candidate

The selection of candidates for the CEP may be based on merit, educational qualifications, personal interview and/or presentation. The list of final selected candidates will be announced through NIFT website, by the respective campuses.

9.4.5 Fee and Registration

The Programme Coordinator will design the programme, including the details of the fee for the final recommendation/approval of PEC (Programme Evaluation Committee), headed by the Campus Director. This may include an existing programme that has been running successfully at any other NIFT campus. The fee details will be notified in the CE brochure and through the NIFT website, for the information of the candidates, along with last date of payment of fee. The fee needs to be collected in CEP account of the campus.

9.4.6 Infrastructure

All NIFT infrastructures, such as classrooms, labs shall be made available to the CE programmes. However, small infrastructure and equipment costing may be in-built while designing the CEP. Individual price of each item may not exceed INR 1 lakh. The total expenditure on new infrastructure cannot exceed 5% of the revenue collected.

9.4.7 Process for Sanctioning of CEP

The following table enumerates the process for sanctioning of CEP:

PROCESS	PLANNED TIMELINE
Overall planning for CEP by Campus Director (existing all/or new programme).	15 th January
Design and curriculum development of new CEP by Programme Coordinator, who will obtain comments of CP and incorporate it in the proposal before presenting it to PEC (as per Annexures 9-B and 9-D).	February
Meeting of PEC to review all CEP programmes.	1 st week March
List of CEPs that campuses propose to offer in the next academic year, to be forwarded to CE (HO) for information, along with minutes, within 2 weeks of conducting PEC (as per Annexures 9-B2 and 9-B3) and complete CE budget for the campus.	15 th March, but not later than the last week of March
Completion of scrutiny of proposals received from the campuses for presenting before SIAC-CE and DG-NIFT and any programme that requires relaxation of CEP guidelines.	Last week of March

9.4.8. CEP Academic Calendar

The timeline against each activity for the CEP calendar, is mentioned below for clarity:

PROCESS	PLANNED TIMELINE
Comprehensive list of all CEPs (new + existing) to be sent to CE Unit at HO by the Campus Director (as per Annexure 9-C).	15 th March
Design of CEP brochure by CCC at CE Unit at HO.	March 3 rd week
Preparation and notification of academic calendar for CEP.	31 st March
Final design for CEP brochure to be sent to all campuses for printing.	20 th April
Marketing and promotion of all CEPs at respective campuses.	1 st May onwards
Online sales of admission forms.	1 st May – 31 st July
Admission process and personal interview at campus level.	July/August Two sets of admissions can be planned to assure students' admission in CEP
Submission of CEP annual report to CE Unit at HO by Campus Director.	15 th November

Processing of campus reports at CE Unit at HO received for sanctioning incentives to the Campus Directors, Programme Coordinators and others involved, for consolidated report to DG-NIFT.	As soon as reports are received. The process must be completed by 31 st March (by the next financial year).
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9.4.9. Nomenclature and Curriculum

As far as possible, the nomenclature of regular programme for which degrees are awarded at NIFT should be avoided for the CEP. Chairperson (CP) may ensure that any two or more programmes, which have similar curriculum, will have the same nomenclature irrespective of the department. Some common subjects like Pattern Making /Garment Construction, Fashion Illustration, Surface Design etc. can be offered by multiple departments under same nomenclature.

Subject to the recommendation of PEC, all existing CEPs may be floated by any faculty member in the campus. However, floating of existing programme may require some modifications to suit the local requirements. Programme Coordinator may seek recommendation through PEC. All programmes will be evaluated by a Programme Evaluation Committee (PEC) (For more details please refer to clause 9.5.3).

9.4.10 Standard Batch Size

Ideally the batch size of CEP may be considered as 30, but may be increased to maximum limit of 45. Campus Director may allow any batch size subject to viability of the programme. If for any reason, a CEP is offered to batch size of less than 10 students, approval needs to be taken from the competent authority. For programmes with less than 10 students, only essential payments such as lecture payment to faculty and payment to staff (minimum required) would be made. It must be ensured that such a programme is not run at the expense of NIFT.

9.5 Introduction of the CEP

9.5.1 Proposals Routing for Evaluation-Procedure for Faculty Member

All programmes, including those being run at any campus, would require sanction of the PEC every year. This will give an opportunity to review and improve upon the existing programmes. Programme Coordinator will seek feedback and comments from the CP before presenting it to PEC (Annexure 9-B1). (Faculty member may forward the proposal prepared to the CP for his/her comments, well in advance, which may be incorporated in the proposal for submitting it to the PEC, headed by the Campus Director, in the prescribed format (Annexures 9-B and 9-D) giving all relevant details along with the synopsis of the programme developed, the budget, the schedule and the name/s of the programme coordinator/s etc.

The routing for proposals would be as follows:

Administrative and Logistics: Proposals will be placed before PEC after the Campus Director has ensured availability of administrative and logistic support without jeopardizing the interests of the regular programme, as per **Annexure 9-B2**. PEC will, inter-alia, examine the content, originality, viability and attraction of the programme, for giving final recommendations and suggestions for its improvement.

Content and Originality: Proposals will be presented to a Programme Evaluation Committee (PEC) at the campus, who will evaluate and validate all programmes at campus level. Faculty members introducing/ designing the programme will be required to make a presentation on the following parameters to the PEC, as per **Annexure 9-D**:

- Relevance of the programme
- Scope of the programme
- Complete curriculum
- Teaching aids
- Assignment plans
- Teaching pedagogy and materials
- Organizing field visits/expert lectures etc.
- Format of feedback

Overlap of the content and nomenclature with any existing CEP in the campus/across campuses should be avoided. A soft copy of the same should be submitted to CE Unit (HO).

9.5.2 Role of Chairperson

CP would be required to ratify, evaluate, and give feedback and approval for the offered programme. CP may ensure that no two programmes with different nomenclature have similar content and programmes should have courses from their department specialization. CP would be required to include a follow-up of CEP in their report to DG NIFT through Dean (A) as a part of their regular campus visits. Wherever a programme is conducted in more than one campus, the CP may guide/suggest the best practices of one campus to others to follow.

9.5.3 Programme Evaluation Committee:

The Programme Evaluation Committee (PEC) will evaluate and validate proposed CEP for introduction under 'Continuing Education Programme' at NIFT campuses. PEC will also oversee review of all programmes at campus level on periodic basis. This committee will also be responsible for verification of documentation undertaken for the same programme on its completion.

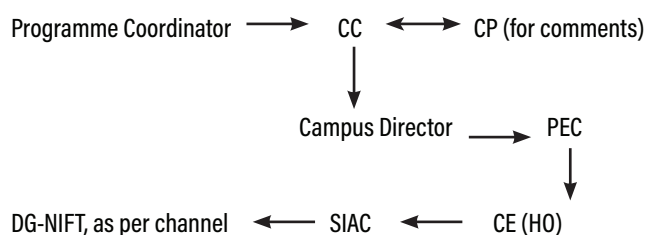
The Committee would consist of the following members:

- Campus Director
- Subject Expert (senior faculty member)
- 1-2 Industry Experts (Optional)
- Deputy Director Finance at campus

Campus Director may invite any other member on PEC to give inputs/

suggestions for improvement of CEP. Chairperson of the parent Department would be co-opted for the presentation/discussion if required. Programme Authors (in case where the existing programme is being introduced new in the campus) can also be co-opted. Industry experts, if involved for evaluation may be paid remuneration as applicable to a guest faculty from the direct expense component clause 9.12.2 of the total revenue. This payment could be made in advance or from campus fund generated in previous years, as the programme may not have generated any revenue.

Channel of submission of forms for CEP*



* This will also include introduction of existing CEP in new campus.

9.5.4 Issues or Disagreements with the Decision of PEC

In case there is any substantial issue/disagreement with the decision of PEC, Programme Coordinator may appeal to the DG through Campus Director, who would provide his/her comments for not recommending the CEP. Such requests will be examined by the SIAC-CE for obtaining the orders of DG-NIFT (**Annexure 9-B3**).

9.6. Standing Internal Advisory Committee (SIAC-CE) for CEP

The Standing Internal Advisory Committee for the CEP (SIAC-CE) would be constituted by the HO. SIAC-CE will advise on policy matters and other concerns. All the decisions of the units have to be necessarily routed through SIAC, prior to taking them to higher authorities. The Standing Committee will consider the matters referred to it from time to time and make recommendations. The recommendations of the SIAC will be placed before DG-NIFT.

The SIAC-CE shall examine the proposals for the CEP, monitor the conduct of programmes on regular basis and review them every quarter, optimally utilize infrastructure and maintain quality and standards of the programmes and at the same time, ensure that the faculty have adequate time for conduct of CEPs without compromising on the quality and standards and diverting their emphasis from the regular programmes.

All proposals for conduct of CEPs of 6 (six) months to 1 (one) year duration will have to be approved by this Committee. No CEP to be conducted without approval of the SIAC-CE Committee. The programmes of shorter duration may be conducted locally after approval from PEC of the respective campus under intimation to Head-CE.

9.7 Faculty & Staff Engagement

The CEP will be conducted over and above the normal workload of faculty members and the administrative staff associated with it may be suitably compensated in accordance with this policy. No separate faculty or staff will be engaged for conduct of CE programme/s on full- time/part-time basis other than sub/extension centres. The engagement of faculty for the CEP will be recommended by the Programme Coordinator/s and approved by Campus Director. However, for faculty taking classes (other than at sub-center) for CEP during the day, there will be a ceiling of 6 hours/week, over and above the workload of teaching in regular programme (totaling to no more than 168 hours in a year) to ensure qualitative component of teaching is maintained at NIFT. All CE Programme/s of one year and 6 (six) months duration would require a Coordinator and a Co-Coordinator.

9.7.1. Guest Faculty

Guest faculty can be individuals with relevant qualification, NIFT alumni, industry personnel and faculty from other institutes. Data bank (resumes) of guest faculty members invited for CEP must be maintained with CE unit at campus and updated on each occasion when any guest faculty is invited. The Coordinators will certify the successful completion of the classes by the guest faculty before compensating for the same.

9.7.2. Staff

Any staff member can be assigned to CEP by CEP Coordinator. The administrative staff handling the CE Programme/s should be rotated every 3 (three) years. If, for any reason, staff is not rotated, Programme Coordinator may do so after recording reasons for the same. However, the staff tenure should not go beyond 5 years in such cases.

9.8. Faculty, Staff Members and Regular/Full-time NIFT Students pursuing CE Programmes

The faculty/staff member (permanent/contract) and regular/full-time students may also apply for CEP as per eligibility, at 1/3rd fee of the CEP. These students may be considered at par with the other students and awarded the certificate on completion of the prescribed attendance, programme work and pass the examination as per requirement. The faculty/staff member/student pursuing the CEP must ensure that it should not interfere with their academic schedule.

9.9. Examination and Evaluation

Examination and evaluation are a part of assessment process at CEP.

9.9.1 Programmes of 3 Months or Lesser Duration

For programmes of 3 months or lesser duration examination/evaluation would be conducted only at the end of the programme.

9.9.2. Programmes of More than 3 Months Duration

For the longer duration programmes, the Programme Coordinator may conduct continuous evaluation in the form of assignments/presentation, etc. The minimum passing marks will be 40 in individual subjects, for all

the courses. On failure to attend or clear the evaluation, the matter may be put up in LASC and if approved, the student may be given a second chance by way of a re-exam on payment of INR 2,000 (rupees two thousand only) per subject to CE Unit at campus, for which he/she would obtain 'satisfactory' remark in evaluation for receiving the certificate. The timeline for the re-examination will not be more than 3 (three) months.

9.10 Award of Certificate

The students may be awarded a certificate, on successful completion of the short-term/long- term programme, along with grade sheet, as per **Annexure 9-E1 and 9E2.**

At the completion of the programme, CEP students would be required to submit the 'No Dues' form, to enable him/her to obtain their CEP certificate and refund of security deposit. Duplicate Certificate, duplicate mark-sheets and ID cards will only be issued in case of loss, after the production of Affidavit, along with the payment of charges applicable as for regular students.

9.11 Attendance and Discipline

Students undertaking the CEP are expected to maintain a high order of discipline in and out of the campus. Reports of complaints on behavioral lapses or indiscipline from faculty staff or from the public, would be viewed seriously. As a responsible representative of a premier national institute, students are expected to set an example through poise, politeness, community feeling and integrity, in and outside the institute.

Overall, 65% attendance would be required to complete the programme. In exigencies, LASC may relax attendance in individual cases, after hearing the applicant and recording the reasons for such cases. In such cases, additional 10% relaxation may be allowed. These cases may be handled at campus level only.

Uninformed absence of more than four weeks due to any cause or zero percent attendance till mid-term, will mean loss of candidature for the student i.e., name of the student would be struck off rolls of the institute.

9.11.1 Leave of Absence/Re-registration for CEP

A student may be granted leave of absence / lien for a maximum of one year on the basis of medical/extenuating circumstances only for the courses of 6 (six) months and above. The student would be required to seek prior approval of the Campus Director for such leave. The student may keep his/her registrations LIVE by paying re-registration fees of INR 5,000/- (rupees five thousand only) for each absented semester. An undertaking may be taken from the student that in case of non-conduct of the same programme next year due to any reason then the student would lose her/his registration. NIFT would not be under any obligation to run the programme for such student or they may be offered course in other programme/campus in extreme circumstances and after due diligence

and approval of the competent authority. In such cases, the student has to pay the difference of rate of fees prevailing at the time of re-registration.

9.12 Financial Management

CEP at the NIFT campuses will be treated as a standalone entity for revenue, budget and expenditure calculation.

9.12.1 Campus CE Budget

Design, promotion and implementation of programme over and above regular programmes at NIFT require sustained efforts and have an inbuilt cost. A budget head for 'Continuing Education' is built into annual budget planning at the campus level. All campuses will prepare estimated budget and expenditure plan for the financial year, in sync with the timelines followed for preparation of budgeting for regular programmes.

Heads of expenditure for CE budget may include:

1. Advertisement and overall promotional cost for all CE programmes
2. Printing of brochure/application forms etc.
3. Organization of an Open House for CE programmes
4. Payment to faculty
5. Payment to support staff
6. Contingency expenditure

Heads of income may include:

1. Programme fee
2. Sale of CE brochure
3. Registration fee
4. Resource Centre membership fee-less security deposit
5. Miscellaneous income

For the purpose of calculation, a batch size of 30 may be taken. Any upward/downward revision can be made at the time of submitting the RE budget, when justification may be provided. The revised budget will be placed before the Finance and Audit Committee for approval.

For the purpose of preparing budget, the campus will sum up the incomes or expenses incurred on all CEPs offered by the campus. The campus would maintain these details for each CEP planned to be offered. Any common expenses between two or more CE programmes per campus may be proportionately allocated.

The Campus Director would organize Open House programmes for the candidates to market the CE programmes and address queries, which the Programme Coordinator may answer during these sessions.

In order to attract applicants and provide prospective candidates to experience the learning environment, the Campus Director may allow the acquaintances of students of CEP or others, to attend a session free of cost.

9.12.2 Programme based Direct Expenses

The expenses towards conduct of CEP will include cost of expert time, hired services and other implementation expenses.

The direct expense can be categorized as follows:

- (i) Payment to faculty (internal/guest)
- (ii) Programme Coordinator's fee, which will be 7% of the total revenues, collected.
It will be paid on completion of the programme, as per clause 9.17 below.
- (iii) Payment to administrative/technical support staff, with the coordinator, such as RA/Junior Assistant/Lab Assistant/Attendant/Student/etc.
- (iv) Cost of materials for the programme- folders/stationery/swatches/postage/in-house printing etc.
- (v) Cost of field visits/workshops- as per the course curriculum.
- (vi) Cost of teaching aids purchased/acquired- books/CDs/DVDs/magazines.
- (vii) Refreshment and hospitality of students, faculty and academic staff.
- (viii) Contingency amount allocated to Programme Coordinator to meet contingent expenses for running the programme.

The direct expenses may be restricted to 50% of the total revenue generated from the programme fee, registration fee and sale of CE brochure/forms, as per clause 9.21. The revenue generated in CEP is largely dependent on the number of students admitted. The direct expenses may therefore vary between various programmes, depending on the size of the batch admitted.

In order to ensure viability in a revenue-based structure, for programmes with less than 10 students, only essential payments, such as lecture payment to faculty and payment to staff (minimum required) and regular students or those essential to run the programme, would be disbursed, if the programme is unable to contain the direct expense within the 50% cap. It must be ensured that such a programme is not run at the expense of NIFT.

In all cases, Campus Director will ensure that no programme should run at a loss. There could be instances where Campus Directors may feel the need to run CEP on experimental basis. Such cases that require special considerations may be brought to the notice of DG-NIFT for approvals. Such programmes can run up to two or three consecutive years, but if positive response is not received despite best efforts by the campus, the programme may be discontinued.

Once the overall budget is approved, the Programme Coordinator with the approval of Campus Director, can re-appropriate the budget within the approved budget.

9.13 Fee Structure

The indicative per participant fee structure for CEP may be as follows:

DURATION	FOR INDIAN STUDENTS		FOR NRI AND FOREIGN STUDENTS	
	Fee in Rupees (INR)		Fee in US Dollars (USD)	
	Minimum	Maximum	Minimum	Maximum
5-15 Days	10,000/-	15,000/-	350/-	600/-
Upto One Month	15,000/-	25,000/-	650/-	1,000/-
Three Months	30,000/-	40,000/-	1,100/-	1,500/-
Six Months	50,000/-	80,000/-	1,800/-	2,600/-
One Year(2 Academic Semesters)	80,000/-	1,60,000/-	3,000/-	5,000/-

The GST as applicable in the programme fee for all the CE programmes, is over and above the fee. The GST applicable for year 2020-21 is 18% and may change from time to time. Taking financial viability into account, the Campus Directors can give bulk discounts to the industry with intimation to CE Unit (HO).

Campus Director can decide the programme fee, irrespective of the norms depending on the region, industry and target audience, in consultation with Chairperson, with information to CE HO.

The programme fee should be collected by the campus in advance, before the commencement of the programme. In exceptional circumstances, Campus Director may permit and approve payment of fee in installments, after recording reasons for the same. The fee, in such cases, may be enhanced suitably to incorporate cost of collection and time value of money.

9.14 Refund to the students who opt to Discontinue CEP

Refund to the students who opt to discontinue CEP will be as under:

a)	Once the session starts	No refund
b)	Before the commencement of the CEP	Full fee refund except registration fee + GST on all fees/charges (as per 9.20)
c)	Registration fee submitted along with the application form, in case NIFT decided not to offer the CEP	Registration fee refund, except GST

9.15 Payment Norms for Faculty

9.15.1 Payment of Lecture Fee to Guest Faculty and Internal Faculty

The guest and internal faculty will be paid as per the NIFT Guest Faculty Policy 2018, dated 26 July 2018, as detailed below:

REQUISITE PROFESSIONAL EXPERIENCE OF GUEST FACULTY	HONORARIUM, PER SESSION OF 3 HOURS	CONVEYANCE*
Level I- Minimum 3 years of work experience in relevant area	INR 2,100/-	As per actuals, on self-certification basis, with the upper capping of INR 1,000/-
Level II - Minimum 8 years of work experience in relevant area	INR 3,000/-	As per actuals, on self-certification basis, with the upper capping of INR 1,000/-
Level III - Minimum 13 years of work experience in relevant area	INR 4,200/-	As per actuals, on self-certification basis, with the upper capping of INR 1,000/-

*Conveyance at km. rate, applicable as per government rule, will be paid on self-certification basis. Conveyance will be paid only once during the day.

NIFT Guest Faculty Policy will be updated from time to time, as per NIFT Faculty Policy.

For internal faculty, the above payment will be made only after they have completed their minimum required teaching hours in regular programmes, as per approved workload norms. In case the faculty teaches in CEP to complete the mandatory teaching load of the regular programme, the faculty will be reimbursed only for one-way conveyance for each class on the basis of self-certification. For online classes, the payment will be without conveyance.

9.15.2 Payment of Lecture Fee to Internal Faculty for CEP conducted during the day

Campus Directors may opt to offer CEP during daytime for certain considerations (infrastructure/faculty availability, campus location, etc.). In such cases, NIFT faculty taking classes during the day time/regular working hours of NIFT, will only be paid as per payment policy for Inter-Centre Teaching (ICT), dated 19 February 2019, which is as follows:

LEVEL	NUMBER OF YEARS OF EXPERIENCE	HONORARIUM PER 3 (in INR)
Level I	Minimum 3 years of work experience in relevant area	1500

Level II	Minimum 8 years of work experience in relevant area	2000
Level III	Minimum 13 years of work experience in relevant area	2500

In such cases, no conveyance will be paid. These rates will be payable only after the faculty members have completed their normal minimum teaching workload in regular programmes, as per approved norms.

9.15.3 Payment of Lecture Fee to Research Assistants/ Staff

Research Assistants/Officers with relevant degree and experience may teach in CEP and may be paid as per the slab of Level I, with special approval from the Campus Director.

9.16 Payment of Support Staff/Regular Students

9.16.1 Payment of Support Staff with the CE Programme

Payment norms have been provided in the table below:

SUPPORT STAFF	AMOUNT IN INR	HONORARIUM PER 3 (in INR)
Academic Support Staff- Research Assistant/Assistant/ Junior Assistant for overall coordination/ etc.	8,000 per month/400 per session (to be proportionately computed according to the duration of the programme)	As per actuals on self-certification basis with the capping of INR 50/- per session
Technical Support Staff-Lab Assistant/ Machine Mechanic/ etc.	400 per 3 hours session	As per actuals on self-certification basis with the capping of INR 50/- per session
MTS/etc.	300 per 3 hours session	As per actuals on self-certification basis with the capping of INR 50/- per session

The names of the support staff/regular students will be defined by the Programme Coordinator at the time of sending the proposal. Preference should be given to any regular student who wants to associate part-time in CEP.

In case the CEP classes are held during daytime except for weekends and holidays, the staff/officer payment, as per clause 9.16.1, will be reduced to 50% of the above and no conveyance will be paid.

There are occasions when a programme may be organized for strategic reasons and the payments to coordinator or support staff cannot be paid without incurring loss to NIFT. If direct expenditure is more than 50% of

the revenue collected then the coordination fee may be curtailed to fit within the budget.

Staff can only be deputed for only two programmes and for second programme, they will be paid half of the amount, when there is a staff shortage or large number of courses being offered.

9.16.2. Payment of Regular Students

Regular students can be offered part-time employment opportunities under Student Assistantship Programme (SAP) of NIFT. Payment to the regular student will not be reduced during the day. Even if the programme is not making profit, student will be paid their assistantship fully.

9.16.3 Payment of CEP Facilitator with the Campus CE Unit

A provision of incentive of INR 1,250/- per month (annually to be budgeted in campus CE budget) may be allocated as "special pay" to those support officers/faculty/staff who have been assigned specific responsibilities for successful conduct of CE programme/s in the CE Unit at campus, in addition to their other responsibilities. This however, will be only applicable if the CEP has been conducted in the campus successfully and all direct expenses have been met within the 50% slab. The number of such support officer/faculty/staff with "special pay" should be restricted to one per campus. In case incentive is being given to faculty and staff then the special pay may not be released.

9.16.3.1. Roles and Responsibilities of the CEP Facilitator

Each campus will identify a facilitator for CEP, with the specific responsibility for successful conduct of CEP in the campus. This may be given to the officer, in addition to their existing responsibilities. CEP facilitator will report to the Campus Director. Being a link between academia and management at campus, CEP facilitator will be responsible for:

- Coordination with all programme coordinators.
- Handling all queries related to CEP by the interested candidates.
- Responding to all queries/e-mails pertaining for CEP at the campus.
- Timely settlement of all faculty/expert payments.
- Organizing Open House in each campus for CEP.
- Marketing of all CEP at the campus, in consultation with Programme Coordinators.
- Ensure smooth implementation of CEP.
- Comprehensive analysis of all the course reports submitted by Programme Coordinators, as an input for the preparation of CEP annual report.
- Preparation and submission of annual report of CEP viz campus CE income/ quantum of work done by various officials, to the Campus Director.
- Proposing incentives for CE administrative and accounts staff based on the annual report.
- Maintenance of CE records at the campus such as Minutes of

Meeting of PEC, activities taken, databank of guest faculty etc.

9.17 Programme Coordination Fee

The quantum of coordination fee will be determined, so as to keep the direct expenses within the prescribed limit. Where there is 1 (one) year and 6 (six) months CEP and the Coordinators need to be two, due to the quantum of work, programme coordination fee may be shared among them. A Programme Coordinator can propose two 1-year programmes only in a year. This will be applicable for all NIFT campuses, except the sub-centers, e.g. Surat, Varanasi, etc.

The coordination of a CEP can be rotated every 5 (five) to 7 (seven) years, mutually decided by the faculty members of the department and recommended by PEC.

Faculty member proceeding on long leave (such as study/sabbatical/CCL/transfer, etc.) will not be allowed to coordinate the CE programme. However, they would be paid the coordination fee proportionately, till the time they have coordinated the CEP.

9.17.1 Roles and Responsibilities of the Programme Coordinator

The Programme Coordinators would report to the Campus Director. The Programme Coordinator/s will be responsible for:

- Design and development of the CEP.
- Organizing the programme.
- Timely implementation and execution of the CEP.
- Ensuring high quality teaching inputs to the students.
- Selection and coordination with faculty expert teaching the programme.
- Facilitating field visits.
- Ensuring evaluation timelines.
- Ensuring expenditure incurred as budgeted.
- Taking periodic feedback and incorporation of the same for constant updating and effectiveness of the programme.
- Proposing share of incentives to academic team.
- Marketing of the programme along with CEP Facilitator.
- End of the course report.

9.18 Programme Development Fee

The programme development fee is 3% of total surplus and will be released to the programme developer each time it gets introduced in a new campus as a royalty fee and on certification by the Campus Director of the host campus, on successful conduction of the CEP. The host campus, where the programme was run, would release the payment, indicating names, contributions and certificates from PEC (Annexure 9-F) with information to H0.

9.18.1 Role and Responsibility of Programme Developer

The Programme Development envisages idea generation for the programme, development of structure, content and other mechanics,

including pedagogy. The faculty, who has developed a programme and ran it successfully in his/her Campus could be encouraged to go to other NIFT campuses to guide the same programme on official duty. He/she may also take a few sessions with the CEP students as 'Guest Faculty'.

The programme developer may ensure that the feedback of the programme is incorporated for continuous updating.

9.19 Programme Documentation

New programmes offered at every campus will be documented by the Programme Coordinator, as per the following format:

1. Name of the CE programme
2. Programme curriculum
 - Programme objective
 - Programme content and session plan
 - a. Session-wise requirement
 - i. Presentation
 - ii. Handouts (wherever necessary)
 - iii. Class exercises
 - iv. Pedagogic tools used
 - v. Any sample/examples of best practices
 - b. Term-wise requirement
 - i. Assignment briefs
 - ii. Evaluation/Assessment procedure
 - iii. Examples of best practices
3. Student feedback
 - Feedback documentation
 - a. Feedback on each class/subject
 - b. Incorporation of the above
 - c. Revised curriculum as per the feedback received

The programme documentation will be undertaken for the first time the programme is offered by support staff associated with the CEP. PEC will verify the documentation and then the document will be deposited to the Campus Resource Centre, along with soft copy of the documentation for records at CE (H0). The library/Resource Centre at the campus will be the custodian of the documentation.

The person/s assigned the responsibility of programme documentation is expected to prepare a comprehensive document of the entire programme, including collation of teaching material, assignments, references, samples, visuals, best practices, feedback analysis, future prospects, etc., for release of payments to the programme coordinator and support staff.

9.20. Revenue Calculation

The registration fee received per programme, income raised by the sale of brochures/forms, and the programme fee will be included in the total

CONTINUING EDUCATION PROGRAMME



revenue generated by each programme, as per the table below:

S. NO.	HEADS OF INCOME	AMOUNT	
		For CEP with 6 months or lesser duration	For CEP with more than 6 months duration
1	Programme Fee	As per 9.13	As per 9.13
2.	Online brochure*	Free	
3.	Registration Fee*	INR 1,200 /- *+GST	INR 2,150 /- *+GST
4 a.	Resource Centre Membership Fee*	INR 2,500/-	INR 4,000/-
4 b.	Refundable Security Deposit for Resource Centre	INR 4,000/-	INR 5,000/-

* Subject to revision

9.21 Revenue Sharing

The revenue generated through the CEP will be allocated in the following manner:

S.NO.	NAMES OF THE HEADS	RELEVANT HEAD OF NIFT	% CEILING
1	Direct Expenses	1) All heads at clause 9.12.2. 2) Programme development fee (only if it gets introduced in a new campus every time as a royalty fee). This will be paid by campus, other than where the programme was run originally.	50% of the total revenue collected.

The surplus after payment or provision of direct expenses from the programme fee collected will be allocated as follows:

S. NO.	NAMES OF THE HEADS	RELEVANT HEAD OF NIFT AND % CEILING
1	Administrative and infrastructure overheads (AIO)	70% to be distributed as: • 90% to the DDF • 10% to HO DDF
2	Incentives	5% -This amount will be used for incentivizing Campus Director, Joint Director, Accounts, Faculty Coordinators, Officials and Staffs (including administration, Resource Center, building, etc.) involved in successfully running of the CE programme. The total incentive to any individual in financial year will not exceed two months gross salary.
3	Campus Income	25%

- In case the campus is able to save from the ceiling attributed to 'Direct Expense', then the same will be deposited in the Campus CE surplus account.
- Campus Director would submit an annual report on Campus CEP (enumerating details like number of CEP conducted, number of students admitted, revenue generated, number of classes conducted in addition to CE income). The report should also bring out the quantum of work done by various NIFT officials and propose incentives for various officials for the CE academic year. This may be routed through Head CE to DG NIFT through Dean (A) for approvals. The proposal would be made by 31st January every year.
- Tax will be deducted at source on the income so earned by the faculty/experts/NIFT officials, as per rules.
- The standards of financial propriety laid down under Rule 21 of GFR, which, inter-alia, provides as under, shall be applicable in each case, while distributing honorarium/surplus.
No authority should exercise its powers of sanctioning expenditure to pass an order, which will be directly or indirectly to its own advantage.
- If more than one Department is involved in the coordination of the CE Programme, the DDF amount shall be proportionately allocated to each Department.

9.22 Proactive Disclosure under Section 4 of RTI Act

The details of ongoing CEP and annual report of the previous years, as mentioned in 9.21(b), would be furnished as proactive disclosure under Section 4 of RTI Act.

9.23 Feedback

The Programme Coordinator may seek continuous feedback from the batch from time to time. However, duration-based feedback may be taken from the students as follows (Annexure 9-G):

PROGRAMME DURATION	NUMBER OF FEEDBACK
6 months and longer	Two feedbacks during the period
Less than 6 months	Once at the end of the programme

As far as possible, this should be digitally undertaken. A comprehensive summary of findings from feedback, along with programme document, should be submitted as the end of programme.

Channel of submission of CE Students Feedback form

Students Feedback → Programme Coordinator → Campus Director
(student feedback to be compiled by the Programme Coordinator)

9.24 Power to Relax

The DG-NIFT will have the power to relax the policy, after recording reasons in writing. All such instances will be placed before the ensuring meeting of the Senate of NIFT.

CHAPTER - 10

This section deals with linkages of NIFT with external bodies, both at domestic and international levels. We, at NIFT, are aware of the power of collaborations and strength of exchange of ideas to unlock potential in creative fields. Therefore, over the years, NIFT has embraced internationalism in a big way and the unit is committed towards increasing the academic alliances with universities/institutes and organizations abroad. Through its network of officials in different NIFT campuses, the unit focuses on establishing new partners and also strengthening existing collaborations. It aims to provide unique and diverse cultural experiences to NIFT students, opening up for them global opportunities of education, industry experience and career. The academic exchange for students is in the form of semester exchange, dual degrees, international industry internships or customized short-term programmes. In addition to this, the unit supports activities such as formulating and implementing policies governing domestic and international linkages and facilitating craft cluster visits in India for international partners. The unit also encourages incoming students from partner institutes availing 'study abroad' opportunity at NIFT, giving them a wide exposure at NIFT campuses pan India, thus making the strategic collaborations more balanced and meaningful.

In this section:

10.1 International Linkages

- 10.1.1 Identification, Evaluation and Formalization of Foreign Collaborations
- 10.1.2 Engagement with Foreign Universities/Institutes for Collaboration
- 10.1.3 Faculty Exchange
- 10.1.4 Visit to Foreign Institutes/Organizations
- 10.1.5 NIFT Engagement with External Entities
- 10.1.6 "UDAAN"- NIFT Means-Cum-Merit Scheme for Foreign Studies

10.2 Domestic Linkages

- 10.2.1 Engagement with Institutions for Collaboration
- 10.2.2 Joint Projects/Publications

10.3 Roles and responsibilities of International and Domestic Linkages (I&DL) Unit

- 10.3.1 Roles and Responsibilities of Head- I&DL
- 10.3.2 Roles and Responsibilities of Unit In-charge, I&DL
- 10.3.3 Roles and Responsibilities of Nodal Officers
- 10.3.4 Roles and Responsibilities of Coordinator, I&DL

10.1 International Linkages

With NIFT's acquired statutory status of 'Institute of Excellence,' internationalization in terms of exchange of ideas and learning from different contextual environments has become rather necessary. Office of International Linkages was set up primarily with an objective to strengthen the international linkages with foreign fashion education schools.

10.1.1 Identification, Evaluation and Formalization of Foreign Collaborations

Office of I&DL will periodically scrutinize the existing MoUs and also look for new collaborations for the benefit of NIFT.

I) Identification of Foreign Universities/Institutions for Collaboration

Head-I&DL, UI-I&DL and Nodal Officers shall continuously scan the environment for identifying institutes that may be considered by NIFT for collaboration. They would rely on information available in public domain/ their contacts/knowledge acquired through informal channels. Office of I&DL will organize meetings of delegations at the Head Office based on requests received from visiting representatives of foreign institutes. Any official communication with the identified institute will need to go through the due process of approval at NIFT.

II) Evaluation of Identified Foreign Institutions

The evaluation of the identified foreign institutions shall be carried out by the Office of I&DL with regard to the parameters mentioned below:

- Size (area) and form (campus, building, and floor) of the institute.
 - World and country ranking of the institute, example, QS ranking.
 - Number and types of machines, computers, software and equipment available to run a programme/course.
 - Number of in-house faculty/staff and visiting faculty.
 - Number of students (full-time/part-time)
 - Types of fashion and allied courses/programmes offered.
 - Degree/Diploma/Certificate.
 - Library facilities at the foreign institute.
 - Funded by private/government.
- i. UI&DL/Leader of the delegation (in case of the NIFT delegation visiting the institute) or the assigned visiting Nodal Officer, as the case may be, shall submit the evaluation report against the set parameters to Head-I&DL along with recommendations.
 - ii. In case required, Head-I&DL may contact the Indian Embassy in the country of foreign institute, to acquire details on the credentials, reputation of the institute and the accreditation of the courses offered.
 - iii. A committee chaired by DG-NIFT, comprising of Dean (A) and Head-I&DL, will examine the recommendations and decide on the type of collaboration to be pursued with the institute, keeping in mind other factors such as brand equity of NIFT, short-term/

long- term interest of NIFT/NIFT students, guidance received from government, etc.

- iv. A site visit of the foreign institute shall also be done. The visit may however, happen along with other institutes, as planned and approved by the competent authority.
- v. Filled up Audit Form, as enclosed in **Annexure - 10A** shall be acquired from the proposed international partner for review of information.

III) Proposal of Memorandum of Understanding (MoU)

Memorandum of Understanding (MoU) is an instrument that defines the contours of relationship between the collaborating institutions. NIFT has signed MoUs with various institutions to facilitate student learning in a globally integrated economic framework.

IV) Process of MoU Signing/Renewal

- i. Nodal Officer will be assigned by the Office of I&DL by seeking the expression of interest of faculty members through Campus Director. Nodal Officer will subsequently liaison with partner university for signing of MoU and for initiating the process of course mapping.
- ii. UI-I&DL/Nodal Officer (if appointed)/DG nominated committee shall communicate with the representative of the foreign university/institute to finalize the draft MoU. Draft MoU of NIFT, with international partners, is enclosed at **Annexure - 10B**.
- iii. In case modifications in draft MoU are suggested by the foreign institute, modified draft MoU shall be vetted by the Office of I&DL. Approval will be sought on the modified draft MoU from a legal officer at NIFT.
- iv. Nodal Officers will forward the draft copy of the MoU to the partner institute for their consent.
- v. Office of I&DL will initiate the process of approval for signing of MoU by DG-NIFT through Dean (A).
- vi. Signing of MoU by DG-NIFT
- vii. The appointed Nodal Officer will initiate the process of course mapping with the courses offered at the international partner institute for meaningful collaboration.

V) Process of Regular Review of MoU

UI-I&DL shall review the MoU once in 5 years, based on the benefits accrued to NIFT and submit a report, with recommendations for its renewal to Head-I&DL, in consultation with the respective Nodal Officer of the partner institute. The matter shall be taken to SIAC and based on the recommendation of SIAC, it shall be put up for approval to DG-NIFT.

VI) Custody of MoU

Office of I&DL shall be the custodian of all original MoUs done with international partners.

10.1.2 Engagement with Foreign Universities/Institutes for Collaboration

NIFT has academic collaborations with leading fashion universities and institutes across the globe for academic exchange through dual degree, semester exchange, short-term programme, faculty exchange, faculty training, joint projects and publications and consultancy. To increase the benefit to NIFT students and faculty, there is a need to explore collaboration opportunities with other well-established universities, review existing collaborations and strengthen beneficial relationships. For maintaining the successful and fruitful relationships with international universities/institutes, NIFT appoints a Nodal Officer for each collaboration (existing MoUs are listed at **Annexure-10C**).

10.1.2.1 NIFT Students to Foreign Institutes

International exchange offers NIFT students a rare opportunity to connect with the global mainstream of fashion at foreign partner institutes. This offers students the chance to communicate with other students from other countries, in order to expand their view, to consider different cultures and foreign markets. Students also get to visit industrial and design units in other countries, which provide invaluable learning experience. It also provides foreign students with a plethora of similar 'study abroad' options under NIFT exchange programmes, providing both NIFT and international students with excellent opportunities to connect with students from different geographies.

NIFT's strategic alliances with foreign institutes provides its students with an opportunity to undertake semester exchange/short-term programmes in the international institutes. This opportunity can be undertaken by students of different disciplines across NIFT campuses in semesters 2/3 of the Master's programmes and semesters 3/4/5/6/7 of the Bachelor's programmes.

As part of an international exchange, NIFT students attend one semester or undergo a short-term programme at the partner institutes. The exchange, in some cases, is in the form of acquiring dual degree (from NIFT and partner universities) by attending a one-year programme. Students also undergo Industry Internships and Graduation Projects in companies abroad, arranged by international partners.

1) Calendar of Activities for Semester Exchange and Short-term Programmes

ACTIVITY	TENTATIVE DATES IN SEMESTER		
	For Jul-Dec	For Jan-June	Short-term Courses
Confirmation by the Nodal Officer about the exchange opportunity at a foreign institute to the Office of I&DL.	3rd week of January	3rd week of August	At least 3 months before the commencement of short-term course

Compilation of all semester exchange opportunities and its circulation among NIFT students.	Last week of January	Last week of August	-
Submission of online applications by the students and consolidation of report of shortlisted students to Office of I&DL by CI&DL.	Last week of February	Last week of September	-
Selection of applicants by Office of I&DL, as per selection criterion.	2nd week of March	2nd week of October	-
SIAC recommendations on selection of applicants.	Last week of March	Last week of October	-
Communication to Nodal Officer by Office of I&DL about the shortlisted candidates for onward correspondence with the foreign institute.	Last week of March	Last week of October	-
Communication to the concerned CI&DLs about selected candidates.	Last week of March	Last week of October	-
CI&DL to communicate to the concerned department/ student the list of selected candidates.	1st week of April	1st week of November	-
Nodal Officer to communicate to the Office of I&DL acceptance of selected students by foreign institute.	As per the confirmation received from the foreign institute	As per the confirmation received from the foreign institute	As per confirmation received from the foreign institute
Acceptance of students for exchange opportunity through respective CI&DL.	As per the confirmation received from Nodal Officer	As per the confirmation received from Nodal Officer	As per confirmation received from Nodal Officer

Intimation to Office of I&DL by CI&DL regarding joining of concerned students in foreign institute.	1st week of September	1st week of February	After departure of students to attend the course
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II) Paid Seat Opportunities

NIFT students who go on exchange in an international university on a paid seat to undertake semester exchange or dual degree programmes, shall be exempted from paying the tuition fee at NIFT for that semester/ year of exchange. However, they will continue to pay full tuition fee to the foreign school for the concerned period.

III) Process of Student Selection

- Online student applications will be invited by the Office of I&DL on CMS at the stipulated time, as per the calendar of student exchange. Format of application form is enclosed at **Annexure-10D**.
- The student shall submit the online application on CMS. The SGPA will be automatically taken by CMS, application will be verified by the department CC. Also, application will be approved by Campus Director and CI&DL on CMS. A report on the list of applicants from all campuses will be generated on CMS for display in Head-I&DL account.
- All students applying for international semester exchange/dual degree/summer programme opportunities circulated by the Office of I&DL, will pay an application processing fee of INR 2,000 for each application form.
- A security deposit of INR 15,000 through a post-dated cheque (PDC) in the name of NIFT will have to be submitted, with the application form, by the applicants. The PDC shall be dated one month after the last date of submission of application forms. The amount may be returned to the student before the student leaves for the exchange semester/year. This amount shall be forfeited if the student withdraws his/her name after final acceptance by the international university. However, penalty shall not be imposed on students who are denied VISA or are unable to go due to late/non-communication of their selection by the concerned university. This is done to reduce the number of withdrawals by students after they have been selected by the international university.
- Criteria of shortlisting at NIFT:
 - Student should possess or should have applied for the passport.
 - CGPA of 7 and above is mandatory for semester exchange opportunities and CGPA of 7.5 and above is mandatory for FIT dual degree programme.
 - Shortlisting is done on the basis of CGPA of the students. A single merit list is drawn of all students who have applied and then selection is done against available seats by merit-cum choice.

- vi. The applications shall be shortlisted as per the above criteria followed by recommendations of the SIAC and finally approved by DG-NIFT. The list of selected candidates shall be sent to the foreign university by the concerned Nodal Officer for acceptance.
- vii. The foreign institute shall communicate the acceptance of the selected NIFT students and intimate the same to the Nodal Officer at NIFT, who will, in turn inform the Office of I&DL.
- viii. The Office of I&DL would inform all CI&DLs about the final acceptance of NIFT students in various foreign institutes for the study abroad initiative.
- ix. The CI&DL shall inform all CCs and students about the final acceptance of NIFT students in various foreign institutes for the study abroad initiative.
- x. The CI&DL would coordinate with the concerned department CC for the selection of faculty mentor at NIFT campus and inform about the same to the Office of I&DL-HO.
- xi. Invitation letters for VISA procedure for the selected students shall be sought from the foreign institutes by the concerned Nodal Officers.
- xii. On the receipt of invitation letters, the students would apply for the regular VISA procedure pertaining to the relevant country of course study.

IV) Process of Course/Credit Selection for Semester Exchange

CI&DL will coordinate proper selection of subjects/credits of the exchange student. For meaningful exchange coordination, CC or CC nominated faculty will provide guidance to the shortlisted students for selection of suitable courses/credits at the partner institute. This may also be done in consultation with the concerned Chairperson of the department. The CI&DL, in consultation with CC/CP, will forward the details of courses to Nodal Officer of the partner institute. The Nodal Officer must inform the details of credits and courses to exchange students as well as to partner institutes. The courses may be from one department of study in foreign school or navigational courses across departments. The following sequence of communication may be followed by the officials for the purpose.

CI&DL → CC / Nominated Faculty /CP → CI&DL → Nodal Officer
→ Foreign Institute

Nodal Officer to keep the Head-I&DL and UI-I&DL in copy while communicating with the foreign partners in this regard.

V) Short-term Course

Nodal Officer shall interact with the foreign university for the best match of courses for circulation to the concerned departments. The schedule of the course may be followed as per the calendar of events for exchange.

VI) Logistics and Local Support

The Office of I&DL at Head Office through the Nodal Officers shall request

the partner institute for the VISA invitation letter for the selected students for exchange. In case it is required, a letter may also be written to the concerned embassy for VISA facilitation. Other logistics and local support shall be provided by the concerned NIFT campus.

VII) Link During the Exchange Period

During the exchange, Nodal Officer and faculty mentor shall be in regular contact with the student to ensure smooth conduct of the course study and personal well-being of the student.

VIII) Student Feedback

CI&DL shall obtain feedback from NIFT students who go for the exchange programme, in the prescribed format (enclosed at **Annexure-10E**) and submit the same to the Nodal Officer. CI&DL shall ensure feedback on CMS of both incoming and outgoing students after completion of their exchange programme. A copy of feedback shall also be forwarded to Office of I&DL with remarks from CI&DL.

IX) Presentation

All students who go for the twinning or exchange programmes, of at least a semester duration shall, on return, make a presentation of the work done as part of their curriculum in the host institution. The presentation would be made to all CCs, Campus RICs and any other faculty members invited by CI&DL. The presentations shall be coordinated by CI&DL.

X) Industry Internship for Exchange Students

The students going for exchange may split the duration of Industry internship into a maximum of 2 parts. This may be planned in consultation with respective CC. The industry internship shall be done only after completion of 6th semester for UG and 2nd semester for PG students.

Relaxation of Period of Industry Internship for Design/Technology Students:

In a few cases, instead of January to June, the semester at the partner Institute starts from February/March to June/July, which leads to an overlap with the period of industry internship. Therefore, in such cases, relaxation is provided in the period of internship. The internship period will be reduced to 5 (five) weeks (instead of 8 (eight) weeks) to students undergoing overlapping semester exchange. Students can also break the internship cycle into two parts: once before leaving or upon returning from the partner university. Design/Technology students can also undergo additional credit courses at the partner university, instead of the 5 (five) weeks of internship with prior intimation to department CC.

XI) Craft and Research Documentation for Exchange Students

The Craft Cluster Initiative programme is intended to provide NIFT students with comprehensive, ongoing and frequent exposure to India's rich and distinctive handlooms and handicrafts. 'Craft Research and Documentation' and other craft-related subjects are 'stand-alone' subjects, as per the craft cluster initiative. Therefore, students missing

these subjects because of international semester exchanges are exempted from undertaking these activities.

XII) Calculation of Student Attendance

NIFT students, on exchange, are required to follow the semester plan and schedule of partner university, which might differ in timings with the NIFT academic calendar. In such cases, if student joins NIFT semester late, his/her attendance may be calculated on pro-rata basis.

XIII) General Electives- Mandatory and Optional for Exchange Student

Student undertaking exchange programme for one/two semester/s at the partner institute will complete all requirements of mandatory GEs (GEMs) as prescribed in the curriculum of UG/PG, while they will be exempted for taking optional GEs (GEOs) for the semester they have missed at NIFT. The extra mandatory GE can be opted in the subsequent semester on return. They will be awarded the degree only on securing all mandated credits of mandatory GEs (GEMs).

XIV) Extra Credits for Undertaking Short-term Programme at STF, Switzerland

NIFT student undertaking 3 weeks short-term programme at STF, Switzerland in summers, will earn 2 extra floating credits (credit calculation done on the basis of short-term programme) on successful completion of the programme.

XV) SGPA/Credit Equivalence

i. Process of SGPA Equivalence at NIFT

The scores/grades/SGPA obtained at a foreign university are equated at NIFT to match the NIFT system. As per the approved process, the SGPA equivalence shall be done in the Office of I&DL-HO and approved by COE after ratification by SIAC. In case of transcripts that follow the grading system different from that of existing NIFT system, the Nodal Officer shall acquire the credit system of the foreign university/institute and submit to the Office of I&DL. The SGPA equivalence certificate shall be made by Office of I&DL with the recommendation of DG-nominated Special Committee, and approved by COE-HO. For making the equivalence certificate, NIFT grade equivalence and grade point is applied. For SGPA calculation, approved formula by NIFT is used, which is as follows:

$$(\text{Number of Credits} \times \text{Grade Point})$$

$$\text{SGPA} = \frac{\text{Number of Credits}}{\text{Number of credits}}$$

For any other issue related to credits, Special Committee recommendation is considered to resolve the matter. The equivalence shall be done as follows:

Credit equivalence, for the purpose of SGPA is required for each marksheet received from the foreign university, to ensure that the CGPA calculation is done at NIFT. The grading system of each university where students go

for an exchange may be different and hence, cannot be used directly. To establish credit equivalence at NIFT, a common format, as follows, has been established, which defines the conversion and shall be appropriate for most universities. In case of a university granting 'pass' status to a student who has obtained marks which are lower than 40%, the student shall be given a grade of 'D' which is considered a 'low pass' at NIFT.

Grades	Grade Points on 10-point grading scale	Grade Points on 4-point grading scale	Grade Points on 7-point grading scale	Grade Points on 12-point grading scale	Marks	Description
O	10.0	4	7	12	100	Excellent
A+	$\geq 9.0 < 10.0$	3.6	6.3	10.8	90-99	Very Good
A	$\geq 8.0 < 9.0$	3.2	5.6	9.6	80-89	Good
B+	$\geq 7.0 < 8.0$	2.8	4.9	8.4	70-79	Fair
B	$\geq 6.0 < 7.0$	2.4	4.2	7.2	60-69	Satisfactory
C	$\geq 5.0 < 6.0$	2	3.5	6	50-59	Average
D	$\geq 4.0 < 5.0$	1.6	2.8	4.8	40-49	Low Pass
F	≥ 4.0	<1.6	<2.8	<4.8	<40	Fail

ii. Process of marksheet

The marksheet, with SGPA equivalence, shall be prepared by the Office of I&DL-HO and submitted to COE for approval and onward submission to the concerned NIFT campus. (Marksheet format is enclosed at **Annexure-10F**) This marksheet shall be kept in the custody of campus COE cell and a new marksheet shall be prepared in the regular marksheet format followed at NIFT, as per the existing credits at the concerned department.

10.1.2.2 Foreign students to NIFT

i. Process for Approval

The incoming student shall apply to NIFT through their respective home institution. Application will be received from the Nodal Officer at NIFT on the prescribed application form (**Annexure-10G**). The Nodal Officer shall ensure that the number of incoming students is as per the MoU and send the request of incoming foreign students to Head-I&DL. The Office of I&DL shall correspond with the NIFT campus for the department/campus of choice of the student and propose the best option. The concerned student shall be accepted at the campus of student's choice, based on availability of seat in the concerned department at the concerned campus. Based on the confirmation received from the concerned campus, the student shall be accepted at NIFT after approval of DG-NIFT.

ii. Logistics and local support

The Office of I&DL at Head Office shall prepare the VISA invitation letter and, if required, write to the Indian Embassy at the country of origin of the student. The other logistics and local support shall be provided by

the concerned NIFT campus. CI&DL will coordinate with department CC to ensure that the exchange of the incoming students to NIFT is smooth. A faculty mentor and a buddy student will be allocated to the incoming exchange student from the concerned department to attend to day-to-day queries of the foreign student. CI&DL, along with the CC will ensure participation of the foreign students in events at the institute.

iii. Process of Courses/Credit Selection

Once the student arrives, the CI&DL shall brief the student about the departments at the concerned NIFT campus and the student shall register in the department/semester as per the requirement of her/his home institution. The number of credits chosen and the choice of subjects shall be approved by the student's home institution. Consideration may be given to a choice of subjects available at other departments across NIFT as well. This shall however, be allowed after ensuring that the class timings of the subjects chosen from other departments do not clash. The CI&DL shall help the student to choose the requisite courses and also provide the required support in consultation with the Campus Joint Director/Director.

iv. Process of Marksheet

The marksheet shall be generated by the concerned NIFT campus and sent to the Office of I&DL for onward dispatch to the home institute of the student.

v. VISA/FRRO Registration/Embassy Regulations/International Formalities etc.

The office of I&DL receives various notifications from Ministries/Departments of the Government of India, in respect of rules/regulations applicable to foreign nationals visiting India. The Office of I&DL shall ensure that all such information received is made available to CI&DLs. The CI&DL, at the concerned campus, shall assist the student in obtaining information on the latest rules and regulations for all international visitors' formalities, FRRO registrations, Embassy regulations, VISA restrictions, rules on port of entry and port of exit, etc. and provide any required local support to fulfill such formalities.

vi. Student Feedback

The students who come to NIFT for an exchange programme will fill-in the feedback on CMS. The feedback process will be executed by the CI&DLs of the campus and a summary report will be submitted to the Nodal Officer, with a copy to Head I&DL and UI, I&DL, with recommendations for further process.

10.1.3 Faculty Exchange

Visit of NIFT Faculty to Foreign Institutes: The faculty exchange may be undertaken by NIFT faculty, in case the activity is funded by the foreign host institutes or organization. One such activity that is availed by NIFT faculty on a regular basis is the International Federation of Fashion

Technology Institutes (IFFTI) Mobility Initiative, which is an honorarium-based programme for faculty members. It provides funds for short-term visits conducted by individual faculty at the member institutes of IFFTI. NIFT being the founding member of IFFTI enjoys this opportunity of faculty exchange, at other member institutes. The details of the faculty exchange received from IFFTI, based on the requirements at other member institutes is circulated among NIFT faculty by the Office of I&DL.

Visit of Foreign Faculty to NIFT:

Visit of expert faculty from foreign institutes is arranged by the academic heads of various departments looking at their requirements and subject expertise of the identified foreign faculty. For conducting such visits of foreign faculty from reputed institutes/organizations to NIFT, FOTD policy may be referred to.

10.1.4 Visit to Foreign Institutes/Organizations

i. Purpose/Objectives

- For initiating academic relationship in the form of student exchange, internship and graduation project, faculty exchange, joint projects and other collaborative initiatives with universities/institutes/organizations across the globe.
- For strengthening existing relationships with foreign universities/institutes.
- Any other agenda, with the approval of DG-NIFT.

ii. Role of I&DL Office

I&DL office, through the concerned Nodal Officer, shall introduce the delegate members to the concerned officials/faculty at the foreign institute and provide the following details to the delegate members:

- Contact details of the foreign institute.
- Copy of existing MoU, if any or draft MoU of NIFT.
- Background on the relationship between NIFT and the concerned foreign institute.
- Details of students/faculty on exchange with the foreign institute.
- Agenda/mandate for future collaboration.
- Earlier student feedback.
- Any other remarks of relevance.

iii. Process of Administrative Approval/ Financial Approval

After taking the necessary approvals of the itinerary of travel, each delegation shall take the necessary financial approval from DG-NIFT through the finance department at NIFT-HO.

iv. Agenda/ Mandate Formulation

The Office of I&DL shall provide an initial agenda/mandate to the delegate members. Delegate members shall then correspond with the concerned institute and finalize the agenda/mandate. The same shall be presented by Office of I&DL to DG-NIFT for approval.

v. Report/Presentation

The delegation shall prepare a detailed report of the meetings with the collaborating institute and submit to Office of I&DL.

vi. Follow-up Action

The Office of I&DL shall provide a copy of the report to the concerned Nodal Officer, who shall ensure that the follow-up action, as discussed during the visit, is taken. Any communication or follow-up required by the delegate members shall be completed and handed over to the Nodal Officer. A report of the same shall be submitted to DG-NIFT through the Office of I&DL on the follow-up action within the duration of 2 (two) months.

10.1.5 NIFT Engagement with External Entities

The information of design competitions/seminars/exhibitions/collaborative works and other international events, shall be circulated to all students through CI&DL.

i. Circulation of Information: Design Competitions/Seminars/Research Fora/ Exhibitions/Other International Events to Students

Any notification calling for participation in international events, received by I&DL, shall be circulated to all bonafide students of NIFT, through the respective NIFT CI&DLs, after due approval of Dean (A). In case the applications are required to be shortlisted at NIFT, the same shall be done by a committee consisting of Head-I&DL, Dean (A) (Chair) and CP of the concerned department/s and 2 other members nominated by DG-NIFT. The committee will submit the merit list of shortlisted applicants to DG-NIFT. The names of the final shortlisted applicants shall be sent to the concerned authority, after approval of DG-NIFT. In cases where the students can apply directly, they will be informed accordingly.

ii. Circulation of Information to Alumni

Any notification, received by I&DL, calling for participation in international events by the NIFT alumni, shall be circulated to alumni by email through the concerned departments/Head Industry.

iii. Circulation of information: Scholarships for Alumni

The information received for scholarships or other international competitions for NIFT alumni shall be circulated to alumni by email through the concerned departments/Head Industry.

iv. Visit of International Dignitaries/Institution Delegates/International Industry Delegations, etc.

UI-I&DL/Nodal Officers of the identified region, shall coordinate all visits of foreign dignitaries/institution delegates/international industry delegations approaching NIFT for discussions, collaborations etc. Nodal Officers (or Office of I&DL) shall conduct the initial meeting and submit report to Head-I&DL. Request for any other activity would require the approval of DG-NIFT through the normal approval process. At the campus, CI&DLs/Nodal Officers shall coordinate such activities in consultation

with Directors of the respective campuses, and under intimation to Head I&DL. The coordinating official for the visit shall submit a report to the Head-I&DL within 1 (one) week of the visit.

v. Interactions with Ministries/Departments of Government of India

All interactions with Ministries/Departments of Government of India or other government bodies, regarding the activities of International Linkages Unit, shall be with the approval of DG-NIFT.

vi. Engagement with International Bodies

- IFFTI (International Federation of Fashion Technology Institutes)
- IAF (International Apparel Federation)
- Cumulus

Any interaction/engagement with such bodies regarding international linkages shall be as per the approval of DG-NIFT.

10.1.6 'UDAAN' NIFT Means-Cum-Merit Scheme for Foreign Studies

NIFT provides financial assistance to meritorious students belonging to economically weaker sections, to enable them to avail the scope of foreign studies, as available in NIFT, with collaborating partner institutions. SIAC is conducted by the Office of I&DL to identify semester exchange opportunities to be considered under UDAAN. Online applications are invited from the interested students by the officer of I&DL against the selected opportunities. Levels of scrutiny, as prescribed in the UDAAN Policy, are followed for shortlisting of selected students for semester exchange opportunity for the award of UDAAN scholarship. Name list of selected students is finally handed over by the Office of I&DL to Academic Affairs Department. Under this scheme, NIFT provides selected students the opportunity to undertake summer programmes/semester exchanges/dual degree programmes at international partner institutes, according to the student's specialization.

For further details on the UDAAN Policy, refer to Chapter 5 - Student Matters, 5.8. Policies Related to Student Affairs and 5.8.4 (ii) UDAAN-NIFT scholarship Scheme for Foreign Studies.

10.2 Domestic Linkages

NIFT has been providing technical assistance in various academic areas to polytechnics and ITIs at the state government level.

10.2.1 Engagement with Institutions for Collaboration

i. Identification and Evaluation

For domestic linkages, the institute may be evaluated on the defined parameters mentioned under international linkages in point 10.1.1, or as directed by the competent authority.

ii. MoU

Memorandum of Understanding (MoU) is an instrument that defines the contours of relationship between the collaborating institutions. NIFT

has signed MoUs with various institutions, to facilitate student learning in a globally integrated economic framework. Draft MoU of NIFT, with domestic partners, is enclosed at **Annexure-10H**.

iii. Process of MoU Signing/Renewal

- Nodal Officer/member delegation shall seek recommendation of Academic Heads on benefits for their respective departments and then assess overall benefits to NIFT.
- Nodal Officer/member delegation/DG nominated committee shall communicate with the concerned domestic university/institute and forward the draft MoU for their reference.
- MoU with modification as suggested by the domestic partner to be vetted by the Office of I&DL.
 - a. Approval of draft MoU by Legal Officer at NIFT.
 - b. Approval received for signing of MoU by DG-NIFT through Dean (A).
 - c. Signing of MoU by DG-NIFT.

iv. Process of Regular Review of MoU

UI-I&DL shall review the MoU once in 5 years, based on the benefits accrued to the NIFT and submit a report with recommendations to Head-I&DL. This is achieved in consultation with the concerned Academic Head/member delegation/DG nominated committee. The matter shall be taken to SIAC and based on the recommendations of SIAC, it shall be put up for approval of DG-NIFT.

v. Custody of MoU

The Office of I&DL shall be the custodian of all original MoUs.

10.2.2 Joint Projects/Publications

i. Joint Projects

India has a rich heritage of traditional crafts that attracts and interests people abroad. In addition to this, India is a global manufacturing hub. I&DL has, in the past, organized customized tours for faculty/students from various partner institutes, with an aim to promote rich crafts of India and provide an exceptional exposure of customs, rituals and traditions to the international visiting community. Facilitating such visits also gives NIFT an opportunity to balance the exchange between partner institutes. The requests for craft cluster visits received from the partner institutes are implemented as a project. Request for such visits received by the Nodal Officers will be communicated to the Office of I&DL. UI-I&DL, will contact the respective CI&DL of the concerned NIFT campus, based on the requests of visit to craft clusters, as received from the partner institutes. CI&DL in consultation with the Campus Project In-Charge, CIC and Director, would initiate the process of such visits, to the clusters based on the requirements of partner institutes. A faculty may be nominated at the campus for undertaking the project to coordinate and conduct such visits. For further clarifications and additional information, from the partner institute, CI&DL may contact the Nodal Officer. CI&DL shall submit a report on the visit conducted for the foreign students and faculty to the

Office of I&DL.

ii. Publications

Upon requests received from NIFT faculty or from the faculty from partner institutes, I&DL unit promises to play a role of facilitator for collaboration between faculty of the two institutes, bringing them together for joint publication on a common area of interest/specialization.

10.3 Roles and Responsibilities of Members of I&DL Unit

I&DL Unit has two positions at the Head Office as that of Head, International and Domestic Linkages (I&DL) and Unit In-charge, I&DL. In addition to these are the posts of Coordinator, I&DL in each campus and the Nodal Officer for each partner institute. The responsibilities of the members of I&DL Unit are mentioned below.

10.3.1 Roles and Responsibilities of Head- International and Domestic Linkages (I&DL)

Activities related to International Linkages

Head-I&DL shall be responsible for overall coordination of activities related to outgoing NIFT students, for availing study abroad opportunities at the partner universities/institutes (from announcement of exchange opportunities among NIFT students to shortlisting of students) for:

- i. Semester exchange
- ii. Dual degree programmes
- iii. Short-term programmes

Head-I&DL shall be responsible for the overall coordination of activities related to incoming students from partner universities/institutes to various NIFT campuses for availing opportunities of:

- i. Semester exchange
- ii. Short term programmes

- a) Head-I&DL shall identify new opportunities of collaboration with fashion universities abroad, based upon requests received from UI-I&DL, Nodal Officers, NIFT faculty travelling to foreign institutes or visiting delegates from foreign universities to NIFT, HO. If found suitable, a tie-up will be initiated for signing of the formal agreement (MoU) between NIFT and the concerned university, looking at common interests for association. The agreement may be signed after it is vetted by the legal department.
- b) For effective exchange, Head-I&DL shall ensure the constant line of communication with the partner universities through the Nodal Officers. Performance of Nodal Officers will be reviewed from time to time.
- c) Head-I&DL, with the help of UI-I&DL, shall co-ordinate activities related to the course mapping of courses offered at the partner universities for exchange. As part of this activity, course outlines of the courses offered at the two institutes may be exchanged through Nodal Officers. Nodal Officers should take consent of department CP for its suitability for semester exchange. The CP shall clearly identify the semester for which the exchange opportunity can be considered as well as assist in course mapping.

- d) Head-I&DL shall review the existing collaborations with partner universities from time to time and also initiate the renewal of their MoU before its expiry through the Nodal Officers and UI-I&DL.
- e) Head-I&DL shall disseminate information received by the I&DL Unit regarding the forthcoming international seminars/conferences/fairs/shows/exhibitions, for participation by NIFT faculty/officers.
- f) Head-I&DL shall circulate through CI&DLs, the details of forthcoming international competitions/seminars for participation by students/faculty.
- g) Head-I&DL shall facilitate acquiring necessary approvals for travel abroad of NIFT faculty for paper presentation/participation in exhibitions/ fairs etc.
- h) Head-I&DL shall coordinate visit of NIFT faculty/officers (organized by the I&DL Unit) to institutes/universities abroad, with an aim to explore options of strengthening existing collaborations and to identify new ones for the benefit of NIFT students, faculty and officers.
- i) Head-I&DL shall coordinate activities related to identifying new opportunities for tie ups between NIFT and universities abroad, looking at possibilities of semester exchange, short-term programmes or dual degree programmes for NIFT students.
- j) Head-I&DL shall coordinate activities related to selection of deserving student for the award of UDAAN Scholarship meant for candidates from economically weaker section. Following activities to be conducted:
 - SIAC for identifying the opportunity for UDAAN scholarship.
 - Announcement of opportunity among students of all campuses.
 - Shortlisting of suitable students, based on the selection criteria.
 - Providing details of the shortlisted students to Academic Affairs Department for further processing.

Activities related to Domestic Linkages

- i. Facilitate signing of formal domestic MoU of NIFT and the university/institute/corporate/government organizations in India, as per the requests received from the Head of concerned department/Campus Director at NIFT, looking at the benefits that can be drawn by one or more departments/campuses locally.
- ii. Facilitate renewal of the domestic linkages as per the requests received by the concerned department Head/Campus Director. Formal Agreement may be routed through the legal department for vetting.
- iii. Periodical review and monitoring of domestic linkages for their effectiveness.
- iv. I&DL to remain the custodian of all MoUs signed across NIFT campuses with all domestic institutes, government bodies, NGOs, etc.
- v. Conduct online or physical meetings with CI&DLs/Nodal Officers

from time to time in the process of review of activities of I&DL department.

10.3.2 Roles and Responsibilities of UI-I&DL

- i. UI-I&DL shall supervise and coordinate all activities of NIFT pertaining to the international linkages at HO level.
- ii. UI-I&DL shall follow the annual calendar of time-bound exchange activities both for outgoing and incoming exchange students, based on the opportunities conveyed by the Nodal Officer.
- iii. UI-I&DL shall initiate the process of announcement of exchange opportunities among NIFT students of all campuses by circulating the information to CI&DLs with a copy to all Campus Directors.
- iv. After receipt of online applications against the opportunity, UI-I&DL shall supervise preparation of the compiled list of shortlisted students for availing the exchange opportunity. The announcement of shortlisted candidates will be done through CI&DLs.
- v. After completion of semester exchange opportunity availed by the student, UI-I&DL through Nodal Officers would ensure timely receipt of the marksheet of the concerned student from the partner institute. UI-I&DL will ensure following the standard process of preparation of equivalence marksheet and forward the same to respective campus after taking the approval from COE-HO.
- vi. UI-I&DL shall evaluate the details submitted by Nodal Officer/NIFT faculty pertaining to possible new collaborations with universities and present the same to Head-I&DL.
- vii. UI-I&DL shall obtain review on existing collaborations from Nodal Officers and present the same to Head-I&DL for its renewal and signing of formal agreements (MoUs).
- viii. UI-I&DL shall schedule and organize meetings with foreign visiting delegations at the Head Office by taking consent of Dean and other academic heads for their availability. Possibility of new collaborations will be identified in consultation with the Head-I&DL. Nodal Officers may also look for new opportunities to explore and formalize relationship of NIFT with the interested foreign Institutes.
- ix. UI-I&DL shall initiate the process of approval for signing of domestic MoUs as per the request received from the Academic Head/Campus Director.
- x. UI-I&DL shall supervise following activities under UDAAN Policy for selection of suitable candidates for availing opportunities of foreign studies by NIFT students belonging to economically weaker sections:
 - Announcement of opportunities among students through CI&DLs, based on SIAC recommendations.
 - Selection of deserving candidates based on levels of selection.
 - For award of the UDAAN scholarship, acquire financial details of proposed expenditure for exchange opportunity at the partner institutes. This may be acquired from the concerned Nodal Officer of the partner institute .
 - Organize the meeting at the Head Office towards final selection of

deserving students for UDAAN scholarship.

- Announcement of the final list of shortlisted students, the same to be submitted with Academic Affair Department for further action.
- Initiate the process of the final selection of students for the award of UDAAN Scholarship and the release of funds, at the Academic Affairs Department.
- xi. Initiate the process of acquiring necessary approvals for travel abroad by NIFT faculty, for paper presentation/participation in exhibitions/ fairs, etc.
- xii. Organize online or physical meetings with CI&DLs/Nodal Officers from time to time for the review of activities of the I&DL Department.

10.3.3 Roles and Responsibilities of Nodal Officers

- i. Nodal Officer will be the sole point of contact and liaison between NIFT and partner institutes for strengthening international and domestic collaborations.
- ii. The Nodal Officer shall supervise and coordinate all activities of NIFT fraternity pertaining to the foreign institute assigned to her/him.
- iii. For new MoUs with foreign institutes, the Nodal Officer shall evaluate the foreign university and put up for necessary approvals on the following grounds:
 - Public/private organization
 - Institutional ranking
 - Courses offered
 - Infrastructure, facilities
 - Faculty resource
 - Medium of instruction
 - Opportunities available for the foreign university students/faculty at NIFT
- iv. For existing MoUs, the Nodal Officer shall review the MoU and present recommendations on the continuity of MoU.
- v. The process of renewal of existing MoU must be initiated by Nodal Officer 6 (six) months before the expiry.
- vi. The Nodal Officer shall interact with the foreign university on a regular basis to provide suitable academic exchange/study abroad opportunities to students of both NIFT and foreign universities.
- vii. The Nodal Officer shall ensure that all deadlines indicated in the calendar of student exchange for activities are adhered to strictly.
- viii. The Nodal Officer will initiate the process of course mapping for the courses offered for exchange at NIFT and partner institutes. This may be conducted by exchanging the outline of courses with the partner institute. Consent of department CP to be taken for suitability of identified courses for semester exchange, as communicated by the partner university. CP shall clearly identify the semester for which their students can avail exchange opportunity.
- ix. The Nodal officer shall interact with foreign university to initiate activities pertaining to faculty exchange, joint project and craft

cluster visits, etc.

- x. The Nodal Officer shall coordinate with the foreign university/ NIFT campus for all activities related to in-coming and out-going exchange student/s to/from the international partner institute.
- xi. The Nodal Officer shall obtain feedback from students who go on exchange programmes in the prescribed format and submit a summary report to the Head-I&DL. The Nodal Officer shall ensure student feedback is filled in on CMS by both incoming international students and outgoing NIFT students. For this, they may take assistance of CI&DL after completion of the exchange programme by the student.
- xii. The Nodal Officer under intimation to UI-I&DL and Head-I&DL shall interact with CI&DL for exchange students.
- xiii. In case of NIFT faculty travelling to the partner institutes, Nodal Officer will facilitate the initial intimation with partner university.
- xiv. Nodal Officer will ensure the receipt of marksheet from partner university for the exchange student after completion of the programme at the earliest. The received mark sheet should be submitted to the Office of I&DL-HO without any delay, so that equivalent marksheet may be prepared.
- xv. During the period of exchange, Nodal Officer should be in constant touch with students to find out their progress.

10.3.4 Roles and Responsibilities of Coordinator International and Domestic Linkages (CI&DL)

- i. The CI&DL at the respective campuses shall be responsible for overall coordination and management in respect of the matters related with international and domestic linkages.
- ii. The CI&DL would be responsible for all the matters pertaining to student twinning (study abroad)/exchange programmes of campus.

For Outgoing NIFT Students

- i. The CI&DL would liaison with the respective Campus Director to disseminate all relevant information in terms of academic exchange opportunities available to NIFT students in a particular semester. They will further inform the students at the campus about the existing academic exchange opportunities and generate interest by means of holding discussions/talks/counselling sessions on a regular basis.
- ii. The CI&DL will act as a single point of contact (SPOC) for the students of the campus, in case of queries relating to international exchange.
- iii. The CI&DL would liaison with the respective Campus Director to solicit student applications for student twinning/exchange programmes at their respective campuses and circulate the information for filling the online application to the students. The CI&DL must ensure that the student application forms are duly filled-in and the application forms are duly certified by the Campus

- Director and CC of the concerned department on CMS.
- iv. The forms should be then forwarded to International and Domestic Linkages Unit, as per the directives and time schedule indicated by the unit at NIFT on CMS.
- v. After the selection of NIFT students in the receiving university/ institute, the CI&DL will coordinate with the Campus Director for visa facilitation, who would liaison with the respective Regional Consulate.
- vi. The CI&DL will submit the received equivalent marksheet of NIFT students who undertook exchange from I&DL office to respective Campus COE.

For Incoming International Students at NIFT

- vii. The CI&DL would be responsible for overall coordination for international students at the respective campuses.
- viii. The CI&DL, in coordination with their respective campus administration, would identify host family options for foreign students (twinning and NRI students) to ensure the well-being of international students during their term of study at NIFT.
- ix. The CI&DL would be responsible for conducting an orientation programme for the students (twinning and NRI students) so as to familiarize them with the institute, its academic patterns, craft cluster initiatives, stay options, local travel options, food options, medical facility in campus, etc.
- x. The CI&DL shall assign a buddy student to each exchange student, for local assistance.
- xi. CI&DL shall assist the student in obtaining information on the latest rules and regulations for all international visitors' formalities, FRRO registration, Embassy regulation, VISA restrictions, rules on port of entry and port of exit, etc. and provide any required local support to fulfil such formalities.
- xii. The CI&DL will be responsible for liaison with the concerned campus department at NIFT, should there be a need to customize a specific programme/module for the foreign students.
- xiii. The CI&DL would be responsible for mentoring the foreign students (twinning and NRI students), to take care of their academic/ personal issues from time to time.
- xiv. In case of visits to the craft cluster or manufacturing units for international students/faculty, the CI&DL would liaison with the CIC, Project In-Charge at the campus and the Nodal Officer to ensure smooth conduct of the visits. (Refer to 10.2.2, Joint Projects)
- xv. After completion of their exchange programme, CI&DL shall obtain feedback from international exchange students in the prescribed format (enclosed in **Annexure-10I**) and submit the same to the Nodal Officer and Office of I&DL.
- xvi. Visits of the foreign delegations are arranged at the Head Office by UI&DL upon the requests received from the visiting teams. However, at times requests are received from representatives of the International partners/organizations and other foreign institutes

- for a visit to other NIFT campuses. CI&DLs will coordinate such visits of foreign delegations at the respective NIFT campuses by scheduling the meetings in consultation with the Campus Director. CI&DLs shall submit a brief report of such meetings conducted at the respective campuses to the Office of I&DL with a copy to its Nodal Officer.
- xvii. The CI&DL would liaison with the departmental CC to facilitate smooth conduct of the programme.

The CI&DL would constantly be in touch with the International and Domestic Linkages Unit, HO, so as to catalyze efficiency, objectivity and overall responsiveness in the captioned matter. The CI&DL shall work under the constant guidance of UI-I&DL and Head-I&DL.

CHAPTER - 11

This section details the Intellectual Property Rights (IPR) Policy of NIFT, as ratified by Board of Governors of NIFT.

In this section:

- 11.1 Introduction**
- 11.2 Scope of the Policy**
- 11.3 What are Creations?**
- 11.4 Ownership**
 - 11.4.1 Inventions, Designs and Other Creative Works
 - 11.4.2 Copyrightable Works
 - 11.4.3 Other Works
- 11.5 Obligations**
 - 11.5.1 Employees
 - 11.5.2 Students
- 11.6 Trademarks**
- 11.7 Commercialization of Intellectual Property**
 - 11.7.1 What to do if one has a "Creation"?
 - 11.7.2 Assessment of Creation for Protection
 - 11.7.3 Assignment of Creations
 - 11.7.4 Sharing of Revenue
- 11.8 Interpretation**
- 11.9 Infringements, Damages, Liability and Indemnity**
- 11.10 Conflict of Interest**
- 11.11 Dispute Resolution**
- 11.12 Jurisdiction**
- 11.13 Power to Relax**
- 11.14 Glossary**

11.1 Introduction

The National Institute of Fashion Technology, besides being a premier Institute of the country and the only one of its kind, is also a hub of creative activity. These creative pursuits comprise the intellectual knowledge or intellectual capital of the institute. This intellectual knowledge, if given proper direction and timely protection, can become assets to the institute. It is in the interest of the institute to harness and pool these assets and benefit from them.

Intellectual Property Rights are legal tools through which one can protect one's creations (for preliminary definition and representative, non-limiting examples of various IPRs, please refer to **Annexure -11A**). A framework of guidelines and procedures are however, required to streamline and harmonize procedures to invoke these rights. All creators must be aware of their rights and obligations. For this purpose, NIFT is presenting an Intellectual Property Rights (IPR) Policy. A framework of existing IPR Policy has been published in the Academic Manual of NIFT. The present policy updates it and aims to give complete policy directions and guidelines to encourage the NIFT fraternity to think in terms of respecting, protecting, leveraging and commercializing their creations.

This policy also addresses issues for creators pertaining to situations if he/she thinks that he/she has produced something new or novel. It could be a literary, artistic, industrial or scientific piece of work. If it significantly enhances the value of the creator's work by protecting it legally or if it can be treated as an asset to the creator or the institute, it will be called a "Creation" (a detailed, non-limiting list is given paragraph 11.3 below). This policy also aims to clarify ownership issues between creator, the institute and third party, if any.

11.2 Scope of the Policy

This policy applies to all branches and centres of the National Institute of Fashion Technology, both within and outside India. This policy applies to all NIFT personnel. The term "NIFT personnel" includes, but is not limited to all employees, staff, faculty, students (regular or part-time), student organizations and any other organization affiliated to or formerly affiliated to NIFT. "Employees/staff/faculty" include, but is not limited to all full-time, part-time, contractual, non-contractual, ad hoc, seconded and any other employees in any other category or in any other way engaged by NIFT. This policy also applies to all third parties undertaking any joint project with NIFT, subject to specific IPR clauses in their MoU or agreement. Any conflict or dispute would be reviewed under this IPR Policy.

11.3 What Are Creations?

Creations are works, as defined in paragraph 11.1, created during the association of a NIFT personnel (as listed in paragraph 11.2) with NIFT. A list of what is considered to be "Creations" has been compiled. The following is a non-exhaustive, non-limiting list of works considered to be

Creations:

- 11.3.1 Designs
- 11.3.2 Inventions – both products and processes
- 11.3.3 Trademarks (please refer to Trademark Management Policy of NIFT)
- 11.3.4 Copyrightable works
- 11.3.5 Reports to sponsors and other works created specifically in the course of project completion for sponsors
- 11.3.6 Databases, computer hardware, software and related materials
- 11.3.7 Field and laboratory notebooks
- 11.3.8 Multimedia works or any other works created using NIFT's facilities
- 11.3.9 Works commissioned by NIFT
- 11.3.10 Know-how and information associated with material in this section

Anybody having any other type of work not mentioned here is required to immediately contact the DG-NIFT or any authority delegated by DG-NIFT.

11.4 Ownership

Ownership in creations will rest with NIFT, with certain exceptions, as detailed below. For creations owned by NIFT, the creator/s will be entitled to a share of financial benefits, if any, accruing from the IP, as given in section 11.7.4.

11.4.1 Inventions, Designs and Other Creative Works

11.4.1.1 General

Any creation, design and invention(s), including any product or a process created by any NIFT personnel, not connected with the purpose for which one is employed at NIFT, may be owned by the creator(s)/inventor(s).

11.4.1.2 For Projects Funded by a Third Party

For creations, designs or inventions including any product or a process created in the course of collaborative or sponsored activity, the ownership will depend on the specific MoU or contract signed by the creator with the sponsoring authority. The creator(s) need to add the Intellectual Property Rights clauses while signing the contract. The clauses can cover the following points:

- i) Ownership of the IPs in the resulting products/processes.
- ii) Sharing of revenues between the creator, sponsor and NIFT (please see section 11.7.4 for guidance) in the event of its commercialization.
- iii) Ownership of IPs of unused designs/inventions.
- iv) Ownership of IPs on designs/inventions not being commercialized. It is advisable to add a clause stating that the IPs to be reverted to NIFT/creator on not being commercialized.

11.4.1.3 For Classroom Projects of Students Sponsored by Third Parties

For class room projects of students sponsored by third parties, the IPRs will rest with the third party. Student will have the right to show such work in his/her portfolio. NIFT will have the right to place this work in the Resource Centre or on any medium (electronic or otherwise) purely

for the purpose of academic advancement. NIFT will also have the right to show such work on its website. If any IPR protection is sought by the third party on the work for a period of time, as required under the law, will be provided after which the work will be allowed to be shown by NIFT and the student. Proper citation will be given to such work, with the applicant's name, application number, date of filing, etc. mentioned in it. For presentation of such work for evaluation by a jury, all jury members will be required to sign a Non-Disclosure Agreement to maintain the secrecy of the work.

11.4.1.4 For Graduating/Diploma/Internship/Doctoral/Post-doctoral, but not limited to, Projects of Students

There are two possible scenarios:

• Fully Supported by a Sponsor

For projects that are fully supported by a sponsor, all IPRs on the designs/creations to rest with the mentor, the student and the sponsor. NIFT will have the right to place such work in the Resource Centre or on any medium (electronic or otherwise) purely for the purpose of academic advancement. NIFT will also have the right to show such work on its website. If any IPR protection is sought by the creator on the work, a period of time, as required under the law, will be provided after which the work will be allowed to be shown by NIFT and the student. Proper citation will be given to such work, with the applicant's name, application number, date of filing etc., mentioned in it. For presentation of such work, for evaluation by a jury, all jury members will be required to sign a Non-Disclosure Agreement to maintain the secrecy of the work as given in **Annexure-11D**. Presentation of such work in a public forum by the mentor or the student is not to be made without the permission of the concerned industry and NIFT.

• Partially Supported or Self Supported

For projects that are partially supported by a sponsor, or self-supported by the student, all IPRs on the designs/creations to lie jointly with the sponsor, student, the mentor and NIFT. Student will have the right to show such work in his/her portfolio. NIFT will have the right to put this work in the Resource Centre or on any medium (electronic or otherwise) purely for the purpose of academic advancement. NIFT will also have the right to show such work on its website. If any IPR protection is sought by the third party on the work, a period of time, as required under the law, will be provided after which the work will be allowed to be shown by NIFT and the student. Proper citation will be given to such work, with the applicant's name, application number, date of filing etc. mentioned in it. For presentation of such work for evaluation by a jury, all jury members will be required to sign a Confidentiality Agreement to maintain the secrecy of the work.

11.4.1.5 For Cluster Projects, that are Unique to NIFT

Two possibilities exist:

- i) For traditional art and craft, the rights, if obtained, to rest with the original producer.
- ii) For an innovative product evolving out of the traditional crafts, rights to rest with the innovator, and mentor and revenues accrued from its commercialization to be divided among the innovator, mentor, the original producer, NIFT and the sponsor, if any, according to section 11.74.

11.4.1.6 For Joint Research

- i. For an academic publication of NIFT personnel under a joint research project with a third party, the copyright in such a publication to be shared jointly between the NIFT personnel and the third party. The third party includes, but is not limited to co-guide of a student pursuing doctorate degree at NIFT. Proper attribution to be given in any such publication to NIFT and the organization to which the third party belongs.
- ii. For a patent of a product or a process or a design being filed out of the research work carried out at NIFT under a joint research project, the rights belong to NIFT. The inventors' names to be clearly mentioned, as of the NIFT personnel and the third party. In case of commercialization of such a product, the revenue sharing will be subject to section 11.74. The IPR sharing between the third party and the third party's organization depends on their agreement with each other.

11.4.2 Copyrightable Works

11.4.2.1 Teaching Materials

NIFT will own copyright in the teaching material created by its employees. Teaching material includes:

- i) Lecture notes and other preparatory materials.
- ii) Multimedia aids designed for teaching of the students.
- iii) Resource material generated and handed out to students for information.
- iv) Any other material designed for teaching students, including models and apparatus for experimental demonstration, assessment sheets, and examination questions.
- v) The creator however, will have the right to use the material in his/her professional capacity.

11.4.2.2 The creator is free to use such material outside NIFT if it does not conflict with his/her terms of employment and with due permission from the DG-NIFT or any authority delegated by DG NIFT.

11.4.2.3 No such material will however, be used with NIFT's name, logo or any other brand, without the permission of the DG-NIFT or any authority delegated by him/her. The terms of use of NIFT's brands will be directed by the Trade Marks Management Policy of NIFT.

11.4.2.4 NIFT will retain copyright in any compilation of work produced as a part of creator's employment at NIFT. Such works include, but are not limited to, those mentioned in clause 11.4.2.1. Such work could be in the form of a book or any other publication in any other medium (websites, etc.). The author/creator will be bound by the publication agreement between NIFT and the publisher.

11.4.2.5 The author will retain the following rights in such works:

- i) **Teaching:** The author shall retain the right to use, reproduce, distribute, perform and display the contents of the work in author's own teaching, conference presentations and lectures.
- ii) **Research:** The author shall retain full right in it to make use of the content of the work in future research. The author shall also retain the right to use portions of his/her own work in any academic publications. This will be accompanied by proper citation to the original publication.
- iii) **NIFT's Website:** The author may put portions of the content of the work on NIFT's website if permitted by the competent authority. Proper citation will be given to the publication
- iv) **Personal Website:** The author may have the right to put portions of the work on author's personal website. Proper citation will be given to publication.
- v) **Moral Rights:** The author shall have the right to be acknowledged as the creator/author of the work in the original publication and in subsequent republications. The author will have the first right to refuse to carry out a revision of the existing work which will be given in writing to the publisher. The author will also have the right to refuse attribution if the work is revised in a manner unacceptable to the author.
- vi) **Revenue:** The author shall have the right to share revenue with NIFT, as elucidated in section 11.74, earned out of any income generated as a consequence of commercialization of the work.

11.4.3 Other Works

Unless specifically commissioned (a person specially employed or requested by NIFT to produce such work—may or may not be on special payment) by NIFT, NIFT will not claim ownership rights in the following cases:

- i) Artistic works
- ii) Articles written for publication
- iii) Plays
- iv) Papers published in journals
- v) Papers to be presented at conferences
- vi) Posters for presentation at conferences
- vii) Oral presentations at conferences
- viii) Theses and dissertations
- ix) Abstracts
- x) Lyrics
- xi) Musical scores

- xii) Books: As the traditional exception, NIFT shall not claim ownership of copyright on books and publications authored by NIFT personnel, provided that the work has been undertaken with due permission under the relevant rules

11.5 Obligations

11.5.1 Employees

11.5.1.1 NIFT will automatically possess rights in any intellectual property created by its employees:

- i) In the course of their duties at NIFT.
- ii) In the course of duties falling outside their normal duties but specifically assigned to them.

11.5.1.2 The employees however, will be entitled to a share of revenues in the event of intellectual property generating revenues.

11.5.1.3 In the event that an employee moves to another institute/organization (in India or abroad), then:

i) **Inventions, designs and other creative works**

NIFT will license any intellectual property created by the employee, only for research and development purposes, to the new institute. The purpose is to allow the employee to further develop the work without fear of infringing upon the intellectual property she/he originally created. NIFT will however, retain all rights to commercialize or otherwise license the IPRs. The new Institute will have the rights to further improvise on such works.

ii) **Copyright**

In case of copyright being held by NIFT, the author shall retain the moral right to be called the creator of the work. The economic rights however shall remain with NIFT, with no economic benefits accruing to the leaver after cessation of his/her association with NIFT.

11.5.1.4 In the event that an employee joining NIFT has been engaged in a work that constitutes a creation, with his or her previous employment, then NIFT may negotiate with the previous organization about the sharing of IPRs in such works.

11.5.2 Students

11.5.2.1 All students shall abide by the institute's IP Policy. A copy will be given to them on request by the Head of the concerned department. Student's Rule Book to clearly indicate that all their creations will be ruled by Intellectual Property Policy of NIFT.

11.5.2.2 All students shall agree that:

- i) This policy will apply to all creations .
- ii) They will assign to the institute all intellectual property created by them, if it is created jointly with:
 - a. An institute employee and paragraph 3 applies.

- b. A postgraduate research student and clause 11.5.2.2 (iv) applies.

- c. Any person covered by the definition of 'NIFT personnel' in paragraph 2.

- iii) They will assign the intellectual property to the institute, if it is created with the use of NIFT facilities.

- iv) They will assign the intellectual property to the institute, if it is created as part of the research carried out by a doctoral/postgraduate student registered on a research-based course.

11.5.2.3 When a student assigns intellectual property rights in creations created under section 11. 5.2.2 (iii) above to the institute, the institute will manage the commercialization of the IPR, if it so deems fit. The student will then be entitled for revenue sharing on the basis of details given in section 11.7.4. If section 11.5.2.2 (iii) above does not apply, then the intellectual property rights in creations belong to the student.

11.5.2.4 If section 11.5.2.2 (iii) above does not apply and the student assigns it to the institute, then depending on a case-to-case basis, the student may be allowed to manage the commercialization of the IPRs. The student will then be entitled for revenue sharing on the basis of details given in section 11.7.4.

11.6 Trademarks

NIFT holds all rights in its name and marks and all other brands. Any use of such marks by an internal user or a third party will be governed by guidelines given in Trademark Management Policy of NIFT.

11.7 Commercialization of Intellectual Property

For such work that has the potential to be commercially exploited, NIFT offers an opportunity to protect the work and leverage its commercial potential for creators. **Annexure-11A** contains definitions of various IPRs.

11.7.1 What to do if one has a "Creation"?

If one has a creation that can generate revenue, it is advised that the following guidelines be followed:

11.7.1.1 Proper records to be kept and proper documentation be maintained of such work .

11.7.1.2 Such design/invention to be kept confidential as otherwise, it may lose novelty.

11.7.1.3 The disclosure also entails signing a 'Confidentiality Agreement' (**Annexure 11-B**) with NIFT. The forms can be obtained from the Heads of various Departments/Directors, as designated by the DG-NIFT or from NIFT's website.

11.7.1.4 The disclosure of IP to NIFT to be done on 'Information Disclosure

Form (Annexure -11C) which will be available with the Heads of various Departments/Centre Directors, as designated by the DG- NIFT or from NIFT's website. The form duly filled up, to be submitted to the delegated authority.

11.71.5 For showing work to a jury for appraisal, the jury members – both internal and external-to sign a Non-Disclosure Agreement (NDA) (Annexure-11D).

11.71.6 For submitting a creation for appraisal to a Review Committee, the members of such committee to sign a Non-Disclosure Agreement (NDA) (Annexure-11D).

11.71.7 If a creation needs to be shown to a third party (for prospective commercialization or a valuable input), an NDA (Annexure-11D) to be signed first. The form can be obtained from the delegated authority or from NIFT's website.

11.71.8 No license or any rights to be given or agreement to any kind of exploitation to be done with any third party without the prior approval of DG-NIFT.

11.71.9 NIFT fraternity is expected to:

- Cooperate fully with the institute in applying for design, patent or other applications.
- Provide any information required to ascertain and demonstrate fully any information required to ascertain ownership of intellectual property rights.
- Assist the institute to commercialize the IPRs and to identify potential licensees.
- Advise the institute on further development of the work.

11.72 Assessment of Creations for Protection

11.72.1 Works shall be assessed by an Assessment Committee consisting of the following 5 members:

- Dean (A)-Chairperson
- CP from the relevant department
- IP evaluator
- Relevant technical expert
- Representative of finance department

The Assessment Committee would be required to fill the Non-Disclosure Agreement. If any of the above committee members is the creator, then he/she shall not be a part of the Assessment Committee.

11.72.2 NIFT will provide all necessary assistance and help including services of a competent legal counsel required to file applications to protect creations.

- Prior art search for patents
- Drafting of patent/design application(s) or other applications
- Filing of application forms at the suitable Patent Office
- Prosecution of applications

v) Renewal of registered IPRs

vi) In case of filing of patent abroad, the decision would rest with NIFT. In case of non-interest of NIFT, NIFT may transfer the rights to creator(s) for those countries.

11.72.3 If NIFT is not interested in protecting a creation, it may transfer the rights to the creator who then has the freedom to file for rights in his/her own name.

11.73 Assignment of Creations

The creator shall be assigning the creations to NIFT, as defined by this Policy. A suitable Deed of Assignment shall be affected between the creator and NIFT.

11.74 Sharing of Revenue

11.74.1 NIFT will share revenues accruing out of commercialization of any intellectual property generated by NIFT personnel. It could either be lump sum or royalty paid over a period of time.

11.74.2 For the filing of any IPR application, 50% of the cost of filing such applications to be borne by the creator.

11.74.3 The revenue is calculated after deduction of all costs (costs includes processing, filing fees, legal counsel fee, prosecution fee, taxes, etc. renewal fees or any other costs) incurred by the institute in developing, protecting, exploiting and marketing the intellectual property.

Table 1: Revenue Sharing between NIFT and NIFT Personnel

S. No.	Revenue	Percentage for creator(s) and mentor(s); to be divided Proportionately If more than one	Percentage for NIFT	Percentage for the Department of Creator(s)	Percentage further Development Work
1	Upto INR 10 lakhs	100%	NIL	NIL	NIL
2	Additional INR 10 lakhs	60%	25%	10%	5%
3	Beyond INR 20 lakhs	40%	25%	20%	15%

For the first INR 10 lakhs of revenue generation, NIFT will pay 100% to the creators/inventors, after deducting an amount necessary to cover for the creators' tax and any other obligations, if any.

In case a third party is involved, revenues will be shared according to following scheme:*

Table 2: Revenue Sharing between NIFT, NIFT Personnel and Third Party

S. No.	Revenue	Percentage for creator(s) - mentor(s) + third party	Percentage for NIFT	Percentage for the Department of Creator (s)	Percentage for Further development of Work
1	Upto INR 20 lakhs	100% (to be shared on a 50:50 basis)	NIL	NIL	NIL
2	Additional INR 20 lakhs	60% (to be shared on a 50:50 basis)	25%	10%	5%
3	Beyond INR 40 lakhs	40% (to be shared on a 50:50 basis)	25%	20%	15%

*This can vary according to the terms and conditions of contract between NIFT and the third party

For cluster projects (without a sponsor), if NIFT is filing for protection:

Table 3: Revenue Sharing during Cluster Projects without Sponsor

S. No.	Revenue	Percentage for Creator-Mentor + Producer group	Percentage for NIFT	Percentage for the Department of Creator (s)	Percentage for Further development of Work
1	Upto INR 20 lakhs	100% (to be shared on a 50:50 basis)	NIL	NIL	NIL
2	Additional INR 20 lakhs	60% (to be shared on a 50:50 basis)	25%	10%	5%
3	Beyond INR 40 lakhs	40% (to be shared on a 50:50 basis)	25%	20%	15%

For cluster projects (with a sponsor) if NIFT is filing for protection:

Table 4: Revenue Sharing during Cluster Projects with Sponsor

S. No.	Revenue	Percentage for Creator + Producer group	Percentage for NIFT	Percentage for the Department of Creator (s)	Percentage for Further development of Work
1	Upto INR 20 lakhs	100% (to be shared on a 50:50 basis)	NIL	NIL	NIL
2	Additional INR 20 lakhs	60% (to be shared on a 50:50 basis)	25%	10%	5%
3	Beyond INR 40 lakhs	40% (to be shared on a 50:50 basis)	25%	20%	15%

11.8 Interpretation

In case of any conflict in interpretation of policy, the decision of DG-NIFT shall be final.

11.9 Infringements, Damages, Liability and Indemnity

As a matter of policy, NIFT shall, in any contract between a third party and NIFT, seek indemnity from any legal proceedings including, without limitation, manufacturing defects, production problems, design guarantee, up gradation and debugging obligation, etc. NIFT shall also ensure that NIFT personnel have an indemnity clause built into the agreements with a third party while transferring technology, designs or copyrighted material to the third party.

NIFT shall retain the right to engage or not in any litigation concerning IP infringements.

11.10 Conflict of Interest

The creator is required to disclose any conflict of interest or potential conflict of interest. If the creator and/or creator's immediate family has a stake in a licensee or potential licensee company then it is required that such stake be disclosed immediately.

Any transfer of rights or renting of rights of any NIFT IPR to a company in which the creator has a stake shall be subject to the approval of the DG-NIFT taking into consideration this fact.

11.11 Dispute Resolution

In case of any disputes between NIFT and the creators/inventors regarding the implementation of the IP policy, the aggrieved party may appeal to the DG-NIFT. Efforts shall be made to address the concerns of the aggrieved party; decision of DG-NIFT in this regard however, would be final and binding.

11.12 Jurisdiction

As a policy, all agreements to be signed by NIFT will have the jurisdiction of the courts in Delhi and shall be governed by appropriate laws in India.

11.13 Power to Relax

No part or provisions contained in this policy shall be relaxed, except with the explicit recommendation of DG-NIFT and subsequent approval of the Board of Governors, NIFT.

11.14 Glossary

"Author": means faculty, students, staff or visiting faculty who has/ have written or created a creative work.

"Confidential Information": Information not in the public domain and

declared confidential by parties as such in an MoU/agreement that has been signed by the parties.

"Conflict of Interest" or a "Potential Conflict of Interest": It exists when an inventor/author is or may be in a position to use either creative work or influence for unmerited personal or family gain.

"Copyright": It means the exclusive right granted by law for a certain period of time to an author to reproduce, print, publish and sell copies of his or her creative work.

"Copyrightable Work": It is creative work that is protectable under copyright laws. Copyright protection is available for most literary, musical, dramatic, and other types of creative work, including software, teaching materials, multimedia works, proposals, and research reports.

"Creators": They are persons who have produced any original work

"Design*": It means only the features of shape, configuration, pattern, or segment or composition of the lines or colours applied to any article whether in two dimensional or three dimensional or both forms, any industrial process or means, whether manual, mechanical or chemical, separate or combined, which in the finished article appeal to and judged solely by the eye, but does not include any mode or principle of construction or anything which in substance a mere mechanical device and does not include any trade mark or property mark or an artistic work as defined under the Copyright Act, 1957.

*Defined as per Indian Designs Act, 2000.

"Design Registration": Registration of the novel non-functional features such as shape, or ornamentation of a product.

"NIFT personnel": It includes, but is not limited to the faculty, students, staff or visiting faculty, researchers and scientists at NIFT.

"Intellectual Contribution": It means original technical or artistic contributions.

"Intellectual Property": It includes, but is not limited to copyrights and copyrightable materials, patented and patentable inventions, tangible research results, trademarks, service marks and trade secrets.

"Invention": It includes, but is not limited to any new and useful process, design, creation, product, formula or machine conceived or first reduced to practice in whole or in part, defined within the purview of the Patent Act.

Inventor(s): They are person(s) who produce an invention.

"Licensing": It is the practice of renting the intellectual property to a third party.

"Net Earnings": Earnings resulting from the licensing or

commercialization of the IP, reduced by the outstanding actual expenses incurred in obtaining and commercialization of the IP.

"Patent": It means the exclusive right granted by law for making, using or selling an invention.

"Royalty": It is the payment made to an inventor/author or an institution usually for legal use of a patented invention or any Intellectual Property when licensed.

"Significant Use of NIFT Resources": It is any usage of NIFT resources in the creation of the invention(s), excess of the routine use of office facilities, computers, library resources and resources available to the general public.

"Software": It means anything executable in a computer.

"Teaching material": It means and includes any material that aids the process of teaching.

"Trade Mark/Service Mark": It is a distinctive word, symbol or picture or a combination of these, which is used by a business entity to discriminate its products and services from those of other business entities.

"Trade Secret": Usually, some information such as know-how of commercial or strategic value that is not disclosed to all and is used in a restricted manner.

CHAPTER - 12

This chapter provides a detailed outline of the PhD programme offered by NIFT.

In this section:

12.1 Preamble

- 12.1.1 Definitions
- 12.1.2 How to Apply
- 12.1.3 Timescale
- 12.1.4 Calendar of Activities

12.2 Framework

12.3 Admission Eligibility

12.4 Shortlisting and Selection

- 12.4.1 Research Proposal
- 12.4.2 Written Test and Interview
- 12.4.3 Exemptions for Written Test

12.5 PhD Categories and Candidature

- 12.5.1 Full-time PhD Scholar Categories
- 12.5.2 Part-time

12.6 Financial Assistance

- 12.6.1 Financial Assistance, Full-Time
- 12.6.2 Financial Assistance, Part-time

12.7 Programme Duration

- 12.7.1 For Full-Time Scholars
- 12.7.2 For Part-time Scholars

12.8 Location of the PhD Scholar

12.9 Registration

12.10 Course Work

- 12.10.1 Course Work/Relaxation
- 12.10.2 Logistics for Examination
- 12.10.3 Logistics for Re-examination

12.11 The Process and Procedure of Evaluation and Conduct of Examination for Selected and Compulsory Course Work

- 12.11.1 Evaluation Methods (Types of Tools and Instruments for Evaluation)
- 12.11.2 Guidelines for Appointment of Paper Setters
- 12.11.3 Guidelines for Evaluation

12.12 Thesis Supervisor(S)

12.13 Appointment of Supervisors/Joint-Supervisors and Caretaker-Supervisor for PhD Scholars

- 12.13.1 A Supervisor Processing on Long Leave of more than 12 Months
- 12.13.2 A Supervisor Retires
- 12.13.3 A Supervisor Resigns
- 12.13.3 In case of Demise of the Supervisor

12.14 Comprehensive Examination Format and Clearance from NREC

12.15 Eligibility for the Candidacy for the Degree

12.16 Performance Monitoring

- 12.16.1 Monitoring the Progress of the PhD Scholar
- 12.16.2 Submission of Progress Report

12.16.3 Research Progress Seminar (RPS)

12.17 Pre-PhD Seminar/Synopsis

12.18 Thesis Submission

12.19 Thesis Evaluation

12.20 Award of PhD Degree

12.21 Tuition Fee Waiver to PhD Scholars

12.22 Attendance and Leave of Absence

12.23 Change of Full-time Programme to Part-time Programme And Vice Versa

12.23.1 Change of Registration from Part-time to Full-time Programme

12.23.2 Change of Registration from Full-time to Part-time PhD Programme

12.24 Cancellation of Registration

12.25 Anti-Plagiarism

12.26 General Full-time Programme

12.27 Interpretation

12.28 Tuition Fee for PhD Programme

12.29 Fellowship Stipend Source, Approval and Disbursal

12.30 Joint PhD Programme

12.31 Practice Based PhD

12.1 Preamble

National Institute of Fashion Technology (NIFT) offers doctoral programme through its Head Office in Delhi. The programme is in recognition of high academic achievements, independent research and application of knowledge in the areas of design, management and technology as applied with reference to textile, fashion, lifestyle, apparel, craft and any other related field. Inter-disciplinary and trans-disciplinary research will also be encouraged.

NIFT recruits outstanding researchers to create a vibrant research culture and strengthen the research focus of NIFT. NIFT research training gives candidates the skills they need to conduct research, which aims to solve critical problems affecting the industry, communities and the environment.

NIFT expects its PhD scholars to demonstrate independent research and thought leadership through publications in academic journals and scholarly presentations of their work and also their passion for knowledge and research, for developing new ideas and paradigms. Creativity and the potential to do outstanding research must be a hallmark of their personality and intellectual skill set. Scholarly pursuit requires both the ability to work independently and to examine a topic in detail for extended study, involving long periods of reading and reflection as well as an ability to engage collaboratively with other doctoral students and faculty to develop and refine ideas.

The procedure and requirements spelt out in these guidelines embody the philosophy of ensuring high standards of performance in research work at the institute.

The degree of Doctor of Philosophy (PhD) of the National Institute of Fashion Technology, Delhi shall be conferred on a candidate who fulfills all the requirements specified in these guidelines.

PhD degree would read the title of the thesis and would not state any area i.e. design, management, technology.

(Note: Guidelines contained herein are approved by the NIFT Board of Governors (BOG) in the 46th Meeting held on 14.03.2019 vide agenda item no.4607. It is to be pointed out that the guidelines are modified/changed by the BOG if the circumstances so demand and the scholar will be governed at any time by the rules/regulations applicable at that time).

12.1.1 Definitions

- i) **"Applicant"** shall mean an individual who applies for admission to the PhD programme of the NIFT, on a prescribed application form, within the specific period for application.
- ii) **"Caretaker Supervisor"** shall mean a member of the academic staff appointed to look after the candidate's research interests in the absence of the supervisor and after the submission of thesis.
- iii) **"CEC"** shall mean the Comprehensive Exam Committee of NIFT.

The CEC shall comprise of Dean (Academics) as its Chairperson; Head Research; one external expert in the field; one institute faculty expert, preferably in the concerned area, from outside the department/campus to which the scholar belongs; nominee of SIAC-R; and supervisor(s).

- iv) **"Course Work"** shall mean courses of study prescribed by the supervisor to be undertaken by a scholar registered for the PhD Degree.
- v) **"Date of initial registration"** shall normally be the date on which the scholar formally registers for the first time in the beginning of a semester for the PhD programme, which shall also be the date of joining the programme for all intents and purposes.
- vi) **"Dean"** shall mean the Dean (Academics).
- vii) **"Degree"** shall mean the degree of Doctor of Philosophy (PhD) of NIFT, in prescribed area.
- viii) **"Head (AA)"** shall mean Head (Academic Affairs).
- ix) **"Head Research"** shall mean head of research unit.
- x) **"Institute"** shall mean the National Institute of Fashion Technology (NIFT).
- xi) **"Industry Chair Fellows"** - PhD scholars, after selection, will assist in Industry Chairs instituted in NIFT. While completing their PhD, Industry Chair fellows will receive fellowship from the Chair for which they are recruited.
- xii) **"Joint Supervisor"** shall mean an additional supervisor approved by DG-NIFT on the recommendation of supervisor to help the supervisor in the accomplishment of the research work of the scholar.
- xiii) **"Minimum Registration Period"** shall mean the minimum period for which a candidate must be registered, including the time spent as scholar prior to submission of the thesis.
- xiv) **"NIFT Teaching Fellows"** (NTFs)-NIFT teaching fellows are PhD scholars who will assist in teaching/research while completing their PhD in NIFT. NTFs receive fellowship from NIFT as per policy.
- xv) **"NIFT Research Ethics Committee"** - NREC is an independent review committee/board, constituted of medical and non-medical members, whose responsibility is to ensure the protection of the rights, safety and well-being of human subjects involved in research study and to provide public assurance of that protection, by, among other things, reviewing and approving/providing favorable opinion on the study, the suitability of the investigator/researcher, and the methods and material to be used in obtaining and documenting informed consent of the study subjects.
- xvi) **"Project Fellows"** - PhD scholars, after selection, will assist in NIFT projects while completing their PhD in NIFT. Project fellows will receive fellowship from the project for which they are selected as per policy.
- xvii) **"Registration Period"** shall mean the length of time span commencing from the date of initial registration at the institute till the completion of the programme.

- xviii) **"Scholar"** shall mean a person registered for the NIFT PhD degree prior to award of Doctoral degree.
- xix) **"Supervisor"** shall mean a member of the academic staff of the institute approved by DG NIFT on the recommendation of SIAC-R to guide/supervise the research/academic work of the scholar/candidate.
- xx) **"Full-time Research Scholar"** shall mean a person registered for the NIFT PhD degree devoting full-time at the institute, for completing the degree requirements.
- xxi) **"Part-time Research Scholar"** is a person who is registered for the NIFT PhD degree and has been allowed to devote part of his/her time towards this pursuit.

12.1.2 How to Apply

The application may be made in requisite format along with an outline of the research proposal in a maximum of 2000 words.

The research proposal is the most important part of the application. It will be expected to clearly set out an appropriate set of issues to be explored through research. It should include an indication of the approach that the candidate intends to follow during research (e.g. literature-based/empirical/experimental/practice-based research) and identify what is sought to be achieved as an outcome. The proposed research may be related to any previous work/studies carried out by the candidate.

12.1.3 Timescale

Full-time PhD scholars shall submit their thesis within a period of 4 (four) years and part-time scholars shall submit their thesis within a period of 6 (six) years.

12.1.4 Calendar of Activities

PARTICULARS	TIMELINE
Admission guidelines on NIFT website	First week of February
Submission of online application starts from	First week of February
Submission of application forms by	First Week of March
List of short-listed candidates	First Week of April
Written test*	Third week of April
Announcement of written test on NIFT website	First week of May
Research proposal presentation and interview*	Last week of May/First week of June
Announcement of results	Last week of June
Registration	Mid July
Semester starts	As per NIFT academic calendar

* Written test and research proposal presentation and interview will be held in NIFT- HQ, New Delhi.

12.2 Framework

- I. The minimum entry qualifications for admission to the PhD programme shall be:
 - Full-time post-graduation degree in the relevant area of design, management or technology from NIFT or an equivalent institute of international standing with a minimum Cumulative Grade Point Average (CGPA) of 6.0 on a 10-point scale or equivalent, as determined by the institute wherever letter grades are awarded; or 55% marks in aggregate (of all the years/semesters) where marks are awarded. The decision of DG-NIFT, with regard to which institute shall be considered "equivalent", will be final.
 - Bachelor's degree holders from the relevant areas of design, management or technology from NIFT or an equivalent institute of international standing with a minimum Cumulative Grade Point Average (CGPA) of 8.0 on a 10-point scale or equivalent, as determined by the institute wherever letter grades are awarded; or 75% marks in aggregate (of all the years/semesters) where marks are awarded. The decision of DG-NIFT, with regard to which institute shall be considered "equivalent", will be final.
- II. Candidate registered for the PhD programme shall be required to satisfy a minimum registration period requirement, as laid down in the guidelines.
- III. NIFT PhD scholar shall be required to earn prescribed minimum credits through courses and/or carry out research work at the institute, under the guidance of approved supervisors. In special circumstances, a full-time scholar may be permitted by the Standing Internal Advisory Committee-Research (SIAC-R) to carry out part of his/her research outside the institute.
- IV. Scholar will be required to complete all requirements for the award of the degree within a period specified in the guidelines.
- V. The date of initial registration shall normally be the date on which the scholar formally registers for the first time in the beginning of a semester for the PhD programme, which shall also be the date of joining the programme for all intents and purposes. (**Annexure-12H**).
- VI. For a scholar to qualify for the degree, the requirements laid down in the guidelines shall have to be satisfied and be accepted by the SIAC-R.
- VII. If a scholar withdraws from PhD programme or the registration is terminated, his/her scholar status shall cease. If such a candidate is re-admitted, he/she may be given weightage of the credits acquired during the previous registration, on the recommendation of the SIAC-R, except in the case of termination on disciplinary grounds.
- VIII. The award of the PhD degree to an eligible scholar shall be made in accordance with the guidelines of the institute.
- IX. PhD degree would read the title of the thesis and would not state any area i.e design, management, technology.

12.3 Admission Eligibility

QUALIFICATIONS	MINIMUM EDUCATION AFTER 10th	CGPA	WORK EXPERIENCE
Post-graduation degree in the relevant area of design, management or technology (or) equivalent qualification from an institute/ university of national/ international repute.	07 years	Cumulative Grade Point Average (CGPA) of 6.0 on a 10-point scale (5.5 for SC/ST candidates) or equivalent OR 55% (50% for SC/ST candidates) marks in aggregate (of all the years/semesters)	NA
Where the Master's Degree is found to be in a discipline not relevant to the areas identified by NIFT	07 years	Cumulative Grade Point Average (CGPA) of 6.0 on a 10-point scale (5.5 for SC/ST candidates) or equivalent OR 55% (50% for SC/ST candidates) marks in aggregate (of all the years/semesters)	10 years of professional experience (teaching/ working) in the proposed area of research
Bachelor's degree in the relevant area of design, management or technology (or) equivalent qualification from an institute/ university of national/ international repute	05 years	Minimum Cumulative Grade Point Average (CGPA) of 8.0 on a 10-point scale (7.5 for SC/ST candidates) OR Equivalent as determined by the Institute wherever letter grades are awarded; or 75% (70% for SC/ST candidates) marks in aggregate (of all the years/semesters) where marks are awarded	10 years of professional experience (teaching/ working) in the proposed area of research

Candidates who are employed, besides fulfilling the above eligibility criteria are required to submit "No Objection" certificate from their current employer, including NIFT.

12.4 Shortlisting and Selection

12.4.1 Research Proposal

Step 1 - The completed application form has to be submitted, along with an outline of research proposal in prescribed word of 2000 words. Research Proposal is the most important part of the Application. It will be expected to clearly set out an appropriate set of issues to be explored through research. It should include an indication of the approach that the candidate intends to take during research (e.g. literature-based/empirical / experimental/practice-based research) and identify what is sought to be achieved as an outcome. The proposed research can be related to any previous work/studies carried out by the candidate.

All admission applications must be accompanied with the research proposal.

The research proposal must include:

- Statement of topic of research (not more than 100 words)-focus of research, research problem it will address and contribution to knowledge the topic will make.
- Review of literature (not more than 200 words)-Overview of key research on the topic and gap in knowledge that the topic will address.
- Objectives of research.
- Research Methodology-Explain the research methods that you will employ to achieve the stated objectives and methodology for data collection and analysis.
- Expected research contribution to the field/industry.
- List of references (not to be included in the total number of words for research proposal).

12.4.2 Written Test and Interview

The PhD admission process in NIFT has 3 steps:

1. Shortlisting of received applications
2. Written test
3. Research proposal presentation and interview

Step 1 - A The shortlisting of applications for the purpose of written test and interview will be done by a committee nominated by the admission section NIFT, HO and duly approved by DG-NIFT. Committee will have at least two representatives of SIAC-R. If considered necessary, the SIAC-R may set the shortlisting criteria, higher than the minimum eligibility defined above.

Step 2 - Candidates based on their educational qualifications and experience will have to appear for written test (some candidates may be exempted from written test based on criteria given in 12.4.3). The test will examine the candidate's communication skills - oral and written, academic disposition, aptitude for research and research co-curricular activities. The test will have descriptive/objective type questions.

SUBJECT AREA	TYPE	MARKS	ALLOCATED
Research Aptitude	Objective Type (MCQ)	30 marks for these 03 sections	45 minutes for the 03 sections
Communication Skills	Objective Type (MCQ)		
Logical Reasoning	Objective Type (MCQ)		
BREAK -15 minutes			
Research Disposition*	Descriptive	20 marks	One Hour

*Questions will be prepared by senior faculty of NIFT from design, management and technology programmes.

The cut off of marks every year for written test will be approved by DG-NIFT. All those who qualify for written test, based on marks secured and those who are exempted from test, will have to appear for research proposal presentation and interview.

Step 3 - The interviews will be conducted by the panel proposed by Admission Section NIFT, HO and approved by DG-NIFT comprising of:

- At least two eminent faculty members who are doctoral degree holders from an institute of national/ international repute.
- At least three senior faculty members, one each from design, technology and management departments.
- At least two representatives of SIAC-R.

Admission will be offered to the deserving candidates depending on the number of seats available for that academic year.

(The criteria could be changed by NIFT without prior notice. Depending on the number of applications received and considering the constraints of time and other resources for conducting the written test and interview, the Research Unit may put additional academic performance-based shortlisting criteria.)

NIFT will not provide travel and accommodation allowance/facilities for applicants appearing for the written test and interview. Candidates must bear all expenses for travel and accommodation.

12.4.3 Exemptions for Written Test

- PG degree applicants, with minimum 10 years of professional experience (teaching/working) in the areas of research relevant to NIFT.
- Master's degree holders, who have a minimum of 10 years of experience and have cleared are hold a valid score UGC NET, CEED, CSIR (JRF) and similar tests will be exempted from the written test (Annexure 12G).

12.5 PhD Categories and Candidature

The applicant for admission to the PhD programme shall be classified under any one of the following categories:

- Full-time
- Part-time

12.5.1 Full-time PhD Scholar Categories

Full-time PhD Categories will be as follows:

- NIFT Teaching Fellowship.
- Project Fellowship working on sponsored projects/Industry Chair Fellowships (ICF)
- Sponsored by a Public Sector Undertaking/government department/research/development organization/private industry/ educational institution.
- Self-financed, including those on study leave (SF).

12.5.1.1 NIFT Teaching Fellowship (NTF)

The scholars under this category are entitled to financial support from NIFT. The following criteria to be met by these scholars for getting/ continuation of teaching fellowship:

- Scholars concerned must assist in teaching or research, as assigned by the respective Academic Unit to the extent of 8 (eight) hours of work per week.
- Satisfactory performance of the research scholar in academics as well as other duties assigned by the Academic Unit.
- The scholar should not be an employee on the rolls (with or without pay) of any organization.
- Number of vacancies for each year will be announced in the PhD Admission Prospectus. Reservations will apply as per extant orders of Government of India.

The Teaching Fellowship will be awarded initially for 1 (one) year and after an annual performance review of the scholar by the supervisor and SIAC-R, it may be renewed annually for a maximum period of 4 (four) years. Under no circumstance, the fellowship will be granted after completion of 4 (four) years.

The fellowship to NTF shall stand terminated under the following conditions:

- On completion of 4 (four) years from date of initial registration.
- The date of PhD viva-voce.
- From the the date of resignation of the NTF.

At the time of joining, fellows will be required to give an undertaking that they have applied for admission to PhD in NIFT under the NTF scheme (Annexure-12B).

Teaching Fellows shall apply for extension on the prescribed proforma (Annexure-12C) at the beginning of each month for the release of payment of fellowship for the previous month. The proforma shall be submitted to the concerned supervisor for recommendation, based on the performance of the scholar. The supervisor shall then submit the same to the Campus Joint Director for the release of the fellowship.

The existing PhD degree candidate (part-time) may also be considered

for the NIFT Teaching Fellowship category, only after completion of their course work and on the recommendation of their supervisor and then SIAC-R (this is applicable for scholars who have been admitted into NIFT PhD programme from 2019).

12.5.1.2 Project Fellowship (PF) for working on Funded Research Projects/Industry Chair Fellowship (ICF)

This category covers:

A) Project Fellowship (PF)

- i. Candidates working on funded research projects in NIFT shall also be eligible to register for PhD, with due approval of the Principal Investigator. The leftover period of the project should not be less than 2 (two) years at the time of application.
- ii. Special Projects undertaken by NIFT or its SPVs, which require research associates in area(s) in which the project is undertaken, in case the project is terminated/finished early, the candidate may be transferred to the NIFT Teaching Fellowship category, based on recommendations of SIAC-R and approval of DG. The admission procedure and other requirements for PFs in various projects/schemes in the institute, who wish to enroll for the PhD programme are the same as applicable to NTF. However, they will be paid assistantship/fellowships as per the norms of the project and sanctioned amount and approved project budget. Scholars who wish to be considered for the award of fellowships must specify this in the admissions form (1).

At the time of joining, fellows are required to give undertaking that they have applied for admission to PhD in NIFT under the specific scheme (**Annexure-12B**).

Scholars should apply for extension in the form prescribed in **Annexure-12C** at the beginning of each month for the release of payment of fellowship for the previous month. The form has to be submitted to the concerned project in-charge/supervisor for recommendation, based on the performance of the scholar. The project in-charge/supervisor shall then submit the same to the Campus Joint Director for the release of the fellowship.

B) Industry Chair Fellowship (ICF)

NIFT constitutes Industry Chairs on a regular basis. A Chair at a university/institute is a framework for engaging a Professor who works in a specified area for objectives. Distinguished academicians and experts from the industry and R&D establishments or from other walks of life, are carefully selected to occupy these Chairs. The institute expects to benefit from their expertise through their teaching and leadership in research and development activities in areas identified jointly with the donors.

NIFT PhD applicants can apply specifically for ICF, with the due approval of the Chair professor. The leftover period of the constituted Chair should

not be less than 2 (two) years at the time of application. In case the Chair is terminated/finished early the candidate may be transferred to the NIFT Teaching Fellowship category, based on recommendation of SIAC-R and approval of DG. The scholars who have been admitted to the PhD programme can apply for ICF, once they have completed their course work (compulsory as well as selected course work).

Scholars who wish to be considered for the award of ICF fellowships must specify this in the admission form. At the time of joining, fellows are required to give undertaking that they have applied for admission to PhD in NIFT under the specific scheme (**Annexure-12B**).

Scholars should apply for extension on the prescribed proforma (**Annexure-12C**) at the beginning of each month, for the release of payment of fellowship for the previous month. The proforma has to be submitted to the concerned Chair Professor/supervisor for recommendation, based on the performance of the scholar. The Chair Professor/supervisor will then submit the same to the Campus Joint Director for the release of the fellowship.

(It is to be noted that admission to the PhD programme and award of fellowships are not linked. Scholars, who are not awarded fellowships, can continue with the programme as self-financing scholars.)

Only one source of fellowships/financial support can be availed by the scholars at a given point of time. Failure to fulfill above requirements may lead to termination of the financial assistance/de-registration from the PhD programme. The scholars should not be employees on the rolls (with or without pay) of any organization.

12.5.1.3 Sponsored by a Public Sector Undertaking/Government Department/Research Development Organization/Private Industry/Educational Institution

An employee of a public sector undertaking (PSU), a government department, a research and development organization, or a private industry or educational institution, may be considered for admission as a sponsored full-time candidate. The sponsorship letter (**Annexure-12D**) will be required, along with the application and a "No Objection Certificate" (**Annexure-12F**) at the time of admission.

12.5.1.4 Self-Financed, including those on Study Leave (SF)

This category refers to persons who are admitted through the usual admission procedure, but are not eligible for financial support from the institute. (**Annexure-12E**) If admitted, self-financed candidates have to complete their programme within the prescribed time, without any financial support from the institute. This category also includes candidates who are released from governmental or educational institutions on study leave for a period of at least 2 (two) years. If selected, the employer's letter for study leave should be produced at the time of joining. Such applicants can apply for hostel accommodation on campus, if available, it may be provided on payment basis.

12.5.2 Part-time

12.5.2.1 Part-time External Candidate

Candidates, who are working in reputed research organizations, academic institutes and industries, are eligible to apply under part-time PhD degree programme, subject to fulfillment of other eligibility criteria of PhD degree programme. "No Objection Certificate" from the employer for a part-time candidate will be required, along with the application form (Annexure-12F).

12.5.2.2 Part-time Internal Candidate

Academic and the non-academic employees working in NIFT will also fall under this category. The study leave conditions of NIFT shall become applicable for the part-time (internal) candidates. Academic staff of the institute requires administrative clearance from the concerned Chairperson and Campus Director to seek registration on a part-time basis after satisfactory completion of service period of 3 (three) years.

A member of the non-academic staff of the institute, after completion of 3 (three) years of service (including probation) at the institute, who satisfies eligibility criteria, may be considered for admission to the PhD programme as a part-time scholar, provided he/she has been given administrative clearance by the competent authority at NIFT.

There is no provision for financial assistance/fellowship to part-time PhD candidates.

12.6 Financial Assistance

12.6.1 Financial Assistance, Full-time

1. Scholars who have cleared NIFT full-time PhD admission process under the NTF/PF/ICF criteria will be given financial assistance.
2. Scholars who are working in projects as under PF scheme, shall get financial assistance from the designated projects and those under ICF will get financial assistance as per provisions of the constituted Industry Chair.
3. Financial assistance shall not be applicable where the scholar is availing paid study leave/sponsorship/self-financed.
4. Foreign nationals must show proof of financial support for the duration of the PhD enrolment.

Stipend + Facilities

CATEGORY OF FULL-TIME PhD SCHOLAR	RESPONSIBILITY APART FROM PhD	STIPEND	CATEGORY OF FULL-TIME PhD SCHOLAR RESPONSIBILITY APART FROM PhD STIPEND OTHER FACILITIES
NIFT Teaching Fellow (NTF)-5 vacancies per year.	Assist in teaching or research, as assigned by the respective Academic Unit to the extent of 8 hours of work per week.	Consolidated fellowship of INR 31,000 pm for first 2 (two) years to be increased to INR 35,000 pm in third and fourth year.	On-campus housing will be provided to NTFs, only if it is available. In case on-campus housing is not available, HRA of INR 7,000/- pm. towards off-campus housing will be paid.
Project Fellow (PF)	Project assistance	Financial support from sponsored projects/SPVs only. Amount of stipend, will be as the norms of the project and sanctioned amount as per the project's approved budget (will be specified in the advertisement)	Same as NTF, financial support to be provided from the sponsored project(s) only.
Industry Chair Fellow (ICF)	Assist Chair professor in research	As envisaged in the MoU with Industry (will be specified in the advertisement)	Same as NTF, financial support to be provided from received research grant only.
Self-Financed/ Sponsored/ Study Leave	Nil	Nil	Can apply for hostel accommodation on campus, if available, then may be provided on payment basis.

Other than the fellowship, a contingency amount of INR 20,000 per year shall be allocated to all NTF/PF/ICF scholars on the recommendation of supervisor/project in-charge/Chair Professor after their yearly review.

12.6.2 Financial Assistance, Part-time

After submission of the thesis, a total sum of INR 2 lakhs (or a sum decided by the DG-NIFT from time to time) may be claimed by the scholar enrolled as a regular employee of NIFT. This assistance may be used by the Research Scholar for product development, experiment and thesis

documentation. The payment will be released on submission of paper documents of the expenditure incurred. The proof of expenditure should be forwarded by the supervisor to the Finance Department at NIFT. Head Office for settlement of accounts, as per the NIFT rules.

12.7 Programme Duration

12.7.1 For Full-time Scholars

- The minimum period of registration shall be 18 (eighteen) months.
- The scholars shall normally submit their thesis within a period of 4 (four) years, with the option of submitting in 3 (three) years, from the date of their initial registration for the PhD programme. However, as a special case, this limit may be extended to a maximum of 5 (five) years by the DG-NIFT after which the registration shall stand automatically cancelled. However, the scholar will not receive any financial assistance in this extended period.
- If any extension beyond 4 (four) years is ever granted-all activities of PhD (including extensions granted for any reasons) will not exceed 5 (five) years. All timelines of synopsis, thesis submission etc. will have to be compressed to ensure no scholar exceeds 5 (five) years (from date of initial registration to thesis submission). All extensions (at any stage) will be within the overall time-frame of 5 (five) years.

12.7.2 For Part-time Scholars

- The minimum period of registration shall be 24 (twenty-four) months from the date of initial registration.
- The scholars shall normally submit their thesis within a period of 6 (six) years, with the option of submitting in 4 (four) years from the date of their initial registration for the PhD Programme. However, as a special case, this limit may be extended to a maximum of 7 (seven) years by the DG-NIFT after which the registration shall stand automatically cancelled.
- If any extension beyond 6 (six) years is ever granted then, all activities of PhD (including extensions granted for any reasons) will not exceed 7 (seven) years. All timelines of synopsis, thesis submission, etc. will have to be compressed to ensure no scholar exceeds 7 (seven) years (from date of initial registration to thesis submission). All extensions (at any stage) will be within the overall timeframe of 7 (seven) years.

12.8 Location of the PhD Scholar

The applicant will be based in the NIFT campus of the assigned PhD supervisor, to ensure that the applicant is under the guidance of the supervisor and the research rigor is maintained throughout the programme. This applies only to full-time scholars. The part-time scholar could be based anywhere; however, all the scholars shall be required to travel to the NIFT campus where compulsory coursework classes are held and also travel to meet the supervisor, and for progress seminars,

comprehensive examination, pre-PhD seminar, viva voce etc., on their own expense.

12.9 Registration

12.9.1 Each scholar will be required to renew the registration every semester till the submission of the thesis. The renewal of registration every semester shall be subject to completion of specified number of credits/courses and/or satisfactory progresses in his/her research work, as recommended by the supervisor and also on the payment of timely fee, as per NIFT guidelines.

12.9.2 A scholar, who fails to register or renew registration as the case may be, will cease to be a scholar with immediate effect.

12.9.3 All records for registration and fee payment shall be maintained by Admission and Finance/Accounts Department at Head Office, NIFT respectively.

12.10 Course Work

12.10.1 Course Work/Relaxation

- Each scholar will be required to take requisite course work with the suggestion of his/her supervisor. In the first stage, a supervisor will be assigned to the scholar who will guide him/her to select course work and develop a detailed research plan. A Joint supervisor can be included anytime during the next 12-18 months.
- Every scholar shall be required to complete a minimum of 15 credits. A PhD scholar from NIFT will be required to complete 9 credits through compulsory coursework (CCW) and a minimum of 6 credits through selected coursework (SCW).

Minimum of 15 credits with CGPA of 7.0 on a 10-point scale is required for continued candidacy of PhD degree. CGPA below 6.5 will cause termination of registration with immediate effect. However, if the CGPA is above 6.5 but less than 7.0, the scholar would be asked to take more courses in order to enhance their CGPA to 7.0 or above, subject to the condition that this should be achieved within next semester.

12.10.1.1 Mechanism of Compulsory Work

For compulsory coursework, each scholar will undertake 3 compulsory courses of 3 credits each on the following topics-

- (1) Research Methods
- (2) Statistical Analysis
- (3) Research Paradigms

For selected coursework, each scholar may opt for anyone or multiple options listed below. While pursuing compulsory and selected course work, at least 75% of classes in each course need to be attended. The examination and re-examination of the PhD scholars for compulsory coursework (CCW) and option 1 of selected coursework (SCW) will be as per the examination and re-examination schedule of NIFT.

All course work has to be completed within the 18 (eighteen) months after the date of initial registration for full-time PhD scholars and 24 (twenty-four) months after date of initial registration, for part-time PhD scholars.

12.10.1.2 Mechanism of Selected Coursework (SCW)

A PhD scholar from NIFT will be required to complete a minimum of 6 credits through selected coursework. He/she should earn the credit by either of the following:

Option 1 - Studying subjects offered by design, management and technology programmes at respective NIFT campuses.

Option 2 - Studying subjects from different institute like IITs/NITs/IIMs/selected international institutes with whom NIFT has MoU.

Option 3 - Studying subjects through mass open online courses (MOOC), for eg. edX, Coursera, SWAYAM, Udacity, etc.

The course fee or any charges for options 2 and 3 will be borne by the PhD scholars directly.

12.10.1.3 Mechanism of Earning Credit through Option 1

Courses for each individual scholar will be identified under guidance of the supervisor out of those courses offered by the post-graduate programmes in design, management and technology at respective NIFT campuses. If the supervisor deems necessary, courses may also be chosen from the under graduate programmes.

12.10.1.4 Mechanism of Earning Credit through Option 2

A PhD scholar, in consultation with his/her supervisor, will identify courses being offered by IITs/NITs/IIMs from time to time, through different programmes like Professional Scholar Registration (PCR) programme at IIT-Delhi, Non-degree Scholar programme option at IIT- Kanpur and/or other such programmes being offered from time to time.

12.10.1.5 Mechanism of Earning Credit through Option 3

- 1) A PhD scholar, in consultation with his/her supervisor, will identify courses offered at Coursera, edX, SWAYAM, Udacity, etc. The PhD scholar will not be allowed to study courses directly from the higher education institutes from abroad; they may enroll in the courses directly from IITs/NITs from India.
- 2) The PhD scholar requires selecting courses that offer verified certificates only.
- 3) PhD scholar, through his/her supervisor, will submit the course selected with following details:
 - o Duration of input in hours (with supporting documents).
 - o Planned duration of completion (with supporting documents)
- 4) The course fee or any charges arising out of the process will be borne by the PhD scholar directly.
- 5) The online coursework done through Coursera, edX, SWAYAM, Udacity, etc., generally will give hours of study. The maximum hours assigned to the course will be converted to credit as per NIFT's hour vs credit equivalence system or the credit conversion system

followed by I&DL for exchange scholars. (For example, 28 hours of course completion will be given 2 credits).

- 6) Course Work Relaxation- MPhil scholars will be exempted from course work.

12.10.2 Logistics for Examination

Selected course work (for scholars who are undertaking SCW in NIFT)– since the scholars are attending classes and undertaking all the assignments, projects, exams etc., as the regular students, the NIFT re-examination ordinance may be applicable to them. The result of the PhD selected course work will be sent by the COE, HO to the Research Unit within 4 (four) weeks of the examination, who will then communicate to the PhD scholars who have not cleared the selected course work. The PhD scholars will have to take the re-examination with the students of regular programmes.

12.10.3 Logistics for Re-examination

Compulsory courses: In case a scholar fails to clear the compulsory course work exam held at the end of each semester then, in that case the re-exam for that particular course work will be held as per the NIFT re-exam policy and as per the guidelines mentioned in NIFT examination and evaluation policy.

12.11 The Process and Procedure of Evaluation and Conduct of Examination for Selected and Compulsory Course Work

In the case of the selected courses and three compulsory courses, the evaluation method will be the same as per the evaluation policy of NIFT- for admit card, procedure for submission of assignments, examination regulations for scholars, guidelines for paper setters, guidelines for invigilator, award of grades and calculation of SGPA/CGPA and results and feedback and procedure for declaration of result (in the place of CC, may be read as Head-Research).

12.11.1 Evaluation Methods (Types of Tools and Instruments for Evaluation)

The specific evaluation methodology used for a particular course shall be specified in the course outline/evaluation matrix of the individual courses. The details of the evaluation matrix would be available with the Head-Research and would be communicated to the scholars by the faculty handling the subject.

12.11.2 Guidelines for Appointment of Paper Setters

The faculty teaching the compulsory courses could be involved in question paper setting, with the approval of the Director General- NIFT, as the deliverance level of the courses is customized as per the background of the individual batches.

12.11.3 Guidelines for Evaluation

- 1) Evaluation of all the compulsory course work papers will be carried out in NIFT, HO/designated centre under the supervision/

management of the COE, HO. The said department would be the custodian of the answer sheets.

- 2) There will be 2 evaluators each for all the three compulsory coursework.
- 3) The paper setter himself/herself is the first evaluator and the second evaluator could be a domain expert. Both the examiners award blind grades without marking on the answer sheets. For a variation of less than 15%, the higher grades would be considered. If the difference between the evaluators is more than 15%, the paper has to go to the third evaluator.
- 4) Names of evaluators would be decided by the Head-Research in advance. A list of additional names would also be given in case of an evaluator being unavailable for the evaluation process.
- 5) Evaluators should ensure that guidelines related to word limit are adhered to.
- 6) Results sheets of the exam will be signed by all evaluating faculty (on every page).
- 7) The result of the PhD compulsory course work will be sent by the COE, HO to the Research Unit within 4 (four) weeks of the examination, who will then communicate to the PhD scholars.
- 8) All evaluators/paper setters will be paid as per NIFT guest faculty norms. Based on time spent on evaluating answer sheets, payments to evaluators/paper setters will be expedited by COE, HO after the completion of the process every semester (as per 3 sessions of 1 hour each). In case of re-examination, payment of 1 session of 1 hour will be paid to evaluators.

12.12 Thesis Supervisor(s)

12.12.1 Every admitted scholar shall be assigned a research supervisor by the Head-Research, on the recommendations of the SIAC-R (taking into consideration the preference of the scholar), and final approval of DG-NIFT. The research scholar has to indicate the preference of supervisor/guide, in the application form itself, along with the consent of the proposed supervisor. NIFT reserves the right of allocation of supervisor.

12.12.2 A supervisor can be any faculty member of NIFT with a PhD, with minimum 2 (two) years of experience post PhD and quantifiable research output in terms of published papers and/or presentations. Faculty members, who do not have a PhD degree, may be allowed to supervise, provided they have acquired the status of Senior Professor on the basis of their experience as an eminent scholar/professional, with published work of high quality.

A supervisor can take not more than 4 research scholars at any given point of time. An extra PhD scholar may be taken only after an existing scholar has submitted his/her synopsis at the time of the admission process.

Extra scholar(s) may also be allocated, with the approval of DG-NIFT, for

reasons such as non-availability of expertise, etc.

In case of NIFT faculty members pursuing PhD, they should not, in any case, be supervised by a junior faculty; the supervisor should at least be of the same post.

12.12.3 The supervisor(s) shall be appointed at the time of admission.

12.12.4 DG-NIFT, on the request of the scholar and recommendations of the supervisor, may appoint joint supervisor(s), not exceeding a total of three, to supervise the scholar. These may be from inside or outside the institute and normally, there should not be more than two supervisors from within the institute. Appointment of any joint supervisors would not be made after a lapse of 12 (twelve) calendar months, from date of initial registration for full-time scholars and 18 (eighteen) calendar months, from the date of initial registration for part-time scholars, except when none of the supervisors is in the institute for a period of a year or more at a stretch.

Joint supervisor shall be nominated only in circumstances wherein the allocated supervisor/guide is not able to take full responsibility of guiding the scholar. The joint supervisors have to be recommended by the supervisor to the Head-Research. This list will then be compiled and presented to SIAC-R for recommendation and onward submission to the competent authority for final approval. The joint supervisor may be an expert from the industry, with credible reputation, supported by documentary evidences or doctoral degree holder from any academic institute of repute. The joint supervisor has to submit "No Objection Certificate" from their current employer for guiding the research scholar. When a research project is under co-joint supervision, IPR ordinance of NIFT will prevail, to address issues regarding the ownership of the intellectual property created.

12.13 Appointment of Supervisors/Joint Supervisors and Caretaker Supervisors for PhD Scholars

A faculty member appointed as a PhD supervisor is normally expected to be available to a research scholar in the institute till the thesis viva-voce. However, under unavoidable circumstances, such as: long leave of more than 12 (twelve) months; resignation; retirement; or death; a supervisor may not be available to the scholar. In such special cases, appointment of supervisor(s) will be regulated as under:

12.13.1 A Supervisor Proceeding on Long Leave of more than 12 Months

- I. Where joint-supervisor exists, in that case, the supervisor proceeding on long leave for more than 12 (twelve) months can continue to be a joint-supervisor for the scholar, provided the SIAC-R is convinced of effective supervision by the joint supervisor.
- II. Where a joint supervisor does not exist, in that case a joint supervisor may be appointed in cases where a scholar has not yet submitted his/her synopsis.

- III. If the synopsis of the thesis has been submitted before the supervisor proceeds on leave, he will continue to be the supervisor and only a caretaker supervisor will be appointed.
- IV. In case thesis has been submitted before the supervisor proceeds on leave, he will continue to be the supervisor and only a caretaker supervisor will be appointed.
- V. If a major revision becomes necessary, and the sole supervisor is on leave, he should be asked to specifically state whether he would effectively be able to help the scholar carrying out the major revisions within a reasonable time. In case the sole supervisor expresses his/her inability due to one reason or the other, the caretaker supervisor, if he provides the required help in carrying out the major revision, will automatically be treated as joint supervisor of that scholar.
- VI. Provided further, if a supervisor proceeds on leave for a period less than 12 (twelve) months initially, but later extends his/her leave beyond 12 (twelve) months, the above procedure will be followed.

12.13.2 A Supervisor Retires

A faculty member who is due to retire within the following 2 (two) years, can be appointed as a joint supervisor and can continue to be the joint supervisor even after his/her retirement, provided the Head-Research is convinced of his/her availability/continued guidance to the scholar. In other cases, a faculty member on retirement may continue as a joint supervisor, if the synopsis of the thesis has been submitted. Appointment of another supervisor, if necessary, will be as per 12.13 (i-ii); and caretaker supervisor as per 12.13 (iii-vi).

12.13.3 A Supervisor Resigns

A new supervisor will be appointed, if the scholar has not submitted his/her thesis. If thesis has been submitted then a care taker supervisor will be appointed.

12.13.4 In case of Demise of the Supervisor

If the scholar is yet to submit the thesis, then in that case a new supervisor will be appointed. However, if the thesis has been submitted by the research scholar, then in that case, a caretaker supervisor will be appointed for the smooth functioning of the research.

12.14 Comprehensive Examination Format and Clearance from NIFT Research Ethics Committee (NREC)

12.14.1 Each scholar will be required to take a comprehensive examination after the completion of the course work. The comprehensive examination would be a combination of oral examination (viva/presentation) and evaluation of the research proposal (**Annexure-12I**). Oral examination will test the scholar's comprehension of his/her broad field of research and academic preparation and potential to carry out the proposed research plan. His/her will be followed by evaluation of the research proposal. The examination will be conducted by COE through a Comprehensive Exam

Committee constituted as follows:

- i. Chairperson (Dean Academics)
- ii. Head-Research
- iii. One external expert in the field
- iv. One institute faculty expert, preferably in the concerned area, from outside the department/campus to which the scholar belongs
- v. Nominee of SIAC-R
- vi. Supervisor(s)
- vii. Experts at (c), (d) and (e) above will be nominated by DG-NIFT from person of eminence and experience in the field

12.14.2 The following procedures will be uniformly followed in conducting the comprehensive examination for PhD scholars:

- i. A scholar should first clear the requisite PhD course work. After the scholar has completed the course work, the comprehensive examination should be conducted by COE-HO through Comprehensive Exam Committee.
- ii. The Comprehensive Exam Committee on the basis of the performance of the scholar in the examination will make one of the following recommendations under sub-headings A and B:

A: Comprehensive Exam

- a) Passed.
- b) To reappear in the examination after a defined period of time specified and after taking additional courses.
- c) To re-submit the research plan, keeping in view suggestions of the Committee and to be evaluated after a defined period of time.
- d) Failed.

B: Research Plan

- a) Approved.
- b) Not approved - in such cases, reasons of deficiency maybe communicated to the scholar.

(Format for research plan approval in **Annexure-12I**).

12.14.3 A scholar will be provided a maximum of two attempts to pass the comprehensive examination.

12.14.4 Scholars must complete the comprehensive examination within 18 (eighteen) months in full-time PhD and 24 (twenty-four) months in part-time PhD programme from the date of joining the programme, failing which their registration will stand cancelled.

12.14.5 NIFT Research Ethics Committee (NREC): It is an independent review committee/board, constituted with medical and non-medical members, whose responsibility is to ensure the protection of the rights, safety and well-being of human subjects involved in research study and to provide public assurance of that protection, by, among other things, reviewing and approving/providing favorable opinion on, the study, the suitability of the investigator/researcher, and the methods and material

to be used in obtaining and documenting informed consent of the study subjects. The scope of review for NREC includes research studies viz. surveys, dissertation/projects, non-interventional study (i.e.) and any other study related to the field of design, management and technology for the fashion business proposed to be conducted at any of the present or future campus of NIFT. All PhD research, which involves dealing with human subjects, will seek NREC clearance as per the NREC SOP. (Detailed standard operating procedure placed at **Annexure 12R**)

12.15 Eligibility for Candidacy for the Degree

12.15.1 Application for candidacy for the PhD degree shall be made by the scholar to the NIFT Director-Admission on the approved form, soon after having passed the comprehensive examination (**Annexure-12K**).

12.15.2 A candidate shall be formally registered as a NIFT PhD scholar for the PhD degree after he has complied with all of the following (minimum registration requirement):

- I. Should have completed his/her course work with a minimum CGPA of 7.0.
- II. Should have submitted a research plan duly recommended by supervisor.
- III. Should have passed the comprehensive examination.

12.16 Performance Monitoring

The academic/research progress of each scholar will be monitored by PhD Scholar's Progress Committee (PSPC), constituted for each scholar headed by Head-Research. The PSPC will be constituted within 6 (six) months from the date of provisional registration, to assess the progress of research work periodically.

Composition of PSPC:

The PSPC, for every research scholar, will consist of the following members:

- a) Chairperson-Dean
- b) Head-Research
- c) Supervisor(s)
- d) One external expert in the field
- e) One NIFT internal faculty expert, preferably in the concerned area

For every scholar, experts at (d) and (e), preferably with doctoral qualification, will be proposed by Head -Research, from among persons of eminence and experience in the field, who will be nominated/recommended by DG-NIFT. If a member is away from his/her place of work for a long period, i.e., more than a year, the supervisor shall request for an alternate member.

12.16.1 Monitoring the Progress of the PhD Scholar

The terms for the research work will be as follows:

- **Term I:** July to December (odd semester);
- **Term II:** January to June (even semester).

12.16.2 Submission of Progress Report

End of every odd semester, each scholar is expected to submit a progress report (**Annexure-12L**) to his/her supervisor(s). On receipt of the progress report, the supervisor(s) present it to SIAC-R, for review. The SIAC-R will evaluate the progress report of the scholar. 'X' grade is to be awarded during that semester, if the progress is 'satisfactory'. If the progress is 'unsatisfactory', 'U' grade is to be awarded and appropriate action is taken. For 'U' grade at any stage, a warning would be issued to the candidate. The submission of progress report should continue till submission of thesis.

The academic calendar will include the following dates for the submission of progress reports:

- 1st November - issue of progress forms by Head-Research to respective supervisors.
- 15th December- submission of completed progress reports by the scholars to supervisor.
- 30th December- submission to Head-Research.

12.16.3 Research Progress Seminar (RPS)

The PhD Scholar's Progress Committee (PSPC) will monitor the progress of the thesis work of the PhD scholar annually through a **Research Progress Seminar (RPS)** held latest by 30 June of every year, i.e., end of every even semester, till they submit their thesis. The first RPS is to be conducted after completing 1 (one) year of joining the PhD programme. Based on the RPS, the PSPC will evaluate the progress of the work of the PhD scholar in terms of 'satisfactory' or 'unsatisfactory' and award 'X' or 'U' grades, respectively (**Annexure-12M**). The format of RPS document is as per **Annexure-12N**.

In case the RPS report of a PhD scholar is found unsatisfactory, (s)he will have to make another RPS before the PSPC within maximum 3 (three) months of the corresponding RPS. If the RPS is found to be unsatisfactory for the second time, the registration will stand terminated. By end of 18 (eighteen) months of admission for full-time PhD/24 months of admission for part-time PhD, the Comprehensive Examination will be conducted in the place of RPS, in which the PSPC committee can itself act as the comprehensive exam committee. The bi-annual RPS will continue till the thesis is submitted.

12.17 Pre-PhD Seminar/Synopsis

12.17.1 On completion of the research work, the scholar shall submit a synopsis (**Annexure- 12O**) including bibliography of research work, to his/her supervisor, who shall forward the synopsis with its recommendations to Head-Research.

12.17.2 It is essential for the scholar to hold pre-PhD seminar before his/her synopsis is considered. The synopsis will be examined by a panel of experts. The result of the pre-PhD seminar will decide the further course of action for the scholar. If the work of the scholar is found satisfactory

during the pre-PhD seminar, the scholar will be required to submit the thesis within a minimum of 2 (two) months and maximum of 9 (nine) months after declaration of the result of the pre-PhD-seminar.

12.17.3 The scholar shall be required to submit a fresh synopsis, if he/she fails to submit his/her thesis within 9 (nine) months of the submission of the earlier synopsis.

12.17.4 However, in case a scholar fails to submit his/her thesis within the stipulated time of 9 (nine) months after the declaration of the result of pre-PhD seminar, and has suitable justification for the same, the DG-NIFT may, on recommendations made by the Head-Research and on individual merits of each case, grant him/her extension by not more than 3 (three) months i.e. the scholar may be allowed to submit his/her thesis within a period not exceeding 12 (twelve) months from the date of the submission of the synopsis (the extension would be such that nowhere does it exceed the extended time limit of PhD completion).

12.17.5 Research scholars should at least have 2 publications in reputed/relevant journals, before the synopsis is submitted.

12.18 Thesis Submission

12.18.1. On completion of the research work, the scholar shall submit thesis, including bibliography of research work, to his/her supervisor (**Annexure-12P**), who shall forward the thesis with recommendations to Head-Research. A panel of at least eight experts in the area would be suggested by the supervisor(s) while forwarding the title and the thesis. The panel, so recommended, would include at least 50% of the examiners from outside India.

12.18.2 On receipt of the title and thesis, the Head-Research will request DG-NIFT to appoint a Board of Examiners for the scholar. The Board will consist of 2 examiners. The two examiners; one from within India and the other from abroad, shall be experts in the subject of the thesis. These external examiners may be chosen normally from the panel of examiners recommended by the supervisor(s)/Head-Research.

As aforesaid, a person working in NIFT or an organization, where the research scholar is employed, cannot be appointed as external examiner for evaluating the thesis of that research scholar.

12.18.3 There is no bar to the inclusion of name of guide/list of publications arising out of research in the synopsis as well as appointment of ex-student of the guide on the Board of Examiners, provided the concerned ex-student had received PhD degree of the institute under his/her guidance, at least 5 (five) years earlier.

12.18.4 The thesis shall be written in English in the specified format and shall contain a critical account of the scholar's research. It should be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to

knowledge of development or a combination of these. It should bear evidence of the scholar's capacity for analysis and judgment as well as ability to carry out independent investigation, design or development. A thesis may be supplemented by published work, if necessary. No part of the thesis or supplementary published work shall have been submitted for the award of any other degree.

12.18.5 A scholar may submit his/her thesis to the Head-Research through the supervisor, within the time period as stipulated in 12.7, provided that:

- 1) The scholar has completed the registration requirements, as provided in 12.9.1.
- 2) The scholar has become a scholar for the award of PhD degree, as provided in 12.15.2.
- 3) The scholar has submitted the title and synopsis of the thesis at least 2 (two) months, prior to the submission of the thesis.

12.18.6 The scholar, for the degree, shall submit three copies of the thesis with a soft cover. In case of joint supervision four/five copies of thesis shall be submitted by the scholar.

12.19 Thesis Evaluation

12.19.1 Dean shall forward the thesis (received from Head-Research) for evaluation to two examiners, as approved by DG-NIFT (one national and the other international). Each examiner will be requested to submit a detailed assessment report (**Annexure- 12Q**) and his/her recommendations on the prescribed proforma within 6 (six) weeks of the date of receiving the thesis.

The examiners would file report on the thesis as:

- Commended – in case the work is "Satisfactory".
- Not Commended- in case the work is "Not Satisfactory".

The examiner has to advise the requisite changes to be made in the research work. These changes will then be communicated from Head-Research to the supervisor and research scholar. The research scholar, in consultation with their supervisor, has to incorporate the required changes and re-submit the revised thesis, which, again, will be sent for evaluation.

12.19.2 In the event that the thesis report is not received from an examiner within a period of 3 (three) months, Dean (A) may appoint another examiner in his/her place from the panel for evaluating the thesis.

12.19.3 In the event of disagreement between the external examiners, the DG-NIFT may as a special case, appoint another external examiner, if the merit of the case so demands. The examiner will send his/her report independently to the Dean (A).

12.19.4 In the event of the scholar being required to submit a revised thesis, he/she shall, in the normal circumstances, submit the same within a period of 1 (one) year from date of the communication in this regard from the Head-Research. However, in exceptional circumstances, this

period may be extended by the DG-NIFT by another one year, the total revision time irrespective of the number of the revisions allowed, will not exceed a period of 2 (two) years.

12.20 Awards of PhD Degree

12.20.1 A scholar, who has been recommended for viva-voce examination, on the basis of thesis evaluation, shall be required to defend his/her work/thesis, orally before a duly constituted committee, hereinafter referred to as Oral Defense Committee (ODC) during working hours of the institute. Any deviation from this should have prior permission of the DG-NIFT

12.20.2 The ODC shall consist of the Dean (A), Head-Research, internal examiner, and one of the two external examiners. If none of the external examiners is available for the conduct of the oral defense for any reason, an alternative external examiner shall be appointed DG-NIFT for this purpose only.

12.20.3 On the completion of all stages of examination, the Oral Defense Committee shall recommend to the Head Research, one of the following courses of action:

- That the degree be awarded.
- That the scholar be re-examined at a later specified time in a specified manner.
- That the degree not be awarded.

In case of (a) and (b), the Oral Defense Committee shall also provide to the scholar a list of all corrections and modifications in the thesis (if required), including suggestions made by the examiners during the thesis evaluation.

12.20.4 The degree shall be awarded provided that:

- The Oral Defense Committee so recommends.
- The scholar produces a 'No Dues Certificate' in the prescribed form and gets it forwarded, along with the report of ODC.
- The scholar has submitted three hardcover copies of the thesis; one for the department/NIFT campus NRC, one for the Research Unit and one for supervisor. Thesis should incorporate all necessary corrections/modifications.
- The hard-bound copies of the PhD thesis, submitted after the viva-voce examination, must contain the copyright certificate format in the beginning of the thesis, on a separate page on the left side. The matter of the copyright may be as follows:

"(C) Copyright 20... Name of the scholar

The scholar grants royalty- free permission to NIFT to make and distribute copies of the thesis. Any software code, patent or any other intellectual property disclosed or contained in the thesis is subject to the IPR ordinance of NIFT"

12.20.5 PhD Degree: PhD degree would read the title of the thesis and would not state any area i.e. design, management, technology.

12.21 Tuition Fee Waiver to PhD Scholars

Following categories of research scholars are eligible for tuition fee waiver:

- 50% tuition fee waiver for the internal research scholar, both academic and non-academic (regular and contract) pursuing PhD at NIFT. In case the contract of the employee is not renewed during the course of research for any reason, the scholar would not be eligible for the 50% tuition waiver henceforth. Additionally, the NIFT employees are also allowed a waiver of security deposit, library fee and mediclaim and scholar development fee.
- 50% tuition fee waiver to scholars admitted to PhD programme from other government organizations/institutions under MOT.
- Full Tuition fee waiver for NIFT Teaching Fellows, Project Fellows and Industry Chair Fellows.

12.22 Attendance and Leave of Absence

A. Full-time Programme

Attendance policy-All scholars must have at least 75% attendance in selected and compulsory course work being undertaken in NIFT.

12.22.1 A Full-time research scholar, during his/her stay at the institute will be entitled to leave for 30 (thirty) days per the academic year (including casual leaves and restricted holidays as per government norms, leave on medical grounds, in addition to public holidays). He/she will not be entitled to mid-semester breaks, summer and winter vacation. The un-availed leave cannot be carried over to the next year.

Leave beyond 30 (thirty) days in an academic year may be granted to a research scholar in exceptional circumstances, on the recommendation of the supervisor concerned, subject to the following conditions:

- The leave beyond 30 days will be without fellowship stipend.
- An extension of leave up to additional 30 (thirty) days will be granted only once during the programme of the scholar.
- The DG-NIFT shall permit, if deemed fit for reasons, break in study for the research scholar under extraordinary circumstances, such as medical grounds and other compelling reasons which warrants his/her absence from the programme.
- Break in study for a research scholar shall be granted up to a maximum period of 1 (one) year, not exceeding 6 (six) months at a time. Such a request, with the recommendation of the supervisor through Head- Research, should reach the Director General, prior to availing the break in study. Break in study period shall be accounted for the counting of duration of the programme (refer to the clause on minimum registration requirement). The research scholar should remit the semester fee during the break in study period.
- Maximum duration for the programme shall be 4 (four) years for full-time PhD, excluding the break period.
- Full-time women PhD scholars will be entitled to maternity leave,

or child-care leave, once during the entire duration of their PhD programme for up to 240 (two hundred and forty) days maternity leave, with full fellowship.

12.22.2 Exceptional Leaves (for Research Work)

60 (sixty) days/year may be allowed on following grounds applicable for full-time PhD scholars (those receiving fellowships):

- For presenting the original research papers in reputed international conferences/symposia (to be applied through CMS after approval from supervisor).
- For attending the reputed international conferences/symposia/workshop/short-term courses, meeting with experts/external supervisor(s), only after the successful completion of course work. For short-term (1 or 2 days) meeting with external supervisor, the application has to be duly forwarded by the main supervisor with proper justification.
- A research scholar shall be allowed to leave station for visiting other places including the collaborating organizations/institutes/industries, getting samples tested from other laboratories, using the laboratory facilities elsewhere if the same is not available at NIFT.
- Such leaves can be availed only after successful completion of their course work and when no teaching work is assigned.
- To avail these leaves research scholar has to attach the detailed plan of research activities/testing etc. to be carried out during the period of leave. A permission letter from the collaborating organizations/institutes/industries etc. where the research scholar intends to visit, also needs to be attached.
- In case leave of more than 60 (sixty) days is extremely necessary for the research work, then the final decision will be taken by SIAC-R and approved by DG. A recommendation letter from the supervisor(s), clearly elaborating the necessity of the leave, has to be enclosed along with the application.
- To avail these leaves, the research scholar has to apply at least 4 (four) weeks in advance in the prescribed format, through the proper channel.
- No TA/DA/additional financial assistance will be provided.

B. Part Time Programme –

All scholars must have at least 75% attendance in selected and compulsory course work being undertaken at NIFT.

12.22.3 The DG-NIFT shall permit, if deemed fit for reasons, break in study for the research scholar, under extraordinary circumstances, such as medical grounds and other compelling reasons which warrant his/her absence from the programme.

- Break in study shall be granted to the research scholar for up to a maximum period of 2 (two) years, not exceeding 1 (one) year at a time. Such a request, with the recommendation of the supervisor

through Head- Research, should reach the Director General, prior to availing the break in study. Break in study period shall be accounted for the counting of duration of the programme (refer to the clause on minimum registration requirements). The research scholar should remit the semester fee during the break of study period.

- Maximum duration for the programme shall be 6 (six) years excluding the break period,

12.23 Change from Full-time Programme to Part-time Programme and vice-versa (applicable from session 2019)

12.23.1 Change of Registration from Part-time to Full-time Programme

A scholar admitted to a part-time programme may be allowed to change his/her registration to full-time (regular) studies at the beginning of a semester, upon the recommendation of the PSpC, followed by SIAC-R and with the approval of DG-NIFT. For the purpose of determining the maximum period of stay (as prescribed in the PhD Ordinance of NIFT), one-half of the period spent as a part-time scholar will be counted.

12.23.2 Change of Registration from Full-time to Part-time PhD Programme

1) A Scholar admitted to a full-time PhD programme may be permitted to change to a part-time PhD programme. A scholar requesting such a conversion must:

- a. have completed the coursework, passed the comprehensive examination,
- b. get the request endorsed by the supervisor(s) and the PSpC,
- c. produce a "No Objection" Certificate from the head of the institution/organization, which he/she proposes to join.

2) Such conversion, if approved by the PSpC, will be subject to the following conditions:

- a. The scholar must complete his/her thesis within 6 (six) years counted from the date of his/her first registration in the programme.
- b. Provision of conversion from full-time to part-time status can be availed of only once by the scholar during his/her programme.
- c. All guidelines of part-time PhD programme will then apply to the PhD scholar.

12.24 Cancellation of Registration

Registration of a scholar shall be cancelled in any one of the following eventualities (after due approval of DG-NIFT), if the scholar:

- (i) Is absent for a continuous period of 4 (four) weeks without prior intimation/sanction of leave.
- (ii) Resigns from the PhD programme and the resignation are duly recommended by the supervisor.
- (iii) Fails to renew registration in any semester subject to the provisions contained in these guidelines.
- (iv) Does not clear the comprehensive examination or academic progress is found unsatisfactory (CGPA is below 7.00 at any time

while doing course work).

- (v) Found involved in an act of misconduct and/or discipline and terminations recommended by a competent authority.
- (vi) Receives 'unsatisfactory report' for 2 consecutive semesters.

12.25 Anti-Plagiarism

NIFT has a very serious view on plagiarism at any level and is taking steps to ensure that all its stakeholders are aware of this.

As regards PhD scholars, the thesis has to undergo an anti-plagiarism check, before it is submitted. The scholars have to certify they have checked the document in anti-plagiarism software (like Turnitin). PhD scholar will submit the softcopy of the thesis to NIFT library in the campus of their registration. Checking shall be done excluding the bibliography, index and references. The initial plagiarism check will not be added to data repository. The report will be generated and mailed back to PhD scholar, supervisor/joint supervisor. During the first anti-plagiarism check, the report will not be added to data repository. The Permitted Similarity Index is $\leq 15\%$. For any work found more than the permitted level of Similarity Index, a revised thesis has to be re-submitted with a fee of INR 500 and for the third time with a fee of INR 1,000. Thesis will not be accepted if it exceeds the Permitted Similarity Index and PhD scholar's registration will be automatically cancelled.

All PhD scholars have to submit the anti-plagiarism report along with the thesis.

12.26 General - Full-time Programme

Not with standing anything contained in these guidelines, all categories of the scholars shall be governed by the rules and procedures framed by the Senate on his/her behalf and in force from time to time.

12.27 Interpretation

Any doubt or dispute arising about the interpretation of these guidelines shall be referred to DG-NIFT, whose decisions shall be final.

12.28 Tuition Fee for PhD Programme*

The fee will be required to be paid every semester till the submission of synopsis. In case a scholar is asked to re submit the synopsis, then in that case the scholar has to pay the fee for the semester/s till the submission of revised synopsis.

Part-time PhD	INR 60,000 USD (internal faculty and candidates from MoT to get 50% tuition fee waiver) per semester
Part-time PhD -NRI	INR 3,60,000/USD 5,150 per year**
Full-time PhD-NIFT Teaching Fellows, Project Fellows, Industry Chair Fellows	100% tuition fee waiver

Full-time PhD-Sponsored, on Study Leave/Self-Financed	INR 70,000(internal faculty and candidates from MoT to get 50% tuition fee waiver) per semester
Full-time PhD-Sponsored, on Study Leave/Self-Financed-NRI	INR 4,20,000/USD 6,000 per year**

Other Fee Components (Full-time and Part-time)*

All NIFT PhD scholars will pay other components of the fee (library fee, mediclaim and student development fee, exam fee, security deposit and registration fee, as per NIFT regular programmes).

* to be reviewed annually

**Applicable as per the current exchange rate of USD

12.29 Fellowship, Stipend Source, Approval and Disbursal

The fellowship stipend for NTFs will be sourced from NIFT Endowment Fund account for research at NIFT, Head Office. The monthly fellowship and contingency grant shall be released only on the recommendations of the supervisor, with respect to progress in PhD research and compliance to requirement in clause 12.6. The format for recommendation of supervisor and disbursal of monthly stipend will be submitted to Joint Director of NIFT campus (in which the scholar is located), who, within 15 (fifteen) days of receipt of recommendation format, will release the stipend to the PhD scholar.

For those who are to receive fellowships in PF category, will channel their recommendation through PI/Co-PI to the Joint Director of NIFT campus (in which the scholar is located). Similarly, for ICF category scholars, the request for stipend has to be routed through the Chair Professor.

12.30 Joint PhD Programme

NIFT will collaborate with other domestic and international institutes to offer joint PhD Programmes for full-time PhD. The terms and conditions of collaboration will be based on a MoU between NIFT and other institutes.

12.31 Practice-based PhD

NIFT PhD (full-time/part-time) will also provide a platform to pursue practice-based research in areas of design, management and technology, as applied with reference to textile, fashion, lifestyle, apparel, craft and any other related fields. Practice-based research is an original investigation undertaken in order to gain new knowledge partly by means of practice and the outcomes of that practice. Claims of originality and contribution to knowledge may be demonstrated through creative outcomes, which may include artifacts such as images, music, designs, models, digital media or other outcomes such as performances and exhibitions. Whilst the significance and context of the claims are described in words, a full understanding can only be obtained with direct reference to those outcomes.

The creative outcome may be in the form of exhibition, performance, literary work, film, CD-Rom or other approved format. The creative work and document will be examined as an integrated whole. The creative outcome should provide a coherent demonstration that the candidate has reached an appropriate doctoral standard in the research and has made a significant and original contribution to knowledge in the area. The document should describe the research process and elaborate, elucidate and place in context the creative practice undertaken. In the case of exhibition/installation, the examiners will attend the exhibition/evaluate the installation, at which time they will be given a copy of the draft document.

At the time of the comprehensive exam-PSPC must engage with the candidate to discuss and agree upon the creative and theoretical components of the thesis, ensuring the document is sufficient to argue for an original and substantial contribution to knowledge, the creative work is doctoral in nature and the scope of the thesis is acceptable for examination.

12.31.1 Structure of the Thesis Document

In consultation with the supervisor, candidates need to determine the depth and breadth of the theory sections of the thesis document. The document may contain:

- a) Introduction – outline of the work, why it is important to the researchers and how it provides an original and substantial contribution to knowledge;
- b) Section on the relationship of the form, content and material to the purpose and function of the work. The relationship between ideas and practical considerations should be included. Theoretical concepts will also be a part of this section.
- c) Section on the context of the creative work, including physical, artistic, his/her/historical, social and theoretical contexts.
- d) Section which discusses the project or creative work in detail, closely analysing each aspect of the work in relation to the ideas and theories expressed in sections b) and c).
- e) Literature review (if it has not been provided within the contextual section).
- f) Conclusion.

12.31.2 Assessment of Practice based Research

The creative work and the document will be examined as an integrated whole constituting the original and substantial contribution to knowledge required from PhD scholars.

In order to pass the examination, and thus, qualify as part of the basis for the award of the PhD

degree, the creative work must have the following attributes:

- It demonstrates a professional level of familiarity with and understanding of contemporary work in the field.
- It demonstrates a comprehensive investigation of the artistic form

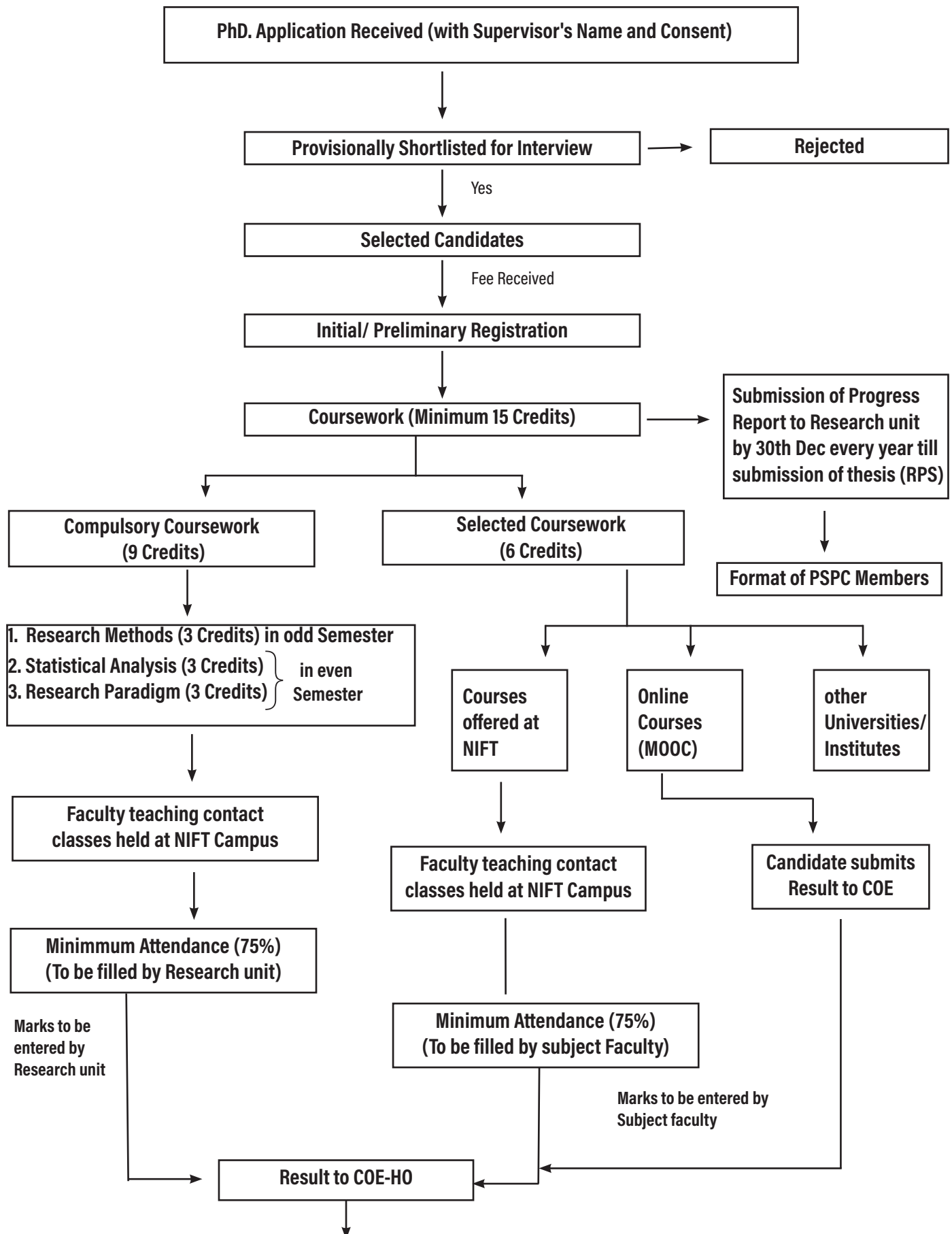
and creative content.

- The methods and techniques applied in the execution of the work are appropriate to the subject matter and are original and/or aesthetically effective.
- The creative work is presented in a professional manner.
- The creative work demonstrates a high standard of literary, visual, digital, musical or performance literacy and quality.
- The research question/s has/have been identified and tested through the creative work.
- The documentation of the work (including catalogue/material where appropriate) is sufficiently thorough and is of a standard that will ensure the work provides a reference for subsequent researchers. There is an appropriate and substantiated interface between the creative outcome and the supporting documentation.

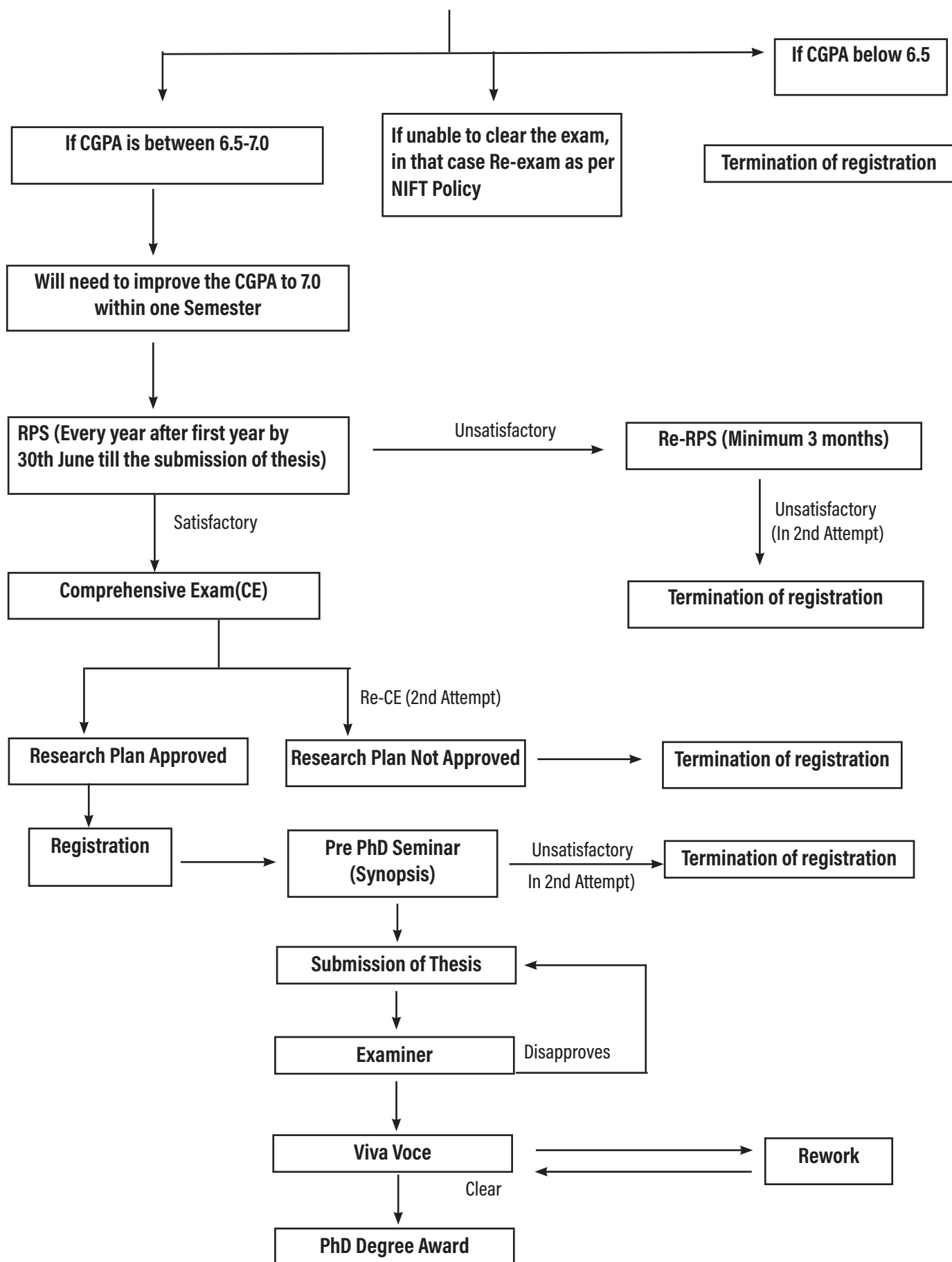
PHD PROGRAMME AT NIFT



PhD Life cycle



PHD PROGRAMME AT NIFT



CHAPTER - 13

This section deals with the modalities of provision of active mentoring support to all students on individual basis, along with detailed guidelines on mentoring.

In this section:

- 13.1 Introduction**
- 13.2 Academic Mentoring versus Personal Counselling**
- 13.3 Nature of Student Mentoring by Faculty**
- 13.4 Mentoring Framework**
- 13.5 Types of Mentorship**
 - 13.5.1 One-to-One Mentoring
 - 13.5.2 Group Mentoring
 - 13.5.3 E-mentoring
 - 13.5.4 Subject Mentoring
 - 13.5.5 Peer Mentoring
- 13.6 Frequency of Mentoring**
- 13.7 Role of Academic Mentor**
- 13.8 Role of CAC in Mentoring**
- 13.9 Records of Mentoring**
- 13.10 Monitoring of Academic Mentoring**
- 13.11 Infrastructure**

13.1 Introduction

NIFT provides active mentoring support to all students on individual basis. For the Student Mentoring System, the following guidelines should be referred to:

- i. The main objective of introducing academic mentoring system is to create a mechanism whereby the students are able to discuss their problems with the mentors at a mutually convenient time.
- ii. Mentoring system helps students in getting over minor problems, which, if not dealt with, at a proper time, may lead to serious problems in the future.
- iii. Campus Coordinator of each department will prepare the mentor list at the beginning of each academic year and will forward it through CAC to the Centre Director. Each faculty would mentor at least 5-6 students of a batch.
- iv. In case the faculty mentor feels the need, the student may be advised to visit the Campus Counselor available at the NIFT campus.
- v. Faculty mentors would maintain a record of meetings held with individual mentees.
- vi. Every student should have an assigned mentor. Faculty mentors should meet at fixed times with the students, frequently.
- vii. Mentors should be familiar with the students; therefore, the mentors may be assigned from the parent department to the students at the beginning of the Foundation Programme itself.
- viii. In any circumstance, academic mentoring should not be treated as personal counseling.

13.2 Academic Mentoring versus Personal Counseling

Distinction between academic mentoring and personal counseling of students is as follows:

Academic Mentoring

- i. It deals with understanding one's academic inclinations, strengths and career opportunities.
- ii. This kind of mentoring is undertaken by a faculty mentor of NIFT.
- iii. The academic mentor is not a professional counselor, and is not expected to know how to resolve problems of anxiety, depression, stress, etc., but may assess whether the student is finding things difficult to manage and recommend counseling, if academic performance is seen to be adversely affected, or if the student is found to be in a vulnerable state of mind, requiring professional help.

Personal Counseling

- i. This kind of mentoring deals with understanding emotional, psychological pressures and issues of students and is dealt with by a professionally trained counselor.
- ii. This is provided by a professional counselor, whose services are availed by NIFT.

- iii. He/she is a professional counselor dealing with students going through problems of anxiety, depression, stress, etc.
- iv. It helps to resolve student issues through personal counseling, if a student is found to be in a vulnerable state of mind and requires professional help.

13.3 Nature of Student Mentoring by Faculty

The following is the suggested nature of student mentoring by faculty:

- CAC: Group mentoring, supervision of mentoring by faculty.
- Academic Mentor: Group mentoring, one-to-one mentoring.
- Subject Mentor: One-to-one, group mentoring.

13.4 Mentoring Framework

- i. The faculty mentor guides the student mentee through the choices to be made in the course of the programme, regarding specializations, minors, electives, internships, etc.
- ii. Build up a relationship that enables the mentor to identify academic strengths and weaknesses in a less formal setting outside the context of the classroom, which permits greater openness and one-on-one discussion.
- iii. Provide guidance to mentees and help them achieve career paths that play to their strengths and aptitude.
- iv. Help the mentees recognize their skill sets based on their potential and interests, to choose their career pathways accordingly.

Choices made by students during their stay at the institute:

WHEN TO CHOOSE	WHAT TO CHOOSE
Admission counselling at the beginning of the 1st semester, for both UG and PG programmes	Choice of campus and course
Every semester, for both UG and PG programmes	<ul style="list-style-type: none"> • Choice of General Electives • Choice of floating subjects
4th semester for UG programme 1st semester for PG programme	<ul style="list-style-type: none"> • Choice of Deepening Specialization and IDM • Choice of Deepening Specialization and IDM
End of 6th semester for UG and end of 2nd semester for PG programmes	Area of Interest for internship
End of 7th Semester for UG and end of 3rd semester for PG programmes	Area of interest for Graduation Project

With the implementation of the new curriculum, the role of faculty as mentors becomes crucial for guiding students to choose their individualized pathways, based on their skills and interests.

13.5 Types of Mentorship

In order to understand the student's needs, specific types of mentorship are as follows:

- I. One-to-One Mentoring
- II. Group Mentoring
- III. E-Mentoring
- IV. Subject Mentoring
- V. Peer Mentoring

13.5.1 One-to-One Mentoring

This is the type of mentoring where the academic mentors meet the students individually on one-to-one basis. This generally involves more time to be spent with the mentee.

Procedure for One-to-One Mentoring

- i. Every department will assign faculty mentors as academic mentors to students. Since the numbers of faculty in a department vary across campuses, the number of students per mentor faculty will also vary. The optimum number would be a minimum of 4 students per batch.
- ii. Ad-hoc faculty in the department will also be assigned academic mentorship duties.
- iii. The academic mentor will provide 4 (four) hours per week (at least once in a month with each mentee) for the purpose of mentoring. Areas of mentoring will include:
 - Choice of Deepening Specialization, IDMs, GEs
 - Subject mentoring (assessment of areas of strengths and weaknesses and guidance on the same)
 - Mentoring on internship
 - Mentoring on final project
- iv. The allocation of faculty members as mentors to students will be made by the CC. In case of protest or dissatisfaction either by mentee or mentor, change will be allowed in consultation with the CAC. The CAC will supervise the nature and quality of academic mentorship provided, in the departmental meetings and otherwise.
- v. The academic mentor will be introduced to the students during the orientation week and will mentor them on their choices.
- vi. The academic mentor will help students to choose subjects according to the individual interests. They will oversee the overall professional development of the student, including time management, attendance and grades.
- vii. The academic mentors will maintain student-wise journals and log in details about every mentorship meeting, encapsulating the feedback given. These are to be countersigned by the student and date stamped.
- viii. Students who are consistently absent for mentoring will be reported to the Campus Coordinator and CAC.
- ix. The academic mentor will be available for 4 (four) hours every week on specified day/s.

13.5.2 Group Mentoring

- i. Group mentoring would be required in the case of group projects, including classroom projects undertaken by the students, and

- is of particular importance, in the case of craft cluster visits and assignments.
- ii. The group mentors, for each group of students, are to be assigned by the department.
- iii. Group mentors shall monitor and assess the performance of individual students in terms of their learning as well as their contribution to the group.
- iv. Internal conflicts and tensions within the group, as may arise, are to be handled by the mentor and not allowed to escalate.
- v. The group mentor is expected to mentor the group as a whole as well as its individual members, for the duration of the assignment and give feedback report to the academic mentors of the concerned students.

13.5.3 E-mentoring

- i. The e-mentor will be responsible for all communication related to the following in each department, campus-wise:
 - Courses (Majors, Deepening Specializations, IDMs and GEs)
 - Assignments and Assessments
 - Career Pathways
 - Internships
 - Graduation Project
 - Craft Cluster project
 - FAQs related to the above
- ii. The CP of each department will identify an e-mentor for the above work.
- iii. He/she will provide answers to FAQs that have or are likely to arise, and will update the same.
- iv. All students of the department will be provided the details of the e-mentor, who is expected to give generic information and advice pertaining to the department.
- v. Specific questions that pertain to the individual will be redirected to the academic mentor through the concerned Campus Coordinator.
- vi. The e-mentor will update the FAQ responses on an annual basis, or if there is an update or new communication from the NIFT, HO.

13.5.4 Subject Mentoring

- i. The subject mentors will be responsible for mentoring the students specifically for the subject that they are teaching.
- ii. The mentoring will range from one-to-one mentoring and group mentoring, based on the nature of the subject and assignment therein.

Mentoring norms to be followed for different types of subjects are:

- **Individual Subjects:** All faculty of the departments to play the role of mentor for their individual subjects (group mentoring/one-to-one mentoring).
- **Craft Cluster:** 2-3 faculty earmarked every year, as mentioned in the Craft Cluster policy. (group mentoring).

- **Internship:** The class to be divided equitably between all the faculty members, keeping in mind the area of expertise of the faculty (one-to-one mentoring).
- **Graduation Project:** The class to be divided equitably between all the faculty, keeping in mind the area of expertise of the faculty (one-to-one mentoring).

Note: in every case of internship and Graduation Project, it is expected that the academic mentor will continue to play a critical role in mentorship, on account of their deeper insights into the student's academic nature and interests.

13.5.5 Peer Mentoring

Peer mentoring is a system of senior students mentoring freshers on a one-to-one basis, for UG programmes. The primary purpose of peer mentoring is as follows:

- i. To help new students adjust to college life, new campus environment and to their role expectations as students of NIFT.
- ii. To build friendships, handle the college life pressures, network with the larger student community and participate positively in the ecosystem of the campus.
- iii. The activity of peer mentoring shall be anchored by SDAC.
- iv. Fresher students, who are seen to be struggling to adjust to the new environment or who come from a very different demographic background to the locale of the campus, would be linked with peer mentors from among their departmental seniors.

Procedure for Peer Mentoring

- i. EOI would be called from students of semester V/VI for UG and semester II/III for PG programmes of each department, who are interested to peer mentor.
- ii. Feedback of the academic mentor will be taken before assigning a peer mentor. Preferably, the peer mentor should belong to a similar regional/language background, to help ease the transition of the mentee into the campus ethos.
- iii. The peer mentors would be given orientation by SDAC on their roles and responsibilities as peer mentors.
- iv. The peer mentors need to report to the Campus Coordinator twice during the semester regarding the experience of mentorship and may point to any issues, which require intervention or counseling support.
- v. Stipendiary support, as provided for in the student assistantship guidelines, will be available to the selected peer mentors.
- vi. Certificates will be issued on the successful completion of the peer mentoring activities.

The guidelines for peer mentoring are given in **Annexure-13A**.

13.6 Frequency of Mentoring

The CACs and the academic mentors are mandated to meet the students

as a group, to understand their problems and guide them for various choices in their career pathways. The frequency of the mandated meetings are as follows:

SEMESTER	FREQUENCY OF MEETINGS	
	CAC	Academic Mentor
1	Once a semester	Monthly
2	Once a semester	Monthly
3	Once a semester	Monthly
4	Once a semester	Monthly
5	Once a semester	Monthly
6	Once a semester	Monthly
7	Once a semester	Monthly
8	Once a semester	Monthly

13.7 Role of Academic Mentor

- All faculty members will be appointed as academic mentors for a group of students. The academic mentor is expected to guide the student mentee through the choices to be made in the course of the programme regarding specializations, minors, electives, internship etc., as well as build a relationship that enables the mentor to identify academic strengths and weaknesses in a less formal setting, outside the context of the classroom, which permits greater openness and one on one discussion.
- A regular connect with an academic mentor at NIFT will provide guidance to mentees and help them achieve career paths that play to their strengths and aptitude. A good mentor will be able to help the mentees recognize their skill sets based on their potential and interests to choose their career pathways accordingly.
- Academic mentors need to document each student's choices and the feedback given by the mentor. The documentation should be signed by both student and mentor and submitted to Campus Coordinator of the department. Any case that needs special attention should be brought to the notice of the CAC through Campus Coordinator of the department. Each faculty should refer to the Mentoring Policy, for further details on the structure of mentoring.
- The academic mentor may choose to meet the mentees as a group or individually. The formats for one-to-one mentoring and group mentoring are given in **Annexure-13B**, for strict adherence by all academic mentors to document every meeting that they have with their mentees. These formats are approved by DG-NIFT.
- In case of an online interaction, supporting documents must be enclosed and documented in the main sheet (some of the discussions may be long distance, over SMS/WhatsApp/Skype/ email and would also need to be placed on record and the mode of discussion would have to be indicated).

- Each academic mentor should be well aware of the attendance, performance and general conduct of their mentees. The nature of delegation of work within the group and the extent of team spirit is to be noted.
- Continued absence or non-participation of any mentee is to be especially mentioned in remarks. Similarly, any mentee who is shouldering a lion's share of the work and responsibilities of the group, needs a special mention in the document.
- Academic mentoring sessions may touch all or any of these, or anything else specific to academic transaction:
 - Core Majors, Deepening Specializations, IDM, GEs, etc.
 - Career pathways
 - Specific academic interests/areas of difficulty
 - Attendance, assignments or classroom projects
 - Specific concerns with respect to particular subjects/classes
 - Abrupt change in academic performance
 - Managing academic pressures, etc.
- The academic mentor is expected to keep himself/herself updated about the scope of the Deepening Specialization - Interdisciplinary Minor combinations that each mentee has taken. It is important to undertake the mapping exercise of career pathways and specialized skill sets that the DS and the IDM would open up for the concerned mentees.

13.8 Role of CAC in Mentoring

- The Campus Academic Coordinator (CAC) will meet 1st semester students from all departments once/twice, for career mentoring (group mentoring and one-to-one mentoring) at the commencement of the academic year, as detailed in the IDM guidelines.
- CAC will address the first-year students at the beginning of each semester, orienting the students on various issues and the envisaged career pathways.
- Individual students, with specific queries and issues related to career pathways, can be sent to CAC by departments in other semesters, after consultation with the CAC. The CAC will mentor the students on Individual pathways.
- CAC will review the quality of mentoring with the Campus Coordinator, academic mentors and with the subject faculty, in the Departmental Committee meetings, as and when required.
- The CAC will arrange for training of trainers (TOTs) and orientation, for the concerned faculty mentors, to enable them to take on their responsibilities effectively and sensitively.
- 4 (four) hours per day, twice a week or 8 (eight) hours per week, will be formally dedicated for mentoring students who would want to meet the CAC regarding specific individual issues.

13.9 Records of Mentoring

Following are the norms for maintaining records for mentoring:

- i. **Subject Mentoring:** The faculty can document and assess the effectiveness of the mentoring, as per the transaction and assessment pattern of the particular subject (group mentoring/ one-to-one mentoring).
- ii. **Craft Cluster:** Documentation of mentoring, with specific feedback written down and signed by both student group and mentor.
- iii. **Internship:** Documentation of mentoring, with specific feedback written down and signed by both student and mentor. In case of outstation students, all mails on mentoring to be documented, along with acknowledgement by student.
- iv. **Graduation Project:** Documentation of mentoring, with specific feedback written down and signed by both student and mentor. In case of outstation students, all mails on mentoring to be documented along with acknowledgement by student.

Note: All mentoring feedback forms to be taken into account at the time of mid-term and end-term assessment of the students.

CAC: Career mentoring report to be given by CAC to Dean (A).

Academic Mentors: Academic Mentors need to document each student's choices and feedback given by the mentor. The documentation should be signed by both student and mentor and submitted to Campus Coordinator of the department. Any case which needs special attention to be brought to the CAC through Campus Coordinator of the department.

E-Mentor: Report on all communications to be submitted to CC of the department.

All formats for record keeping for group mentoring and one-to-one mentoring to be followed by all faculty, are placed at **Annexure-13B**.

13.10 Monitoring of Academic Mentoring

- i. The reports and formats maintained by the academic mentors will be randomly called for by Dean (A) through CAC at any time of the semester.
- ii. The Campus Director, through CAC, will also do the same in their campus, to ensure effective mentoring systems are implemented at the campus.
- iii. A feedback system on CMS will ensure feedback is taken from students on all types of mentoring by the faculty every semester.

13.11 Infrastructure

The campuses should ensure that there is adequate space earmarked for mentoring of students, particularly where the faculty do not have their own cabins and share desk space. A space that is amenable to free

discussion has to be provided and the possibility of setting up cabins where one- to-one mentorship can be undertaken, may be considered.

CHAPTER - 14

This section deals with Online Bridge Programme policy of NIFT, as approved by the Board of Governors (BOG) of NIFT.

In this section:

14.1 Introduction

14.2 Admission

- 14.2.1 Eligibility
- 14.2.2 Selection of the Candidate
- 14.2.3 Total Number of Seats

14.3 Mechanism of Offering Bridge Programme

- 14.3.1 Standing Internal Advisory Committee-Continuing Education (SIAC-CE) for Bridge Programme
- 14.3.2 Channel for Administrative Reporting for Bridge Programme
- 14.3.3 Channel for Academic Reporting for Bridge Programme

14.4 Infrastructure

14.5 Roles and Responsibilities of Supporting Departments

- 14.5.1 Roles and Responsibilities of Head-CE
- 14.5.2 Roles and Responsibilities of UI-CE
- 14.5.3 Roles and Responsibilities of Programme Coordinators
- 14.5.4 Roles and Responsibilities of Mentors
- 14.5.5 Roles and Responsibilities of Accounts, HO
- 14.5.6 Role and Responsibilities of Head-ERP
- 14.5.7 Role and Responsibilities of IT Department
- 14.5.8 Roles and Responsibilities of COE, HO
- 14.5.9 Roles and Responsibilities of COE (Campus)
- 14.5.10 Roles and Responsibilities of CE Advisors at Campuses

14.6 Structure of the Programme

- 14.6.1 Schedule of Bridge Programme per Semester
- 14.6.2 Programme Content
- 14.6.3 Seminar by Expert
- 14.6.4 Research Design and Methodology Workshop
- 14.6.5 Term Paper Mentoring
- 14.6.6 Selection of Mentor
- 14.6.7 Interaction with Mentor
- 14.6.8 Evaluation of the Term Paper
- 14.6.9 Follow-up Examination

14.7 Transcript

14.8 Award of Degree

14.9 Financial Management- Bridge Programme Budget

14.10. Revenue Generated

- 14.10.1 Fee
- 14.10.2 Fee Waiver
- 14.10.3 Refund of Fee

14.11 Bridge Programme Expenditure

- 14.11.1 Payment to Faculty (Internal/External)
- 14.11.2 Payment to Jury Members
- 14.11.3 Payment to Bridge Programme Coordinators
- 14.11.4 Payment to Support Staff

14.11.5 Payment for Miscellaneous Items

14.12 Revenue Calculation

14.13 Proactive Disclosure under Section 4 of RTI Act.

14.14 Power to Relax

14.1 Introduction

Bridge Programme (BP) was introduced as a supplementary programme, to allow former NIFT graduates to enhance their diplomas to degrees. Initially, the Bridge Programme was offered for 5 (five) years (2009-2014) and then further extended for 2 (two) years (2014-2016). On demand from alumni, the Bridge Programme has been reinitiated as distance/online mode so that more candidates can benefit from it. The duration of the Bridge Programme will be 6 (six) months for PG diploma holders and 1 (one) year for UG diploma holders. The online Bridge Programme will be offered from the Head Office; however, a candidate is required to register with the parent campus.

14.2 Admission

Admissions to the Bridge Programme will be announced each year on the NIFT website (www.nift.ac.in) by Head-CE at NIFT, HO. Admission will be conducted simultaneously at NIFT campuses under the guidance of respective Campus Directors. A brochure of the programme will be uploaded, informing about the UG and PG Bridge Programmes, eligibility, details of fee, academic calendar, application form, etc., on the NIFT website. Head-CE at Head Office will announce the Bridge Programme, after taking necessary approval from DGNIFT.

Online admission form (**Annexure-14A**) filled in and complete in all respects, with required copy of marksheets and diploma certificate, should be submitted online on NIFT CMS by the candidate. The registration fee, as applicable, will be paid by RTGS/NEFT/IMPS/DD and information will be submitted in the online form.

14.2.1 Eligibility

The programme shall be offered only to NIFT alumni of PG programme i.e., GMT/PG Tech/AMM/ AMMM/LD/TD/KD/FC, as a combined PG Bridge Programme and UG programme i.e. AD/FD, as a combined UG Bridge Programme. The candidates will be required to submit the copy of the original diploma and marksheets, for registration and verification. These will be verified by the COE of respective parent campuses. Bridge Programmes for PG programme can be offered every 6 (six) months, while that for UG programme will be offered once a year.

Ex-students of NIFT with 2 (two) years UG programme enrolled into Bridge Programme, are required to undertake an additional term paper.

14.2.2 Selection of the Candidate

The list of final selected candidates will be announced through NIFT website by Head-CE.

14.2.3 Total Number of Seats

Since the programme is offered through online mode, there is no upper limit to the total number of seats. The lower limit of 15 may be followed for financial viability of the programme. If, for any reason, the programme is

offered to a batch size of less than 15 students, approval of the competent authority will be required.

14.3 Mechanism of Offering Bridge Programme

The process of planning Bridge Programmes may begin in the month of April at Head Office. The proposal for launching the Bridge programme for UG and PG bridge programmes would be initiated by Head-CE and placed before SIAC-CE through Dean, for approval by DG-NIFT. The Bridge Programme brochure would be designed and announced on NIFT website by Head CCC. Following the due admission process, candidates will be shortlisted by Head-CE after verification of the degree from parent campuses. Since the programme is offered by Head Office, the Bridge coordinators would be appointed from Head Office or Delhi campus for smooth running of the Bridge Programme. The appointed Bridge programme coordinators will be handed over the list of the shortlisted candidates. Overall execution of the programme shall be managed by Head-CE under the guidance of Dean (A).

14.3.1 Standing Internal Advisory Committee-Continuing Education (SIAC-CE) for Bridge Programme

The Standing Internal Advisory Committee for the CEP (SIAC-CE) would be constituted by the HO. SIAC-CE will advise on policy matters and other concerns of Bridge Programme also. All the decisions of the units have to be necessarily routed through SIAC-CE, prior to taking them to higher authorities. The Standing Committee will consider the matters referred to it from time to time and make recommendations. The recommendations of the SIAC-CE will be placed before DG-NIFT.

14.3.2 Channel for Administrative Reporting for Bridge Programme

The Bridge Programme Coordinators would be responsible for the successful running of the Bridge Programme. Appointed Bridge Programme Coordinators may report to the Head-CE. They would ensure organization, timely implementation and execution of the Bridge Programme, as per roles and responsibilities defined for Bridge Programme Coordinators.

14.3.3 Channel for Academic Reporting for Bridge Programme

The academic management for the programme will be handled by the respective Coordinators for PG and UG programmes. The Coordination of PG and UG batches will be selected through expression of interest (EOI) from NIFT faculty at the level of Associate Professor and above. The faculty shall have good liaising with industry and academia. Both PG and UG Bridge programmes of 6 (six) months and 1 (one) year, respectively would require two Coordinators for the smooth conduct of the programme. However, the EOI (Annexure- 14B) for coordination must be submitted in teams of two faculty members each.

14.4 Infrastructure

NIFT infrastructure at Head Office shall be made available for the Bridge

Programme students. Since the programme is offered online, the use of Resource Centre would be made available free of cost. However, if the students want to get a book issued, they will have to become members of the Resource Centre. The fee applicable to CE students will be applicable to Bridge students as well.

14.5 Role and Responsibilities of Supporting Departments

14.5.1 Roles and Responsibilities of Head CE

Head-CE will be responsible for initiation and announcement of the Bridge Programme. Head-CE shall handle all admissions-related activities. Head-CE will coordinate with Head-ERP regarding online admissions and CMS-associated activities. Head-CE will coordinate with Finance and Accounts Departments of HO for financial matters pertaining to the programme.

Head-CE will validate the marks entered by the Bridge Coordinators, before forwarding to COE-HO and will coordinate with them for declaration of final results. Head-CE will coordinate with Bridge Programme Coordinators from time to time. Head-CE will place the budget and payments for approval before the competent authority. Head-CE will maintain the yearly record of the Bridge students.

14.5.2 Roles and Responsibilities of UI-CE

UI-CE will assist Head-CE in all above activities mentioned in point number 14.5.1.

14.5.3 Roles and Responsibilities of Programme Coordinators

Bridge Programme Coordinators will coordinate all academic activities, day-to-day financial matters and issues related to the Bridge Programme. They will be responsible for preparation of the budget and implementation of academic calendar for the programme. They will support the students to find an appropriate mentor from across the various campuses of NIFT. For smooth running of the programme, the Coordinators shall prepare the academic plan, schedule for seminars and workshops, after coordinating with the internal and external experts. Bridge Programme Coordinators shall manage the functioning of Bridge Programme through CMS, which includes admission-related activities of the applicants, assigning seminar experts, uploading of question papers/quizzes, entering dates of the assignment and uploading of marks. Bridge Programme Coordinators shall conduct internal and external juries, compile all the results and shall post the results to all students, mentors and all concerned, after approval.

14.5.4 Roles and Responsibilities of Mentors

A mentor will have to give an EOI (Annexure-14C) for guiding the students for the term paper. A mentor can take upto 4 students, as per their area of competency. They have to regularly guide the students on the area of research and maintain weekly feedback form of the students. Mentor will have to certify the work done by the student before the internal and external juries.

14.5.5 Role and Responsibilities of Accounts HO

Accounts Department should appoint a Senior Accounts Officer, who would be responsible for managing the Bridge accounts at HO. He/she shall maintain separate accounts for UG and PG Bridge Programme. Accounts Department at HO shall maintain records of registration fee and Bridge Programme fee received through online/offline/NEFT/RTGS/IMPS methods in NIFT's bank account and on CMS. The list of students who have submitted the fee should be notified to Head-CE and any queries or issues of Bridge students, regarding payment, should be addressed and handled.

Accounts Department shall check the budget of Bridge Programme, disburse the payments to all related after completion of the work. The department shall refund security deposit to all successful students and also close the Bridge Programme account for the year.

14.5.6 Role and Responsibilities of Head-ERP

Head-ERP would be responsible for creating and managing the gateway on the CMS for the Bridge Programme. Creating a pathway so that the students can upload their registration form, pay their fee online, check their eligibility, upload their required documents, upload their quizzes and answer papers and see their results online.

14.5.7 Role and Responsibilities of IT Department

The IT Department at Head Office shall be responsible for preparing the video conferencing (VC) room for external faculty/subject expert for the seminars/workshops/juries. The staff shall be responsible for creating a meeting link, sending the VC link of the online seminars/lectures to the Coordinators and recording the same.

IT Staff members at HO shall manage and tackle on-the-spot VC-related issues for the Bridge online classes. They shall create requisite emails/groups required for the smooth running of Bridge Programme.

14.5.8 Roles and Responsibilities of COE (Head Office)

COE, HO will be finalizing the marks of the Bridge Programme students and will be scrutinizing the results compiled by Bridge Programme Coordinators. The compiled results shall be placed before the competent authority for approval, before declaration of the semester result. The result shall be uploaded on NIFT CMS through Head-ERP and subsequently, forwarded to Head-CE.

COE-HO shall compile the list of successful graduate candidates and forward to Head-AA for degree preparation. The individual marksheets for the students would be signed and issued by the COE, HO.

14.5.9 Roles and Responsibilities of COE (Campus)

COE at parent campuses shall be responsible for verification of the degree and marksheet uploaded on CMS by the Bridge Programme applicants, during admissions.

14.5.10 Roles and Responsibilities of CE Advisors at Campuses

CE Advisors at the campuses shall be responsible for smooth running of the Bridge Programme at the campus level.

14.6 Structure of the Programme

14.6.1 Schedule of Bridge Programme per Semester

The duration of the programme will be 6 (six) months for PG Bridge programme and 1 (one) year for UG Bridge programme.

14.6.2 Programme Content

14.6.2.1 PG Bridge Programme

The programme will have the following components for combined PG Bridge Programme (6 months only):

S. NO.	SUBJECT	DESCRIPTION	MAXIMUM MARKS	CORE/ NON-CORE
1.	Global Issues in design, management and technology	Seminar by expert (written test)	100	Non-core
2.	Research design and methodology	Theory (written examination)	100	Core
3.	Term paper	Mentoring (mentor and jury evaluation)	200	Core
	TOTAL*		400	

*For PG programme, result will be calculated out of 400 marks.

14.6.2.2 UG Bridge Programme

UG Bridge Programme will consist of 2 (two) semesters of 6 (six) months each. The programme will have the following components per semester, for combined UG Bridge Programme.

S. NO.	SUBJECT Sem - I	DESCRIPTION	MAXIMUM MARKS	CORE/ NON-CORE
1.	Global Issues in design, management and technology - I	Seminar by expert (written test)	100	Non-core
2.	Research design and methodology - I	Theory (written examination)	100	Core
3.	Term paper - I	Mentoring (mentor and jury evaluation)	200	Core
	TOTAL*		400	

S. NO.	SUBJECT Sem - II	DESCRIPTION	MAXIMUM MARKS	CORE/ NON-CORE
1.	Global Issues in design, management and technology - II	Seminar by expert (written test)	100	Non-core
2.	Research design and methodology - II	Theory (written examination)	100	Core
3.	Term paper - II	Mentoring (mentor and jury evaluation)	200	Core
	TOTAL**		400	

**For UG (two semester), result will be calculated out of 800 marks.

Students will be required to score a minimum of 50% marks in core subjects and 40% in non-core subject for award of degree.

14.6.3.1 Seminar by Expert

NIFT would be offering 4-6 seminars per semester, under the subject 'Global Issues in Design, Management and Technology', in areas pertaining to emerging and futuristic issues related to the particular sector of the apparel industry, out of which students need to attend minimum 4 seminars per semester. The purpose of the seminar will be to provide a forum for candidates to share their experiences and knowledge on topics of current interest in the apparel industry.

Respective UG and PG Coordinators will compile the broad seminar areas from time to time. Bridge Programme Coordinators' would source the expertise of either external or internal experts to conduct the seminars.

External experts shall be faculty members from other institutes of higher learning, with a PhD/Master's degree in the relevant field, or industry experts with relevant experience. Internal experts shall be of the rank of Senior Professor and Professor. If required, more than one expert could be called, limited to the approved budget. The online seminars could be delivered from NIFT, HO or from anywhere in the world.

The expert would present the seminar as a lecture, with a presentation, which would be recorded, and the link would be sent to the students online. The written test/quiz prepared by the expert conducting the seminar will be administered online. Each written test will be evaluated out of 25 marks. Written test could consist of multiple-choice questions, short and long answers, case studies, practical assignments, etc.

The students will fill in the answers on CMS, which will be either forwarded to the seminar expert, by Bridge Coordinators or to the subject expert, who would be given access to CMS. The expert would evaluate the written exam and submit the evaluated answer sheets to Bridge Programme

Coordinators, along with marks, on CMS or to the Bridge Coordinators.

The answers uploaded on CMS shall be retained for a period of 1 (one) year after declaration of results.

Each student shall attempt a minimum of 4 written tests to accumulate marks out of 100 and would submit the answer sheet on the CMS portal within 12 (twelve) weeks or 20 (twenty) days from the day the last link is sent to the candidate. However, this whole exercise should be finished before the internal jury.

Bridge Programme Assistant would feed the result on CMS, if not done by the subject expert, and would compile the results.

14.6.4 Research Design and Methodology Workshop

The intention of this subject is to guide the Bridge Programme students about the process and methodology of selecting the research topic and writing the term paper. The subject would be out of 100 Marks and 21 contact hours.

14.6.4.1 Option 1

Research design and methodology classes to be recorded in the same way as the expert seminars and delivered in the same manner. One or more experts can be invited for delivery of the workshop. Students could attend this workshop online or in person. Student will have to inform the coordinator beforehand if they wish to attend in person.

Online written exam out of 100 marks would be followed after the classes. Candidate would have to answer the written test, which would be evaluated by the expert taking the classes and submit the result on CMS or Bridge Programme Coordinators.

14.6.4.2 Option 2

Research design and methodology can be taken up as online course through Mass Open Online Courses (MOOC) or any such recommended forum at his or her own cost, validated by committee formulated by NIFT.

Submission of certificate mentioning the number of hours (minimum 21 hours) and percentage acquired, will be mandatory for earning the equivalence marks.

14.6.5 Term Paper Mentoring

Each candidate will be expected to write a term paper during the programme. The Bridge Programme Coordinators will help the candidate to find an appropriate mentor from across the various NIFT streams.

The mentor will assist the candidate to choose an area of study and write the term paper (**Annexure-14D**). Candidate will be required to carry a detailed study, prepare report on research findings at the end of the semester for the term paper.

For UG combined programme, term paper for the first semester will

be limited to secondary research resulting in submission of research proposal at the time of internal and external jury.

In the second semester, the students are expected to do primary research and submit full research paper at the time of internal and external jury.

For PG combined programme, full term paper has to be finished by the end of the semester and student has to present the same in front of internal and external jury.

14.6.6 Selection of Mentor

EOI for becoming a mentor for Bridge Programme, will be floated by Bridge Programme Coordinators, amongst faculty members of all campuses. A mentor can take a maximum of 4 mentees at any given point of time. Final list of mentors will be approved by the competent authority.

List of interested mentors, with their area of specialization received through EOI would be compiled by Bridge Programme Coordinators. The same will be circulated to students for selection of the mentors. In case student does not opt for the mentor of their choice, Bridge Programme Coordinators will assign mentor from any campus with relevant competency. However, the students preferred city of study would be considered while assigning the mentor.

A mentor can be any faculty member of NIFT who is Senior Professor, Professor, Associate Professor and Assistant Professor with a PhD degree. Faculty who himself/herself is registered for Bridge Programme at NIFT, cannot be a mentor. NIFT faculty pursuing Bridge Programme should be mentored by a senior faculty.

14.6.7 Interaction with Mentor

The mentor/s can meet/discuss the progress of the study with the students online through mail/video conferencing/online chat, in person, etc. Each mentor and student will maintain the record of the discussion on the weekly feedback form (**Annexure-14E**). The payment to the mentors will be processed only on receiving weekly feedback form (total 12 feedback).

14.6.8 Evaluation of the Term Paper

Student, under the guidance of mentor, will write the term paper. The mentor at all times, will be responsible for the presentation and term paper presented by the student in front of the jury. For the term paper evaluation, the student will have to present a brief presentation of few slides, along with the soft document of the work done. Both the presentation and document should reach the Bridge Coordinators a day before the jury. The final document, after corrections and incorporating suggestions, from the internal jury, will be presented to external jury panel. The internal and external jury will be held at Delhi, H.O. Students can present the term paper through online mode like Skype, video conferencing, or in person.

14.6.8.1 Mentor Certificate

The mentor will have to certify the work done by the student before the internal and external jury. Mentor certificate is placed at **(Annexure-14 F)**.

14.6.8.2 Internal Jury

The internal jury panel of three members would consist of faculty members of the level of Associate Professor and above and the same would be approved by the competent authority. Mentors can also join the internal jury as a silent observer.

14.6.8.3 External Jury

The external jury panel of three members would consist of external expert/ internal Senior Professor/Professor and the same would be approved by the competent authority.

14.6.8.4 Marks Breakup for Term Paper

Total marks allocation shall be:

Mentor Mark	40 marks (Annexure-14G)
Internal /Interim Assessment	80 marks (after 10 weeks of progress) (Annexure-14H)
External/End Term Assessment	80 marks (after 14 weeks) (Annexure-14I)
	Total 200 marks

14.6.9 Follow-Up Examination

Bridge Programme student shall be given a follow-up in the following conditions:

- Not attempted the requisite number of seminars (minimum 4).
- Not attempted the Research Design and Methodology paper.
- Not appeared in the juries (internal or external).
- Not completed any other work (mentor certificate is not issued, or any other case).
- The submitted work is not found satisfactory during the evaluation.

They would have to repeat the missed mandatory component at the rate of INR 2,000/- per component.

Other conditions applicable for follow-up will be:

- A student shall be allowed to appear for follow-up in maximum of one complete subject in a semester.
- If a student fails in two or more subjects, then he/she shall have to repeat the semester.
- The student will be evaluated for 100%, for follow-up examination.

The evaluation for the follow-up seminar quiz and research design and methodology subject, can be done by a panel of 2 faculty selected by the coordinators, in case the expert is not available, and approved by competent authority. However, the follow-up for term paper jury shall be evaluated by the approved external jury panel that was invited earlier, to remove any bias.

14.7 Transcript

Marksheet will be issued to the student after successful completion of the Bridge Programme (as per **Annexure-14J**). The nature of the programme is such that the evaluation is not possible in the same way, as for the regular programme. So, equivalence will be done in accordance with the norms of international semester exchange programme. The details of the same are tabulated below:

GRADES	MARKS RANGE	GRADE POINT	DESCRIPTION
O	100	10	Outstanding
A+	90-99	=>9.0<10	Excellent
A	80-89	=>8.0<9	Very Good
B+	70-79	=>7.0<8	Good
B	60-69	=>6.0<7	Satisfactory / Fair
C	50-59	=>5.0<6	Average
D	40-49	=>4.0<5	Low Pass
F	< 40	<4	Fail

14.8 Award of Degree

The students may be awarded the degree on successful completion of the UG and PG Bridge programmes, along with grade sheet.

The candidates will be offered the degree of M.F.Tech. (for GMT/PG Tech. alumnus), MFM (for AMM/AMMM alumnus), M. Des. (for TD, KD, FC, LD alumnus) and B. Des. (for FD/AD alumnus), at the successful completion of the programme. The degree will be offered for the year in which the Bridge Programme is successfully finished by the candidate. The degree certificate will carry a reference of the campus and the year in which the diploma was awarded to the candidate and the format of the degree of Bridge Programme will be different than the degree of regular students **(Annexure-14K)**.

At the completion of the programme, the Bridge students would be required to submit the 'No Dues' form, to enable them to obtain their degree and refund of security deposit.

Duplicate certificate and duplicate marksheets will only be issued, in case of loss, with the production of affidavit, along with the payment of the charges applicable as per regular programmes.

14.9 Financial Management- Bridge Programme Budget

The Bridge Programme Coordinators will prepare the estimated budget and expenditure plan for each semester, under the following heads:

Heads of income may include:

1. Programme Fee
2. Registration Fee
3. Any other Fee

Heads of expenditure for Bridge Programme Budget may include:

1. Payment to Faculty – seminar expert, RDM workshop, mentors
2. Payment to Jury
3. Payment to Coordinators
4. Payment to Support Staff
5. Miscellaneous

For the purpose of calculation, a batch size of the number of candidates admitted may be taken.

14.10. Revenue Generated

14.10.1 Fee

Fees applicable to the bridge students will be same as Regular Programme Fee* structure. The fee components applicable to Bridge students are– tuition fee (per semester), registration fee (one-time), exam fee (per year) and security deposit (one time-refundable) and Resource Centre fee (optional).

S. NO.	HEADS OF INCOME	AMOUNT		
		For PG Bridge Programme	For UG Bridge Programme	
1.	Online brochure	Free		
2.	Registration fee with application form	General/OBC (Non-Creamy) Category: INR 2,300/-		
		SC/ ST/ PWD Category: INR 1,300/-		
3.	Programme fee	Sem 1	Sem 1	Sem 2
4.	Tuition fee (per semester)	1,18,050	1,18,050	1,18,050
5.	Exam fee (per year)	3,900	3,900	-
6.	Registration fee (one time)	9,300	9,300	-
7.	Security deposit (one-time -refundable)	9,900	9,900	-
8.	Resource Centre membership fee (optional)**	INR 2,500/-	INR 4,000/-	

*to be reviewed annually

**Resource Centre fee is not being charged. Separate library membership may be taken by students, if required. Rates applicable as for CE students.

14.10.2 Fee Waiver

50% tuition fee waiver will be given to those faculty members (regular and contract), who have completed 3 years of services in NIFT. Additionally, the NIFT employees are also allowed a waiver of security deposit and resource fee.

14.10.3 Refund of Fee

Refund to the students, who opt to discontinue Bridge Programme, will be as under:

a)	Once the session starts	No refund
b)	Before the commencement of the BP	Full fee refund except registration fee

No refund of registration fee submitted at the time of application will be done.

14.11 Bridge Programme Expenditure

The expenses towards conduct of Bridge Programme will include cost of expert time, hired services and other implementation expenses. The faculty claim form needs to be filled in by the claimant (Annexure-14L).

The expense can be categorized as follows:

- (i) Payment to faculty (internal/external) for seminar.
- (ii) Payment to faculty (internal/external) for Research Design and Methodology (RDM) workshop.
- (iii) Payment to faculty mentors for term paper mentoring.
- (iv) Payments to jury for term paper.
- (v) Programme coordination fee.
- (vi) Payment to support staff (administrative/technical) such as UI CE/ RA/Assistant/Junior Assistant/MTS.
- (vii) Miscellaneous-stationery for jury/Refreshment and hospitality of students, faculty and academic staff/any other expenditure.

14.11.1 Payment to Faculty (Internal/External)

PAYMENT HEADS	RATES
Seminar by Expert Number of Expert Lectures: Minimum 4– maximum 8 Session Timing: 3 hours/ lecture	INR 10,000/- x per lecture (which includes delivering of the lecture, (which will be video recorded) preparing, conducting and correcting the evaluation test and submitting the marks)
RDM Workshop Total Contact Time: 21 hours	INR 1,400* x 21 sessions (1 hour each) =INR 29,400/- + INR 10,000/- for preparing, conducting and correcting the evaluation test and submitting the marks (*rate applicable as per current Guest Faculty Payment Policy)
Term Paper Mentoring Duration: Complete semester	INR 10,000/- per student Mentoring includes guiding the student, helping in writing the term paper, evaluation and certification

14.11.2 Payment to Jury Members

The jury panel (internal or external) will consist of three members each and the same would be approved by the competent authority.

Jury can spread over a number of jury days, depending on the batch size. Jury can be conducted for approximately 15 students in a day or limited to the capping of the Bridge Programme budget.

PAYMENT HEADS	RATES
Jury Payments Jury Duration: Maximum 6 hours in a day Number of Candidates per Day: Approximately, 15	Internal Jury for Term Paper INR 1,500 - per session of 3 hours External Jury for Term Paper INR 2,500- per session of 3 hours

14.11.3 Payment to Bridge Programme Coordinators

Programme Coordinator's fee will be restricted to 5% of the total revenue collected. This will be shared by the two coordinators appointed for the Bridge Programme.

Any faculty member proceeding on long leave (such as study/sabbatical/CCL/transfer, etc.) will not be allowed to coordinate the Bridge Programme. However, they would be paid the coordination fee proportionately, till the time they have coordinated the Bridge Programme.

14.11.4 Payment to Support Staff

The names of the support staff will be defined by the Programme Coordinator at the time of preparation of the budget proposal. The payment to support staff which will be restricted to 2% of the total revenue collected. Distribution of the fee would depend on the quantum of work done by each member and by keeping the expense within the prescribed limit.

The following staff can be engaged:

SUPPORT STAFF	ROLES OF THE SUPPORT STAFF	INDICATIVE PAYMENT OF 2% OF THE REVENUE GENERATED
RA/Assistant/Junior Assistant with the Bridge Coordinator	Assist in the day-to-day functioning of the Bridge Programme, with the Bridge Programme Coordinator. Up to two staff members can be taken by the coordinators, depending on quantum of work.	20%
Administrative Staff of Head-CE	Administrative staff of Head-CE, who will help in admissions, finalizing of the result and maintaining yearly records of the students registered in the batch.	9%
UI-CE	Get the brochure prepared, assist in admissions of Bridge Programme candidates, rectification of results and assistance in smooth running of Bridge Programme at the Head Office level.	25%

Officials and staff members nominated for Bridge Programme by the other departments	Involved in successful running of the Bridge Programme (including IT Department, COE HO, CMS, Accounts HO, Administration, Building Department, etc.)	40%
MTS with the Bridge Programme Coordinator	Assist in day-to-day functioning for the Bridge Programme.	6%
		Total 100 %

The total payment to any individual in financial year will not exceed 2 (two) months gross salary.

14.11.5 Payment for Miscellaneous Items

Miscellaneous items can include stationery for jury/refreshment and hospitality of students, faculty and staff/any items required for smooth running of online classes and any other expenditure. Miscellaneous expenditure will be restricted to 0.5% of the total revenue collected.

14.12 Revenue Calculation

The income raised by registration fee received (at the time of application form submission) and the programme fee, will be included in the total revenue generated by the programme. Refundable security deposit and Resource Centre fee shall not be considered in calculation of revenue generation.

The expenditure on the programme shall be within 20% of the revenue generated. Separate approval from the competent authority needs to be taken for any deviation.

The overall budget and ceiling of expenditure included in the policy, may vary as the same depend on the number of candidates enrolled for the programme each year.

Intra-head and inter-head adjustment of expenditure may be permitted within the budget, with the approval of the competent authority.

The balance 80% of the revenue generated after all payment or provision of Bridge expenses shall be allocated to HO/Campus funds.

The revenue generated through the BP will be allocated in the following manner:

S. NO.	Name OF THE HEADS	RELEVANT HEAD OF NIFT	% CEILING
1	Direct Expenses	All heads at clause 15.2	20% of the total revenue collected

S. NO.	NAME OF THE HEADS	RELEVANT HEAD OF NIFT AND % CEILING
1	Administrative and Infrastructure Overheads (AIO)	20% to be distributed as: -10% to HO DDF -10% to Department DDF
2	HO Income	70%
3	Parent Campus Income	10% to be distributed proportionately

14.13 Proactive Disclosure under Section 4 of RTI Act

The details of ongoing Bridge Programme and annual report of the previous years would be furnished as proactive disclosure under Section 4 of RTI Act.

14.14 Power to Relax

In all matters relating to the Bridge Programme, the decision of the Director General shall be final and binding. No provision of these rules shall be relaxed without the explicit approval of DG-NIFT.

CHAPTER-15

The chapter section deals with detailed guidelines of the craft cluster initiative of NIFT.

In this section:

- 15.1 Background**
- 15.2 Definition and Scope**
- 15.3 Identification of Craft Clusters by NIFT Campuses**
- 15.4 Inclusion of Craft Cluster Activities in the Curriculum**
- 15.5 Activities under the Craft Cluster Initiative**
- 15.6 Detailed Guidelines for Craft Related Activities**
 - 15.6.1 Lectures from Experts and Master Craftsmen
 - 15.6.2 Craft Research and Documentation (CRD)
 - 15.6.3 Craft Based Design Project (CBDP)
 - 15.6.4 Artisan Awareness Workshop
 - 15.6.5 Craft Demonstration by Artisans at the NIFT Campus
- 15.7 Showcase of Craft Cluster Activities**
- 15.8 Creating Digital Repository for Handlooms and Handicrafts**
- 15.9 Student Conduct Rules**
- 15.10 Monitoring Mechanism**
- 15.11 Digitization of Documents**
- 15.12 Submission of UCs by Campuses**
- 15.13 Disbursement of Funds to the Campuses**
- 15.14 Space and Support Staff for CIC Cell at each NIFT Campus**
- 15.15 Copyright and IPR issues**
- 15.16 Powers to Relax**

15.1 Background

NIFT, with the active support from Ministry of Textiles (MoT), Office of Development Commissioner (Handlooms) and Office of Development Commissioner (Handicrafts) has developed and implemented a new Craft Cluster Initiative programme, which aims to provide the students with continuous exposure to the handloom and handicraft clusters, thus providing an opportunity for creative innovation and experimentation. Through this initiative, NIFT aims to reach out to the artisans and craftsmen at the grassroots level. The artisans and craftsmen involved in the initiative will benefit through knowledge dissemination and exposure to urban markets and design intervention, innovative designs and linkages with new markets.

15.2 Definitions and Scope

The Craft Cluster Initiative at NIFT is designed with the objective to sensitize NIFT students to the realities of the crafts sector and give insight into regional sensibilities and diversities, resources and environment. Through this initiative, NIFT has been successful in creating a widespread awareness and sensitivity in assimilating crafts into fashion and vice-versa. The Craft Cluster Initiative programme is envisaged to provide the students of NIFT systematic, continuous and regular exposure every year to the diversely rich and unique handlooms and handicrafts of India.

The students at NIFT specialize in the areas of design, technology, management. According to the specialization, students will be contributing in varied areas in the clusters, like design intelligence, design innovation, product development, supply chain management, brand management, retail entrepreneurship, organizational development and systems design and development. The students will also contribute in the areas of process innovation, production planning, and research-based improvisation and quality management. The students will assist artisans to develop distinct identity of the handloom and handicraft clusters through logos, promotional materials like posters, brochures and catalogues.

The policy proposes in detail the guidelines to achieve uniformity across the NIFT campuses and all departments, for implementing craft integration in the curriculum. The policy provides modalities, which need to be followed, including budget heads conducting specific craft-based activities and overall budget calculation and allocation.

15.3 Identification of Craft Clusters by NIFT Campuses

Each campus will adopt craft clusters based on the number of departments in the NIFT campus. While the students of the design departments take up diagnostic studies, design developments and training workshops, the students of Fashion Communication, M.Des. and MFM will be associated with the craft clusters for research, branding and promotion. DFT would associate with the clusters for intervention in the areas of ergonomics

and understanding of the manufacturing process of the chosen craft sector and its various facets, with a view to work on interventions in areas of work space, tools, processes, etc.

The Campus Director, along with the CIC, CCs and senior faculty of the campus will draw the list of craft clusters. The campus will also consult local offices of DC (Handlooms) and DC (Handicrafts) while selecting craft clusters. The vicinity of the craft cluster to the campus should be kept in mind for the ease of travel of students and faculty. Since the grant has been received from the offices of DC (Handlooms) and DC (Handicrafts), the craft clusters selected by the campuses should be representative of both handlooms and handicrafts.

The list of craft clusters received from all campuses would be reviewed by Head (Cluster) to avoid overlaps. The final list of the identified craft clusters will be forwarded to the Competent Authority at NIFT for onward submission to the office of DC (Handlooms) and DC (Handicrafts). The process of identification of new craft clusters should be an on-going exercise, so that there is rotation of clusters and new clusters get to benefit from the Initiative.

15.4 Inclusion of Craft Cluster Activities in the Curriculum

The subjects and activities related to craft cluster will be identified by the Chairperson of each programme, in consultation with the department faculty, with clearly articulated objectives and outcomes. The craft clusters will be identified at the campus level, as stated in Clause 15.3 of the policy. Each department will adopt a craft in the identified cluster and continue with the same for a period of 5 (five) years. At the end of 5 (five) years, NIFT should be able to map the growth in terms of the economic and social well-being of the chosen craft clusters, as a result of NIFT intervention.

15.5 Activities under Craft Cluster Initiative

The curriculum shall include craft related subjects, as mentioned in the table below. The list of activities includes mandatory and optional activities.

List of Activities that can be undertaken by Different Departments

S. NO.	ACTIVITY	NATURE OF ACTIVITY	REMARKS	AMOUNT IN INR
1	Lectures from experts as part of a lecture series	Lectures from experts and master craftsmen	Mandatory for FP	15,000/-
2	Craft demonstration by artisans at NIFT campus	This activity can be a part of the subject like surface design/integrated term project/ co-design project etc. Artisans will be invited from urban craft clusters in the vicinity of the campus or from the identified craft clusters for skill demonstrations to the students	Mandatory (not more than 3-5 days, handlooms and handicrafts to be equally represented. This activity may be clubbed with craft bazaar/ awareness workshop)	60,000/-
3	Craft Study and Seminar	This activity can be part of subjects like term paper/ colloquium. A seminar will be organized to present selected papers to an audience, including professionals from the industry, government agencies and craft sector	Optional for PG programmes	As per budget not exceeding ceiling
4	Craft Research and Documentation	Two-week craft cluster visit for sensitization of rural aesthetics of the country, cultural and social understanding of the villages; craft documentation that will include process documentation and diagnostic study	Mandatory for UG and PG programmes (UG – Semester V; PG – Sem. II)	Not exceeding 4,50,000/-
5.	Product development with the crafts person/ collaterals for artisans and VM by FC	This is an in-field activity to be taken up by VI/VII Semester students of design departments	Mandatory for FD, FC, TD, KD, LD and F&LA (Semester VI/VII)	Not exceeding 5,00,000/-
	For DFT - Craft interventions under craft based minor project	The minor project for the cluster in each pathway specialization will mobilize the students to work on either resolving specific issues facing the cluster or improving the process through technology intervention	Mandatory for MFT (Semester III)	

6	Awareness workshops for artisans and weavers	Awareness workshops will be conducted by each department once in a year for the craft clusters being covered by them under this initiative. These workshops will be conducted for artisans/weavers at NIFT campuses aiming to enhance their understanding about the urban markets. They will be interacting with the NIFT faculty and students for knowledge sharing on trends and understanding market demands	Mandatory for UG and PG programmes (UG – Semester VI; PG – Sem. II/III)	Not Exceeding 2,00,000/-
7	Organizing craft bazaars in each campus as a annual event to bring the weavers and the consumers at a common space	Creating a link between the weaver and the market. A platform to popularize the weaves, textiles and crafts	Mandatory by campuses	Not exceeding 5,00,000/-
8	<p>Creating digital craft repository for handloom and handicraft</p> <p>Extensive mapping of handloom and handicraft clusters in all states</p> <p>Creating physical repository for handloom and handicraft in each campus and for new products developed with weavers and artisans</p>	<p>To increase opportunities for design interventions by young design professionals leading to creative innovations and experimentation in craft clusters.</p> <p>Create a comprehensive directory of the textiles and weaving communities as well as crafts and artisan communities in the various Indian states along with the weavers and artisans practicing the same.</p> <p>Curate and preserve samples of various weaves and craft techniques and use them as teaching aids to show students the textiles and crafts of India (Can be obtained from cluster or craft bazaar)</p>	Mandatory	Budget for this is separate as it is a separate project

15.6 Detailed Guidelines for Craft Related Activities

All craft related activities are aimed to build a platform for knowledge sharing and improving design expertise. These activities will also develop a strong network for collaborative learning among student groups and craft communities across India. The nature of activities will vary as per the requirement of the curriculum and as proposed by the Chairpersons of the respective departments.

15.6.1 Lectures from Experts and Master Craftsmen

Expert lectures offer deep cognitive learning beyond facts and concepts. This is a valuable supplement and addition to classroom instruction and a way to prepare students for future learning.

Budget for Lectures from Experts and Master Craftsmen'

S. NO.	BUDGET HEAD	TENTATIVE BUDGET (INR)
1.	Lectures by eminent speakers at the rate of INR 2,500/- for 1.5 hours + conveyance on actual (not exceeding 4 lectures of 1.5 hours each) (could be done as part of a lecture series)	15,000/-
TOTAL		15,000/-

15.6.2 Craft Research and Documentation (CRD)

Craft research and documentation is a mandatory activity undertaken by all the students of design and management departments, after the second year of UG and during the second semester of PG. The activity includes craft cluster visit to one of the identified craft clusters by the students, to sensitize them to the realities of the craft sector and give insight into regional sensibilities and diversities, resources and environment.

Duration:

Field Study: 5 - 10 days (including travel time)

Secondary Research: 5 - 10 sessions of 1.5 hours each

Documentation: 9 hours

Budget for the Activity

The details of the budget expenditure for this activity are as follows:

Budget for Craft Research and Documentation

S. NO.	BUDGET HEAD	AMOUNT PER BATCH (INR)
1	Lectures by eminent personalities for pre-visit orientation	15,000/-
2	Student travel by train (AC-III tier) /by road (state or private bus/taxi)	1,25,000/- (on actuals)

3	DSA to students at the rate of INR 500/- per day	1,75,000/-
4	Wage loss compensation to artisans	Not exceeding 30,000/-
5	Documentation at the rate of INR 5, 000/-	30,000/-
6	Faculty travel/boarding and lodging/ local travel	75,000/-
TOTAL		Not exceeding 4,50,000/- approximately

*A group of 6-7 students

** Budget re-appropriation may be done by Campus Director i.e., the savings from any single budget head into another budget head, without compromising the ceiling limit of each activity's budget. Information after re-appropriation may be sent to Head-Cluster for further intimation to Dean (A) and DG- NIFT.

Norms for Visit to various Craft Clusters by Students (CRD)

The norms for students visiting the respective craft cluster have been finalized as:

- The travel of all the students to the selected craft clusters is compulsory.
- It will be a group activity wherein the class should be divided into groups of 6-7 students each. Each group will be assigned a student group leader for coordination and a faculty mentor for guidance.
- For visit to a craft cluster, an amount of INR 500/- would be given to each student per day as DSA and local travel in the craft cluster. (Student DSA, in case of the cluster in the vicinity, where the student returns home for the night, will be 50 % of the total daily allowance. In case of the cluster in the vicinity, where student returns to PG/ hostel for the night, she/he will be entitled to 100 % of the daily allowance. As regards the number of days, they will be as per the revised craft cluster policy.)
- Students would be reimbursed train fare (AC-III tier)/bus fare (private and state transport/taxi (where other modes of transport are not available) by NIFT on submission of tickets on return. The students travelling by air will be reimbursed the train fare (AC-III tier) on submission of air tickets.
- The wage loss compensation will be provided to all the artisans and weavers at the rate of INR 1,000/- per day for master craftsmen, INR 500/- per day for craftsmen with experience of 5 – 10 years and INR 250/- per day for craftsmen with experience of less than 5 years.
- Upto INR 5,000/- will be reimbursed to each student group for the group document, on submission of bills.
- Eminent persons for pre-visit orientation will be invited for a maximum of 6 (six) hours and payment will be made as per guest faculty norms.

- Faculty undertaking the course would be visiting the craft cluster to monitor and supervise the student activities. Each faculty will be responsible for mentoring not more than two groups of 6-7 students each for the entire activity. (Where there are less faculty, each faculty can mentor up to 3 groups.)
- For travel to craft clusters that are distant from the main city, the faculty will be reimbursed conveyance (AC taxis) on actual for travel to the craft clusters. In case of use of a personal car for cluster visit, a certificate is to be enclosed with the bill as attached in **Annexure-15 B**.

Where bills are not submitted in case of a journey performed by own car/ taxi, etc., the rates are specified as under:

At places where no specific rates have been prescribed, either by the Directorate of Transport of the concerned state or of the neighboring state, the following rates will apply.

For journey performed by own car/taxi	INR 24/- per kilometre
For journey performed by auto rickshaw/ own scooter, etc.	INR 12/- per kilometre

At places where no specific rates have been prescribed, the rates per kilometre will further rise by 25%, whenever the DA increases by 50%.

- TA reimbursement for faculty may be as per the following options:
 - Where the cluster can be accessed only by train, as there are no airports nearby, the faculty may be reimbursed train fare for AC-II tier/AC-I, as applicable.
 - Where there is an airport access, but the cluster is some distance from the airport and access is by road from the airport, faculty may be reimbursed as per actual spent on taxi.
- Where faculty has to travel to areas under the cluster, in and around the main town, taxi as per actual, may be reimbursed.

Norms for Documentation and Presentation

- Each group to submit one copy of a good quality document, giving details of the craft cluster, including craft cluster maps, craft, technique, evolution of the craft, artisan profile and their contact details.
- The document should provide details of the process, prototyping and details of raw material procurement.
- Details of organizations and associations contacted or networked during the craft cluster visit to be provided in the document.
- The presentation by the students after their craft cluster visit will be made to an audience that will comprise of jury members, the current batch as well as the junior batch of students.

Deliverables: Learning Diaries, documents and presentation to jury.

Teaching Load for Faculty

The direct teaching hours for each faculty member teaching the subject shall be calculated as follows (to be certified by the respective Centre Coordinator):

- Secondary research- 4 hours.
- In field supervision and monitoring of student's activities- 6 hours/day during craft cluster stay (not exceeding 5 days).
- Documentation and presentation- 6 hours.

A maximum of 40 (forty) hours will be given to each faculty handling the subject (this will vary depending on numbers of days spent by faculty in field).

Evaluation Criteria for Craft Research and Documentation

Craft research and documentation are the mandatory craft-based subjects that are common to all design departments.

For craft research and documentation, the evaluation would have three components:

- Mentor evaluation.
- Internal jury evaluation (by faculty of the department other than the mentor) and
- External jury evaluation.

The jury composition and evaluation criteria for the same is as follows:

Internal Jury Composition

- 3 faculty from same department (other than mentor).
- If in any campus, the department has less than 4 faculty, the internal jury may include faculty from other departments or guest faculty who have taught the students.
- External Jury Composition
- Two external experts.
- CIC/senior faculty at the campus from any other department.
- One faculty of the department not teaching the subject.

Evaluation Criteria for UG and PG Programmes

A)	Internal Evaluation – 60 marks	
S. No.	Criteria	Marks
	Mentor Evaluation	
1	Quality and extent of Research and Survey	20
2	Learning Diary	10
3	Documentation	10
	Total	40
	Internal Jury – 20 marks	
S. no.	Criteria	Marks
1	Documentation (textual and visual)	20
	Grand Total	60
B)	Jury Evaluation – 40 marks	
S. No.	Criteria	Marks
1	Quality and Extent of Research	10

2	Documentation	15
3	Presentation and Communication	15
Total		40

* There needs to be a gap of at least 1 (one) week between the internal evaluation and the external jury evaluation. The marks of internal evaluation should be submitted to the COE Campus, compiled and uploaded on CMS before the commencement of external jury.

Important Note: Students from junior batches are allowed to be a part of the jury proceedings for stand-alone subjects. This will help them understand the conduct of the jury and the requirement of the subject. This option is now available for all juries, including graduation project. A total of ten seats will be available for interested junior students to be part of the jury as silent spectators.

15.6.3 Craft Based Design Project (CBDP)

The subject conducted in semester VII will involve product development by students in the selected craft clusters, wherein they undertake field visits for a duration of 5 to 7 days. The students of semester VII of FD, F&LA, LD, KD and TD, will be going to the craft cluster with pre-conceptualized designs based on the earlier skill mapping and gap analysis of the identified craft cluster, while the students of FC will be involved in branding collaterals for the identified cluster. The CBDP activity will be a co-design or collaborative activity between the students and craftsmen.

Duration: 3-10 days (including travel time).

Budget for the CBDP activity

The design project is an important activity as it entails prototype development with the artisans in the identified craft clusters. The students will create prototypes using the existing skill set of the weavers/artisans. The activity should have a far-reaching impact on the artisans through understanding and appreciation of design, form and importance of quality assurance for the prototypes being developed. Contribution through design intervention and design diversification will be the key to study the impact factors of the activity.

Tentative Budget for Craft Based Design Project

S.NO.	BUDGET HEAD	EXPENDITURE (INR)
1	Lectures by eminent personalities for pre-visit orientation	10,000/-
2	Student travel by train (AC-III tier)/by road (state or private bus/taxi)	1,25,000/- (on actuals)
3	DSA to students at the rate of 500/- per day	1,50,000/-
4	Wage loss compensation to artisans	Not exceeding 60,000/-

5	Raw Material and Prototyping Cost at the rate of INR 2000/- per student (on submission of bills)	70,000/-
6	Faculty travel/boarding and lodging/ local travel	75,000/-
7	Documentation (one per class) including hiring of videography and photography equipment, for 1 document and 1 product catalogue	10,000/-
TOTAL		Not Exceeding 5,00,000/-

** Budget re-appropriation may be done by Campus Director i.e. the savings from any single budget head into another budget head, without compromising the ceiling of the limit of each activity's budget. Information after re-appropriation may be sent to Head-Cluster, for further intimation to Dean (A) and DG- NIFT.

Norms for Visit to Craft Cluster for CBDP

The norms for CBDP activity have been proposed as:

- The travel of all the students to the selected craft cluster for prototype development is compulsory.
- It will be a group activity, wherein the class should be divided into groups of 6-7 students each.
- For visit to craft clusters, an amount of INR 500/- would be given to each student per day as DSA and local travel in the craft cluster. (Student DSA, in case of the cluster in the vicinity, where a student returns home for the night, will be 50 % of the total daily allowance. In case of the cluster in the vicinity, where a student returns to the PG/hostel for the night, she/he will be entitled to 100 % of the daily allowance. As regards the number of days, it will be as per revised craft cluster policy.)
- Students would be reimbursed train fare (AC-III tier)/bus fare (private and state transport/taxi (where other modes of transport are not available) by NIFT on submission of tickets on return. The students travelling by air will be reimbursed the train fare (AC-III tier) on submission of air tickets.
- The wage loss compensation will be provided to all the artisans and weavers at the rate of INR 1,000/- per day for master craftsmen, INR 500/- per day for craftsmen with experience of 5 – 10 years and INR 250/- per day for craftsmen with experience of less than 5 (five) years.
- Upto INR 2000/- per student will be reimbursed for raw material and prototyping on submission of bills.
- Upto INR 10,000/- will be reimbursed to each batch of students (35 students) for one document along with 2 catalogues (one for the cluster department and other for the artisan) on submission of bills.
- Eminent persons for pre-visit orientation can be invited for a maximum of 6 (six) hours and payment will be made as per NIFT

guest faculty norms.

- Faculty undertaking the course will be visiting the craft cluster to monitor and supervise the student activities. The field visit of the faculty member should not be exceeding 5 (five) days.
- For travel to craft clusters that are distant from the main city, the faculty will be reimbursed conveyance (AC taxis) on actuals for travel to the craft clusters. In case of use a personal car used for cluster visit, a certificate is to be enclosed with the bill, as attached in **Annexure-15 B**.

Where bills are not submitted, in case the journey is performed by own car/taxi etc., the rates would be as specified below:

At places where no specific rates have been prescribed, either by the Directorate of Transport of the concerned state or of the neighboring state, the following will apply:

For journey performed on own car/taxi	INR 24/- per kilometre
For journey performed by auto rickshaw/ own scooter etc.	INR 12/- per kilometre

At places where no specific rates have been prescribed, the rates per kilometre will further rise by 25%, whenever the DA increases by 50%.

- TA reimbursement for faculty may be as per the following options –
 - Where the cluster can be accessed only by train, as there are no airports nearby, the faculty may be reimbursed train fare for AC-II tier/AC-I, as applicable.
 - Where there is an airport access, but the cluster is some distance from airport and access is by road from airport, faculty may be reimbursed as per actual spent on taxi.

Where faculty has to travel to areas under the cluster, in and around the main town, taxi as per actual may be reimbursed.

Deliverables of CBDP Activity

The deliverables will include:

- Finished products/brand collaterals :
 - The number of prototypes per student will be dependent on the technique and would be detailed by the Chairpersons, in their curriculum.
- Document:

Students, as a class, will submit a hard copy of good quality document, giving the following details:

 - Design process: research and conceptualization
 - Explorations
 - Design specifications and drawings
 - Artisans profiles
 - Product catalogue, with 80-150 words write-up about each prototype developed

The presentation by the students after their craft cluster visit will be made

to an audience that will comprise of jury members, officials from the MOT or any related departments, the current batch as well as the junior batch of students.

Craft Interventions under Craft Based Minor Project (CBMP) - (MFT, Semester III)

Objective: The objective of the craft interventions is to bring in the resolution of issues as well as inclusion of technology in the cluster chosen, through the skills and knowledge garnered in the various subjects. The subject will be conducted in Semester III of MFT.

Delivery Mechanism: The minor project for the cluster in each pathway specialization will mobilize the students to work on either resolving specific issues facing the cluster or improving the process through technology intervention.

Outcome: The craft based Minor project is an important activity as it entails technological interventions for the artisans in the identified craft clusters. The activity should have a far-reaching impact on the artisans, through understanding and appreciation of technology as well as operational interventions through processes, quality systems, etc. The outcome can also include a series of papers by the faculty and the students involved that can be published for wider dissemination of information.

Deliverables: Students working in groups will come up with the output of the project in the form of process design, working models in varied pathway specializations, as suggested in the curriculum which will benefit the cluster and its activities.

Budget for the CBMP Activity: Same as Table 5.

Faculty Workload for Craft Based Design Project

The subject will require an in-depth research and design conceptualization, prior to the visit to the craft cluster. Direct teaching hours to each faculty member shall be given, as per the number of hours allocated to the subject. The number of faculty members teaching the subject will be dependent on the batch strength and according to the existing NIFT norms of process- based subjects.

Evaluation Criteria: For CBMP, the jury composition and evaluation criteria will be common at all NIFT campuses.

Jury Composition:

- Two external experts
- CIC/senior faculty in the campus from any other department
- One faculty of the department not taking the subject

The evaluation criteria are as follows:

Evaluation Criteria for UG and PG Programmes

A) Faculty Evaluation – 60 marks		
S.No.	Criteria	Marks
1	Assignment 1	30
2	Assignment 2	30
	Total (1+2)	60
B) Jury Evaluation		
	Jury Evaluation	40
	Total (A+B)	100

15.6.4 Artisan Awareness Workshops at NIFT Campuses

Each department at every campus will conduct Artisan Awareness Workshops for 10-12 artisans for duration of 3-5 days. These workshops will be conducted at NIFT campuses, aiming to enhance the operational efficiency and competitiveness of the artisans/weavers. They will be interacting with the NIFT faculty and students for knowledge-sharing on trends and understanding market demands. Each department will be required to conduct an exposure workshops, once in a year, for all the different crafts being covered by them under this initiative. Through the diagnostic study mapping of gaps and areas of intervention will be identified which will form the basis of these exposure workshops. Such workshops will give artisans an opportunity to understand urban markets, upgrade their knowledge and exposure to latest trends and new markets.

The department will be responsible for organization and conduct of these workshops with the help and support of the Campus Director. These workshops shall be clubbed with demonstration workshops, as explained in 15.6.5 and/or be a part of subjects like design projects. Additional physical outcomes, ranging from organizing seminars, talks, skill up-gradation workshops or exhibitions can provide enough exposure and knowledge sharing with the invited group of artisans. The students will be judged on their conduct and organizational skills.

Duration: 3 to 5 days.

Budget for these workshops will include the following:

Budget for Awareness Workshop

S. NO.	BUDGET HEAD	TENTATIVE EXPENDITURE PER BATCH (INR)
1	Wage Loss Compensation	Not exceeding 60,000/- for 10-12 artisans
2	Travel Allowance to artisans/weavers*	As per actuals
3	Lodging and boarding for artisans/ weavers	800/-per day and not exceeding 40,000/-

4	Lecture Fee to eminent personality as per new guest faculty norms approved by BOG with actual conveyance reimbursement on self-certification basis. (Maximum of 15 hours)	Not exceeding 25,000/-
5	Hiring of bus for visits to local markets for a maximum of two days during the workshop	Not exceeding 20,000/-
6	Material Cost if any	20,000/-
7	Documentation and Display	10,000/-
TOTAL		Not exceeding 2,00,000/-

* Artisans will be paid AC-III tier travel reimbursement and their stay, food and local travel will be borne by respective campuses.

** Budget re-appropriation may be done by Campus Director i.e. the savings from any single budget head into another budget head without compromising the ceiling of the limit of each activity's budget. Information after re-appropriation may be sent to Head-Cluster, for further intimation to Dean (A) and DG-NIFT.

For optimum utilization of resources, two or more departments can conduct integrated workshops and the campuses can showcase the outcome at a larger scale through Craft Bazaars at the campus.

Deliverables: Documentation and display by the department.

Teaching Workload for Faculty

The faculty will be responsible for organizing the demonstration workshops and monitoring the outcome of the same. The faculty will be given full teaching workload for the subject.

15.6.5 Craft Demonstration by Artisans at NIFT Campus

Craft demonstrations shall be conducted by eminent craftsman(s) at the NIFT campus for students to enhance the understanding of the crafts, materials and processes. Different craftsman(s) should be invited from the local cottage industry or from the identified craft clusters, for the purpose of demonstrating techniques as a part of subject(s) within a semester. This can be clubbed with the Awareness Workshop or with the Crafts Bazaar, which is explained at point 15.7.

Duration: 1-3 days

Budget

Budget for Craft Demonstration by Artisans at the NIFT Campus

S. NO.	BUDGET HEAD	TENTATIVE BUDGET (NEW)
1	Demonstration fee to master craftsmen who is a national/ state awardee	Not exceeding INR 15,000/- per demonstration workshop of 03 days duration

2	Travel allowance to artisans/ weavers**	As per actuals, for outstation artisans
3	Lodging and boarding for artisans/ weavers at the rate of INR 800/- per day	Lodging and boarding for artisans/weavers At the rate of INR 800/- per day per person, not exceeding 2,400/- for 1 person for 3 days
4	Material cost for demonstration At the rate of INR 3,000/- per day	Not exceeding INR 15, 000/-
5	Documentation and presentation	INR 7,500/- (one document per class, printing of flyers and catalogue, hiring of videography and photography equipment)
TOTAL		Not exceeding INR 60,000/-

*As per current guest faculty policy. However, the amount will vary subject to changes in NIFT Guest Faculty Policy. The master craftsmen, from the selected craft cluster, invited to the campus for expert lecture or demonstrations, will be paid as per the NIFT guest faculty norms, which are updated from time to time.

INR 3,600/- for one-day activity to master craftsmen. Artisans/weavers from urban craft clusters with minimum 10 years of experience will be paid a consolidated amount of INR 3,200/- + plus conveyance per day (INR 800/- for a lecture of 1.5 hours) on visit to NIFT campus for purpose of demonstration. The payment may be processed according to the existing NIFT Guest Faculty Policy norms.

For a craft demonstration being organized at the workshop of the artisan/ weaver in the vicinity of the campus, the payment will be made to the artisan as per INR 800/-, for a lecture of 1.5 hours.

**Artisans will be paid AC-III tier travel reimbursement and their stay, food and local travel will be borne by respective campuses.

Norms for Craft Demonstration Workshops

The CCs will put up action and time plan for inviting artisans/weavers, according to the curriculum requirement, vetted by the Chairpersons, to the Campus Director, along with the budget for approval.

Students of other semesters/departments should be given an opportunity to observe the craft demonstration activity and benefit from the workshop organized at the campus.

Deliverables: Physical deliverables will include one document per class, flyers and catalogue, video documentation, swatch files, reports, on craft processes and its application in the contemporary context.

Teaching Workload for Faculty

The faculty will be responsible for organizing the demonstrations and monitoring the outcome of the same. As the faculty will be required to be present throughout the activity, full teaching workload will be given for the subject.

15.7 Showcase of Craft Cluster Activities

In order to showcase the students' work under the craft cluster activities, each campus should organize a Craft Bazaar and seminar, annually. Seminars should include student papers/poster presentations undertaken during term paper and colloquium.

15.8 Creating Digital Repository for Handlooms and Handicrafts

NIFT aims to increase opportunities for design interventions by young design professionals leading to creative innovations and experimentation in craft clusters. To this end, creation of a comprehensive directory of the documents, projects and products has been developed, along with details of student designers, artisans as well as images of the crafts, craftsmen, craft process and products. The digital craft repository will be maintained at HO level through NRC.

Objectives

- To increase opportunities for design interventions by young design professionals leading to creative innovations and experimentation in craft clusters.
- To preserve and promote Indian textiles and crafts through:
 - a) Showcase of creativity and diversity of traditional Indian textiles, clothing and crafts (connected to textiles, accessories and lifestyle), and their continuity in contemporary India.
 - b) Digitization of both tangible and intangible research related to handlooms, handicrafts, clothing and allied areas.
 - c) Assimilation of information resources pertaining to Indian handlooms and handicrafts.

Scope of the Repository

- Dissemination of historical and contemporary information and narratives on Indian handloom textiles, clothing and crafts to a global audience comprising research scholars, craft enthusiasts and relevant industry.
- Creating an integrated database of craft practitioners and weavers to promote and provide direct access to Indian and international stakeholders.
- Develop visual databank of images, films, audio-visualse, podcast lecture series on craft practitioners, weavers and designers to spread awareness about the handloom weaving and crafts, its production and applications.
- Showcasing traditional skills and knowledge of textiles and crafts

by designers for contemporary market.

- Develop a databank and provide access to resources like research papers, case studies, dissertations and doctoral theses on textiles, clothing and craft related areas.
- Collation of data related to market trends, trade statistics, resource directories, etc., pertaining to textile, crafts and clothing.
- Provide information on new developments and current events relating to crafts, clothing and textiles.

Structure of the Digital Repository

A) Chronicle: Retrieval of indigenous knowledge.

- i) Virtual Museum- the traditional, the contemporary.
- ii) Craft Registry.

B) Research: Building new information.

- i) Research and development archive from:
 - Academic institutions like NIFT, NID, IIHTs, NITs.
 - Textile Research Associations like NITRA, BTRA, SITRA, ATIRA, etc.
- ii) Case studies related to textiles, clothing, accessories and crafts

C) Information Resource: Databank of reports, resource book.

Deliverables and Expected Outcomes

The aggregation of information for dissemination and digital preservation in the knowledge repository, as envisaged by NIFT, will encompass the following components:

- Retrieval of traditional knowledge.
- Collation of contemporary research and innovation in textiles, clothing and crafts.

The repository would offer seamless access to learning and creative resources, along with the following services to researchers, entrepreneurs, crafts people and craft enthusiasts:

Specific deliverables and outcomes are as per the table below:

Deliverables of the Repository

S. NO.	REPOSITORY SECTION	OUTCOME	MEASURABLE INDICATOR
1	Virtual Museum	Repository of all relevant information and resource materials pertaining to traditional handloom textiles and crafts, artisans, designer collections and student collections, from the NIFT archives of all campuses (centres), WSCs, craft museums, NID and private collections.	Number of collections: <ul style="list-style-type: none"> • 500 student collections • 250 designer collections • 200 textile artworks • 1,500 artefacts • 6,000 swatches • 50,000 images

Craft Registry	Full operational registry with details of location and community snapshot of textile craft clusters. Diagnostics - Processes Raw material Tools and equipment - Design: Colour Motif Pattern Layout - Product: Usage - Cultural/Ceremonial/ Ritualistic Significance	Number of crafts covered: - Handlooms – 90 - Handicrafts – 150 Number of craft clusters covered- 500. Number of artisan profiles uploaded -2500. Number of craft documents incorporated – 600.
Research and Archives	Full texts and abstracts (with links) from all available institutional repositories.	Number of full texts: 400 Number of abstracts: 2000
Case Studies	Full set of case studies covering different facets of textile, craft and clothing.	Number of case studies -75
Information Resource	Use by national and international scholars, educators, artisans, designers and businesses.	Particular categories of stakeholders using the repository: - Researchers and scholars - Universities and colleges - Startups and entrepreneurs - Industry professionals and artisans

A review Committee headed by the Dean (A) of NIFT and supported by internal and external experts, will be responsible for the content management of the portal. There would be two divisions, a content generation and management division and a technical solution division, both of which would report to the Review Committee. A high-powered Advisory Committee, comprising of domain experts of high standing in textiles, crafts and clothing, would provide insights on the repository as it unfolds, as well as ensure the quality and rigor of the information/data resources that are put on to the repository. The coordination for bringing the other stakeholder organizations like the Crafts Museum, the Weaver Service Centres, the Textiles Committee, the TRAs and NID on board to contribute their institutional resources to the repository would be undertaken by the Ministry of Textiles.

15.9 Student Conduct Rules

- Most of the craft cluster-related activities will be conducted in a modular format. "If a student misses any of the on-campus or in-field activity, he/she will be responsible to cover up the subject during mid-term break or end semester break. The student will have to take instructions from the CC of the department regarding the task to be completed in the cluster in the vicinity of the campus, or take help from local Weaver Service Centres (WSCs) or Local DC Handlooms and Handicrafts for completing the cluster activity and the deliverables to be submitted. The student may or may not travel to the cluster (only in the case of CBDP)".
- As per the new cluster initiative, 'Craft Research and Documentation' and other craft- related subjects are not 'stand-alone' subjects. Hence, students missing these subjects due to international semester exchange may be exempted from undertaking these activities at a later date.
- In case of an emergency, such as a medical issue, where a student is unable to undertake/complete the craft cluster activity, the student needs to inform the subject faculty and should clearly specify the nature of emergency and reason for discontinuance, in writing. Student discontinuing the craft cluster field visit will make his/her own travel arrangements for returning and is not entitled to DSA, travel and related activity expenditure. The student will also be responsible for completing the pending subject or project within the prescribed academic term as per the NIFT rules.
- Student getting an 'F' grade/repeating semester due to shortage of attendance, will re-do the activity at his/her own expenses at a cluster, within the vicinity of the campus. Also, in such cases, any previously availed funding from NIFT such as DSA, concessional fare, etc., shall be recovered by NIFT. (If a student is repeating semester for any reason and has, in the previous attempt, cleared CRD and CBDP with a grade 'B' or higher, the student need not repeat the craft activity, and the grade will be carried forward.)
- The external jury panel for re-jury of craft cluster-related subject will be forwarded by CC of the department for approval from Campus Director through CIC. The jury composition will consist of two senior faculty, from any other department of the campus and CIC.
- Student misbehaving or violating the code of conduct during the field visit, will invite disciplinary measures as per the NIFT institutional rules and will face punishment. Criminal offences by students will invite legal proceedings as per the law.

15.10 Monitoring Mechanism

A Review Committee, set up by MoT, will monitor the implementation and progress of the initiative. The review meeting for the initiative, will be held every quarter. The members of the Review Committee are as follows:

- DC- Handlooms

- b) DC- Handicrafts
- c) DG, NIFT
- d) Representative of fashion industry
- e) Exporter(s) of handloom/handicraft

Dean (A) will present the quarterly report to the Review Committee.

Monitoring at NIFT Head Office: Monthly progress reports will be submitted by CICs of all the NIFT campuses to Head-Cluster. The compiled report will be sent to Dean (A), as well as to the Office of DC-Handlooms and DC-Handicrafts.

Monitoring at NIFT Campus: At the campus, the CCs will be submitting the outcome of each activity within a period of 3 (three) days, after the completion of the subject jury to CIC at the campus. The CCs and the CIC will also be responsible to prepare reports on the completion of activity in the given format(s) enclosed in **Annexure-15A**.

All formats will be uploaded on CMS-NIFT.

15.11 Digitization of Documents

All the craft documents prepared by the students should be digitally stored and a repository of information of craft clusters should be created that can be accessed by all the stake holders of NIFT on CMS, or other strategies of storage could be explored.

15.12 Submission of UCs by Campuses

Director, Finance and Accounts at Head Office will transfer the funds to the campuses. The grant of funds to the campus, at the beginning of each semester, is subject to submission of utilization certificates (UCs) of all the craft-based activities, conducted in the previous semester by the Accounts Officers at the campus. Hence, the timely submission of utilization certificate after completion of each activity is important. The Campus Directors must ensure that all the utilization certificates are submitted to Director, Finance and Accounts at Head Office at the end of each semester. The UCs must be submitted by 24 May and 24 December of each year.

Simultaneously, the CIC will also be responsible for reporting about the submission of UC to the Head-Cluster. The funds will not be transferred to the campus, in case the UCs are not received. The Director, Finance and Accounts, Head Office, will be responsible for receiving UCs from the campuses and collating the same for onward submission to the Offices of DC Handlooms and Handicrafts.

15.13 Disbursement of the Funds to the Campus

The CICs, through Campus Directors, will be submitting the semester-wise list of students in each department at their campus, to the Office of Head-Cluster. The same will be submitted to the Director, Finance and Accounts at the Head Office and the funds be released at the rate of INR

5000/- per student for the number of students on campus.

All payments to students, faculty and artisans will be made through e-transfer only.

15.14 Space and Support Staff for CIC Cell at each NIFT Campus

Keeping in view the extent of the work involved in the craft cluster initiative, a dedicated workspace would be required for CIC Unit, which should include space to store and display the products developed under the Craft Cluster Initiative.

For the efficient administration of the craft cluster activities, support staff, including one Research Assistant/Junior Assistant and one attendant, should be provided to the unit. Adequate space in the Head Office also needs to be provided to the Office of Head Cluster to store the documents and prototypes received from all the campuses.

15.15 Copyright and IPR Issues

NIFT and MoT shall be the owners of all creations, including designs, innovations, documents and publications, developed as a part of the Craft Cluster Initiative.

All rights will be reserved for documents/reports and papers prepared as part of this initiative. No part of the same may be reproduced, stored in retrieval system or transmitted in any form by means of electronic, mechanical, photo-copying, recording or otherwise, without prior permission from National Institute Fashion Technology, except by a review/reader who wishes to quote brief passage in connection with a paper review/essay written for inclusion in a periodical, newspaper or broadcast. Due acknowledgements should be given to the authors on using information for academic purposes within or outside NIFT. NIFT, the student creator and the artisan will own the new designs/inventions developed as a part of the initiative.

15.16 Power to Relax

The DG-NIFT will have the power to relax the policy, after recording reasons in writing. All such instances will be placed before the ensuing meeting of the Senate of NIFT.

CHAPTER - 16

This section deals with all matters of industry liaison, alumni interactions, sponsors project, industry visits, placements and endowment.

In this section:

- 16.1 Introduction**
- 16.2 Industry Engagement Policy**
- 16.3 Sourcing and Managing Endowments Policy**
- 16.4 Placement Services**
 - 16.4.1 On Campus Placement
 - 16.4.2 Pre-Placement Offers (PPO)
- 16.5 Alumni Affairs**
 - 16.5.1 Alumni Engagement
 - 16.5.2 Alumni Secretariat at NIFT Campuses
 - 16.5.3 Alumni Association

16.1 Introduction

The Industry and Alumni Affairs Unit of NIFT is established to foster industry and alumni engagement, to formulate a strong academic development, career development, joint research and development, expert engagement, instituting Chairs etc., as part of the strategic engagement with stakeholders of the ecosystem.

The emphasis is to improve the academic research initiatives and infrastructure, to align with best practices for imbibing academic deliverance through input from alumni and industry experts, alumni mentorship programmes, to hone domain expertise of NIFT students, career building and placements, more importantly explore new avenues of placements and fostering relationships between employers.

Developing industry ready prospective professionals is vital and shall be achieved through stakeholder networking aiding unparalleled support to students throughout the career preparation. The unit facilitates Industry engagement through Chairs, incubators, research sponsorship, endowment etc., that will lead to improving their association with the institute and increase their brand equity among prospective professionals on campus, paving the way for continuous and frequent interactions with them.

16.2 Industry Engagement Policy

The new curriculum of NIFT attempts to give the student a rich repertoire of experience and understanding that will hopefully, inculcate a desire and a capability for lifelong learning and will stand him/her in good stead in these disruptive times of change. Industry engagement is envisaged as part of the learning process, which, by providing exposure to the students in real life working environment, (as part of an academic curriculum) helps them to develop and enhance academic, personal and professional competencies, coupled with deeper understanding of the ethics and values that distinguish a good professional. A significant part of the engagement programme is based on regulated exposure of the students to the industry environment, as part of the course curriculum, under the guidance of both academia and industry.

The revised curriculum structure of NIFT arrived through deliberations, workshops and interactions involving internal experts and eminent academicians, industrialists and NIFT alumni. It envisaged the necessity and importance of industry engagement through:

- Interaction with Industry leaders and alumni in the classroom.
- Sponsored classroom projects.
- Industry visits.
- Exposure to exhibitions and fairs.
- Internships.
- Joint research endeavors.
- Hands-on practical learning experience in industry environment to

be transacted within the curriculum structure.

Critical to this new perspective would be the planning of industry engagements and scheduling them in coordination with the industries, as per the requirement to transact the new curriculum in the UG and PG programmes offered by NIFT and its campuses. The NIFT Industry Engagement Policy is attached as **Annexure-16A**.

Refer to OM NIFT/Dean-A/Craft Cluster Policy/2019, dated 11 March 2019 for payment norms/guidelines to faculty, industry experts and students for Industry Engagement Policy (IEP) 2019.

16.3 Sourcing and Managing Endowments Policy

The resolve of this policy document is to clarify the sources of funding of the endowment fund, the classification of various endowment categories, and the process of raising resources for the endowment fund, as well as management of specific contractual obligations of individual or institutional gift instruments.

The Industry and Alumni Affairs Unit of the NIFT Head Office, in coordination with the Director (F&A), shall manage the procedures relating to the acceptance and voluntary stewardship of donations, pledges, bequests, corporate sponsorships, especially through CSR and report to the Managing Committee, indicated in the Endowment Policy. This policy is not intended to cover aspects of endowment management, administration and compliance, which are already provided for in the Endowment Fund Policy. The policy to source and manage endowments is attached as **Annexure-16B**.

16.4 Placement Services

The National Institute of Fashion Technology has a centralized placement process. Companies can employ students from any campus or programme of the institute through two routes, which are facilitated by the institute:

16.4.1 On Campus Placement

Companies can register for campus placements, as scheduled by NIFT every academic year, in April-May. Based on the time and date confirmed by the institute, companies may visit the campus to recruit graduates by adhering to the campus placement procedure.

16.4.2 Pre-Placement Offers (PPO)

Companies can extend a job offer to students before the on-campus placement. Acceptance of the offer is considered as job placement. In order to provide a fair opportunity, such students who receive PPO are not allowed to participate in the on-campus placements. These offers may be made on the basis of internships/training/ projects undertaken by the students in the said company.

16.5 Alumni Affairs

As leading agents of change, NIFT alumni are reconfiguring the institute's constellation of achievements and success stories. Several alumni of NIFT are holding various leadership positions in the industry and academia, nationally and internationally. NIFT continuously endeavors to establish excellent rapport with the alumni, the engagement with which is growing stronger.

The alumni are adding value in different work scenarios and some of them are brands themselves. Others are excelling in the domain of entrepreneurial dynamics. NIFT alumni are also actively taking their knowledge to the grass root levels, working towards enhancement of the craft pockets of the country. The linkage between alumni and their alma mater continues. NIFT has always valued this resource and has involved the alumni in the future direction of the institute.

16.5.1 Alumni Engagement

NIFT has continuously endeavored to strengthen the institute-alumni engagement. The institute and its alumni have been supporting each other over the past in developing industry connects. The areas of collaborations, providing benefits to all stakeholders of the ecosystem are:

1. Engagement of alumni to augment academic deliverance at NIFT campuses through expert interaction, seminars, workshops and guest lectures.
2. Improving career development, internships, instituting research Chairs, incubators, entrepreneurship development through investment and/or business support and strengthening institute-alumni-industry linkages.
3. Initiatives by alumni for institute development, including sponsored education support to students, mentoring and contender handholding programme, faculty fellowships, etc.
4. Alumni to be involved in review of the course curriculum, provide mentoring inputs, provide real-world experiences to be imbibed by the students, and support them to be equipped professionally for the industry.
5. Creation of live industry projects, including classroom projects for students and faculty of the institute.
6. Jointly work to support community outreach in the area of craft cluster development.
7. Sponsorship of infrastructure, including equipment for research and development to the institute and access to the alumni community.

16.5.2 Alumni Secretariat at NIFT Campuses

To enable NIFT Alumni Association (NIFTA) to directly engage with the NIFT campuses and its stakeholders, the Board of Governors, NIFT, in their 39th meeting held on 11.12.2017, decided to provide space within NIFT campuses in New Delhi, Mumbai, Bengaluru and Kolkata, to set up

secretariat where the NIFTA chapters are currently active.

The NIFTA secretariats will function in coordination with the Campus Directors and RICs at NIFT New Delhi, Bengaluru, Mumbai and Kolkata campuses, in connection with alumni interaction and engagement through personnel deputed by the association.

16.5.3 Alumni Association

To reinforce the cooperation further, the Director General-NIFT and President of the NIFT Alumni Association (NIFTA), signed an MoU between the institute and the alumni association on 23.08.2018 at NIFT, HO.

The Association of NIFT Alumni is an all-India society, registered in Delhi, with chapters operating in various major industry centres, including Delhi-NCR, Bengaluru and Mumbai. It operates as an independent member-driven organization. NIFTA includes within its membership NIFT alumni in senior positions in apparel, retail, manufacturing and related industries globally, as well as some of the youngest graduates of NIFT.

CHAPTER - 17

This section details the NIFT policy for Faculty Development and training.

In this section:

17.1 Introduction

17.2 Aim

17.3 Objectives

17.4 Areas of Implementation

- 17.4.1 Universal Training
- 17.4.2 Induction Training
- 17.4.3 Faculty Conclave
- 17.4.4 International Training for Faculty
- 17.4.5 Training by International Experts
- 17.4.6 Training of Trainers (ToTs)
- 17.4.7 Domestic Training
- 17.4.8 Customized Domestic Training
- 17.4.9 Faculty Industry Attachment
- 17.4.10 Faculty Participation in Documentation/Paper Presentations/Publications/Working Paper Series/Case Studies
- 17.4.11 Study and Sabbatical Leave Policy

17.5 Professional Development Allowance Policy

17.6 Standing Internal Advisory Committee- Faculty Orientation Training and Development (SIAC-FOTD)

17.7 Faculty Training Procedure and Financial Matters in a Nutshell

17.8 Financial Processes for conducting Faculty Training

17.9 Impact Assessment and Efficacy of Training Programmes

17.1 Introduction

Orienting the faculty to changing trends in fashion business has been a challenging task and a vital component in the growth of the organization. Hence, NIFT developed the faculty training policies to orient and train the faculty members to attain new knowledge, diverse skills, and abilities to manage multiple roles and responsibilities.

Faculty Training constitutes a critical element of human resource development, which facilitates the personal and institutional growth. It empowers the academic and administrative personnel by providing inter and intra departmental network and linkages amongst NIFT's various departments and Campuses. Training faculty and orienting them towards the fast changing pace of the industry is a challenging and a vital component of the institute's growth. The intellectual strength of the institute resides in its faculty and hence training is a key component of capacity building.

Trainings also instill a feeling of shared vision and goals within the NIFT family. A generic training policy has been formulated in this reference.

17.2 Aim

To create a synergy between academic instruction and knowledge application, to explore new avenues for sharing ideas and opportunities in the field of fashion business.

17.3 Objectives

The objectives of the training policy are to formulate a strategy to develop the existing and newly recruited human resources by providing avenues for personal growth and aligning them towards the achievement of organizational objectives:

- To initiate training of skill and knowledge to faculty members across disciplines.
- To encourage the format of sharing knowledge and thoughts across various departments and campuses.
- To orient faculty members towards specialized learning.
- To update the faculty resource with the latest developments and create awareness and connect with domestic and global fashion business.

17.4 Areas of Implementation

The capacity building of faculty has been categorized as under:

1. Universal Training
2. Induction Training
3. Faculty Conclave
4. International Training for Faculty
5. Training by International Experts
6. Training of Trainers (ToTs)

7. Domestic Training
8. Customized Domestic Training
9. Faculty Industry Attachment
10. Faculty participation in Documentation/Paper presentations / Publications / Working Paper Series /Case Studies etc.
11. Study and Sabbatical Leave for Faculty

17.4.1 Universal Training

Universal training enables a platform for exchange and interdisciplinary learning and sharing across campuses. Universal training is to be conducted as a Joint Residential Programme for all regular and long-term contract faculty members and Campus Directors. The training is intended for:

- Developing ownership and commitment to the vision and ideals of NIFT and developing a road map for the same.
- Building team spirit and skills for cohesive working.
- Identifying strengths of individual faculty and optimizing their contribution to the institution on the basis of those strengths.
- Understanding and responding to the challenges of teaching/mentoring the millennial generation.

The training shall be conducted by an outsourced agency proficient in the area of conducting training for senior and mid-level professionals. The agency shall be selected as per GFR norms for outsourcing expert services. The selected agency shall be given specific briefs and the final training programme shall be finalized by DG-NIFT, in consultation with the Dean, Head-FOTD and the senior trainers from the selected agency.

In order to increase the efficacy of the training programmes, the trainings shall be planned for a selected group of campuses at a time. The selection of the group of campuses should be made keeping in view that the older and newer campuses are grouped together.

- i) **Duration and Frequency:** The duration of the universal training programme shall be for 4 (four) days. It shall be conducted at a resort or hotel, with desired capacity of accommodation for 150-200 people, with a conference hall and open spaces for team activities. It shall be conducted once in 3 (three) years for every campus.
- ii) **Financial Arrangement:** The expenditure on travel of the Campus Director and faculty members to attend the universal training shall be borne by their respective campuses. The expenses on boarding, lodging and hospitality for all including the trainers from the selected agency and team from Head Office shall be borne out of FOTD budget. The expenses on hiring of equipment for conducting the training at the venue shall also be included in the FOTD budget.

17.4.2 Induction Training

In order to orient the newly recruited faculty members to NIFT, induction training is imparted through a specially developed module. Separate orientation for various disciplines shall be included to prepare faculty

to teach in a specific department. It shall be mandatory for all newly inducted faculty members to undergo this training.

The induction training programme shall broadly cover an overall view of NIFT in general, appreciation of inter-disciplinary and intra-disciplinary approach to the curriculum and industry interaction. This programme shall also focus on the content and the delivery of course curriculum, teaching and learning methodology, pedagogy, teaching aids, use of Resource Centre, assignments and evaluation, and other relevant material for evolving curriculum and its delivery mechanism. Some of the topics to be included are:

- Introduction to NIFT – academic, establishment and accounts systems.
 - Computer management system.
 - Cohesive and collaborative approach to curriculum – interdisciplinary values.
 - Creative adaption of pedagogy.
 - Evaluation methodology and feedback practices.
 - A session to sensitize new faculty to the NIFT policy on 'sexual harassment at workplace', and the role of the Internal Complaint Committee.
 - Training to provide mentorship and counseling to the students.
- i) **Duration:** The induction training programme duration shall be for 1 (one) week (5 working days). It shall be conducted at the Head Office in New Delhi.
 - ii) **Financial Arrangement:** The expenditure on travel, accommodation and TA/DA of the faculty members to attend the induction training shall be borne by their respective campuses.

17.4.3 Faculty Conclave

Faculty Conclave is a platform for the entire NIFT faculty across campuses, to meet and deliberate on common areas of Institutional policies, new emerging knowledge areas in pedagogy and transaction models.

It is imperative for all faculty members to attend the conclave. Keeping in view the number of total faculty, the conclave shall be organized in one or two rounds, to facilitate meaningful deliberations and discussions.

- i) **Duration:** The duration of a Faculty Conclave shall be 3-4 days, depending upon the number and nature of topics to be covered. Apart from common sessions for discussing NIFT policies and changes, departmental sessions shall be held under the supervision of Chairpersons. The conclave/s shall be organized once in 4 (four) years, or whenever major revisions are carried out in the curriculum.
- ii) **Financial Arrangement:** The expenditure on travel of the Campus Director and the faculty members to attend the Faculty Conclave shall be borne by their respective campuses. The expenses on

boarding, lodging and hospitality for all shall be borne out of the FOTD budget. As the faculty conclaves shall be held at one of the NIFT campuses, the arrangements for conducting the training shall be the responsibility of the host campus.

17.4.4 International Training for Faculty

Faculty members undertake international training in the collaborating universities and institutes, to help them upgrade their knowledge and to learn pedagogy of fashion education in the global context, in addition to developing specialized core areas. Such trainings create exposure and awareness, contributing to heightened confidence levels in areas related to skill, knowledge, composure and dissemination.

Guidelines for International Training of Faculty

a) **Identification of Training Needs:** Head Office shall identify programmes for international training of faculty on the basis of need assessment by CPs, from among institutes with whom NIFT has MoUs and collaborations. Suitable training programmes for faculty members for a minimum of 4 departments shall be identified annually.

b) **Identification of Courses and Institutes:** The list of institutes of repute, along with the specialized subject areas, shall be identified by the CPs of the department. CPs, in consultation with International and Domestic Linkages Unit, shall initiate a dialogue with these institutions for faculty training. The FOTD unit shall liaison with the institute/s, which shall be finally selected by International and Domestic Linkages Unit, to further streamline the training programme.

c) **Selection of Faculty:** FOTD Unit shall invite self-nomination for the specific international training (finalized by the CP) from the faculty members from concerned campuses. A committee constituted by Dean and approved by DG, shall rank the nominating faculty members. Dean shall forward the names of the selected faculty members to DG (approving authority). Faculty from new NIFT campuses and old established ones, shall be selected in a ratio of 60:40 respectively, as new campuses need special attention to orient their faculty to new teaching methodology, understanding pedagogy and also to create awareness about fashion, textile and apparel in global market.

d) **Criteria for Selection:** Following criteria shall be considered for selection of faculty members for international training:

- Seniority at NIFT with a minimum of 8 (eight) years of service at NIFT.
- Competency of the faculty member in the subject area.
- Relevance of the subject of training to the department of affiliation.
- Contribution of the faculty in terms of paper presentation/ documentation/publications etc.
- Preference is given to the faculty who has not attended prior international training.

e) **Duration:** The duration of the international training may vary from 3 (three) weeks to a complete semester.

f) **Financial Arrangement:** All the expenses for the following shall be borne by NIFT- HO from a specific budget earmarked for international training under the FOTD budget:

- Enrolment and tuition fee for the training/semester.
- Travel, visa fee and medical insurance.
- Daily subsistence allowance for international travel, as per NIFT policy for covering accommodation and daily expenses.

g) **Commitment to NIFT:** The faculty members undergoing training will be required to execute a bond (**Annexure- 17A**), whereby they commit to:

- Not leave NIFT of their own volition, for at least 3 (three) years from the date of completion of training.
- Provide Training of the Trainers (TOTs) as and when required to other faculty members of various campuses.
- Take up inter-campus teaching (ICT) in the subject of proficiency acquired, as per requirement.
- Contribute content and academic delivery methodology to the syllabus of the subject in the curriculum.
- Forfeit 3 times the training amount, in case of violation of bond conditions.

h) **Performance evaluation:** A mentor shall be identified at the training institute to guide and assist the trainee faculty. The FOTD unit shall send a feedback form to the mentor at the international institute, which shall be filled up and returned to the unit, on completion of training. The feedback form, along with the report of work done by the trainee faculty, shall be submitted for inclusion in the service records of the faculty.

On completion of training, the faculty shall submit a report of learning and make a presentation as a faculty seminar. The faculty members who attend the seminar shall give their written feedback of the presentation, which shall be collected and documented by the Campus Director.

i) **Timelines for Follow-up:** Faculty undertaking international training shall follow the following timelines:

- First report on the visit shall be submitted within 1 (one) month of return.
- A brief report for the NIFT website shall also be submitted within 1 (one) month.
- Seminar cum presentation is to be made to campus faculty within 3 (three) months from return from training.
- TOTs and ICT shall be offered and completed within 1 (one) academic year.
- Final report shall be submitted after completing all outcomes to the respective Campus Directors and Chairpersons and to the FOTD Unit.

j) **Short-term International training utilizing PDA:** Faculty can also undertake a short-term (6-10 days) international training by utilizing the PDA. However, such trainings shall be identified and proposed, firstly to the CP of the department. The CP shall justify the training in terms of need, emerging subject area and comment on the selection of the course and the institute. Once approved by CP, the faculty shall follow the process of submitting it through CC to the Campus Director for LASC's approval.

17.4.5 Training by International Experts

In order to keep pace with the dynamic environment, which is rapidly growing and changing, the present milieu demands for international fashion industry trends to be adopted and assimilated within the Indian environment. Owing to the fact that process of globalization is rapidly happening, exchange of teaching pedagogy, concepts, and professional ideas are necessitated. Thus, there is a requirement of introduction of overseas international visiting fellows, who will provide the necessary flavor and impetus to the initiative taken by NIFT. It is also important to offer appointments to overseas visiting fellows, so that their involvement and commitment with NIFT is ensured.

Distinguished scholar/highly qualified academics or industry professionals, with rich experience in international organizations/institutions in other countries, shall be engaged for teaching at NIFT. These engagements shall have multi-pronged advantages:

- Provision of international exposure to students who are unable to study abroad on account of lack of adequate financial resources.
- Cost effectiveness in terms of benefit to a large and effective pool of students.

The visiting faculty/expert may be involved in executing new programmes, projects and/or holding workshops for students, faculty or industry.

i) **Options for Invitation:** It is pertinent to set out the probable method of invitation to be a part of the visiting faculty selection. It needs to be specified that invitation ought to be area and subject specific and according to the needs of the host department students and faculty. Some of the methods that could be used are as follows:

- a) Inviting overseas experts from specialized domains through IFFTI member institutions
- b) Sending invitation to scholars of proven repute in the relevant field of specialization
- c) Written/internet advertisement/notice on NIFT and member institutions' websites.
- d) Nomination by the Chairperson/HOD of the units at NIFT, on the basis of international acclaim generated through published work or word of mouth.
- e) Through follow-up of seminars/conferences/workshops etc., conducted by the experts internationally.

ii) **Selection Criteria:** In order to ensure that the international faculty inputs are successful, the selection criteria cannot be extremely

rigid. Acertain element of flexibility and objectivity can be attached to it. Exceptions, if any, may be made in deserving cases, purely on recommendation basis.

Broadly, however, the selection criteria would fall within the following parameters:

- a) Professional credentials of the expert.
- b) Feedback of the previous assignment with NIFT (if any) or any other institution.
- c) Core competence in the subject area.
- d) Ability to be application and subject specific.
- e) Ability to perform in the following work areas:
 - o Curriculum development and faculty training.
 - o Teaching at UG/PG programmes at NIFT.
 - o Conducting research/consultancy projects.
 - o Providing expertise to the Craft Cluster Initiative.

iii) **Responsibility of the Host Department:** Each international expert would be associated with a host department or a unit.

- The host department shall provide for academic interface with staff and faculty and the international expert.
- The Chairperson shall coordinate the interface with various centres.
- The Campus Director of the host campus shall be responsible for the international expert's administrative arrangements, in terms of their travel, stay and other contractual obligations.
- An internal faculty must be appointed as an anchor for the said workshop to coordinate between the trainer, trainee faculty and the campus administration.

iv) Selection procedure

Academic Screening Committee: A committee comprising of Dean, two CPs, Head-AA and Head-I&DL, shall examine the applications based on the mentioned criteria and submit the recommendations to the Director General.

The Academic Screening Committee shall make recommendations specific to the grade-based on the qualifying criteria of relevant experience, as given below.

The above mentioned committee shall also decide the workload based on recommendations of the host department and justify the selection of the concerned expert on the basis of their seniority and professional credibility, by submitting speaking minutes.

Category/grade, qualifying criteria/remuneration with relevant experience:

- Group A -15 to 20 years: 2000-4000 USD per week
- Group B -10 to 15 years: 1000-2000 USD per week
- Group C- 4 to 8 years: 750-1000 USD per week

v) Financial Arrangement

The Head Office shall bear all the expenses for the international expert, which includes:

- Economy class return tickets from the country of the trainer to the specific Indian city where the training is planned.
- Remuneration paid as fee (recommended by the Academic Screening Committee).
- Accommodation for the international trainer, as per the category (equivalent to the permissible accommodation for Associate Professor/ Professor).
- An amount of 100 USD, as daily allowance.

17.4.6 Training of Trainers (ToTs)

Training of the faculty is a collective responsibility of the institution as well as the campus individually, to ensure that a campus remains self-reliant before the beginning of any semester, Training of Trainers constitutes a critical element of human resource development, which not only facilitates personal and institutional growth, but also makes each NIFT campus self-sustainable in terms of faculty resource. As a result, it minimizes the dependency on external resource and provides opportunity to the faculty members to address the requirement of the organization. This mutually benefits the institution in maintaining academic standards.

The premise of training also stems from an understanding that at any given point the institute must have core faculty for each subject/ course that it intends to offer in the next year and deficiency, if any, is addressed well in advance. This also promotes rotation of faculty members and allows for members to update themselves through other endeavors of Sabbatical, industry internship, and research etc., floated as alternate policies for development and training by the institute.

ToT and workshops are specifically designed to address those who preferably have pre-existing base in the subject. Such trainings are conducted by in-house faculty with industry experts, for the faculty members who wish to improve their delivery or are willing to broad base their competencies.

NIFT has collective strength of faculty with varying experience, a mix of academia and industry. The courses too are designed with a collective focus towards design, management and technology. Individually, they derive their positioning through research, theory and practice in sync with global trends in design education.

i) Faculty Classification: NIFT faculty members can be classified into:

- Newly recruited faculty with limited experience in the fashion industry or in terms of teaching experience. They may be well versed in their respective field, but need time to apply their knowledge to the field of design, management and technology.
- Faculty who are well acclimatized in courses being taught at NIFT

after 10 (ten) years of experience or more. These faculty members need to be encouraged to move into related areas for broad basing their competencies.

- Senior faculty members with more than 20 (twenty) years of experience at NIFT, who need specific specialized training needs (research, strategy, leadership, etc.) to enable them to take leadership positions in various capacities and create human resource capable of leading at various positions.

ii) **Faculty Training Requirement:** In view of the above, the faculty training requirements shall therefore be based on three areas:

a) Teaching

Faculty who would like to get trained for teaching purposes, i.e., after attending the workshop it is required for a faculty to teach the same subject to the students. The recommendation of faculty for attending these workshops will be done by the Campus Director on the recommendation of respective CPs on the following basis:

- Trainee faculty must have prior established existence of requisite knowledge base
- Faculty with less teaching hours will be given priority.
- Newly inducted faculty will be given priority because of lack of background of teaching methodologies.

b) Integrated Learning

The faculty members teaching certain subjects for the past few years and wanting to broad base their knowledge and skills by developing themselves in related areas, so that the same can be applied while guiding the graduation/research projects or execution of industry projects etc. Selection of a faculty member for attending specific training workshops shall be based on recommendations of the Chairperson in consultation with the respective Campus Coordinator and Director.

c) Specialized Training

Unit Heads shall identify specialized training inputs in research, strategy, and leadership, etc., for faculty members. They shall follow the same process as CPs to identify experts (national/international) as trainers and organize workshops.

iii) **Procedure for Identifying:** The Chairpersons in consultation with Campus Coordinators shall identify deficient or new emerging areas in the curriculum. Senior and experienced faculty or a group of faculty members shall conduct the training during summer or winter break.

CP of the department shall identify:

- The campus in which the training is to be conducted.
- The critical topics of deliverance.
- The regular faculty who would be nominated to anchor the training.
- The faculty members from each campus who would attend the training.

- In case there is no trainer within NIFT for the identified critical areas, CPs may vet the credentials and take approval to invite external experts.

Classification of faculty member based on the above three areas shall be done by each chairperson so that a holistic map is created for an overall analysis of faculty training. Chairperson must examine alignment of education/experience of the faculty with area of 'training identified' and the purpose for attending the training before nominating a faculty for attending the TOT workshop.

Collection of information and comprehensive proposal shall be prepared by the Chairperson to forward to FOTD Unit for the approval of Dean and Director General (**Annexure-17B&C**).

For the reference of CPs, a 'Check list for proposing Faculty Training' is attached as **Annexure-17D**.

iv) **Identification of Trainer Faculty:** Trainers shall be identified by the CPs in consultation with senior faculty, from within NIFT fraternity. Experts from the industry or other institutions may also be invited for specialized sessions. Self-nominations for conducting training shall be ratified by Chairpersons and forwarded to FOTD Unit. Trainers shall indicate the pre-requisites required for the training i.e. type of skill set/background, which the trainee must possess for attending the workshop. This would not only optimize the effectiveness and applications of the workshop but also provide for better and more comprehensive inputs.

Trainer shall prepare a proper well-defined syllabus, which includes topics, content, teaching duration of the topic along with reference material well in advance. The CP shall circulate the same, so that trainees are aware of the depth of deliverance in the ToT.

v) **Time and Action Calendar:** Preferably the ToTs shall be conducted in the summer break since it is a longer break. However, in case of exigency, the ToTs may be conducted in winter break also. On the other hand, for specialized training inputs, flexibility of identifying training may be built in for taking advantage of trainings being offered in cross-disciplinary areas by other organizations (other than NIFT).

If there is urgency despite 'intra-campus' opportunity, then ToTs may be organized at any time with the approval of Director General.

vi) Eligibility Criteria for Trainee Faculty

- Subject area should match with the faculty competency if the faculty chooses to teach the subject after attending the ToT.
- Chairperson of the department shall certify the nomination of the faculty for the ToT based on need, competency and purpose in consultation with the Centre Coordinators.

vii) Nomination of Trainee Faculty

- Faculty intending to undergo the ToT shall clearly state the purpose

of attending the ToT (teaching/ integrated learning/ specialized training).

- The subject area and the competency of the faculty should match with the pre-requisites stated in the ToT format.
- Faculty may self-nominate themselves for the ToT or may be nominated by the Chairperson or Campus Director based on the requirement of the department/campus. In case of self-nomination, the same shall be vetted through the LASC of the campus and approved by the Chairperson. While nominating the trainee faculty, the centre/Chairperson shall keep in view that the training may
 - i) minimize the guest faculty
 - ii) minimize ICT requirement
 - iii) have an additional trained faculty for a specific subject in the campus.

viii) Monitoring

It shall be the responsibility of the host Campus Director to make all the necessary arrangement and provide all support to the trainers, in order to conduct the workshops smoothly. Campus Director shall also monitor the workshops being conducted at their campuses with respect to timetable, session plan, attendance of the participants etc. and ensure that the workshop is conducted smoothly.

ix) Performance Evaluation:

Feedback reports shall be submitted on completion of every workshop for evaluation of its efficacy in terms of performance of trainees and trainers (**Annexure-17E&F**).

x) Frequency

- Assistant Professor must attend one TOT in 2 (two) years.
- Associate Professor must attend one TOT in 3 (three) years.

xi) **Financial Arrangement:** All the expenditure with respect to travel and accommodation of trainee faculty shall be borne by the respective NIFT campus, as per the prevailing TA/DA norms. Expenditure with respect to remuneration to trainers (as per FOTD payment norms), material, and stationery required for ToT workshops shall be borne by Head Office.

xii) **Remuneration for the Trainers:** Apart from in-campus training, online trainings are also conducted. The remuneration for the trainers for the offline and online format of training are as follows:

FACULTY ORIENTATION TRAINING AND DEVELOPMENT



CATEGORY OF TRAINERS	QUALIFICATIONS	REMUNERATION FOR TRAINERS	
		Offline training	Online training
Level III	PhD/Master's degree in relevant field with 10 years of experience Or UG/Master Diploma with 15 years of experience Or 20 years of Industry experience in the relevant field.	INR 1,400/ hour + Conveyance (As per actual on self certification)	INR 2,800/ hour
Eminent Personality	An eminent Personality is well known and respected person for his/her achievement in the relevant field. Eminent personality in the chosen field should reflect in their resume with minimum 20 years of experience in the relevant field	INR 2,500/ Hour + Conveyance (As per actual on self certification)	INR 5,000/ hour
International Trainers (Faculty/ Industry Experts)	PhD/Master's Degree in relevant field with 8 or more years of experience Or 20 years of Industry experience in the relevant field.	USD 66.6/hour @ USD 2000/ week (6 hours of teaching for 5 days) +TA/DA and DSA as per MEA norms	USD 100/ hour
	PhD/Master's Degree in relevant field with 15 or more years of experience Or 30 years of Industry experience in the relevant field.	USD 100/ hour @ USD 3000/ week (6 hours of teaching for 5 days) +TA/DA and DSA as per MEA norms	USD 130/ hour
NIFT Faculty	Professor	INR 666/ hour @Rs 1000/ 1.5 hours	INR 1,400/ hour
	Associate Professor	INR 500/hour @ INR 750/1.5 hours	INR 1,200/ hour
	Assistant Professor	INR 500/hour @INR 750/1.5 hours	INR 1,000/ hour

17.4.7 Domestic Training

Training at institutes of repute offers an enriching experience leading to a wholesome self-development of the faculty. Training in the related areas of competency or specialized areas will help broad-base knowledge and can contribute to the growth of the organization. Domestic training may be limited to areas in which NIFT has limited or nil proficiency (intellectual/infrastructural). Faculty members trained in such new areas may contribute in strengthening/widening the institutional core areas of study.

Liaison with reputed institutes may garner benefits in development of newer focus areas, enrichment in skills and up-gradation of knowledge in domestic fashion business. Domestic training of the faculty allows them to attend short-term training workshops held at institute of repute such as IISC, ASCI, IITs, IIMs.

i) **Identification of Courses and Institutes:** Most of the institutes announce specialized training programmes regarding which information is received regularly by DG, Dean or CPs. Chairperson may identify such training programmes for nominating faculty members from the department across campuses. CPs shall send the proposal to Dean for DG's approval, in principle; before proceeding further. As the fee is higher for such programmes offered by the institutes of repute, a careful selection of faculty members may be done by CPs.

ii) **Mode of Selection:** Following criteria shall be considered for selection of faculty for domestic training.

- Faculty should have completed a minimum of 5 (five) years' service at NIFT.
- Competency of the faculty members in the subject areas.
- Relevance of the subject of training to the department of affiliation.
- General feedback on discipline and conduct of the faculty assessed by the Campus Directors or Chairpersons.
- In case, there is an existing faculty member in the department for the subject/s, the training of another faculty may be considered for developing additional faculty resource as a backup.

Campus Coordinator shall forward the names of faculty through Campus Director to CP for vetting. CP shall forward the complete training plans to FOTD Unit for submission to Dean and approval of DG.

An internal faculty must be appointed as anchor for the domestic training workshop to coordinate between the trainer, trainee faculty and the Chairperson.

iii) **Duration:** As applicable to the courses offered at various institutes the duration may last 3-10 days.

iv) **Financial Arrangement:** The course fee to the institute of repute selected for domestic training shall be borne by NIFT-HO from FOTD

budget and rest of the expenditure on faculty travel, accommodation and TA/DA shall be borne by their respective campuses.

v) **Performance evaluation:** On completion of training, the faculty shall submit a report of learning for inclusion in the service records of the concerned faculty. The faculty who has undertaken a TOT for teaching purpose must teach the same subject to students within a year-fully or partially. If need be, faculty after attending the TOT, may also audit the classes of a senior faculty teaching the subject at the campus for a semester and subsequently, teach the subject independently.

As a follow-up of domestic training the faculty or a team of faculty shall conduct in-house training programmes in the form of TOTs within a year.

17.4.8 Customized Domestic Training

NIFT curriculum is reviewed and revised regularly as per the changes and demands of the industry and global fashion business. The revised and restructured curriculum requires the faculty to reorient and learn new skills and knowledge to keep abreast with the change. Hence, a new area of faculty training necessitates emergence; to prepare for transacting the curriculum of the future, one which is open and creative, and which aspires to give the NIFT students the edge of continuous learning.

NIFT shall engage experts in specific areas to develop customized training programmes for NIFT faculty and subsequently impart trainings. The CPs, in consultation with senior faculty members from the department shall identify the areas of training and experts in the field. The names of experts shall be sent with their profiles for vetting from Dean and approval from DG-NIFT. The expert/s shall be engaged to develop contents of training.

i) **Financial Arrangement:** The customized domestic training cost includes:

- Air travel and accommodation of expert, if required.
- Lecture fee
- Fee for content development for the module.
- Purchase of Learning material/ local travel for industry visit, to be justified by the CP.
- Video recording of lectures.

The expenses on participating faculty, as per the NIFT norms, shall be over and above these expenses, and within the normative framework of their entitlements. Wherever possible, the training shall be organized within the premises of NIFT. But in case of components requiring visits to industry or transaction within an industry environment and handling of equipment, the rentals for the same, including AV facilities shall also be added to the cost of the training.

ii) **Procedure for Identifying:** The CP, in consultation with senior faculty members from the department, shall identify the areas of training and experts in the field. These experts could be from institutes of repute or domain experts from the industry. Out of the shortlisted experts, the CP shall select the most suitable one for discussion for content development,

input and scheduling of the training programme. The CP may negotiate the lecture fee with the trainer.

An internal faculty must be appointed as an anchor for the said workshop, to coordinate between the trainer, trainee faculty and the campus administration.

17.4.9 Faculty Industry Attachment

In order to enable NIFT faculty members to update their working knowledge of the industry at micro level and to have a holistic understanding of the industry and its interrelationships, faculty-industry attachment provides an enriching learning experience. As per the policy, it is mandatory for each faculty to undergo industry attachment, once in 3 (three) years, in the relevant industry/area so that they may be equipped with the latest practices and be able to disseminate the same in the class-rooms.

Guidelines for Faculty Industry Attachment

i) **Duration:** Minimum 2 (two weeks) (can be extended up to 6 weeks).

ii) **Place of internship:** It is mandatory for the faculty to undertake the said industry attachment within the vicinity of the parent centre (posting centre of intern faculty). However, where the relevant industry does not exist, faculty may be allowed to take up the industry attachment in the nearest available opportunity, within the country or internationally.

iii) **Mode of selection:** Faculty shall approach an industry of their choice to discuss their proposal for attachment. After reaching a mutually agreeable arrangement, faculty shall submit a proposal, along with deliverables, time period and consent of the industry to the CP for vetting. Once approved by the CP, the faculty shall forward it to the CC for discussion in LASC. The approving authority shall be the Campus Director. During this period of deputation to the industry attachment, faculty will be considered to be on duty.

iv) **Periodicity:** 25% of total faculty strength within the department per campus may be permitted to undertake the industry attachment, during the summer or winter student break. It is compulsory for each faculty to undertake the above internship at least once in 3 (three) years.

v) **Performance Evaluation:** A feedback form to evaluate the faculty performance during the attachment period shall be sent to the concerned person within the industry by the Campus Director. On completion of the industry attachment and submission of report, the faculty shall make a presentation at a faculty seminar and the feedback of the same is to be collected and documented. The feedback form from the industry, along with the report of work done by the faculty shall be submitted for inclusion in the service records of the concerned faculty.

vi) **Time and Action Calendar:** There are only two periods for faculty-industry attachment i.e. summer break or winter break.

- Identification and approval of industry: By 2nd week of March/2nd week of September.
- Submission of proposal: By 3rd week of March/3rd week of September.
- Departmental meeting to review the proposals: By 1st week of April/1st week of October.
- LASC to review and approve the proposals: By 2nd week of April/2nd week of October.
- Letters to be sent to the industry by Centre Coordinator: By 3rd week of April/3rd week of October.
(One common letter will be prepared by Chairperson, which in-turn will be sent in the relevant industry by the respective CC along with the details of intern faculty members)
- Confirmation by the industry: By 1st week of May /1st week of November.

The CAC, with the approval of Campus Director, shall send the complete information in the format provided as **(Annexure-17G)**, for submission to Dean (A) and DG-NIFT.

Vii) Financial Arrangement: No TA/DA is to be provided in case of faculty undertaking industry attachment within the city of respective NIFT campus/faculty's hometown. In case of FIA, which requires faculty to travel within the country or international travel, the expenditure with respect to travel, accommodation, TA/DA shall be borne by NIFT from their PDA, after approval from DG-NIFT.

17.4.10 Faculty participation in Documentation/Paper presentations/ Publications/ Working Paper Series/Case Studies

Faculty is encouraged to inculcate a habit of sharing knowledge through report writing, paper presentations, and publications. This may also include documenting of work done in areas like trend forecast and analysis; appraisal of events (conferences, symposiums, workshops, fairs, exhibitions, industry visits, etc.) attended, conducted or visited. Such an activity may help in building a document repository within the institute, which may act as an inspirational source for research and development. This may also enable wide recognition and representation of NIFT at various forums.

Published visual or textual documentations, papers published in journals or presented at conferences along with a brief report shall be sent by the faculty within 1 (one) month to Campus Director, with copy marked to CC, CP, FOTD Unit and Research Unit, after completion of the seminar/conference.

i) Financial Arrangement: The expenditure on travel, registration fee, accommodation and TA/DA for any of these activities shall be provided to the faculty through PDA.

ii) Incentive for faculty: In order to maintain NIFT's position of eminence in the international market, a need has been felt to regularly interact and

participate in international seminars, conferences and to present NIFT's papers in the recognized international journals.

Thus, in order to encourage faculty members to take both pure and applied research in the areas of design, technology, management and other emergent areas relevant to the fashion industry and to position NIFT as an institute of excellence, incentives to the faculty members on publication of papers in journals of national/international repute are given. The cost of visit to the conference will also be borne by NIFT, in addition to the following incentives:

- Selection for Class-A Journals – INR 10,000/-, plus certificate of merit, plus entry in service book.
- Selection for Class-B Journals – INR 5,000/-, plus certificate of merit, plus entry in service book.
- Selection for Class-C Journals – Certificate of merit and entry in the service book.

17.4.11 Study and Sabbatical Leave Policy

Permanent faculty members of NIFT may be granted study leave or sabbatical to conduct formal research or advanced studies on a professional and technical subject having a direct and close connection with the academic sphere as a part of academic progression. Detailed policies are placed as **Annexure - 17I and 17J**.

17.5 Professional Development Allowance (PDA) Policy

i) Background:

The Board of Governors, during their 34th meeting, had approved the provision of PDA, vide office order number NIFT/HO/RU/7/AAC-Senate/2011-15(Vol-II) dated 19 July 2016. The policy was reviewed, keeping in view the restructured curriculum being taught by a huge number of faculty members, across 17 campuses.

ii) Scope:

NIFT faculty members are always encouraged to update and upgrade their skills and knowledge, which could be achieved through undertaking research and presenting the research work in international/national conferences/seminars, and by periodically associating with the industry. This helps faculty to showcase their work, keep abreast with new developments the world over, and associate with leading industry members, faculty and scholars. These activities play an important role in the overall professional outreach of the faculty.

Through this policy, NIFT aims to facilitate professional development of the faculty to understand the industry, update the current trends and the global scenario in their respective specialized area. This is envisaged to enrich their knowledge and skill leading to enhanced teaching quality. In turn, the faculty is expected to raise the brand equity through research writing, patents and projects and serve NIFT to achieve the institution's goals.

iii) Proposed Activities for Utilization of PDA:

The Professional Development Allowance policy of NIFT, approved by NIFT BoG in 2016, provides opportunities for the faculty to undertake the following activities:

- Presentation at national and international conferences through poster or contributed papers.
- Development of patents: Expenditure on carrying out research in the institute for which raw materials, chemicals, dyes, etc. are locally procured or imported. This may also include experimentation or testing of materials, fabrication of products, development of technical processes/functional mechanisms from (NABL accredited labs or government owned or authorized laboratories, institutes and industries), for which facility is not available at NIFT. (This will not be applicable for carrying out PhD research work by any faculty.)
- Attending national and international level conference(s)/workshop(s)/seminar(s)/trade fair(s)/exhibitions.
- TA/DA for visiting out-stationed business organizations/companies for carrying out research studies, case writing, under Faculty-Industry Attachment (FIA).
- For taking a short-term (6-10 days) course in an international institute of repute. PDA funds can be used for course fee, travel, stay and visa expenses. The course shall be relevant to the teaching area of the faculty and shall be vetted by the CP of the department.
- Registration fee for online conferences or for publication of paper in Book of Papers, if faculty is not able to attend the conference.
- Fee for online training programmes/courses.

Any other academic activity not covered above may be considered by the Director, on the recommendation of the department CP and forwarded to Head-FOTD, for approval by a competent authority as a special case.

iv) Eligibility:

- All regular and long-term contract faculty members shall be entitled to professional development allowance. First block year of 3 (three) years started from January 2017.
- Publication of book/book chapters in the block year to avail PDA.
- Publication/paper presentation of at least one research paper in a peer reviewed journal or conference (including the current paper proposed for utilization of the PDA). If a paper was published in the previous block year, but not used to avail PDA, then it can be used to avail PDA in the next block year. However, the research paper against which PDA incentive is being claimed should not have been published before one year from the beginning of the present block year.

v) Utilization of PDA:

The amount may be utilized for various activities multiple times with a total ceiling of INR 3 lakhs, spread over 3 (three) years, except international travel. Faculty members can take the opportunity to travel internationally

using the PDA, once in 3 (three) years i.e., once in the block year.

vi) Source of Funding for PDA:

The first source of funding will be Department Development Fund (DDF). It is proposed that fund allocation for PDA may be provisioned in FOTD budget. In case funds are not available in DDF, sanction of PDA to faculty for specific activities, mentioned above, will be facilitated from FOTD budget.

vii) Number of Faculty Utilizing PDA:

One-third of faculty from the campus shall be able to travel every year for above-mentioned activities. Hence, it is envisaged that in the block year (duration 3 years) every faculty shall take advantage of upgrading themselves.

viii) Responsibility of Faculty:

- Each faculty member shall decide his/her mode of professional development under the entitlement and shall take responsibility of quality of research; plagiarism and IPR related issues.
- On completion of the activity for which PDA was taken, the faculty shall submit a detailed report within 15 (fifteen) days, to the Campus Director with copy marked to CC, CP and FOTD Unit.
- In case a faculty has given an undertaking to publish a peer reviewed paper after undertaking the international travel for attending an event, the faculty shall not apply for PDA again till he/she submits the proof of publishing the paper to FOTD unit and establishment of the respective campus.
- The faculty shall settle advances with due submission of bills etc. within 15 (fifteen) days of completion of activity.
 - In case of international travel, the faculty shall submit the following:
 - Tickets and boarding passes.
 - Receipt for VISA fee and travel insurance.
 - Receipt of registration fee/course fee.
 - TA/DA (as per NIFT norms for international travel).
 - In case of domestic travel for attending an event/FIA, the faculty shall submit the following:
 - Tickets and boarding passes.
 - Receipt of registration fee.
 - Hotel bills.
 - TA/DA (as per NIFT norms).
 - Original invoices in the name of faculty, with GST number of NIFT campuses may be submitted for the following:
 - Purchase of material for research.
 - Testing laboratory charges.
 - Registration fee for online conference.
 - Registration fee for online course/s.

ix) Responsibility of Campus Administration:

- The Campus Director shall sanction approvals, keeping in view

the equitable opportunities to faculty from all departments and facilitate fair and just PDA utilization by faculty.

- b) The necessary management of records for every faculty members shall be maintained and administered at establishment section of respective campus.
- c) The respective departments in NIFT campuses shall maintain records in form of soft copies of paper/poster presentation, patents filed for, and reports by faculty members on utilization of PDA.

x) Approval Process for Application for PDA:

- a) Faculty member shall initiate the process as soon as the confirmation is received from the organizers, to present the paper to the CC of the Department. Prerequisite for applying for PDA (Professional Development Allowance) is mentioned under Eligibility clause.
- b) In case the faculty member has not published any research paper in a peer reviewed journal, the faculty member may fill up the undertaking form (**Annexure-17H**) that he/she will publish in peer reviewed journal within specified time after availing PDA and if the paper is not published, the PDA amount will have to be returned to the source.
- c) In case the paper has co-author/s from NIFT or from outside NIFT, the faculty member shall submit the NOC from co-author/s to use the paper as pre-requisite for PDA.
- d) Once the faculty member receives NOC from co-author/s from NIFT, the faculty member becomes eligible for PDA of INR 3,00,000. Eligibility is 3 calendar years from the date of publication of pre-requisite paper. (For example, if the paper publication date is 23-03-2017, then faculty member is eligible to utilize PDA of INR 3,00,000 till 22-03-2020. The faculty is required to complete his/her travel by 22-03-2020)
- e) The faculty member shall submit the event and expenses detail, when filing for PDA. The Application Date (AD) when the request is submitted to CC should be at least 30 (thirty) working days before the event.
- f) Accounts department periodically updates DDF status in CMS. (quarterly statement for income and expenditure of DDF). The CC of the department, on verifying the availability of DDF, shall follow due procedure to call a departmental meeting or taking consent of all members before forwarding the request with recommendation to Campus Director.
- g) In case DDF is not available, CC shall forward the request to Campus Director for putting up the case to DG-NIFT through FOTD and Dean (A). The faculty shall be informed about the status of their PDA application by the campus administration.
- h) For all International travels, DG-NIFT and Vigilance, HO approvals are mandatory.

xi) Tabulated Activities and Timelines for PDA-If DDF are available:

ACTIVITY	RESPONSIBILITY/ TIME TO COMPLETE THE RESPONSIBILITY	APPLICATION DATE (AD) + TIME IN WORKING DAYS
Application for availing PDA	Faculty	AD - At least 30 days before date of travel
CC of the department verify the availability of DDF and follows the procedure of calling the department meeting or taking consent from all faculty before sending the request to Campus Director.	CC /3 days	AD + 3 working days
Campus Director approves the case keeping in view the equitable distribution of resources.	Campus Director/3 days	AD + 6 working days
In case of International Travel, Campus Director forwards the case to Dean (A) for seeking approval from DG-NIFT and Vigilance-HO.		
Campus Director issues directions to Accounts Department for release of advance and to Establishment Department for booking of tickets.	Accounts and Establishment of Campus/3 days	(AD + 9 working days)

xii) Tabulated Activities and Timelines for PDA-If DDF is not available:

ACTIVITY	RESPONSIBILITY/ TIME TO COMPLETE THE RESPONSIBILITY	APPLICATION DATE (AD) + TIME IN WORKING DAYS
Application for availing PDA	Faculty	AD- At least 30 days before date of travel
CC of the department verify the availability of DDF and forwards the request to Campus Director with the status of non availability of DDF.	Campus Director/2 days	AD + 4 working days
Campus Director forwards the request to FOTD Unit.	Campus Director/2 days	AD + 4 working days
FOTD Unit puts up the case to Dean (A) with the status of budget.	FOTD/2 days	AD + 6 working days
Dean (A) forwards the case to DG-NIFT with recommendations	Dean/ 2 days	AD + 8 working days

DG-NIFT is the approving authority	DG/3 days	AD + 11 working days
Approvals are sent to Campus Director	Dean/ FOTD/ 2 days	AD + 13 working days
Campus Director initiates Vigilance Clearance from Campus and then from HO	Vigilance in Campus and then from HO/ 5 days	AD + 18 working days
Campus Director issues directions to Accounts Department for release of advance and to Establishment Department for booking of tickets.	Accounts and Establishment of Campus/2 days	(AD + 20 working days)
All the bills pertaining to the activity are submitted by the faculty to their respective campus Establishment and accounts	Faculty	Within a 10 days of completion of activity
Campus Accounts send the bills pertaining to utilization of PDA to Head office for reimbursement	Establishment and accounts of the respective campus	Within a 10 days of completion of activity
Head office will reimburse the amount to the respective campus	Accounts-HO	Within 10 working days

xiii) a) In case of domestic travel/developing patents, etc., where funds are available in DDF:

Faculty → CC → Campus Director (Approving Authority).
Information shall be sent to FOTD Unit for maintaining parallel records.

b) In case of domestic/international travel/developing patents etc., where no funds are available at the campus:

Faculty → CC → Campus Director → FOTD → Dean (A) → DG-NIFT (Approving Authority).

c) For international travel, where funds are available in DDF:

Faculty → CC → Campus Director → FOTD → Dean (A) → DG-NIFT (Approving Authority).

17.6 Standing Internal Advisory Committee (SIAC- FOTD)

The Standing Internal Advisory Committee for FOTD Unit, constituted by HO, shall advice on policy matters and other concerns. All the decisions of the units shall be necessarily routed through SIAC, prior to taking them to higher authorities. The Standing Committee shall consider the matters referred to it, from time to time, and make recommendations. The recommendations of the SIAC shall be placed before DG-NIFT.

a) Power to Relax

The DG shall have the power to relax the policy after recording reasons in

writing. All such instances shall be placed before the ensuing meeting of the Senate of NIFT.

b) Penalty

The trainee faculty shall be penalized and the complete expenses on his/her training would be recovered from the faculty, in following cases:

- The faculty leaves the training programme in between, without taking due approvals.
- The trainer faculty submits an unsatisfactory report of the trainee faculty with respect to punctuality, regularity and participation.
- The trainee faculty does not submit assignment and tasks given by the trainer faculty and does not fill up online feedback on CMS.
- The faculty fails to publish a peer-reviewed paper within the stipulated time period, after undertaking the International travel, which was approved after the signing of an undertaking by the faculty.

17.7 Faculty Training Procedure and Financial matters in a Nutshell

The process followed for organizing the faculty trainings is as follows:

- CPs and Unit Heads propose trainings for their department faculty to ensure that the faculty is equipped to teach the subjects as per the curriculum. Information is sent in specified formats in signed PDF and open word file. (Annexures)
- FOTD Unit seeks approval from Dean (A) and DG-NIFT, as per the NIFT norms and sanctioned budget.
- The approved list of nominated faculty names is sent by FOTD Unit to all the Campus Directors to facilitate travel, lodging and boarding for out stationed faculty.
- The approved budget and list of faculty members is also shared with the concerned Chairperson and the Director of the host campus.

17.8 Financial Processes for Conducting Faculty Training

The expenditure on travel, boarding and lodging of the faculty who are attending the training programme, and NIFT faculty who are conducting the training shall be borne by their respective campus.

The demand for reimbursement of the expenses on conducting the training programme shall be raised by the host campus, along with supporting documents (in original) for transfer of funds from Head office.

- The host campus facilitates the following expenditures as per the approved budget:
 - Travel, boarding and lodging of external experts.
 - The lecture fee of internal as well as external experts.
 - Hospitality.
 - Study material (If any).
 - Accommodation for an international trainer/expert.
- In case of an international trainer, Head Office will facilitate booking

of flights, accommodation (at Head Office), and lecture fee.

- iii) In case of Faculty Conclave and Universal Training, the travel of the faculty members is borne by respective campuses. Boarding and lodging for the participants and trainers, and fee to the expert trainers is borne by the Head Office.
- iv) All the expenses for faculty members deputed for International training is borne by NIFT Head Office, as per the approved norms. The air tickets for the trainees are arranged by Head office. Advance, in respect of fee, to the international institute and DSA, etc., is released by the Head Office to the respective campuses of the trainees for disbursement to them on completion of the formalities such as undertaking of the bond, etc. The trainee on return from the training will claim the visa fee. Trainees will submit the claim for settlement of advance (along with the supporting documents) within 15 (fifteen) days from the date of return from training. These will be forwarded to Director (F&A) through their respective campuses.

17.9 Impact assessment and Efficacy of Training Programmes

- i) The evaluation shall be based on quantifiable and qualitative parameters.
- ii) Feedback reports shall be submitted on completion of every training programme, for evaluation of its efficacy in terms of performance of trainees and trainers/organizers.

Form A - To be filled up by the trainer/anchor on participation of faculty members (less than 20 participants) within 3 (three) days of completion of training programme. The coordinating faculty may assist the external trainer to fill up the feedback of trainees.

Form B - To be filled up by the trainees to evaluate the training programme within 10 (ten) days of completion on CMS.

Based on the reports received, feedback will be provided to the trainees by the respective heads of unit and will be kept in the personal dossier of the trainees. The report will constitute an integral component for annual review of their performance/confirmations/extension of contract, etc.

CHAPTER-18

This section deals with all sections of NIFT academic body, which acts as a set of support services to other academic units. Other miscellaneous issues are discussed in these units, which affect the academics and students of NIFT.

In this section:

18.1 Information Technology (IT) Department

- 18.1.1 Campus Management Solution (CMS)
- 18.1.2 DDFS (E-Office and HR Apps)
- 18.1.3 National Academic Depository (NAD)
- 18.1.4 Inter-Campus Academic Communication: Online Classes and Video Conferencing
- 18.1.5 Personal Communication of the Academic Community
- 18.1.6 Management of NIFT Website
- 18.1.7 Laptop Policy for Students, Faculty and Officers
- 18.1.8 Procurement and Maintenance of Academic Software
- 18.1.9 Anti-Plagiarism Software
- 18.1.10 Procurement of IT Hardware
- 18.1.11 Biometric Attendance System

18.2 Resource Centre

- 18.2.1 Collections*
- 18.2.2 Services*
- 18.2.3 Circulation Service*
- 18.2.4 Development of a State-of-the-art Fashion Information Network

18.3 Corporate Communication Cell (CCC)

- 18.3.1 Key Functions of CCC
- 18.3.2 Activities of CCC
- 18.3.3 Tentative Annual Activity Calendar

18.4 NIFT Development Fund

18.5 Department Development Fund

18.1 Information Technology (IT) Department

The Information Technology (IT) department contributes to attainment of the institutional goal of academic excellence, through integrating innovations in design, technology and management. The information technology infrastructure plays a key role in providing an IT-enabled learning environment to the academic community of NIFT. The IT department strives to provide access to the state-of-the-art infrastructure to the students and faculty, with the objective of developing highest standard of professional competence.

The IT department facilitates effective utilization of the institution's ICT infrastructure and applications. The department maintains computer labs in all the academic departments, thereby integrating IT with academics. The computer labs of NIFT campuses are well equipped with latest equipment like Macintosh workstations, plotters, digitizers, image scanners, wide format printers, sound mixers, digital cameras, etc. The academic and administrative departments of all NIFT campuses have access to the National Knowledge Network (NKN). The significant activities listed below are undertaken by the IT department to enhance applications of ICTs in academic management and provide equal access to IT infrastructure and facilities to the students and faculty across all NIFT campuses.

18.1.1 Campus Management Solution (CMS)

Campus Management Solution (CMS) is an automation solution developed in-house for efficient and transparent academic management at NIFT. Through the CMS modules, regular academic processes, such as examination, evaluation process, feedback analysis, result preparation and publication by the Controller of Examination, permanent transfer of students, etc., are carried out in an automated environment. Monitoring of the academic management across campuses is also carried out by CMS.

18.1.2 DDFS (E-Office and HR Apps)

While CMS supports academic management system at NIFT, the administrative and HR related activities of the academic and administrative departments are coordinated by DDFS, which is a cloud-based electronic office management system or e-office solution. A supplementary e-office solution to DDFS is the HR app, which supports automation of complete office management system, including lifecycle management of the employees, leave management and other related activities.

18.1.3 National Academic Depository (NAD)

The National Academic Depository (NAD) system for digital issuance and storage of academic awards has been implemented by NIFT. The IT department, along with the Academic Affairs department, coordinates the implementation of this system that ensures issuing of authentic and tamper proof degrees and certificates to the students, provides safe storage and facilitates easy retrieval of their academic awards.

18.1.4 Inter-Campus Academic Communication: Online Classes and Video Conferencing

IT department maintains multiple platforms to support online teaching and inter-campus academic communication. Video conferencing facilities are maintained in each campus to support virtual real-time classroom teaching across multiple campuses, virtual meetings, workshops, seminars, etc.

18.1.5 Personal Communication of the Academic Community

IT department maintains the technical infrastructure and software for providing integrated email services, calendaring and collaboration solution to the NIFT academic community.

18.1.6 Management of NIFT Website

The IT department undertakes the technological management of the institutional website while the content management of the site is carried out by the Corporate Communication Cell. The department manages the technical frameworks to design and delivers robust and secure web applications and services. IT department is responsible for continuous maintenance and updating of the main website and microsites of the campuses, as per the guidelines of the NIFT web policy.

18.1.7 Laptop Policy for Students, Faculty and Officers

The laptop policy for students, faculty and officials was implemented in 2019, in view of the significant impact of laptops in academic outcomes and current usage of laptops by the academic community of NIFT. Detailed laptop policy can be referred to in Chapter 5, Academic Affairs. The laptop policy for faculty, staff and officers is given in **Annexure- 18A**.

18.1.8 Procurement and Maintenance of Academic Software

IT department procures academic software, recommended in curricula of the academic programmes. The academic software packages are procured at the campus level as well as the Head Office, through centralized procurement.

18.1.9 Anti-Plagiarism Software

IT department also procures and provides support to utilization of the anti-plagiarism software to enhance the quality of intellectual outputs of the institution and prevent plagiarism and other unethical practices in academic research/assignments and publications.

18.1.10 Procurement of IT Hardware

IT hardware Items (capital and consumables) are procured as per the requirements of the campuses and the Head Office.

18.1.11 Biometric Attendance System

IT department facilitates the utilization of both Aadhaar and non-Aadhaar based biometric attendance systems at NIFT Head Office and the campuses.

18.2 Resource Centre

In the 21st century, information is the most important resource and knowledge management is the most crucial function in an organization. The Resource Centre (RC) in each NIFT campus provides the necessary infrastructure to collate and disseminate this critical input. The network of NIFT Resource Centres is the only fashion information network in India serving the fashion educators and students of NIFT, besides the fashion professionals. Each Resource Centre also serves as an interface between the institution and the industry, as it offers information services to the entrepreneurs and freelancers of the fashion industry. The network of RCs is coordinated by the National Resource Centre (NRC).

18.2.1 Collections*

- i. The collections of learning resources include books and periodicals in print and electronic format, pertaining to fashion studies and related disciplines.
- ii. NRC subscribes to leading online databases in the fields of design, management and technology, for the students and faculty of all NIFT campuses.
- iii. All RCs provide access to the leading international forecast services and fashion and textile journals/magazines through the centralized subscription system coordinated by NRC.
- iv. The audio-visual resources pertaining to the relevant areas of study are primarily used as teaching aids.
- v. The reference collections of RCs comprise standards, trade manuals, news clippings and other information sources.
- vi. The RCs showcase regional costumes of India and other nations and designer clothing. Select creations of students of NIFT are documented and inventoried in all RCs. International collections in NRC include clothing and accessories from leading multinational design houses. There are creations of leading Indian designers also.
- vii. The textile collections in RCs have fully documented and methodically arranged collections of representational fabric samples, export fabrics and also international fabrics procured from leading trend services.
- viii. The RCs also have collections of fashion accessories and findings containing all the materials required to complete a garment.
- ix. Thematic displays and exhibitions are occasional features of the activities of RCs.

18.2.2 Services*

All RCs use an integrated library management solution, coordinated by NRC, for collection management, dissemination of information and offering numerous proactive information services to the users.

- i. Reference Service
Highly qualified professional staff members provide reference services at the reference desks as well as online.

- ii. Online Public Access Catalogue (OPAC)
The students and faculty can access the learning resources in the collections of the Resource Centres through the web-based online public access catalogue.
- iii. Bibliographic Service
Subject bibliographies on relevant topics are available online and print out of any bibliography is provided on demand.
- iv. Current Awareness Service
Information on new additions to the collections of the Resource Centres is available online.
- v. Reprographic Service
Reprographic services of selective photocopying and scanning are provided to the users of all RCs.

18.2.3 Circulation Service*

All RCs offer circulation services for selective collections of reading materials. RCs use bar-coded charging and electromagnetic security systems to control materials flow.

Following are the general rules for circulation of print and non-print materials to faculty, students and other members of the RC.

A) Rules for Faculty:

- i. Each regular faculty is entitled to borrow maximum eight books at a time for a specified duration. Books should be returned on time to make them available to other members.
- ii. Contract faculty member can borrow six books while guest faculty can borrow one book(s) for a specified duration.
- iii. Faculty members (regular and contract only) and administrative staff are exempted from overdue fine. The guest faculty will be charged an overdue fine of INR 5/- per day.
- iv. Library periodicals should not be taken out of the library, unless required for class lectures. These should be returned as soon as the class is over.
- v. Back issues of periodicals are loaned for overnight only.
- vi. Audio-visual materials, i.e. DVDs, CDs, etc. are issued only for class lectures and should be returned immediately after the class is over.
- vii. Other non-Print materials (NPMs) such as textiles, costumes, accessories, etc., should be referred to within the premises of the Resource Centre.
- viii. A faculty member should abide by the rules for borrowing NPMs for exhibitions and other purposes as applicable in each centre.
- ix. The faculty will have to either replace or pay the cost of the issued material if the overdue material is not returned on time, lost or damaged.

The material issued may be returned personally or through an attendant at the library counter. The person returning the material should wait till the RC staff completes the cancellation procedure.

B) Rules for Students and Other Members:

- i. Students of regular and continuing education programmes are required to pay security deposit and RC/library fee along with tuition fee for membership of the Resource Centre. A student has to submit a copy of receipt of fee at the time of registration and renewal during the beginning of each academic session.
- ii. Corporate houses, educational institutions, freelancers and individuals can also register as members of the Resource Centre on payment of fees applicable.
- iii. Each regular student gets library borrower's card(s) valid for two semesters only. Other members get cards as per entitlement for one year or lesser duration on payment of fees and depending on the categories of membership.
- iv. Number of book(s) to be issued to the students is as per below:

Students of UG programmes	:	1 book for 7 days
Students of PG programmes	:	2 books for 7 days
Students of Bridge programmes	:	2 books for 15 days
Students of PhD programme	:	4 books for 30 days
Students of CE programmes	:	1 book for 7 days
- v. To reserve a book that is out on loan, the borrower needs to fill out a reserve slip at the circulation desk/online. Periodicals, reference collections, audio-visual materials and other non-print materials can only be consulted in the Resource Centre and are not issued out to students and other members.
- vi. If a borrowed book is not returned on time, overdue fines will be charged. The overdue fine of INR 5/- per day is chargeable from all the students, guest faculty and other members of the Resource Centre. Exceptions to this rule are as per rule number (iii) of 18.2.4(A).
If a student fails to return an overdue book within 120 days from the due date, the cost of the borrowed book and overdue fines will be deducted from the security deposit any time after 120 days without issuing any intimation.
If a student of CE programme fails to return an overdue book 7 (seven) days before the completion of the programme, the cost of the borrowed book and overdue fine till the completion of the Programme will be deducted from the Security deposit without issuing any intimation.
- vii. A member (excluding faculty) will either replace the book of the same title and the same or any later edition or pay three times the cost of a book if lost or damaged. Lost or damaged books must be paid for before other books can be issued or the same will be deducted from the security deposit.

C) Other Rules and Regulations

- i. Circulation and reference services for print collections are offered throughout the week except on Sundays. The Resource Centre shall remain closed on Government of India holidays and other notified days.

- ii. Members found leaving the library with un-issued books/ other Resource Centre material(s) will be penalized. They will pay the penalty as per rule of the centre and will be debarred from using the Resource Centre for a semester.
- iii. Talking on the cell phone is not allowed inside the reading rooms and stack rooms. Disciplinary action will be taken against any person for flouting the rule.
- iv. No bags, food, drinks and smoking are allowed inside the Resource Centre. Scissors and sharp cutting implements are also prohibited. Non-library books, briefcases and packages must be left outside the Resource Centre. The Resource Centre is not responsible for loss/theft of any personal belongings.
- v. Students may refer to the current Students Rules and Regulations for the latest rules related to the use of the Resource Centre.

18.2.4 Development of a State-of-the-art Fashion Information Network

NRC is making a continuous endeavor to develop a state-of-the-art digital fashion information system encompassing all the Resource Centres of NIFT.

* Collections and services may vary from campus to campus.

Membership registration procedure of the guest faculty may vary from campus to campus.

18.3 Corporate Communication Cell

Responsible for the creation of the visual and communication identity of NIFT, the Corporate Communication Cell (CCC) has been consistently catering to the expanding communication needs of all 16 campuses of NIFT. To keep abreast with the changing times and communicate even more effectively, the portfolio of CCC has been reviewed.

18.3.1 Key Functions of CCC

The key functions to be performed by the CCC are as under:

- 1) Creating a unique brand identity for NIFT.
- 2) Leveraging the digital media through content creation, designing and development of advertisements for print and online news.
- 3) Leveraging social media platforms, to increase outreach and engagement of brand NIFT through Facebook, Twitter, Instagram, LinkedIn and YouTube.
- 4) Designing and maintenance of the official website, as per international standards. This is to be done in close coordination, along with the webmaster/IT department. Content development and publication on the website, that includes designing e-brochures/advertisements.
- 5) Visualization, compilation, consolidation, designing, publication and printing of centralized NIFT publications, to be done in coordination with the concerned departments and campuses:
 - Annual Report (English and Hindi).

- Prospectus for both regular and CE programmes.
 - Stationery : NIFT diary, calendar and planner.
 - Brochures: Placements, PhD programme, FDP programme, Bridge programmes and Craft Cluster.
- 6) Printing of promotional materials:
 - Posters.
 - Advertisements.
 - Convocation related materials.
 - Publicity materials for other major events.
 - 7) Compilation of NIFT content for MoT Annual Report
 - 8) Compilation of content on significant landmarks and achievements of NIFT for MoT or any such reports.

18.3.2 Activities of CCC

The CCC has streamlined all digital communication in a phased manner. The specific activities, roles and responsibilities of the CCC are discussed below:

- 1) **Website Development:** The CCC must ensure that the official website of NIFT serves the following purposes:
 - It is functionally rich, engaging, representative of the creative abilities of the students and the faculty, at all times.
 - It is an effective interface between students, faculty, industry and the academia at large.
 - New elements in terms of design, content and responsiveness must be added to the website from time-to-time. Examples include: recent additions of elements like NIFT Advantage, Alumni Bytes, Students' Speak, details of craft initiatives and iconic projects, Global Connect, industry linkages, career avenues, events and announcements, campus life, students' projects and other activities
 - For management of NIFT website, refer to 18.1.6.
- 2) **Social Media Platforms:** To reach out to the larger community of stakeholders, social media platforms are to be leveraged for effective implementation of digital strategy. The focal points of the social media campaign are as under:
 - To present NIFT as an institution of innovation and academic excellence.
 - To build a connect with youth.
 - To disseminate information through creative and contemporary means.
 - To start a dialogue and engage with current and prospective students.
 - To bring together the aspiring community of alumni designers through diverse promotional strategies.
 - To contemporize the image of NIFT, in a primarily youth-driven design landscape.
 - To bring together talent and creative ideas from across the 16 campuses.

- To channelize offline activities, events and works of students and alumni.

Currently, NIFT has active official accounts on Facebook, Instagram, LinkedIn, YouTube and Twitter. For thorough outreach, the official NIFT account on each platform is to be maintained regularly with rejuvenated rigor, diligence and resource attribution.

a) **Facebook:** The official Facebook page of NIFT is to serve the following purposes:

- Enhance outreach and interaction, particularly with the student community, the prospective students and the youth at large.
- Effectively market brand NIFT through pictorial, infographic and other forms of written content.
- Steadily increase activity on the official page by encouraging sharing and cross-sharing of posts.
- Reach out to the alumni community and engage with them on a regular basis.
- Disseminate information about important, upcoming events at all the 17 NIFT campuses- admissions, vacancies, contests, competitions, workshops, conferences, trainings, talks, cluster activities, student fests.
- Highlight achievements of faculty and the students.
- Get reviews and ratings from those who engage actively with the posts and the Facebook community in general.
- Improve engagement by improving the rating of the official page and further increase the number of likes.
- Host live events through Facebook Live.

b) **Instagram:** The official Instagram account of NIFT is to serve the following purposes:

- Enhance outreach and interaction, particularly with the student community, the prospective students and the youth at large.
- Effectively market brand NIFT through pictorial, infographic and other forms of written content.
- Reach out to the alumni community and engage with them on a regular basis.
- Disseminate information about important, upcoming events at all the 17 NIFT campuses- admissions, vacancies, contests, competitions, workshops, conferences, trainings, talks, cluster activities, student festival.
- Highlight achievements of faculty and the students.
- Utilize the video sharing tool of the application for impactful and inspirational storytelling about students' successes, projects, craft cluster activities, events and conferences.
- Utilize the image sharing option and its multiple tools, like filters and editing options, to share narratives that are light on text, to increase engagement with the youth.
- Work towards increasing the number of followers, to ensure

greater outreach. Once that is achieved, the process of getting the account verified can be undertaken.

c) **LinkedIn:** The official LinkedIn account of NIFT is to serve the following purposes:

- Build the institution's outreach towards the relevant industries.
- Demonstrate professional capacity of NIFT to the industry at large.
- Connect students with prospective employers for internships and placements.
- Build a coherent database of prospective employers.
- Display NIFT as an institution that students, employers and alumni can add to their respective profiles.
- Put together a cohesive, exhaustive portfolio and resume of diverse areas of expertise that NIFT trains students in for a better performance in the relevant industries.
- Explore opportunities in preferred areas of expertise across various regions.
- Explore possibilities of engagement with more prospective employers, to enhance the quality of campus placements.

d) **YouTube:** The official YouTube channel of NIFT is to serve the following purposes:

- Develop an audio-visual library that serves as an online repository of NIFT's activities in higher education, design, technology and crafts, available for public access.
- Increase viewership and subscription of the video content by cross-sharing on NIFT's official website, Facebook page, Instagram, LinkedIn and Twitter accounts.

e) **Twitter:** The official Twitter handle of NIFT is to serve the following purposes:

- Engage with the vast community of design professionals, students, alumni, industry and craft sector experts, employers and prospective employers on issues related to design education, fashion and technology, in a succinct manner through micro-blogging.
- Work towards increasing the reach of the official handle by increasing the number of followers and subsequently, getting the official handle verified by Twitter.

3) **Content Editing:** Instead of merely compiling information, it is imperative that the CCC keeps in mind the following to make all communication precise and effective:

- Ensure that content is edited at multiple levels – both by the concerned departments and by CCC – for making it clear, consistent, precise and error-free.

4) **Content Development:** It must be noted that the CCC is not solely responsible for content development for all external and internal communications of NIFT. All content creation, initiated either by the CCC or by any department, will involve deliberations and coordination between the CCC and the said department, in order

that the content is technically sound and in line with policies and the vision of NIFT.

- 5) **Printing and Publishing:** While the planning, visualization, designing and execution of the diary, calendar and planner every year is the responsibility of the CCC, for all other centralised and reactive communication needs, the following process is broadly followed:
- As per requirement, the owner/user department will initiate the process and send the requirement document along with content (bilingual, as required) and brief to CCC through the Dean (A). The user department shall own the responsibility for providing the complete content and shall be responsible for the completeness and quality of content, whether the same has been generated by the user department or collated by the user department.
 - CCC will make suggestive changes in the content to ensure consistency of brand identity of NIFT.
 - CCC will be responsible for:
 - Developing and designing the brochure in coordination with the user department. CCC will send the draft brochure to user department for review and approval. CCC will carry out necessary corrections/changes suggested by the user department. User department will take approvals from competent authority for final brochure.
 - Preparing the specifications, in consultation with the user department and will send to the Purchase department.
 - Purchase department will be responsible for:
 - Preparing the tender documents and carrying out further process of tendering and subsequent activities for release of Public Offer (PO).
 - Interacting with the vendor for printing.
 - Receiving the print dummy.
 - Coordinating with the user department for 'content go-ahead' and CCC for 'design/printing go-ahead'.
 - Final content and the artwork (including layout design) will be forwarded by the user department and CCC respectively, to the Purchase department for onward submission to vendor.
 - Vendor will coordinate with CCC for content and design related clarifications/queries.
 - Purchase department will follow up with printer regularly.
 - Purchase department will take a go-ahead for:
 - Content from user department.
 - Printing and paper quality from CCC.
 - Purchase department to give go ahead to vendor, receive final copies and send to user department, under intimation to CCC.

18.3.3 Tentative Annual Activity Calendar

ACTIVITY	INITIATION MONTH	FLOATING OF TENDER	FINAL DRAFT (SOFT COPY)
Placement E - Brochure	January - February		March or after 1 (one) week of receiving the final content from the owner department.
CE Programme E - Brochure	February - March		April or after 1 (one) week of receiving the final content from the owner department.
PhD E - Brochure	February		March or after 1 (one) week of receiving the final content from the owner department.
Annual Report (Hindi & English)	March	After one week	Sep-Oct from CCC or 1 (one) week after the Accounts report is received by CCC.
NLEA Admission E - Brochure	April		April end or after 1 (one) week of receiving the final content from the owner department.
Diary Kit for next year (Diary, Calendar & Planner etc.)	May	September	November (2nd week)
Convocation Brochure (if required)	June - July		1 (one) week before the Convocation date or after 1 (one) week of receiving the final content from the owner department.
Admission Prospectus for next year	July	August	Soft copy for uploading on the website by 2nd week of October. Printed copy of the Prospectus by last week of October.

Advertisement for NIFT Admissions (Website & Newspaper)	August - September		Within a week from when the matter is received from Admissions department.
Advertisement for NRI Admissions	September		Within a week from when the matter is received from Admissions department.
Advertisement for NIFT Admission for Magazine (Full Page Magazine Ad)	September/ October		Within a week from when the matter is received from Admissions department.
Posters for Admission Stall, Exhibition, Hoarding	September		After 1 (one) week of receiving the final content from the owner department.
Advertisement for Bridge Programme	As and when announced		After one week of receiving the final content from the owner department.
Annual Report MoT (Compilation of NIFT's annual information and progress for MoT's Annual Report)	November		Or as per timelines received from MoT.
Updating & Creating Social Media content (Twitter, Facebook, Insta, LinkedIn and Youtube)	Regular Activity		As per requirement.
Updating and Creating new content for NIFT Website	Regular Activity		As per requirement.
Other content like advertisements, write-ups, News items etc.			As per requirement.

18.4 NIFT Development Fund

NIFT has created a corpus fund called "NIFT Development Fund" (NFD). This fund has been effective since 25 January 2000. An initial amount of INR 50 lakhs had been collected through IDBI, Industry support and invested properly. The investments are made in Fixed Deposits/Scheme of Nationalized Bank, UTI, ICICI, IDBI as considered appropriate from time to time.

All donations made specifically for overall development of NIFT fraternity are deposited in this account and shall be used effectively for development activities of NIFT faculty, staff and students.

Amount Available Under NDF for Development Activities

All future expenditure out of this fund will be equivalent to the interest earned on the investments only i.e., the amount earned as interest on the investment done under NDF shall be available for proving financial assistance.

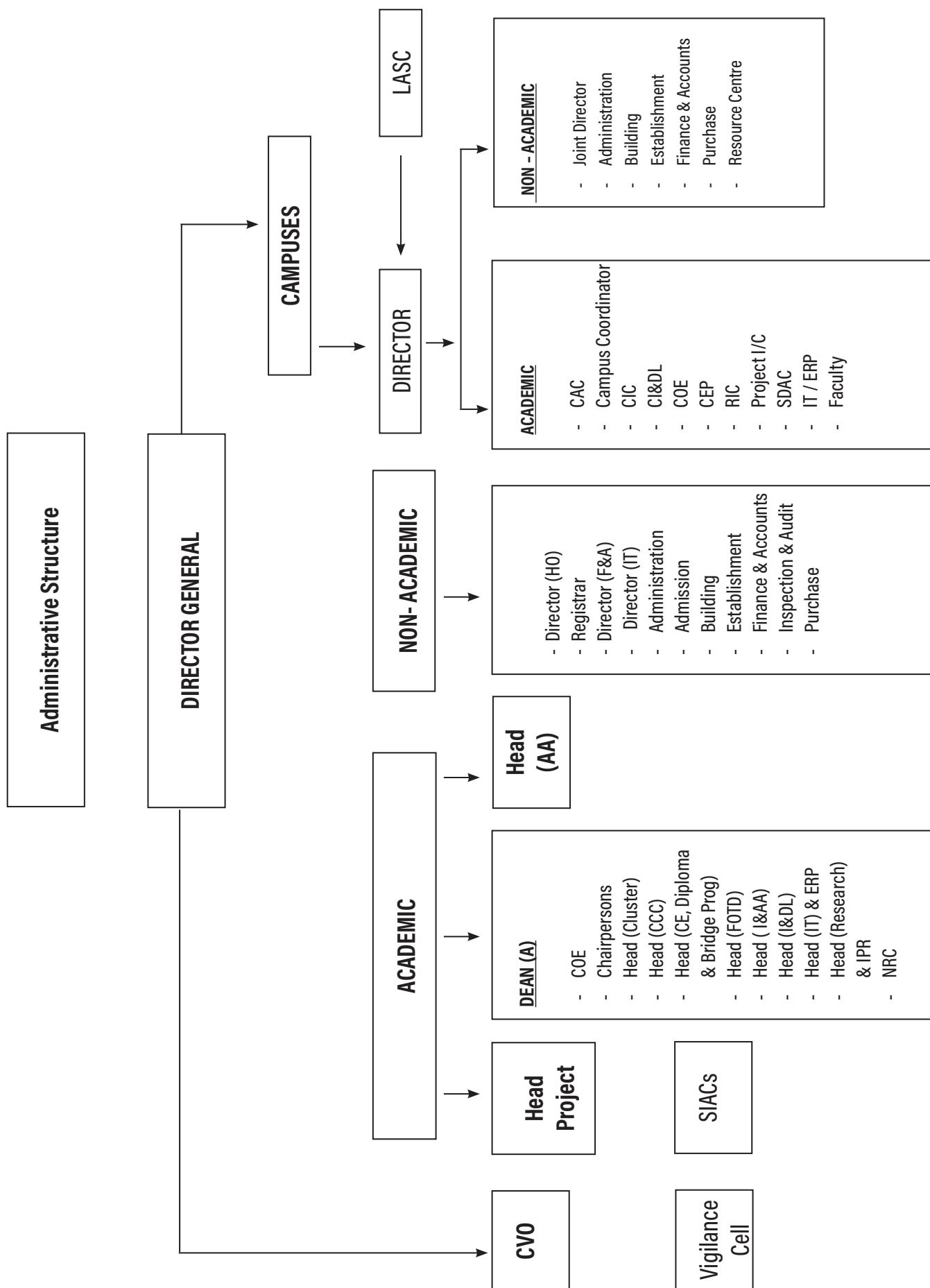
The detailed policy for utilization of the NDF is placed at **Annexure-18 B**.

18.5 Department Development Fund

The competent authority has created for each of the academic department of all centres, a Department Development Fund (DDF) for academic expenses, up gradation of infrastructure and engagement of adjunct and visiting faculty, as per the respective policy.

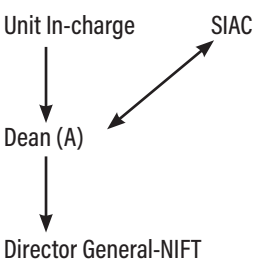
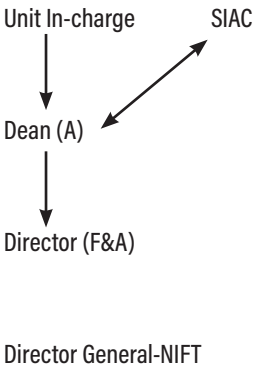
The DDF shall be placed at the disposal of the department concerned and headed by Centre Coordinator be administered by a committee of all the faculty members of the department jointly, in accordance with the guidelines framed as a policy for DDF, which may be referred in the Accounts Manual.

ANNEXURES



1.2.4 Channel of Reporting

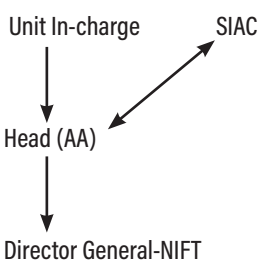
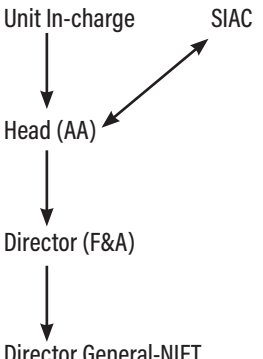
(a) Dean (A) and Units under Dean (A)

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1	Academic	DG - NIFT	Dean (A)	AMS (Academic Management System)	Unit In-charge (AMS)	<p>Where there is no financial implication</p>  <pre> graph TD UIC[Unit In-charge] --> DA[Dean (A)] SIAC[SIAC] --> DA DA --> DGN[Director General-NIFT] </pre> <p>Where there is financial implication</p>  <pre> graph TD UIC[Unit In-charge] --> DA[Dean (A)] SIAC[SIAC] --> DA DA --> DFA[Director (F&A)] DGN[Director General-NIFT] </pre>

- If the matter involves any IPR-related issues, the Unit In-charge will obtain the comments of IPR Cell, before submitting to Head of Unit. If the matter requires publishing and printing or uploading on website, the matter will be routed through the unit concerned with publication and printing / website management.

1.2.4 Channel of Reporting

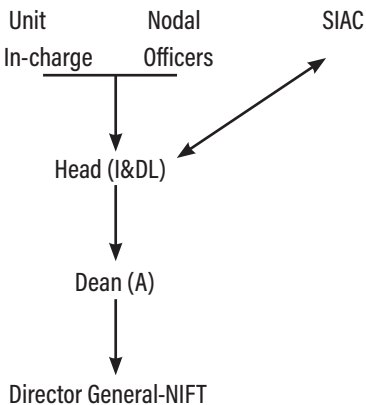
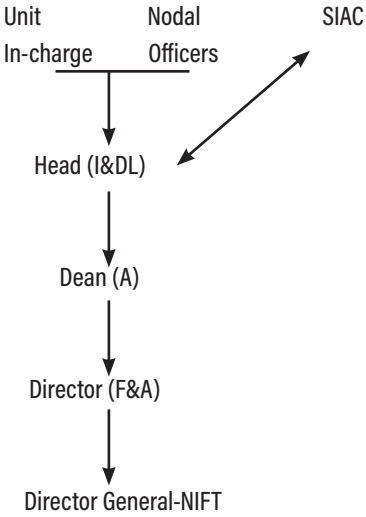
(b) Head (AA) and Units under Head (AA)

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.2	Academic Affairs	DG - NIFT	Head (AA)	AMS Student Affairs	Unit In-charge (Student Affairs)	<p>Where there is no financial implication</p>  <pre> graph TD UIC1[Unit In-charge (Student Affairs)] --> HAA1[Head (AA)] SIAC1[SIAC] --> HAA1 HAA1 --> DGN[Director General-NIFT] </pre> <p>Where there is financial implication</p>  <pre> graph TD UIC2[Unit In-charge (SDAC)] --> HAA2[Head (AA)] SIAC2[SIAC] --> HAA2 HAA2 --> DFFA[Director (F&A)] DFFA --> DGN2[Director General-NIFT] </pre>
				SDAC (Student Development Activities)	Unit In-charge (SDAC)	

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell, before submitting to Head of Unit. If the matter requires publishing and printing or uploading on website, the matter will be routed through the unit concerned with publication and Printing / website management.

1.2.4 Channel of Reporting

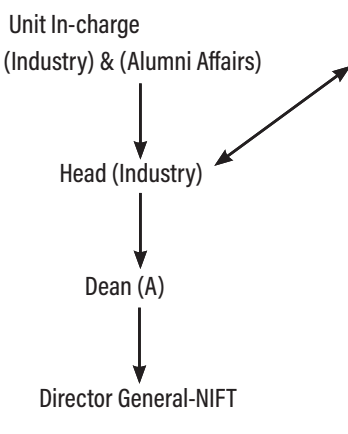
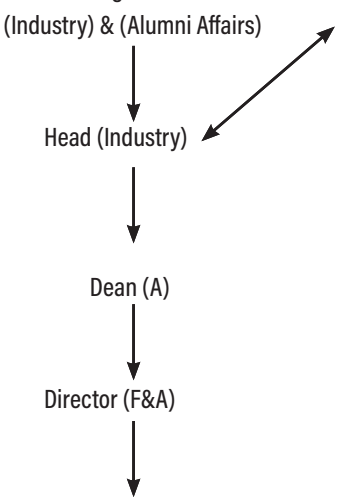
(c) Head-I&DL and Units under Head-I&DL

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.3	International and Domestic Linkages	Dean (A)	Head (I&DL)	(I&DL) International & Domestic Linkages	Unit In-charge (I&DL)	<p>Where there is no financial implication</p>  <pre> graph TD UI[Unit In-charge] --> H[Head (I&DL)] NO[Nodal Officers] --> H SIAC[SIAC] --> H H --> DA[Dean (A)] DA --> DGN[Director General-NIFT] </pre> <p>Where there is financial implication</p>  <pre> graph TD UI[Unit In-charge] --> H[Head (I&DL)] NO[Nodal Officers] --> H SIAC[SIAC] --> H H --> DA[Dean (A)] DA --> DF[Director (F&A)] DF --> DGN[Director General-NIFT] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

1.2.4 Channel of Reporting

(d) Head-Industry & Alumni Affairs and Units under Head-Industry & Alumni Affairs

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.4	Industry	Dean (A)	Head (Industry & Alumni Affairs)	<div>Industry</div> <div>Alumni Affairs</div>	<div>Unit In-charge (Industry)</div> <div>Unit In-charge (Alumni Affairs)</div>	<p>Where there is no financial implication</p>  <pre> graph TD SIAC --> HI[Head (Industry)] UIC[Unit In-charge (Industry) & (Alumni Affairs)] --> HI HI --> DA[Dean (A)] DA --> DGN[Director General-NIFT] </pre> <p>Where there is financial implication</p>  <pre> graph TD SIAC --> HI[Head (Industry)] UIC[Unit In-charge (Industry) & (Alumni Affairs)] --> HI HI --> DA[Dean (A)] DA --> DFA[Director (F&A)] DFA --> DGN[Director General-NIFT] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/website management.

(e) Head-Research & IPR and Units under Head-Research & IPR

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.5	Research	Dean (A)	Head Research & IPR	Research IPR	Unit In-charge (Research) Unit In-charge (IPR)	<p>Where there is no financial implication</p> <pre> graph TD SIAC --> H[Head (Research) & IPR] UICR[Unit In-charge (Research) & IPR] --> H H --> D[Dean (A)] D --> DGNIFT[Director General-NIFT] </pre> <p>Where there is financial implication</p> <pre> graph TD SIAC --> H[Head (Research)& IPR] UICR[Unit In-charge (Research) & IPR] --> H H --> D[Dean (A)] D --> DF[A] DF --> DGNIFT[Director General-NIFT] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/website management.

1.2.4 Channel of Reporting

(f) Head-FOTD and Units under Head-FOTD

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.6	FOTD	Dean (A)	Head FOTD	FOTD	Unit In-charge (FOTD Prog.)	<p>Where there is no financial implication</p> <pre> graph TD UI[Unit In-charge] --> H[Head (FOTD.)] SIAC[SIAC] --> H H --> DA[Dean (A)] DA --> DGN[Director General-NIFT] </pre> <p>Where there is financial implication</p> <pre> graph TD UI[Unit In-charge] --> H[Head (FOTD)] SIAC[SIAC] --> H H --> DA[Dean (A)] DA --> DF[Director (F&A)] DF --> DGN[Director General-NIFT] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/ website management.

1.2.4 Channel of Reporting

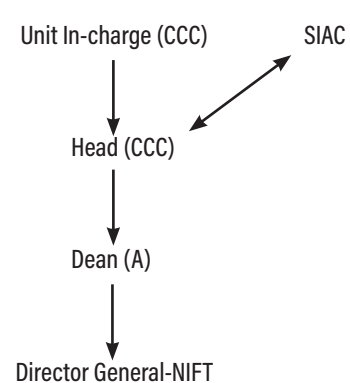
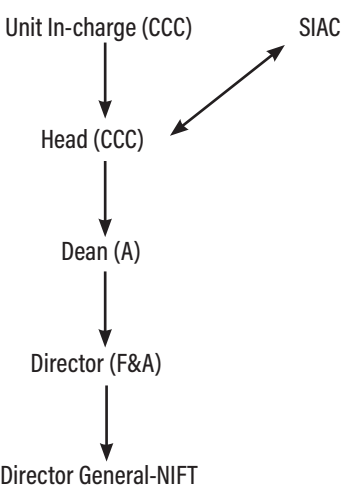
(g) Head-CE, Diploma Programmes & Bridge and Units under Head-CE Diploma Programmes & Bridge

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.7	CE, Diploma & Bridge Programmes	Dean (A)	Head (CE, Diploma & Bridge Prog.)	CE, Diploma & Bridge Prog.	Unit In-charge (CE, Diploma & Bridge Prog.)	<p>Where there is no financial implication</p> <pre> graph TD A[Unit In-charge (CE, Diploma & Bridge Prog.)] --> B[Head (CE & Diploma Prog.)] B --> C[Dean (A)] C --> D[Director General-NIFT] A --> E[SIAC] </pre> <p>Where there is financial implication</p> <pre> graph TD A[Unit In-charge (CE & Diploma Prog.)] --> B[Head (CE & Diploma Prog.)] B --> C[Dean (A)] C --> D[Director (F&A)] D --> E[Director General-NIFT] A --> F[SIAC] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/ website management.

1.2.4 Channel of Reporting

(g) Head-CCC and Units under Head-CCC

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.7	Corporate Communication Cell	Dean (A)	Head (CCC)	CCC	Unit In-charge (CCC)	<p>Where there is no financial implication</p>  <pre> graph TD SIAC --> Head_CCC[Head (CCC)] Unit_In_Charge_CCC[Unit In-charge (CCC)] --> Head_CCC Head_CCC --> Dean_A[Dean (A)] Dean_A --> DG_NIFT[Director General-NIFT] </pre> <p>Where there is financial implication</p>  <pre> graph TD SIAC --> Head_CCC[Head (CCC)] Unit_In_Charge_CCC[Unit In-charge (CCC)] --> Head_CCC Head_CCC --> Dean_A[Dean (A)] Dean_A --> Dir_F_A[Director (F&A)] Dir_F_A --> DG_NIFT[Director General-NIFT] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/ website management.

1.2.4 Channel of Reporting

(j) Head-Cluster and Units under Head-Cluster

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.8	Cluster	Dean (A)	Head (Cluster)	Cluster	Unit In-charge (Cluster)	<p>Where there is no financial implication</p> <pre> graph TD UIC[Unit In-charge (Cluster)] --> H[Head (Cluster)] H <--> SIAC[SIAC] H --> D[Dean (A)] D --> DGN[Director General-NIFT] </pre> <p>Where there is financial implication</p> <pre> graph TD UIC[Unit In-charge (Cluster)] --> H[Head (Cluster)] H <--> SIAC[SIAC] H --> D[Dean (A)] D --> DF[Director (F&A)] DF --> DGN[Director General-NIFT] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/ website management.

1.2.4 Channel of Reporting

Director-NRC and Units under Director-NRC

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
1.9	NRC	DG- NIFT	Director (NRC)	NRC (National Resource Centre)	DD NRC	<p>Where there is no financial implication</p> <pre> graph TD A[Unit In-charge] --> B[Director General-NIFT] B --> C[SIAC] </pre> <p>Where there is financial implication</p> <pre> graph TD A[Unit In-charge] --> B[Director (F&A)] B --> C[SIAC] B --> D[Director General-NIFT] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/ website management.

1.2.4 Channel of Reporting

Head-ERP and Units under Head-ERP

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
2.0	ERP	Dean (A)	Head -ERP)	IT (ERP)	Unit In-charge (IT) Unit In-charge (ERP)	<p>Where there is no financial implication</p> <pre> graph TD SIAC --> Head[Head (ERP)] Unit[Unit In-charge (IT/ER)] --> Head Head --> Dean[Dean (A)] Dean --> DG[Director General-NIFT] </pre> <p>Where there is financial implication</p> <pre> graph TD SIAC --> Head[Head (ERP)] Unit[Unit In-charge (IT/ER)] --> Head Head --> Dean[Dean (A)] Dean --> DirF[Director (F&A)] DirF --> DG[Director General-NIFT] </pre>

- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/ website management.

1.2.4 Channel of Reporting

Head-Project and Units under Head-Project

SN	Department	Reporting To	Head of Units	Units	Unit In-charge	Channel of Submission
2.1	Project	DG-NIFT	Head Project	Project	In-charge (Project)	<p>Where there is no financial implication</p> <pre> graph TD A[In-charge (Project)] --> B[Head (Project)] B --> C[Director General-NIFT] A --> D[SIAC] D --> B </pre> <p>Where there is financial implication</p> <pre> graph TD A[In-charge (Project)] --> B[Head (Project)] B --> C[Director (F&A)] C --> D[Director General-NIFT] A --> E[SIAC] E --> B </pre>

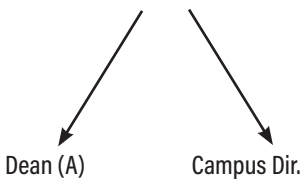
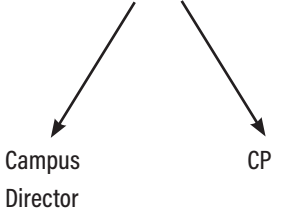
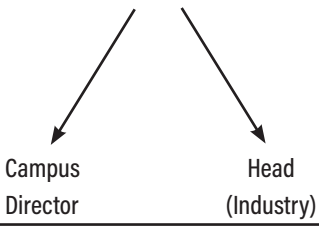
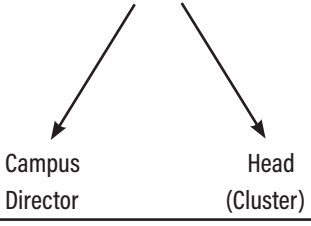
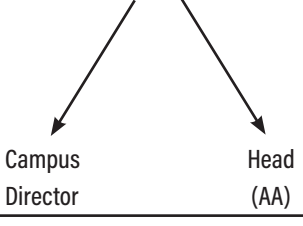
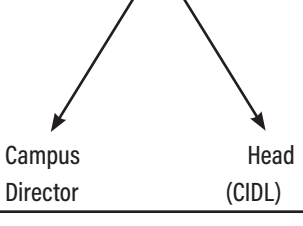
- If the matter involves any IPR related issues, the Unit In-charge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter requires publishing and printing or uploading on the website, the matter will be routed through the unit concerned with publication and printing/ website management.

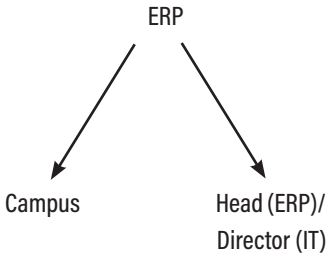
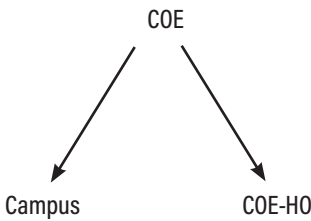
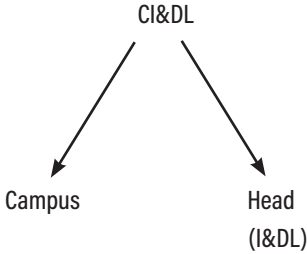

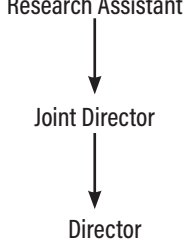
1.2.4 Channel of Reporting

1.2.4 (I) Channels of Reporting for Chairpersons

SN	Reporting To	Head of Units	Channel of Submission
2.2	Director General through Dean (A)	Chairperson (FP)	CP → Dean (A) → DG-NIFT
		Chairperson (FD)	
		Chairperson (LD)	
		Chairperson (F&LA)	
		Chairperson (FC)	
		Chairperson (KD)	
		Chairperson (TD)	
		Chairperson (M.Des.)	
		Chairperson (FMS)	
		Chairperson (DFT)	

Channels of Reporting for Units at NIFT Campus

Unit Name	Unit Head	Unit In-charge	Channel of Submission	Corresponding Unit at HO	Standing Committee at Campus/HO
Campus Academic Coordination (CAC) Unit	Campus Academic Coordination (CAC)		Campus Academic Coordinator 	Dean (A)	HO SIAC - AMS Campus LASC
Academic Department	Campus Coordinator (CC)	Research Assistant	Campus Coordinator 	CP of Respective Department.	HO SIAC - AMS Campus LASC
Industry Coordinator	Regional Industry Coordinator (RIC)		RIC 	Head (Industry)	HO SIAC for Industry Campus LASC
Cluster Initiative	Cluster Initiative Coordinator (CIC)		CIC 	Head (Cluster)	HO SIAC for Cluster Campus LASC
Student Development Unit	Student Development Activity Coordinator (SDAC)		SDAC 	Head (AA)	HO SIAC for CI&DL Campus LASC
Coordinator International and Domestic Linkages Unit	Coordinator International & Domestic linkages (CIDL)		CI&DL 	Head (CI&DL)	

Informational Technology and Entrepreneur Resource Planning Unit	Informational Technology and Entrepreneur Resource Planning (UI & ERP)		 <pre> graph TD ERP --> Campus ERP --> Head["Head (ERP)/ Director (IT)"] </pre>	Head ERP	
Examination Unit	Controller of Examination (COE)	2 Research Assistants to be shared between CIC, RIC, COE, SDAC and CI&DL and additional support to be given by Academic Department	 <pre> graph TD COE --> Campus COE --> COE_HO["COE-HO"] </pre>	COE - HO	<u>HO</u> SIAC for CEB <u>Campus</u> LASC
International and Domestic Linkages	Coordinator International and Domestic Linkages (CI&DL)	2 Research Assistants to be shared between CIC, RIC, COE, SDAC and CI&DL and additional support to be given by Academic Department	 <pre> graph TD CI_DL["CI&DL"] --> Campus CI_DL --> Head["Head (I&DL)"] </pre>	Head (I&DL)	<u>HO</u> SIAC for I&DL <u>Campus</u> LASC
Academic Affairs	Joint Director	RA – 1 Sr. Assistant - 1	 <pre> graph TD Joint_Dir["Joint Director"] --> Campus_Dir["Campus Director"] </pre>	Students Affairs	<u>HO</u> SIAC for Students Affairs <u>Campus</u> LASC
Resource Centre	Head Librarian		 <pre> graph TD RA["Research Assistant"] --> Joint_Dir["Joint Director"] Joint_Dir --> Director </pre>		

Standing Internal Advisory Committee (Academic Committees) of Head Office

S. No.	Name of Committee	Chairperson Members	Members	Convenor/ Co- Convenor	Functions	Frequency of Meetings
1	Standing Internal Advisory Committee of Academic Management System (AMS)	Dean (A)	1. One senior most faculty 2. One Campus Director* 3. Head (AA) - Alternate Chairperson 4. Three CPs* 5. Representation of (F&A) - Member	Convenor Unit In-charge (AMS)	a. Deliberate on all matters related to academic progress, academic standards and monitoring of curricular progress. b. Nominate members of other SIACs as per norms of composition stated in the Establishment manual and put up the proposal for approval of DG- NIFT. c. All activities as mentioned in Establishment manual	Every quarter or as frequently as may be informed by the convenor and function for 1 year or until further orders.
2	Standing Internal Advisory Committee of International & Linkages Domestic Linkages (I&DL)	Dean (A)	1. Campus Director- Alternate Chairperson* 2. Head I&DL 3. One Head of Unit* 4. Two CPs* 5. Representation of (F&A) - Member	Convenor Unit In-charge (I&DL)	International Linkages a. To advise and recommend on strengthening of International Linkages and proposals for attracting and dealing with International students. b. To advise on proposals for infrastructure programmes and legal issues. Domestic Linkages Policy & Guidelines on standard norms of linkages, preparation and assessment of proposal based on credentials review and monitoring exercise, yearly review of report.	
3.	Standing Internal Advisory Committee of Industry & Alumni Affairs (I &AA)	Dean (A)	1. Campus Director – Alternate Chairperson* 2. Head (I&AA) 3. One Head of Unit* 4. Two CPs* 5. Representation of (F&A) - Member	Convenor Unit In-charge (Industry)	Industry To advise and recommend on various aspects of strengthening Industry Institutes of Linkages. Mobilization of funding support from Government / non-Government Industry.	
4	Standing Internal Advisory Committee of Cluster	Dean (A)	1. Campus Director – Alternate Chairperson* 2. Head (Cluster) 3. One Head of Unit* 4. Two CPs* 5. Representation of (F&A) - Member	Convenor Unit In-charge (Alumni)	Alumni Affairs To advise and recommend on various aspects of strengthening alumni network.	
				Convenor Unit In-charge (Cluster)	a. Coordination of Academic Schedule with Cluster timeliness with UI- Cluster and all CIC at the campuses. b. Coordination, preparation and maintenance of reports on student cluster related activities at each campus. c. Coordination of student visits to various clusters and linking it to Cluster Development initiative. d. Plan for training workshop/seminar schedule and parameters for cluster projects, alongwith performance measures for the same. e. Any other work related to cluster project at Head Office.	

5	Standing Internal Advisory Committee of Continue Education, Diploma and Bridge Programme	Dean (A)	1. Campus Director – Alternate Chairperson* 2. Head (CE, Diploma & Bridge Programme) 3. Two Heads of Unit* 4. 2 CPs* 5. Representation of (F&A) - Member	Convenor Unit In-charge (CE Prog.)	C.E. & Diploma Programme <ul style="list-style-type: none"> Facilitation of CE and Diploma programmes at NIFT. Planning of various programmes (CE & Diploma) that would be offered annually based on information received from all campuses. Facilitating necessary approvals as per Academic Channel for CE and Diploma Programmes. Overall coordination of content preparation for brochure, website etc as per requirement. Dissemination of information (including brochure) to all campuses. BRIDGE PROGRAM (BP) <ul style="list-style-type: none"> Facilitating conversion of previously awarded diplomas to degrees for NIFT alumni. Responsible for formulation of bridge policy Announcement and overall coordination of the programme Formulation of the curriculum duration & periodicity. 	
6	Standing Internal Advisory Committee of National Resource Centre (NRC)	Director (NRC)	1. Dean (A) 2. One Director* 3. Two CPs* 4. One HRC* 5. Representation of (F&A) - Member	Convenor Unit In-charge (HRC)	For the input on the journals and other resource required in Design, Management and Technology. <ul style="list-style-type: none"> To project student's requirements from the NRC. To add more findings and resources to the NRC. 	
7	Standing Internal Advisory Committee of Faculty Orientation Training Development & Faculty Development (FOTD)	Dean (A)	1. Campus Director – Alternate Chairperson* 2. Head (FOTD) 3. Two CPs* 4. One Head of Unit* 5. Representation of (F&A) - Member	Convenor Unit In-charge (FOTD)	Orientation of new faculty to NIFT As an organization and to the working of the various streams taught in the Institute. <ul style="list-style-type: none"> Identifying training needs Identifying the experts from faculty, industry and other institutions Formulating the program with its duration and periodicity Organizing the training program Feedback b) Training of the new as well as existing faculty <ul style="list-style-type: none"> Identifying training needs Identifying the experts from faculty, industry and other institutions Formulating the program Deciding the duration and the periodicity Organizing the training program Feedback c) Development of Faculty Development program <ul style="list-style-type: none"> Incorporating new areas of development in training 	

					<ul style="list-style-type: none">Incorporating inputs from industry, alumni and various international institutes	
8	Standing Internal Advisory Committee of Corporate Communication Cell (CCC)	Dean (A)	1. Campus Director –Alternate Chairperson* 2. Head (CCC) 3. Two Heads of Unit* 4. Two CPs* 5. Representation of (F&A) - Member	Convenor Unit In-charge (CCC)	Overall coordination and creation of visual and communication identity of NIFT. <ul style="list-style-type: none">Publication and Printing of Centralised NIFT publication :Prospectus for regular & CE programme.Brochures Placements, FDP, PhD and Bridge ProgrammePromotional material including posters and print advertisementsPrinting for Convocation and other major eventsNIFT Diary, Calendar & PlannerNIFT Website: Design and development of E-brochures advertisements. (Including Prospectus for regular & CE programme, FDP, PhD & Bridge Programme & any other publication,.)	
9	Standing Internal Advisory Committee Students Affairs	Head (AA)	1. Dean (A) 2. Two Directors* 3. Two CPs* 4. One Head of Unit* 5. Representation of (F&A) - Member	Convenor Unit In-charge (AA-SA) Co- Convenor Unit In-charge (AA-2-SDAC&DL)	Legal Matters, Discipline Matters, Financial Assistance, Transfer cases, students Grievances, Student Rule Book, Internal Guidelines, Convocation & Awards, Policy and Guidelines, Budget allocation, Student activities (NGOs), Mentorship programmes, Budget Allocation of development activities, infrastructure set up.	
10	Standing Internal Advisory Committee Examination and Evaluation Cell (E&E)	Dean (A)	1. COE- HO 2. Three Campus Directors * 3. Head (AA) – Alternate Chairperson 4. Two CPs* 5. Two Heads of Unit* 6. Representation of (F&A) - Member	RA- COE	a. Policy and Guidelines for Examinations and related Affairs. b. CEB Paper setting Guidelines c. Conduct of Examination d. Evaluation Process e. Re-Assessment Appeals f. Budget Allocation	
11	Standing Internal Advisory Committee Research & IPR	Dean (A)	1. Campus Director –Alternate Chairperson* 2. Three Senior Faculty (Design, Management & Technology)* 3. Head (Research) 4. One Head of Unit* 5. Representation of (F&A) - Member		Research:- <ul style="list-style-type: none">Coordination of the PhD Program of NIFT with the following specific activitiesTo review, revise and from time to time thereafter propose the short listing criteria, for the minimum eligibility defined in the admission notice for PhD.Two representatives of the Committee will be a part of the PhD short-listing committee formed by Director (Admissions)	

				<ul style="list-style-type: none"> The committee will make recommendations for every admitted PhD student for assigning of Research Supervisors during the first semester to the Head (Research), taking into consideration the preference of the student and the area of research. The committee would examine all cases of applications for appointment for joint supervisors, alternate supervisors and make recommendations. The committee will evaluate the progress report of the student every semester and make recommendation for the student's continued candidature. The progress report will be submitted by each PhD student at the end of each semester to his supervisor(s). Suggest ways for mainstreaming R&D at NIFT. Advise on identification of focus areas for research and development. Suggest linkages with other R&D institutes/universities. Mobilization of research funding. Advice on allocation of funding under 'Research' activities including that for holding of /participation in international seminars, conferences by faculty and Research Scholars. <p>IPR :-</p> <ul style="list-style-type: none"> IPR Matters relating to all the departments and units of NIFT HQ and NIFT Campuses. The Unit In-Charge, IPR will be responsible for the development of IPR Policy & Guidelines for the Institute in tandem with the National IPR Policy and IP Acts. IPR for developing the norms and guidelines on IPR for NIFT-Industry interface. Development of IPR clauses in all the MoUs signed between NIFT and other Domestic and International Institutions and organizations. Coordinating with the Agencies/Bodies/Institutes and organizations active on IPR at National and International level. 	
12	Standing Internal Advisory Committee Admission	Director Admission	1. Dean (A) – Alternate Chairperson 2. One Campus Director* 3. Three CPs* 4. One Senior Faculty* 5. Representation of (F&A) - Member	Convenor Unit In-charge (Deputy Director/ Assistant Director- Admission)	To advise on all matters related to admissions to regular programmes including- Preparation of prospectus. <ul style="list-style-type: none"> Conduct of Entrance Examination. Announcement of results. Counselling. Cancellation of admissions. any other issues

13	Standing Internal Advisory Committee Infrastructure Development for IT equipment	Director (IT)	1. Dean (A) 2. Director (HO) – Alternate Chairperson 3. Head (AA) 4. Two Campus Directors* 5. Two CPs* 6. Representation of (F&A) - Member	Convenor Unit In-charge (IT/ ERP)	a. To recommend on the proposals for purchase of IT items-software, hardware, services and AMC. b. To coordinate with NISG for WAN/ERP implementation. c. LAN update d. Develop specifications and norms of various IT equipments and peripherals etc. IT equipment and peripheral a. Allocation of IT equipment & Peripherals in Head Office & Delhi Campus. b. Coordination with internal Service Provider Head Office & Delhi Campus.	
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* Members for one year.



National Institute of Fashion Technology
A Statutory Institute governed by the NIFT Act, 2006
Ministry of Textiles, Government of India

(ONLY FOR THE CANDIDATES SEEKING PROVISIONAL ADMISSION)

To be submitted at the Time of Counselling
(On Non-Judicial Stamp Paper of Rs.10/-)

I/my ward _____ (name of the candidate) son/daughter/wife of _____ (Father's/Husband's name)
resident of _____ (Permanent address) seeking admission to _____
_____ (name of the course) of NIFT, hereby solemnly affirm and declare:

1. That I have/My ward has appeared in the 12th Class/final and semester/final year (name of the qualifying Board/University), the result of which has not yet been declared.

OR

I have/My ward has compartment/supplementary in 12th class/final year/final semester of _____ and I have/my ward has appeared in the examination, result of which has not yet been declared.

2. I have/My ward has passed all the papers of the qualifying degree _____ (name of the qualifying degree) examination other than the final year/final semester examination (For PG candidates).
3. I undertake to submit the qualifying mark sheets/certificate by ----/----/---- failing which the provisional admission shall stand cancelled without any further notice to me/my ward.
4. That I have/my ward has carefully gone through the rules regarding provisional admission and I fully understand that in the event of failure to submit the documents, as in above provision, the provisional admission to the said course will be automatically cancelled and full deposited fee will be forfeited.

Deponent

Verification:

Verified at _____, on _____ day of _____ that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

Deponent

Notes:

In case the candidate is minor i.e. below 18 years of age; the affidavit shall be signed by his/her parent/guardian.

Submission of false affidavit is a punishable offence. If, it is found at any stage that false affidavit was submitted, admission shall be cancelled and legal proceeding shall be initiated, for which candidate/parent/guardian shall be responsible.



National Institute of Fashion Technology
A Statutory Institute governed by the NIFT Act, 2006
Ministry of Textiles, Government of India

Undertaking from the students, as per provisions of Anti-Ragging Verdict by the Hon'ble Supreme Court

I Mr/Ms/Mrs _____ Roll No. _____ Merit Rank _____ seeking admission in the programme _____, do hereby undertake this Day ____ Month _____ Year _____ the following with respect to above subject:

1. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above reference.
2. That I understand the meaning of ragging and know that ragging in any form is a punishable offence and the same is punishable with imprisonment and/or fine and is prohibited by the Directives of the Court of Law.
3. I understand that if any information is brought to the notice of NIFT authorities regarding my participation in any ragging activities, the NIFT authorities are bound by law to report the same to the concerned Police Authorities for investigation and prosecution.
4. That I have not been found or charged for any involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings, including expulsion from the institute, if the above statement is found to be untrue or the facts are concealed, at any stage in future.
5. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the courts, Government of India and the NIFT authorities for the purpose from time to time.

Date:

Signature of the candidate

I hereby fully endorse the undertaking made by my child/ward.

Signature of the Witness:

1.

Signature of the Mother/Father/Guardian

2.



National Institute of Fashion Technology
A Statutory Institute governed by the NIFT Act, 2006
Ministry of Textiles, Government of India

Form for Withdrawal of Admission

(In case the candidate is seeking refund before commencement of academic session, the request may be submitted to the Director of the campus in which the candidate attended the counselling. After commencement of academic session, the request may be submitted to the Director of the campus allotted to the candidate)

- I. Name of Student _____
- II. Parent/Guardian's Name _____
- III. Programme _____ (from which withdrawing)
- IV. Campus _____
- V. Roll No. _____
- VI. Category _____
- VII. Fee Receipt No. _____
- VII. Address _____ (at which refund is required to be sent)
- VIII. Telephone/Mobile _____

Details on Bank Account in which refund is to be credited

- i) Name of the Bank and Branch _____
- ii) Name of the Account Holder _____
- ii) Account No. _____ iv) IFSC Code _____

UNDERTAKING

I state that I am willingly withdrawing from admission in the institute. I hereby undertake that I know the refund rules of the institute and agree to abide by the same. I further understand that the refund would be made in due course of time through electronic transfer directly in my above mentioned bank account.

I also undertake that no further claim than as mentioned in the prospectus shall be made subsequently citing any court ruling/AICTE rules etc.

(Signature of the Student)

Date:

Note:

COMPULSORY ENCL.: ORIGINAL FEE RECEIPT ISSUED AT THE TIME OF ADMISSION/COUNSELLING AND CANCELLED CHEQUE OF ABOVE MENTIONED BANK ACCOUNT.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
ACADEMIC CALENDAR
(SESSION- JULY 20 ..TO JUNE 20..)

SESSION: JULY-DECEMBER,			SESSION: JANUARY-JUNE		
S/N	SUBJECT	DATE	S/N	SUBJECT	DATE
1	Commencement of GE courses (concurrently for semester- III, V, VII)		25	Commencement of G /Dissertation/DC etc.	
2	Declaration of End term Jury result for semester – II, IV, VI (on website)		26	Opening of the semester & commencement of classes for semester – II, IV, VI	
3	Commencement of Online regular classes for semester-- III, V, VII (for all courses)		27	Follow up assessment of end term & evaluation (semester- I, III, V, VII)	
4	Last date of depositing fee for all students		28	Orientation & selection for DS/ Floating Major/ GE subjects by semester- II, IV, VI (UG) & semester -II (PG)	
5	Last date of depositing fee with fine for all students		29	Declaration of result of follow-up exam/jury (on website)	
6	Follow-up evaluation for semester – II, IV & VI (UG) & semester- II (PG)		30	Last date of depositing fee	
7	Orientation for new students- UG & PG (semester- I)		31	Last date for depositing fee with fine	
8	Commencement of Online regular classes for semester – I (for both UG & PG courses)		32	Spectrum 2021	
9	Orientation & Selection of GEs for semester- I (UG & PG) +IDMs & DS for semester- I (PG)		33	Last date for course completion semester- II, IV, VI (UG) & semester -II & IV(PG)	
10	Commencement of GE courses (mandatory) for semester- I (UG & PG)		34	Submission of student attendance details by campuses to Head- AA	
11	Commencement of GE courses (Optional) for semester- I (UG & PG)		35	Inputs of all Internal marks for subjects on CMS for semester- II, IV, VI (UG) & semester -II & IV(PG)	
12	Last date for course completion for semester- VII (UG) & Semester- III (PG)		36	Conduct of End term assessments & evaluations semester- II, IV, VI (UG) & semester -II (PG)	
13	Last date for course completion for semester- III & V (UG) (including all CRD activities & Standalone subjects)		37	Graduation Project / Dissertation Project Jury (Internal & External) Semester- VIII (UG) & Semester -IV (PG)	
14	Last date for course completion for semester- I (UG & PG)		38	Last working day for students of the semester – II, IV, VI	
15	Industry Internship for Semester – VII (UG) & semester – III (PG)		39	Graduation shows	
16	Submission of student attendance details by campuses to Head- AA for semester -III, V & VII (UG)		40	Compilation of the result	
17	Submission of student attendance details by campuses to Head- AA for semester -I (UG & PG)		41	Declaration of result (on website)	
18	Inputs of all Internal marks for subjects on CMS for semester- III, V & VII (UG) & Semester- III (PG)		42	Industry Internship for UG (semester - VI) & PG (semester- II)	
19	Inputs of all Internal marks for subjects on CMS for semester – I (UG & PG)		43	Follow -up juries & evaluation (semester - II, IV, VI)	
20	Conduct of End term assessment & evaluation of semester – VII (UG) & Semester -III (PG)		44	Orientation for new students- UG & PG (semester- I)	
21	Conduct of End term assessment & evaluation of semester - I, III & V (UG)		45	Commencement of semester & classes for semester - I, III, V, VII	
22	Compilation of the result				
23	Declaration of result (on website)				

Faculty Workload Index (FWI): Rationale of the Model

Faculty members of NIFT are involved in many activities– teaching, student mentoring/advisory, research, academic administration and other support functions. Currently, the faculty workload is only assessed against the direct hours of teaching that a faculty member takes on and is not indicative of the whole spectrum of work that the faculty is called upon to do to further the academic capability and larger interests of the institution. This model is an attempt to rectify that.

The Faculty Workload Index (FWI) Model works on projections of division of total time of faculty members on various activities undertaken by them like classroom teaching, academic mentoring, coordination of student activities, syllabus development, networking and liaison with industry, facilitation of projects and programmes of value to NIFT, research and development initiatives, including paper presentations and collaborative research projects, academic administration, including student affairs, admissions, corporate communication, craft initiatives, faculty training and orientation, etc. The FWI model allocates points to each activity undertaken by the faculty member, calculates the cumulative points earned by each faculty member and sets benchmarks of faculty basis points earned. The FWI model is flexible and scalable. It provides option for identification of a range of activities, which the faculty member undertakes/wants to undertake and correspondingly, increases points when there is an increase in the quantum of work in respect of the selected activities. The comparative weightage given to the activities is a combination of the time required, the level of difficulty, the value/importance of service to the institution beyond personal benefit, and criticality.

The activities have been classified as:

- Academic activities, with 65% weightage and
- Academic Administration and Allied activities, with 35% weightage

Table 1 lists the activities under both the heads and shows minimum points allocated. It also indicates the allowed scalability of the points under each activity. Each activity has been further divided into sub-activities and the points allocated to each sub-activity may be seen in Section-I (Academic-Teaching and Research Tables 2-5) and Section II (Academic Administration and Allied activities Tables 6-9). The interpretation of the total score is in Table 10 and Table 11.

The minimum benchmark of quantity of workload that a faculty member should aspire to achieve by way of basis points is 2000. While some of the work to be undertaken under academic activity is mandatory for all faculty (classroom teaching and student mentoring), some others while important, vary in the extent to which they are undertaken by faculty, depending on the extent of engagement of the concerned faculty member with R&D or industry. As regards academic administration and allied activities, not all faculty would be assigned such responsibilities, and even where they are, it would be next to impossible to undertake all the activities listed in the section. On an average, faculty would hold positions of responsibility in respect of one or two of the 4 sub-activities listed in the table below.

Allocation of Activity: Weightage: Points: Scalability

TABLE 1-ACTIVITY	Weightage %	Scalability	Max Weightage %	Min Points	Max Points
I. Academic-Teaching and Research	65				
(a) Classroom teaching (Mandatory)	25	2 times	50	500	*1100 *1100 950 800
(a) Non-class room teaching -Student mentoring (Mandatory)	10	2 times	20	200	400
(a) Academic support and industry connect	05	4 times	20	100	400
(a) Research and professional development activities	25	No ceiling : as per quantum of activities undertaken (average 500)			
II. Academic Administration and Allied Activities	35				

(a) Academic administration	15	3 times	30	300	900
(b) Continuing Education/Bridge/Diploma	05	4 times	20	100	400
(c) Projects and grants	05	4 times	20	100	400
(d) Coordination and campus support activities	10	2 times	20	200	400
Option of increasing points, either by increasing the quantum of work or value.					

*As the minimum workload requirement varies across the three categories of Professor, Associate Professor and Assistant Professor, maximum points earned also vary (please see Table 2 below).

Note: Directors, Dean and Associate Dean are exempted from FWI. (They may opt to be part of the system with consent of competent authority.)

SECTION 1 - ACADEMIC ACTIVITY: 65%

The activities have been divided as follows and allocation of points per activity is in Tables 2 to 5.

- Classroom teaching: 25% - scalability 2 times **(Mandatory)**.
- Non-classroom teaching - Student mentoring: 10% - scalability 2 times **(Mandatory)**.
- Academic support and industry connect: 05% - scalability 4 times.
- Academic research and professional development activities: 25%- no ceiling, as regards scalability.

Faculty has the option of increasing points by increasing the quantum of work undertaken. Activities listed as 'mandatory' have to be essentially undertaken and minimum score be achieved. The ceiling of the points that can be acquired by increasing the quantum of work is also mentioned. No points will be allocated beyond the mentioned ceiling. No points will be allocated if the activity is not undertaken at all. It would be possible for a faculty member to achieve the FWI benchmarks by undertaking academic activity alone, on attaining full scalability and a modicum of Research and PDA.

I a. Classroom Teaching (Mandatory)

TABLE 2 - TEACHING WORKLOAD

Faculty Designation	Minimum teaching hours per week (Reduction of 50 points for every missed hour of target workload)	Minimum Points on achieving the target workload	Maximum teaching hours per week (Additional 50 points for each additional hour of workload taken on voluntary basis)	Maximum Points = Min points + permitted scalability points @ 50 points per additional hour
Senior Prof. & Prof.	6 hours per week	500	18 hours per week*	500+ 600=1100
Associate Prof.	9 hours per week	500	18 hours per week*	500+ 450=950
Assistant Prof.	12 hours per week	500	18 hours per week*	500+300=800

Important:

- Penalty of 50 points per hour will be levied in case of non completion of the mandated workload.
- In case the ceiling of 18 hours/week is required to be relaxed because of faculty shortage, special approval would have to be taken from the competent authority by the Campus Director.
- Calculation of the workload will be made on annual basis i.e. average of workload of two semesters.
- In the case of leaves like childcare leave, maternity leave, earned leave, leave of absence, study leave etc., workload will be calculated on pro-rata basis.
- Payment will be released to faculty for Continuing Education (CE), inter-campus teaching (ICT) etc., only after completion of expected teaching load.
- CE and ICT will not be considered as workload in this category.
- If ICT hours are being used to complete the workload, no payment will be made as remuneration to faculty for ICT.
- Additional teaching undertaken by the faculty will be on voluntary basis (unless in case of shortage of requisite hands to teach at the campus).

The academic plan is required to be filled up for each semester at least 15 (fifteen) days prior to commencement of semester by CC to CAC/CP and to Dean. The records will be maintained at the campus level.

Format for Academic Planning

Academic Plan for _____ Semester ____ Campus _____

Programme :

Semester/Year :

S. No	Subject	Hours/ Semester/Week		Total Hours/ week	Total Hours/ Semester	Name of Faculty	Guest Faculty	Remarks
		Major Department Special (DS) Inter-Departmental Mandatory (IDM)	Field Study					
1								
2								
3								
4								
5								

CC

Date -----

CAC/Chairperson

Dean

I b. Non - classroom Teaching- Student Mentoring (Mandatory)

All faculty members will have to take up academic mentoring of students. It is mandatory to acquire the minimum points. Increasing the number of students mentored by a faculty can increase the quantum of points allocated up to a ceiling of 400 points.

Minimum points-200; Maximum points-400

TABLE 3 SUB-ACTIVITY (Scalability: 2 times)	QUANTUM	POINTS
1. IDMs, DS, General Electives, career pathways.	1-6 students	200 minimum points
2. Internship guidance and outreach, ITPs.	7-12 students	250
3. Guiding GP/RP/ DC/dissertation and industry projects.	13-18 students	300
4. Craft Cluster (except CBPD) and other craft related research activities.	19-24 students	350
5. Academic guidance for individual student, e.g. selection of project/research topics, competitions/ seminars and higher education.	25 or more students	400

I c. Academic Support and Industry Connect

Minimum points -100; Maximum points-400

As an institute that provides professionals to the industry, finding opportunities of industry engagement, be it through lectures, industry or fair visits, or through taking up industry briefs that are executed as classroom projects, would provide the critical edge to academic delivery. Creating avenues for exposure through outbound workshops, craft bazaars and seminars, etc., are also important academic support activities that are to be coordinated by faculty.

Points allocated to various activities under this sub-section may be seen in the table below. Faculty can increase points by increasing the number of activities and industry interactions undertaken to a maximum ceiling of 400 points. Points will only be allocated if industry interactions are over and above those that are mandated in curriculum as part of a subject.

TABLE 4- SUB-ACTIVITY (Scalability: 4 times)	QUANTUM	POINTS
Transacting curriculum in the industry through modules over and above those that are mandated in curriculum.	1 subject	300
Getting class room project from industry other than those that are mandated in curriculum as part of a subject.	1	250
Organizing industry visit, over and above those that are mandated in curriculum as part of a subject.	2	200
Organizing both craft bazaar and demonstration and craft awareness seminar.	Both sub- activities	200
Organizing industry expert/senior alumni for interaction over and above those that are mandated in curriculum.	2	200
Jury duties-2 duties will be counted as 1 activity.	2 juries	150
Organizing activities – like outbound workshops, student outreach, student orientation etc.	1 activity	100

For example:

If a faculty is undertaking following sub-activity:

- Organizing craft bazaar and demonstration and craft awareness seminar (200 points).
- Organizing 1 industry visit (1/2 sub-activity – 100 points).
- Transacting curriculum in the Industry through modules for 1 subject i.e., 1 sub-activity for 300 points but faculty can claim only for 100 points as ceiling is 400 points.

Total Points- 400 points

I d. Research and Professional Development Activities

The ultimate value of the educational institution lies in the quality of research both pure and applied, that it undertakes, the generation and conservation of knowledge and the ability of its faculty to continually update themselves and push the frontiers of knowledge and pedagogy. The more number of activities that can be undertaken here, the greater will be the benefit to student and the institution.

Therefore, this activity does not have a ceiling and a faculty member can undertake any quantum and any number of activities. Points will be allocated as per the activities undertaken in the year.

TABLE 5- SUB-ACTIVITY	QUANTUM	POINTS
Publication of single author book and/or exhibition. (Points to be given after release of book for that year and a year following it i.e. for 2years).	1	600
Patent/Design registration granted solo. **	1	600
Patent/Design registration granted in a group. **	1	525
Publication of co-authored/edited book and/or group exhibition.	1	525
Post-doctoral on completion.	1	450
Publication of chapter in a book.	1	450
Patent/Design registration applied solo. **	1	375
Patent/Design registration applied in a group. **	1	375
Publication in refereed journal (print/online).	1	300
Publication of full paper in conference (not abstracts).	1	300
ToT- Trainer (target met).	1	300
Guiding PhD (per scholar).	1	225
Advisor/anchor/co-anchor of course curriculum (each subject).	1	225
Poster presentation.	1	150
Presentation of paper at conference.	1	150
Technical article in magazine, newspaper etc. (not interview and sponsored news).	1	150
Invited for lectures/symposium, invited as examiner of thesis, review papers for other institutes/ journals/publication house, invited to chair conference session, members of board of studies/advisory board of other universities/institutes (for two activities on completion).	1	150
Team contributing in course curriculum.	1	150
Publication in non-refereed journal.	1	150
FIA (target met).	1 TARGET MET	75
ToT attended and/or target met.	1 per ToT	75
Certificate courses on completion.	1 per course	75
ICT	1 per subject	75

Special Note

The following is the indicative calculation for Assistant Professor to show that it would be possible for a faculty to reach the first faculty workload benchmark even if the area of workload is limited to purely academic activities. It would also be possible to reach the final benchmark through increase in activities under R&D and academic administration and allied activities.

Example:

ACADEMIC ACTIVITY	POINTS
Classroom teaching (mandatory) maximum limit	800 Assistant Professor
Non- classroom teaching academic student mentoring (mandatory) maximum limit	400

Academic support and industry connect	225 for 3 Jury duties
Research and professional development activities	Meeting ToI and FIA target- 150 Technical article - 150 Publication in refereed journal-375
Total points	2100

SECTION II - ACADEMIC ADMINISTRATION & ALLIED ACTIVITIES: 35%

In reality, faculty is expected to take on multiple supporting activities beyond pure academics. This is particularly relevant in an institution with high industry connect and application. From coordination of research to ensuring the visibility of the institutional brand, or management of student affairs, academic administration is the backbone, which ensures the smooth functioning of the institute, and due to the strong academic dimension of the work, it is faculty who are entrusted with varying responsibilities as heads, academic chairpersons, campus coordinators, etc. The external interface with industry through alumni engagement, handling of industry relevant projects, continuing education programs, applied research, and the contribution to the overall growth of the student through various student support activities and coordination are critical to the quality of academic delivery of the institution. Therefore, academic administration and allied activities have also been given due consideration in respect of the faculty workload.

The activities have been divided as follows and allocation of points per sub-activity is in Tables 6 to 9.

- II a. Academic Administration – 15% scalability 3 times
- II b. Continuing Education/Bridge/Diploma – 05% scalability 4 times
- II c. Projects and Grants– 05% scalability 4 times
- II d. Coordination and Campus Support activities - 10% scalability 2 times

Faculty has the option of increasing points by increasing the quantum of work undertaken. The ceiling of the points that can be acquired by increasing the quantum of work is also mentioned. No points will be allocated beyond the mentioned ceiling. No points will be allocated if the activity is not undertaken at all.

II a. Academic Administration

There are multiple areas of interventions that constitute academic administration. The Chairpersons are the academic heads of departments, who are responsible for the smooth and effective transaction of the curriculum. There are also the Campus Coordinators and the Campus Academic Coordinators who need to ensure that the all curricular activities and all matters of student academics and welfare are tended to properly in the campus. The heads and units in charge coordinate crucial areas of academic governance – research, projects, industry and alumni engagement, student affairs (including appeals regarding transfer, shortage of attendance, examination results), etc. Placements, craft cluster management also require specific assignment of responsibility both at the head office and in the campus. It is important that these assignments and their effective execution are recognized as workload of the concerned faculty.

Normally, if a faculty member is charged with any responsibility under the first set, they are unlikely to be charged with responsibilities under the second set. Participation in committees on account of their official position (first or second sets) would not be additionally counted.

Minimum Points -300; Maximum points -900

Faculty can increase points by increasing the number of responsibilities undertaken to a ceiling of maximum 900 points.

TABLE 6- SUB-ACTIVITY (Scalability-3 times)	QUANTUM	POINTS
Head (AA), CPs and Heads, CAC (Campus Academic Coordinator).	Per nomination	500
Unit In-charge, Centre Coordinator, RIC, CIC, SDAC, CI&DL, CII.	Per nomination	400

<ul style="list-style-type: none"> • Nodal officer for I&DL (of 3 universities/institutes). • Member of SIAC/LASC/HO committees (only if not covered under above two heads, if faculty is member of and SIAC/LASC/HO committees in capacity of Head or UI, no points will be allocated to them***). • Link Dean/Link CPs/any other link posts/in-charges (only if duration of holding the charge is at least 1 year). 	Per nomination	300
Nominations by Director of campuses like DDFS nodal officers, FP Batch in-charge, CMS in-charge, webmaster, ISO implementation in-charge etc.	Per nomination	300

Example:

If a faculty is the following:

- Head of a Unit (1 sub- activity- 500 points).
- Part of SIAC as Head of a Unit (ref***0 -point).
- Nominated by Director for 2 posts - webmaster and batch in-charge (2 sub-activities for 600 points).

Total Points - 900 (as the ceiling is 900 points, even though the sub-activities add up to 1100 points, the faculty member can claim only 900 points).

II b. Continuing Education/Bridge/Diploma

Minimum Points-100; Maximum points-400.

Continuing Education programmes are of value to the institute, because the proceeds are pooled into the institutional corpus, and because of the outreach and industry responsiveness that the courses provide. A 5% weightage is provided for this activity.

Faculty can increase points by increasing the number of responsibilities undertaken to a ceiling of maximum 400 points. In any given academic year, weightage for Coordinator/Co-coordinator will be calculated for a maximum of two programmes.

TABLE 7- SUB-ACTIVITY (Scalability-4 times)	QUANTUM	POINTS
Coordinator and Co-coordinator	1 per programme subject to ceiling of 2	150
Faculty in CE/Bridge/Diploma	1 subject	100

For example:

If a faculty is undertaking following sub-activity:

- Coordinator for 2 programme i.e., 2 sub-activity for 300 points.
- Co-coordinator for 1 program i.e.1 sub-activity for 300 points, but faculty will not be able to claim any points as there is ceiling on two programmes.
- Faculty teaching 2 subjects in CE/Bridge/Diploma i.e. 2 sub-activities for 200 points, but faculty can claim for only 100 points as ceiling is on 400 points.

Total Points- 400.

II c. Projects and Grants

Minimum Points-100; Maximum points-400.

NIFT undertakes projects for government and autonomous institutions and for industry. Some of these projects require R&D, some of them showcase the design experience of NIFT, and others provide skill development and economic benefit to craft communities. Faculty can be involved in developing concepts and the detailed project reports, and in the implementation of projects. The project policy provides for mapping the extent of contribution of specific faculty members to the project.

Faculty can increase points by increasing the number of sub-activities undertaken or increasing the value of the projects to the ceiling of 400 points.

TABLE 8- SUB-ACTIVITY (Scalability-4 times)	QUANTUM	POINTS
Industry Chair	1	300
Principal Investigator and Co-Principal Investigator	1 subject	100
(Project cost INR 25 lakhs or above)	1	300

Principal Investigator and Co-Principal Investigator		
(Project cost less than INR 25 lakhs)	1	200
Faculty Team (Project cost INR 25 lakhs or above)	1	200
Faculty Team (Project cost of less than INR 25 lakhs)	1	100

For example:

If a faculty is following:

- Principal Investigator for Project of 30 lakhs of 300 points).
- Faculty Team in 2 Projects of cost of 5-7 lakhs i.e., 2 sub-activities of 200 points.

Total Points- 460 points; faculty can claim only upto ceiling of 400 points.

Even if a faculty is Principal Investigator and Co-Principal Investigator for 2 projects worth 1 crore i.e., 600 points, faculty can claim only 400 points on account of the ceiling.

II d Coordination and Campus Support Activities

Minimum Points-100; Maximum points-400

There are some activities related to academic administration that are not covered under the sub-heads above. These include management of events, or participation in think tanks or committees on behalf of the government (if called upon to do so), participating in various on campus activities ranging from placements to admission counseling to invigilation duty.

Faculty can increase points by increasing the number of support activities undertaken to ceiling of maximum 400 points.

TABLE 9- SUB-ACTIVITY (Scalability-4 times)	QUANTUM	POINTS
Event coordinator (conference, seminar, workshop, design projects/selection committee (or jury) for assignments from GOI and state governments, which are not covered under projects).	per activity	300
Event coordination team (Spectrum, Convocation, Converge, Orientation, Graduation show, etc.)	per activity	200
Support activities example: 1. Getting sponsorship for any NIFT activities. 2. Industry liaison (for Internship/ Placement/GP/RP/DC). 3. Member of flying squad or invigilation duty. 4. Member of disciplinary committee. 5. Participation in campus placement activities. 6. Undertaking admission counseling activities. 7. Undertaking campus promotional activities. 8. Conducting admission interview.	Any 4 activities	200

For example:

If a faculty is undertaking following sub-activity:

- Event Coordinator for an assignment from Gol (1 sub-activity -300 points).
- Part of team of faculty involved in Spectrum (1 sub-activity -200 points).
- Faculty can claim 400 points as ceiling is on 400 points although the activities add up to 500 points in total.

Total Points 400.

Special Note

The following is the indicative calculation to show that it would be possible for a faculty to reach the first faculty workload benchmark by undertaking mandatory minimum academic activities and undertaking more academic administration activities. It would also be possible to reach the final benchmark through increase in activities under R&D or academic administration.

Example:

ACADEMIC ACTIVITY	POINTS
Classroom teaching (mandatory) minimum limit.	500
Non-classroom teaching academic student mentoring (mandatory) minimum limit.	200
Academic administration maximum limit.	900
Coordination and campus support activities maximum limit.	400
Total Points	2000

SECTION 3 Indicative Benchmark for Faculty Workload Index (FWI) and Performance

All the activities of the faculty undertaken are scored and points allocated. All the allocated points are added to give a cumulative score, which is benchmarked in Table 10. Faculty achieving 2000 points is projected to be working at 100% capacity and the expected benchmark and the quantum of work output would be rated very Good. Various scenarios involving varying levels of engagement and scores are shown in the table. The combination of activities and scores would be specific to specific faculty depending on their areas of workload, aptitude and assigned/nominated responsibilities.

The range of assessment of the quantum of workload may be seen at Table 11.

TABLE 10- ACTIVITY	TABLE	BENCHMARK			
		1	2	3	4
I a) Classroom teaching: 25% - scalability 2 times	2	500	500	500	500
I b) Non-classroom teaching - student mentoring: 10% - scalability 2 times	3	250	250	250	250
I c) Academic support and industry connect: 05% - scalability 4 times	4	100	150	200	300
I d) Academic research and professional development activities: 25% - no ceiling as regards scalability	5	450	600	600	600
II a) Academic administration- 15% scalability 3 times	6	300	300	400	500
II b) Continuing Education/Bridge/Diploma - 05% scalability 4 times	7	100	100	150	150
II c) Projects and grants- 05% scalability 4 times	8	100	100	200	200
II d) Coordination and campus support activities - 10% scalability 2 times	9	200	200	100	100
Total Points		2000	2200	2400	2600
Performance %		100%	110%	120%	130%

TABLE 11- Interpretation of Points achieved

No	FPI	% PERFORMANCE	POINTS	Remark
1		50-59%	1400-1599	Under worked
2		60-79%	1600-1799	Fair-minimum workload
3		80-99%	1800-1999	Good
4	Benchmark 1	100- 109%	2000-2199	Very good
5	Benchmark 2	110-119%	2200-2399	Excellent
6	Benchmark 3	120-129%	2400-2599	Outstanding
7	Benchmark 4	130% and more	2600 & above	Exemplary

*It may be noted that the faculty workload index is only to appreciate the quantum of work done, and areas of effort, and is not an assessment of the quality of work, which will be taken into account in the APARs. The quantum of work would be a minimum indicator against which quality parameters would be applied for performance assessment.

NIFT Guest Faculty Policy

1. Short Title and Commencement

- i) This policy shall be called NIFT Guest Faculty Policy.
- ii) It will be uniform across NIFT

2. Applicability

The rules and regulations framed under the policy shall apply to the guest faculty for UG/PG/PhD offered at all campuses of the National Institute of Fashion Technology.

3. Category of Guest Faculty and Rates of Honorarium

Based on the qualification and experience, the category of guest faculty and the rates of honorarium payable to them shall be as follows:

For All Programmes (including FP Programme)

Category		Qualification/Industry Experience	Honorarium per session of 1.00 hour (daily session would be upto a maximum of 6 hours of teaching in a day)	Conveyance	TA/DA (The travel allowance on official tour will include taxi/car taken to reach the campus from closest airport (example, Taxi fare up to Shillong from Guwahati))
A	Level I	a. Master's degree in relevant field with 02 years of experience OR	INR 700/-	As per actuals on self-certification basis (as per GOI rates)	As per NIFT policy for Asst. Professor
		b. UG/Master Diploma with 3 years of experience			
		c. 5 years of Industrial Experience in relevant field with proof by certificate/relevant organizations/ references			
	Level II	a. PhD/Master's degree in relevant field with 5 years of experience OR	INR 1000/-	As per actuals on self-certification basis (as per GOI rates)	As per NIFT policy for Associate Professor
		b. UG/Master Diploma with 7 years of experience			
		c. 10 years of Industrial Experience in relevant field with proof by certificate/reorganization/references			
	Level III	a. PhD/ Master's degree in relevant field with 10 years of experience OR	INR 1,400/-	As per actuals on self-certification basis (as per GOI rates)	As per NIFT policy for Professor
		b. UG/Master Diploma with 15 years of experience			
		c. 20 years of Industrial Experience in relevant field with proof by certificate/relevant organization(s)/ references			
B	Eminent Personalities	Eminent personality in the chosen field should reflect in their resume with minimum 20 years of experience in the relevant field Professional/ Honorary achievements of great significance in the field (to be explicitly defined). An Eminent personality is well known and respected person for his/her achievement in the relevant field.	INR 2500/-	As per actuals on self-certification basis (as per GOI rates)	As per NIFT policy for Professor

C	Eminent Craftsperson	Eminent Crafts person as per criteria laid down by DC – Handloom/ Handicraft Shilpgurus/ National awardees	INR 2000/hour (Subject to a maximum ceiling of INR 8000/ day)	As per actuals on self-certification basis (as per GOI rates)	As per NIFT policy for Professor
D	Craftsperson	State Awardee (relevant certificate to be presented by the Craftsperson)	INR 1,400/hour (Subject to a maximum ceiling of INR 6,000/ day)	As per actuals on self-certification basis (as per GOI rates)	As per NIFT policy for Associate Professor
E	Other Craftsperson	Crafts person with experience of minimum 10 years	INR 700/hour (Subject to a maximum ceiling of INR 4,000/ day)	As per actuals on self-certification basis (As per GOI rates)	As per NIFT policy for Assistant Professor
F	Assistant to Craft person (Limited to maximum 2 per master craftsperson)	Assistant to craftsperson identified by craftsperson	INR 500/hour (Subject to a maximum ceiling of INR 2,000/ day)	As per actuals on self-certification basis (As per GOI rates)	

4. Assessment of Needs

Level I, II and III	The total requirement for engaging guest faculty will be assessed at least four weeks before the commencement of the semester by the concerned CC. This assessment will be based on: i) The curriculum requirements. ii) Competencies of faculty in the concerned department as well as competencies of faculty in other department of the Campus to enable optimal utilization of resources. For this purpose CCs of other department may be consulted to apprise them of the requirements and assessment of availability of faculty in other departments. iii) Completion of mandatory hours of existing full-time faculty at all levels -as per NIFT policy. iv) Guest faculty requirement is also calculated against Leave Vacancies/Sabbatical/Study leave/EOL of faculty members.
Eminent personalities, Eminent Crafts person and Craftsmen/ Other technical persons	The CC will take inputs from departmental faculty and will propose to the Campus Director in consultation with the CP and CAC. In the area of crafts, Head Cluster will be consulted.

5. (a) Engagement of Guest Faculty

i	The guest faculty engagement will be over and above of required teaching hours of the present strength of the department faculty and faculty of other department.
ii	CCs of departments to bring the panel of identified guest faculty and their CVs to the LASC for ratification. The CAC to be a member of the LASC. Office of the Joint Director of NIFT campuses to function as Secretariat for LASC. The approved panel should be circulated by the CAC to the Campus Director and Dean (A) for information.
iii	The maximum hour of sessions in a day is six. The hours of teaching do not include lunch hours.

(b) Engagement of Eminent Personalities

i	The panel of identified eminent personalities along with their CVs would be brought to LASC by CC and forwarded through the Campus Director to the Dean (A) for approval by the DG. In case of exigencies the proposal may be ratified by DG-NIFT, experiencing the circumstances. The CAC to be a member of the LASC. Office of the Joint director of NIFT campuses to function as Secretariat for LASC.
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(c) Engagement of Crafts persons/Other Technical Persons

i)	CC of the department shall bring the panel of identified crafts persons/other technical persons along with their (CVs) to the LASC meeting for concurrence and send to the CAC for approval.
ii)	Other technical persons may be engaged as per the requirement of the curriculum.
iii)	Workshops, as approved through HO, can be organized in the semester.

6. Procedure for Obtaining Feedback with respect to Guest Faculty

Guest Faculty – Level I, II, III	
i)	Based on students' feedback on CMS /CC's feedback.
Eminent Personalities	
i)	Based on students' feedback on CMS / CC's feedback.
Eminent Crafts person and Craftsmen/ Other Technical Persons	
i)	Based on students' feedback on CMS/CC's feedback.

7. Procedure for Payment of Honorarium to Guest Faculty

Guest Faculty – Level I, II, III	
i)	Honorarium claims, as certified by CCs, shall be sent to Campus Director for release of honorarium, within a week of completion of classes.
For Eminent Personalities	
i)	The Honorarium claims duly certified by CC/CIC/ RIC/faculty (whoever invites/coordinates the lecture of the eminent personality) shall be sent to Campus Director for release of Honorarium, within a week of completion of classes.
For Eminent Crafts person and Craftsmen/Other Technical Persons	
i)	The Honorarium claims as certified by CC/CIC shall be sent to Campus Director for release of honorarium within a week of the completion of classes.
Workshop Conducted by more than Two Experts	
i)	In respect of any workshop or seminar which requires engagement of more than one expert/eminent personality/craftsperson/other technical persons, the participating faculty would be paid as per their individual entitlement under these guidelines.

8. Database of Guest Faculty

A database of the guest faculty employed shall be prepared and regularly updated in each Campus by the Academic Affairs Department (HO).

9. Undertaking with regard to Copyright/General Conduct

Guest faculty will be required to sign an undertaking with regard to protection of copyright of the course curriculum for all the courses developed by NIFT. This undertaking shall be obtained and kept by CC of the departments.

Guest faculty may also be required to sign an undertaking with regard to general conduct during the period of engagement.

10. Power to Interpret

In all the matters relating to interpretation of these rules the decision of Director General-NIFT shall be final and binding.

11. Power to Relax

No provision of this policy shall be relaxed except with the explicit approval of Senate.

12. International Guest Faculty

Category of International Guest Faculty and Rates of Honorarium

CATEGORY	QUALIFICATION/INDUSTRY EXPERIENCE	HONORARIUM WEEK IS 5 DAYS AND 6 HOURS/ DAY	TA/DA CONVEYANCE	DSA
Level - I	PhD/Master's degree in relevant field with 8-15 years of experience.	USD 2000 per week	As per MEA policy	As per MEA policy
Level - II	PhD/Master's degree in relevant field with 15 or more years of experience.	USD 3000 per week	As per MEA policy	As per MEA policy

Engagement of International Guest Faculty

i	Each Department may invite 2-3 experts every academic year.
ii	CCs of departments to bring the panel of identified international guest faculty and their CVs to LASC meeting for concurrence. These would be forwarded through the Chairperson of the department to the Dean (A) for the approval of the DG. Engagement of International faculty is to be done only with approval of DG-NIFT.
iii	Engagement shall be for 2-3 weeks.
iv	A full day session would consist of 6 teaching hours including guided exercises and activities.

National Institute of Fashion Technology
NIFT.....

CONVEYANCE - BILL

Name of the Guest Faculty:

Department:

I have spent a sum of INR: (Rupees.....) on conveyance on visit to NIFT as guest faculty. It is certified that the amount was actually spent by me as per details given below:

Date:.....

DATE	FROM	TO	MODE OF CONVEYANCE	DISTANCE TRAVELED	AMOUNT ACTUALLY SPENT

(Signature of Guest Faculty)

It is certified that above guest faculty took session for DepartmentSemester..... on date time from
to

(Signature of CC)

Adjunct Professor Engagement and Honorarium Policy

1. Short Title and Commencement

- 1.1 This policy is called NIFT Adjunct Professor engagement and honorarium policy.
- 1.2 This policy came into force with effect from 1 July 2006.

2. Purpose

The purpose of Adjunct Professor engagement is to provide industry linkages to departments and have industry members with a long-term association and a common vision as of NIFT.

Adjunct Professor shall be offered to experienced industry person working within India.

3. Criterion for Selection and Honorarium of Adjunct Professor

	EXPERIENCE AND QUALIFICATION	HONORARIUM	ENGAGEMENT HOURS
ADJUNCT PROFESSOR	Senior management of the companies, senior industry consultants, eminent personalities in a chosen field with more than 15 years of experience in the relevant field.	INR 50,000/Semester	Direct Contact Hours of 25 hours/semester with atleast 16 hours as direct teaching hours.
		INR 90,000/Semester	Direct contact hours of 45 hours/semester with atleast 30 hours as direct teaching hours.

4. Engagement of Adjunct Professor

4.1 Norms

- 4.1.1 Adjunct Professor shall be offered tenure of 3 years, subject to annual review.
- 4.1.2 The terms of engagement of the Adjunct Professor shall be signed prior to start of their work.
- 4.1.3 In order to provide strengthened industry input to students and also keeping in view the range of subjects, two adjunct professors are permitted per specialization.

4.2. Identification and Approval

- 4.2.1. Adjunct Professor for the premier high revenue courses like MDP/EDP, PG design shall be proposed by Standing Internal Advisory Committee for industry to the screening committee comprising of Dean (A), Head (AA), Senior Professors and the user department heads.
- 4.2.2 The Adjunct Professor for each discipline in each centre shall be proposed by LASC (along with CV's) to the standing internal advisory committee for academic management (office order No. 164/Estt.) Constituted of Dean (A), Head (AA), and CPs of all departments.
- 4.2.3 Each centre shall ensure that the preferred person for Adjunct Professor are local people so that the travel expenses are avoided (there shall be no reimbursement of the travel expense except for in premier revenue generating programme.)
- 4.2.4 All cases selected for appointment as Adjunct Professor shall be placed along with the CVs before DG-NIFT for approval.

4.3 Role of Adjunct Professor

The role of Adjunct Professors is extended for facilitation of Graduation Projects, Industry and research projects, industry internships, and placements for students, lectures to be undertaken by eminent personalities, etc. Additionally, Adjunct Professor would be requested to give names of 5 additional companies currently not on NIFT's industry database where the students of the concerned departments can be employed.

Adjunct Professor can be involved in the following activities of the institution.

- Direct teaching (contribution in Common Electives).
- Course curriculum development.
- Departmental Faculty Development, training and industry internship.
- Research projects.
- Any other academic activity to strengthen the industry institute synergy and interface.

5. Feedback

- 5.1 A junior faculty shall be associated with the Adjunct Professor in every department to co-ordinate and keep record.
- 5.2 In the departments CC shall take the students feedback and submit an analysis (format-1) to academic affairs wing.
- 5.3 For the premier revenue generating courses, the course coordinator shall take the student feedback and submit an analysis (Format-1) to academic affair wing.
- 5.4 The database shall be referred by screening committees prior to re-engagement of the Adjunct Professor.

6. Financial Agreement

The honorarium for the adjunct professor shall be met from the DDF of the beneficiary department (15% of *DDF is allocated for the engagement of visiting fellow/adjunct faculty) and the deficit if any shall be booked as academic expenditure as in cases of regular programmes.

7. Time Table

The Adjunct Professor engaged with the approval of HO may be clearly slotted and projected in the timetable of a semester.

8. Undertaking with regard to Protection of Copyright

Adjunct professors are required to give an undertaking with regard to protection of copyrights on the course curriculum for all the courses developed for NIFT.

- 8.1 The shall be done and recorded by CC of the departments.

9. Power to Interpret

Decision of DG-NIFT, in all the matters relating to interpretation of these rules shall be final and binding.

10. Power to Relax

No provision of this policy shall be relaxed except with the explicit approval of AAC of BOG.

(*Refer to relevant provisions of DDF policy.)

Agreement for Engagement of Adjunct Professor at NIFT

THIS Agreement is made on this current date -----day of -----in the Christian Year Two Thousand and -----

Between

National Institute of Fashion Technology, NIFT Campus, near Gulmohar Park, Hauz Khas, New Delhi -16, A Statutory body under by NIFT Act, 2006 with its Head Office at New Delhi and all NIFT campuses hereinafter referred to as "Customer" of the one part;

And

Mr./Mrs. _____ (Name of the Adjunct Professor) hereinafter referred to as "Service Provider" of the other part;

Terms and Conditions

- i) **Effective Date:** This agreement shall be effective for a period of 1-year extendable upto 3 years from January 20... to Dec, 20...
- ii) **Period of Visit:** NIFT Academic year has 2 semesters every year beginning January and July. During the tenure of 1-year extendable upto 3 years, he/she will be required to visit NIFT _____ under the option _____.

		ENGAGEMENT HOURS
ADJUNCT PROFESSOR	OPTION 1	Direct contact hours of 25 hours/semester with at least 16 hours as direct teaching hours.
	OPTION 2	Direct contact hours of 45 hours/semester with at least 30 hours as direct teaching hours.

- iii) **Honorarium:** During his/her tenure in NIFT, he/she will be offered a honorarium as per one of the option _____.

	HONORARIUM	ENGAGEMENT HOURS
OPTION 1	INR 50,000/semester*	Direct contact hours of 25 hours/semester with at least 16 hours as direct teaching hours.
OPTION 2	INR 90,000/semester*	Direct contact hours of 45 hours/semester with at least 30 hours as direct teaching hours.

- iv) **Roles and Responsibilities:** The roles and responsibilities of the Adjunct Professor shall be as follows:
1. Direct teaching (contribution in Common Electives).
 2. Course curriculum development.
 3. Department faculty development.
 4. Research projects.
 5. Any other academic activity to strengthen the industry institute synergy and interface.
- v) **Termination of Agreement:** The Adjunct Professor shall on termination of the agreement, clear all the dues, if any, of the NIFT within a month.
- vi) **Mandatory Engagement Hours:** A schedule shall be prepared by the CC (Centre Coordinator) of the concerned department in co-ordination with the Adjunct Professor. The projected timetable of the semester with the clearly mentioned slots shall be forwarded prior to the semester. During the tenure of the Adjunct Professor, which shall be depending upon the option exercised by him/her, the mandatory workload will have to be completed and shall be linked with the honorarium to be paid. In the event of the Adjunct Professor, unable to complete the mandatory workload, on medical grounds or otherwise, he/she shall be required to extend his/her engagement hours to complete the mandatory engagement hours.
- vii) **Rules and Regulations:** During the period of his/her tenure, he/she will be expected to adhere to all rules and regulations and policies, which apply to Adjunct Professor/Visiting/Guest/Exchange faculty including confidentiality, IPR and conflict of interest.
- viii) **Undertaking with regards to protection of Copyright:** Adjunct Professors shall be required to give an undertaking with regard to protection of copyrights on the course curriculum for all the courses developed for NIFT.
- ix) **Payment:** Honorarium would be paid within a week of completing mandatory engagement hours.

- x) **Governing Law/Jurisdiction:** This agreement shall be governed by and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of India.
- xi) **Complete Agreement:** This agreement is entire in itself and cannot be changed or terminated orally. No modification waiver or amendment of this agreement shall be binding unless communicated in writing and signed by NIFT and Adjunct Professor. All legally required amendments shall automatically become an integral part of this agreement.

By executing the duplicate of this agreement, NIFT and Mr./Ms./Dr. _____ (Adjunct Professor) shall be deemed to acknowledge having understood the terms hereof and to accept and agree to the terms hereof.

Name and Address

National Institute of Fashion Technology,
NIFT Campus, Near Gulmohar Park,
Hauz Khas, New Delhi – 16.

Adjunct Professor's Name and Address

(Signature of the authorized signatory on
behalf of NIFT)

(Signature of the Adjunct Prof.)

(Signature of the witnesses on behalf of NIFT)

(Signature of the witnesses on behalf of
Adjunct Prof.)

ANNEXURE 1

ANALYSIS OF STUDENTS FEEDBACK FORM

NAME OF THE ADJUNCT PROFESSOR _____

DATE _____

DISCIPLINE/DEPARTMENT _____

SEMESTER/YEAR _____

POINTS PARAMENTERS	1 (Unsatisfactory)	2 (Average)	3 (Good)	4 (V. Good)	5 (Excellent)
COURSE COVERAGE					
COURSE DELIVERENCE					
INTERACTION					
CLARITY OF THOUGHT (QUERIES ANSWERED)					
ACESSABILITY					
ANY SPECIFIC COMMENTS					

To be compiled by CC after collecting the feedback form all students.

Inter-Campus Teaching

1. Introduction

In view of the fact that some NIFT campus are constantly facing a situation where there is absence of requisite expertise of faculty in the specialized areas, it has been suggested that they should also identify faculty for inter campus teaching from other NIFT campus.

A provision of ICT through online mode has been adopted in addition to the existing ICT in-person wherever feasible.

2. Procedure

NIFT campuses are able to invite experienced faculty from other campuses to share their expertise on specialized subject areas wherever the campuses are unable to source an expert from their vicinity.

The Campus Coordinators will notify the requirements to the CAC and invite an EOI from the campus faculty or try to source a guest faculty. In case no expertise (in-house or visiting) is available for the subject, the CAC will send the request to the Chairperson of the department to identify the faculty from other NIFT campuses.

The Chairpersons will compile the requests from all campuses for various subjects and identify faculty (two options of nominations may be given) along with the tentative dates of travel and send the consolidated list for approval to Dean (A). The Chairpersons have to ensure that the visit of the faculty for ICT does not affect the schedules of the parent campus and consent of both host and parent Campus Directors.

Dean (A) will be the approving authority and will submit quarterly report to DG-NIFT for the same. Dean (A) will issue orders for ICTs to be conducted in the specific semester before the commencement of the semester.

Procedure for online ICT will be similar to in-person ICT, though the selection of this ICT mode should be considered by specific campuses only after exploring all other possibilities of in-person ICT, hiring of guest faculty, etc.

It should be certified by Campus Coordinator and countersigned by Chairperson that no other faculty member is available in the campus nor there is a subject expert available in the city for the same.

3. Honorarium and Payment Guidelines

As per the ICT payment policy, the honorarium is subject to completion of the requisite teaching workload at the parent campus by the concerned nominated faculty. CAC of the parent campus will certify the claim regarding payments in order to ensure that ICT payments are made for the period beyond the completion of stipulated workload of the concerned faculty.

Honorarium/lecture fee for both online ICT and in-person ICT will be same. However, an additional cost of TA/DA and airfare will be paid by the host campus only for the in-person ICT teaching faculty member.

CAC of the parent campus will certify the claim regarding payments in order to ensure that ICT payments are made for the period beyond the completion of stipulated workload of the concerned faculty.

The guidelines for the payment of honorarium for ICT will be as follows:

S. NO.	LEVEL	NUMBER OF YEARS OF EXPERIENCE	HONORARIUM IN INR FOR A SESSION OF 3 HOURS
1	Level I	Minimum 3 years of work experience in relevant area.	INR 1,500/-
2	Level II	Minimum 8 years of work experience in relevant area.	INR 2,000/-
3	Level III	Minimum 13 years of work experience in relevant area.	INR 2,500/-

**Faculty Payment Claim for ICT
(Inter-Campus Teaching)**

Name of the Faculty:

Designation/Department/Campus:

Details of Teaching Workload in Parent Campus

DEPATMENT	SUBJECT	SEMESTER	TOTAL MANDATORY TEACHING HOURS REQUIRED AT PARENT CAMPUS	TOTAL TEACHING HOURS COMMITTED	REMARKS, IF IF ANY

Details of Teaching Workload in ICT

HOST CAMPUS	DEPARTMENT	SEMESTER	SUBJECT (S)	DATES/HOURS		LECTURE FEE
				FROM	TO	

It is certified that I am claiming the above payment only after meeting out the mandatory requirement of _____ hours of direct teaching at the parent campus.

Signature of the Faculty

I hereby certify that the payment being claimed by Sh./Smt. _____ are hare in order in may be released

**Signature of the Course Coordinator
of Host Campus.**

I hereby certify that Smt./Shri _____ has completed the teaching workload in _____ campus.

**Signature of the Course Coordinator/CAC
of Parent Campus.**

Guidelines for NIFT Consultancy Project Policy and its Annexures

1. Preamble

- 1.1 NIFT acts as a nucleus for engagements between academia and industry by undertaking sponsored research, funded research as well as consultancy projects. In NIFT, consulting is viewed as a dynamic opportunity for the faculty to share their specialized expertise, and for the students to gain an invaluable learning opportunity. Apart from providing opportunity for experiential learning, it strengthens teaching and research activities.
- 1.2 NIFT undertakes consultancy projects from government/non-government organizations and industry. The primary objective of these consultancy projects is to expose faculty and students to “on the job” academic learning.
- 1.3 While faculty members are encouraged to undertake consultancy, it is necessary to ensure that their commitment to academic responsibilities should not be compromised. The primary obligation of faculty/employees is towards the academic objective and activities of the NIFT. Therefore, it is incumbent on the faculty/employees to not transgress the spirit and related obligations of consulting and to conduct themselves in a manner as prescribed by the guidelines stated herewith. These guidelines shall be applicable henceforth, to all existing and new projects. Specific financial commitments that have been made vide approval of the competent authority, shall be honored.

2. Abbreviations, Definitions

- 2.1 Administrative and Infrastructure Overheads (AIO): which is NIFT charges for utilizing various institutional facilities such as computers, studio space, workshop facilities, infrastructure, electricity, telephone, and other indirect expenses which cannot be ascertained on actual basis.
- 2.2 Consultancy: Consultancy is an activity which entails assistance to an organization/ individual to find solutions to specific problem(s), or performing a specific task or technical service in return for a pecuniary consideration to the institute.
- 2.3 Consultant: Any NIFT employee undertaking consultancy.
- 2.4 DPR: Detailed Project Report is the detailed statement of the project components which include the objective, approach, processes and activities, timelines, expected outcomes, budget, monitoring system etc.
- 2.5 NREC: NIFT Research and Ethics Committee- which is an independent review committee whose responsibility is to ensure the protection of the rights, safety and well-being of human subjects involved in the research study and to provide public assurance of that protection.
- 2.6 PAAS: Project Administrative and Account Support is a member of the Project Implementation Team (PIT) who maintains accounts and other official records of the project.
- 2.7 PC: Project Coordinator coordinates and supervises all the activities of a project. The PC heads the Project Implementation Team and takes care of the project modalities and processes involved in its implementation and shall also be responsible for the execution and successful completion of the project.
- 2.8 PDT: Project Development Team-which develops the detailed project report of the project.
- 2.9 PEC: Project Evaluation Committee which evaluates the DPR and makes recommendations to the competent authority for undertaking/seeking approval for the project.
- 2.10 PIT: Project Implementation Team-which implements/executes the project.
- 2.11 PMC: Project Monitoring Committee which reviews and monitors the progress of project.

3. Objective and the Scope of Guidelines

- 3.1 The objectives of these guidelines are:
 - 3.1.1 To provide a normative framework for undertaking consultancy assignments.
 - 3.1.2 To maintain balance between consultancy and academic duties of the faculty.
 - 3.1.3 To specify the principles on which consultancy obligations shall rest.
 - 3.1.4 To safeguard the interests of NIFT in the execution of projects.
- 3.2 Coverage: The consultancy should lead to value addition for the faculty and students in terms of experiential learning. Consultancy services may be offered to the industry, service sectors, government departments and other national and international organizations in niche areas of expertise available in the institute. Consultancy services may cover a variety of activities such as product design, design development, feasibility studies, technology assessments, course curriculum development, curriculum restructuring, process development, software development, skill development, general troubleshooting, etc. Consultancy can be of various categories such as providing knowledge to industry/government agencies for their purpose, sponsored consultancy that may allow for creation of new resources in the institute, and short duration programmes/ workshops/trainings/seminar in specific and specialized areas for practitioners from industry, government and non-government organizations (NGOs) and other institutions. Deliverables with financial implications under International and domestic linkages (I&DL) will also be covered under

these guidelines. However, Continuing Education programmes under the CE policy will not be covered under this category.

- 3.3. Academic/administrative staff may also undertake other assignments excluding consultancy projects with the prior permission of the competent authority. Any pecuniary aspect including payment received thereof, will be addressed as per NIFT norms.

4. Project Category

- 4.1 Each project shall be undertaken either and governed by:

4.1.1 Standard terms and conditions (STC).

4.1.2 Specific Memorandum of Understanding describing the details of contract.

4.1.3 Scheme guidelines where the project is undertaken under any specific government scheme.

- 4.2 In case of projects under 4.1.1 (i.e. all cases of projects which are not bound by specific Memorandum of Understanding, or by specific guidelines of any government based institution or agency), where the work is undertaken up in good faith between the consultant and the client, the obligations and responsibilities of both parties shall be governed by the standard terms and conditions. A copy of the standard terms and conditions (STC) is placed at "Annexure-1".

- 4.3 4.1.2 and 4.1.3 refer to projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MoU/MoA covering various aspects such as deliverables, milestones, payment schedules, roles and responsibilities of the parties, non-disclosure of confidential information, dispute resolution, liability, IPR matters, arbitration, and applicable law.

5. Eligibility for Undertaking Consultancy Project

- 5.1 Consultancy and related assignments can be taken up by full-time faculty members of the institute.

- 5.2 Any other employee of the Institute may take up consultancy work with prior approval of the Campus Director/Director General as the case may be. Any employee undertaking consultancy shall hereinafter be referred to as Consultant.

6. Classification of Consultancy

Consultancy work may be classified as under:

6.1 Consultancy through NIFT

Consultant may undertake any consultancy assignment as per NIFT Project Consultancy policy guidelines.

6.2 Private Consultancy

6.2.1 Activities such as delivery of guest lecture or functioning as a jury member, or as member of any external bodies/committees etc. shall not be considered as private consultancy projects. Such requests shall be dealt in accordance with the prescribed norms.

6.2.2 The Consultant may be allowed to undertake private consultancy for which prior approval of the DG - NIFT must be obtained. The Campus Directors will forward all such applications to the DG - NIFT along with his/her comments. If a faculty or staff does not receive a reply to his/her request within four weeks of application, the same may be deemed to have been granted. No PEC is necessary for such private consultancy. However, the Consultant will pay to NIFT, 25% of the gross amount of the consultancy immediately after receipt of the payment from the client. The Consultant shall not utilize any infrastructure or facility of NIFT in carrying out the private consultancy.

6.2.3 Quarterly report of such assignments must be furnished to the Campus Director/DG through the Campus Project Unit/Division. The completion of private consultancy project will be the sole responsibility of the Consultant. NIFT will not be responsible in any manner for the same.

7. General Consultancy Rules

Consultancy work taken up is subject to the following terms:

- 7.1 All consultancies including sponsored projects should be done on behalf of NIFT, after obtaining necessary approvals from the competent authority.
- 7.2 The faculty members are advised to make their choice of consulting assignments with due diligence. The consultancy must be viewed from the perspective of its importance and relevance to the wider institutional objectives of NIFT, area of specialization, nature of the problem, time involved, and its implication for the consultant-client relationship. Campus Directors will proactively encourage faculty members to undertake consultancy projects.
- 7.3 The time spent on consultancy and related assignments shall be limited to the equivalent of 78 person days i.e. 52 person days during working days and 26 person days during holidays/non-working days, in an academic year by a consultant. However, the Director General may relax this clause for international projects or projects of strategic importance.
- 7.4 Consultancy assignments may be taken up and implemented within the terms and conditions indicated above, provided they do not hinder ongoing

academic, research and other related activities. Further, such assignments will need to be carefully scheduled in light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly stated in the proposal form.

- 7.5 The services of full-time employees of the Institute may be utilized for the execution of the consultancy projects provided; it does not affect their primary functions and responsibilities at the institute.
- 7.6 Students may also be allowed to work on consultancy projects, along with the faculty subject to approval of concerned competent authority. Such work done by students will be compensated by suitable honorarium.
- 7.7 The Campus Director cannot be a Project Coordinator. However, he/she may be a part of PDT and/or PIT in specific cases, only with prior approval of DG-NIFT. In this case, the Campus Director will provide the details of his/her specific roles and responsibilities under the specific project along with number of person days required and the cost of time as the PDT and PIT for approval of DG -NIFT along with the DPR of the project.
- 7.8 There would be a bar of 1 (one) year on a Project Coordinator on completion of any project of duration of a year or more, from working as Project coordinator for another project. The same would be open to review by DG and the Board on regular basis. There will be no bar to working as PIT in a new project, however.
- 7.9 In respect of any project for which the project period has been more than 2 years, the matter of continuation of the same Project Coordinator for the full duration of the project would be put up for approval of the Board.
- 7.10 In the case of faculty member or official on internal deputation to the head office as part of a strategic project, there will be a bar of one year from undertaking a new project in any capacity, on completion of their role in the project and/or return from deputation.

8. Consultancy Rules Related Travel

Outstation travel on account of consultancy activities may be undertaken only with the prior approval of the concerned competent authority.

9. Consultancy Rules: Consultancy Project

- 9.1 Consultancy projects are generally initiated by requests/enquiries from the industry/client directly to the institute or by discussion between the industry/client and the faculty.
- 9.2 When an enquiry for consultancy is received by the institute, Expression of Interest (EOI) shall be sought from the faculty. However, the work may be assigned by the concerned competent authority to specific faculty or group of faculty members depending on their expertise and existing commitments based on the EOI received from the consultants.
- 9.3 In the case of a client preferring the services of a specific faculty, the assignment may be assigned to the identified faculty/official, provided the requirements in respect of clause 7.3 and 7.4 are satisfied.
- 9.4 The consultancy project proposal (prepared in response to a client's request) shall necessarily be approved by the competent authority who will examine the proposed work plan, scope of the project and cost estimate. It is essential to discuss proposed work plans and scope of the project with the client in advance to maintain absolute clarity.
- 9.5 The project cost charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may be considered by the concerned competent authority.
- 9.6 There may be a project proposal of strategic nature with long gestation period, where a particular faculty may have contributed significantly on account of specialized domain expertise to the conceptualization, formulation and development of proposal including coordination of stakeholder consultations and field research. In such cases, the faculty involved will automatically continue in the project as PDT and as PIT unless they opt out on their own.
- 9.7 Preliminary diagnostic discussions/site visits, leading to the generation of consultancy proposal may be charged at a minimum rate of INR 5,000/- (or US \$350 or equivalent in the case of international assignments) per day or part thereof, in addition to travel and incidental expenses as applicable. NIFT may decide to absorb such charges for potentially large projects, into the final project cost. However, in case of projects of strategic importance or Government projects, Competent Authority may waive the above charges.
- 9.8 The Consultant should assess the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the institute will govern all decisions and actions concerning the generation, handling, protection and commercialization of the intellectual property generated from such project(s).
- 9.9 As time is of the essence for the success of any project, consultants should adhere to project timelines, unless extensions are necessitated for reasons beyond their control. If extension results from additional work requested by the client and funds are provided for the same, the number of person days may be increased with the approval of the competent authority (however within the limit in person days for a faculty). In such cases, for increase/relaxation beyond the ceiling of 78 person days, the approval of DG-NIFT shall be compulsory.
- 9.10 Periodical progress reports should clearly specify the deviations and the remedial arrangements/plans to accomplish the project targets in the

stipulated time frame. Deviations beyond the control of the consultant/Project Coordinator shall require the approval of the concerned competent authority.

10. Project Division/Unit

- 10.1 As consultancy projects contribute to augmentation of internal expertise, improved industry linkages and augment the financial corpus of NIFT, setting up of a specific division/unit for enabling project implementation, with accounts and administrative staff is necessary at the HO and campus levels.
- 10.2 At HO, there will be a project division headed by a Professor as Head (Projects) who would work under the overall supervision and guidance of the Director General and who will report to the Director General for the purpose of projects. The Head (Projects) will put up files directly to the Director General for approvals and orders.
- 10.3 At the campus level, there will be a Project Unit headed by a Unit In-charge (Projects) who will be a Professor or Associate Professor. The UI (Projects) will work under the overall supervision and guidance of the Campus Director and will put up files directly to the Campus Director for approvals. The Project Unit of the campus will submit a quarterly progress report of projects through the Campus Director to the Project Division-HO by the 7th of each month.
- 10.4 The composition of Project Division/Unit would be as follows:

TABLE 1 Composition of Project Division/Unit

S. No.	PROJECT DIVISION AT HO	PROJECT UNIT AT CAMPUS LEVEL
(i)	Head (Projects) (faculty at Professor level)	Unit In-charge (Projects) (Professor/Associate Professor level)
(ii)	Deputy/Assistant Director	Research Assistant
(iii)	Senior Assistant/RA/Assistant	Assistant/Junior Assistant (Accounts)
(iv)	Senior/Assistant (Accounts)	MTS
(v)	MTS	-

- 10.5 Functions of Project Division and Project Unit are placed at Annexure 2.

11 Roles and Responsibilities

In order to carry out the consultancy work efficiently and effectively, the roles and responsibility of Project Coordinator, PDT, PIT and PAAS have been defined and the same are placed at Annexure-3.

12. Approval of the Consultancy Activity

- 12.1 General Norms
- 12.1.1 NIFT may undertake projects from any organisation including international organisations keeping in view the overarching benefits and financial considerations to NIFT that the said project will provide.
- 12.1.2 NIFT may also initiate projects from its own resources, for which funds would later be raised through various sources including sponsorship or fee. Such projects would be approved only if the activity is beneficial to NIFT.
- 12.1.3 The central/state government schemes that may require some sharing of funds by the sponsoring agency may also be undertaken if they are in the interest of NIFT.
- 12.1.4 The competent authority for approval of consultancy projects will be the DG-NIFT at Head Office level and the Campus Director at campus level.
- 12.1.5 The following types of projects shall be treated as Head Office projects:-
- Projects which involve more than one campus; and
 - Any Project of strategic importance.
- 12.1.6 Projects of value more than 50 lakhs, will invariably require approval of the Director General. However, the said project may be implemented/executed by a NIFT campus. The PEC of such projects will be conducted at HO; subsequent amendments, if any, will be permissible only with the approval of the DG-NIFT based on the recommendation of PEC.
- 12.1.7 If a project is undertaken for a period of more than three years, in-principle approval of the DG-NIFT should be obtained, in advance. The concerned NIFT campus will make a project proposal specifying the reasons and benefits of undertaking such a project.
- 12.1.8 All consultancies involving deliverables with financial implication under International and Domestic Linkages (I&DL) will be executed as projects. NIFT sponsored programmes such as seminar/workshop/conference will also be taken up as a project, in conformity with these guidelines.

- 12.1.9 If directly approached by a client, faculty should route the proposal through Project Division/Unit for approval of the assignment by the competent authority. However, the faculty may correspond and discuss with the client regarding initial proposal, time frame, budget etc., after informing the Project Division/Unit.
- 12.1.10 NIFT will within its resources, provide support to faculty involved in consulting. The services of officers, students, research and support staff may be availed subject to specific approval of the competent authority. Selection process for staff should be transparent and fair providing opportunity to all.
- 12.1.11 Services of fellows under the PhD policy may also be utilized in the project on the specific approval of competent authority.
- 12.1.12 The involvement of students in projects should be done only when it advances their education and exposure. Other consideration would be as follows:
- It must also be ensured that fundamental principles of transparency are observed while selecting students for a particular assignment.
 - Care must be taken to ensure that students will be monetarily incentivized for such involvement in projects that are fully sponsored by the client.
 - It must also be ensured that by declining or accepting to participate in a project, there will not be any adverse or unfavorable impact on the educational prospects of the concerned students in NIFT. The same must also be clearly communicated to all, including the students.
- 12.1.13 From time to time, the Project Division will issue directives on the nature and scope of student involvement including honorarium to be paid.

12.2 Procedure

- 12.2.1 Whenever NIFT receives a request for consultancy assignment, the Project Division/Unit of the campus will seek an Expression of Interest (EOI) for the assignment as PDT/Project Coordinator and as PIT from the faculty members of domain expertise in the format placed at Annexure-4. It will be mandatory to put the EOI for Project Coordinator/PDT/PIT on the CMS to enable equitable opportunity to all concerned for participation in projects. However, if an assignment has been obtained by a faculty whom the client has desired to be the Project Coordinator, the competent authority may waive the procedure for nomination of project coordinator after recording reasons in writing where a particular faculty has initiated the project. For a HO project, EOI will be sought requested from faculty members with domain expertise across NIFT campuses/relevant NIFT campuses through the Campus Director.
- 12.2.2 EOIs received from the faculty members will be placed before the competent authority for nomination of PDT/Project Coordinator at first stage. Subsequently, number of faculty members/PIT to be involved in the project as stated in the DPR, competent authority will nominate the PIT members based on the EOIs received from them.
- 12.2.3 Under special circumstances or due to paucity of time, competent authority may nominate any faculty member as a part of the Project Development Team (PDT) or Project Implementation Team (PIT)/Principle Investigator/Project Coordinator based on his/her experience/expertise in the domain.
- 12.2.4 Similarly, an Expression of Interest (EOI) will be called for PAAS/support staff and others depending upon the requirement of the project as per the DPR. Competent authority shall nominate the above personnel based on the EOI received.
- 12.2.5 The selection of faculty members as PDT/PIT may be based on following criterion:
- | Domain Expertise | 10 marks |
|-------------------------------------|----------|
| i) Research done | 02 marks |
| ii) Paper publication/demonstration | 02 marks |
| iii) Mentoring work | 02 marks |
| iv) Relevant subjects taught | 02 marks |
| v) Industry connect | 02 marks |
- 12.2.6 If no suitable EOI received, the competent authority may nominate appropriate faculty/team of faculty members as PDT/Project Coordinator/PIT as the case may be.
- 12.2.7 The Project Coordinator and PDT should hold initial consultation with the client and develop a Detailed Project Report (DPR) that should include objectives, activities, approach, timelines, deliverables, budget, monitoring system etc. in the prescribed format as placed at Annexure-5. The DPR should also include financial outlay with the client including installments and receipt of funds. As far as possible, effort should be made to receive the first installment of funds before the first document/design etc. is shared with client.
- 12.2.8 Approval of NIFT Research Ethics Committee (NREC) will have to be taken for all projects pertaining to human subjects. In case no requirement of NREC approval, a 'No Objection Certificate' (NOC) will have to be obtained from NREC. Project Coordinator/PDT will seek the approval/NOC from NREC and submit the same along with DPR.
- 12.2.9 Every DPR shall be submitted by the Project Coordinator to the Project Division/Unit along with supporting documents, proposed budget, and a draft of the Memorandum of Understanding/Agreement if any, NREC approval, along with project consultancy approval form at Annexure-6. All

documents relating to the project should clearly state the title of the project and the name of the client.

12.2.10 The NIFT logo shall not be used by any institute/organization without the written permission of the BOG of NIFT.

12.2.11 Prior approval of the BoG will be mandatory for entering into any MoU with private organizations for technical/academic collaboration under the NIFT Consultancy Project Policy. Before signing any MoU with government departments/organizations/institutions/public undertaking/autonomous bodies under NIFT project and consultancy policy, the Campus Directors shall ensure that the draft is legally vetted and the prior approval of DG-NIFT is taken before signing the MoU. Legal vetting of the MoU is mandatory before it is signed by the competent authority.

12.2.12 The Project Division/Unit will place the project before a Project Evaluation Committee (PEC). The PEC will be constituted both at HO and campus levels for evaluating DPR and making recommendations to the concerned competent authority. The composition at both the levels is as follows:

Composition of PEC

Head Office PEC	Campus PEC
Chairperson Director, Finance and Accounts	Chairperson Joint Director/Deputy Director (F&A)
Members: Sr. Professor Director of concerned Campus (for Campus specific project) Dean (Academic) Head (Projects) Chairperson(s) of concerned Department	Members: Deputy Director (Finance and Accounts) Regional Industry Coordinator Unit In-charge (Projects) CC(s) of the concerned department(s)
Convener AD/DD Project	Convener Unit In-charge (Projects)

For Campus PEC, if Deputy Director (F&A) is not available, Accounts Officer will officiate as a member of PEC. The domain subject expert may be co-opted as a member of PEC, if needed and the Project Coordinator may be called as a special invitee, if required.

12.2.13 The PEC will evaluate the DPR and make necessary recommendations in the manner prescribed in Annexure-7.

12.2.14 Project Division/Unit would place the recommendations of the PEC for the approval of the competent authority. The approval will be accorded in the format prescribed in "ANNEXURE-F". One copy of the approved proposal will be retained by Project Division/Unit; another copy will be sent to Campus Director and Project Coordinator with the necessary supporting documents.

13. Costing and Budget of Consultancy Activity

13.1 Each funding agency has its own format and guidelines. The proposal should be submitted after thorough perusal of the guidelines.

13.2 The DPR will include the detailed budget which must be approved by the competent authority.

13.3 The budget shall have three main components viz, direct expenses, administrative and infrastructure overheads (AIO), and consultancy fee. Also, there will be taxes payable by the client as applicable.

13.4 Subject to the condition that the project is seen to be beneficial for NIFT and with the prior approval of the competent authority, funds may be utilized from NIFT resources for the following:

13.4.1 Projects initiated by NIFT (including seminar, workshops, conferences). The expenditure incurred by these, would be recovered through sponsorship fee, etc.

13.4.2 Central/state government schemes, which may require share from executing agencies.

13.5 Procurement of various items/services and hiring of expert/personnel in projects should be as per NIFT policy or scheme guidelines (where projects are proposed under a specific scheme which has provided procurement guidelines). Adequate attention to transparency, fairness and equity should be given to the process of procurement, selection of experts and selection of students. The process of selection should be highlighted in the DPR.

13.6 Direct expenses will include but not limited to the cost of time of the expert and hired services and other implementation expenses.

13.6.1 The direct expenses may be broadly categorized into following:

13.6.1.1 Equipment and machinery (capital expenditure if any).

13.6.1.2 Material for prototype development and artwork.

13.6.1.3 Cost of expert time and hired services.

- Faculty and employees;
- Students engagement;

- External consultants, designers experts; and
- Cost of hired services (printing, copy editing, testing, chartered accountant etc.);

13.6.1.4 Travel expenses include boarding, lodging, and local transport, etc;

13.6.1.5 Miscellaneous charges for stationery, consumables, postage, printing etc.;

13.6.1.6 Charges for meetings, workshops etc. (for items not covered above);

13.6.1.7 Contingency expenses, safeguards for last installment etc.

13.6.2 Travel expenses should be charged as per policy stated in the DPR.

13.6.3 Cost of consulting time will be as per engagement of the Consultant in terms of person days. 8 hours will be calculated as 1-person day. Maximum payment towards cost of employee time is as under:

Ceiling Limit for Person Days Cost of Employee Time

LEVEL	COST OF TIME PER PERSON DAY (Experience <= 5 years)	COST OF TIME PER PERSON DAY (Experience > 5 years)
Senior Professor	INR 7,000/-	INR 8,000/-
Professor	INR 6,000/-	INR 7,000/-
Associate Professor	INR 5,000/-	INR 6,000/-
Assistant Professor	INR 4,000/-	INR 5,000/-
Research Assistant/Senior Assistant /Students	INR 2,500/-	
Assistant (Admin/Accounts)	INR 2,000/-	
Junior Assistant	INR 1,500/-	
Multi-tasking Staff (MTS)	INR 1,000/-	

The ceiling limit of per person days for a level which does not fall in any of the above level will be calculated at the immediate below level e.g., in case of Assistant Director, the level lies between Assistant Professor and Research Assistant and hence, rate of per person days will be at par with the Research Assistant. Further, in exceptional cases cost of time may also be fixed on higher rates if budgetary provision/project cost agreed by client allows for the same.

13.6.4 A Project Administrative and Accounts Support (PAAS) will be appointed for a specific project as a part of PIT. The PAAS will work under the overall guidance of the Project Coordinator and will maintain accounts and official records for a specific project. An EOI will be sought by the Project Division/Unit to appoint a PAAS. The PAAS will include personnel from Accounts or Administration with knowledge of accounts.

13.6.5 The engagement of services of an external designer/consultant will be on a need-basis, with the prior approval of the competent authority. The selection of an external designer/consultant will be done in transparent manner. The Project Coordinator will select/identify at least three experts and seek their consent with statement of purpose. On the basis of this statement, the Project Coordinator will recommend experts with the reasons and need for it, before sending the proposal for approval to the competent authority.

13.6.6 Fee to the external consultant may be calculated on the basis of person days/hour involved in execution. Per person day cost for external consultant will be suggested by the Project Coordinator based on the relevant experience and expertise of the consultant. However, the PEC will examine the proposed amount and may modify the same if needed. The competent authority may approve the same, based on the recommendations of the PEC.

13.6.7 Honorarium rates for student involvement may be prescribed for each project at par with the salary of Research Assistant and be informed beforehand. For the purpose of their travel, boarding and lodging etc. also, they may be treated equivalent to Research Assistant.

13.7 The Administrative and Infrastructure Overheads (AIO) will be determined at the time of preparing DPR in the following manner:

13.7.1 In the DPR, the AIO may generally be budgeted at 20% of the estimated direct expenses for utilizing various institutional facilities such as computers, studio space, workshop facilities, infrastructure, electricity, telephone, and other indirect expenses which cannot be ascertained on actual basis.

13.7.2 In case of the projects that required intensive usage of NIFT space/machines or laboratories (such as workshops for tailors etc) the project overheads may be charged at 25% of the estimated direct expenses in the DPR.

13.7.3 The minimum rate of AIO would be 10% to the direct expenses.

13.8 The consultancy fee may be charged at the rate of minimum 7.5 % of the estimated direct expenses in all projects except in those cases where the project is proposed under a specific scheme in which case the specific scheme guidelines would apply. For MOT and Central Government projects,

if required, consultancy charges may be relaxed by the DG-NIFT.

13.9 The budget preparation for consulting projects is illustrated in table:

Constituents of Project Budget

S.NO.	PARTICULARS	NAME	TOTAL
1	Consulting fee to be paid to PDT	A	
2	Consulting fee to be paid to PIT	B	
3	Consulting fee to be paid to other members	C	
4	Total consulting fee	D	$D = A + B + C$
5	Equipment	E	
6	Travel expenses	F	
7	Raw material, sample, material/fabric etc.	G	
8	Cost of hired services (for printing, testing etc.)	H	
9	Stationery, consumables	I	
10	Manpower (students, external experts)	J	
11	Miscellaneous/any other expenditures which is not covered above with specific name (if required)	K	
12	Contingency	L	
13	Total other expenses	M	$M = \text{sum}(E:L)$
14	Total direct expenses	N	$N = D + M$
15	AIO (20% of total direct expenses or as the case may be)	O	$O = N * 0.20$
16	Consultancy Fee (7.5% of Total direct expenses or as the case may be)	P	$P = N * 0.075$
17	Sub-total	Q	$Q = N + O + P$
18	Applicable Taxes (GST)	R	$R = Q * \text{rate of tax\%}$
19	Total Consulting Charges	S	$S = Q + R$

13.10 Assets procured for project implementation will vest with NIFT unless otherwise specified in the MoU or agreement.

13.11 The institute normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the institute may, in exceptional cases, permit commencement of work with payment to be made as per agreed terms and conditions between the client and NIFT.

13.12 The expenditure and disbursements will be made as per the prescribed procedures of the NIFT Financial Manual. The project expenditure for equipment and consumables will be maintained in a separate inventory register by PIT/PAAS. The proforma for maintaining the consumable/assets procured would be as per GFR.

13.13 However, while budgeting for international consultancy projects, following points must be kept in mind:

- Funds must be received in international currency;
- Applicable taxes;
- The consultancy assignment with the other party/funding agency of foreign origin should be in conformity with the laws of all the countries involved and/or international laws as the case may be.
- While negotiating and budgeting for international projects particularly those of longer duration, the cost of currency fluctuations shall be absorbed.

13.14 The sharing pattern of the funds received under various heads would be as follows:

Sharing Pattern of Funds

S. NO.	NAME OF THE HEAD	RELEVANT HEAD OF NIFT
1	Any savings out of the direct expenses	Any savings out of the direct expenses will be deposited to the NIFT revenue.
2	Administrative and Infrastructure Overheads (AIO) Infrastructure Overheads (AIO)	(i) 50 %* to DDF (ii) 25 %** to CDF (iii) 25% to HO Development Fund ** In case of HO projects, DDF and CDF will be allocated for disbursement among concerned campuses proportionately as per their contribution.
3	Consultancy fee	(i) 40% to HO Development Fund (ii) 40% to NIFT revenue (iii) 20 % will be distributed to the PDT and PIT members in proportion to their person day contribution

13.14.1 *Allocation of DDF: If more than one department is involved in the project, the amount shall be proportionately allocated to each department as DDF in proportion to their contribution in person days.

13.14.2 **Wherever the Administrative and Infrastructure Overheads are relaxed, no funds shall accrue to the DDF. The funds will be equally divided between HO Development Fund and CDF.

14. Fund Flow

14.1 The responsibility of financial management of projects would be with the following:

- i) Project Division/Unit
- ii) Project Coordinator and PAAS
- iii) Project Implementation Team

14.2 The Project Division will open a single bank account in the name of NIFT General Project Account (NGPA). Similarly, a NGPA account will be opened at each NIFT campus.

14.3 The project funds received from client will be routed through Project Division/Unit and deposited in the NGPA at HO and the campuses.

14.4 The Project Coordinator with Project Administrative and Account Staff (PAAS) will open a dedicated bank account meant for direct expenses of the project with the NIFT authorized banker. This account will be operated with the joint signatures of the Project Coordinator and the PAAS.

14.5 From the first installment, applicable taxes and AIO should be debited as per clause 13.14. However, in extraordinary circumstances, the administrative and infrastructure overheads (AIO) may be debited on pro-rata basis with the approval of the competent authority.

14.6 The balance amount shall be released to the Project Coordinator in a specific account meant for direct expenses of the Project with the NIFT authorized banker.

14.7 After receipt of subsequent installments of fund by the Project Division/Unit. Based on the request/requirement of fund by Project Coordinator, Project Division/Unit will put up proposal for release of funds to Project Coordinator in the dedicated bank account mentioning the following:

- (a) Total Budget of the project;
- (b) Funds received from the client (cumulative)
- (c) Fund spent by the Project Coordinator till date (Cumulative/budget head-wise);
- (d) Balance funds in the project;
- (e) Recommendation of Project Unit on the need for additional funds, including expenditure status.

14.8 NIFT consultancy fee will be debited at last/from last installment.

15. Accounting

15.1 The Accounts Officer/Assistant (including Senior/Research Assistant) with Project Division/Unit shall keep an account of all receipts and disbursements of a project from NIFT General Project Account of campus/HO.

15.1.1 The Project Division/Unit shall deduct Administrative and Infrastructure Overheads and consultancy fee in relevant accounts.

15.1.2 Goods and Services tax (GST) is a statutory due and mandatory requirement, which is governed by the rules of Government of India. The applicability/levy of GST and payment/deposit of GST shall be as per rules of Government of India.

15.1.3 Project Division/Project Unit will send the vouchers for deductions of Administrative and Infrastructure Overheads and GST charged/paid to the Project Coordinator.

15.1.4 Project Unit will transfer/deposit the fund allocated to HO Development Fund to Head Office.

- 15.2 The Project Coordinator with the help of PAAS shall keep record and account of the project receipts and expenditure for direct expenses.
- 15.3 Tax will be deducted at source on the income so earned by the faculty/experts as per rules.
- 15.4 The PDT team shall be reimbursed 80% honorarium upon receiving the first installment from the client and remaining 20% after completion of one year of the project after finalization of design prototype/deliverables.
- 15.5 The honorarium to PIT team shall be paid after successful completion of the project. In case of the projects of duration more than 1 (one) year, the honorarium shall be paid on yearly-basis, based on the number of person days completed in that academic year.
- 15.6 The remuneration of those involved in an international project will be converted into Indian currency; the rate of conversion should be as hedged by the institute in discussion with the bank. Should the institute fail to hedge the foreign currency, the remuneration should be as dictated by the currency market on the last day of the month.
- 15.7 The Project Division/Project Unit will send/provide the vouchers for deduction of AIO, consultancy fee and applicable taxes to the Project Coordinator. These shall be maintained with the Project Coordinator. Accordingly, the UC for the entire project including the fund received from client shall be made by the Chartered Accountant (if required) after audit. The Project Coordinator will submit the UC and audited statement of account/expenditure for the project duly certified by the Chartered Accountant to the Project Division/Unit.
- 15.8 The accounts of the consultancy project shall be closed at the end of six months after the date of completion of the project/receipt of final payment from the client. Any exception sought or made in this regard, will be put up by the Project Coordinator to the competent authority for advance approval with valid justification and necessary details.

16. Financial Management and Monitoring

- 16.1 Once the PEC has approved the budget, no further approval is required for Direct Expenses. However, if changes are required in the budget allocations, approval of the competent authority based on the recommendations of PEC may be obtained.
- 16.2 Project Coordinator should ensure that expenditures are within approved budget for direct expenses budgets. Project Coordinator shall be responsible for settlement of all advances and recoveries in relation to the direct expenses of the project.
- 16.3 The Project Coordinator will submit a report on monthly returns on the incurred expenditure to the Project Division/Unit.
- 16.4 The Project Coordinator shall be responsible for follow up with the client for the payment.
- 16.5 Expenditures should be incurred only against the money received or committed to, in writing.
- 16.6 Payment to PDT/PIT members would be made on the basis of submission of a log book of actual person days contribution out of the maximum approved cost of time as per approved budget by the PDT/PIT members duly certified by the Project Coordinator.
- 16.7 The format of log book for recording work/contribution in a project for each PDT/PIT member is prescribed in Annexure 8.
- 16.8 Consultant may be allowed to work in the project even during the study/sabbatical leave on his/her request. However, during the leave period, no T.A. will be admissible.
- 16.9 In projects of national and strategic importance, internal deputation of the faculty to the Head Office may be allowed. However, the deputed faculty will have to undertake the minimum teaching and academic workload prescribed as per faculty workload index, which they may do from the campus where the project is being undertaken. Salary of such members on internal deputation would be met from the HO. Any honorarium or PDT/PIT payment as approved for the project would be met from project funds. A proportionate share of Administrative and Infrastructural Overheads will be given to respective NIFT campus. After completion of the project, the concerned faculty member would be repatriated back to their respective parent campus. Such faculty member may not be allowed back to back projects when he/she returned from internal deputation.
- 16.10 Where a Project Coordinator and/or consultant is shifted or transferred to out of home centre on professional commitment, he/she may continue to remain in the project till its completion or may choose to withdraw from the project with an equally or better qualified consultant replacing the incumbent. Should the consultant withdraw, the project coordinator shall propose a new team for the approval of the competent authority. Should the Project Coordinator withdraw, the competent authority may find a suitable replacement to coordinate the project.
- 16.11 The share of the project fee of such a consultant choosing to withdraw owing to transfer or out-of-home campus on other professional commitments will be in algebraic proportion to the time dedicated to the project as against the time quoted in the project proposal against the consultant's name. The time committed may also be equated to the work proportion contribution till the time of withdrawal.
- 16.12 Funds accrued to HO Development Fund will also be utilized to incentivize NIFT faculty/officers/staff who have been instrumental in the sanctioning, management, monitoring and completion of the project as per NIFT Incentivization Policy.
- 16.13 Project Unit will submit a Quarterly Progress Report of projects by 7th of following month to Project Division – HO in the prescribed format placed in Annexure-9.
- 16.14 Details regarding financial management and accounting of projects are placed in Annexure-10.

17. Others

- 17.1 In case of any dispute with the client, Project Coordinator shall seek the intervention of concerned competent authority in such cases to resolve the dispute. In case dispute remains unresolved, such project may be closed with the approval of the DG-NIFT on "as is where is basis". However, payment to PDT and PIT will be made in proportion to the amount received from the client.
- 17.2 The standards of financial propriety laid down under Rule 21 of GFR which, inter-alia, provide as under:
"No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage."
This shall be applicable in each case, while making project payments/distributing honorarium/surplus under projects.
- 17.3 In case any project is terminated midway, the distribution of revenues shall be on pro-rata basis.

18. Intellectual Property Rights and Royalty

- 18.1 Any intellectual property associated with the products/services will be dealt with as per the NIFT IPR Policy.

19. Relaxation and Interpretation of Rules

In all matters relating to consulting or interpretation of these rules, the decision of Director General shall be final and binding. No provision of these rules shall be relaxed without the explicit approval of DG-NIFT.

Annexure – 1 (Ref. Clause 4.2 of NCPP-2019)

Standard Terms and Conditions (STC)

1. **Declaration:** All work undertaken by NIFT as part of the project will be in good faith and based on material/data/other relevant information furnished by the client requesting for the work.
2. **Confidentiality:** Due care will be taken by NIFT to maintain confidentiality and discretion regarding confidential information received from the client, including but not limited to results, reports and identify of the client.
3. **Reports:** Any test or other consultancy report given by NIFT shall not be construed as a legal document, certificate or endorsement or used for making of the products or processes, without prior consent from NIFT. The institute reserves the right to retain one copy of the report and use the results of the project for teaching and research purposes.
4. **Work Performance:** Every effort will be made to complete the specified work, according to the planned time schedule. However, NIFT shall not be held responsible for delays caused by reasons beyond its control or force majeure.
5. **Conflict of Interest:** NIFT may take up work for other clients also in the same area, provided, to the best of the institute's knowledge, there is no conflict of interest in undertaking such projects.
6. **Payment:** The institute requires funds/advances for the consultancy project, to be deposited by the client, before the commencement of work positively in the following manner:
 - A. Project of value upto INR 10 lakhs : 80% of project value
 - B. Project of value of more than 10 lakhs upto INR 25 lakhs : 60% of project value
 - C. Project of value of more than 25 lakhs upto INR 50 lakhs : 50% of project value
 - D. Category of project- based on the needs of the client and circumstances, the project work may be intimated with payment to be made as per agreed terms and conditions.The charges shall also include all applicable tax as prescribed by the Government of India, from time to time.
7. **Termination:** The project work may be terminated by either of the party by notifying the other party before 30 days. However, both parties will meet any residual obligations in connection with the project. Unspent amount, if any, after meeting residual obligations shall be returned. If any funds to be released to meet the residual obligation, the client shall be required to do so.
8. **Liability:** NIFT shall not be held liable for any loss, damages, delay of failure of performance, resulting directly or indirectly from any cause, which is beyond its control (force majeure). The liability if NIFT shall be limited to the funds received for the project.
9. **Intellectual Property Rights:** All rights pertaining to any intellectual property generated/ created/ invited in the due course of the project, will be governed by NIFT IPR Policy. Terms and conditions regarding transferring/assigning/selling these rights to the client shall be governed by a separate written and agreed to document if required, on case to case basis.
10. **Resolution of Disputes:** Any disputes arising out of the project shall be amicably settled by both the organizations. Any unsettled dispute may be subject to resolution as per the Indian Arbitration and Conciliation Act, 1996. The terms and conditions will apply to all projects taken up by NIFT, unless otherwise mutually agreed to in separate document. All disputes shall be subject to the jurisdiction of courts at Delhi only.
11. **Publication of Results:** Consultant wishing to publish technical/scientific papers based on the research work done under the project, shall adhere to the guidelines of sponsoring agency and acknowledge the assistance received from the sponsoring agency in the publications. If the results of research are to be legally protected, the results shall not be published without action being taken to secure legal protection for the research results.
12. **Conflict of Interest:** Consultants shall disclose in writing, the existence of:
 - (i) any relationship between him/her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives; or
 - (ii) any scope for potential disproportionate self-gain. The PEC will review such cases and decide appropriately, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the institute and to the profession.

Annexure-2 (Ref. Clause 10.5 of NCPP-2019)

Function of the Projects Division and the Project Unit

1. Selection of Officials for Projects Division

- i) The Head-Projects will be nominated for a period of 3 (three) years from Professors, in accordance with the procedure prescribed for the nomination of Heads of the Units.
- ii) The Deputy/Assistant Director-Projects will be nominated by the Director General for a period of 3 (three) years from its pool of eligible Deputy and Assistant Directors.
- iii) The Unit In-charge-Projects will be nominated for a period of 3 (three) years from a Professors/Associate Professors in accordance with the procedure prescribed for the nomination of In-charge of the units.
- iv) Project Administrative and Accounts Support (PAAS) will be nominated by the concerned competent authority, based on the EOI received from accounts and administrative personnel for the same. In case no EOI is received, competent authority may nominate the PAAS from the pool of accounts and administrative personnel. PAAS preferably should be accounts personnel or administrative personnel having knowledge of accounts may be nominated as PAAS. The nomination of PAAS will be for entire period of the project.

2. Functions of Projects Division

- a) Under the guidance of Head-Projects, the Projects Division will perform all relevant functions to facilitate consultancy projects.
- b) Facilitate implementation/execution and monitoring of HO projects.
- c) Facilitate coordination and liaising with campuses and clients for implementation of projects. Solicit/facilitate approval of competent authority to campuses wherever required with respect to consultancy project.
- d) Provide directions/clarification on Project Policy norms to address the gaps/difficulties in the implementation of NIFT Project Policy.
- e) To resolve conflicting issues, if any, relating to common interest of NIFT on consultancy projects particularly for multi-campus projects or matters relating to jurisdiction or conflicts between two campuses.
- f) Monitoring of projects across all campuses in terms of quality, standards and uniformity.
- g) Review quarterly reports received from the campuses and submit a compiled statement to the DG.
- h) Call Expression of Interest (EOI) for nomination/appointment of Project Coordinator, PDT, PIT and PAAS for HO projects.
- i) Convene meeting of Project Evaluation Committee for HO level projects.
- j) Maintain accounts of Head Office projects and prepare the annual expenditure statement. Allocation and disbursement of project receipts as per NIFT Project Policy guidelines.
- k) Share good projects among campuses.

3. Functions of the Projects Unit

- a) Under the guidance of Unit In-charge-Projects, the Projects Unit will perform all relevant functions to facilitate consultancy projects.
- b) Facilitate implementation/execution and monitoring of campus projects in terms of quality and standards, timelines and deliverables.
- c) Take necessary and timely action on circulars & guidelines of the NIFT Projects Division. Issue directions at campus level to remove any difficulties in the implementation of NIFT project guidelines.
- d) Obtain approval from Head Office wherever required, with respect to projects.
- e) Submit quarterly progress report in the prescribed format to Projects Division at HO. Also, furnish/submit information related to campus projects as requested by Head Office/outside organization.
- f) Call Expression of Interest (EOI) for nomination/appointment of Project Coordinator, PDT, PIT and PAAS. Follow transparency in selection of PIT.
- g) Maintain list of faculty competency for project work for reference of Campus Director.
- h) Convene meeting of Project Evaluation Committee for campus projects.
- i) Maintain accounts of campus projects and prepare the annual expenditure statement. Allocation and disbursement of project receipts as per NIFT project policy guidelines.
- j) Maintain an updated page on the details of each project on the web.
- k) Sharing of good practices.

Annexure- 3 (Ref. Clause 11 of NCPP-2019)

Roles and Responsibilities of Project Coordinator (PC)

Project Coordinator will head the PIT and take care of project modalities, processes involved in implementation and complete execution of the project. Roles and responsibilities of the Project Coordinator will include:

- (i) At project implementation stage, the responsibilities of the Project Coordinator will include:
 - a) Open and operate a bank account dedicated bank account meant for direct expenses of the project with NIFT authorized banker. S/he will be a joint signatory with nominated Project Administrative and Accounts Support (PAAS), for operating the bank account towards incurring the expenditure under the project as per approved budget heads/head-wise amount transferred.
 - b) Prepare monthly progress report regarding physical achievements, expenditure report regarding the project and submit a quarterly note through Head Projects Division/Unit to the competent authority.
 - c) Ensure the submission of monthly expenditure/physical progress report by 7th of every month to Projects Division/Projects Unit.
 - d) She/he will maintain a log book of person days contribution by the PIT/PDT members, verify/certify the same.
 - e) The Project Coordinator with the help of PAAS shall keep record and account of the project receipts and expenditure. She/he will be responsible for all direct expenses incurred in the project. She/he should ensure that expenditures are within approved budget for direct expenses budget. She/he will submit a monthly return on expenditure to the Projects Division/Unit. She/he shall be responsible for settlement of all advances and recoveries in relation to the direct expenses of the project.
- (ii) In addition, the Project Coordinator will take up the following responsibilities:
 - a) timely implementation and execution of the project as per DPR;
 - b) resolving any overlaps, gaps in consultation with client;
 - c) the proper conduct of the PIT members;
 - d) transparent selection of external experts and students;
 - e) maintenance of records including accounts of the project and ensure that the expenditure is incurred as per the budget and timely settlement of advances and recoveries;
 - f) timely furnishing the documentation physical and financial reports and returns to the client and Projects Division/Unit from time to time; and
 - g) submission of accounts and UC and certificate of completion and other relevant reports including the Chartered Accountant report;
 - h) Proposing share of incentives to PDT/PIT members from consultancy fee.

Roles and Responsibilities of Project Administrative and Accounts Support

A Project Administrative and Accounts Support (PAAS) will be categorized as a PIT member. Roles and responsibility of the PAAS will include:

- i) Provide/organize all services as sought and work under the overall guidance of the Project Coordinator.
- ii) Maintain accounts and official records for the project and processing of files.
- iii) Joint signatory with Project Coordinator for bank account opened for the direct expenses of the project.
- iv) Assist Project Coordinator for preparation of monthly progress report and expenditure report on milestones achieved, which is to be submitted before 7th of every month for DG to Projects Division.
- v) Maintain all the records, documents and vouchers and details of direct expenses.
 - a) Bank account book, with details of income and expenditure, showing closing bank balance on each day in the accounting software and also in register.
 - b) Register for issue of cheques and deposits giving full details of the deposit slips and deposit cheque/DD on the date of transaction and checked by Deputy Head-Projects.
 - c) Details of both income and expenditure with sub ledgers of each specified project head in the accounting software and also in register.
 - d) Interest earned on the project bank account dedicated for direct expenses
 - e) Single Advance Register that will record advances made to a Project Coordinator or a member staff.
- vi) Apply due diligence that expenditure is as per approved minor budget heads.
- vii) Ensure settlement of advances and recoveries in respect of direct expenses.

- viii) Procurement/travel/expenditure are as per procedure indicated in approved DPR or if not indicated, as per NIFT rules.
- ix) Deduction of TDS while releasing payments where applicable as per GOI rules.
- x) Any other duty assigned by the PC.

Roles and Responsibilities of Project Development Team

- i) The PDT will hold initial consultation, discussion, negotiation with the client and keep a record of discussion held with the client or stakeholders to work out the modalities of the project activities, financial arrangement, etc.
- ii) It will develop a Detailed Project Report (DPR) and MoU (if required) that should include objective, processes and activities, approach, timelines, outcome, budget, and monitoring system as suggested in Annexure-2.
- iii) PDT will also suggest a Project Implementation Team (PIT) i.e. number of faculty members/support staff/others alongwith expertise required to be involved as PIT for implementation/execution of the project in the DPR.
- iv) Whenever, it is necessary to give budget under heads that client requires, initially budget as per NIFT guidelines should be prepared and then this should be transposed on client guidelines by PDT/Project Coordinator. The PDT/Project Coordinator should forward both these budgets to the Project Division/Unit.
- v) Respond to queries and comments of the Project Division/Unit/PEC. PDT would consider comments/suggestion received from PEC and modify the DPR, if necessary. It will submit amended DPR, alongwith a summary of action taken on each comment of PEC.
- vi) Guidance to PIT whenever required regarding process, methodology for smooth implementation of the project.

Roles and Responsibilities of Project Implementation

- i) Successful implementation/execution as per approved DPR.
- ii) Ensure adherence of NIFT project policy norms.
- iii) Maintenance of log book of contribution/work.
- iv) Timely completion of the work/activities of project.
- v) Proper conduct and work with team spirit.
- vi) Discharge of the responsibilities assigned to each PIT members in a timely manner.

Annexure- 4 (Ref. Clause 12.2.1 of NCPP-2019)

Expression of Interest (EOI)

Applied for: -.....(As PDT member/Project Coordinator/PIT member)

1. Project Title:
2. Project Brief:
3. Approach for Undertaking Project (highlight key objectives processes and deliverables):
4. What will be the process and deliverables of this project:
5. Amount of research done in the domain:
6. Number of paper/books published:
7. Provide the details regarding mentoring of faculty/student in the domain:
8. Subjects taught in last 05 years:
9. Industry connect: Details of projects brought/work done with industry:
10. How will your qualification and teaching experience help you to coordinate and implementation of this project at your campus?
11. In current academic year, for project related work, how many person days you have committed and how many person days are yet to be completed:

Name of the Consultant

Name of the NIFT Campus

(Signature)

Date

Annexure - 5 (Ref. Clause 12.2.7 of NCPP-2019)

Detailed Project Report

1. Cover Page
2. Index
 - (i) Introduction and background of the project
 - (ii) Details of the client proposal
3. Project objective and scope
4. Approach, methodology and processes
5. Project deliverables
6. Details of activities along with timelines, roles and responsibilities
7. IPR and Royalty
8. Procurement and hiring policy (in case deviation from NIFT policy, reasons thereof)
9. Financial Arrangements
 - (i) Budgeting as per para 13.9
 - (ii) Accounting as per para 15
 - (iii) Financial Arrangements with the client installments, releases, UCs etc.
10. Documentation and reporting
11. Monitoring
12. Suggested PIT and PC with roles and responsibilities, cost of their time and share of proposed consultancy
13. Whether NIFT Research Ethical Committee needed; if so, whether approval taken.
14. Miscellaneous, including clauses on addressing disagreement etc.

Enclosures

- i) Detailed activity and time chart.
- ii) Detailed budget including internal flows.
- iii) Copy of MoU/STC to be entered into with the client.
- iv) Approval/No Objection Certificate of NIFT Research Ethic Committee.
- v) Where deviation specific approval of competent authority is to be taken.

Annexure- 6 (Ref. Clause 12.2.9 of NCPP-2019)

NIFT Consultancy Project Approval Form

Vide PEC meeting dated..... the competent authority has given its approval to the following project.

1. Project title:
2. Project client:
3. Contact person for clients:
(Name, designation, address, Phone no, email ID, etc.)
4. Project brief:
5. Project objectives:
6. Project duration:
 - (a) Date of commencement
 - (b) Date of completion
7. Name of the Project Coordinator
(with designation, department, etc.)
8. Name of Project Development Team (PDT):
9. Project deliverables and impact:
10. Project conditions (as approved):
11. Roles and responsibilities of PDT and PIT:

Name of the PDT & PIT members	Responsibilities/task assigned	Quantification of work in terms of person days/hours	Estimated Cost of time

12. Project cost (annex detailed approve budget sheet)
 - (a) Project fee to be received
 - (b) Direct expenses
 - (c) Administrative and infrastructure overheads
 - (d) Consultancy fee

Total

13. Others
14. Enclosures (approved DPR, MoU and Other relevant conditions)

Head/In-charge-Projects
Name

Place:

Date:

Annexure – 7 (Ref. Clause 12.2.13 of NCPP-2019)

Suggested Method for Evaluation of a Project by PEC

The PEC will evaluate the DPR in the following manner:

1. While evaluating individually, they would examine appropriateness of processes, budget, monitoring, outcomes and timelines. They would also examine the client brief/schemes, to see whether the proposal is in conformity to it or not. These comments would be communicated to PDT within a week of receipt of such a proposal.
2. PDT would consider these comments and modify the proposals, if necessary. It would also along with amended DPR, send a summary of action taken on each comment.
3. PEC would then hold a formal meeting and examine appropriateness of the DPR.
4. PEC during evaluation of the project would examine and recommend clearly that administrative and Infrastructure overhead and consultancy or levied are in conformity to the principle laid in budgeting and accounting.
5. It will also examine the Project Implementation Team (PIT) and make necessary recommendation to the Competent Authority. While recommending PIT following may be considered :
 - (i) Interest and capabilities of faculty including its experience;
 - (ii) Equity in distribution of consulting work;
 - (iii) Available person days for project work in a year; and
 - (iv) How this will help in improvement in teaching skills and experiential learning for students.
6. Projects Division/Unit will ensure that following timelines are adhered to in the formulation of a project:

S.NO.	ACTIVITY	TIMELINE
1.	Discussion/request from client for a study.	
2.	Inform/notify the faculty and call for EOI.	Within 3 days of S.No. 1
3.	Give time to faculty for preparing EOI.	A week from S.No. 2
4.	Analyse all EOI and make necessary recommendations to the Director General/ Campus Director.	A week from S.No. 3
5.	Nominate a PDT and the PC for DPR and hold initial discussion with them and the client.	A week from S.No. 4
6.	PDT holds discussions, consults primary data and prepares a DPR.	2 Weeks from S.No. 5
7.	DPR received from PDT is sent for comments for PEC members through electronic mail, their comments are received.	A week from S.No. 6
8.	PDT consider these comments and modify the proposals, if necessary. It would also along with amended DPR, send a summary of action taken on each comment.	A week from S.No. 7
9.	Call PEC meeting and examine the proposal.	A week from S.No. 8

Annexure – 8 (Ref. Clause 16.7 of NCPP-2019)

Log Book Entries

- i) Name of the campus:
- ii) Name of the PDT/ Project Coordinator /PIT member:
- iii) Worked as: (PDT/Project Coordinator/PIT member)
- iv) Name of the project:
- v) Name and designation of Project Coordinator:

DATE	TIME		HOURS	BRIEF DETAILS OF WORK DONE	SIGNATURE	SIGNATURE OF PROJECT COORDINATOR
	From	TO				

Annexure- 9 (Ref. Clause 16.13 of NCPP-2019)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY:.....(Campus Name)

REPORT OF ONGOING PROJECTS FOR THE QUARTER ENDING -----

S. No	Name of the Project	Client Name	Starting date of the project	Duration of the Project	Expected date of completion	Value of the Project	Amount received	Expenditure up to last Quarter	Expenditure Incurred in the quarter	Balance	Status/ Remarks

Annexure-10 (Ref. Clause 16.14 of NCPP-2019)

Financial Arrangement and Guidelines

1. Section 30 of the NIFT Act 2006 states that whenever the institute receives funds from consultancy assignment to be executed at the institute, the amount received shall be kept by the institute separately from the fund of the institute and utilized only for the purpose of this scheme.

2. Financial Responsibilities of Projects Division/Unit

- 2.1 Financial management of the consultancy assignment that will be implemented by the HO will be primarily those of value more than INR 50 lakhs or of strategic importance or involving inter campus execution and implementation. However, Campus Director will be responsible for financial management of consultancy projects at campus level all the projects which have outlay less than INR 50 lakhs.
- 2.2 Head Project will oversee the financial management of the projects undertaken by the Campus and the funds received from the campuses towards share of HO Development Fund, etc. The Unit In-charge-Projects at the campus will ensure financial managements of the project funds received from the client and its further disbursement for direct expenses, campus DDF, CDF, HO Development Fund and other relevant heads. The Unit In-charge-Projects will also send a quarterly progress report to the Project Division at HO.
- 2.3 Preparation of annual estimated project expenditures on capacity building workshops; payment for audits; publishing and printing of annual reports, returns and success stories; and incidental meetings and contingent expenses will be done by the Head-Projects for HO projects and by Unit In-charge-Projects for campus level projects.
- 2.4 Head-Projects will issue directions on financial management of projects from time to time. Project Unit will issue directions on financial management of projects at campus level in conformity with the directions of the Projects Division.

3. Financial and Account Management

- 3.1 Project Division will open a single bank account in the name of NIFT General Project Account (NGPA) and similarly each NIFT campus will also open a similar account at their respective campus.
- 3.2 NGPA will receive funds from the following sources:
- (i) Funds received from the client for the projects;
 - (ii) Funds received from each campus toward HO Development Fund
 - (iii) Interest earned on the NGPA;
 - (iv) Interest earned on the HO/Campus projects for which a separate account is maintained by the Project Coordinator; and
 - (v) Any other funds received as a part of MoUs on International and Domestic Linkages for services to be rendered.
- 3.3 The remits from the project funds can only be to the following:
- (i) Project Coordinator for direct expenses in a dedicated project account;
 - (ii) To the project fund of the Campus executing the project for transferring to respective DDF and CDF;
 - (iii) DDF of the HO;
 - (iv) Various Service providers for capacity building workshops, payment for audits of NGPA, printing of annual reports, returns and success stories, incidental meetings and contingent expenses within the approved annual estimated budget;
 - (v) For returning to Client if the unutilized fund is more than 50% of the direct expenses;
 - (vi) Pre-project expenditure i.e. meeting with client, liaising, etc. for undertaking new projects regarding; and
 - (vii) As approved by DG-NIFT to meet any expenditure not covered above.

- 3.4 i) NGPA will be operated by as per provisions for NIFT accounts signatories at HO.
ii) NGPA at Campus will be operated by the Unit In-charge-Projects under joint signatures within indicated financial limits.

S.NO.	DETAILS OF FINANCIAL LIMITS AND HEADS	DESIGNATED SIGNATORIES
1	a) Funds to be transferred to Project Coordinator upto INR 3 lakhs under the major head of direct expenses of a project. b) Any proceeds from interest earned on PUF within approved annual project budget upto INR 10,000/-.	Unit In-charge- Projects and Deputy Director (F&A)

2	a) Funds to be transferred to Project Coordinator above INR 3 lakhs under the major head of direct expenses of a Project. b) Any proceeds from interest earned on PDF within approved annual project budget above INR 10,000/-.	Unit In-charge-Projects and Campus Director
3	Any proceeds other than S. No. (1) and (2) from a Project fund.	Unit In-charge Projects and Campus Director

- 3.5 At HO, the approval for such releases will be taken by the Head Projects from the Director General as per approved project budgets; annual estimated project expenditure statement and the expenditures on these policy guidelines. At campus, the approval for such releases will be taken by the Unit In-charge-Projects from the Campus Director, as per project budgets; annual estimated project expenditure statement and other expenditures as approved in policy guidelines.
- 3.6 The Project Division/Unit will use accounting software for maintaining NGPA. For the NGPA following records will be maintained:
- Bank account book with detail of income and expenditure.
 - Register for records of issue of cheques and deposits.
 - A Single Ledger Record (SLR) in digital form as well register form will be opened, to show details as under:
 - Project wise details – both income and expenditure with sub ledgers of each specified project head in the accounting software and also in register.
 - Campus wise details – both income and expenditure of funds received from administrative and infrastructure overheads and consultancy fee of campus projects for HO Development Fund. It will also have sub ledgers for funds to be provided under campus DDF or CDF or NIFT surplus from projects.
 - Campus DDF – both income and expenditure of funds received from administrative and infrastructure overheads for each project.
 - Campus CDF – both income and expenditure of funds received from administrative and infrastructure overheads for each project.
 - NIFT Revenue – revenue received from consultancy fee and surplus from projects (saving on direct expenses).
 - HO Development Fund – funds remitted to Head Office towards HO Development Fund out of administrative and infrastructure overheads and consultancy fee of campus projects.
 - Interest earned on all projects and expenditures as per estimated annual budgets.
 - Any other relevant entries.
 - Single Advance Register that will record advances made to a Project Coordinator or a member of staff.

4. Annual Expenditure Statement of Project Division /Unit (AESPD/AESPU)

- 4.1 Annual Expenditure Statement of Project Division /Unit (AESPD/AESPU)
- HO Development Fund/CDF may be utilized for purchase of assets, IT items, etc. Assets/infrastructure if required upto INR 5 lakhs annually.
 - The HO Development Fund funds would be able to support incentives to the faculty and officials involved in the projects.
 - The interest earned on NGPA and DDF would be able to fund capacity building workshops, project publications, meetings and incidental expenses, pre-project expenses.
- 4.2 The AESPD/AESPU will be drawn on the basis of funds available from the interest earned on the NGPA, interest remitted by the HO/Campus Project Coordinators on their Project Accounts and funds available under DDF (project receipts).
- 4.3 The AESPD will include the following:
- Funds available in a year as per Clause 4.2;
 - Estimate for workshops, meetings and incidental office expenses etc.
- 4.4 Capacity building workshops for project formulation, implementation will be conducted as per requirement by Projects Division.
- 4.5 Publications upto INR 1 lakh annually by Projects Division and upto INR 10,000/- by Projects Unit on various publications including annual reports.
- 4.6 Meeting Expenses
- The incidental expenses on the PEC meetings will be met from these funds, considering not more than INR 200/- per member is spent on each meeting by Project Division and not more than INR 100/- per member by Projects Unit.
 - One yearly meeting of Campus Directors and the Project In-charge under the chairpersonship of the DG by Projects Division or as per requirement duly approved by DG-NIFT.

- 4.7 Incidental Office Expense: These will include incidental expenses including travel for meetings involving Project Management, Formulation and Review by the officials of the Project Division/Unit. However, in a given month not more than INR 25,000 will be spent on incidental expenses by Project Division and not more than INR 10,000/- by Projects Unit. A maximum expenditure on incidental expenses should not be more than Rs 2.5 lakhs by Projects Division and INR 1 lakh by Projects Unit. The stationery, computer consumables, postage and any other such office material, etc., will be indented from the administration and money reimbursed to them from HO Development Fund/Campus DDF/CDF.
- 4.8 The expenditure incurred for undertaking new projects i.e., meeting with client, liaising, proposal preparation including travel/hospitality etc., considered as pre-project expenditure. In case, if the project is sanctioned, the said expenditure will be charged from that project.
- 4.9 Members of HO level PEC may be given seating allowance at the rate of INR 1,000/- per project to each. PEC members of campus level PEC may be given seating allowance at the rate of INR 500/- per Project to each. The seating allowance may be paid from NIFT revenue generated from projects.

5. Financial Monitoring and Supervision Mechanisms

- 5.1 The maintenance of project specific accounts as per approved is a responsibility of PAAS and the Project Coordinator. They will be given funds for the project and would be liable to spend these funds in accordance of the Project specific conditions approved by the DG/Director.
- 5.2 To ensure that the finance of the projects is being undertaken in a proper manner the DD (F& A)/Accounts Officer who is a designated signatory would take up internal audit of each Project once in financial year.
- 5.3 The Head-Projects would receive quarterly reports indicating both financial and physical progress (as per existing prescribed format) from the HO, Project Coordinators and the consolidated statement from the Campus Directors for the campus projects by 7th of following month.
- 5.4 Projects Division may convene a bi-annual meeting (if required) of all Projects Unit In-charge in June and January.



National Institute of Fashion Technology
Head Office

NIFT Social Media Policy, 2020

This set of social media guidelines aims to set standards that are expected of all students with respect to the responsible use of social media, prevention of harassment and promotion of harmony in the online space. Institute policies concerning Rules and Regulations for Students "NIFT Students' Rule Book can be accessed at https://www.nift.ac.in/nrc/sites/nrc/files/inline-files/SRB_2012_FINAL_24-7-2012.pdf

1. Every bonafide student of NIFT should be mindful that information shared on social media becomes public information and hence, should not use social media in any way that may compromise an individual's reputation or professional practice at a later stage. Any adverse content that goes against the rules of NIFT, the Constitution of India and does not promote general harmony could be brought to the attention of the institute, future employers and/or professional bodies and may be detrimental to studies and/or future career.
2. Any content maligning NIFT, its policies and employees will be viewed adversely inviting disciplinary action and inter alia, penalties, debarment from sitting in the examination, campus placements etc.
3. No student may claim to speak on behalf of, or represent, the institute on social media without the institute's prior permission. One should not declare, imply or indicate that the content of any social media site under his/her control is representative of the institute. When posting online, there may be circumstances in which the student gives the impression that he/she is speaking on behalf of the institute or department, in such case the student should consider adding a disclaimer to make it clear that he/she is posting in personal capacity capacities.
4. Social media (for example; Twitter; Facebook; Google+; LinkedIn; Instagram; and open forums and blogs) are now a common feature of everyday life, enabling and supporting both students and staff in academic and collaborative opportunities. Any form of harassment to fellow students or NIFT employees, including, on social media platforms, is unacceptable and will be treated very seriously by the institute inviting disciplinary proceedings.
5. Every student should respect individual rights to privacy and have regard for the feelings of others. They must not disclose personal details, including pictures, of other students or NIFT employees' without their prior permission.
6. Students should be mindful of the enduring nature of information posted on social media sites and should be careful while writing posts or sharing information.
7. Using social media to post offensive comments, images or other content is a breach of the Code of Discipline under Student Rules & Regulations 2012, D.2 and will result in disciplinary action and is also liable for legal action as per the provisions in IT Act 2000 & Amendments 2008.
8. Civil and criminal laws apply to content posted online. Civil offence claims include actions for defamation, harassment, breach of intellectual property rights, fraudulent misrepresentation or breach of confidence. Criminal offences that could occur online include harassment, stalking, hate crimes, coercive or controlling behaviour, disclosing intimate images without consent, blackmail, malicious communications and terrorism offences. Cyber laws as are applicable in the Indian Territory will be applicable to contents posted online.
9. Posting others' content online (photographs, text, videos, music etc.) without prior and proper permission to do so, including specific terms of any licence – for example, credit the author and/or link to the licence, revealing trade secrets, violations of IPR et al will be viewed adversely and liable for legal action among other things.
10. The institute is not responsible for, and does not hold any ownership of, any content posted on social media by its students.
11. Usage of NIFT brand trademark/service mark without prior written permission is liable for legal action.

12. It is mandatory for every student at the time of admission to sign an undertaking on social media usage, along with anti-ragging and other such formalities.

Online Etiquette

When using social media, it can be tempting to speak and act in a way we wouldn't when we are face-to-face. Remember that innocuous comments posted online may be misconstrued, as the written word has permanence/taken screen shots of/ lack the nuances of face-to-face interaction.

Ask yourself these questions:

- Who'll be reading my post?
Will it be limited to close friends and family or could it be read by the wider public? Could it be seen by people you have, or might one day, have a professional relationship with?

If there is an issue concerning the campus/friends/classmates/faculty, has it escalated to the appropriate forum for redressal. Posting problems on social media is not a solution and only makes things worse.

- What style should I be using?
Always be courteous, even when you don't feel like it. Remember that in most cases, the content you post will be public and it may not be possible to remove it at a later date. It could be reposted or shared through other forms of social media.
- Think twice about how you post content if you are feeling angry about something and consider the effect that this might have on the situation. If you are responding to someone else's post, ask yourself whether you are sure that you have read the post in the way in which it was intended.

Guidelines for Student Development Activity Clubs (SDAC)

1. Introduction

NIFT encourages students to participate in variety of pursuits to make their education holistic and complete. These activities range from sports, games, artistic, creative, and literary to cultural pursuits. Student Development Activity Clubs (SDA-Clubs) provide opportunities to the students to participate in these activities.

2. Guidelines for different SDA Clubs

Each NIFT campus will have six clubs for various extracurricular activities. The guideline for the clubs and objectives is as follows:

2.1 Cultural Club

- i. Promote awareness of art, culture, heritage and traditions of India and various parts of world.
- ii. Provide a favorable environment to the students to cultivate and improve their talents.
- iii. Encourage participation of the students to showcase and nurture their talent.

2.2 Literary Club

- i. Promote various literary activities by organizing activities such as debates, declamation contest, book reviews, poetry festivals, etc.
- ii. Encourage the students to develop writing, reading and communication skills.
- iii. Publish a literary magazine each semester.

2.3 Sports Club

Inculcate the esprit de corps among students, through various games, adventure sports like hiking, trekking, etc.

2.4 Adventure and Photography Club

- i. Nurture and promote activities that would encourage the students to adopt a healthy lifestyle.
- ii. Promote creative skills and technical abilities in the art of photography.

2.5 Ethics and Social Service Club

- i. Promote NIFT values of integrity, patriotism, tolerance, secularism, compassion, social responsibility, and ethical leadership.

2.6 Environment Club

- i. Nurture skills to take leadership roles in environmental and social service as a positive force that would impact the society.
- ii. Provide forum to discuss ethical choices, including dilemmas about transparency, corruption, academic integrity, relationships, substance abuse etc.
- iii. Forge volunteering activity with NSS and other voluntary organizations for social service, environment protection and ethical leadership.

2.7 Any other club by the permission/approval of Campus Director

2.8 SDAC Clubs and their Online Activities

SDAC clubs and their online activities over social media to be monitored by Club Advisor and SDAC faculty in-charge, along with a representative from campus administration, Joint Director, and IT department to monitor the online content.

2.9 Composition of Each Club

The composition of each club will be undertaken in the following manner:

- i. Every NIFT student will be a member of at least one Club. The students would volunteer to various clubs on the day of orientation at the time of joining the campus. A student can be a member to only one club. However, they may participate in the activities organized by other clubs.
- ii. A student can change his/her club at the start of an academic year.
- iii. Campus Director will appoint a faculty as a Club Advisor for each of the clubs. The tenure of the Club Advisors will be of 3 years.
- iv. Apart from Club Advisors, any other faculty interested can also be a member of a club, as a Volunteering Faculty.

- v. General Body (GB) of each Club will include Club Advisors, Volunteering Faculty members and the student members.
- vi. Each club will also have an Executive Council (EC) for organizing various events and activities. Executive Council of each club may have 1 student, representatives for every 10 to 20 General Body students. However, an Executive Council should have at least 8 members and not more than 15 members.
- vii. Before constitution of Executive Council, SDAC will indicate size of student representation for each academic year i.e., for a 10 students' General Body, it may indicate that there would be 2 representatives from each year of the undergraduate programmes and one representative from each year of the post graduate programmes.
- viii. The student members from General Body will either nominate or elect representatives for Executive Council.
- ix. In case an Executive Council member is absent for 3 consecutive EC meetings s/he will automatically stand removed from the EC membership. In such a case campus SDAC may nominate another member on the recommendation of Club GB, and EC will elect its Club President and a Secretary from its members.
- x. The Club Advisor, Presidents, and Secretary of each club will form an SDAC Council. The Campus SDAC will be the Chairperson of SDAC Council. The Campus SDAC will be nominated for 3 years by the Campus Director.

2.10 Roles and Responsibilities of EC of Each Club

The roles and responsibilities of EC of each club are as follows:

- i. In one week of formation, each EC Club will plan Club Annual Calendar for Activities (CACA). It will be shared with the Club GB at the earliest, but not later than 4 weeks of formation of the club. CACA will include at least one activity per month and each activity will also be planned along with the estimated budget for the year. All the details are to be placed on the website.
- ii. The club President will call a meeting and chair the meetings of the EC. At least 50% of student representatives should be present for the EC meeting.
- iii. EC will convene its meetings at least once in a month. It will give a notice and circulate the agenda items for such a meeting. For each meeting, the Secretary will record attendance and minutes and place the MoM on the website. An emergency meeting may be called by the Club Advisor, anytime.
- iv. The accounts and bill settlement for all the students' activities will be done by SDAC of respective campus.
- v. Each club must contribute material towards the SDAC magazine regularly.
- vi. EC will also prepare a half yearly report and present it to the SDAC Council and the Club GB.

2.11 Roles and Responsibilities of SDAC Council

- i. Supervision and planning of overall annual activities in the campus and accordingly, preparing the budget plan.
- ii. Activity and budget plan must be presented to the Campus Director for approval within a month of formulation of the Council.
- iii. SDAC e-magazine at the end of each academic semester must be circulated with at least 5 pages- one page from each club and an editorial by the Campus SDAC.
- iv. Encourage and organize sponsorships for various activities in consultation with Campus Director. Every caution must be taken so that no inappropriate sponsorship such as liquor, tobacco, etc., is allowed.

P.S.: These responsibilities of the Campus SDAC are in addition to those mentioned in the Academic Manual.

2.12 SDAC Financial Arrangements

Annually, students contribute to SDAC fund through fees. This fund is primarily used for insurance and organization of activities. Many a times, they also raise scholarships for conducting various activities. All these funds should form a part of SDAC fund. The SDAC would give grants to clubs every semester for carrying out activities on the basis of pre-approved budget. The financial arrangements in this regard would be as follows:

- i. After deducting the insurance amount, 60% of the balance amount should be reserved for Converge/Spectrum activities and remaining 40% should be kept for organizing various activities by the clubs during the academic year.
- ii. Annual budget for each club shall be prepared by the President and Secretary of the club in consultation with the EC. The budget shall be shared with the Club GB.

- iii. CACA Budget shall be taken up in the SDAC Council, and the council should prepare a club wise, activity wise budget. This budget must be approved by the Centre Director.
- iv. Each Club will have its own account, in which the funds for CACA activities should be transferred every semester. This account will be operated on the joint signature of the Club Advisor and the Club President.
- v. At the end of the semester unused fund of each club shall go back to the corpus of SDAC-Fund.
- vi. SDAC Council will get Club accounts audited from internal Finance and Accounts department every year and present the annual audited statement to GB.
- vii. Campus Director can improvise upon these guidelines to meet local contingencies.
- viii. All Campuses may formulate clubs including EC and SDAC Council within 2 weeks. This may be completed before 15 August of every year.
- ix. ESSE Club may be launched during Vigilance Awareness Week.
- x. These issues are with the approval of the Director General.

2.13 Illustration of CACA for ESSE Club

Suggested CACA for Ethics, Social Service and Environment Clubs (ESSE- CLUB)

Students are faced with ethical choices every day whether or not they are aware of it. There is a need to initiate an effort to inculcate ethical values in the minds of NIFT students who, in due course, are expected to spread the virtues of moral values in society. This will thereby strengthen the ethical fiber of the society and empower tomorrow's citizens to encourage transparency and prevent corruption and malpractices.

2.14 Proposed Activities

ESSE CLUB would facilitate learning of distinct values through various activities, discussions, debates, seminars, street plays and games so that the students incorporate these values in their lives and the same gets manifested in their ethical conduct and behavior. Doctors, psychologists, nutritionists, speech therapists, personality development specialists may be invited to bring awareness among the students and help them deal with issues of concern.

2.15 Activity Calendar

The proposed activity calendar is given below:

MONTHS	PROPOSED ACTIVITY	PROPOSED BUDGET IN INR
August	- Fresher's introduction - Fresher's party	
September		
October	- Formation and Launch of ESSE Club - Introduction and formulation of CACA	
November	- Movie Show	
December	- Converge in one of the campuses - Publication of E-magazine and GB meeting	
January	- Seminar, with an eminent Speaker on social and ethical issues or any other activity based on social and ethical issues	
February	- Spectrum (A separate calendar for Spectrum is given at 2.15.1)	
March	- Environment week/campaign on socially relevant issues	
April	- Street play in collaboration with Cultural Club	
May	- E-magazine and a GB meeting	

2.15.1 Fashion Spectrum Calendar to be followed is:

It is the annual festival of NIFT titled "Fashion Spectrum". It is conducted at all NIFT campuses, and is a confluence of academic and co-curricular activities.

The event serves as a platform for the industry, NIFT students and other colleges of repute who come together and participate in a variety of programmes like cultural evenings, educational workshops, exhibitions and inter-college competitions. The calendar to be followed for organization of Spectrum is given below:

S. NO.	MONTH	WORK PLAN
1.	August end of previous year	Announcement of Spectrum and tentative dates.
2.	September of previous year	Proposal by SDAC for administrative and financial approval.
3.	October of previous year	Theme planning and event planning for Spectrum.
3.	November and December of previous year	Promotion through online platform and offline mode. Call for sponsorship from different sources to sponsor spectrum and its events.
4.	January of next year	Follow up of sponsorships from different sources.
5.	February of next year	Spectrum (Any 2 days including Saturday as approved at campus level).

An amount of INR 3 lakhs is allocated as the budget for organizing Fashion Spectrum. In addition to this, sponsorship to be collected at campus level for organizing the event.

2.16 Norms for Student Participation Outside NIFT

Students should be encouraged and allowed to participate in as many events as possible under different clubs outside NIFT. This will encourage networking with other colleges/institution and help increase the footfall during Spectrum. The norms for participation of students outside NIFT are as follows:

- Students/student team to be allowed to participate in any one event outside the campus city. They may be accompanied by interested faculty and staff based on the reputation of the event that the student team plans to participate.
- The students to be given attendance with prior approval of Campus Director for participation in the events that are officially allowed by SDAC.
- In such cases, student needs to inform officially to Campus Coordinator and SDAC. The SDAC shall take prior approval from Campus Director regarding attendance and inform Campus Coordinator about the same.
- The participation points can be added in the 'SDAC Award' or 'Student of the Year Award' which has the criteria of participation/winning local, state and national level.

Converge Policy

1. Introduction

NIFT encourages students to participate in a variety of pursuits to make their education holistic and complete. Converge is an inter-campus annual cultural and sports event that brings all campus students in one place to participate in various sports events. With a view to provide all-rounded development to students, converge will be organized annually at any one NIFT campus.

2. Purpose

The purpose of Converge is:

- i. To provide a platform for peer learning and knowledge sharing among students from all campuses.
- ii. Allow students to witness and imbibe the best practices from across campuses.
- iii. Generate competitive skills and sportsman-spirit among the students.

3. Selection Procedure for Participating Students

Each campus SDAC will conduct a preliminary selection to ensure that the best of the students from each campus compete with one another in Converge.

4. Events During Converge

Various sports and cultural events will be organized during converge. The host campus will be responsible for organizing all events at a suitable venue.

4.1 Sports Events

The SDAC sports and cultural club members of the host campus will organize the sports events. The sports event to be categorized as outdoor, indoor and athletic, with options to be selected by host campus as given below:

Outdoor Sports Event: Host campus to select any one outdoor event:

- a) Cricket
- b) Football

Indoor (within campus) Games: Host campus to select any four indoor games:

- a) Table tennis
- b) Basketball
- c) Volley ball
- d) Badminton
- e) Chess
- f) Carrom
- g) Digital games

*cases where campus does not have the provision to organize the indoor games within campus may organize the same outside, at a suitable venue.

Athletics Sports Event: Host campus to select any four athletics sports events:

- a) 100 mts race for boys and girls
- b) 200 mts race for boys and girls
- c) 400 mts race for boys and girls
- d) 800 mts race for boys and girls
- e) Relay race for boys and girls
- f) Long jump for boys and girls

4.2 Cultural Events

The cultural events to be organized from the below broad categories, for Converge:

- i. Dance

- ii. Drama
- iii. Street play
- iv. Music
- v. Any other

4.3 The Literary, Adventure and Photography Events

The literary, adventure and photography events and their numbers may be selected by the campus as per their choice. The list of activities, events listed above is illustrative and not exhaustive subject to approval of Academic Affairs at HO.

5. Evaluation Norms

- i. It is mandatory for all the events (cultural/sports/literary/adventure and photography) to be evaluated with specific guidelines and transparency.
- ii. Marksheets and evaluation criteria to be disclosed to the SDACs of each participating campus.
- iii. Marks for all events to be written with pen and disclosed the same day (within an hour of event completion) of the event.
- iv. Result may be updated on the NIFT official website.

6. Event Calendar

Converge will be organized by one of the campus every year during end of December.

S.No.	MONTH	WORK PLAN
1.	June	Announcement of converge by HO.
2.	July	Submission of projected budget by host campus to HO.
3.	August	Announcement of tentative date for converge by host campus. Administrative and financial approval for teams, faculty and staff for participation in converge at campus level.
4.	September	Announcement of the Converge theme.
5.	October, November	Practice sessions to be initiated for shortlisted students' participation, by SDACs of each campus.
6.	December	Converge (any 3 days in the 4th week of December as given by the host campus).

7. Funding for Converge

The event shall be partially funded from the interest of the specific financial year for the NIFT Development Fund provided by HO. This assistance shall not exceed 10% of the interest of the NDF amount. The balance expenditure to be divided equitably among all campuses based on the approved budget by HO.

8. Roles and Responsibilities

8.1 Roles and Responsibilities of Host Campus

- i. The host campus will be responsible for organizing Converge. The host campus is required to share the list of students and campus name with all the participating campuses to maintain transparency.
- ii. Colors for each campus should be fixed to give enough time for campuses to prepare, finalize their vendors or may prepare their requirements in their respective labs.
- iii. A separate hospital to be identified by the host campus to facilitate the treatment of any student who suffers injury/fatal trauma services during the course of the event. The provision to be done by the host campus and immediate treatment to be provided to participating student/staff/faculty with financial assistance by the host campus.
- iv. Medical facility to be available to all the participants during the course of events.
- v. Selection of suitable venue/stadium in cases where converge is organized outside the campus.
- vi. Boarding and lodging of participating students and accompanying faculty/staff.
- vii. Local conveyance/transportation as per requirement.
- viii. Arrangement of sports materials/equipment.
- ix. Arrangement of medals, trophies, prizes and certificates.
- x. Refreshments for the organizing team and participants.

- xi. Printing of invites, banners, flags, I-cards and certificates, etc.
- xii. Venue (stage, playground).

8.2 Roles and Responsibilities of SDAC of Each Campus

The SDAC (faculty members) will be responsible for the participation of their campus students at converge. Dress (track suits and T-shirts) arrangement will be done by each NIFT campus.

SDAC of each campus shall be responsible for the arrangement of tickets for travel of participating students and faculty. Faculty and staff may travel as per their entitlement and students to travel by 3-tier AC train for Converge.

The participating team will consist of 50 selected students for various events. Each campus team will be accompanied by maximum 2 faculty members and 2 support staff. The following roles and responsibilities will be undertaken by the faculty and support staff:

- i. The faculty members will ensure that decorum and dignity is maintained by students representing their parent campus during Converge.
- ii. Support staff should observe any actions on the part of the students, which can be constructed as misbehaviour or misconduct that disturbs the decorum of the event. Such cases will be brought to the notice of accompanying faculty member for strict disciplinary action.
- iii. The support staff should ensure that students of their campus do not indulge in consumption of any toxic/intoxicating material, alcohol, drugs or cigarette smoking during the converge. Such cases, will be brought to the notice of accompanying faculty member for strict disciplinary action.
- iv. The inter-campus faculty will ensure a healthy interaction among the students of inter and intra-campus.
- v. Any act that causes disturbance to the event or discomfort to fellow and inter-campus students will be treated as misconduct. Such students will be liable for strict disciplinary action.

9. Provision for Students who suffer Injury/Accident during Converge

Provision to attend online classes/ tutorial, attendance was suggested to be given to participating students who suffered injury during converge and unable to attend regular classes. The same may be decided on the basis of severity of the medical condition with approval at campus LASC level. This may be treated as extreme extenuating circumstance.

10. Dispute Settlement

A committee consisting of 1 Director and 2 SDACs of non-hosting campuses, along with CAC and SDAC of hosting campus, will address disputes, if any, arisen during Converge. The recommendation of the committee will be binding on all.

Attendance Policy

1. Introduction

All students are required to maintain punctuality in attending classes. The schedule for the classes shall be uploaded for the students on their CMS portal one week in advance. Any change/cancellation/reschedule of class shall be informed to all students in advance. Every session is of one hour. Attendance shall be taken by the faculty members at the beginning of each class and uploaded on CMS at the end of each session.

Students are required to check their attendance on their respective CMS portal/mobile app as subject-wise or consolidated manner on regular basis for status of consolidated attendance, classes conducted and shortfall in attendance, if any. Any discrepancy in the attendance must be communicated to the Campus Coordinator of the department supported with a written application.

2. Requirement

A student is required to have overall minimum 75% attendance in total sessions/classes conducted during the semester to be eligible to appear in the final assessment/end semester exams/jury of the subjects.

A student is required to have a minimum 65% attendance in each individual subject taught in the semester to be eligible to appear in the final assessment/end semester exams/jury of the subjects.

The norms of above attendance would also be applicable on standalone subjects that require visit to cluster/industry/research unit/GEs.

3. Attendance Norms for Standalone Subjects

3.1 Craft Cluster related Visits

- i. In cases where a student is unable to visit the cluster due to unforeseen circumstance, he/she would be required to fulfill the same by taking a craft in the vicinity of the campus. This is applicable in scenario where student has not visited the cluster at all or student has not completed mandated number of days in the cluster.

3.2 Industry Internship Trainings/Graduation Project

- i. All students are required to maintain 100 percent attendance for industry internship/Graduation Projects.
- ii. A certificate must be obtained from the industry/company verifying the attendance of the interning student.
- iii. A shortfall of not more than 25% overall may be condoned if it is caused by valid reasons beyond the student's control and supported by appropriate evidence, such as personal illness or death in the family. This is applicable for cluster as well as internship. GP and all other standalone subjects. (That would be possible if industry is willing to give completion certificate. As a practice, for internship and GP, completion certificate is mandatory).

3.3 General Elective (Mandatory and Optional)

- i. A student is required to have minimum 65% attendance in each individual GE in total sessions conducted during the semester to be eligible to appear in the final assessment/end semester exams/ jury of the subjects.

4. Power to Relax

- i. There will be two levels of relaxation of the policy.
 - a. In case a student fulfills requirements of overall attendance (75%) but has >50% but <65% attendance in up to a maximum of two subjects (not including standalone subjects), the Campus Director on the recommendation of Campus Coordinator and LASC can allow for special assignment.
 - b. In case of extreme extenuating circumstance, DG-NIFT, on recommendation of AAC, has the power to allow the student/s with the relaxation of 10% in overall attendance (65% overall attendance) and 45 % in each of the subjects. These students shall be allowed to appear for the end term exam/juries.
 - c. The student who do not fulfill the minimum attendance criteria or not recommended by AAC would be required to repeat the semester.

5. Modalities of Special Assignment

- i. Students with shortage of attendance shall be required to submit extra assignment to the concerned subject faculty.
- ii. Timeline of 7-10 days may be given to such students for completion of the extra assignment.

- iii. They shall be eligible to appear in the final assessment/end semester exams/jury only on successful completion of the extra assignment and a satisfactory report given by the subject faculty.
- iv. The subject faculty shall forward the satisfactory report to the Campus Coordinator.
- v. In case the extra assignment has not been found to be satisfactory, the student shall be required to repeat the semester. Such report/s are required to be supported by valid reason by the subject faculty.
- vi. Adherence to the timeline for submission of the extra assignment by the student to be strictly maintained.
- vii. The decision will be taken by LASC under intimation to the DG-NIFT before the semester exam starts.

6. Absenteeism without Information

- i. Uninformed absence of more than four weeks due to any cause means a loss of candidature for the student i.e. the name of the student will be struck off from the NIFT rolls.
- ii. In case of 0% attendance till mid semester, the student's name shall be struck off from the rolls of the institute after the issuance of a notice from campus.

Leave of Absence Policy

1. Introduction

Leave of absence policy grants leave/lien to NIFT students for a maximum period of one year, on the basis of medical/personal extenuating circumstances at NIFT.

2. Purpose

The purpose of this policy is to provide grant of leave/lien to students for a maximum period of one year on the basis of medical/personal extenuating circumstances beyond the specified period of study at NIFT. The provision for LOA may provide the students an opportunity to handle extreme crises that may occur in his/her personal life. It may be noted that period of Leave of Absence availed by the student will be covered under the duration of course i.e., a maximum of 6 years for completion of a UG programme and 4 years for PG programme, from the date of registration.

3. Applicability

Leave of absence is applicable to all regular UG and PG students of NIFT studying in any semester.

4. Process

- i. The concerned student may apply for LOA during any time of the semester.
- ii. The concerned student would be required to submit his/her application, along with supporting document to respective Campus Coordinator.
- iii. The request of the student will be placed before the Local Academic Standard Committee (LASC) of the respective NIFT campus for consideration and if it is found to be genuine, shall be approved by LASC. While examining the case, it may be ensured that all the supporting documents are properly attached with the request of the student.
- iv. During the presentation of the case, the LASC may co-opt any other faculty member from the campus having relevant information about the case.
- v. The Campus Director shall inform the LOA case/s approved by them to DG-NIFT through Head (AA).

5. Parameters/Guidelines for LOA

- i. No application will be approved by Campus Director without the recommendation of the LASC.
- ii. Fee will not be adjusted in the subsequent semester, in cases where, leave of absence granted after 6 weeks of commencement of semester.

6. Parameters/Guidelines for Re-registration and Fee Adjustment

- i. The student shall keep his/her registrations LIVE by paying re-registration fee of INR 10,000.00 +GST as applicable as per NIFT policy for each absenting semester.
- ii. In case of NRI student availing Leave of Absence, the fee is paid on a yearly basis and, semester fee will be adjusted for the subsequent semesters.
- iii. In case, student has appeared in the end-term examination even for a subject, the fee will not be adjusted in the subsequent semester when he/she joins. In such case of NRI, only one semester fee will be adjusted. However, re-registration fee of INR 100,00.00 +GST as applicable will be paid for this treating as absenting semester.

7. Power to Relax

No provision of this policy will be relaxed except with the explicit approval of the Board of Governors of NIFT.

“SARTHAK” NIFT Financial Assistance Scheme

1. Short Title/Commencement

- 1.1 The policy shall be called “SARTHAK” NIFT Financial Assistance Scheme.
- 1.2 The financial assistance under “SARTHAK” NIFT Financial Assistance Scheme, is not an entitlement. It shall be subject to conditions and process prescribed in this policy.
- 1.3 This policy shall come into force with effect from academic year 2018-19.

2. Purpose

To provide financial assistance to meritorious, needy and deserving students, belonging to the economically weaker sections of society.

3. Applicability of the Scheme

- 3.1 “SARTHAK” NIFT Financial Assistance Scheme will be applicable to all the regular students of NIFT fulfilling prescribed criteria. The benefits of this Scheme shall not extend to NRI/NRI sponsored students.

4. Rate of Financial Assistance

- 4.1 Under this scheme, financial assistance to undergraduate students shall be provided as follows:

CATEGORY	PARENTAL INCOME CEILING PER ANNUM	PERCENTAGE OF FINANCIAL ASSISTANCE
A.	Upto INR 1.5 lakhs	100% of the Tuition Fee
B	Above INR 1.5 lakhs upto INR 2.5 lakhs	75% of the Tuition Fee
C.	Above INR 2.5 lakhs upto INR 4.0 lakhs	50% of the Tuition Fee

- 4.2 Under this scheme, financial assistance shall be provided to postgraduate students at the campus as follows:

CATEGORY	PARENTAL INCOME CEILING PER ANNUM	PERCENTAGE OF FINANCIAL ASSISTANCE
A.	INR 1.5 lakhs	75% of the Tuition Fee
B	Above INR 1.5 lakhs upto INR 2.5 lakhs	50% of the Tuition Fee
C.	Above INR 2.5 lakhs upto INR 4.0 lakhs	25% of the Tuition Fee

5. Eligibility Criteria for Application

The students who fulfil the following criteria may apply for the financial assistance under this scheme:

- 5.1 Undergraduate and postgraduate students of the regular programme of NIFT, excluding those admitted under NRI/NRI sponsored category.
- 5.2 The students must fall within the parental income slab as stipulated in sections 4.1 and 4.2.
- 5.3 All the eligible first year students may apply irrespective of their ranks and marks in the entrance exam.
- 5.4 For the continuation of financial assistance to the students in 2nd, 3rd and 4th year of undergraduate level and 2nd year of postgraduate level, minimum average 6.00 SGPA in the last two consecutive semesters will be a necessary condition. The students will be required to submit their application for continuation of financial assistance in the next year along with all the documents in the beginning of the semester i.e. before the end of previous semester. Grant of assistance will be decided by the campus before the fee is collected for the semester from the students.
- 5.5 The student should not have failed in any semester in the previous years of study in NIFT and must have cleared all the subjects of the previous semesters. Provided, relaxation may be sought from the competent authority in case a student has repeated the semester due to health reasons. The students who are on LOA (Leave of Absence) or have availed of the same are also eligible for the assistance scheme.
- 5.6 A post graduate student's eligibility will only be on the satisfaction of the screening Committee that if she/he is not able to provide collateral for availing the bank loan and his/her parental income falls within the prescribe income slabs.
- 5.7 In case a student is involved in any major or minor disciplinary violation, he/ she will not be eligible for subsidy during his/her remaining course at NIFT.
- 5.8 The students getting any other financial assistance/reimbursement towards expenditure on education from any other source viz central/state

government/PSU/trusts/private persons etc shall not be eligible to apply for the financial assistance under this scheme.

- 5.9 If the number of students goes beyond the cap prescribed by the Board of Governors from time to time, the financial assistance will be given on the basis of prioritization of the students. In case of prioritization students whose parental income is the lowest, will get the priority.

6. Process of Application Documents to be submitted with the Application Form for Financial Assistance

- 6.1 The students are required to apply for financial assistance under the scheme in a prescribed form given at Format A. Only those applications will be considered which are complete and supported by the prescribed mandatory as well as applicable documents. The complete application should be submitted within the timeline prescribed in the schedule in section 9.0. The forms will be made available in their respective departments/office of the campus Director/NIFT website.

Any blanks left in the application form will be construed as non-disclosure of information and the incomplete application forms will be rejected.

- 6.2 Students will have to submit an undertaking with the application form to the effect that the assistance may be withdrawn and penalty imposed if the documents submitted as income proof are found to be false on verification. The undertaking is prescribed within Format - A.
- 6.3 The students should submit mandatory as well as applicable documents along with the application form. These are as follows:

6.3.1 Mandatory Document

- i. One passport size photograph with signature (self-attested).
- ii. Income declaration-affidavit (Format- B) on non-judicial stamp paper of 10 (Rupees Ten) by each parent.
- iii. Proof of permanent residence.
- iv. Photocopies of Passport and PAN card of parents / guardian and applicant. However, in case the student/parent/guardian does not possess PAN card and/or passport, then an affidavit may be taken from the student to that effect.
- v. School leaving certificate for class X and XII (proof of school fee, wherever possible).
- vi. The copy of receipt of tuition fee paid for the current semester i.e. July – December.
- vii. Schedule (Format-C details of agricultural land and property, etc.) duly signed by parent with relevant revenue record.
- viii. Bank statements for the last 12 months for all the accounts mentioned in the schedule (Format- C).

6.3.2 Copy of following documents (if applicable):

- i. 3 year's Income Tax returns copy/Form 16 for salaried/16 A for business owners.
- ii. Vehicle registration copy.
- iii. Tehsildar certificate of agriculture land, alongwith certified revenue records such as khasra, khatouni, etc.
- iv. Documents related to any other scholarship/sponsorship receipt.
- v. Document related to SC/ST/OBC/PHP certificate.

- 6.4 The forms complete in all respect with supporting documents should be submitted by the student to the Campus Director through their respective Course Coordinators. The income details are to be submitted in Format-B and Format-C under the signature of both the parents.

7. Process of Scrutiny and Approval

- 7.1 There will be two levels of scrutiny for the applications:

- i. The first level committee will be a Scrutiny Committee of three members and will be constituted by the Campus Director. It will have at least one faculty member.
- ii. First level will entail desk scrutiny of application forms and proposing eligibility on the basis of total income of both the parents from all the sources and other income such as agricultural, business, rent, etc. It will also scrutinize whether all relevant information and documents are complete with the application forms. All incomplete forms will be recorded by the Scrutiny Committee and these will be placed separately after the approval of the Campus Director.
- iii. Second level will include interaction of the student with the Screening Committee comprising following members :
 - a) Joint Director
 - b) Deputy Director (Finance & Accounts)
 - c) Course Co-ordinator of the course (of which student has applied)
 - d) One senior faculty member nominated by the Director

e) Student Development Activity Co-ordinator

- 7.2 The Committee would interview individual students and make a record note of the interview of each student who has applied for the financial assistance and has been found eligible by the Scrutiny Committee. The note should be recorded in the prescribed form Format-D which is to be signed by all the members. The committee would also recommend whether the applicant is eligible for the financial assistance, if so, the rate of financial assistance. The committee would also give their reasons in short for not recommending the financial assistance or the reduction in the rate of financial assistance applied by the student.
- 7.3 The suggested parameters for the consideration of the scrutiny committee are given in Format- E.
- 7.4 Recommendations of the Scrutiny Committee shall be put up to the Campus Director for necessary approval and disbursal.
- 7.5 In case more than 25% of the first year students in a campus are found eligible, the Campus Director shall forward a proposal to the Director General for seeking relaxation. The Director General, after examining all such proposals, may relax within the overall cap prescribed by the Board of Governors.
- 7.6 The Campus Director will prioritize students in favour of lower income, for the purpose of relaxation in the section
- 7.7 The student who is not satisfied with the decision taken by the campus in respect of financial assistance, can appeal to the Head-Academic Affairs through Campus Director, within 2 weeks from the declaration of final list of beneficiaries. The Campus Director will forward the appeal alongwith his comments to the Head-Academic Affairs, for decision of Academic Appeals Committee.
- 7.8 The Academic Appeal Committee will call for a report from the campus as well as the views/detailed representation from the applicant. The Academic Appeal Committee will decide on the matter on the basis of facts placed before it. The Committee will communicate its decision to the Campus Director for further communication to the student.
- 7.9 The 2nd appellate authority would be Director General and the Board of Governors of the NIFT.

8 Disbursement of the Financial Assistance

The process of disbursal will be as follows:

- i) All the students will have to pay the prescribed tuition fee of the first semester of the academic year i.e. session July - December.
 - ii) The financial assistance awarded to the student would be adjusted in the next semester's tuition fee, i.e., session January - June.
 - iii) A certificate which is numbered and signed by the Joint Director and SDAC jointly, will be given to the student selected for assistance. For the ease of operation this certificate may be printed on a coloured paper and coded.
 - iv) This certificate will be issued only after receiving approval of the Campus Director.
 - v) The student will submit this certificate to the Accounts Section through SDAC. The Accounts section will give acknowledgement informing date of disbursal of financial assistance.
 - vi) While paying fee for 2nd semester onwards, the student may make provision for financial assistance sanctioned and deposit the balance fee amount.
 - vii) All reimbursements will be paid through the bank in the bank account as informed by the parent in the application form.
 - viii) Steps will also be taken by SDAC to inform parents/guardians of such fee reimbursement.
- 8.1 The approved final list of recipients of financial assistance should be forwarded in the prescribed Format-F to Academic Affairs Department, Head Office, for information after disbursal.
- 8.2 The application forms from the students with detailed documents will be sought in the first year. In the subsequent years documents on income etc will be sought to verify whether the income levels are within the prescribed slabs or they have increased. The level of financial assistance will be changed as per prescribed slabs.

9. Exceptions

- 9.1 NIFT reserves the right to impose penalty along with reimbursement and discontinue the financial assistance, if at any point of time it is found that a student has given incorrect information or hidden relevant facts.
- 9.2 The case in 2nd to 4th year of a course should normally be from the list of the students who have been awarded financial assistance in the first year. However, in exceptional circumstances, with prior approval of the Campus Director, the Scrutiny/Screening Committee can consider new cases for

financial assistance from the students studying in 2nd, 3rd or 4th year.

9.3 There have been instances when due to certain emergencies such as loss of earning member, the student may need financial assistance. In such cases, there should not be any need for adhering to the schedule of disbursement. Such cases could be considered as an exception even in mid-term by the Screening Committee, with the approval of the Campus Director.

9.4 The financial assistance can be discontinued any time if there are cases of incorrect information; shortage of attendance; failure in any subject; SGPA falling to less than 6 for two semesters; repeat of a semester and involvement in a major/minor disciplinary violation.

10. Financial Implications

The expenditure on account of disbursement of financial assistance under this scheme will be met by the respective campuses from its own funds, for which necessary budget provision may be earmarked.

10. Schedule

10.1 The schedule for the first sanction will be as follows:

S. NO.	ACTIVITY	TIMELINE
1	Announcement of scheme and issue of application form.	Last week of July.
2	Last date for submission of completed forms.	Last week of August.
3	Scrutiny of forms : Meeting of Scrutiny Committee.	Within 2 weeks after last dates of submission of forms i.e. Second week of September.
4	Meeting of Screening Committee.	Within 1 weeks after completion of scrutiny of forms i.e. 3rd week of September.
5	Approval by the Campus Director.	Within 1 week of receiving recommendation from the scrutiny committee i.e. 4th week of September.
6	Reimbursement of the fee after adjusting financial assistance.	Within 1 week of approval by the Campus director i.e. 1st week of October.
7	Appeal.	Within 2 weeks from the declaration of the final list of beneficiaries i.e. 2nd week of October.
8	Communicate decision and disbursement to any remaining eligible candidates.	Within 2 weeks of appeal i.e. 4th week of October.
9	Sending consolidated information to the Head Office in Form 'D'.	By 15 November.

10.2 The schedule for the sanction in 2nd, 3rd and 4th year will be as follows:

S. NO.	ACTIVITY	TIMELINE
1	Last date for submission of application forms along with documents.	30 April.
2	Scrutiny of forms.	30 May.
3	Meeting of Screening Committee.	4th week of August.
4	Approval by the Campus Director.	2nd week of September.
5	Appeal.	4th week of September.
6	Sending consolidated information to the Head Office in Form 'D'.	15 November.



National Institute of Fashion Technology
A Statutory Institute governed by the NIFT Act, 2006
Ministry of Textiles, Government of India

Format-A

APPLICATION FORM FOR "SARTHAK" NIFT FINANCIAL ASSISTANCE SCHEME"

Form to be submitted to NIFT Centre (allotted during admission)

Academic Year -----

FOR OFFICIAL USE ONLY

S. No. of Application	Year	Programme	Campus	Whether Approved (Yes/No)	Approved Rate of Financial Assistance

(Approving Authority Signature)

Affix a self- attested
Passport size
Photograph

I. Student's Information

(a) Full Name (in block letters)

Surname																	
First Name																	
Middle Name																	

Applicant's Name

Signature

(b) Student's information

Date of Birth	
Gender (Male/Female)	
Batch of Admission	
Campus presently studying	
Programme	

Semester	
Roll No.	
Permanent Enrollment No.	
Original Allotted NIFT Campus (During Admission)	

Details of School Education

Class	Name of School	City	School Fee Per Month
IX			
X			
XI			
XII			

Applicant's Name

Signature

(c) Present Address of the Student

Local Address																	
Pin Code																	

(d) Applicant's Telephone No.

Mobile No.

Email ID

(e) Permanent Address (Attach a copy of residential proof or domicile certificate)

House No.																	
Mohalla/ Street																	
City / Town/ Village																	
P. O.																	
District																	
State																	
Pin Code																	

(f) The student belongs to the category (Tick/Circle): General/SC/ ST/ OBC/PHP

Note: Attach a copy of the relevant certificate

Applicant's Name

Signature

II. Parent's/Guardian's Information

(a) Father's/Husband's/Guardian Name:

(b) Mother's Name:

(c) Parent's/Guardian's Telephone No.

Name	Landline Telephone (Residence, with STD Code)	Mobile No.	Email ID
Father			
Mother			

(d) Details of Siblings:

Name of Brother(s)/ Sister(s)	Age	If studying		If earning, mention		Remark (if studying/ working)
		City	School Fee	Organization	Monthly Salary	

Applicant's Name

Signature

(e) Parents Profession/Occupation Details:

S. No.	Parent/Guardian	Service*/ Business**	Designation/Post	Name of the Organizations
1.	Father			
2.	Mother			
3.	Guardian			

Note:- * Please specify the category of service clearly whether - Central Government/Public Under taking/State Government/PSU/Autonomous/Private/

** Self-employed/Business/Firm

* In case phone/emails are not there, please indicate that they do not have one.

(f) Office/Work Address: Parent's/Guardian's

(For those in Service): Father/ Mother

Name & Address of the Employer:

.....

Telephone No. -

Fax No.

(For those in business): Father/Mother

Name & Address of the Business:

(Establishment/Office/ Shop, etc.)

Applicant's Name

Signature

Telephone No.

Fax No.

III. Financial Information:

(a) Whether the student is getting subsidy/scholarship/financial assistance from other Institutions/ State or Central Government

Yes/No

If yes, (Copy of document(s) may be submitted)

(i) Name of the granting institute :

(ii) Address of the granting institute :

(iii) Amount granted :

(b) If the parents are getting reimbursement of tuition fee or financial assistance, fully or partly from their employer, furnish the details of the same.

The details of the same, if not, a certificate from the employer in this regard.

(c) If parents are not financially capable to pay the fees, the details or source of funding for the education so far (If any, bank loan, etc.).

Applicant's Name

Signature

(d) Details of credit/debit cards used by self/parent (all cards)

S.No.	Name of the Card Holder	Type of Card	Name of Issuing Bank

(e) Is any vehicle owned by parent/guardian/applicant? If yes, give details of the vehicles (attach separate documents-give details for all vehicle owned).

a. Two Wheeler : Yes/No

b. Four Wheeler : Yes/No

c. Other vehicle (If any) : Yes/No

Registration copies (RC) of vehicle to be attached. If the vehicle listed above financed by the bank, give latest statement of the vehicle loan.

Applicant's Name

Signature

IV. Documents enclosed with the Application:

Mandatory Document	Enclosed Document (put a tick mark in case of yes)
One passport size photograph with signature (self-attested).	
Income declaration by parents with an affidavit (Annex-I) on non-judicial stamp of INR 10 (Rupees Ten).	
Proof of permanent residence.	
Photocopies of all pages of passports and PAN card of parents/applicant.	
A copy of receipt of tuition fee paid receipt (for the current semester) have to be submitted along with the subsidy application.	
Schedule (Format-C: details of agricultural land and property, etc.) duly signed by parent.	
School certificate for class X and class XII.	

Applicant's Name.....

Signature

Following documents copy (if applicable):

Latest Income Tax returns copy/Form 16 for salaried and Form 16A for Business/Self Employed - for last three years.	Yes/No
Vehicle registration copy.	Yes/No
Foreign exchange received document.	Yes/No
Latest receipt of land tax paid.	Yes/No
Tehsildar's certificate of agriculture land.	Yes/No
Documents related to others scholarship/sponsorship received.	Yes/No
Certificate of SC/ST/OBC/PHP.	Yes/No
Receipts of school fee, wherever possible.	Yes/No

V Details of the Bank Account in which Financial Assistance has to be Deposited:

Name of the Bank	
Branch name & IFSC Code	
Bank A/C Name & No.	

Applicant's Name.....

Signature

VI Educational Indicators

(i) SGPA obtained in:

S.No.	Semester	SGPA
1	1st	
2	2nd	
3	3rd	
4	4th	
5	5th	
6	6th	

ii) Entrance merit for the students of 1st semester-----

VII Declaration by the Applicant:

- i) I hereby declare that the information given above and below is correct.
- ii) I am not availing any other scholarship/financial assistance for this purpose from any other sources. If I apply for any other scholarship/financial assistance and get it, I undertake to refund the amount of scholarship/financial assistance received from NIFT.
- iii) I shall abide by the terms and condition of "SARTHAK" NIFT Financial Assistance Scheme.
- iv) I have not been punished for any violation of Rules/Codes of Conduct on/off campus OR served notice for disciplinary violation during my studies at NIFT till date.
- v) I had attended classes regularly and have had no attendance shortage.

Applicant's Name.....

Signature

- vi) I undertake, that if at any stage, it is found (to the satisfaction of the sanctioning authority in the NIFT that) the information given by me is false or if I violate the terms and conditions of the financial assistance, the financial assistance sanctioned to me, may be cancelled and the double amount of financial assistance thereon will be refunded by me or recovered from me, apart from this I may be also liable for such penal action as warranted by law.
- vii) I understand, that mere submission of documents will not entitle me for financial assistance claim. The sanction will be based on the establishment of income status through submission of all necessary documents, fulfilment of all the conditions to the complete satisfaction of the competent authority:

Applicant's Name.....

Signature

Date :

Place :

Parents:

- i) I hereby declare that I have read and agreed the information filled in this application form by my ward----- (Name of the Student) studying in ----- (Semester) of ----- (Course) at ----- NIFT Campus.

Caution: This form not filled in all respect or any column left blank will be liable for rejection. If any column is not applicable to the applicant in the provided space mention "Not Applicable".

Format-B

Format for Declaring: Income Affidavit (on 10/- non-judicial stamp paper)

Declaration of income of parent/guardian for the year (ending on 31 March,) for the purpose of NIFT's fee subsidy.

I, (Mother's Name) daughter of Shri/Smt.
.....presently residing at
.....; and I,
..... (Father's Name) son of Shri/Smt. presently
residing at
..... solemnly affirm and say as follow:

1. That our son/daughter/dependent Shri/Smt/Kumari has been studying in (semester)(course) in
NIFT..... (campus).

2. That our annual family income in the preceding year, ending 31 March..... is as per details furnished
in the schedule (prescribed as Format-C) under the name written. We also affirm that particulars of property held by us are as shown in the schedule. We
make myself personally responsible for the accuracy of the facts and figures furnished.

3. That we further undertake that in the event of the particulars given in this declaration being found false, we shall refund to NIFT double the amount of the
subsidy paid to my ward and the NIFT's decision on whether the declaration of particulars is false shall be final and binding on us and also render myself
liable for prosecution under the prevailing laws.

Signature of the Mother and Father of the Student

Name in Full :

To be signed in the presence of Notary Public or a Magistrate/1st Class Magistrate Executive/Revenue Officer/who would also affix his signature and seal.

Format-C
Schedule to be attached with Income Affidavit

I. Details of Agricultural Land:

Extent of Land held and Income	(a) Independently as owner	(b) Jointly as owner	(c) Independently as tenant
(i) Area (in acres)			
(ii) Village			
(iii) Tehsil			
(iv) Type of land			
(v) Source of irrigation			
(vi) Crops			
(vii) Survey No.			
(viii) Land Revenue Assessment			
(ix) Annual Income			

II. Property held and income (houses, shops, buildings, house sites, plot, etc.):

Part A

- (a) House no.
- (b) Street/Road
- (c) Village/Town/City
- (d) Area of site
- (e) Rent derived, if any
- (f) House Tax
- (g) Sanitary Cess or Other
- (h) Net Annual Income

Part B

Whether the whole or part of land/building owned has been given out to tenants. If 'yes' particulars.

Part C

Income from shops (if any):

- a) Address of shop
- b) Nature of trade
- c) License No.
- d) Sales Tax
- e) Income Tax paid
- f) Annual Income

III. Annual Income, by parents/unmarried brothers and sisters for..... (year):

S. No.	Information Required	Father	Mother	Unmarried Brothers/Sisters
1.	Name of the Employer/Self Employed/Own Business			
2.	Office/unit in which working/owned and Designation			

3.	Office Address with Telephone nos.			
4.	(a) Annual Gross Pay (Basic Pay + Dearness Allowance + House Rent Allowance + Traveling Allowance + Bonus + Incentives + Any other Allowance) + Pension without Deduction of Income Tax (Certificate from the employer/income Tax authority/Revenue Authority may be attached) (b) Income from any business/Self-Employment (attach Balance Sheet, Profit & Loss Statement, ITR and Turnover details)			
5.	Other benefits like house rent allowance, free house and other perquisites			
6.	Other source of Income : (i) Income from subsidiary industries Part-time occupation (ii) Amounts drawn as wages (iii) Any other income			

N. B.

- (1) Total income of the family should include income of father, mother/guardian, if any income for the purpose of Means Test is defined as under:
- (a) In the case of income from sources liable to income tax, income computed (after deduction for rebate able items) for the purpose of assessment of income tax, as per Income Tax rules for the year.
 - (b) In the case of income not liable to income tax, such as income from agriculture, etc. the net income that is arrived at after deduction expenditure incurred for earning that income.

IV Details of all Bank Accounts of both Parent/Guardian:

Name (as in the bank account)	Name of the Bank	Bank Branch			Branch Code Number	Bank Account Number	Type of Bank Account (Savings/ Current)	MICR Code of the Bank
		State	District	Pin				

V Details of PAN CARD:

Name	PAN Card No.
Mother	
Father	

Name and Signature of Student

Name and Signature of both Parent/
Guardian of the Student

Format-D

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Record Note of the Interview carried out by the Scrutiny Committee for the Financial Assistance Scheme

- | | | | |
|-----|---------------------------------------|---|-----------|
| 1. | Name of the Student | : | |
| 2. | Department | : | Semester: |
| 3. | Father's Name | : | |
| 4. | Occupation of Father | : | |
| 5. | Income stated in the Application Form | : | |
| 6. | Academic Performance (SGPA) | : | |
| 7. | Conduct | : | |
| 8. | Attendance | : | |
| 9. | Details on Lifestyle Observation | : | |
| 10. | Observations of the Committee | : | |
| 11. | Recommendations of the Committee | : | |

Signature of all the Committee Members

CC of the Department

SDAC

Senior Faculty Members

AD

Deputy Director(F&A)/Accounts Officer

Joint Director

Format-E

Suggested Parameters for the Scrutiny Committee

The suggested parameters for the consideration of the Scrutiny Committee are as follows:

1. Verification of the documents submitted, alongwith the financial assistance application form.
2. Lifestyle of the student during college life.
3. Verification of student's bank account statement.
4. Whether student comes on vehicle to the college.
5. Consistency in the information submitted in Financial Assistance Form with the Subsidy Form of previous year and also with the information submitted at the time of admission (Registration Form - I) may be checked.
6. Abroad visits to be ascertained from copy of the passport submitted at the time of admission in order to assess the financial position of the parents.
7. The parent should submit a list of all bank accounts with account transaction with last one year's bank statement.
8. Fee paid in school by applicant/siblings as a measure of consistency check.
9. Attendance of the student.
10. Academic record, including verification on whether student has got required SGPA and has not failed in any subject.

Format-F

Final List of Beneficiaries to be Awarded Financial Assistance

1. Academic Year:
2. Name of the Campus:
3. List of students of 1st year who are awarded Financial Assistance:

S.No.	Name of the Student	Department	Semester	UG/PG
1				
2				
3				

4. List of students of 2nd- 4th year, who were given assistance in previous year, but due to some reason, there scholarship has been discontinued.

S.No.	Name of the Student	Department	Semester	UG/PG
1				
2				
3				

5. List of students who were given assistance in previous year, but have either been increased/decreased, as per income slabs.

S.No.	Name of the Student	Department	Semester	UG/PG
1				
2				
3				

Signature of the Campus Director

“UDAAN”- NIFT MEANS-CUM-MERIT SCHEME FOR FOREIGN STUDIES**1. Short Title/Commencement**

- 1.1 The name of the policy shall be called “UDAAN”- NIFT Scholarship Scheme for Foreign Studies.
- 1.2 The financial assistance under “UDAAN”- NIFT Scholarship Scheme for Foreign Studies is not an entitlement. It shall be subject to conditions and process prescribed in this policy. The number of students who will benefit from this scheme in a year will be based on the number approved by the Board of Governors while considering the policy.

2. Purpose

To provide financial assistance to meritorious students belonging to economically weaker sections, to enable them to avail the scope of foreign studies as available in NIFT with collaborating partner institutions.

3. Applicability of the Scheme:

- 3.1 Regular students belonging to economically weaker sections of NIFT fulfilling the criteria of “SARTHAK” NIFT Financial Assistance Scheme, will be eligible for consideration under the “UDAAN”- Scholarship Scheme for Foreign Studies. The benefits of this scheme shall not extend to NRI/NRI sponsored students.
- 3.2 A limited number of students per year will be selected across the NIFT campuses. The finally selected students will receive sponsorship for the approved course fees for the period along with travel and subsistence allowance.

4. Terms and Conditions of the Scheme

- 4.1 Under this scheme, NIFT will be providing opportunity to study in Summer programme/semester exchange/dual degree with its international partner institutes according to the student specialization.
- 4.2 List of the partner institutes opportunities and their corresponding programs are announced by the I&DL unit at regular intervals, for the students for selection of the courses. I&DL will do the complete process of selection.
- 4.3 The amount under the following heads will qualify for 100% financial assistance, depending on the eligibility criteria:
- Tuition fee on actuals
 - Hostel/dormitory charges on actuals
 - Technology fee
 - Student activity fee
 - Recreation and athletics fee
 - Health services
 - Health insurance
 - Travel expenses on economy class (as per actual)
 - Visa fee
 - Subsistence allowance as per table 4.4

- 4.4 The sponsorship of subsistence allowance will be as per the table mentioned below:

S.NO.	CATEGORY OF INSTITUTES DEPENDING ON LOCATION	AMOUNT OF FINANCIAL ASSISTANCE FOR SUBSISTENCE ALLOWANCE
A	European institutes	5000 US\$ per semester
B	American institutes	4000 US\$ per semester
C	Oceanic and Australian institutes	3750 US\$ per semester
D	Asian institutes	3000 US\$ per semester
E	Middle Eastern institutes (Israel)	3000 US\$ per semester

5. Eligibility Criteria for Application:

The students who fulfil the following criteria may apply for the scheme:

- 5.1 Undergraduate and Postgraduate students of the regular programme of NIFT excluding those admitted under NRI/NRI sponsored category.

- Undergraduate students from semester 4 to semester 7 and postgraduate students reading in semester 2 and semester 3 would be eligible.
- 5.2 Minimum average marks required to be eligible for this schemes will be as per the norms specified by the I&DL for the respective Universities, in the last two consecutive semesters.
- 5.3 The student should not have failed in any semester in the previous years of study in NIFT and must have cleared all the subjects of the previous semesters. Relaxation may be sought from the competent authority in case a student has repeated the semester on account of mitigating circumstances like medical or family emergency.
- 5.5 Any student involved in any major or minor disciplinary violation will not be eligible for UDAAN.
- 5.6 A processing fee of INR 2,000/- will have to be submitted by the student along with the application forms. In case the student is granted the UDAAN scholarship, the NIFT tuition fee will have to be borne by the student himself/herself.
- 5.7 A penalty shall be imposed on students who have applied for the exchange but withdraw their names after selection thereby wasting an exchange opportunity. To ensure this, the students shall submit a security deposit of INR 15,000/- through a post-dated cheque (PDC) in the name of NIFT along with the application form. The PDC shall be dated one month after the last date submission of application forms. The amount shall be deposited in the I&DL account of the concerned NIFT campus and shall be returned to the student before the student leaves for the exchange semester.

6. Documents to be submitted with the Application Form for Financial Assistance:

The students should submit mandatory as well as applicable documents along with the application form. These are as follows:

6.1 Mandatory documents:

1. Form prescribed by I&DL to be filled and submitted online.
2. One copy of passport size photograph with signature.
3. Income declaration-affidavit (Format B) on non-judicial stamp paper of INR 10 (Rupees Ten) by each parent.
4. Proof of permanent residence.
5. Photocopies of passport and PAN cards of parents/guardian and applicant.
6. School leaving certificate for class X and XII.
7. The copy of receipt of tuition fee paid for the current semester i.e. July -December.
8. Schedule (Format C – details of agricultural land and property, etc.) duly signed by parent with.
9. Bank statements for the last 12 months for all the accounts mentioned in:
 - a. Schedule (Format C)
 - b. Statement of Purpose (SOP)

6.2 Copy of following documents (if applicable):

- i. 3 year's Income Tax Returns copy/Form 16 for salaried/16 A, for parents who are business owners.
- ii. Vehicle registration copy of parents.
- iii. Tehsildar certificate of agriculture land along with certified revenue records such as khasra, khatouni.
- iv. Documents related to others scholarship/sponsorship receipt.
- v. Document related to SC/ST/OBC/PHP certificate (if any).
- vi. Portfolio (if available).

7. Process of Application

The students will be required to submit their application for the scheme, along with all the documents in the beginning of the semester preceding the International Programme (summer/semester).

- 7.1 The students are required to apply for UDAAN in a prescribed form given in Format A. Only those applications will be considered which are completed and supported by the prescribed mandatory as well as applicable documents. Any blanks left in the application form will be construed as non-disclosure of information. Incomplete application forms and non-disclosure of relevant facts will lead to rejection of application.
- 7.2 Students will have to submit an undertaking with the application form to the effect that UDAAN scholarship may be withdrawn and penalty imposed, if the documents submitted as income proof are found to be false after verification. The undertaking is prescribed within Format A.
- 7.3 The maximum number of students to be selected each year for UDAAN Scholarship will not exceed 3 across all NIFT campuses. The screening will be done based on overall merit evaluated by a panel of senior faculty and officials and controlled by Head I&DL.
- 7.4 The students will have to apply in the prescribed format in their respective campuses, along with all the required and applicable documents within the timeline prescribed in the schedule in section 9, also to be made available in the CMS so that the student fills the form and submits it online. The

forms will also be made available in their respective departments/offices of the Centre Director.

7.5 The forms completed in all respects, with supporting documents, should be submitted by the student to the Centre Directors through their respective course coordinators. The income details are to be submitted under the signature of both the parents.

7.6 Students are required to submit all forms pertaining to I&DL in addition to above mentioned forms.

7.7 Scrutiny and approval of applications

There will be three levels of scrutiny for the applications:

The first level committee will be a Scrutiny Committee of three members and will be constituted by the Campus Director. It will have at least one faculty member a member from the finance department.

7.7.1 First Level Scrutiny

First level will entail desk scrutiny of application forms and proposing eligibility on the basis of total income of both the parents from all the sources and other income such as agricultural, business and rent, etc. It will also scrutinize whether all relevant information and documents are completed with the application forms. All incomplete forms will be recorded so by the Scrutiny Committee, including SDAC, CI&DL and Nodal Officer of campus.

7.7.2 Second Level Scrutiny

Second level will include interaction of the student with the Screening Committee comprising following members at the campus level.

- a) Director
- b) External academic expert
- c) Course Co-ordinator of the department
- d) One senior faculty member nominated by the Director
- e) Student Development Activity Co-ordinator

Second level committee will shortlist 3 candidates per campus for onward submission to NIFT, HO.

7.7.3 Finalization of Successful Applicants' List

Third level will include finalization by Head I&DL with a committee at HO. This committee will include the following members.

- a) Dean (A) NIFT
- b) Head-I&DL
- c) Head-AA
- d) External academic expert
- e) One senior faculty member nominated by the Dean (A).

This Committee would interview individual students and make a record note of the interview of each student who has applied for the financial assistance and has been found eligible by the Scrutiny Committee. The note should be recorded in prescribed form to be signed by all the members.

The committee would then recommend whether the applicant is eligible for UDAAN Scholarship and the slab for financial assistance as per the mentioned table. The number of applicants recommended would be twice the number approved for the scholarship (i.e., including equal number of reserve). The committee would also give their reasons in short for not recommending the same for any student.

7.8 The suggested parameters for the consideration of the scrutiny committee outline in Format E.

7.9 Disbursement of the financial assistance - the process of disbursal will be on case to case basis.

7.10 The approved final list of recipients of UDAAN Scholarship should be forwarded to Academic Affairs Department, Head Office for information for disbursal.

8. Exceptions:

8.1 NIFT reserves the right to impose penalty, alongwith reimbursement and discontinue the financial assistance, if at any point of time it is found that a student has given incorrect information or hidden relevant facts or his/her behaviour in the foreign institute is unbecoming and not worthy of a NIFT student.

9. Financial Implications

Total assistance may not exceed sponsorship slab proposed under UDAAN.

10. Schedule

As per the opportunities circulated by International Linkage office.



APPLICATION FORM FOR UDAAN

Form to be submitted to NIFT Centre (allotted during admission)

Academic Year

FOR OFFICIAL USE ONLY

S. No. of Application	Year	Programme	Campus	Whether Approved (Yes/No)	Approved Rate of Financial Assistance

(Approving Authority Signature)

Affix a self- attested
Passport size
Photograph

I. Student's Information

(a) Full Name (in block letters)

Surname																	
First Name																	
Middle Name																	

Applicant's Name

Signature

(b) Student's information

Date of Birth	
Gender (Male/Female)	
Batch of Admission	
Campus presently studying	

Programme	
Semester	
Roll No.	
Permanent Enrollment No.	
Original Allotted NIFT Campus (During Admission)	

Details of School Education

Class	Name of School	City	School Fee Per Month
IX			
X			
XI			
XII			

Applicant's Name

Signature

(c) Present Address of the Student

Local Address																	
Pin Code																	

(d) Applicant's Telephone No.

Mobile No.

Email ID

(e) Permanent Address (Attach a copy of residential proof or domicile certificate)

House No.																	
Mohalla/ Street																	
City / Town/ Village																	
P. O.																	
District																	
State																	
Pin Code																	

(f) The student belongs to the category (Tick/Circle): General/SC/ ST/ OBC/PHP

Note: Attach a copy of the relevant certificate

Applicant's Name.....

Signature

II. Parent's/Guardian's Information

(a) Father's/Husband's/Guardian Name:

(b) Mother's Name:

(c) Parent's/Guardian's Telephone No.

Name	Landline Telephone (Residence, with STD Code)	Mobile No.	Email ID
Father			
Mother			

(d) Details of Siblings:

Name of Brother(s)/ Sister(s)	Age	If studying		If earning, mention		Remark (if studying/ working)
		City	School Fee	Organization	Monthly Salary	

Applicant's Name

Signature

(e) Parents Profession/Occupation Details:

S. No.	Parent/Guardian	Service*/ Business**	Designation/Post	Name of the Organizations
1.	Father			
2.	Mother			
3.	Guardian			

Note:- * Please specify the category of service clearly whether - Central Government/Public Under taking/State Government/PSU/Autonomous/Private/** Self-employed/Business/Firm

* In case phone/emails are not there, please indicate that they do not have one.

(f) Office/Work Address: Parent's/Guardian's

(For those in Service): Father/ Mother

Name & Address of the Employer:

.....

Telephone No. -

Fax No.

(For those in business): Father/Mother

Name & Address of the Business:

(Establishment/Office/ Shop, etc.)

Applicant's Name

Signature

Telephone No.

Fax No.

III. Financial Information:

(a) Whether the student is getting subsidy/scholarship/financial assistance from other Institutions/ State or Central Government

Yes/No

If yes, (Copy of document(s) may be submitted)

(i) Name of the granting institute :

(ii) Address of the granting institute :

(iii) Amount granted :

(b) If the parents are getting reimbursement of tuition fee or financial assistance, fully or partly from their employer, furnish the details of the same.

The details of the same, if not, a certificate from the employer in this regard.

(c) If parents are not financially capable to pay the fees, the details or source of funding for the education so far (If any, bank loan, etc.).

Applicant's Name

Signature

(d) Details of credit/debit cards used by self/parent (all cards)

S.No.	Name of the Card Holder	Type of Card	Name of Issuing Bank

(e) Is any vehicle owned by parent/guardian/applicant? If yes, give details of the vehicles (attach separate documents - give details for all vehicle owned).

a. Two Wheeler : Yes/No

b. Four Wheeler : Yes/No

c. Other vehicle (If any) : Yes/No

Registration copies (RC) of vehicle to be attached. If the vehicle listed above financed by the bank, give latest statement of the vehicle loan.

Applicant's Name

Signature

IV. Documents enclosed with the Application:

Mandatory Document	Enclosed Document (put a tick mark in case of yes)
One passport size photograph with signature (self-attested).	
Income declaration by parents with an affidavit (Annex-I) on non-judicial stamp of INR 10 (Rupees Ten).	
Proof of permanent residence.	
Photocopies of all pages of passports and PAN card of parents/ applicant.	
A copy of receipt of tuition fee paid receipt (for the current semester) have to be submitted along with the subsidy application.	
Schedule (Format-C: details of agricultural land and property, etc.) duly signed by parent.	
School certificate for class X and class XII.	

Applicant's Name.....

Signature

Following documents copy (if applicable):

Latest Income Tax returns copy/Form 16 for salaried and Form 16A for Business/Self Employed - for last three years.	Yes/No
Vehicle registration copy.	Yes/No
Foreign exchange received document.	Yes/No
Latest receipt of land tax paid.	Yes/No
Tehsildar's certificate of agriculture land.	Yes/No
Documents related to others scholarship/sponsorship received.	Yes/No
Certificate of SC/ST/OBC/PHP.	Yes/No
Receipts of school fee, wherever possible.	Yes/No

V Details of the Bank Account in which Financial Assistance has to be Deposited:

Name of the Bank	
Branch name & IFSC Code	
Bank A/C Name & No.	

Applicant's Name.....

Signature

VI Educational Indicators

(i) SGPA obtained in:

S.No.	Semester	SGPA
1	1st	
2	2nd	
3	3rd	
4	4th	
5	5th	
6	6th	

ii) Entrance merit for the students of 1st semester-----

VII Declaration by the Applicant:

- i) I hereby declare that the information given above and below is correct.
- ii) I am not availing any other scholarship/financial assistance for this purpose from any other sources. If I apply for any other scholarship/financial assistance and get it, I undertake to refund the amount of scholarship/financial assistance received from NIFT.
- iii) I shall abide by the terms and condition of "SARTHAK" NIFT Financial Assistance Scheme.
- iv) I have not been punished for any violation of Rules/Codes of Conduct on/off campus OR served notice for disciplinary violation during my studies at NIFT till date.
- v) I had attended classes regularly and have had no attendance shortage.

Applicant's Name.....

Signature

- vi) I undertake, that if at any stage, it is found (to the satisfaction of the sanctioning authority in the NIFT that) the information given by me is false or if I violate the terms and conditions of the financial assistance, the financial assistance sanctioned to me, may be cancelled and the double amount of financial assistance there on will be refunded by me or recovered from me, apart from this I may be also liable for such penal action as warranted by law.
- vii) I understand, that mere submission of documents will not entitle me for financial assistance claim. The sanction will be based on the establishment of income status through submission of all necessary documents, fulfilment of all the conditions to the complete satisfaction of the competent authority:

Applicant's Name.....

Signature

Date :

Place :

Parents:

- i) I hereby declare that I have read and agreed the information filled in this application form by my ward----- (Name of the Student) studying in ----- (Semester) of ----- (Course) at ----- NIFT centre.

Caution: This form not filled in all respect or any column left blank will be liable for rejection. If any column is not applicable to the applicant in the provided space mention "Not Applicable".

Format-B

Format for Declaring: Income Affidavit (on 10/- non-judicial stamp paper)

Declaration of income of parent/guardian for the year (ending on 31 March,) for the purpose of NIFT's fee subsidy.

I, (Mother's Name) daughter of Shri/Smt.
.....presently residing at
.....; and I,
..... (Father's Name) son of Shri/Smt. presently
residing at
..... solemnly affirm and say as follow:

1. That our son/daughter/dependent Shri/Smt/Kumari has been studying in (semester)(course) in NIFT..... (campus).

2. That our annual family income in the preceding year, ending 31 March..... is as per details furnished in the schedule (prescribed as Format-C) under the name written. We also affirm that particulars of property held by us are as shown in the schedule. We make myself personally responsible for the accuracy of the facts and figures furnished.

3. That we further undertake that in the event of the particulars given in this declaration being found false, we shall refund to NIFT double the amount of the subsidy paid to my ward and the NIFT's decision on whether the declaration of particulars is false shall be final and binding on us and also render myself liable for prosecution under the prevailing laws.

Signature of the Mother and Father of the Student

Name in Full

To be signed in the presence of Notary Public or a Magistrate/1st Class Magistrate Executive/Revenue Officer/who would also affix his signature and seal.

Format-C
Schedule to be attached with Income Affidavit

I. Details of Agricultural Land:

Extent of Land held and Income	(a) Independently as owner	(b) Jointly as owner	(c) Independently as tenant
(i) Area (in acres)			
(ii) Village			
(iii) Tehsil			
(iv) Type of land			
(v) Source of irrigation			
(vi) Crops			
(vii) Survey No.			
(viii) Land Revenue Assessment			
(ix) Annual Income			

II. Property held and income (houses, shops, buildings, house sites, plot, etc.):

Part A

- (a) House no.
- (b) Street/Road
- (c) Village/Town/City
- (d) Area of site
- (e) Rent derived, if any
- (f) House Tax
- (g) Sanitary Cess or Other
- (h) Net Annual Income

Part B

Whether the whole or part of land/building owned has been given out to tenants. If 'yes' particulars.

Part C

Income from shops (if any):

- a) Address of shop
- b) Nature of trade
- c) License No.
- d) Sales Tax
- e) Income Tax paid
- f) Annual Income

III. Annual Income, by parents/unmarried brothers and sisters for (year):

S. No.	Information Required	Father	Mother	Unmarried Brothers/Sisters
1.	Name of the Employer/Self Employed/Own Business			
2.	Office/unit in which working/owned and Designation			

3.	Office Address with Telephone nos.			
4.	(a) Annual Gross Pay (Basic Pay + Dearness Allowance + House Rent Allowance + Traveling Allowance + Bonus + Incentives + Any other Allowance) + Pension without Deduction of Income Tax (Certificate from the employer/income Tax authority/Revenue Authority may be attached) (b) Income from any business/Self-Employment (attach Balance Sheet, Profit & Loss Statement, ITR and Turnover details)			
5.	Other benefits like house rent allowance, free house and other perquisites			
6.	Other source of Income : (i) Income from subsidiary industries Part-time occupation (ii) Amounts drawn as wages (iii) Any other income			

N. B.

- (1) Total income of the family should include income of father, mother/guardian, if any income for the purpose of Means Test is defined as under:
- (a) In the case of income from sources liable to income tax, income computed (after deduction for rebate able items) for the purpose of assessment of income tax, as per Income Tax rules for the year.
 - (b) In the case of income not liable to income tax, such as income from agriculture, etc. the net income that is arrived at after deduction expenditure incurred for earning that income.

IV Details of all Bank Accounts of both Parent/Guardian:

Name (as in the bank account)	Name of the Bank	Bank Branch			Branch Code Number	Bank Account Number	Type of Bank Account (Savings/ Current)	MICR Code of the Bank
		State	District	Pin				

V Details of PAN CARD:

Name	PAN Card No.
Mother	
Father	

Name and Signature of Student

Name and Signature of both Parent/
Guardian of the Student

Format-D

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Record Note of the Interview carried out by the Scrutiny Committee for the Financial Assistance Scheme

- | | | | |
|-----|---------------------------------------|---|-----------|
| 1. | Name of the Student | : | |
| 2. | Department | : | Semester: |
| 3. | Father's Name | : | |
| 4. | Occupation of Father | : | |
| 5. | Income stated in the Application Form | : | |
| 6. | Academic Performance (SGPA) | : | |
| 7. | Conduct | : | |
| 8. | Attendance | : | |
| 9. | Details on Lifestyle Observation | : | |
| 10. | Observations of the Committee | : | |
| 11. | Recommendations of the Committee | : | |

Signature of all the Committee Members

CC of the Department

SDAC

Senior Faculty Members

AD

Deputy Director(F&A)/Accounts Officer

Joint Director

FORMAT-E

Suggested Parameters for the Scrutiny Committee

The suggested parameters for the consideration of the Scrutiny Committee are as follows:

1. Verification of the documents submitted along with the financial assistance application form.
2. Verification of student's bank account statement.
3. Consistency in the information submitted in financial assistance form with the subsidy form of previous year and also with the information submitted at the time of admission (Registration Form – I) may be checked.
4. Abroad visits to be ascertained from copy of the passport submitted at the time of admission in order to assess the financial position of the parents.
5. The parent should submit a list of all bank accounts with account transaction with last one year's bank statement.
6. Fee paid in school by applicant/siblings as a measure of consistency check.
7. Attendance of the student.
8. Academic record, including verification on whether student has got required SGPA and has not failed in any subject.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Head Office- New Delhi
Merit-based Scholarship at NIFT

1. Short Title/Commencement

- 1.1 The name of the policy shall be called "Merit-based Scholarship At NIFT."
 1.2 The financial assistance under "Merit-based Scholarship at NIFT" is not an entitlement. It shall be subject to merit.
 1.3 This policy shall come into force with effect from academic year 2019-20.

2. Purpose

To provide rewards/scholarship for students by way of incentive for academic excellence at NIFT, and recognition of good academic performance by economically weaker sections except scheme no.1, which is totally based on merit as per the performance in the NIFT's entrance exam.

3. Applicability of the Scheme

- i) Providing 10 fellowships for overall NIFT toppers.
 ii) Providing upto 50 merit-based scholarships to students in INR 4 lakhs to INR 6 lakhs income bracket, based on the performance in the Foundation Programme.
 iii) Providing course-wise scholarships to toppers of the 2nd or 3rd year for UG and first year toppers of PG.

4. Terms and Conditions of the Scheme**Scheme 1: Providing 10 Fellowships to Toppers in the NIFT Entrance Exam**

Eligibility	Fellowship					
<ul style="list-style-type: none"> 6 toppers in NIFT final CMR of Design. 1 topper in NIFT Final CMR of Fashion Technology (UG). 1 topper in NIFT Final CMR of Design (PG). 1 topper in NIFT Final CMR of Fashion Technology (PG). 1 topper in NIFT Final CMR of Fashion of Management. (PG). (This is without taking into account their financial status).	S. no	Course	Nos.	Amount INR 15,000/- for one Time for 1st year (2 semester).	Sub Total for one student	Total Amount
	1	UG-Design	6	INR 15,000 for one Time for 1st year (2nd semester).	30,000	1,80,000
	2	UG-Technology	1	INR 15,000 for one Time for 1st year (2nd semester).	30,000	30,000
	3	PG-Design	1	INR 15,000 for one Time for 1st year (2 semester).	30,000	30,000
	4	PG-Technology	1	INR 15,000 for one Time for 1st year (2nd semester).	30,000	30,000
	5	MFM	1	Rs. 15,000 for one Time for 1st year (2nd semester).	30,000	30,000
			10			3,00,000
INR 15,000/-per semester for 2 semesters i.e 30,000 for each student for UG programme and PG programme. Total financial implication per year would be INR 3,00,000/-						

Working Chart for Full Cycle of Scheme 2

A) For UG Programme								
6 from UG design+ 1 from UG Technology	No. of Students	Amount	Semester	2019-20	2020-21	2021-22	2022-23	2023-24
	7	15000	1 & 2	2,10,000	2,10,000	2,10,000	2,10,000	2,10,000
Total for UG				2,10,000	2,10,000	2,10,000	2,10,000	2,10,000

B) For PG Programme								
1 no. from PG-Design + 1 no. from PG Technology + 1 no. from MFM	Nos. of students	Amount	Semester	2019-20	2020-21	2021-22	2022-23	2023-24
	3	15000	1 & 2	90000	90000	90000	90000	90000
Total for PG				90000	90000	90000	90000	90000
Total Financial implication year wise for UG and PG				3,00,000	3,00,000	3,00,000	3,00,000	3,00,000

Note:

1. Head-Academic Affairs to receive a list of toppers who join from Admission department and process the same for the disbursement of the reward. The award value will be spent from the HO, NIFT Development Fund.
2. The Merit Based Scholarship at NIFT scheme to be awarded in 2nd semester, after mid-term.
3. If the student is benefiting from 'SARTHAK'- NIFT Financial Assistance Scheme, he/she will not be given the benefit and the student next in merit would be considered.

Scheme 2: Providing upto 50 Merit-based Scholarships to Students in INR 4 lakhs to INR 6 lakhs Income Bracket, based on their Performance in the Foundation Programme

ELIGIBILITY	FELLOWSHIP
50 Fellowships based on toppers in Foundation Programme (**)	1) Total Batches 79 (67 B-Des. & 12 BFT) * 2) Round off proportionate Batches • B. Des= 42 • BFT =8 3) 15000 per semester for 2 semesters 4) Nos. of students 50 (42 from Design Programme + 8 from Technology programme) INR 15,000 for 2 Semesters Total financial implication would be as under: One year = INR 15,00,000/-

Working Chart and Budget Allocation for Scheme 2

42 (Design) + 8 (Technology) = 50	Year	Semester	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
50	1st year	I & II	Performance analysis					
50	2nd Year	III & IV		1500000	1500000	1500000	1500000	1500000
Total Financial implication year wise from the beginning till complete cycle				1500000	1500000	1500000	1500000	1500000

NOTE:

* This will change with number of campuses and courses. The figure/proposal is based on the strength of campuses and courses as on 2018-19.

**50 Fellowships based on toppers in Foundation Programme to be released by the campuses, based on results received from Head ERP/COE(HO) and last validated by office of Head (AA).

If the student is benefiting from 'SARTHAK'-NIFT Financial Assistance Scheme, he/she will not be given the Merit-based Scholarship and the student next in merit would be considered for the same.

Scheme 3: Providing Course-wise Scholarships to Toppers of the 2nd Year for UG and for 1st year Toppers of PG

Eligibility	Fellowship: (Calculation based on the starts from 1st year)
(UG Programme): 1 student from each department and each campus. Total nos. of students are 79 for one year.	1) Total number of students 101 (79 for UG and 22 PG) * a) Financial implication for UG (79 nos. of students) INR 15,000 for 79 students for 2 semesters= INR 23,70,000.00
(PG Programme): 1 student from each department and each campus. Total number of students are 22 for one year.	b) Financial implications for PG (22 students) INR 15,000 for 22 students for 2 semesters = INR 6,60,000.00
	Total financial implications would be as under: One year = INR 30,30,000.00

Working Chart and Budget Allocation for Scheme 3
For UG (A)

Number of Students	Year	Semester	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
79	1st year	I & II	Performance Analysis					
79	2nd Year	III & IV		2370000	2370000	2370000	2370000	2370000
			S. Total (A)	2370000	2370000	2370000	2370000	2370000

For PG (B)

Number of Students	Year	Semester	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
22	1st year	I & II	Performance Analysis	660000	660000	660000	660000	660000
22	2nd Year	III & IV						
			S. Total (B)	660000	660000	660000	660000	660000

TOTAL (A+B)	3030000	3030000	3030000	3030000	3030000
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Note:

- If the student is benefiting from 'SARTHAK'-NIFT Financial Assistance Scheme, he/she will not be given the Merit-based Scholarship and the student next in merit would be considered for the same.
- The meritorious student scholarship under each specialization may be released by the campus after the declaration of even semester result. The scholarship amount may be debited from the respective Campus Development Funds.

* This will change with number of campuses and courses. The figure/proposal is based on the strength of campuses and courses as on 2018-19.

5. Disqualification:

- The student should have cleared all the subjects of the previous semesters and should have never failed in any semester in the previous years of study in NIFT. Relaxation may be sought from the competent authority in case a student has repeated the semester on account of mitigating circumstances like medical or family emergency.
- Any student involved in any major or minor disciplinary violation will not be eligible for this meritorious reward.

6. Financial Support from Head Office

If in any campus, the Campus Surplus Fund of that financial year is less than INR 15 lakhs, the amount of annual scholarship fund will be made available from the HO Surplus Fund to that particular campus.

Student Laptop Policy

1. Introduction

This document presents the policy adopted by NIFT regarding mandatory use of laptops by all the students of all academic programmes. The policy has been formulated in view of the significant impact of laptops in academic outcomes, and current usage of laptops by the regular students at NIFT. The policy deals with provisions for financial assistance for the students, eligibility criteria for the same and the process of application for financial assistance, in detail. This policy has been framed with a futuristic approach, keeping in view the fast rate of redundancy of computer hardware and software. The policy has been named as 'student laptop policy'. However, the provisions have been drafted in a way so that the same remain valid for any other form of portable electronic device(s), which may replace laptop in near future due to advancement in ICTs.

Laptops as Learning Tools

The application of enabling technologies have far-reaching impact on the learning environment of an institution. The portable electronic devices viz, laptops, notebooks, mobile phones, etc., are being increasingly used by students as learning tools. Among these devices, a laptop is currently the most popular device of academic use. Globally, studies have proved that judicious use of laptops contributes to significant enhancement in academic achievements of students, thereby improving educational outcomes in academic institutions. NIFT is striving for optimum integration of state-of-the-art technologies with the curricula and formulation of a policy for mandatory use of laptops by all students is a step towards that direction.

Laptops have changed the experience of learning globally, as students can organize and access their learning sources at a fast pace. This device facilitates 24/7 interactive learning, as it enables students and faculty to connect through continuous information exchange. The portability of laptops leads to seamless merging of classroom learning with learning outside and helps students carry out research and gather inputs for their assignments from institutional, online resources and open access sources on the internet anywhere, anytime. Additionally, research using laptops also helps the students to gain access to high-quality information independently and thus, also promotes self-learning as well as group studies. The use of laptops in design studies is immense, due to widespread application of softwares in the creative process.

2. The Policy

In view of the above, the Student Laptop Policy has been framed, making the use of laptops mandatory for all the students of regular academic programmes at undergraduate or post-graduate levels in all the campuses. Following are the provisions of the policy:

- i. Students of regular academic programmes of NIFT must use laptops during the whole period of 8 (UG programmes) or 4 (PG programmes) semesters.
- ii. Department-wise specifications would be issued to ensure that each student is equipped with the minimum required processing systems and softwares to operate the basic utilities of laptops required for submission of assignments, classroom projects and related tasks.
- iii. Interest free loans will be provided to students of lower income brackets as detailed further down in the policy, which will be recouped along with the fee.
- iv. IT department of each campus will organize one or more orientation programme(s)/workshop(s) during the first semester for students who are not familiar with use of laptops. The duration of the programme will be determined as per competency levels of the students concerned. Special workshops can be organized periodically for specialized softwares used by various academic programmes.

3. Financial Assistance for Procurement of Laptops

To implement the Student Laptop Policy in all its campuses, NIFT will offer financial assistance in the form of interest free loans to students of regular programmes of NIFT, who meet the eligibility criteria, for purchase of laptops.

Applicability of the Scheme and Specifications

All the students eligible for financial assistance of more than 25% of the tuition fee as per "SARTHAK"-NIFT Financial Assistance Scheme, will be eligible to avail interest free loans for purchase of laptop. The parental income ceiling will be INR 4 lakhs per annum, in case of UG and INR 2.5 lakhs per annum, in the case of PG students.

Interest free loans for procurement of laptops will be offered to all the regular students of NIFT fulfilling the prescribed criteria. All students (full-time regular students) who are eligible for this scheme will get a grant of up to INR 70,000/- which is the ceiling for the cost of laptop.

The minimum specifications as on date for laptops for design/technology/management students is attached in Annexure-3, for UG programmes and

Annexure-4 for PG programmes. The specifications may change as per the technology/upgrades released by OEMs from time to time.

If a student is getting subsidy from NIFT under SARTHAK then the amount of the loan would be reduced from the subsidy amount.

Those eligible students who are getting the same facility through some other Gol Scheme/Scholarship shall have to declare the same and the loan amount would get reduced to that extent.

4. Eligibility Criteria and Procedure for Application

The students who fulfill the following criteria may apply for the financial assistance under this scheme:

- I. Undergraduate and postgraduate students of the regular academic programmes of NIFT, must fulfill the criteria of parental income slab, as stipulated in SARTHAK Scheme, given below:
 - a. For those UG students who are eligible for 100%, 75% or 50% assistance under the SARTHAK scheme, and whose parental income is INR 4 lakhs or below.
 - b. For those PG students who are eligible for 75% or 50% assistance under the SARTHAK scheme and whose parental income is INR 2.5 lakhs or below.

Parental income would be verified for granting loan for purchase of laptop at the time of counseling for admission. (It may be noted that the scheme does not extend to students who are eligible for 25% assistance under the SARTHAK scheme).

II. The students are required to apply for loan for purchase of laptop in a prescribed form given in Format-A.

- a. The student should give an undertaking as per Format-D at the time of applying for loan stating that:
- b. New, unused laptop will be procured by him/her;
- c. The rates of the laptop are reasonable;
- d. Student will repay the loan, along with the tuition fee in, equal installments;
- e. He/she has gone through the laptop policy of the NIFT and shall abide by the terms and conditions contained therein.
- f. The loan amount is liable to be recovered from him/her, in case of false declaration/claim detected at a later date, besides taking disciplinary action against him/her.

III. Only those applications will be considered, which are completed and supported by the prescribed as well as applicable documents. Any blanks left in the application form will be construed as non-disclosure of information, the incomplete application forms and non-disclosure of relevant facts will lead to rejection of form.

IV. The students should submit the following mandatory as well as applicable documents, along with the application form:

- a. One copy of passport size photograph with signature.
- b. Income declaration-affidavit (Format-B) by each parent and undertaking by student (Format-D) on non-judicial stamp paper of INR 10 (Rupees Ten) each.
- c. Proof of permanent residence.
- d. Photocopies of passport and PAN card of parents/guardian and applicant.
- e. 3 years' Income Tax returns copy/Form-16 for salaried/Form 16-A for business owners.

5. Procedure for Sanctioning of Loan:

- i. The students will have to apply in the prescribed Format-A in their respective campuses, along with all the required documents.
- ii. The forms completed in all respects, with supporting documents, should be submitted by the student to the SDAC through their respective Course Coordinators. The income details are to be submitted in Format-B, under the signature of the parent/guardian.
- iii. A Scrutiny Committee will be constituted by the Campus Director that must include SDAC of the campus.
- iv. The Committee will verify each application received and will recommend whether the applicant is eligible for loan.
- v. The committee would also give their reasons in short for not recommending an interest-free loan to any student.
- vi. Student will be given the loan amount in advance for purchase.
- vii. The student must purchase the laptop within three weeks of date of release of loan amount, failing which penal interest would be charged from them.

- VIII. Loan for laptop will be provided in the first semester only.
- IX. In exceptional cases like death, expulsion of student, loss or destruction of laptop due to reasons beyond one's control, etc., the LASC would be competent to take decision with regard to write off, partial waiver or recovery of loan amount. LASC's decision will be under intimation to the Head Office.

6. Procurement and Ownership of Laptop:

- I. Procurement of laptop can be done by the students concerned directly from the Original Equipment Manufacturer (OEM) or their authorized re-sellers, with original bills/receipts.
- II. The student can procure the laptop costing any amount, which may be more or less than the prescribed ceiling amount of INR 70,000/-. However, the amount to be reimbursed shall be equal to the cost of purchase or the prescribed ceiling amount, whichever is lower.
- III. Students shall insure the laptops against damage and/or loss, otherwise they shall be responsible for all costs of theft or damage.
- IV. In case of theft and/or loss of the laptop, the student should lodge the FIR and also inform the NIFT campus and the insurance agency.
- V. NIFT will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the purchase.
- VI. The complete ownership of laptop will vest with NIFT, irrespective of cost of purchase, till the student concerned repays the loan amount in full and takes ownership.
- VII. Laptops are non-transferable and cannot be sold off by the students.

7. Settlement of Loan

The loan is to be repaid in 4 years for UG students and 2 years for PG students, along with the tuition fee, in equal installments.

8. Transfer, Discontinuation and Non-Repayment of Loan

If the student gets transferred to another NIFT campus, the liability of the loan will be transferred to the concerned campus. If the student discontinues studies during the course then the student will have to repay the balance amount before leaving the institute else legal action will be taken as per rules.

9. This policy will be applicable from 2019 admissions onwards.



National Institute of Fashion Technology
A Statutory Institute governed by the NIFT Act, 2006
Ministry of Textiles, Government of India

FORMAT-A

Application Form for Financial Assistance for Laptop

Affix a self- attested
Passport size
Photograph

1. Student's Information

(a) Full Name (in block letters)

Name																	

(b) Student's Information

Date of Birth	
Gender (Male/Female)	
Batch of Admission	
Centre presently studying	
Programme	
Semester	
Roll No.	
Permanent Enrollment No.	
Original Allotted NIFT Centre (During admission)	

(c) Present Address of the Student

Local Address																	
Pin Code																	

(d) Applicant's Telephone No.

Mobile No.

Email ID

(e) Permanent Address (Attach a copy of residential proof or domicile certificate)

House No.																	
Mohalla/ Street																	

City / Town/Village																	
P. O.																	
District																	
State																	
Pin Code																	

II. Parent's/Guardian's Information

- a. Father's/Husband's/Guardian's Name:
b. Mother's Name:
c. Parent's/Guardian's Telephone No.:

Name	Landline Telephone (Residence with STD Code)	Mobile No.	Email ID
Father			
Mother			

- d. Parents' Profession/Occupation Details:

S. No.	Parent's/Guardian's Name	Service*/ Business**	Designation/Post	Name of the Organization
1.	Father			
2.	Mother			
3.	Guardian			

Note:

* Please specify the category of service clearly whether - Central Government/Public Sector Undertaking/State Government/Autonomous/Private/** Self-employed/Business/ Firm

* In case phone/emails are not there, please indicate that they do not have one.

- e. Office/Work Address:

Parent's/Guardian's (For those in Service):
Father's/Mother's

Name & Address of the Employer: _____

Telephone No. _____ Fax No. _____

For those in Business): Father's/Mother's

Name & Address of the Business: _____

(Establishment/Office/Shop, etc.) _____

Telephone No. _____ Fax No. _____

III. Documents enclosed with the Application:

Mandatory Documents	Enclosed Documents (put a tick mark, in case of yes)
One copy of passport size photograph with signature	
Income declaration by parents, with an affidavit (Annex "I") on non-judicial stamp of INR 10 (Rupees Ten)	
Proof of permanent residence	

Copy of the following documents (if applicable):

Latest Income Tax returns copy/Form-16 for Salaried and Form 16A for Business/Self-employed - for last 3 years.	Yes/No
---	--------

IV. Details of the bank account in which financial assistance has to be deposited:

Name of the Bank	
Branch Name & IFSC Code	
Bank A/C Name & Code	

V. Declaration by the Applicant:

- I hereby declare that the information given above and below is correct.
- I am not availing any other scholarship/financial assistance for this purpose from any other sources. If I apply for any other scholarship/financial assistance and get it, I undertake to refund the amount of scholarship/financial assistance received from NIFT.
- I shall abide by the terms and conditions of NIFT's Laptop Financial Assistance Scheme for sanction of the "Financial Assistance".
- I have not been punished for any violation of Rules/Codes of Conduct on/off campus or served notice for disciplinary violation during my studies at NIFT till date.
- I undertake, that if at any stage, it is found (to the satisfaction of the sanctioning authority in the NIFT that) the information given by me is false or if I violate the terms and conditions of the financial assistance, the financial assistance sanctioned to me, may be cancelled and double the amount of financial assistance thereon will be refunded by me or recovered from me, apart from this I may be also liable for such penal action as warranted by law.
- I understand, that "mere submission of documents will not entitle me for financial assistance claim. The sanction will be based on the establishment of income status through submission of all necessary documents, fulfillment of all the conditions to the complete satisfaction of the competent authority."

Parents:

- I hereby declare that I have read and agreed to the information filled in this application form by my ward _____ (Name of the Student) studying in _____ (Semester) of _____ (Course) at _____ NIFT Centre.

Signature of Father

Signature of Mother

Caution: This form, not filled in all respects or any column left blank, will be liable/QI: to rejection. If any column is not applicable to the applicant, in the provided space, mention "Not Applicable".

FORMAT-B

Format for Declaring: Income Affidavit (on INR 10/-non-judicial stamp paper)

Declaration of income of Parent/Guardian for the year (ending on 31 March)_____for the purpose of NIFT's Fee Subsidy.

I, _____ (Mother's Name) daughter of Shri/Smt. _____, presently residing at _____
_____ and I, (Father's Name) son of Shri/Smt. _____, presently residing at _____
_____ solemnly affirm and say the following:

1. That our son/daughter/dependent Shri/Smt/KumarL_____has been studying in (Semester) _____(Course) in NIFT _____ (centre).
2. That our annual family income in the preceding year, ending 31 March _____as per details furnished in the schedule (prescribed as Format-C) under the name written. We also affirm that particulars of property held by us are as shown in the schedule. We make ourselves personally responsible for the accuracy of the facts and figures furnished.
3. That we further undertake that in the event of the particulars given in this declaration being found false, we also render ourselves liable for prosecution under the prevailing laws.

Signature of the Mother and Father of the Student

Name in full to be signed in-the presence of Notary Public or a Magistrate/1st class Magistrate Executive/Revenue Officer/who would also affix his signature and seal.

Signature of the Applicant

Name: _____

Date: _____

Place: _____

FORMAT-C

Schedule to be Attached with Income Affidavit

I. Details of Agricultural Land

Extent of Land held and Income	(a) Independently as owner	(b) Jointly as owner	(c) Independently as tenant
(i) Area (in acres)			
(ii) Village			
(iii) Tehsil			
(iv) Type of land			
(v) Source of irrigation			
(vi) Crops			
(vii) Survey No.			
(viii) Land Revenue Assessment			
(ix) Annual Income			

II. Property held and income (houses, shops, buildings, house sites, plot, etc.):

Part A

- (a) House no.
- (b) Street/Road
- (c) Village/Town/City
- (d) Area of site
- (e) Rent derived, if any
- (f) House Tax
- (g) Sanitary Cess or Other
- (h) Net Annual Income

Part B

Whether the whole or part of land/building owned has been given out to tenants. If 'yes' particulars.

Part C

Income from shops (if any):

- a) Address of shop
- b) Nature of trade
- c) License No.
- d) Sales Tax
- e) Income Tax paid
- f) Annual Income

III. Annual Income, by parents/unmarried brothers and sisters for..... (year):

S. No.	Information Required	Father	Mother	Unmarried Brothers/Sisters
1.	Name of the Employer/Self Employed/Own Business			

2.	Office/unit in which working/owned and Designation			
3.	Office Address with Telephone nos.			
4.	(a) Annual Gross Pay (Basic Pay + Dearness Allowance + House Rent Allowance + Traveling Allowance + Bonus + Incentives + Any other Allowance) + Pension without Deduction of Income Tax (Certificate from the employer/income Tax authority/Revenue Authority may be attached) (b) Income from any business/Self-Employment (attach Balance Sheet, Profit & Loss Statement, ITR and Turnover details)			
5.	Other benefits like house rent allowance, free house and other perquisites			
6.	Other source of Income : (i) Income from subsidiary industries Part-time occupation (ii) Amounts drawn as wages (iii) Any other income			

N. B.

- (1) Total income of the family should include income of father, mother/guardian, if any income for the purpose of Means Test is defined as under:
- (a) In the case of income from sources liable to income tax, income computed (after deduction for rebate able items) for the purpose of assessment of income tax, as per Income Tax rules for the year.
 - (b) In the case of income not liable to income tax, such as income from agriculture, etc. the net income that is arrived at after deduction expenditure incurred for earning that income.

IV Details of all Bank Accounts of both Parent/Guardian:

Name (as in the bank account)	Name of the Bank	Bank Branch			Branch Code Number	Bank Account Number	Type of Bank Account (Savings / Current)	MICR Code of the Bank
		State	District	Pin				

V Details of PAN CARD:

Name	PAN Card No.
Mother	
Father	

Name and Signature of Student

Name and Signature of both Parent/
Guardian of the Student

FORMAT-D

Undertaking to be Signed by Student (on INR 10/- non-judicial stamp paper)

1. The rate of the laptop purchased by me is reasonable.
2. The laptop has been actually procured by me.
3. I abide to repay the loan along with the tuition fee in equal installments.
4. I declare that I have gone through the Laptop Policy of the NIFT and shall abide by the terms and conditions contained therein.
5. The reimbursed amount is liable to be recovered from me in case of false declaration/claim detected at a later date besides taking disciplinary action against me as per rules.
6. If, in case, I discontinue in between the course then I will have to repay the balance amount before leaving the institute, else NIFT shall take legal action against me as per rules.

Signature of the Applicant

Name:

Date:

Place:

UG Programme								
	FC		FD		TD		DFT (BFT)	
	Windows	Apple Macintosh	Windows	Apple Macintosh	Windows	Apple Macintosh	Windows	Apple Macintosh
Operating System	Windows 10	OS X High Sierra	Windows 10 Professional 64	Mac High Sierra	Windows 10 Pro 64	Mac OS High Sierra and latest	Windows 10 Professional	Mac OS 10.12 Sierra or High Sierra
Processor Type	Intel i7	3.1 GHz 7th Gen. Intel i5	i7 processor, 8th generation / high	i7 processor, 7th generation/ high	7th Generation or Latest Intel® Core TM i7-8550U (1.8 GHz, up to 4 GHz, 8 MB cache, 4 cores)	2.9 GHz quad-core Intel Core i7, Turbo Boost up to 3.9GHz, with 8MB shared L3 cache	Intel Core i5 7th Gen or Above	Apple MacBook Pro Core i5 7th Gen or above
Memory	8GB	8 GB of 2133 MHz	16GB DDR4	16 GB	16 GB DDR4-2400 SDRAM (2 x 8 GB)	16 GB of 2133 MHz LPDDR3 onboard memory	8 GB or above	8 GB or above
Hard Drive	1TB	512 GB PCIe	1TB/ 512 GB SSD HD	512 GB pcie based on board SSD	1 TB	512 GB PCIe-based onboard SSD	500 GB or above	500 GB or above
Graphic Card	2 GB Nvidia	Intel Iris Plus 650	2 GB or 4 GB Model-GTX 1080Ti	2 GB	NVIDIA® GeForce® MX150 (2 GBGDDR5 dedicated) 15.6" diagonal backlit touch Screen (3840 X 2160)	Radeon Pro 560 with 4GB of GDDR5 memory and automatic graphics switching/Intel HD Graphics 630/Retina display/15.4-inch (diagonal) LED-backlit display with IPS technology; 2880x1800 native resolution at 220 pixels per inch with support for millions of colors, Supported scaled resolutions: 1920x1200, 1680x1050, 1280x800, 1024x640, 500 nits brightness, Wide color (P3)	Integrated or 2 GB dedicated	Integrated or 2 GB dedicated
Approx Price	INR 60,000/-	INR 1,20,000/-	INR 70,000/-	INR 1,20,000/-	INR 70,000/-	INR 1,20,000/-	INR 60,000/-	INR 1,20,000/-

	LD		KD		F&LA (AD)	
	Windows	Apple Macintosh	Windows	Apple Macintosh	Windows	Apple Macintosh
Operating System	Windows 10 Pro 64	Mac OS High Sierra and-latest	Windows 10 64 Bit	OS X High Sierra	Windows 10 Pro 64 bit& latest	Mac OS High Sierra & latest
Processor Type	7th Generation or Latest Intel® Core TM - i7 8550U (1.8 GHz, up to 4 GHz, 8 MB cache, 4 cores)	2.9GHz quad- core Intel Core i7, Turbo Boost up to 3.9GHz, with 8MB shared L3 cache	Intel i7	3.1GHz 7th Gen. Intel i5	i7-8550U	2.9 GHz quad core i7, Turbo Boost up to 3.9GHzwith 8MB shared L3 Cache
Memory	16 GB DDR4-2400 SDRAM (2 x 8 GB)	16 GB of 2133MHz LPDDR3 onboard memory	16GB	16 GB of 2133 MHz	16GB	16GB
Hard Drive	1 TB	512GB PCIe-based onboard SSD	1 TB	512 GB PCIe	1 TB	512GB
Graphic Card	NVIDIA® GeForce® MX150 (2 GB GDDR5 dedicated) 15.6" diagonal backlit touch screen (3840 x 2160)	Radeon Pro 560 with 4GB of GDDR5 memory and automatic graphics switching/Intel HD Graphics 630/Retina display/15.4-inch (diagonal) LED- backlit display with IPS technology; 2880x1800 native resolution at 220 pixels per inch with support for millions of colours, Supported scaled resolutions: 1920x1200, 1680x1050, 1280x800, 1024x640,500 nits brightness, Wide colour (P3)	2 GB NVIDIA NVIDIA: Quadro/ GTX (Max well/Pascal Architecture) (GTX 1060/1080 and Quadro P5000/P6000)	Intel Iris Plus 650	2 GB Nvidia	Radeon Pro 560 with Memory Size: 4096 MB, Memory Type: GDDR5
Approx Price	INR 70,000/-	INR 1,20,000/-	INR 70,000/-	INR 1,20,000/-	INR 70,000/-	INR 1,20,000/-

	M.Des		DFT(MFT)		FMS	
	Windows	Apple Macintosh	Windows	Apple Macintosh	Windows	Apple Macintosh
Operating System	Windows 10	Mac OS High Sierra	Windows 10 Professional	Mac OS 10.12 Sierra or High Sierra	Windows 10	Mac OS
Processor Type	i5/i7	i5/i7	Intel Core i 7th Gen or Above	Apple MacBook Pro Core i5 7th Gen or above	Core i5	Core i5
Memory	8 GB minimum/ 16GB preferable	16GB minimums GB minimum/16GB preferable	8 GB or above	8 GB or above	8 GB	8 GB
Hard Drive	1 TB preferable	512 GB preferable	500 GB or above	500 GB or above	256 GB	256 GB
Graphic Card	4GB Nvidia force 1040/1050/1060	Radeon Pro 555 with 2 GB/Radeon Pro 560 with 4GB	Integrated or 2GB dedicated	Integrated or 2 GB dedicated	Intel UHD Graphics 620	Intel HD Graphics 6000
Approx Price	INR 70,000/-	INR 1,20,000/-	INR 60,000/-	INR 1,20,000/-	INR 55,000/-	INR 1,20,000/-

Student Inter-Campus Temporary Transfer Policy (ICTTP) for Students of Regular UG/PG Programmes of NIFT

1. Short Title/Commencement

- 1.1 The policy shall be called NIFT Student Inter Campus Temporary Transfer (ICTT) Policy.
- 1.2 This policy shall come in force with effect from the academic year 2013-2014.

2. Purpose

- 2.1 The purpose of this policy is to provision for temporary transfer of students from one NIFT campus to another for a semester, on extreme medical or personal extenuating grounds.
- 2.2 The extreme medical grounds signify the requirement of immediate medical attention due to severe/life-threatening illness of the student.
- 2.3 The personal extenuating grounds encompass the death of the parent/sibling or the requirement of urgent medical attention to the parents of the student. The death of any other person in the family will not be considered as extreme extenuating grounds.
- 2.4 The provision for Inter Campus transfer on the above said grounds for a semester may provide the students the opportunity to handle extreme crises that occurred in his/her personal life.
- 2.5 Inter Campus Temporary Transfer request is not a matter of right for students. If NIFT is not able to accede to the request, the student may withdraw from NIFT without any liability on part of NIFT. Further, NIFT retains the right to verify and/or reject the evidence without assigning any reasons.

3. Applicability

- 3.1 The policy is applicable to all the regular UG and PG students of NIFT.
For UG courses: No Inter Campus Transfer requests would be either considered or permitted in the first two semesters and in the last two semesters.
For PG courses: No Inter Campus Transfer requests would be either considered or permitted in the first semester and in the last semester.
- 3.2 Inter Campus Temporary Transfer would be applicable only for a semester after which the students shall return to their parent campus.
- 3.3 The Inter Campus Temporary Transfer can be granted to a student only once during the entire period of study at NIFT.

4. Process

- 4.1 The concerned students will fill in the transfer form (ICTT form) and submit at their respective campus, alongwith all supporting documents.
- 4.2 The students applying for Inter Campus Temporary Transfer on extreme medical grounds are required to submit the proforma from for Medical Board of Government Hospital (P-MBGH).
- 4.3 While accepting the requests for ICTT on medical grounds, it should be made clear to the students/parents, that in case of any doubt/non-clarity in the recommendation, the ICTT would not be considered.
- 4.4 Students will be required to give an undertaking as per format (U-ICTT) that they will abide by the decision taken by the competent authority of NIFT.
- 4.5 The completed ICTT form, duly recommended by the Campus Local Academic Standard Committee (LASC) shall be forwarded to AA, Head Office.
- 4.6 After scrutiny, each NIFT campus shall forward the ICTT requests of the students, along with the consolidated summary sheet (S-sheet), to Head-AA.
- 4.7 The requests received from NIFT campuses for ICTT will be reviewed by Academic Appeal Committee at NIFT, HO. The recommendations of Academic Appeal Committee with regard to each case, will be put up to Director General for approval.
- 4.8 The list of transfer cases shall be uploaded on the website for the information of the students.

5. A) Parameters/Guidelines for Local Academic Standard Committee (LASC)

- 5.1 The LASC of each campus will examine the ICTT requests of the students. While reviewing such requests, the following guidelines may be followed:
 - a) The LASC will examine the possibility of the treatment of the student at the original allotted campus. In this regard, the opinion of empanelled NIFT doctor may be obtained.
 - b) The LASC will ascertain that the doctor of government hospital has certified the diagnosis of the illness, prescribed treatment and the period of treatment. The LASC may ensure that only genuine cases may get the benefit of the policy.
 - c) The LASC will also ensure that all the supporting documents are properly attached with the request of the student.
 - d) Cases applied under personal extenuating grounds would entail the appropriate comments/recommendations of LASC based on the merit of the case.
 - e) The LASC may co-opt any other faculty member from the campus having relevant information about the case.

B) Parameters/Guidelines for Academic Appeal Committee

The Academic Appeal Committee will examine the ICTT requests of the students received from NIFT campuses. While reviewing such requests, the following guidelines may be followed:

- a) Inter Campus Temporary Transfer for general and NRI category shall be treated at par. For purposes of calculating the sanctioned strength of each discipline and batch per campus shall be 30 general seats + 5 NRI/6 state domicile seats.
- b) The ICTT requests would be considered on seat vacancy position under the specific category.
- c) In case number of students seeking transfer under medical grounds or personal grounds is more than the available vacancies for the same programme, the transfers shall be considered solely on the basis of gravity and nature of medical or personal grounds. If the nature of medical or personal grounds is same, then the merit i.e., the CGPA of the students till the preceding semester will be taken into account.
- d) While deciding on such cases, the recommendations of LASC of NIFT campus may also be taken into account.
- e) The AAC may co-opt empanelled NIFT doctor while reviewing the ICTT cases under medical grounds.

6. Non-refundable Processing Fee for ICTT

All fee related to the process of Inter Campus Temporary transfer will be credited to the DDF of AA, Head Office. The details of fee are as follows:

S. NO	Particulars	Fee
1.	Application for ICTT	500.00
2.	Penalty for refusal/cancellation of ICTT request	2,500.00

7. Power to Relax

No provision of this policy will be relaxed, except with the explicit approval of the Board of Governors of NIFT.

ICTT Form
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Academic Affairs Department-Head Office)

Application Form for Inter Campus Temporary Transfer

1. Name of the Student :
2. Email of Student and Mobile no. :
3. Father's Name :
4. Study Campus :
5. Course & Specialization :
6. Year of Admission :
7. Result :

S. No.	Semester	SGPA
1)		
2)		
3)		
4)		
CGPA		

8. Name of campus to which transfer is sought :
9. Grounds/Reasons for transfer :
(Enclose all supporting documents/evidences) :

I hereby undertake that I have carefully gone through the guidelines for ICTT and shall abide by the same. I further state that the information furnished above is correct.

(Signature of Student)

Verification of the details submitted above
COE

Recommendation
Campus Director

P-MBGH
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Academic Affairs Department-Head Office)
Proforma for
Medical Board of Government Hospital

Information at 1, 2, 3 and 4 to be filled by the Student

1	Name of Student	
2	Father's Name	
3	Mother's Name	
4	Original NIFT Study Campus	
5	Prescribed medical problem with treatment (with supporting documents)	
6	Existing Duration of Treatment	
7	Expected further duration of treatment after which student will be fully recovered	
8	Can the case be referred to any hospital in the same city/district? If yes, please specify the name and address.	

Authorized Signatory on behalf of Medical Board
Name and Stamp of the above

Date:

Place:

U-ICTT
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Academic Affairs Department-Head Office)

Undertaking for
Inter Campus Temporary Transfer

I, _____, S/o-D/o _____, student of Course _____, Semester _____ admitted to NIFT Campus _____ have applied for ICTT for one semester _____ to NIFT Campus _____ on medical grounds/personal extenuating ground. I hereby affirm that I am aware of the rules that govern the extension of transfer on the said grounds. I have also been informed by NIFT that after completion of the above semester, I am required to report back to the original allotted campus on the date of commencement of classes of next semester.

I also undertake the following:

1. In case of delay in the process of transfer, no waiver of attendance shall be admissible.
2. It will be the sole responsibility of the student to ensure that the assignments and learning outcome is achieved in its entirety irrespective of the duration of studies at both the campuses.
3. I shall abide by the decision given by the Competent Authority of NIFT.

Signature of Parent /Guardian

Date/Place

Signature of Student

Date/Place

Campus Director

S-Sheet

NATIONAL INSTITUTE OF FASHION TECHNOLOGY (Academic Affairs Department-Head Office)

Campus-wise Summary Sheet of ICTT Requests

S. No	Name of the Student	Course/ Semester	Seeking Transfer		Grounds for Transfer	Recommended/ Not Recommended Please Write (R/NR)	Supporting Documents Yes/No
			From	To			

Signature of Campus Director

Date :

Campus :

Student Permanent Transfer (SPT) Policy For Students of Regular UG/PG Programmes of NIFT

1. Short Title/Commencement

- 1.1 The policy shall be called NIFT Student Permanent Transfer (SPT) Policy.
- 1.2 This policy shall come in force with effect from the academic year, 2013-2014.

2. Purpose

The purpose of this policy is to provide the provision for permanent transfer of students in the third semester against the seat vacancy position in first semester.

2.1 The students may seek transfer:

- a) Change of discipline within the same NIFT campus
- b) Change of discipline to another NIFT campus
- c) Change of NIFT campus without change of discipline

3. Applicability

- 3.1 The policy is applicable to the regular UG/PG students studying in second semester in all campuses of NIFT.
- 3.1.1 Provision for change of NIFT campus shall be applicable to all UG and PG students whereas change of discipline shall be applicable to UG Design students only.
- 3.3 The request for permanent transfer would be considered on the seat vacancy position vis-à-vis merit of the student.
- 3.4 Inter Campus Permanent Transfer is not a matter of right for students.

4. Process

- 4.1 The Directors of all NIFT campuses will forward the vacancy positions of each discipline in the prescribed format of the SPT Vacancy Sheet to Head (AA) on or before due date as per SPT calendar.
- 4.2 While calculating the vacancy positions, NIFT campus may also include the number of repeat semester students in different disciplines who will join at their respective campus in the third semester.
- 4.3 A consolidated list of available vacancies in each discipline/each campus will be uploaded on the NIFT website by Head (AA).
- 4.4 Students interested in permanent transfer will fill the SPT form and an undertaking in the prescribed format as enclosed with U-SPT. The SPT form, undertaking and all supporting documents will be submitted at respective NIFT campus on or before the due date as per SPT calendar.
- 4.5 After scrutiny, the SPT forms duly recommended by Local Academic Standard Committee (LASC), along with the summary sheet (S-sheet) will be forwarded to Head (AA) on or before the scheduled date.
- 4.6 A consolidated list in descending order of marks obtained by the students based on the following criteria will be prepared by the Academic Affairs Department NIFT, HO :

S. NO.	PARTICULARS	WEIGHTAGE
1	Rank of NIFT Entrance Test for admission (Category-wise)	40%
2	CGPA of 1st Semester	40%
3	Attendance Record	20%
Total Marks		100%

- 4.7 The request applications received from the Directors of NIFT campuses for SPT will be reviewed by Academic Appeal Committee at NIFT HO. In this regard, the following guidelines shall be followed by Academic Appeal Committee:
 - a) The SPT requests would be considered on seat vacancy positions vis-à-vis merit i.e. marks obtained by the student against the above criteria. Students will be contacted in order of merit and offered the choice of vacant positions in all campuses where they can join in third semester.

- b) If the number of students applying for SPT exceeds the number of vacancies, the preference shall be given to the student with the higher CGPA. If the CGPA of the students is identical, then those with the higher rank at the time of entrance test for NIFT admission shall be given preference.
- c) If a Non-NRI student obtains sponsorship from a NRI, he/she can apply for a vacant NRI seat at a particular NIFT campus after completing the prescribed formalities. All such NRI seats will be offered strictly on merit basis.
- d) A student who applies for SPT is required to submit a demand draft of INR 10,000/- as refundable security deposit. This shall be forfeited in case of failure to report to the new campus in addition to possibility of cancellation of admission if the original seat is filled during the process.
- e) The Sliding Scale system will be used for allocating seats to the students.

4.8 The recommendations of the Academic Appeal Committee with regard to each case will be put up to the Director General for approval.

5. Non-refundable Processing Fee for SPT

All fees related to the process of SPT will be credited to the DDF of AA, HO. The details of fee are as follows:

S. NO	Particulars	Fee
1.	SPT	500.00
2.	Refusal/cancellation of SPT	10,000.00

6. Power to Relax

No provision of this policy will be relaxed except with the explicit approval of the Board of Governors of NIFT.

SPT Calendar

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Academic Affairs Department, Head Office

S. NO	ACTIVITIES	TIMELINE
1.	Last date for forwarding the details of vacant seats to Head (AA)	10th December
2	Announcement of vacant seats for SPT by Academic Affairs, NIFT HO and Issue of application forms for SPT by NIFT campuses	20th December
3.	Last date for submission of SPT forms by the students	20th January
4.	Last date for forwarding the SPT forms by each Campus Director to Head (AA)	10th February
5.	Meeting of Academic Appeal Committee, NIFT HO	Last week of February
6.	Status of transfers uploaded on NIFT website by Head (AA)	10th March

The Data for the SPT Vacancy shall be taken from the CMS

SPT Form
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Academic Affairs Department-Head Office)

Application Form for Student Permanent Transfer

1. Name of the Student :
2. Email-id :
3. Mobile No. :
4. Father's Name :
5. Mother's Name :
6. Study Campus :
7. Course & Specialization :
8. Year of Admission :
9. Category* :
10. Rank of NIFT Entrance Test for admission
- a) Rank as per common merit list :
- b) Rank as per category-wise merit list
(Gen/SC/ST/OBC/NRI/EWS/Artisan) :
11. CGPA of first semester :
12. Overall attendance % age in first semester :
13. Preference of Campus & Discipline :

I hereby undertake that I have carefully gone through the guidelines for SPT and shall abide by the same. I further state that the information furnished above is correct.

(Signature of Student)

Verification of the details submitted above by NIFT Campus

Recommendation
Campus Director

* In case of PHP, please write category of PHP i.e ST-PHP/SC-PHP/GN-PHP/OBC-PHP

U-SPT

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Academic Affairs Department-Head Office)

Undertaking for
Student Permanent Transfer

I, _____, S/o-D/o _____, student of Course _____,
Semester _____ admitted to NIFT Campus _____ have applied for Student Permanent Transfer to
change my discipline from _____ to _____ from NIFT Campus _____ to NIFT Campus
_____. I hereby affirm that I am aware of the rules that govern the Student Permanent Transfer.

I also undertake to abide by the decision of the competent authority of NIFT.

Signature of Parent /Guardian

Date/Place

Signature of Student

Date/Place

Campus Director

S-Sheet

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Academic Affairs Department-Head Office

(Campus-wise Summary Sheet of SPT Requests)

NIFT Campus _____

S. No	Name of the Student	Seeking Transfer								
		From		To						
		Course	NIFT Campus	Course	NIFT Campus					

*If a student got the admission under PHP category, kindly mention the category as GN-PHP/SC-PHP/ST-PHP/OBC-PHP.

Signature of Campus Director

Date :

Place :

Student Assistantship Programme (SAP)

Background

National Institute of Fashion Technology offers a variety of part-time employment opportunities to its students and recognizes that student employment is a valuable form of financial assistance as well as a practical learning experience. The student employment experience will be a positive one if the students abide by the rules and regulations of NIFT. A shared code of ethics among all employees strengthens the overall quality of the college community. The norm of expected conduct will be governed by truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold and express opinions different from one's own.

1. The Programme

Student Assistantship Programme of NIFT is designed to aid students who have demonstrated financial need. Student Development Activity Coordinator (SDAC) of each NIFT campus invites applications from students to engage them in Resource Centre, laboratory, CE programmes and workshops. The SDAC along with the employer department determines a student's eligibility for this programme.

The SDAC under SAP offers two programmes: Campus Job programme and Off-campus opportunities;

1.1. Campus Job Programme

This programme is funded by NIFT through departments on campus and offers part-time employment to students for Saturdays and late hours. All departments are encouraged to budget as many campus jobs as possible to aid NIFT in its commitment to assist students.

1.2. Off-Campus Job Programme

SDAC SAP Programme also offers students an opportunity to work in the community to perform tasks that will direct their creative energies to servicing the needs of others while they enhance their personal and professional goals. An organization approaching SDAC for student employment must be reliable along with the professional direction.

Other employment opportunities in the community shall be made available to students as and when SDAC receives the request from the interested companies. Interested companies may list openings with SDAC at each centre. These positions shall be posted on a SDAC job board. SDAC shall only act as a linking body for off-campus jobs.

No NIFT student is allowed to take any off-campus jobs without intimating it to SDAC.

2. Types of Jobs Available

SDAC shall try to provide students with as many diverse job opportunities. Resources available within NIFT will assist students in locating employment openings on campus or within the community. Jobs may include:

Research Assistant, Teaching Assistant, Laboratory Assistant, Data Entry, Computer Programmer, Computer Support, Library Aide, Web Design, Community Service, Data Analysis.

There can be other types of employment programmes for students at NIFT. Requirement of each department shall determine which of these programmes will be suitable for a given student.

3. Standards

a. Equal Employment Opportunity

National Institute of Fashion Technology does not discriminate on the basis of religion, age, sex, color, national or ethnic origin.

b. Diversity Awareness

The student body and employees of NIFT are a diverse community, so valuing diversity is a key part of SDAC employment standards. By participating in available programmes of campus, employees will:

- Achieve common goals while valuing differences.
- Develop their skills to their full potential.
- Have a better understanding of NIFT's community of students and employees.

c. Dos and Don'ts

Students should be aware that the college will not tolerate certain acts and behaviors that are unproductive or detrimental to the college. These are usually basic acts of non-compliance or misconduct and are handled through disciplinary action. Examples of events requiring disciplinary action are:

d. Acts of Non-Compliance

- i. Failure to maintain satisfactory performance.
- ii. Misuse of work time and excessive absenteeism.
- iii. Failure or repetitive disregard to college rules.
- iv. Lack of cooperation.

e. Acts of Misconduct

- i. Acts of violence.
- ii. Endangering life or property.
- iii. Harassment.
- iv. Violation or misuse of confidential information.
- v. Working under the influence of drugs or alcohol.
- vi. Theft or fraud and disruptive behavior.
- vii. Misrepresentation or misuse of authority.
- viii. Failure to disclose actual conflicts of interest.

When an act of non-compliance has occurred, the supervisor should schedule a meeting with the student, in order to discuss the disciplinary problem. The supervisor should give the student a verbal warning, stating exactly how the student has not met the supervisor's expectations, and what actions need to be taken to correct the problem. This conversation should be documented and signed by both the supervisor and the student. A copy should be forwarded to SDAC for the student's file. If the disciplinary problem continues after a reasonable period of time (i.e., two weeks), then the supervisor can terminate the employment. All terminations should be documented and forwarded to SDAC. The student should be given a copy of the termination notice. Termination is allowed for reasons of budget constraints, completion of a project, or other such valid reasons unrelated to job performance. In these instances, the employer must provide the student employee with cause and a minimum of two weeks written notice in advance of the termination date. The student may report to SDAC for another job referral.

f. Computing Ethics

Students must use the campus computing resources in an ethical manner with attention to:

- i. Legitimate use of hardware, software and periphery devices.
- ii. Legal uses of licensed software.
- iii. Protection of confidential information.
- iv. Asset management.
- v. Respect for and safeguarding of security password, and system access.

4. Guidelines

a. Employment Concerns

Parents and students often wonder whether it is wise to work during the academic year. The answer depends on the ability and study habits of the student. The discipline required for a job often carries over to a student's study habits and results in an improved academic record. However, the advantages and disadvantages of working while in college vary with the individual.

Work may be a financial necessity for some students. Before accepting employment, each student should weigh the financial assistance provided by employment against the student's capabilities. Part-time employment should be considered a serious commitment, and the decision to work should not be taken lightly.

b. Requisite

Potential student employees must complete the requisite that includes the following items:

- i. Student employment application duly signed by Centre Coordinator.
- ii. Photocopy of ID card duly signed by Centre Coordinator.

Student Application

d. Eligibility Criteria

A student seeking a campus job must complete the form provided as Form-1. The purpose of this form is to provide competency and personnel information to the SDA Coordinator. All interested students must read carefully before signing this form.

- i. Enrolled in a regular programme at NIFT.
- ii. Students must meet the requirements of the job posted.
- iii. Preference shall be given to the needy students; however, student skill level vis-a vis overall work profile shall remain the main criteria.

e. Procedure

Once a student has decided to seek employment, the following procedure must be observed:

- i. The student collects the SAP student application form from SDA Coordinator and after completing, submits the same to SDA Coordinator. The form should be duly signed by Campus Coordinator of the department that the student belongs to.
- ii. NIFT departments send request to SDAC for possible employment opportunities, specifying the time, competency and skills required for the job. (Form-2)
- iii. The SDA Coordinator arranges an interview with employer department. During this interview, interested students discuss their interests about the current opening with the employer department representative.
- iv. The department representative makes the final decision whether or not they will hire the student. If the decision is negative, the student returns to SDAC and is referred to another department.
- v. Once a student is hired by a department, the department must inform the student parent department and copy may be send to SDAC.
- vi. Students are paid on an hourly basis and are not paid for holidays, vacations, jury duty, sick leave, or leaves of absence. Both the student and the department are responsible for maintaining an accurate record of the time worked.
- vii. It is the department's responsibility to ensure that the student employment payment form is submitted on time. The payment form must be submitted on monthly basis to account.
- viii. The department must submit Student evaluation form to SDAC after completion of employment term. (Annexure IV)

5. Responsibilities

a. Students

- i. Once a student has decided to seek employment, the following procedure must be observed:
- ii. The student collects the SAP student application form from SDA coordinator and after completing, submits the same to SDA coordinator. The form should be duly signed by Campus Coordinator of the department student belongs to.
- iii. NIFT departments send request to SDAC for possible employment opportunities specifying the time, competency & skills required for the job. (FORM 2)
- iv. The SDA coordinator arranges an interview with employer department. During this interview, interested student discuss their interests about the current opening with the employer department representative.
- v. The department representative makes the final decision whether or not they will hire the student. If the decision is negative, the student returns to SDAC & is referred to another department.
- vi. Once a student is hired by a department, the department must inform the student parent department and copy may be send to SDAC.
- vii. Students are paid on an hourly basis and are not paid for holidays, vacations, jury duty, sick leave, or leaves of absence. Both the student and the department are responsible for maintaining an accurate record of the time worked.
- viii. It is the department's responsibility to ensure that the student employment payment form is submitted on time. The payment from must be submitted on monthly basis to account department. No checks can be issued until the completed form is received. (Annexure III)
- ix. The department must submit Student evaluation form to SDAC after completion of employment term. (Annexure IV)

b. Employer

- i. Before a department hires a student, proof of eligibility for employment under the programme must be obtained from SDAC. Immediately upon hiring a student, the employer department must send the information to NIFT Delhi Campus Administrative Office so that the student may be paid on a timely basis.

- ii. Each student must be assigned a supervisor who will be responsible for communications relating to the student's job. A supervisor must also be supportive in the areas of teamwork and role modeling. A student's supervisor is required to provide the student with an orientation that clearly defines the job tasks to be performed and is responsible for dealing directly with a student's work-related problems.
- iii. Not allowing a student to work until all employment paperwork has been completed. This process must be renewed for each academic year.
- iv. Timely reporting and submission of the hours a student worked.
- v. Providing students with timely job performance reviews.

6. Complaint or Grievance Procedure

Students have the right to appeal matters with regard to their employment, which they believe are unjust, improper, unmerited, etc. Initially, the student should discuss the issue(s) with the immediate supervisor. If the student is not satisfied with the result of this discussion, the Coordinator of Student activities should be contacted. Written statements from both parties will be required, and relevant issues will be discussed with both parties. If the Coordinator is unable to bring the parties to a mutual agreement, the matter shall be referred to Head (AA).

7. Compensation

a. Parameters for engaging a student

- i. Upto 100 hours per month for Resource Centre.
- ii. Upto 100 hours per month for IT Labs.
- iii. Upto 30 hours per month for CE programmes (with a minimum batch of 25).

b. Parameters for Employee

- i. INR 150 per hour per student.
- ii. Maximum 10 hours per week when classes are in session; 30 hours per week during vacation break.
- iii. Students are paid an hourly wage.

c. There are two classifications for student jobs at NIFT campus.

- i. Class I - (2nd and 3rd year students) Required skills and experience: Extremely limited tasks and responsibilities. Class I positions do not require the student to assume much responsibility and will require some on the job training and close employer supervision. Example: Library Assistants.
- ii. Class II - (4th year and PG students) Required skills and experience: Specific skills. Duties and responsibilities: assumption of a certain degree of responsibility. Example: Library Assistants, Supervisors, Word Processing Operators, laboratory research, computer lab monitors, etc.

8. Forms and Publications

Each form and publication of SDA is provided here for reference.

- Form 1 Student Employment Application
- Form 2 Student Employment Evaluation
- Form 3 Student Employment Request
- Form 4 Student Employment Payment

Continuing Service

The Office of Student Development is here to serve the student community in every aspect of student employment. We hope that all students feel free to call on us to discuss employment needs or concerns.

UI- Student Development Activities Office of Head AA
NIFT- HO
Haus Khas
New Delhi- 110016

Form-1

Student Employment Application

Student Assistantship Programme _____ Campus - NIFT

Application No. _____

Full Name _____

NIFT Registration No. _____

Date of Birth _____

Permanent Address _____

Local Address _____

Phone No. _____

E. Mail _____

Gender ☐ Male ☐ Female

Level of study ☐ Undergraduate ☐ Post Graduate

Discipline Batch _____

Please list known skills (to assist us in placing you): _____

Read Carefully and Sign:

I hereby acknowledge and agree that the following provision is a condition of my employment with Student Development Activity (SDAC). Should my employment at National Institute of Fashion Technology terminate at some future date for any reason, I shall return all property of the, college including, but not limited to, keys, books and records. Should I fail to return property to the college, the institute shall be permitted to deduct from my final check an amount equal to the reasonable value of the property not returned.

Date _____

Student's Signature

Centre Coordinator

Form-2

Student Employment Evaluation

Student Assistantship Programme _____ Campus - NIFT

Student Name: _____

Date: _____

Job Title: _____

Department: _____

Please use the following scale to rate (R) this student employee's level of performance:

4 - Exceptional

3 - Commendable

2 - Competent

1-Inadequate

N/A: Not Applicable

R	Trait or Skill		R	Trait or Skill
	Professionalism: maturity, business-like demeanor, appropriate dress			Dependability: punctuality, flexibility notification of absences,
	Communication skills: phone and in person with co-workers, supervisors, clients.			Judgement: ability to make sound decisions
	Initiative: interest in assuming additional responsibility			Attitude: Enthusiasm, energy, willingness to work, relation to others
	Quality of work: ability to do satisfactory work following specified procedures,			Cooperation: ability to work with supervisors and co-workers, teamwork
	Continuous Improvement: ability to respond to feedback			Job Knowledge: familiarity with job procedures

Please list and rate traits or skills specific to this position if applicable:

Rating	Trait or Skill

Strengths: _____

Supervisor's Comments: _____

Supervisor's Signature: _____ **Date:** _____

Student's Comments: _____

Student's Signature: _____ **Date:** _____

Submitted on (SDAC): _____

Form-3

Student Employment Request

Student Assistantship Programme _____ Centre - NIFT

Department: _____

Nature or Competency required: _____

Requirement (No. of Hours): _____

Time & Duration: _____

Days: _____

CC/ CP/ HOD / HO Unit

Signature: Date:

Received on:

Student Extension Activities

1. Student Voluntary Group

These guidelines, to be known as Student Voluntary Group (SVG) are being framed particularly to translate NIFT vision of "Concern for Social and Human Value" into a workable proposition by increasing interaction among the student community and non-government organizations for mutual interests and development. The SVG project is intended to give the student an opportunity to develop and demonstrate powers of initiative and independent thought. It provides for a unique test of a student's ability to solve realistic practical problems, and to communicate the results in written, oral and practical form.

2. Background

National Institute of Fashion Technology (NIFT) is a premier educational institution, known for its expertise in the world of fashion. Many NGOs/ companies, for seeking consultancy, approach NIFT. However, due to the want of a formal coordinating student body, such requests were not channelized properly. Thus, with the inception of SVG, a formal students' body would be created to facilitate proactive interaction between students of NIFT and the various business enterprises, entrepreneurs, NGOs and companies.

At the early stages of SVG the students of NIFT would be collaborating with NGOs for taking up projects. This would ensure that the students of NIFT are not unduly stretched to provide deliveries that cater to the high expectation level of the various business enterprises and entrepreneurs, without having gained sufficient experience and expertise in handling such a situation. However, as the processes at SVG are streamlined, the students of NIFT would be encouraged to take up projects with the various NGOs and business enterprises.

This would finally ensure an environment conducive for proactive interaction between students of NIFT and the various business enterprises, entrepreneurs NGOs and companies.

Definition

NGOs

Non-Government organizations involved in development projects of three types: support (Fiscal, technical, medical, educational), advocacy (environmental, legal, special interest), or representative.

Student Voluntary Group

A formal body of NIFT students sharing concerns for people and organizations involved in uplifting weaker section of our society. Under SVG, students will form groups as per competency to participate in the proposed projects.

3. Faculty Mentor

A faculty member of NIFT will join as a mentor to help and advice Student Voluntary Group (SVG) for preparation, presentation and final implementation of the project.

4. The Objectives

- i. To fulfill NIFT's vision of being responsive towards the social and human needs.
- ii. To sensitize students to the current social issues and offer tools to tackle these issues.
- iii. SVG projects will be directed towards the solution of a "real" problem.
- iv. To use the creative and managerial skills of the students for capacity building, training and other such initiatives to help the weaker sections of the society.
- v. To imbibe knowledge to understand social, environment and other related issues.
- vi. To Identify opportunities for NIFT students.
- vii. To deal with day-to-day problems and providing practical solutions.

4.1 NIFT's Role

- i. Offering services in training and capacity building through students and alumni.
- ii. NIFT has a pool of creative, managerial & technical human resource, which can help in offering design inputs.
- iii. NIFT students shall be involved in promotional activities for the communities associated with NGO.
- iv. NIFT through its industry association can provide market linkage assistance to the various communities associated with NGO.
- v. Guide NGOs in developing Resource Centre for the products, which are made in the various communities associated with NGOs.

4.2 NGO'S Role

- i. To bring in experts in areas related to NIFT objectives and others special interest groups, like environmental, medical, educational, to address students on various issues related to overall development of NIFT students.
- ii. The students, through their interaction with NGOs and companies, shall be sensitized to the social and human needs of the society.

4.3 Modus Operandi

- i. NIFT headquarter will invite NGOs for association for mutual benefit. The participative NGO will be empaneled for three years. For NGOs' empanelment, letter to maximum NGOs will be sent by NIFT headquarter and information will also be uploaded on NIFT official website. Only empaneled NGOs can participate in this endeavor of NIFT.
- ii. The NGOs have to submit the details as per the proforma attached. It's compulsory to fill all the options in the NGO empanelment proforma by the NGO.
- iii. Each NIFT campus shall work with empaneled NGOs only. All NIFT campuses shall limit their association with the NGOs in surrounding areas to avoid overlaps among the centres.
- iv. The activity will be Coordinated by SDAC at each centre.
- v. Student development activity Coordinator must encourage NIFT students to actively participate in these extension activities through workshops and field visits for overall development of their professional ethics.
- vi. SDAC, at each centre, must form student voluntary groups of the students who share and feel for the cause through their active participation and would like to contribute in this area.
- vii. Each empaneled NGO will submit their request in the prescribed proforma specifying the nature, time and outcome of the project association.
- viii. On receiving request from an empaneled NGO for a project association, SDAC will invite students to participate in the project through open invitation.
- ix. Any student from any department may participate in this activity through SVG.
- x. Students to be formed into groups of five students each and the groups should have a group leader.
- xi. A senior student (from senior batch on campus) will head each group. The leader has the choice to invite the students to form a group as per competency. The project could be department specific or interdisciplinary.
- xii. SDAC should brief the student group, along with the NGO representative, for helping students to prepare an action plan. Each group will pitch for the project. During this time only students will be informed about the guidelines for outstation projects, compensation and hour restriction for conduct of the project.
- xiii. The student groups are given a week's time to chalk out a plan of action for the project.
- xiv. SDAC shall invite the concerned NGO (second level meeting) for a presentation by each group. Each group will be given a chance to present their action plan vis-a-vis the project brief, in a form of a presentation. Representative of the concerned NGO, SDAC and faculty mentor will attend the presentation.
- xv. On the basis of student presentation and action plan, NGO representative will select the student group for the association and will invite the group for further discussion.
- xvi. Selected student group will submit their consent to the SDAC for association
- xvii. Once the work on the project begins, students' group will be in regular touch with the company.
- xviii. The project will be completed as per the stipulated time.
- xix. Only when the NGO gives formal ratification, the student group acclaims the credit for successfully completing the project.
- xx. SDAC should also constitute a "Best Project Award" to be given to the group instrumental in successfully completing the project.
- xxi. The completion certificate will be given by SDAC, duly signed by the Director of the respective centre.
- xxii. Faculty mentor engaged in this activity will be awarded valuable contribution certificate duly signed by Director General of NIFT.

Guidelines for NGO Empanelment

5 The Project:

National Institute of Fashion Technology is a premier educational institute; known for its expertise in the world of fashion, invites application from non-government organizations for an association for mutual benefits. Through this association NIFT is extending help to the weaker sections of the society in the NIFT specialized areas. The main objective of this endeavor is to translate NIFT vision of "Concern for Social and Human Value" into a workable proposition by increasing interaction among the student community and non-government organizations for mutual interests and development.

The objective of this association will be met by offering services in training and capacity building through students and alumni. NIFT has a pool of creative, managerial and technical human resource, which can help in offering related inputs.

NIFT students can also be involved in promotional activities for the communities associated with NGO. NIFT, through its industry association can provide market linkage assistance to the various communities along with guidance to develop Resource Centre for the products, which are made in the various communities associated with NGO.

It is expected from associated NGOs that through this association, they should assist and bring in experts in areas related to NIFT objectives and others special interest groups like environmental, medical, educational to address students on various issues related to overall development student community.

5.1 The participating NGO should note the following:

- i. A token amount of INR 2,500 is payable to NIFT as registration fee for empanelment.
- ii. The empanelment is valid for three years (July-July).
- iii. The entire expense (on actual) of the project will be borne by the client.
- iv. The project will be conducted by a group of students comprising five members. Payment of INR 50 (to senior students) and INR 30 to junior members for two hours. Subject to maximum of 10 hours in a week and 40 hours in a semester (July-December and January-May).
- v. A relaxation of 50% towards the membership charges of Resource Centre of NIFT at each centre is offered, along with the registration to the NGO applying for the empanelment at NIFT. Resource Centre at each NIFT is a one-stop source for periodical, forecast magazine, book and other intellect material related to the field of design, marketing and management and technology.

5.2 Nature of Projects Association:

- i. Design conceptualization or/and product or range development
- ii. Training programmes
- iii. Workshops
- iv. Display design
- v. Website design and content development
- vi. Market study

Form A: Proforma For Applying for Empanelment At NIFT

- 1) Name of the NGO: _____
- 2) Address (Head Office and Branch Office): _____
- 3) Phone No. with the Name and Designation of Contact Person: _____
- 4) Registration No: _____
- 5) Board of Governors: _____
- 6) Funding agency/ies: _____
- 7) Year of Establishment: _____
- 8) Nature of work: _____
- 9) No. of Employees: _____
- 10) Accounts audited by: _____
- 11) Membership of any Joint NGO Group: _____
- 12) Previous association with any other institutes (if any), please give details: _____
- 13) The objectives and scope of the association: _____
- 14) Areas of intervention and competency required: _____

***Please provide NGO Brochure, along with the form.

Signature

5.3 Guidelines for NGOs

- i. The intention of this association is to involve NIFT student's professional capabilities in the areas of design, technology, marketing and management along with internal expertise to synergize the learning process for mutual benefits.
- ii. The Student Voluntary Group of NIFT purely runs on student initiative and organization and takes projects on "first come first serve basis".
- iii. The student group consist of:
 - a. One or two senior students (senior batch on campus)
 - b. Four or three junior students
- iv. Two meetings will be arranged with the students. First one to brief them and the second one, to select the project action plan. Wherein all interested students will be presenting their plan to assist an NGO. The presentation will be attended by faculty mentor and student development activity coordinator.
- v. In the second meeting, the NGO can interact with the selected group to finalize the methodology.
- vi. Outstation projects should be limited to winter and summer break or for weekends, as per the academic calendar.
- vii. SVG activities are time bound activities and the project shall not exceed 3-4 months.
- viii. The associated NGO/company shall maintain the entire account for the project.
- ix. Boarding and lodging, documentation (if any), material cost, travel, sustenance allowance on daily basis and other miscellaneous expenses will be borne by NGO.
- x. Project which entail NIFT infrastructure will be treated as consultation project and does not come under SVG. However, SDAC will forward the request to NIFT Project Coordinator.
- xi. In case, NIFT faculty is required to visit the organization during the project period for consultation, the cost of such travel and other expense will be borne by the organization.
- xii. NIFT retains the rights to print, publish and display any or all information to pursue its objectives in any forum, event and publications.

Form B: Student Voluntary Group

SDAC-NIFT

Form-A to be submitted by NGO to SDAC

- i. NGO Name: _____
- ii. Project: _____
- iii. Contact Name and Address: _____
- iv. Project Brief: _____
- v. Project Objective: _____
- vi. Project Duration: _____
- vii. Outcome: _____
- viii. Competency Required (to be filled by SDAC): _____

Signature

5.4 Guidelines for Student Participation

- i. SVG is a fully student body of National Institute of Fashion Technology under Student Development Activity (SDAC).
- ii. All NIFT regular students, who want to contribute in their respective area can become member of student voluntary group. Only member student of this group can apply for SVG projects and other activities under SVG.
- iii. SVG activity will provide an opportunity to students to apply their knowledge to real life problems. SDAC should also provide equal opportunity to all the students interested in participating in its activities.
- iv. Selection of student is based on interview by SDAC.
- v. No relaxation should be given to the students participating in projects vis-à-vis the demanding academic schedule. Student participating in projects shall ensure that their commitment to the Project must not affect their academic deliverables.
- vi. The motivation factor for becoming part of SVG lies in understanding, appreciating and implementing the knowledge acquired while studying at NIFT for real life problem.
- vii. The students associated with the SVG projects are expected to conduct themselves.
- viii. Every student is expected to maintain behavior
- ix. Working no more than 10 hours per week when classes are in session limited to 40 hours per semester. These limits apply regardless of the number of projects undertaken.
- x. Students are responsible for notifying SDAC on a timely basis of any changes in personal status, enrollment, or contact information. Relevant changes include: name change, change in address (home or campus).

5.5 Guideline for Student Voluntary Group

- i. The SVG is a fully student body of National Institute of Fashion Technology under Student Development Activity (SDAC).
- ii. The student group shall consist of:
 - a. One or two senior students (senior batch on campus)
 - b. Three junior students
- iii. As a voluntary worker, the student represents the college to other. Every student is expected to maintain behavior appropriate for all SVG projects.
- iv. Other basic responsibilities that the student is expected to fulfill include:
 - a. Promptness in reporting to work at the assigned times. NGO realize that some flexibility in work schedules may be required to accommodate academic demands, but as a voluntary worker, specific hours should be coordinated with the NGO.
 - b. Regular, efficient, and cooperative performance.
 - c. Completion of the term of project previously agreed upon, exceptions are made for prolonged illness, emergencies & unsatisfactory academic record.
 - d. Notification (in advance if possible) if illness or unforeseen circumstances prevent attendance at work. Changes in work schedules must be arranged with the NGO.
 - e. Notification if it becomes necessary to discontinue the job before the term is completed. The student must give at least two weeks' notice.
 - f. Reporting hours worked to the NGO at the end of each week.
- v. The detailed project proposal should include the following:
 - a. Client brief
 - b. Approach
 - c. Methodology and implementation

- d. Financial Implication
- e. Review and feedback.
- vi. The project methodology, once submitted by students, needs to be approved in principle from an NGO.
- vii. SVG should ensure the timely completion of project through proper reporting system
- viii. Only completed projects can be a part of student's curriculum vitae.
- ix. Any project that fails the NIFT standard is deemed incomplete.
- x. The students associated with the SVG projects are expected to conduct themselves.
- xi. In case of any adverse report from the NGO, student will invite a disciplinary action under student rule.
- xii. Students are encouraged to work together on group projects, however, there must be very clearly identifiable parts to be done by each individual. As a general guideline, the project leader should try to ensure that the workload is evenly distributed.
- xiii. Students are advised to meet their mentors on a regular basis (e.g., once every week or two). It is recommended that a specific time and day be agreed upon as soon as the proposal stage has been completed.
- xiv. It is the students' responsibility to ensure that they make the maximum use of the time their mentor is available for consultation.
- xv. Students should keep a "project file" containing a semi-official record of work done or in progress.
- xvi. Any problems should be directed, in the first instance, to the mentor. If no satisfactory solution is forthcoming then the SDAC may be contacted.

5.6 Guidelines for Compensation

i. Parameters for NGOs for availing Student Assistance during a Semester

- a. Upto 40 hours in a semester (Can enhance with mutual consent).
- b. Upto 10 hours per month.
- c. Outstation visits limited to weekend and vacations.

ii. Parameters for Participating Student

- a. INR 50/- (Class I) and INR 30/- (Class II) for two hours per student.
- b. There are two classifications for student.
 - i. Class I - (2nd and 3rd year students)
 - ii. Class II - (4th year and PG students)

***Other project expenses on actual.

***The NGOs needed to pay directly (monthly or weekly) to students. No payment other than registration fee, needs to be made to NIFT.

iii. Norms for Outstation Visit

- a. A clear and specific project work brief to be prepared along with the faculty mentor before proceeding to the project destination.
- b. Travel to out-station project is subjected to summer vacation or during weekends.
- c. No academic relaxation of any nature.
- d. Concessional train fare to be organized by NIFT.
- e. Duration- maximum of two weeks.
- f. If need arise, faculty mentor may visit the project location/venue.

iv. NGO will provide the following

- a. Payment of INR 180/per student per day for food and accommodation along with the compensation.
- b. Local transport.
- c. Boarding, lodging and train fare of faculty on actual.

5.7 Guidelines for Selection of Project For SVG

- i. SDAC shall only accept the project from an empaneled NGO.
- ii. The SDAC must study the needs and requirements of the NGO/company and offer assistance based on the skills available in NIFT along with the achievable/deliverables, specifically.
- iii. The SDAC, in consultation with faculty mentor, would consider the following:
 - The objectives and scope.
 - The number of students and disciplines.
 - Areas of intervention and competency required.
- iv. Nature of Projects
 - a. Design conceptualization or/and product or range development.
 - b. Training programmes
 - c. Workshops.
 - d. Display design.
 - e. Website design and content development
 - f. Market study and others.

5.8 Guidelines for Faculty Mentor

- i. Faculty mentor will review the project on monthly basis.
- ii. Amendment may be made during project meeting review. Possible changes are;
 - a. Change in members subject to request from team leader.
 - b. Change in team leader subject to progress of the project.
 - c. Feedback from the NGO.
- iii. Faculty should ensure that the project is completed in a stipulated time.
- iv. On successful completion of the project, NGO must submit the report about the performance and the outcome.
- v. A project will be considered complete only on receipt of the completion certificate from the NGO.
- vi. NIFT head quarter will award the certificate duly signed by DG-NIFT to the faculty responsible for the successful completion of the project.

SDAC-NIFT

Form C: To be submitted by Students Group to SAG

Undertaking

I, the student of NIFT, Department....., Centre, wish to take this opportunity to undertake project no., dated and agree to abide by the guidelines. I shall be responsible for the completion and conduct of the group associated with the project, in so far as it relates to this project work.

Signature of Group Representative

i. Names of Students associated with this Project

S. NO.	NAME	DISCIPLINE	CONTACT NO.
1.			
2.			
3.			
4.			

Signature

**Student Voluntary Group
SDAC-NIFT**

Form (C): For the use of Faculty mentor

Project Name:

The proposal has been scrutinized and is approved in principle, with following observations

.....

.....

.....

.....

.....

.....

Signature

Student Voluntary Group

Student Development -NIFT

This is to certify that

Ms./Mr.

has successfully completed Student Voluntary Group (SVG) Project

With

.....

on (specify area)

from to

Signature

Students Accommodation Services

1. Norms for Students Accommodation Services

- i. NIFT reserves the right of admission to the hostel. NIFT management may deny or cancel admission to hostel to any student without assigning any reason if it has reasonable ground to believe that his or her presence would be detrimental to the interest of NIFT or other students.
- ii. The admission forms are made available to the students at the time of post admission counseling. The application forms will have to be filled up giving correct information of the names and addresses of the parents (telephone numbers, if any) and that of local guardians. Any change in the same is to be notified without any loss of time. NIFT can, at any point of time verify the proof of residence of parents by demanding any official document of the parents of hosteler, substantiating whether the declared address is bonafide. NIFT hostel facility is only for the bonafide students coming from outside the city, where the centre is situated.
- iii. The hostel accommodation to the student is available only for the semester period and all hostelers are required to vacate their rooms, along with their belongings during the summer break. Similarly, the students can be asked to keep their luggage at a common place during winter, if the rooms are required by NIFT Management for alternative use, repairs, maintenance etc.
- iv. If the students vacate the room for any reason and any other wants to occupy the room on any genuine grounds then the case would be considered on merit and availability of the rooms, for only that semester or for such period permitted by the management.
- v. The students can receive visitors on Saturdays and Sundays from 9:00 A.M. to 6:00 P.M.
- vi. NIFT will issue four visitors passes for those who will be recommended by parents/students at the time of joining the hostel. Their photographs are to be submitted at the time of joining hostel.
- vii. A female family member of a hosteler can be allowed to stay at hostel for maximum 7 days in a semester, subject to availability of accommodation. A stipulated fee per day will be charged for the stay of the guest/visitors. A family member staying in hostel as guest will be responsible for the safety and cleanliness of the hostel property. Any friend from NIFT can be a guest on recommendation from the concerned CC.

2. Hostel Conduct Rules

- NIFT resident students are required to abide by the highest standards of discipline, decorum, and propriety for their behavior in and outside the hostel.
- i. The resident students of NIFT hostel are allowed to use NIFT's hostel facilities for their guests. Any person who is not a resident of the hostel shall not enter any room allotted to the students and can meet them only in the designated common area. Unauthorized entry into the hostel room would amount to criminal offence and will attract prosecution.
 - ii. NIFT resident students are required to avoid any situation, which will cause irritation, inconvenience and hardship to other students or the neighbors.
 - iii. NIFT resident students are not allowed to consume any toxic material on the premises. Smoking is also strictly prohibited within the rooms/ premises. Student's relatives of opposite sex are not allowed to visit each other in their rooms.
 - iv. NIFT resident students are required to enter rooms by 10:00 P.M. sharp. If they come late without proper justification, a warning letter will be issued. If the practice continues, apart from informing the parents of the students, disciplinary action may also be initiated including expulsion from hostel.
 - v. Any NIFT student can stay in the, hostel of another campus for internship or industry programme for maximum 8 week. If the student is not a hosteler than he/she will pay the hostel fee on monthly basis instead of the guest fee.
 - vi. All such students will vacate the hostel one week prior to the commencement of the new semester.
 - vii. NIFT resident students are liable to be expelled from the hostel as well as the course, if they are found guilty of any of the following: -
 - a. Any act of indiscipline or misconduct of any sort, in the hostel or outside.
 - b. Submission of false, wrong or incomplete information in the application form or subsequently while seeking permission etc.
 - c. Default in payment of dues within the stipulated period.
 - d. Organizing noisy and indecent and undignified parties and inviting any unauthorized persons to visit their rooms.
 - e. Repeated late reporting for the night as well as any act, which will cause embarrassment to NIFT Management, would be sufficient ground for treating that as a breach of discipline.
 - viii. NIFT resident students can be permitted to stay out for the night at their LG's/parents' place, only when written request is made seeking permission in the prescribed form. Any unauthorized absence for the night will amount to act of indiscipline. Copies of all the night out forms will be sent to the parents for information.
 - ix. The resident students shall not tamper with any electrical installation and any other equipment on the hostel premises. If any damage is caused to any of the installations, the students shall be liable to pay the amount of damage plus appropriate fine that may be levied.
 - a. They are permitted to use the proper room heaters/room coolers with prior permission and check by the NIFT electrician.

- b. Students/Hosteler must ensure switching off lights, fans, geysers and electronic gadgets when not in use.
- c. Students will not be allowed to use room heaters with open rods, hot plates or any such item, which may lead to fire in the rooms. A fine will be levied for possessing such things and those items will be confiscated.
- d. The students are not allowed to use candles. They are advised to use torchlights in the absence of electricity. Emergency lights are also provided.
- e. No air conditioners or refrigerators are permitted.

Student Death Protocol

1. The death of a student can be emotionally difficult and stressful for students and faculty, both. Recognizing the shock and profound sadness the student's family and friends will be experiencing, this protocol is designed to ensure a professional and caring response by the institute.

Situation 1:

The death of a student often occurs away from campus-which could mean student was at:

- i. Home or somewhere with their family- in this case, a family member usually provides notification to the institute.
- ii. A PG or flat/guest house in the same city as the institute-in this case a neighbor/police/friend/classmate/family would notify the campus.

Verification and Information Protocol:

- i. First, it is extremely important to verify the information (e.g. from the family members/local authorities/PG warden/medical examiner in-charge).
- ii. In case of unnatural death, lodging of FIR is important (by family) and copy of the same should be given to campus authority.
- iii. Determine what information the family would like to have disclosed (or what information has been already released publicly by them).
- iv. Once the death has been verified, the Campus SDAC/Campus Director should notify the campus as per Notification Protocol and take further action.

Situation 2:

When a student dies on campus/surrounding community, like hostel-the person, who gets this news first or is with the student when this mishap occurs, should immediately inform the nearest faculty.

Verification and Information Protocol:

1. First, it is extremely important for this faculty to verify the information which could be from student's classmates/friends/medical examiner.
2. In case of unnatural death, lodging of FIR is important (by family or Institute/campus) and copy of the same should be given to campus authority.
3. The faculty should immediately notify the Campus SDAC/CC of the respective department, who, in turn will notify the campus Director.

2. Cooperation with Authorities:

- i. The area where the death happened and where the deceased student is found, will be treated as a crime scene and no one will be permitted in the area until such time as police permit.
- ii. The death scene should not be disturbed. It should be evaluated/secured in order to avoid tampering with the death scene or evidence.

3. Notification Protocol Common to Situations 1 or 2:

The Director's office needs to get the complete information about the deceased student from the Student Academic Department, which would be helpful to properly identify the student and to ensure the correct information is disseminated.

- a. Student's full name
- b. Student roll number
- c. Name and address of parents or guardian
- d. Department/course and semester
- e. Enrollment status
- f. Residence (on or off- campus)

Campus Director will notify the Crisis Committee to ensure all appropriate steps have been taken. This committee would include:

- i. Joint Director
- ii. Chairperson of the respective department
- iii. Campus SDAC/s

- iv. Campus Coordinator of the respective department
- v. Campus Student Counselor
- vi. Student President
- vii. Class representatives of the respective class
- viii. Mentor of the respective student

The CC/SDAC would need to contact the family of the student, in case of in campus/in-hostel death of the student, and empathize with them in this moment of shock and grief. A letter of condolence to be sent to parents from the Director formally also.

A condolence meeting needs to be convened in the campus immediately, with all students and faculty disseminating the news of the unforeseen incident with them.

A report of the case to be formally sent to Head, M/DG regarding this incident.

In the coming week, the SDAC needs to organize a counseling session for the student's immediate classmates, to cope up with this loss, these sessions can be repeated as and when needed to help students handle the situation.

The Campus Director may ensure that the faculty handling the matter or associated with the student may attend counseling session.

4. Other areas which need to be handled:

4.1 Students' Academic Affairs Department:

- Needs to code student as 'deceased' in the CMS and institute's records/student's personal file.
- Official email ID to be deactivated.

4.2 Finance Department:

- Needs to deactivate student's financial aid/subsidy in fee, if any.
- Determine status of student's official account, if any.
- Cancel any outstanding bills of the student that he/she may owe.

The Head Finance/Campus Director may refund the students security deposit money and balance semester fee to the parents immediately.

4.3 Hostel:

- Remove deceased student's name from assigned room.
- All possessions of the student to be handed over to family/guardian.

It is suggested that Campus SDACs should insist, through the CCs, that all students must update latest information on their CMS from time to time, with regard to their current phone numbers/local address/emergency contact/local guardian information/parent's address/any medical condition/doctor's details/blood group/allergies/insurance information, etc. This would help in case of any medical emergencies and extreme cases like death.

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(ON LETTERHEAD)**

Date:

To Whomsoever It May Concern

This is to certify that Mr./Ms (Name of Student), son of/daughter of Mr./Ms. (Name of Parent) is a bonafide student of the National Institute of Fashion Technology, (name of Centre). He/she is undergoing the 4-year undergraduate/2-year postgraduate programme in (Name of Specialization) from the session beginning (year of admission).

The annual academic expenditure for the student is as follows

Tuition Fee (for 2 semesters)

Library Fee (annual)

Student development fee & Medical Insurance (Annual)

Miscellaneous Expenditure ** (Books/stationary/tools, etc.)

Computer/Laptop (one-time)

Total :

Centre Registrar (Signature & Stamp)

Bank Manager

.....**Bank**

** Amount differs from specialization to specialization. To be specified by AA-HO at beginning of each academic year.

NIFT Letterhead**S.No. NIFT Campus/Department/Course/year/0001****Migration Certificate**

This is to certify that Mr./Ms S/o or D/o Mrs. (Mother) and Mr. (father), student of this institute, has successfully completed the programme of the institute. He/she was a student of a NIFT from (month & year) to (month & year).

The institute has no objection in his/her joining any recognized college/institute or taking examination of any University/Board established by law.

Date:
Place

Registrar & COE
NIFT Centre

NIFT Letterhead

S.No. NIFT
Sr. No. NIFT Campus/Deptt./Course/year/0001

Provisional Certificate

This is to certify that Mr./MsS/O or D/o (Mother's Name) & (Father's Name), student of this institute, has successfully completed thedegree programme of the institute withCGPA. He/she was a student of a NIFT from (month & year) to (month & year).

He/she is eligible to be awarded the Degree during the Convocation.

Date:
Place

Registrar & COE
NIFT Centre

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Received

Receipt No.

Dated

Application Form for Issuance of Migration/Provisional Certificate
(To be filled in by the Applicant - Before filling in the form, see instructions on reverse).

Name of Applicant

Father's Name Mother's Name

Registration/Identity Card No.

Name of the NIFT centre from which the candidate took the last examination

Particulars of last examination:

Examination Semester Roll No.

Result: Pass/Failed/Absent SGPA obtained CGPA

Postal Address

Permanent Address

Phone No. Mobile No.

(i) Name of the University/Institute to which the candidate wants to migrate or the purpose of obtaining the Provisional Certificate.

(ii) Course/Courses pursuing separately or simultaneously

Dated Signature of Applicant

(To be filled in by the Registrar of the concerned NIFT Centre)

Certified that the above entries made by the applicant are correct and that he/she has paid College dues upto
(mention month & year)

(Registrar - NIFT,.....)

Instruction stamp here

For Office use only (Receipt of the Certificate)

Received the above Certificate No. on

Place

Signature of the Applicant

Reverse Side

Instructions

1. The particulars of the student given in the form should correspond with those appearing in the certificates issued to him/her from time to time. The application form must be signed by the student and in no case by someone else on his/her behalf.
2. The prescribed Fee for the required certificate can be remitted by cash or by Demand Draft (payable at respective NIFT Centre) drawn in favour of the NIFT Centre.
3. At the time of submission of the application for issue of Migration Certificate, the applicant should bring his/her original Degree Certificate or Statement of Marks of Final Year or Provisional Certificate issued by the institute last attended by him/her for verification. Applicant applying by post may submit a Photocopy (duly attested) of the said certificate.
4. Provisional Certificates can be issued only before the date of NIFT Convocation for the particular year.
5. The delivery of the certificate will ordinarily be made in person to the candidate or to his nominee authorized in writing. In respect of candidates who fail to collect the certificate within one month from the date of payment of fees, the certificate will be sent to their postal address under Certificate of Posting, at their own risk. If a candidate wishes that the certificate be sent to him/her by registered post, he/she should along with the application submit a self-addressed envelope with postage stamps of the prescribed value of a registered letter.
6. The certificate will be issued to the candidate only during working hours and the delivery of the Certificate may be claimed after a week from the date of deposit of fee with the cashier of the institute.
7. Prescribed Fee for Migration/Provisional Certificate is INR 250/- per certificate.

Guidelines for Deepening Specialization (DS)

Introduction

A Deepening Specialization is a secondary concentration of subjects that complement the Majors and provide an in-depth knowledge related to the Majors. These subjects are also mandatory and have been assigned specific credits in each semester at undergraduate level and postgraduate level.

Allotment Of Subjects On CMS

The choice of DS will be exercised in Semester IV by all UG Design students, in Semester V by UG Technology students, in Semester-I by M.Des. and MFM and Semester-II by M.F.Tech. students. Once the courses on offer are finalized by the campus, the CMS will allot the courses to students on the basis of CGPA scored in the previous semester for UG students and on the basis of merit rank for PG students. Students will be able to upload their preferences online and be allotted courses according to preference and availability. CGPA will be the criteria to decide the allocation of subjects, in case of any further duplication/dispute, first-come-first basis will be considered as second criteria. Announcement of final allocation of the DS will be done through CMS and intimation will be sent to all Centre Coordinators for smooth functioning of the Department.

Batch Size for DS

SUBJECT	MINIMUM		MAXIMUM	
	UG	PG	UG	PG
DS	10	08	25	25

Guidelines for Inter-Disciplinary Minors (IDM)

Introduction

A Minor subject administered by an academic department other than the one offering the Major is called an Inter Disciplinary Minor. This provides individual pathways that would permit students to acquire interdisciplinary skillsets and opt for a set of subjects that complement studies in one's major or explore an unrelated area of intellectual interest. The IDM helps a student to learn and explore different skills/technologies and increase the ambit of learning experience as it provides flexibility of combining or involving two or more academic disciplines or fields of study.

These courses have 3 credits per semester. The Inter Disciplinary Minors shall be offered from Semester III to VII for Undergraduate and from Semester I to III for Postgraduate programmes. Every Undergraduate Department will offer any 2 IDMs for the UG/PG students (in a combination of either 2 IDMs for UG or 1 each for UG and PG, while every Postgraduate Department will ideally offer 1 UG and 1 PG IDM to the students of other programmes.

The choice of IDMs to be offered will be finalised by the LASC considering the availability of experts and infrastructure before commencement of each academic year; cohesive decision may be arrived to offer optimal number of IDMs so that students of UG and PG programmes have sufficient choices for selection at each campus.

Mentoring Framework For IDMs

- Subject Anchor/CC offering IDM will be responsible to introduce, clarify doubts and interact with students during IDM fair and interactive seminar conducted at the beginning of each academic year for the students of Semester III.
- Academic Advisor (from the Parent Department) may mentor and advise students regarding the possible pathways available to them at the campus level.
- Campus Academic Coordinator (CAC) may refer students to specific course anchors based on their area of interest and their academic records.

Guidelines Of IDM Seminar

- Each anchor will give a presentation on 6-7 slides.

Allotment of Subjects Will Be Done On CMS

CMS will allot the courses to students on the basis of merit based on the SGPA scored in the previous semesters for UG students and rank obtained during entrance examination for PG students. Students will be able to upload their preferences online and will be allotted courses according to preference and availability. Thus CGPA will be the criteria to decide allocation of subjects; in case of any further duplication/dispute, first-cum-first basis will be considered as second criteria.

Batch Size for IDMs

SUBJECT	MINIMUM		MAXIMUM	
	UG	PG	UG	PG
IDM	15	10	35	35

Temporary Transfer Cases/Repeat Semester Cases

In case of a temporary transfer of the student to another Campus, the IDM needs to be mapped by the student before applying for the transfer. In case the IDM is not being offered in the host campus, and if the department faculty agrees, the same can be offered as tutorial in the semester.

In case of repeat semester where a student joins back with the junior batch, the student should choose the same IDM. However, if the IDM selected by the student is not running in the campus for the junior batch, the student will need to choose any other IDM that is being offered by the same department so that the pathway is not compromised.

In case there is no IDM being run by the said department, the student will be allowed to choose an IDM from a different department if the student is in Semester III. In Semester IV, the IDM can still be allowed to be changed provided the Semester III curriculum is transacted as a tutorial in Semester IV itself. However, in case such a situation arises in later semesters, the IDM will be offered as a tutorial.

Conduct Of IDM Classes

It is mandatory for the faculty of the parent department to anchor and conduct the IDM classes. In case of absence of requisite expertise of part curriculum, a guest faculty can be hired for transacting the input.

Guidelines for Conduct of General Electives in the New Restructured Curriculum

1. Introduction

The new curriculum of NIFT attempts to give the student a rich repertoire of experience and understanding that will inculcate a desire and a capability for lifelong learning and will stand them in good stead in these disruptive times of change. Critical to this new perspective would be the transaction of the General Elective subjects. There are over 30 General Elective subjects that a campus can choose from, most of which should be undertaken by external resource persons or resource organizations. The responsibility for the academic administration of the General Electives vests almost exclusively with the campus. The General Electives fall into two categories – Mandatory and Optional. Students of a particular programme would be required to take the General Electives that are listed as mandatory for the concerned programme.

The NIFT campus is expected to:

- Identify and determine which optional General Electives are to be offered (over and above the Mandatory General Elective courses) in the specific campus
- Identify the resource pool that is available for the General Electives chosen from experts in the area – from academics, practitioners, researchers, resource organizations, etc.
- Source the resource persons for the General Electives, coordinate the development of the detailed module in line with the learning outcomes given and determine the framework for transaction, assessment and evaluation of the course
- Undertake the necessary service procurement processes **wherever required**, and organize course materials and learning materials/props as needed
- Coordinate the transaction of the General Elective modules or classes (as the case may be)
- Coordinate the evaluation process

These guidelines are applicable for selection of resource persons by NIFT for subject/ module transaction in the case of General Electives. The transaction of subject by the resource person may be by way of conducting specific set of classes or conducting an entire subject module.

2. Definitions

- 2.1 Resource Person:** A Professional who has acquired knowledge and skills through study and/or practice over the years in a particular field or subject.
- 2.2 Resource Organization:** Private and Public entities including Consulting firms, Management firms, Universities, Colleges, Institutes of higher learning, Research institutions, Government bodies/agencies, Private agencies, Non-Governmental Organizations (NGOs) who have professional expertise in any of the subjects identified as General Electives
- 2.3 General Electives:** General Electives are a basket of subjects, which have been identified by NIFT under the restructured Curriculum as necessary for the overall development of the personality, knowledge and understanding of the student. Through the General Elective, the student will be exposed to a hands-on, applied format of inquiry, which would help the student appreciate the core principles of the particular branch of study and correlate that understanding with the student's environment and work. All the General Electives are credited courses, with some of them identified as mandatory for the student to take up. Of the optional courses, the student can choose the courses that he or she would like to take up to complete the requirement of credits.

3. Process of Academic Collaboration/Partnership/Linkages or Outsourcing

Following activities are involved in the process of academic collaboration or outsourcing at NIFT:

- a) Planning effective strategies for collaboration or outsourcing to Resource Persons and/or Resource Organizations
- b) Identifying and Engaging Resource Persons/Organizations
- c) Entering into MoU with Resource Persons/Organizations

4. Determination of General Electives – Individual and Academic Collaborations

4.1 General Instruction

The campus would offer 2 baskets of GE subjects for each semester (a mandatory subject basket and an optional subject basket), and the student would have to choose keeping their specific mandatory subject requirements in mind.

The determination of the course will be campus specific depending on the nature of available human resource and the most appropriate fit that the campus is able to make. The courses would be offered in all semesters. It is very likely that multiple service providers may be required for some of the mandatory courses – like personality development, particularly in campuses with a larger number of UG programmes.

The GE Curriculum Framework (Refer Appendix-1) provides a generic description of what the specific subject would entail, as well as the learning outcomes that are expected by taking up the course. The detailing of the course would need to be done by the campus concerned, based on the resources that it can tap into. Comprehensive coverage of the subject area is not the expectation – what is desired is a selective sampling that helps give the student an understanding of the basic principles and framework at play, as well as piquing of the student's curiosity and appreciation of the aesthetic and philosophical underpinnings of the specific subject. It is also desired that these are done by involving learning tools, materials and institutions (like museums, art galleries, archives, natural parks etc) that are locally accessible. The intent is to challenge the student's perspective and understanding and expand the frontiers of his/her mind, and not just cram it with information.

Prior approval of the Dean (A) would be taken before the start of the semester regarding the General Electives to be offered by any new NIFT campus.

Each Campus Academic Coordinator will be responsible for identifying the GEs to be offered in each semester and the experts for conducting the same through online or offline mode. The detail has to be collated in the format below and sent to the Office of Dean for information at least one week before the commencement of each semester.

Subject	Name of Resource Person	Nature of expertise of Resource person/organization	Mode of transaction-online/offline	If offline mode, Estimated distance of City/Town of residence			Details of course content	Transaction methodology	Field trips/visits proposed	Assessment framework	Student Feedback in last semester
				100 KM	300 KM	More					
Mandatory/ Optional											

Experts with a feedback rating of less than 60% should be reconsidered/ replaced. In case of new GEs identified, the curriculum with clear purpose and learning outcome should be sent to Dean for approval. Campus Director must view the CVs of the new experts identified for the GEs.

4.2 Credits and Execution for GEs: Each General Elective (Mandatory and Optional) will be for 28 hours per semester and of 2 credits. A UG student will undertake a total of 10 GEs for a total of 20 GEs credits between Semester I and VII. These may be undertaken by opting for two GEs (mandatory and optional) each in semesters I to III and one GE each between Semesters IV to VII. A PG student will need to take a total of 5 GEs for a total of 10 credits between Semester I and III. These may be undertaken by opting for two GEs (mandatory and optional) each in Semester I and II and one GE in Semester III.

4.3 Mandatory General Electives

i. For UG-Students

The mandatory subjects under General Electives, which are to be taken by all UG students.

- Personality Development

- b) Critical Thinking
- c) Indian Art History
- d) Professional Ethics and Values

ii. For PG Programmes

The mandatory subjects under General Electives, which are to be taken by the three PG programme students are,

- a) Professional Ethics and Values
- b) One Programme Specific Elective (These can be taken by the student in either Semester-I or Semester-II).
 - For MFM - Economics
 - For MFT - Systems Thinking
 - For MDes. - Critical Thinking

The treatment of the subjects, which are offered in both PG and UG, may be different for both, with higher level of complexity and self study introduced in the PG course. Some of the subjects (like Theatre, Dance, and Leadership etc.) can be taught to UG and PG together.

4.4 Optional General Electives

Optional courses are courses which are to be taken by student as per their choice over and above mandatory courses.

5. Implementation Strategy

All campuses will have to make arrangements for the transaction of the General Elective subjects. There are over 30 General Elective subjects that are available (including mandatory subjects) in both UG and PG courses for campuses to choose from. It may be remembered that the mandatory subjects are different for the UG and the PG students. Some subjects are optional for certain disciplines but mandatory for others. The campus would need to ensure that arrangements for all mandatory courses for all disciplines are made. For the optional subjects however, the campus can choose the appropriate number of optional subjects that the students can be offered from the menu of options given. A student should have a minimum of two choices from among the optional subjects in any given semester.

5.1 Status of GEs

GEs are treated as standalone subjects; i.e. students are allowed to carry forward the GEs in case of shortage of attendance and complete the credits within 6 years of joining a UG programme or within 4 years of joining a PG programme. **The students will be allowed to begin the Graduation Project only after they complete the requisite credits of GEs.** Therefore, the student will receive the degree only in the year when they are able to secure all the mandated credits.

Alternately, there may be a scenario where a student fails in more than two subjects in a semester (in Majors/ IDMs or Deepening Specializations) and has to repeat the semester according to the Examination and Evaluation Policy. However, if the student has secured pass grades in GE (M) and GE (O) in the failed semester, these grades can be carried forward and the student may not opt for GE in the repeat semester.

Students on exchange programme for one/two semesters will be required to complete all the Mandatory General Electives as prescribed in the curriculum for UG/PG programmes and will be exempted from taking optional General Electives for the semesters they have missed due to exchange programmes.

5.2 GEs for NLEA Students

NIFT offers admission to the students in the second year of UG programs through NLEA. These students are exempted from the Foundation Programme and gain admission to the specific disciplines from Semester III onwards. Since these students do not attend classes in the first year, they are exempted to take 4 General Electives Optional (i.e. a total of 8 credits of GEs). Such students will have to complete all the Mandatory General Electives and will earn a total of 12 credits through 6 GEs (4 Mandatory and 2 Optional) in the three years of study at NIFT.

5.3 Allotment Of Subjects On CMS

Once the courses on offer are finalized by the campus, the CMS will allot the courses to students on the basis of FIFO. Students will be able to upload their preferences online and will be allotted courses according to preference and availability. The process of allocation will make sure that the mandatory courses are completed by each student as per the required time frame.

The minimum class size should be 20 students and the maximum class size will be 45 for all GEs. The seat allocation is as follows:

SUBJECT	MINIMUM	MAXIMUM
GE Mandatory	20	45
GE Optional	20	45

In order to assess the overall requirement for General Electives at campus level, the procedure below should be followed, at least three months prior to start of the annual academic session: -

5.4 Mapping of the Mandatory Courses

Mapping of the mandatory courses to be taken by each programme/discipline on the campus is to be done internally by the Campus Director and CAC. Determination of number of Resource persons/ organizations required per subject will also have to be done.

The minimum number of courses to be offered by each campus may be seen at Appendix-2.

5.5 Identification of Optional Courses

Internal consultation to identify optional courses to be offered by the Campus, and to draw up list of consulting experts in related areas.

The campus should organize an internal workshop at campus level inviting all faculty members for brainstorming and ask them to recommend courses from the menu of options and suggest experts who could help **identify** appropriate resource persons/organizations to deliver the identified courses. If need be, the consultation with experts can precede and be the basis for identification of GE subjects to be offered by the campus.

As far as possible, experts should be sourced within a 100 km radius. Exception is made for campuses, that are either new and upcoming, or are not located in an educational hub – i.e. Srinagar, Kangra, Raebareli, Shillong, Jodhpur and Kannur- where a distance up to 300 km may be considered as “vicinity of the campus” for the purpose of engagement of experts.

In all cases where the distance exceeds the vicinity of the campus, the prior approval of the DG NIFT is to be taken for engagement of the resource person/ organization.

5.6 Cost Estimate for Courses conducted by Resource Persons

- a) Total no of contact and other hours to be calculated for each General Elective for which NIFT Campus is planning to engage an outside individual.
- b) The remuneration to be paid to the experts may be determined keeping in mind the General Electives payment norms (Please see Appendix-2).
 - o Remuneration for conduct of a 2.0 credit module: as per guest faculty norms
 - o If the curriculum/plan is proposed and developed by the Resource person, one-time development cost of the same may be taken into account as per domestic training policy norms, which is approximately INR 10,000.
 - o The cost of other props, equipment and any other resource etc. (including field trips/visits etc.) needed for that subject may also be calculated separately, and paid on actuals. If the amount exceeds INR 20,000/-, specific approval of the Campus Director is to be taken with justification.
 - o Local conveyance will be permissible as per GOI prescribed norms
 - o Cost of TA/DA wherever applicable may be added in calculation .

Payment may be made in lumpsum on successful completion of module or may be dissmininated in parts if the classes are running throughout the semester- once at mid term and once at the end term.

The Campus Director and CAC shall be responsible for assessing the cost estimates, short-listing of consultants, negotiations, finalising terms of MoU, and final selection of the consultant.

6. Engagement of Resource Person/Organization

6.1 Engagement of Individual Expert for Conduct of GE course

The resource person would be given a one-time remuneration for module development, and props and learning material as mutually agreed upon. An

agreement is to be entered into with the Campus Director indicating the learning outcomes, the methodology of transaction, and the learning material to be provided by the campus and by the expert, the evaluation framework, and the timelines.

6.2 Engagement of Resource Organization for conduct of GE Courses

Expert Resource Institutes can be approached to conduct the GE courses. Collaboration with the Resource Organizations should be done with great care. The Resource Organization selected should be expert or experienced in the field, or have undertaken pioneering work. The collaborations or partnerships with these Resource Organizations/Institutes will be governed by the rules and regulations set under the MoU specific for the purpose.

6.2.1 Thus procedure to be followed should be:-

- a) Long list of Resource Organization in the identified field to be drawn up (Personality Development, Communication, Theatre etc.) as per the process indicated in steps 1 (5.1) to 3 (5.3) above.
- b) Expression of Interest (EOI) may be invited from the long list of identified resource organizations.

The EOI should indicate

- Payment norms
- Timeframe and no. of hours of the course (breakdown of credits)
- Course description and deliverables including learning outcomes

The resource organization would be called upon to provide statement of purpose w.r.t offering the course including:

- Philosophy of approach to the subject,
- How the organization proposes to deliver the course – content, methodology and evaluation process (to be mapped to the deliverables indicated in the EOI),
- Details of resource person(s) and his/her/their capabilities and experience of relevance to the course
- How the learning outcomes will be achieved.

- c) A committee of faculty members and external expert is to be constituted to assess the soundness of the technical proposal, and select the resource organization(s) to conduct the course.
- d) Specific MoU should be entered into with selected resource organization(s).

MoU with the Institution would be for availing the services of the concerned expert or team of experts, with detailed information, terms of payment etc. in the specific areas as illustrated above. Ideally MoUs should only be renewed only after reviewing the feedback of the expert.

The MoU should contain:

- Agreed deliverables pertaining to learning outcomes
- Transaction methodology and academic deliverance plan
- Learning Material to be provided by resource organization
- Learning Material and any other costs to be provided/borne by Campus
- Assessment and evaluation
- Timelines
- Terms of Payment

6.2.2 Payment Norms for Resource Organization

Payment may be made at the rate of INR 75,000/- plus GST as applicable. An additional sum of INR 10,000/- may be paid as one time module development charges for both, resource organization or an individual expert. For repeat batches, the amount would be INR 75,000 only. Lump sum provision may be indicated in the EOI that is floated.

Appendix-1

List of General Electives

General Electives for UG Programmes

S. NO.	SUBJECT	PURPOSE	LEARNING OUTCOMES
MANDATORY COURSES			
1	Personality Development (Semesters 1-4)	This course will help deepen the student's understanding of self in relation to others. It will enhance self-confidence, enable dealing with barriers in the way of the social expression of individual personality, and infuse the traits of working in a team towards a common goal.	<ul style="list-style-type: none"> • Improved self-concept and self-confidence. • Demonstration of understanding of group dynamics; ability to work in a team for common goal. • Ability to recognize and regulate stress.
2	Critical Thinking (Semester 1-4)	This course aims at improving reasoning ability of participants with skillful analysis, evaluation, assessment and reconstruction by providing the skillsets for organization, correlation, interpretation and evaluation of data, information and arguments.	<ul style="list-style-type: none"> • Ability to collect, analyze and interpret data. • Ability to make connections between ideas and arguments and assess comparative merits and relevance. • Ability to recognise bias, errors and inconsistencies in arguments and to approach a problem on merits without getting swayed by rhetoric. • Ability to recognise and question one's own assumptions, values and bias.
3	Indian History of Art, Architecture and Culture (Semesters 1-4)	This course will explore facets of Indian art, culture and architecture through the ages through an interdisciplinary approach focusing on the detailed study of representative monument/painting/music sculpture/artwork/literary work and connecting it to the sociocultural ethos of the time and place.	<ul style="list-style-type: none"> • Ability to recognize and relate to works of art and architecture in their cultural and historical setting, integrating people, places and events. • Ability to identify distinctive styles and iconography of various Indian art and architectural forms. • The ability to reflect on the diverse influences that have shaped sculpture, painting, music, literary works and architecture in India.
4	Professional Ethics and Values (Semesters 5-7)	This course will allow students to identify, imbibe and demonstrate the significance of the moral compass, which sets the standards of personal and corporate behaviour.	<ul style="list-style-type: none"> • Appreciation of the guiding principles of ethical professional behaviour, and differentiation of ethical and unethical practice • Awareness of the legal and social implications of unethical professional behaviour. • Ability to apply IPR tools to business scenarios. • Perspective on Corporate Social Responsibility.
OPTIONAL - COURSES			
1	Design Thinking (Semesters 1-4)	This course introduces the concept of design thinking which is iterative, synthetic, and convergent and discusses the aspects of creativity, empathy, inspiration, and ambiguity which work at the level of multiple cognitive domains – visual, mathematic, auditory etc.	<ul style="list-style-type: none"> • Working knowledge of design thinking and design methodologies. • Ability to appreciate and augment one's own creative and design strengths. • Ability to understand and apply the diverse methods employed in design thinking including innovative approaches to design and exploratory methodologies to one's own work.

2	Research Methodology	To be able to understand the basic principles of research and learn various methods available for collecting and analyzing data to aid critical thinking.	<ul style="list-style-type: none"> • Basic command over qualitative and quantitative research methods. • Sensitivity to different socio-cultural and economic contexts. • Ability to apply tools of research methodology appropriately.
3	Leadership	This course will focus on appreciating the various forms of leadership and the qualities that go into the making of a leader - It will also render the meaning that leadership is more than the position one holds.	<ul style="list-style-type: none"> • Critical and reflective thinking abilities for socially responsible leadership. • Understanding regarding responsible decision-making and personal accountability. • Ability to work effectively with those different from oneself, to acknowledge differences of opinion and work towards producing a common solution.
4	World History of Art, Architecture and Culture (Semesters 5-7)	This course will develop an appreciation and meaning making for the art and aesthetics of various epochs and civilisations across the world based on the study of representative objects d'art, establishing connection through visualizations with their past legacies, their present context and to their future inheritance.	<ul style="list-style-type: none"> • General knowledge and understanding of the major art historical periods – recognition of styles, iconography and terminology, meaning making and context setting. • Understanding the influence of historical, social, political, cultural paradigms that shape individual and collective artistic sensibility and expression towards new creation. • Ability to incorporate the exposure to diverse schools of thought and aesthetics into art appreciation.
5	Communication	This course will facilitate understanding of the different forms of communication including non-verbal communication. It will facilitate improved vocabulary and verbal expression, listening skills, report and resume writing, and presentation skills for social and professional interactions.	<ul style="list-style-type: none"> • Appreciation of various forms of communication and ability to recognise, interpret and incorporate non-verbal cues (gestures, postures, expressions etc.). • Ability to put forth an idea clearly and concisely. • Ability to write an effective application for a job, a scholarship or an SOP for college. • Ability to deliver effective and engaging presentations. • Improved observation and listening skills.
6	Creative Writing/ Story Telling	This course is about appreciating the elements that go into the making of a good story. It entails learning techniques to improve writing processes and explore creativity and expression through writing. This course will also further explore cross-cultural narratives through the art of storytelling.	<ul style="list-style-type: none"> • Appreciation of the techniques of good story telling. • Improved writing skills for creative expression. • Exposure to oral and written narratives.
7	Poetry	The course is to serve as an introduction to understanding and appreciating poetry - its imagery, rhythm, cadence, structure and how these add up to conveying thought, feeling and experience. It will compare differing treatments of similar themes or subjects by one or more poets over one or more epochs, or track the growth and changing worldviews of a single poet over a lifetime.	<ul style="list-style-type: none"> • Ability to read poetry and capture its music and movement. • Appreciation of the nuances of imagery and expression, and of creative design and inherent structure of poetry. • Ability to recognise the cultural and socio-political context of poetry. • Ability to enjoy the deeper meaning and connect of words and word patterns.

8	Film Appreciation	This course focuses on helping the students to appreciate cinema by understanding the artistic and practical elements of filmmaking, particularly how narrative and stylistic techniques are used to communicate meaning. It would also provide insight into the nature of research, exploration and technique that go into the making of a film – particularly from the perspective of costume, styling, set design and cinematography. The course would include introduction to some cinematic greats of both Indian and world cinema.	<ul style="list-style-type: none"> • Appreciation of genre, plot structure, creative inputs, character portrayal and progression. • Ability to interpret the socio-cultural and humanistic or philosophical commentary in cinema. • Understanding of the interplay of content and form in creating meaning and heightening audio-visual experience. • Recognition and appreciation of design elements in sets, costumes and cinematography.
9	Theatre/Dance/Choreography/Music	This course will allow students to reach their creative potential by exploring space, narrative, rhythm and movement and understand the nuances of the selected art form.	<ul style="list-style-type: none"> • Developing body flexibility to enjoy the feeling of letting go while still having control over the body. • Demonstrate good voice modulation and control for effective articulation of scale, pitch and rhythm. • Effective use of group dynamics to pursue common goals that shape, influence, and benefit the individual and/or society • Aesthetic Synthesis of ideas, images, or expertise. • Application of improvised visual, auditory and/or performance skills.
10	Fashion Modelling/Beauty and Make up	The course focuses on teaching the intricate details of modelling, hair do, make-up, grooming, floor etiquettes for a fashion showcase.	<ul style="list-style-type: none"> • Understanding of various eras and their overall look and styling. • Understanding facial and body types and how hairstyling and make-up can accentuate certain features for image building. • Developing confidence and unique personal style.
11	Sports/Fitness	This course will engage students in-group sports/fitness activities to enable holistic development.	<ul style="list-style-type: none"> • Holistic development of the body and mind by focusing upon fitness, strength and concentration. • Understanding benefits of a good diet to achieve better mental and physical health. • Enhanced team spirit, confidence and leadership qualities. • Increased alertness, energy, focus and discipline.
12	Yoga/Meditation Techniques	This course in yoga/meditation aims at inculcating rich Indian philosophies and guiding individuals to live happier and healthier lives. These techniques empower and strengthen one's body to reduce stress and become more efficient. It also promotes relaxation for clearer minds and better decision-making ability.	<ul style="list-style-type: none"> • Mastery over simple meditation techniques and yoga postures. • Positive attitude towards learning and peers. • Increased clarity, peace of mind, focus and discipline. • Enhanced sense of wellbeing.
13	Landscaping and Gardening	This course will give a hands-on experience of maintaining functional, aesthetically pleasing outdoor spaces. This course will also engage students in active gardening.	<ul style="list-style-type: none"> • Ability to identify plants (including flowering plants) commonly found in gardens and public spaces. • Ability to nurture and tend for garden plants. • Ability to undertake basic landscaping design for outdoor spaces. • Ability to recognise various landscape modelling designs.

14	Nature/ Historical Walk	The course aims at experiential learning of the socio-cultural and historical context of the local environment. Alternatively it will undertake walks to discover nature – flora and/or fauna in their natural habitat and explore possibilities of symbiotic relationship between humans and natural systems.	<ul style="list-style-type: none"> • Sharpening of observational skills and ability to relate to flora and fauna of any given geographical location. • Ability to appreciate heritage in the context of history, architecture, people and places and its relevance in contemporary times. • Real time insight into the challenges posed to nature/ heritage on account of ongoing human intervention.
15	Psychology	The course aims at studying the various aspects of human cognition and their impact on social behaviour. It also seeks to relate psychological theory, concepts and methods to real life problems.	<ul style="list-style-type: none"> • Identification, description and classification of the major theoretical perspectives used in psychology. • Application of understanding in interpreting real life problems.
16	Economics	This course aims at creating an understanding of core, micro and macroeconomic principles and how they apply to a wide range of real world issues.	<ul style="list-style-type: none"> • Understanding of the principles of business, competition and markets. • Ability to interpret broad economic principles in real life situations. • Basic knowledge of tools used for business analysis.
17	Cultural Anthropology	This course outlines the organizational principles of society, and the basis of cultural norms, mores and behaviour.	<ul style="list-style-type: none"> • Basic skills in interpreting customs and institutions from an anthropological viewpoint. • Sensitivity to various forms of cultural expression.
18	Sociology	This course aims at understanding social relations, institutional structures of society and behaviour through debate, dialogue and experiential learning.	<ul style="list-style-type: none"> • Ability to decipher the underlying principles at work in social relationships. • Ability to apply principles of Sociology to the understanding of institutions and social behaviour.
19	Semiotics	This course will be about the study of signs and symbols in communication and in the narratives of history, culture, mythology etc. It will help the understanding of codes as carrier/ transmitter of meaning, identity and practice across time and across diverse populations.	<ul style="list-style-type: none"> • Ability to decipher cultural codes and symbols across narratives and contexts and correlate with fashion. • Appreciation of visual representation of main categories used to describe contemporary culture, such as text, signs, fashion etc.
20	Media Studies	This course will enable broad awareness and evaluation of the various forms of media and their role in the transmission of information and formation of opinion. It will study the connect between popular trends and entertainment. It will explore the impact of social media and online publishing on the media landscape and the portents for the future.	<ul style="list-style-type: none"> • Understanding the structure and format of expression of various media. • Ability to discern the relationship between communication/ media theories and journalistic practice. • Ability to ascertain bias and interest in information dissemination. • Reflection on the student's own use of media and the role media plays in one's life.
21	Sustainability Studies	The course will juxtapose the planet's ability to sustain life with the factors that derail that ability –like human consumption, waste generation, greenhouse effect, depletion of natural resources, population explosion, poverty and inequity and discuss strategies and case studies. It will apply understanding from science, law, history, and policy making to create informed opinions about how to interact with the environment both personally and socially.	<ul style="list-style-type: none"> • Understanding of primary environmental problems (eg. - species on the verge of extinction, climate change, population explosion, pollution) and potential solutions. • Reflection on the implications of consumption needs and patterns on life on the planet, and appreciation of the challenges to sustainable development and growth. • Incorporation of sustainability concerns into the student's design sensibility. • Development of sustainable approach and adoption of sustainability principles to problem solving.

22	Making Sense of	This is a course which allows the campus flexibility to take a particular topic, which has not been separately listed among the General Electives but on which an inspirational expert is available and do a special course. The theme could be expanded as 'Making sense of Humour' or 'Making sense of Numismatics' or 'Making Sense of Ornithology' or 'Making Sense of the Yakshagana' etc. The intention is to provide the student the opportunity to learn from a known expert in a particular domain, so as to push the frontiers of curiosity, sensibility and understanding, and to be inspired by extraordinary minds.	<ul style="list-style-type: none"> • Appreciation of body of knowledge distinct from one's own. • Appreciation of unique and lateral perspectives. • Inspiration to explore unexplored areas of thought and experience. • Appreciation of dedication to a purpose or cause. • Opportunity to deepen understanding of humanity and its multifarious aspirations.
23	Photography	This course allows NIFT students to learn the basic techniques and principles behind good photography.	<ul style="list-style-type: none"> • Understanding of the basic features of camera and lenses, exposure, shutter speed, aperture and depth of field, ISO/film speed, etc. • Understanding of composition, background and perspectives, framing and layering. • Understanding of basics of landscape and people/relational photography.
24	Language <ul style="list-style-type: none"> • Hindi • English • State specific • Foreign Languages 	<p>The language course would mean different things to different people. For the student of English or Hindi, it is an opportunity to improve proficiency in the spoken language and to acquire the vocabulary and grammar to communicate clearly and with ease.</p> <p>For the State specific language, it is an introduction to the language of the local environment surrounding the host campus, and opportunity to develop a functional understanding, which will enable basic interaction with the local community.</p> <p>For the foreign language, it is about acquiring minimum proficiency and working knowledge in a language native to a region where the institute with which the student is desirous of entering into a student exchange programme is situated.</p>	<p>Hindi, English:</p> <ul style="list-style-type: none"> • Ability to articulate opinion and thought in the language. <p>State Language</p> <ul style="list-style-type: none"> • Basic understanding of language to facilitate quotidian interaction within the locality. <p>Foreign language</p> <ul style="list-style-type: none"> • Elementary understanding that will prepare oneself for a course of interest in a foreign institution.

Post Graduate General Electives

Professional Ethics and Values, is the course which is mandatory in PG across all disciplines. The student can take this in either Semester I or Semester II. The treatment of the subjects which are offered in both PG and UG will be different for both, with higher level of complexity and self study introduced in the PG course, except for those courses which are marked as combined (Y) for both UG and PG. All courses carry 2 credits each.

(Note: when a student who has taken a common mandatory course in UG, becomes a PG student, he/she will be permitted to take any other optional course in lieu of the mandatory already taken)

A generic module for each of the subjects would have to be prepared, the delivery of which the campuses may customize according to human resource availability. The determination of the course will be campus specific depending on the nature of available human resource and the most appropriate fit that the campus is able to make. Some of the courses can be combined with the UG batches, if the campus so desires – the courses that can be combined are indicated in the last column. Prior approval of the head office would be taken before the start of the semester regarding the general courses offered.

S. NO.	SUBJECT	PURPOSE	LEARNING OUTCOMES	With UG
MANDATORY				
1	Professional Ethics and Values	This course will allow students to identify, imbibe and demonstrate the significance of the moral compass, which sets the standards of personal and corporate behavior, expected of professionals.	<ul style="list-style-type: none"> • Appreciation of the guiding principles of ethical professional behavior, and understanding of what constitutes unethical practice. • Understanding the legal and social implications of unethical professional behaviour. • Ability to apply IPR tools to business scenarios. • Insight into core issues in Corporate Social Responsibility. 	Y
2	Systems Thinking (for MFT)	This course helps to understand structural aspects and consequent behaviour of systems arising out of interrelatedness, feedback loops, self organising behaviour and the emergent, dynamic nature of systems.	<ul style="list-style-type: none"> • Working knowledge of theories of systems thinking and quantitative tools. • Understanding of the principles of discrete event simulation modeling. • Ability to generate causal flow diagrams and read simulation models. 	
3	Economics (for MFM)	This course aims at creating an understanding of core, micro and macroeconomic principles and how they apply to a wide range of real world issues – from home and small businesses to the policies of Nations.	<ul style="list-style-type: none"> • Grasp of underlying framework and policies behind management of national and global economies. • Understanding of the principles of business, competition and markets. • Ability to interpret broad economic principles in real life situations. • Basic knowledge of tools used for business analysis. 	
4	Critical Thinking (for MDes.)	This course aims at improving reasoning ability of participants with skillful analysis, evaluation, assessment and reconstruction by providing the skillsets for organization, correlation, interpretation and evaluation of data, information and arguments.	<ul style="list-style-type: none"> • Ability to collect, analyze and interpret data to establish correlation amongst variables using relevant mathematical/statistical tools. • Ability to make connections between ideas and arguments and assess comparative merits and relevance. • Ability to recognize bias, errors and inconsistencies in arguments and to approach a problem on merits without getting swayed by rhetoric. • Ability to recognise and question one's own assumptions, values and bias. 	Y
OPTIONAL				
1	Personality Development	This course will help deepen the student's understanding of self in relation to others. It will enhance self-confidence, enable dealing with barriers in the way of the social expression of individual personality, and infuse the traits of working in a team towards a common goal.	<ul style="list-style-type: none"> • Increased self-awareness and self-confidence. • Ability to work in a team and help achieve a common team goal. • Ability to recognize and manage stress. 	Y
2	Communication	This course will facilitate understanding of the different forms of communication including non-verbal communication. It will facilitate improved vocabulary and verbal expression, listening skills, report and resume writing, and presentation skills for social and professional interactions.	<ul style="list-style-type: none"> • Appreciation of various forms of communication and ability to recognise, interpret and incorporate non-verbal cues (gestures, postures, expressions etc.). • Ability to put forth an idea clearly and concisely. • Ability to write an effective application for a job, a scholarship or an SOP for college. • Ability to deliver effective and engaging presentations. • Strong observation and listening skills. 	Y

3	Youth Culture and Identity	This course will explore sociological understanding of youth cultures, tracing the socio-historical factors, which facilitated the development of the modern youth, and critically evaluating the ways in which sociology has conceived the relationship between young people, popular culture and media.	<ul style="list-style-type: none"> • Understanding cultural representations of youth style and gender identities, subcultural groups and ethnic identities. • Ability to analyze the impact of cultural, technological and social developments on the construction of contemporary cultural identities. 	
4	Gender Studies	This course will discuss the historical and socio-cultural construction of gender. It will explore a range of discourses embedded within culture, socio-political economy, identities and global history through a gender lens, and locate gender studies within a framework of equity and justice.	<ul style="list-style-type: none"> • Appreciation of theories and practice around social justice in a variety of local and global contexts. • Reflection on one's own values and biases from a gender perspective • Ability to deliver gender driven analysis of various domains - media, marketing, art, culture, etc. • Comprehension of the complex inter-sectional aspects of social groups with regard to race, class, gender, age etc. 	
5	Indian History of Art, Architecture and Culture	This course will explore facets of Indian art, culture and architecture through the ages through an interdisciplinary approach focusing on the detailed study of representative monument/ painting/music/sculpture/artwork/literary work and connecting it to the socio-cultural ethos of the time and place.	<ul style="list-style-type: none"> • Ability to recognize and relate to works of art and architecture in their cultural and historical setting, integrating people, places and events. • Ability to identify distinctive styles and iconography of various Indian art and architectural forms. • The ability to reflect on the diverse influences that have shaped sculpture, painting, music, literary works and architecture in India. 	Y
6	Resource Management	This course will explore the management of resources both intangible (including people and time) and tangible (including equipment, material and finances), and equip students with basic tools for analysis and planning.	<ul style="list-style-type: none"> • Appreciation of the various types of resources. • Basic understanding of appropriate means of the management of different types of resources. • Understanding of the principles of resource levelling and inventory management. • Exposure to digital tools and software for resource management. • Basic appreciation of financial management principles. 	
7	Operations Research	The course aims to provide an introduction to supply chain management, logistics and business analytics for project management through which the participant will get exposure to the quantitative tools that support strategic planning and decision-making.	<ul style="list-style-type: none"> • Appreciation of the statistical and mathematical tools that support business analytics. • Conceptual clarity on supply chain management and logistics management. • Ability to apply Operational Research methods to real life scenarios and workplace. 	
8	Research Methodology	To be able to understand the basic principles of research and learn various methods available for collecting and analyzing data to aid critical thinking.	<ul style="list-style-type: none"> • Overview of qualitative research methodology for effective documentation and communication. • Skill in quantitative techniques for research. • Sensitivity to socio-cultural and economic contexts. • Ability to apply tools of research methodology appropriately. 	

9	Leadership	This course will focus on appreciating the various forms of leadership and the qualities that go into the making of a leader - It will also render the meaning that leadership is more than the position one holds.	<ul style="list-style-type: none"> • Develop critical and reflective thinking abilities for socially responsible leadership. • Exhibit responsible decision-making and personal accountability. • Ability to work effectively with those different from oneself, to acknowledge differences of opinion and work around producing a common solution. 	Y
10	Theatre/Dance/Choreography/Music	This course will allow students to reach their creative potential by exploring space, narrative, rhythm and movement and understand the nuances of the selected art form.	<ul style="list-style-type: none"> • Developing body flexibility to enjoy the feeling of letting go while still having control over the body. • Demonstrate good voice modulation and control for effective articulation of scale, pitch and rhythm. • Effective use of group dynamics to pursue common goals that shape, influence, and benefit the individual and/or society. • Synthesis of existing ideas, images, or expertise aesthetically. • Application of improvised visual, auditory and performance skills. 	Y
11	Sports/Fitness	This course will engage students in group sports/fitness activities to enable holistic development.	<ul style="list-style-type: none"> • Holistic development of the body and mind by focusing upon fitness, strength and concentration. • Understanding benefits of a good diet to achieve better mental and physical health. • Enhanced team spirit, confidence and leadership qualities. • Increased alertness, energy, focus and discipline. 	Y
12	Yoga/Meditation Techniques	This course in yoga/meditation aims at inculcating rich Indian philosophies guiding individuals to live happier and healthier lives. These techniques empower and strengthens one's body to reduce stress and become more efficient. It also promotes relaxation for clearer minds and better decision-making ability.	<ul style="list-style-type: none"> • Mastery over simple meditation techniques and yoga postures • Positive attitude towards learning and peers • Increased clarity, peace of mind, focus and discipline. • Enhanced sense of wellbeing. 	Y
13	Landscaping and Gardening	This course will give a hands-on experience of maintaining functional, aesthetically pleasing outdoor spaces. This course will also engage students in active gardening.	<ul style="list-style-type: none"> • Ability to identify plants (including flowering plants) commonly found in gardens and public spaces. • Ability to nurture and tend for garden plants. • Ability to undertake basic landscaping design for outdoor spaces. • Ability to recognise various landscape modelling designs. 	Y
14	Nature/Historical Walk	The course aims at experiential learning of the socio cultural and historical context of the local environment. Alternatively, it will undertake walks to discover nature – flora and/or fauna in their natural habitat and explore possibilities of symbiotic relationship between humans and natural systems.	<ul style="list-style-type: none"> • Sharpening of observational skills and ability to relate to flora and fauna of any given geographical location. • Ability to appreciate heritage in the context of history, architecture, people and places and its relevance in contemporary times. • Real time insight into the challenges posed to nature/heritage on account of ongoing human intervention. 	Y

15	Film Appreciation	This course focuses on helping the students to appreciate cinema by understanding the artistic and practical elements of film making, particularly how narrative and stylistic techniques are used to communicate meaning. It would also provide insight into the nature of research, exploration and technique that go into the making of a film – particularly from the perspective of costume, styling, set design and cinematography. The course would include introduction to some cinematic greats of both Indian and world cinema.	<ul style="list-style-type: none"> • Appreciation of genre, plot structure, creative inputs, character portrayal and progression. • Ability to interpret the socio-cultural and humanistic or philosophical commentary in cinema. • Understanding of the interplay of content and form in creating meaning and heightening audio-visual experience. • Recognition and appreciation of design elements in sets, costumes and cinematography. 	Y
16	Poetry	The course is to serve as an introduction to understanding and appreciating poetry - its imagery, rhythm, cadence, structure and how these add up to conveying thought, feeling and experience. It will compare differing treatments of similar themes or subjects by one or more poets over one or more epochs, or track the growth and changing worldviews of a single poet over a lifetime.	<ul style="list-style-type: none"> • Ability to read poetry and capture its music and movement. • Appreciation of the nuances of imagery and expression, and of creative design and inherent structure of poetry. • Ability to recognise the cultural and socio-political context of poetry. • Ability to enjoy the deeper meaning and connect of words and word patterns. 	Y
17	Semiotics	This course will be about the study of signs and symbols in communication and in the narratives of history, culture, mythology etc. It will help the understanding of codes as carrier/ transmitter of meaning, identity and practice across time and across diverse populations.	<ul style="list-style-type: none"> • Understanding of semiotic methodology as an interpretation tool. • Ability to decipher cultural codes and symbols across narratives and contexts and correlate with fashion. • Appreciation of visual representation of main categories used to describe contemporary culture, such as text, signs, fashion etc. 	Y
18	Philosophy	The student will be introduced to epistemology, geographical classification of world religions, and the evolution of religions and thought leadership from ancient belief systems to modern times.	<ul style="list-style-type: none"> • Appreciate the role of philosophers and thinkers in shaping world cultures. • Appreciate the philosophical underpinnings of religion and belief. • Appreciate the moral compass of action and practice. 	
19	Media Studies	This course will enable broad awareness and evaluation of the various forms of media and their role in the transmission of information and formation of opinion. It will study the connect between popular trends and entertainment. It will explore the impact of social media and online publishing on the media landscape and the portents for the future.	<ul style="list-style-type: none"> • Understanding the structure and format of expression of various media. • Ability to discern the complex relationship between communication/media theories and journalistic practice. • Ability to ascertain bias and interest in information dissemination. • Reflection on the student's own use of media and the role media plays in one's life. 	Y
20	Sustainability Studies	The course will juxtapose the planet's ability to sustain life with the factors that derail that ability – like human consumption, waste generation, greenhouse effect, depletion of natural resources, population explosion, poverty and inequity and discuss strategies and case studies. It will apply understanding from science, law, history, and policy making to create informed opinions	<ul style="list-style-type: none"> • Understanding of primary environmental problems (eg. - species on the verge of extinction, climate change, population explosion, pollution) and potential solutions. • Reflection on the implications of consumption needs and patterns on life on the planet, and appreciation of the challenges to sustainable development and growth. • Incorporation of sustainability concerns into the student's design sensibility. 	

		about how to interact with the environment both personally and socially.	<ul style="list-style-type: none"> • Development of sustainable approach and adoption of sustainability principles to problem solving. 	
21	Making sense of	This is a course which allows the campus flexibility to take a particular topic, which has not been separately listed among the General Electives but on which an inspirational expert is available and do a special course. The theme could be expanded as 'Making sense of Humour' or 'Making sense of Numismatics' or 'Making Sense of Ornithology' or 'Making Sense of the Yakshagana' etc. The intention is to provide the student the opportunity to learn from a known expert in a particular domain, so as to push the frontiers of curiosity, sensibility and understanding, and to be inspired by extraordinary minds.	<ul style="list-style-type: none"> • Appreciation of body of knowledge distinct from one's own. • Appreciation of unique and lateral perspectives. • Inspiration to explore unexplored areas of thought and experience. • Appreciation of dedication to a purpose or cause. • Opportunity to deepen understanding of humanity and its multifarious aspirations. 	Y
22	Photography	This course allows NIFT students to learn the basic techniques and principles behind good photography.	<ul style="list-style-type: none"> • Understanding of the basics features of camera and lenses, exposure, shutter speed, aperture and depth of field, ISO/film speed, etc. • Understanding of composition, background and perspectives, framing and layering. • Understanding of basics of landscape and people/relational photography. 	Y
23	Language/ Literature <ul style="list-style-type: none"> • Hindi • English • State specific • Foreign Languages 	<p>The language course would mean different things to different people. For the student of English or Hindi, it is an opportunity to improve proficiency in the spoken language and to acquire the vocabulary and grammar to communicate clearly and with ease.</p> <p>For the State, specific language, it is an introduction to the language of the local environment surrounding the host campus, and opportunity to develop a functional understanding which will enable basic interaction with the local community.</p> <p>For the foreign language, it is about acquiring minimum proficiency and working knowledge in a language native to a region where the institute with which the student is desirous of entering into a student exchange programme is situated.</p>	<p>Hindi, English:</p> <ul style="list-style-type: none"> • Ability to articulate opinion and thought in the language. <p>State Language</p> <ul style="list-style-type: none"> • Basic understanding of language to facilitate quotidian interaction within the locality. <p>Foreign language</p> <ul style="list-style-type: none"> • Elementary understanding that will prepare oneself for a course of interest in a foreign institution. 	Y

Appendix-2

Payment Norms

The following guidelines may be used for modular General Electives:

- a. Total no of hours to be calculated for each General Elective subject, for which NIFT campus is planning to engage an outside individual/agency. This will be based on 2 credit course.
- b. The remuneration should be paid as per guest faculty payment norms of NIFT.
- c. If the curriculum/ plan is proposed and developed by the experts, the cost of the same may be taken into account as INR 10,000/-.
- d. The cost of other props, equipment etc. needed for that subject may also be calculated and the estimate to be within the limit of INR 20,000/-.
- e. In case this is more than INR 20,000/- special approval of Campus Director to be sought through CAC.
- f. TA/DA wherever applicable may be added in calculation.
- g. The cost of visits to fair exhibition etc., by resource person/organisation to be included if these have been indicated as part of the approved methodology of academic deliverance of the course, as per the guidelines on conduct of General Electives.

Guidelines for Floating Subjects

A UG student may earn a maximum of 10 additional credits between IIIrd and VIth Semester and a PG student may earn a maximum of 6 credits between Ist and IIIrd Semester by taking the floating major credits. The option for floating subject will be informed to the students by the Campus Coordinator of the Department.

The seat allocation for Floating Subjects is as follows:

SUBJECT	MINIMUM	MAXIMUM
Floating Subject	10	45

In case, after commencement of the classes, the student prefers to opt out of the floating subject, it should be informed to the department within 2 weeks of the registration.

The student has the option of getting an “audit” grade ‘L’ in the subject by fulfilling the minimum attendance criteria (65%) and satisfactory completion of two internal assignments (minimum 50% marks). In such cases, the students may not appear for the end term assessment for the subject. However, the student needs to inform the department about the choice of not appearing for the end term assessment within 2 days of completion of all the classes of the subjects.

The attendance of floating credits will not be included in the calculation of overall attendance of the semester.

The marks obtained by the students in the floating subjects will be listed separately in the marksheets and will not affect the overall calculation of the CGPA of the student.

End-term Written Examination

The exams will be held at each campus according to campus specific examination schedule. The subject anchor in consultation with the Chairpersons should decide the maximum marks of the question paper based on the theoretical component to be assessed and communicate the same to all subject faculty across campuses.

The duration of papers based on the maximum marks may be as follows:

- Question Paper of 40/50 marks- 1.5 hours duration
- Question Paper of 100 marks- 3 hours duration.

Campus subject faculty shall set the paper at least 6 weeks prior to the commencement of the end term examination and send it to the subject anchor for vetting who would vet it and forward it to the chairperson of the department atleast three weeks prior to the commencement of the end term examination. Both the subject faculty and the subject anchor are responsible to provide an error free question paper (w.r.t. content, grammar, spelling or typographical errors).

The Chairperson will be responsible to send the same to the Campus COE for conduct of exam as per schedule in the campus at least one week before commencement of exam evaluation for the end-term Written Examination shall be done by the subject faculty within the campus.

I) Guidelines for Paper Setters

- The paper setter shall ensure confidentiality with respect to the question paper.
- The paper setter must submit question papers to subject anchor on time.
- Proper care must be taken to make question papers as lucid and clear as possible, addressing all expected queries of students.
- The questions must be designed to assess conceptual and analytical understanding as well as application of the concept.
- The paper setters may ensure representation of all units of the ratified curriculum for the subject, in the question paper as per the brief provided by the subject anchor.
- While preparing the question paper, paper setters are instructed to ensure the following font and size:
 - Font: Arial
 - Size: 12
 - Spacing: 1.5
- It should be ensured that question paper is correct and without any errors and does not contain any questions out of syllabus.

II) Pattern of Question Paper for End Term Written Examination

The question paper setter can follow any of the following models:

Model A:

- Objective type /fill in the blanks/multiple choice/match the answers etc.
- Short answer questions framed to test conceptual clarity of student through brief concise answers in a word limit of 50 to 150 words. The paper setter shall specify the word limit within this range. e.g. about 50 words or about 100 words and so on.
- Essay type questions framed to check the clarity with focus on application, analytical ability, organization and logical structure of the concept with answers in the word limit of 600 to 1000 words. The paper setter shall specify the word limit within this range. e.g. 600 – 700 words or 900 – 1000 words and so on.
- Numerical (if applicable).

Model B:

- Objective type /fill in the blanks/multiple choice/match the answers, etc.
- Case study or comprehension based questions to test the candidate's understanding of the basics of his/her field, by requiring him/her to draw simple conclusions from fundamental ideas. A case or a comprehension shall be provided along with questions. The paper setter shall ensure that the case/comprehension is as per the time limit and shall also specify the word limit within a particular range. e.g. about 50 words or about 100 words etc.

- Applied questions to check if the student is able to apply his/her knowledge through computation or by logical reasoning. These could be in the form of short questions or long answer questions.

Model C:

- The paper could be in the form of quiz/ case study of applied questions. 50 questions of 2 mark each.

Model D:

- The questions would be based on hypothetical situations/ case study. A situation shall be provided based on the course content and the students would be required to prepare the relevant solution e.g. Research Design for India Size Project. The paper could be a combination of objective/ short/long/numerical-based questions depending on the subject. The paper could also give multiple situations within the situation to test the understanding of concepts and its adaptations for each situation e.g. what is the impact on the study if level of confidence is increased by 5%.

III) Guidelines for the Conduct of End-term Written Examination

- The COE at the campus shall be responsible for timely collection of the question papers from the CP and for conducting the written examination.
- The examination must be conducted for all students in all campuses adhering to the academic calendar.
- The COE cell at each campus shall be responsible for fair and proper conduct of examinations, maintaining confidentiality and reporting any irregularity to the Campus COE.
- COE of the campus may constitute a flying squad for surprise checks during End Term Written Examinations.

IV) Nomination and Guidelines for Invigilators

a. Nomination

- The invigilators for the written examination shall be nominated by the COE of the campus with the approval of the Campus Director.
- The invigilation shall be carried out by the Faculty/ Staff (RA) of the discipline/ department other than the one for which the exam is being carried out. The subject faculty should be available in the campus on the day of examination but should not be the invigilator.

b. Guidelines

- The invigilator shall not allow any text books, bags, cell phones, palm tablets, etc. unless specifically allowed in the instructions of the question paper.
- The invigilator shall ensure that students are seated 10 minutes before the start of the exam.
- Students will not be allowed to enter the examination hall after 20 minutes of commencement of the examination.
- The invigilator shall check the student admit card for verification of the identification and eligibility to appear for the examination.
- The attendance of the students should be taken on the prescribed format. This sheet is to be sealed along with the answer sheets to be dispatched to COE-cell.
- The invigilator shall sign in full on the perforated section and only initial on the supplementary sheets.
- The invigilator shall make sure the entering and leaving of students from the examination hall should be done as quickly as possible so as to minimize the disturbance. A student is not to be allowed out of the examination hall during the examination except in case of an emergency.
- The invigilator should refrain from answering any doubts pertaining to questions or expected level/direction of answering.
- The invigilator shall ensure that cheating, copying and communicating with others shall be stopped and reported to the COE.
- In the case of copying, the invigilator must ensure collection of the written evidence or incriminating document/device and his/her own witness to be recorded in writing.
- The invigilator shall have the power to remove a student from the examination hall in case disturbance to others is observed.
- The invigilator should attend the invigilation duties without fail and should report half an hour before the examination for collecting the question papers and answer sheets at Campus COE. If any designated invigilator is not available during the examination time, the COE at campus should choose an alternate invigilator.

General Guidelines for Conduct Of Examination

i) Eligibility Criteria for Appearing in Examination

Students fulfilling the following criteria shall be allowed to appear in the examinations:

- i. Paid all fees and dues to the Institute.
- ii. Has mandatory 75% attendance in a semester.
- iii. Has mandatory 65% attendance in individual subjects in a semester.

ii) Admit Card

Admit card shall be issued to all students eligible for appearing in the ETE / ETJ.

- i. All eligible students shall be issued the admit card which can be downloaded from CMS at least 3 days prior to commencement of the end semester exams.
- ii. COE and other departments concerned may ensure that all dues are cleared and updated in the CMS so that the admit cards are generated on time.
- iii. The date of issue of the admit card to all students shall be notified by the Campus's COE. It is then the students' responsibility to download and print the admit cards from the CMS.
- iv. No student without the admit card shall be allowed to sit for the examination and jury.
- v. The students who do not receive the admit card before the start of the end semester exam or jury, should contact the respective CC and the CAC.

iii) Examination Regulations for Candidates

• Candidates should familiarize themselves with the venues prior to the examination day and reach the room at least 20 minutes prior to the start of the exam and take their seats 10 minutes before the scheduled exam time. Candidates are required to present their Admit Card at each examination. Students coming late are not permitted in the Examination Hall after completion of first 20 minutes. No student can leave the examination hall before the expiry of 01 Hour from the commencement of the exam.

- Candidates are not allowed to take bags, books or mobiles to the examination room. They should be left outside the room. The valuables brought by the students shall be at their own risk.
- Candidates should only have their admit card, the basic writing implements required for the examination together with the examination stationery specified in the rubric of the question paper on their desk. Containers, such as pencil cases, should be removed from the desk.
- Calculators that are not pre-programmed may be used if an examination permits it. Calculators that incorporate an alphabetic input are not to be used.
- A candidate must not, on any pretext whatsoever, speak to, or have any communication with another candidate once the examination is underway. Any candidate wanting to ask a question should attract the attention of the invigilator by raising a hand.
- All rough work must be done in the answer booklet and crossed out (extra paper for rough work may not be used or issued).
- It is the responsibility of candidates to ensure that any loose or additional sheet(s) are securely fixed within the answer booklet using the tags provided before submitting. Drawings may be folded as neatly as possible to fit within the answer booklet.
- The answer sheets shall be collected by an invigilator at the close of the examination, or earlier if the candidate has finished. Candidates should remain in their seats until their scripts have been collected.
- If, during the examination, a candidate is discovered in breach of any of these rules or in the use of any unfair means, the facts shall be reported to the CC, COE who shall be responsible for deciding on the action to be taken.
- The students who have been allotted transfer under ICTT/ SPT will give the examination/ juries in the new campus allotted for the semester.
- Any action by a candidate contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may disqualify the candidate.

Framework Of Integrated Assignment

Integrated Assignment is an approach of making connections among concepts and experiences learnt by the student so that the information and skills from multiple sources can be applied to novel and complex issues or challenges.

Integrated assignment involves bringing together separate subjects that are interrelated or have a synergy so that students can grasp a more authentic understanding. Integration of assignments can be applied to all UG and PG programmes. Assignments to be integrated in each semester would be evaluated in the end term jury.

Assessment of Integrated Assignment

Assessment of integrated assignment will be done out of 40 marks for each integrated subject by a panel of jury members as suggested in the evaluation policy at 4.3.3. Marks obtained in each part(s) of the different subject(s) get added to the internal marks of that particular subject for obtaining final marks and corresponding grades for each subject. Students would need to pass individual subjects with qualifying percentage.

Preparation of Integrated Assignment Brief

The Integrated assignment brief must be finalized by the subject faculty along with the respective subject anchors based on the indicative assignments given in the curriculum. The integrated assignment should be such that the learning outcome of each course is addressed. It must contain brief of all subjects to be integrated and the extent to which each subject needs to be covered.

1. The purpose of the assignment:
Briefly describe what overall purpose and goals students would learn by completing this integrated assignment and the specific subject involved.
2. The main question:
Briefly describe the question or issue, the assignment is intended to address.
3. The assignment itself:
Include precisely what is the deliverable(s) of the assignment.
4. The disciplinary grounding expected in this assignment:
The assignment should indicate the essence of each subject, that helped students to develop the skill set required for this disciplinary grounding.

End-term Jury

I) End-term Jury Evaluation for Multiple Subjects Jury:

All jury based evaluations have to be interactive where sufficient time is given to each student to explain the work presented. It is clarified that in case of integrated assignment jury and jury for combined assessment of multiple subjects, all the jury members will give individual marks for all the subjects presented by a student or a group of students (in case of group work). The subject faculty, before the commencement of the jury shall explain the assignment brief, listing the concrete deliverables. No part of the final deliverables should have been assessed earlier. It is mandatory for the subject faculty to be a part of the jury. However, in case the subject faculty is not available, due to any valid reason or in case of subject taught through Inter Campus Teaching (ICT), the subject faculty may be substituted with any other faculty from the department/campus knowledgeable about the subject area in order to complete the minimum number of the members of jury panel.

In case the jury extends beyond a single working day, the jury panel has to remain the same to maintain parity in evaluation.

Jury feedback for all evaluations/ juries conducted needs to be documented and informed to concerned students.

II) Jury for subject under Inter Campus Teaching (ICT):

For subjects taken up as Inter Campus Teaching (ICT), the end term examination should be preferably conducted at the end of the module itself and marks will be uploaded on the CMS. The faculty who has conducted the ICT should ideally be the one to evaluate the final end module assignment on the last day of the ICT. However, in case a subject is being taught by a faculty under ICT and the end term evaluation of the same is a part of the Integrated Assignment, or in any other circumstance, the subject has not been evaluated by the faculty conducting the ICT, a faculty from other Department within the Campus or CC may evaluate as a substitute to the subject faculty. In case the subject is highly specialized and requires a particular expertise, a third option would be the same faculty who conducted the ICT or in EXCEPTIONAL case of non availability of the concerned ICT faculty, a faculty of the requisite competency available in the other Campus may be invited, for which request through CAC on approval of Campus Director may be sent to CP who will obtain the necessary approvals from HO (as it involves financial implication).

Process for Conduct of Jury

- All jury members would be briefed towards particular semester/ subjects in the department prior to the jury proceedings by CC/subject faculty.
- All jury members shall assign marks independently and confidentially for each student.
- All marks given by various jury members would be interpolated and an average would be taken out for various criteria of evaluation by Campus COE.
- All feedback and marks given by various jury members would be compiled by Campus COE and should be available for later reference.
- In case of juries which involve inter campus travel of faculty members for jury other than GP, the department CP shall prepare the master plan of faculty member movement across campuses at least six weeks in advance. This shall be done in consultation with the CCs, CACs and Campus Directors at different campuses.
- The process of selection and nomination of jury for the End Term as well as the follow-up should be objective and transparent and not only inspiring the confidence of students but upholding the best traditions of the academic institution.
- In case the jury extends beyond a single working day, the jury panel has to remain the same to maintain parity in evaluation.

Modalities of Jury For Stand-Alone Subjects**Graduation Project**

The students will be allowed to begin the Graduation Project only after they complete the requisite credits of all the subjects (till Semester VII for UG and Semester III for PG), including subjects given as "Stand- alone" status with an exception of GEs.

If a faculty of the Department nominated as the observer, is the mentor for a student, then any other department faculty who is not the mentor of the concerned student, would be present as an observer during his/her presentation.

All marks given by various jury members would be interpolated and an average would be calculated for various criteria of evaluation.

Important Note: Students from junior batches should be encouraged to be a part of the jury proceedings for stand-alone subjects. This will help them understand the conduct of the jury and the requirement of the subject. This option needs to be available for all juries including graduation project. A total of ten seats will be available for interested junior students to be part of the jury as silent spectators.

Calculation of SGPA And CGPA

A student has to obtain a minimum of grade 'C' in a Major Subject, Deepening Specialization, and IDM and a minimum grade of 'D' in General Electives and floating subject in order to be declared "Pass" in the subject.

A student who attends any Floating Subject and fulfills the criteria of minimum attendance i.e. 65%, and submission of internal assignments but fails to appear in the end term examination, shall be awarded a Grade "L" for audit which shall not be converted into grade points. However, the grade sheet shall reflect the subject with the above grade. The floating credit is an extra credit earned by a student and the grade point attained will not be accounted for in the SGPA calculation.

Calculation of Total Grade Points earned by Student in a Semester

- i) SGPA: The Semester Grade Point Average (SGPA) is calculated based on the Credits and Grades obtained by a student in all courses.

The number of credits for each course is multiplied by the Grade Point obtained by the student in a particular course and all the products are added. The sum is then divided by the total number of credits registered by the student.

$$SGPA = \frac{\sum (\text{No. of Credits} \times \text{Grade Point})}{\sum \text{No. of Credits}}$$

The SGPA thus calculated for a semester based on the above formula is the semester SGPA. SGPA is mentioned up-to two (2) decimal points without rounding off.

- ii) CGPA: Cumulative Grade Point Average (CGPA) is calculated based on the number of Credits and Grades obtained by a student in all semesters up to the final semester.

The formula for calculation of CGPA is as under;

$$C.G.P.A. = \frac{\sum_{j=1}^m (C_j \times p_j)}{\sum_{j=1}^m C_j}$$

Where

C_j = Number of credits of the course, up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in j th course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.

$j = 1, \dots, m$; represent the number of courses in which a student was registered and obtained a grade not lower than 'D' up-to the final semester for which CGPA is to be calculated.

CGPA is mentioned up to one (1) decimal point with rounding off.

There are lower caps in the absolute grading system, which define pass in Major Subjects, Deepening Specializations and IDM as 50% marks and pass in General Electives and Floating subjects as 40% marks.

Equivalent Percentage

NIFT does not follow any conversion formula to convert grade into percentage, however CGPA may be equated to percentage marks by multiplying CGPA by constant value of 10.

Follow-up Assessment

A) Follow-up in Process Based Subjects:

- i. In case a student fails in a process based subject (including subject where Skill Test was conducted as an end term examination), a follow up shall be given to the student for the subject. The student will be evaluated for 40% as per end semester evaluation.
- ii. The student shall be sent a brief of follow up assignment by the Campus Coordinator (given by the subject faculty) within a week of declaration of the result. This brief will include clear deliverables and submission timelines. The student will start working on the concepts and report to the subject faculty as per the given timelines. The student will also report to the campus a week before the commencement of the next semester and complete the follow up assignment. The students will be required to maintain a logbook to document the progress of the work which will be duly signed by the lab assistant/faculty. The assignment along with the logbook will be submitted at the end of the week and the marks sent to the Campus COE.
- iii. Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

B) Follow-up for Written Exams:

In case a student fails in a theory based subject where a written test was conducted as an End Term Examination, a follow up shall be given to the student. The student shall be sent a brief for the follow up assignment/ topics of study by the Campus Coordinator (given by the subject faculty) within a week of declaration of the result. This brief will include clear deliverables and submission timelines. The percentage of marks earmarked for the submission and written test, should also be clearly specified.

The student will start working on the concepts and report to the subject faculty as per the timelines. The student will also report to the campus a week before the commencement of the next semester and complete the follow up assignment. The assignment submission/written test will be conducted at the end of this week and the marks sent to the COE- Campus.

Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

C) Follow-up for Industry Internship/Craft Based Mandatory Subjects:

- i. In the case of students failing the Industry Internship / Craft based mandatory subjects; the process shall be repeated in its entirety and evaluated as per approved evaluation criteria as per the curriculum. The students shall repeat the same after completion of their final semester but before proceeding for their GP.
- ii. Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

D) Follow Up for Graduation Project / Research Project/ Design Collection/ Dissertation:

In the final semester, students are required to undertake Graduation Project/ Research Project/ Design Collection/ Dissertation. In the case of students failing in the internal jury of the same, they will be given a follow up to rework on the project and will be given a chance to:

- a. Appear before the external jury with the revised work (in case of minor revisions) after due approval from the internal jury at least two days before the external jury.
In such cases the students who are called for an internal re-jury before being given approval to present the work to the scheduled external jury should be assessed and will be given marks maximum 50% in the internal jury. Students can be given a follow-up after the internal jury only with the due approval of the Campus Director through the CAC.
- b. In case, major revisions are required, follow up jury of internal and external will be held within three months of the end of semester and if the work is found to be of satisfactory level, the degree will be awarded on the day of result declaration/ during convocation. Mark sheets of such students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.
- c. In case the external jury does not recommend the work or a student started the project very late or has not been able to get a completion certificate for the number of requisite weeks from the industry, the student will have to appear in a follow up. If the work is found to be of satisfactory level, the student would be deemed to have passed and the degree will be awarded on the day of passing/ during convocation (In case it is being held later). Mark sheets of all students who pass after being given a follow up shall clearly reflect the 'F' grade as well as subsequent 'P' grade.

Important Note: There will be no follow up examination for General Electives as the subject is a stand alone and the student will have to opt for additional GEs in subsequent semesters for completion of credits.

BATCH: (FOR SEMESTER I TO III)

Sl. No.....



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
 (A Statutory Body under the NIFT Act No. 28 dated July 13, 2006 of the Parliament of India)
 Ministry of Textiles, Government of India

(Degree Nomenclature - Post Graduate)

Batch Commencing: _____ Semester: : _____ Session: : _____
 (at the time of admission)

Statement of Grades

ID No. : _____

The following grades have been obtained by (Student Name) : _____ S/o or D/o : _____
 _____ of the National Institute of Fashion Technology, (Campus Name) : _____

No.	Subject Code	Subjects	TYPE [M/DS/IDM/GE-M/ GE-O]*	Credits	Grade Obtained	Result
Total						
Semester Grade Point Average (SGPA)						

*M-Major Subject, DS-Deepening Specialization, IDM-Inter Discipline Major, GE-M - General Elective Mandatory, GE-O-General Elective Optional, FS-M-Floating Subject major

The following is the Cumulative Grade Point Average (CGPA) obtained by the student till the current semester.

Semester	I	II	Total Credits
Credits			

Semester	I	II	Total SGPA	CGPA
SGPA				

*** Additional Subject**

No.	Subject Code	Subjects	TYPE	Credits	Grade Obtained	Result
1			FS			

A student who attends any Floating Subject and fulfills the criteria of minimum attendance but chooses not to appear in the end term examination, shall be awarded Grade "L" for audit. The credit of Floating Subject is not considered in SGPA.

 Joint Director/COE

 Campus Director

Date of Issue: _____

Place: : _____

Note:

The students shall be awarded grades as per the absolute grading system, which shall be converted into Grade points as per the conversion given below:

GRADES	GRADE POINTS	DESCRIPTION
O	10.0	Outstanding
A+	=>9.0<10.0	Excellent
A	=>8.0<9.0	Very Good
B+	=>7.0<8.0	Good
B	=>6.0<7.0	Satisfactory/ Fair
C	=>5.0<6.0	Average
D	=>4.0<5.0	Low Pass
F	<4.0	Fail
F	<4.0	Fail

A student has to obtain a minimum grade of 'C' in a Major Subjects, Deepening Specializations, and IDM and a minimum grade of 'D' in General Electives and Floating subjects in order to be declared "Pass" in the subject.

A student who attends any Floating Subject and fulfills the criteria of minimum attendance i.e. 65%, but fails to appear in the end term examination, shall be awarded a Grade "L" for audit which shall not be converted into grade points. However, the grade sheet shall reflect the subject with the above grade.

a. Calculation of Total Grade Points earned by Student in a Semester

i) SGPA: The Semester Grade Point Average (SGPA) is calculated based on the Credits and Grades obtained by student in all courses.

The number of credits for each course is multiplied by the Grade Point obtained by the student in a particular course and all the products are added. The sum is then divided by the total number of credits registered by the student.

$$SGPA = \frac{\sum (\text{No. of Credits} \times \text{Grade Point})}{\sum \text{No. of Credits}}$$

The SGPA thus calculated for a semester based on the above formula is the semester SGPA.

SGPA is mentioned up-to two (2) decimal points without rounding off.

ii) CGPA: Cumulative Grade Point Average (CGPA) is calculated based on the number of Credits and Grades obtained by student in all semester up to the final semester.

The formula for calculation of CGPA is as under;

$$C.G.P.A. = \frac{\sum_{j=1}^m (C_j \times p_j)}{\sum_{j=1}^m C_j}$$

Where

C_j = Number of credits of the course, up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in j th course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.

$j = 1, \dots, m$; represent the number of courses in which a student was registered and obtained a grade not lower than 'D' up-to the final semester for which CGPA is to be calculated.

CGPA is mentioned up to one (1) decimal point with rounding off.

There are lower caps in the absolute grading system, which define pass in Major Subjects, Deepening Specializations and IDM as 50% marks and pass in General Electives and Floating subjects as 40% marks.

CGPA is to be mentioned up to one (1) decimal point with rounding off.

Equivalent Percentage

NIFT does not follow any conversion formula to convert grade into percentage, however CGPA may be equated to percentage marks by multiplying CGPA by constant value of 10.

Prepared by)
Dealing Assistant
COE Cell
Date:: _____

(Verified by)
Dealing Assistant
Department: _____
Date: : _____

(Certified by)
Campus Coordinator
Department: _____
Date: : _____

BATCH: (FOR SEMESTER IV)



Sl. No.....

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A Statutory Body under the NIFT Act No. 28 dated July 13, 2006 of the Parliament of India)
Ministry of Textiles, Government of India

(Degree Nomenclature - Post Graduate)

Batch Commencing: _____ Semester: : _____ Session: : _____
(at the time of admission)

Statement of Grades

ID No. : _____

The following grades have been obtained by (Student Name) : _____ S/o or D/o : _____
_____ of the National Institute of Fashion Technology, (Campus Name) : _____

No.	Subject Code	Subjects	TYPE [MAJOR]	Credits	Grade Obtained	Result
Semester Grade Point Average (SGPA)						

The following is the Cumulative Grade Point Average (CGPA) obtained by the student.

Semester	I	II	III	IV	Total Credits
Credits					

Semester	I	II	III	IV	Total SGPA	CGPA
SGPA						

Joint Director/COE

Campus Director

Date of Issue:: _____

Place: : _____

Note:

The students shall be awarded grades as per the absolute grading system, which shall be converted into Grade points as per the conversion given below:

GRADES	GRADE POINTS	DESCRIPTION
O	10.0	Outstanding
A+	$\Rightarrow 9.0 < 10.0$	Excellent
A	$\Rightarrow 8.0 < 9.0$	Very Good
B+	$\Rightarrow 7.0 < 8.0$	Good
B	$\Rightarrow 6.0 < 7.0$	Satisfactory/ Fair
C	$\Rightarrow 5.0 < 6.0$	Average
D	$\Rightarrow 4.0 < 5.0$	Low Pass
F	< 4.0	Fail
F	< 4.0	Fail

A student has to obtain a minimum grade of 'C' in a Major Subjects, Deepening Specializations, and IDM and a minimum grade of 'D' in General Electives and Floating subjects, in order to be declared "Pass" in the subject.

A student who attends any Floating Subject and fulfills the criteria of minimum attendance i.e. 65%, but fails to appear in the end term examination, shall be awarded a Grade "L" for audit which shall not be converted into grade points. However, the grade sheet shall reflect the subject with the above grade.

a. Calculation of Total Grade Points earned by Student in a Semester

i) SGPA: The Semester Grade Point Average (SGPA) is calculated based on the Credits and Grades obtained by student in all courses.

The number of credits for each course is multiplied by the Grade Point obtained by the student in a particular course and all the products are added. The sum is then divided by the total number of credits registered by the student.

$$SGPA = \frac{\sum (\text{No. of Credits} \times \text{Grade Point})}{\sum \text{No. of Credits}}$$

The SGPA thus calculated for a semester based on the above formula is the semester SGPA.

SGPA is mentioned up-to two (2) decimal points without rounding off.

ii) CGPA: Cumulative Grade Point Average (CGPA) is calculated based on the number of Credits and Grades obtained by student in all semester up to the final semester.

The formula for calculation of CGPA is as under;

$$C.G.P.A. = \frac{\sum_{j=1}^m (C_j \times p_j)}{\sum_{j=1}^m C_j}$$

Where

C_j = Number of credits of the course, up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in j th course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.

$j = 1$ _____ m; represent the number of courses in which a student was registered and obtained a grade not lower than 'D' up-to the final semester for which CGPA is to be calculated.

CGPA is mentioned up to one (1) decimal point with rounding off.

There are lower caps in the absolute grading system, which define pass in Major Subjects, Deepening Specializations and IDM as 50% marks and pass in General Electives and Floating subjects as 40% marks.

CGPA is to be mentioned up to one (1) decimal point with rounding off.

Equivalent Percentage

NIFT does not follow any conversion formula to convert grade into percentage, however CGPA may be equated to percentage marks by multiplying CGPA by constant value of 10.

Prepared by)
Dealing Assistant
COE Cell
Date:: _____

(Verified by)
Dealing Assistant
Department: _____
Date: : _____

(Certified by)
Campus Coordinator
Department: _____
Date: : _____

FOR SEMESTER I TO II



Sl. No.....

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
 (A Statutory Body under the NIFT Act No. 28 dated July 13, 2006 of the Parliament of India)
 Ministry of Textiles, Government of India

(Foundation Programme)

Batch Commencing: _____ Semester: : _____ Session: : _____
 (at the time of admission)

Statement of Grades

ID No. : _____

The following grades have been obtained by (Student Name) : _____ S/o or D/o : _____
 _____ of the National Institute of Fashion Technology, (Campus Name) : _____

No.	Subject Code	Subjects	TYPE	Credits	Grade Obtained	Result
Total						
Semester Grade Point Average (SGPA)						

The following is the Cumulative Grade Point Average (CGPA) obtained by the student till the current semester.

Semester	I	II	Total Credits
Credits			

Semester	I	II	Total SGPA	CGPA
SGPA				

 Joint Director/COE

 Campus Director

Date of Issue:: _____

Place: : _____

Note:

The students shall be awarded grades as per the absolute grading system which shall be converted into Grade Points as per the conversion given below:

GRADES	GRADE POINTS	DESCRIPTION
O	10.0	Outstanding
A+	=>9.0<10.0	Excellent
A	=>8.0<9.0	Very Good
B+	=>7.0<8.0	Good
B	=>6.0<7.0	Satisfactory/ Fair
C	=>5.0<6.0	Average
D	=>4.0<5.0	Low Pass
F	<4.0	Fail

A student has to obtain a minimum grade of 'C' in a Major Subjects, Deepening Specializations, and IDMs and a minimum grade of 'D' in General Electives and Floating subjects in order to be declared "Pass" in the subject.

A student who attends any Floating Subject and fulfills the criteria of minimum attendance i.e. 65%, but fails to appear in the end term examination, shall be awarded a Grade "L" for audit which shall not be converted into grade points. However, the grade sheet shall reflect the subject with the above grade.

a. Calculation of Total Grade Points earned by Student in a Semester

i) SGPA: The Semester Grade Point Average (SGPA) is calculated based on the Credits and Grades obtained by student in all courses.

The number of credits for each course is multiplied by the Grade Point obtained by the student in a particular course and all the products are added. The sum is then divided by the total number of credits registered by the student.

$$SGPA = \frac{\sum (\text{No. of Credits} \times \text{Grade Point})}{\sum \text{No. of Credits}}$$

The SGPA thus calculated for a semester based on the above formula is the semester SGPA.

SGPA is mentioned up-to two (2) decimal points without rounding off.

ii) CGPA: Cumulative Grade Point Average (CGPA) is calculated based on the number of Credits and Grades obtained by student in all semester up to the final semester.

The formula for calculation of CGPA is as under;

$$C.G.P.A. = \frac{\sum_{j=1}^m (C_j \times p_j)}{\sum_{j=1}^m C_j}$$

Where

C_j = Number of credits of the course, up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in j th course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.

$j = 1, \dots, m$; represent the number of courses in which a student was registered and obtained a grade not lower than 'D' up-to the final semester for which CGPA is to be calculated.

CGPA is mentioned up to one (1) decimal point with rounding off.

There are lower caps in the absolute grading system, which define pass in Major Subjects, Deepening Specializations and IDM as 50% marks and pass in General Electives and Floating subjects as 40% marks.

CGPA is to be mentioned up to one (1) decimal point with rounding off.

Equivalent Percentage

NIFT does not follow any conversion formula to convert grade into percentage, however CGPA may be equated to percentage marks by multiplying CGPA by constant value of 10.

Prepared by)
Dealing Assistant
COE Cell
Date:: _____

(Verified by)
Dealing Assistant
Department: _____
Date: : _____

(Certified by)
Campus Coordinator
Department: _____
Date: : _____

FOR SEMESTER III TO VII



Sl. No.....

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
 (A Statutory Body under the NIFT Act No. 28 dated July 13, 2006 of the Parliament of India)
 Ministry of Textiles, Government of India

(Degree Nomenclature - Under Graduate)

Batch Commencing: _____ Semester: : _____ Session: : _____
 (at the time of admission)

Statement of Grades

ID No. : _____

The following grades have been obtained by (Student Name) : _____ S/o or D/o : _____
 _____ of the National Institute of Fashion Technology, (Campus Name) : _____

No.	Subject Code	Subjects	TYPE [M/DS/IDM/GE-M/ GE-O]*	Credits	Grade Obtained	Result
Total						
Semester Grade Point Average (SGPA)						

*M-Major Subject, DS-Deepening Specialization, IDM-Inter Discipline Major, GE-M - General Elective Mandatory, GE-O-General Elective Optional, FS-M-Floating Subject major

The following is the Cumulative Grade Point Average (CGPA) obtained by the student till the current semester.

Semester	I	II	III	IV	V	VI	VII	Total Credits
Credits								

Semester	I	II	III	IV	V	VI	VII	Total SGPA	CGPA
SGPA									

*** Additional Subject**

No.	Subject Code	Subjects	TYPE	Credits	Grade Obtained	Result
1			FS			

A student who attends any Floating Subject and fulfills the criteria of minimum attendance but chooses not to appear in the end term examination, shall be awarded Grade "L" for audit. The credit of Floating Subject is not considered in SGPA.

Joint Director/COE

Campus Director

Date of Issue:: _____

Place: : _____

Note:

The students shall be awarded grades as per the absolute grading system which shall be converted into Grade points as per the conversion given below:

GRADES	GRADE POINTS	DESCRIPTION
O	10.0	Outstanding
A+	$\Rightarrow 9.0 < 10.0$	Excellent
A	$\Rightarrow 8.0 < 9.0$	Very Good
B+	$\Rightarrow 7.0 < 8.0$	Good
B	$\Rightarrow 6.0 < 7.0$	Satisfactory/ Fair
C	$\Rightarrow 5.0 < 6.0$	Average
D	$\Rightarrow 4.0 < 5.0$	Low Pass
F	< 4.0	Fail

A student has to obtain a minimum grade of 'C' in a Major Subjects, Deepening Specializations, and IDM and a minimum grade of 'D' in General Electives and Floating subjects in order to be declared "Pass" in the subject.

A student who attends any Floating Subject and fulfills the criteria of minimum attendance i.e. 65%, but fails to appear in the end term examination, shall be awarded a Grade "L" for audit which shall not be converted into grade points. However, the grade sheet shall reflect the subject with the above grade.

a. Calculation of Total Grade Points earned by student in a semester

i) SGPA: The Semester Grade Point Average (SGPA) is calculated based on the Credits and Grades obtained by student in all courses.

The number of credits for each course is multiplied by the Grade Point obtained by the student in a particular course and all the products are added. The sum is then divided by the total number of credits registered by the student.

$$SGPA = \frac{\sum (\text{No. of Credits} \times \text{Grade Point})}{\sum \text{No. of Credits}}$$

The SGPA thus calculated for a semester based on the above formula is the semester SGPA.

SGPA is mentioned up-to two (2) decimal points without rounding off.

ii) CGPA: Cumulative Grade Point Average (CGPA) is calculated based on the number of Credits and Grades obtained by student in all semester up to the final semester.

The formula for calculation of CGPA is as under;

$$C.G.P.A. = \frac{\sum_{j=1}^m (C_j \times p_j)}{\sum_{j=1}^m C_j}$$

Where

C_j = Number of credits of the course, up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in jth course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.

$j = 1, \dots, m$; represent the number of courses in which a student was registered and obtained a grade not lower than 'D' up-to the final semester for which CGPA is to be calculated.

CGPA is mentioned up to one (1) decimal point with rounding off.

There are lower caps in the absolute grading system, which define pass in Major Subjects, Deepening Specializations and IDM as 50% marks and pass in General Electives and Floating subjects as 40% marks.

CGPA is to be mentioned up to one (1) decimal point with rounding off.

Equivalent Percentage

NIFT does not follow any conversion formula to convert grade into percentage, however CGPA may be equated to percentage marks by multiplying CGPA by constant value of 10.

Prepared by)

Dealing Assistant

COE Cell

Date:: _____

(Verified by)

Dealing Assistant

Department: _____

Date: : _____

(Certified by)

Campus Coordinator

Department: _____

Date: : _____

FOR SEMESTER VIII



Sl. No.....

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A Statutory Body under the NIFT Act No. 28 dated July 13, 2006 of the Parliament of India)
Ministry of Textiles, Government of India

(Degree Nomenclature - Under Graduate)

Batch Commencing: _____ Semester: : _____ Session: : _____
(at the time of admission)

Statement of Grades

ID No. : _____

The following grades have been obtained by (Student Name) : _____ S/o or D/o : _____
_____ of the National Institute of Fashion Technology, (Campus Name) : _____

No.	Subject Code	Subjects	TYPE [MAJOR]	Credits	Grade Obtained	Result
Semester Grade Point Average (SGPA)						

The following is the Cumulative Grade Point Average (CGPA) obtained by the student.

Semester	I	II	III	IV	V	VI	VII	VIII	Total Credits
Credits									

Semester	I	II	III	IV	V	VI	VII	VIII	Total SGPA	CGPA
SGPA										

Joint Director/COE

Campus Director

Date of Issue:: _____

Place: : _____

Note:

The students shall be awarded grades as per the absolute grading system which shall be converted into Grade points as per the conversion given below:

GRADES	GRADE POINTS	DESCRIPTION
O	10.0	Outstanding
A+	$\Rightarrow 9.0 < 10.0$	Excellent
A	$\Rightarrow 8.0 < 9.0$	Very Good
B+	$\Rightarrow 7.0 < 8.0$	Good
B	$\Rightarrow 6.0 < 7.0$	Satisfactory/ Fair
C	$\Rightarrow 5.0 < 6.0$	Average
D	$\Rightarrow 4.0 < 5.0$	Low Pass
F	< 4.0	Fail
F	< 4.0	Fail

A student has to obtain a minimum grade of 'C' in a Major Subjects, Deepening Specializations, and IDM and a minimum grade of 'D' in General Electives and Floating subjects in order to be declared "Pass" in the subject.

A student who attends any Floating Subject and fulfills the criteria of minimum attendance i.e. 65%, but fails to appear in the end term examination, shall be awarded a Grade "L" for audit which shall not be converted into grade points. However, the grade sheet shall reflect the subject with the above grade.

a. Calculation of Total Grade Points earned by Student in a Semester

i) SGPA: The Semester Grade Point Average (SGPA) is calculated based on the Credits and Grades obtained by student in all courses.

The number of credits for each course is multiplied by the Grade Point obtained by the student in a particular course and all the products are added. The sum is then divided by the total number of credits registered by the student.

$$SGPA = \frac{\sum (\text{No. of Credits} \times \text{Grade Point})}{\sum \text{No. of Credits}}$$

The SGPA thus calculated for a semester based on the above formula is the semester SGPA.

SGPA is mentioned up-to two (2) decimal points without rounding off.

ii) CGPA: Cumulative Grade Point Average (CGPA) is calculated based on the number of Credits and Grades obtained by student in all semester up to the final semester.

The formula for calculation of CGPA is as under;

$$C.G.P.A. = \frac{\sum_{j=1}^m (C_j \times p_j)}{\sum_{j=1}^m C_j}$$

Where

C_j = Number of credits of the course, up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in j th course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.

$j = 1, \dots, m$; represent the number of courses in which a student was registered and obtained a grade not lower than 'D' up-to the final semester for which CGPA is to be calculated.

CGPA is mentioned up to one (1) decimal point with rounding off.

There are lower caps in the absolute grading system, which define pass in Major Subjects, Deepening Specializations and IDM as 50% marks and pass in General Electives and Floating subjects as 40% marks.

CGPA is to be mentioned up to one (1) decimal point with rounding off.

Equivalent Percentage

NIFT does not follow any conversion formula to convert grade into percentage, however CGPA may be equated to percentage marks by multiplying CGPA by constant value of 10.

Prepared by)

Dealing Assistant

COE Cell

Date:: _____

(Verified by)

Dealing Assistant

Department: _____

Date: : _____

(Certified by)

Campus Coordinator

Department: _____

Date: : _____



National Institute of Fashion Technology
A Statutory Institute governed by the NIFT Act, 2006
Ministry of Textiles, Government of India

APPLICATION FORM FOR DIPLOMA PROGRAMME - (Year 20)

Passport size
Photograph

Office Use only:

Permanent Roll No. _____ Batch _____

Diploma programme applied for: Option 1: _____

Option 2: _____

I. Student Details

1. Name of the Student: _____ (In capital letter)
(First Name) (Middle Name) (Last Name)

2. Father's Name/Mother's Name (In capital): _____

3. Mother's Name (In capital): _____

4. Communication Address: _____

5. Gender-Male/Female: _____ 6. Date of Birth: _____

7. Blood Group: _____ 8. Identification Mark: _____

9. Telephone (With STD code): _____ 10. Student's Mobile No.: _____

11. Student E-mail ID: _____

12. Educational Qualification (attach relevant documents): _____

S.No.	Exam Passed or Appearing in	Name of Board/ University	Year of Passing	Subject Studied

13. Industry Experience, if any (attach relevant documents) :

II. Registration Fee Details

A. (Enclose DD):

1. Demand Draft No.: _____ Date: _____ Amount (Rs.): _____

2. Name of the Bank: _____ Payable at: _____
Or

B. NEFT/RTGS/ONLINE Payment Details

1. Online Transaction No.: _____ Date: _____ Amount (Rs.): _____
2. Name of the Bank: _____ Branch: _____

(Enclose 2 Passport size and 2 Stamp size photographs along with other attachments.)

Date: _____ Signature of the Candidate

Admission Form complete in all respects should be submitted to the concerned NIFT campus opted by the candidate by post under Registered cover superscribed "Diploma Programme Admission Form 20" or by hand along with a Demand Draft of INR 2,150/-, drawn in favour of National Institute of Fashion Technology, payable at respective Campus. The institute does not take any responsibility for delay or loss of forms or correspondence in postal transit or by courier.

**National Institute of Fashion Technology
Diploma Programme**

**Format for Submitting DP to PEC
(For Campus Records)**

PROGRAMME	
Campus	
Department	
Year	
Name of the DP	
Duration of the programme	
Days (Example, 5 days/week with timing)	
Date of commencement and conclusion	
Total number of seats	
Eligibility	
Programme fee	
Programme objective (approx 30-40 words for printing in the brochure)	
Programme content (approx 50 words for printing in the brochure)	
Planned career profile (approx 20 words for printing in the brochure)	

PEOPLE INVOLVED		
	I	II
Name of Programme Coordinator		
Designation of Programme Coordinator		

Mobile No of Programme Coordinator		
Email of Programme Coordinator		

CERTIFICATION AND UNDERTAKING	
Undertaking: Certified that the DP will be conducted by the faculty members with the support of other staff of the department, in addition to their normal workload.	Signature of Programme Coordinator

8B.1: To be certified by Campus Director (for campus and HO records)

COST STRUCTURE/BUDGET FOR THE PROGRAMME	
Campus	
Department	
Year	
Name of the DP	
Name of Programme Coordinator	
Contact No. of the Programme Coordinator	
Programme Fee Proposed	
No of candidates	
Expected Revenue= No. of candidates x fee charged	
Other Expenses (30% of the total revenue)	
Programme Coordination fee (As per DP policy)	
Payment of lecture fee to Guest and Regular Faculty (As per DP policy)	
Payment to support staff (as per DP policy)	
Programme materials for the programme - folders/stationery/ swatches/postage/ in house printing etc.	

Field visits/workshops (as per the course curriculum)	
Refreshment and hospitality for students, faculty and academic staff	
Programme support materials like swatches/slides, etc.	
Teaching aids (books/CDs/DVDs/magazine which would require endorsement by NRC of each campus)	
Contingency amount	
Total Budget	

Certification and Undertaking for Campus Resource availability for DP	
Undertaking: Certified that the department will make available its infrastructure and equipment for conduct of this Diploma programme.	Signature of Campus Coordinator
Undertaking: Certified that PEC has recommended the above DP on all aspects of Form-8 (A + A.1)	Signature of Campus Director

**National Institute of Fashion Technology
Diploma Programme**

Format for DP Academic Calendar

Name of the Campus: _____

S.NO.	PROGRAMME DETAILS				
		Programme 1	Programme 2	Programme 3	Programme 4
1.	Programme Name				
2.	Name of the Programme Coordinator/s				
3.	Eligibility				
4.	Duration of the programme				
5.	Programme Fee				
6.	No. of seats				
7.	DP Form availability dates				
8.	Last Date of submission of DP form				
9.	The date of interview				
10.	Declaration of final result				
11.	Date of payment of fees				
12.	Date of open house				
13.	Date of orientation of Diploma programme				
14.	Remarks				

Note:

- Each campus will prepare its Academic Calendar by January 15th of each year and notified to CE (HO).
- The information of dates regarding DP shall be intimated separately to the candidates by the respective campuses by email/SMS or through website.
- Campus Director may extend the last date of submission of DP form if adequate candidates have not applied and notify it at the campus and CE (HO).
- Only the information received by CE (HO) by March 15th of each year will be included in the design of DP brochure.

**National Institute of Fashion Technology
Diploma Programme**

List of Attachments for DP

Name of the DP	
Relevance of the programme	
Outcomes at the end of the programme	
Synopsis of the programme	
Session plan and assignment plan	
Faculty/Guest faculty list	
Name of the support staff/student with the Programme Coordinator	
Signature of Programme Coordinator/s	

**Annexure-8D continued
Diploma Programme Matrix**

Centre :
Department :
Programme Name :
Programme Duration :
Days :

Course type- Theory (TH) / Process (PB)	Courses	Course Faculty	Hour/Week					Total Hours / Semester
			Lecture	Practical/ Workshops	Tutorial / Seminars / Field Study	Monitored Self Study	Total Hours / Week	

Total Hours and Days	
-----------------------------	--

Assignment-I Description

Detail of Assignment	
Evaluation Criteria	
Types of Assignment	
Weight age	

Assignment-II Description

Detail of Assignment	
Evaluation Criteria	
Types of Assignment	
Weight age	

Assignment III/End-term Jury Description


Detail of Assignment	
Evaluation Criteria	
Types of Assignment	
Weight age	

Evaluation Matrix

Assignment I	Assignment II	Assignment III or End Term Jury	Total
			100

Formats for Certificate

Front Side

	Roll No. _____
NATIONAL INSTITUTE OF FASHION TECHNOLOGY (A Statutory Institute governed by the NIFT Act 2006) Ministry of Textiles , Government of India NIFT Campus	
This Diploma / PG Diploma is awarded to Ms./Mr. S/o/D/o/W/o..... Who has successfully completed and passed the prescribed course of study in conducted by this institute from 20 to 20 Given on this day of	
Programme Coordinator	 Campus Director NIFT Campus

Reverse side

Hindi format may be made accordingly.

Formats for Grade Sheets

Sl. No. _____

National Institute of Fashion Technology
(A Statutory Institute governed by the NIFT Act, 2006)

Diploma Programme

Name of the Diploma Programme: _____

Year: _____ Semester: _____ [for eg. : II (Sept - Dec)]

Statement Of Grades

ID No. _____

The following grades have been obtained by (Student Name) _____ S/o or D/o _____ of
the National Institute of Fashion Technology, (Campus Name)

S.NO	SUBJECT	GRADE OBTAINED	RESULT
			Pass/Pass after Re-exam/Fail

Programme Coordinator/s:

Date of issue:
Place:

Campus: Director:

Date of issue:
Place:

Annexure-8E2 continued

Note:

Student will be awarded grades, as per the conversion given below:

GRADES	MARKS RANGE	GRADE POINT	DESCRIPTION
O	100	10	Outstanding
A+	90-99	$\Rightarrow 9.0 < 10$	Excellent
A	80-89	$\Rightarrow 8.0 < 9$	Very Good
B+	70-79	$\Rightarrow 7.0 < 8$	Good
B	60-69	$\Rightarrow 6.0 < 7$	Satisfactory / Fair
C	50-59	$\Rightarrow 5.0 < 6$	Average
D	40-49	$\Rightarrow 4.0 < 5$	Low Pass
F	< 40	< 4	Fail

The Grade sheet has been:

(Prepared by)

(Certified by)

Research Assistant/Assistant for overall coordination:

Programme Coordinator/s:

Date:

Date:

National Institute of Fashion Technology

Format for Student Feedback – Diploma Programme

Programme Details	
Campus	
Programme ID	
Programme Name	
Starting Date	
Ending Date	
Programme Duration	
Department	
Venue	
Coordinator 1	
Coordinator 2	
Date of Feedback	

Scale for feedback on DP on parameters listed below:

Scale for feedback	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
	10	8	6	4	2

CRITERIA	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	NOT SATISFACTORY	TOTAL
Schedule of the programme						
Coordination of the programme						
Deliverance of various subjects						
Logically structured session						
Class discussions						
Exposure through visits/industry interactions, etc.						
Class /Lab facility						
Library facility						
Regular and meaningful feedback						
No. of classes not conducted						
Total Score						
Additional comments, if any						

Name of the student: _____



National Institute of Fashion Technology
A Statutory Institute governed by the NIFT Act, 2006
Ministry of Textiles, Government of India

APPLICATION FORM FOR CE PROGRAMME - (Year 20.....)

Office Use only:

Permanent Roll No. _____ Batch _____

Passport size
Photograph

Course applied for Option 1: _____ (from options)
Option 2: _____

I. Student Details

1. Name of the Student: _____ (In capital letter)
(First Name) (Middle Name) (Last Name)

2. Father's Name/Mother's Name (In capital): _____

3. Mother's Name (In capital): _____

4. Communication Address: _____

5. Gender-Male/Female: _____ 6. Date of Birth: _____

7. Blood Group: _____ 8. Identification Mark: _____

9. Telephone (With STD code): _____ 10. Student's Mobile No.: _____

11. Student E-mail ID: _____

12. Educational Qualification (attach relevant documents): _____

S.No.	Exam Passed or Appearing in	Name of Board/ University	Year of Passing	Subject Studied

13. Industry Experience, if any (attach relevant documents) :

II. Registration Fee Details

A. (Enclose DD):

1. Demand Draft No.: _____ Date: _____ Amount (Rs.): _____

2. Name of the Bank: _____ Payable at: _____

Or

B. NEFT/RTGS/ONLINE Payment Details

1. Online Transaction No.: _____ Date: _____ Amount (Rs.): _____

2. Name of the Bank: _____ Branch: _____

(Enclose 2 Passport size and 2 Stamp size photographs along with other attachments.)

Date: Signature of the Candidate

Admission Form complete in all respects should be submitted to the concerned NIFT Campus opted by the candidate by post under Registered cover super scribed "CE Admission Form 20" or by hand along with a Demand Draft of INR 2,150/- +18% GST for programmes of more than six months duration (one year programmes) and Rs.1,200/- +18% GST for programmes of six months duration and less, drawn in favour of National Institute of Fashion Technology, payable at respective campus. The institute does not take any responsibility for delay or loss of forms or correspondence in postal transit or by courier.

**National Institute of Fashion Technology
Continuing Education Programme**

**Format for Submitting CEP to PEC
(For Campus Records)**

PROGRAMME	
Campus	
Department	
Year	
Name of the CEP	
New or Existing CEP	
Duration of the Programme	
Days (eg. 5 days/week)/Weekend programme with timing)	
Date of Commencement and Conclusion	
Total No. of Seats	
Eligibility [10+2/10+2 with or without 1-2 Years of experience/ 10+2 with Diploma/10+2+3 (Graduate)].	
Programme Fee Proposed (without 18% GST)	
Total Fee with 18% GST	
Programme Objective (approx 30-40 words for printing in brochure)	
Programme Content (approx 50 words for printing in brochure)	
Planned career profile (Approx 20 words for printing in Brochure)	
Issues handled in modifying design/curriculum of the existing CEP for introduction in new campus	

9 B 2: To be certified by Campus Director (for Campus and HO Records)

COST STRUCTURE/BUDGET FOR THE PROGRAMME	
Campus	
Department	
Year	
Name of the CEP	
Name of Programme Coordinator	
Contact No. of the Programme Coordinator	
New or Existing CEP	
Programme Fee Proposed (without 18% GST)	
Total Fee with 18% GST	
No of Candidates	
Other Expenses (50% of the Total revenue)	
Programme Coordination Fee (as per CE Policy)	
Programme Development fee (applicable only if it is introduced in other campus as per CE Policy)	
Payment of Lecture Fee to Guest and Regular Faculty (As per CE policy)	
Payment to support Staff (As per CE policy)	
Programme Materials for the programme – folders/stationery/ swatches/postage/in house printing etc.	
Field visits/workshops (as per the course curriculum)	
Refreshment and Hospitality of Students Faculty and Academic Staff	
Programme support materials like swatches/slide, etc.	
Teaching aids (books/CDs/DVDs/magazine which would require endorsement by NRC of each campus)	
Contingency amount	
Total Budget	

CERTIFICATION AND UNDERTAKING FOR CAMPUS RESOURCE AVAILABILITY FOR CEP	
Undertaking: Certified that the department will make available its infrastructure and equipment for conduct of this CE programme.	Signature of Campus Coordinator
Undertaking: Certified that PEC has recommended the above CEP on all aspects of Form-9 (A.1 + A.2)	Signature of Campus Director

9 B 3 In case of issues /disagreement with the Decision of PEC (For Campus & HO Records)

IN CASE OF APPROVAL/DISAPPROVAL BY PEC, BUT DISAGREEMENT BY CAMPUS DIRECTOR	
Reasons to be recorded	Signature of Campus Director:

IN CASE OF APPROVAL/DISAPPROVAL BY PEC, BUT DISAGREEMENT BY PROGRAMME COORDINATOR	
Reasons to be recorded	Signature of Programme Coordinator:

**National Institute of Fashion Technology
Continuing Education Programme**

Format for CEP Academic Calendar

Name of the Campus: _____

S.NO.	PROGRAMME DETAILS				
		Programme 1	Programme 2	Programme 3	Programme 4
1.	Programme Name				
2.	Existing CEP/New CEP				
3.	Name of the Programme Coordinator/s				
4.	Eligibility				
5.	Duration of the programme				
6.	Programme fee with 18% GST				
7.	No. of seats				
8.	CE Form availability dates				
9.	Last date of submission of CE form				
10.	The date of interview				
11.	Declaration of final result				
12.	Date of payment of fees				
13.	Date of open house				
14.	Date of orientation of CE programme				
15.	Remarks				

Note:

- Each campus will prepare its Academic Calendar by January 15th of each year and notified to CE (HO).
- The information of dates regarding CEP shall be intimated separately to the candidates by the respective campuses by email/SMS or through website.
- Campus Director may extend the last date of submission of CE form if adequate candidates have not applied and notify it at the campus and CE (HO).
- Only the information received by CE (HO) by March 15th of each year will be included in the design of CE brochure.
- The course description, careers and summary will be considered as mentioned in the previous year's brochure. In case of any change/revision from the previous year, it may be highlighted in the 'Remarks' column.

National Institute of Fashion Technology Continuing Education Programme

List of Attachments for CEP

Name of the CEP	
Relevance of the programme	
Outcomes at the end of the programme	
Synopsis of the programme	
Programme Curriculum duly signed by programme coordinator (must include details of the assignment plan and session plan)	
(Format enclosed below)	
Faculty/guest faculty list	
Name of the support staff/student with the Programme Coordinator	
Name of the support staff with the Programme Coordinator for documentation	
Signature of Programme Coordinator	Signature of Chairperson

Annexure-9D continued
Course Curriculum Format

Programme Name :
Programme Duration : E.g. 1 year/6 months/3 months
Days : E.g. 5 days /week or weekends

Course Name	Sessions	Hours	Type
			T/PB

- **Course Description:**
- **Course Objective and Outcomes:**
- **Contents (contents of each course to be detailed as below):**

COURSE NAME	CONTENT	SESSION -WISE DETAIL	TOTAL CONTACT HOURS/MENTORING/ RESEARCH WORK	DELIVERY METHOD	TOTAL SESSION
	Assignment I Submission				
	Assignment II Submission				
	Assignment III Submission or End Term Jury				

Suggested Reference Books and Journal

-
-

Assignment I Description

Detail of Assignment	
Evaluation Criteria	
Types of Assignment	
Weight age	

Assignment II Description

Detail of Assignment	
Evaluation Criteria	
Types of Assignment	
Weight age	

Annexure-9D continued

Assignment III / End Term Jury Description

Detail of Assignment	
Evaluation Criteria	
Types of Assignment	
Weight age	

Evaluation Matrix

Assignment I	Assignment II	Assignment III or End Term Jury	Total
			100

Teaching Tools

-

CE Programme Matrix



Centre :
 Department :
 Programme Name :
 Programme Duration :
 Days :


Course type- Theory (TH) / Process (PB)	Courses	Course Faculty	Hour/Week					Total Hours / Semester
			Lecture	Practical/ Workshops	Tutorial / Seminars / Field Study	Monitored Self Study	Total Hours / Week	

Total Hours and Days	
----------------------	--

Formats for Certificate

Front Side


	<p style="margin: 0;">Serial No: _____</p> <p style="margin: 0;">NATIONAL INSTITUTE OF FASHION TECHNOLOGY</p> <p style="margin: 0;">(A statutory Institute governed by the NIFT Act 2006)</p> <p style="margin: 0;">Ministry of Textiles , Government of India</p> <p style="margin: 0;">Campus Name eg: New Delhi</p> <p style="margin: 0;">This Certificate is awarded to</p> <p style="margin: 0;">Ms./ Mr. S/o/D/o/W/o.</p> <p style="margin: 0;">for successfully completing a</p> <p style="margin: 0;">course on</p> <p style="margin: 0;">from 20 to 20</p> <div style="text-align: center; margin: 10px 0;">  </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="margin: 0;">Programme Coordinator Continuing Education</p> </div> <div style="width: 45%; text-align: right;"> <p style="margin: 0;">Campus Director (Campus Name)</p> </div> </div>
---	---



राष्ट्रीय फैशन टेक्नालॉजी संस्थान
(सांविधिक संस्थान निफ्ट अधिनियम 2006, द्वारा शासित और वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित)
कैम्पस

क्रमांक संख्या : _____

यह प्रमाण-पत्र सुश्री / श्री
पुत्र / पुत्री / पत्नी को
दिनांक 20 से 20 तक
..... पाठ्यक्रम को
सफलतापूर्वक पूर्ण करने पर दिया जाता है ।



पाठ्यक्रम समन्वयक
सतत शिक्षा

कैम्पस निदेशक
(कैम्पस)

Formats for Grade Sheets

Sl. No. _____

National Institute of Fashion Technology
(A Statutory Institute governed by the NIFT Act, 2006)

Continuing Education Programme

Name of the Programme: _____

Year: _____ Semester: _____ (if any)
(at the time of admission)

Statement Of Grades

ID No. _____

The following grades have been obtained by (Student Name) _____ S/o or D/o _____ of
the National Institute of Fashion Technology, (Campus Name)

S.NO	SUBJECT	GRADE OBTAINED	RESULT
1.			Pass/Pass after Re-exam/Fail
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Programme Coordinator/s:

Date of issue:

Place:

Campus: Director:

Date of issue:

Place:

Annexure 9 E2 continued

Note:

Student may be awarded grades, as per the conversion given below:

GRADES	MARKS RANGE	GRADE POINT	DESCRIPTION
O	100	10	Outstanding
A+	90-99	$\Rightarrow 9.0 < 10$	Excellent
A	80-89	$\Rightarrow 8.0 < 9$	Very Good
B+	70-79	$\Rightarrow 7.0 < 8$	Good
B	60-69	$\Rightarrow 6.0 < 7$	Satisfactory / Fair
C	50-59	$\Rightarrow 5.0 < 6$	Average
D	40-49	$\Rightarrow 4.0 < 5$	Low Pass
F	< 40	< 4	Fail

The Grade sheet has been:

(Prepared by)

Research Assistant/Assistant

(Certified by)

Programme Coordinator/s

Date:

Date:

**National Institute of Fashion Technology
Continuing Education Programme**

**Payment Claim for Reimbursement of Programme Development Fee
(For Campus Records)**

Name of the CE Programme	
Department	
Campus	
Duration of the programme and days (e.g. 5 days/week)	
Total No. of seats offered	
No. of students enrolled	
Date of commencement and conclusion	
Eligibility	
Total No of students admitted	
Programme fee	
Total revenue collected	
Whether programme was sponsored; if yes then details	
Whether the programme has been introduced in a new campus; if yes then provide original campus name and details of Coordinator	

**Claim for Programme Development Fee
(Refer to CE Policy)**

S. NO.	NAME OF PROGRAMME DEVELOPER	AMOUNT
1.		
2.		
Total		

Please attach certification letter of PEC.

Total Amount : INR _____

Date : _____

Name & Signature of Programme Coordinator : _____

Certification by Campus Director on successful
conduction of the above programme :

☐
☐
☐
☐

Satisfactory

Good

Very Good

Excellent

Signature of Campus Director : _____

National Institute of Fashion Technology
Format for Student Feedback – CE Programme

Programme Details	
Campus	
Programme ID	
Programme Name	
Starting Date	
Ending Date	
Programme Duration	
Department	
Venue	
Coordinator 1	
Coordinator 2	
Date of Feedback	

Scale for feedback on CEP on Parameters listed below:

Scale for feedback	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
	10	8	6	4	2

CRITERIA	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	NOT SATISFACTORY	TOTAL
Schedule of the programme						
Coordination of the programme						
Deliverance of various subjects						
Logically structured session						
Class discussions						
Exposure through visits/industry interactions, etc.						
Class /Lab facility						
Library facility						
Regular and meaningful feedback						
No. of classes not conducted						
Total Score						
Additional comments, if any						

Name of the student: _____

Partnership Development – Process for Establishing New Domestic and Overseas Collaborative Partners

Partner Audit for a Proposed New Partner where there is an intention to secure a Memorandum of Understanding (MoU)

Name of Proposed New Partner:

This Partner Audit is designed to work with a new collaborative partner by collecting relevant information about the prospective partner from a variety of sources.

The Partner Audit would describe:

- a) the intended partner's current position in respect of the criteria and,
- b) any proposed changes that will affect the collaboration.

For established organizations, much of the investigation is likely to be carried out as a desk audit. However, a site visit should always be made, as some of the published information may require updating of the relevant details.

DESCRIPTION	REMARKS TO BE FILLED IN BY PROPOSED PARTNER
1. Nature, Mission and Status	
Describe the type of organization and its legal status.	
Is it publicly or privately funded?	
How long has the proposed partner been established?	
Describe the mission, aims and objectives of the proposed partner.	
Describe any experience of collaboration with other institutes/universities and, if appropriate, professional or statutory bodies.	
What is the proposed partner's policy on equal opportunity?	
Describe the proposed partner's accreditations?	
2. Academic Management, Quality Assurance and Control	
Identify the body responsible for academic matters, including its role in approving collaboration.	
Outline the processes for the maintenance and enhancement of academic standards.	
Are there any external reviews of the quality assurance system?	
3. Resources	
A brief description of the location, infrastructure and facilities for the students.	
Availability of specialist resources for example, laboratories, studios, etc.	
Equipment, for example, computer hardware.	
Display space available for students work.	
Other student activities and social space available for students.	
4. Medium of Instruction	
How extensively is the English language used for instruction?	
5. Risk Assessment	
Please identify any risks that may be involved in proceeding to work with the proposed collaborative partner, for example, financial or strategic issues or outcomes of recent quality inspections.	
6. Courses offered	
Details of courses offered by the partner institute.	

Memorandum of Understanding on Academic Cooperation between

**National Institute of Fashion Technology (NIFT)
New Delhi, India**

and

Partner Institute/University (International)

This Agreement, executed on _____ at New Delhi between National Institute of Fashion Technology (NIFT), New Delhi, India, through _____ Director General, NIFT, New Delhi, hereinafter referred to as NIFT and shall include all its servants, agents and assigns of the FIRST PART

And

_____ through _____, hereinafter referred to as _____ and shall include all its servants, agents and assigns of the SECOND PART

I. About the Agreement

- 1.1 This Educational Cooperation Agreement defines the principles, policy guidelines and procedures, which Partner Institute/University and NIFT, India wish to develop in mutual interest. This co-operation includes exchange of students, faculty members and staff of the two partner institutes, promotion of lectures, workshops and exhibitions, exchange of information and academic publications.
- 1.2 This agreement will be reviewed each year and changes specifying the methods of co-operation and modalities between the Partner Institute/University and NIFT will be incorporated with mutual consent.

II. Purpose

In recognition of the proven value, both personal and educational, of the international exchange for students, staff and faculty, we herewith establish, at the institutional level, the principles, policy guidelines and procedures required to facilitate such exchange between our institutions.

III. Objective

The objective of this agreement is to encourage international cooperation and exchange between the two institutions in the following areas:

- a) Exchange of students.
- b) Exchange of faculty members and staff.
- c) Promotion of lectures, workshops and exhibitions.
- d) Exchange of information and academic publications.

IV. Scope

The Agreement between Partner Institute/University and NIFT covers the exchange between Partner Institute/University and National Institute of Fashion Technology (NIFT).

V. Exchange of Students

A. Reciprocal Exchange

1. Student exchanges are based on the principle of reciprocity; ideally within the same academic year and for the same period of time.
2. The number of students exchanged under this Agreement is tentatively limited to no more than six per year. The exact number will be agreed upon each year by Partner Institute/University and NIFT.

3. The exchange student will be nominated by the home institution; the application is subject to acceptance by the host institution. Each exchange student will satisfy the admission procedures and requirements of the host department as well as the prerequisites for specific courses and programmes.
4. Language proficiency of exchange students will be gauged and verified by appropriate personnel at the home institution.
5. Exchange students will be admitted in a non-degree status by the host institution for a period of one or two semesters and for a maximum of one academic year.
6. Exchange students may take courses for credit and the host institution will issue a transcript and grades for exchange students under the same rules and regulations as for its degree students.
7. As long as the principle of reciprocity is maintained, Partner Institute/University and NIFT agree to waive tuition and related fee for exchange.
8. Students are responsible for all travel costs, accommodation, meals, health insurance, semester contribution (at their home institution), medical costs, passport and visa costs, course materials (books, and consumables) and other expenses. The host institution will not provide financial assistance to exchange students.
9. Exchange students must carry medical health insurance that meets the requirements of the host institution and/or the host government. Neither institution will incur liability for illness, injury, financial loss or death of an exchange student at the partner institution. Both institutions will ensure that exchange students sign liability waivers absolving both institutions of liability.
10. If one member of an exchange withdraws before the end of the designated period of that exchange, the status of the other member of the exchange will not be affected. The principle of reciprocity however, must be maintained over time.
11. The host institution will provide services to assist exchange students in locating accommodation and adjusting to the academic, social and cultural life of the host institution and community. It will also provide instruction, academic evaluation and supervision for exchange students as is maintained for home students.
12. Exchange students are expected to adhere to the rules and regulations of the host institution and respect the cultural mores, national traditions and customs of the host country.
13. The Partner Institute/University and NIFT reserve their rights to decline the students on academic ground or if any other condition within this agreement is not met.

B. Student groups

Special arrangements for groups of students from one institution to another for the purpose of a short-term visit (workshops, exhibitions) may be negotiated in a separate agreement,

VI. Exchange of Professors

A. Teaching Exchange

1. All teaching exchanges are based on the principle of reciprocity within the same academic year, each institution may nominate one of its professors to participate in an exchange for the purpose of teaching or research.
2. The participants are subject to approval by the host institution.
3. The period of exchange will normally be one or two semesters; limited to maximum of one academic year.
4. Professors on teaching exchanges will remain on full salary and benefits with their respective institutions. Travel and living expenses for professors on teaching exchanges are not compensated by the host institution.
5. Teaching course loads and working hours and conditions will normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
6. Remuneration for special projects is subject to special negotiation.
7. The host institution will provide an institutional appointment and office space, and will give access to libraries and other needed facilities for professors on teaching exchange.
8. Professors on teaching exchange must carry medical health insurance that meets the requirements of the host institution and/or host government.

B: Visiting Scholars

1. Visiting scholars from both institutions may, at the request or with the approval of the host institution, visit the partner institution for the

- purpose of research, consulting and short-term teaching; subject to prior negotiation.
- Travel and living expenses for visiting scholars are not normally paid by the host institution, unless specific arrangements are made and agreed upon in advance.
 - The host institution will provide an institutional appointment and library access; efforts will be made, subject to prior negotiation, to provide office space and access to other needed facilities.
 - Visiting scholars must carry medical health insurance that meets the requirements of the host institution and/or host government.

VII. Duration, Conditions and Modifications of the Agreement

- This agreement becomes effective upon the signature of the designated officials of both institutions. Its actual implementation will begin as soon as both institutions have identified qualified individuals in each institution ready to participate in the exchange. However, such identification must take place within 30 (thirty) days of execution of the agreement.
- This Agreement is valid for five years from the date of signature. However, three years will be recognized as the accounting period, that is, beginning with the actual implementation the number of students/staffs exchanged within 3 (three) years should be in balance, although it may not be in any one year. Every effort however, will be made to maintain on yearly basis.
- The absence of exchanges during one academic year is possible and does not nullify the Agreement.
- In accordance with the Equal Opportunity Policy of the institutions named above, there will be no discrimination against any person, for any reason, who is qualified as a participant in the programme supported by this document.
- Either institution may terminate this Agreement with a prior notice of six months. Exchanges in progress at the time remain unaffected and will be completed for the agreed period.
- Modifications may be proposed and implemented at any time, effective from the date of written notification mutually agreed and signed by both institutions.
- At the end of the penultimate year of the five-year cycle, both institutions will conduct an evaluation of the programme. Any amendments to be made should be achieved by mutual consent in writing and the Agreement changed accordingly for a further five-year cycle.
- No amendment or revision of the Agreement shall come into effect unless it has been mutually agreed and such agreement is recorded in writing.
- Both the parties undertake all action in the interest of the students and both parties shall refrain from any action that shall be detrimental to the interest of the students and/or may disrupt their complete course of study.

VIII. Dispute Resolution

The disputes arising out of and in connection with the present Agreement shall be amicably resolved between the Director General, NIFT and _____ Partner Institute/University.

IX. Governing Law

- In connection with this Agreement, any action arising out of occurrences in the Partner Institute/University shall be brought and maintained in the appropriate court in the states of Partner University and shall be construed in accordance with the laws of the state of Partner Institute/University.
- In connection with this Agreement, any action arising out of occurrences in NIFT shall be brought and maintained in the appropriate court in the NCT of Delhi and shall be construed in accordance with the laws of the NCT of Delhi.

X. Miscellaneous

- 10.1 Licenses and Regulations:** In the performance of this Agreement, both parties agree that they shall comply and shall cause their personnel to comply with all local laws and regulations, which affect the undertakings to be executed by the parties under this Agreement. Both parties shall have all relevant permits and licenses in place, necessary for the proper execution of the Agreement.
- 10.2 Intellectual Property Rights:** Both parties undertake that they shall not infringe upon any copyright or other intellectual property rights of the other party, which shall remain in exclusive possession of the respective parties. Both parties shall obtain permission in writing for the

usage of any logo, motif, emblem, or any other intellectual property right vested in the respective parties, to be used in connection with the implementation of the present Agreement from the respective party. Each party is the sole owner of such intellectual property rights and the other party shall have no rights thereto, if not expressly mentioned in this Agreement. Neither party may use the other party's intellectual property rights without the prior consent of that party. Nothing contained in this agreement is intended to, or shall be construed to grant to either party any license or right regarding the other party's intellectual property rights.

- 10.3 Waiver:** No waiver by either party of any breach of any condition, covenant or term of this Agreement shall be effective unless it is in writing and no failure or delay by either party in insisting upon strict performance of any of the terms or conditions of this Agreement or in exercising any right, power or privilege hereunder shall operate as a waiver thereof.
- 10.4 Assignment and subcontracting:** Neither party hereto shall assign any of its rights or obligations or sub-contract the same under this Agreement to any third party without the prior written consent of the other party.
- 10.5 Entire Agreement:** This Agreement constitutes the complete expression of both parties' agreement and understanding with respect to the subject matter herein and supersedes all other prior agreements, undertakings, obligations, promises, arrangements, communications, negotiations and understandings whether oral or written, by the parties with respect to the subject matter hereof.
- 10.6 Modification** This Agreement and its Annexures may be amended or modified only by a written agreement by both parties. Any such amendment and modifications will be listed in an Annexure hereto.
- 10.7 Notices:** Any notices required to be sent under this Agreement by one party to the other shall be in writing and forwarded to the other Party to the following addresses:

If to Partner Institute/University:

[Designation]

[Address]

[Country]

If to NIFT

Director General

- 10.8** If statements must be made in writing, they are deemed to having been made in writing when using electronic data communication or any other machine-readable form as long as the originator of the message is identifiable.
- 10.9 Independent Contractors:** Both parties shall not for any purpose, be deemed or represent itself to be an agent or representative of the other party. The relationship between the parties shall only be that of independent contractors.
- 10.10 Severability** In the event that anyone or more of the provisions contained herein, or the application thereof in any circumstance, is held invalid, illegal or unenforceable in any respect, such provision or provisions shall be ineffective only to the extent of such invalidity, illegality or unenforceability, without invalidating the remainder of such provision or provisions or the remaining provisions of this Agreement, and such invalid, illegal or unenforceable provision or portion thereof shall, to the maximum extent possible, be substituted by an enforceable provision(s) that preserve(s) the original intentions position of the parties.

_____	Director General
_____	National Institute of Fashion Technology
_____	New Delhi

Signature: _____ Signature: _____

(For 'Partner Institute/University')

International and Domestic Linkages

List of existing MoUs that NIFT has entered into with Universities/Institutes are as follows:

International

S.NO.	INTERNATIONAL UNIVERSITIES	COUNTRY/AREA
1	Queensland University of Technology (QUT)	Australia
2	Royal Melbourne Institute of Technology (RMIT)	Australia
3	Manchester Metropolitan University (MMU)	UK
4	ESMOD	Germany, France
5	Schweizerische Textil Fachschule STF (earlier STC)	Switzerland
6	The Fashion Institute of Technology (FIT)	USA
7	The State University of New York College at Buffalo	USA
8	Amsterdam Fashion Institute (AMFI)	Netherlands
9	Saxion University of Applied Sciences	Netherlands
10	Ecole Nationale Supérieure des Arts et Industries Textiles (ENSAIT)	France
11	Istituto Europeo di Design (IED)	Italy
12	Nuova Accademia di Belle Arti (NABA)	Italy
13	De Mont Fort University (DMU)	UK
14	Glasgow School of Arts (GSA)	UK
15	BGMEA University of Fashion & Technology (BUFT)	Bangladesh
16	Bunka Gakuen University	Japan
17	The Fashion and Design Institute (FDI)	Mauritius
18	Donghua University	China
19	University of Northampton	UK
20	Ecole Duperre	France
21	Politecnico di Milano (PDM)	Italy
22	Shenkar College of Engineering & Design & Art	Israel
23	KEA- Copenhagen School of Design and Technology	Denmark
24	North Carolina State University	USA
25	The Savannah College of Art and Design	USA
26	Nottingham Trent University	UK
27	Massey University	New Zealand
28	Ena Moma	Paris
29	Coventry	UK
30	Royal Academy of Arts (KABK)	Netherlands

National

1. National Institute of Design (NID), Ahmedabad
2. Maharshi Karve Stree Shikshan Samstha, School of Fashion Technology (SOFT)
3. Centre for Continuing Education, Kerala
4. Footwear Design & Development Institute

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
International Linkages Division

Application Form for NIFT Students for Twinning/Exchange Programme at Institutions Abroad

I. Section 1: Personal Details

1. Last (Family) Name: _____
First Name: _____ Middle Name: _____
2. Date of Birth (Day/Month/Year, e.g. 9 Jan 1980): _____
3. Gender: M or F _____ 4. Marital Status: _____
5. Citizenship: _____
6. Your Residential Address with Parents' Names: _____

Tel. No. _____
7. E-Mail Address: _____
8. Permanent Home Address _____

Tel. No. _____

II. Section 2: List All Academic Qualifications (previously attempted or completed examination/s)

S. NO.	FULL NAME OF INSTITUTION	DURATION	FULL NAME OF QUALIFICATION	STATE/COUNTRY	DATE OF COMMENCEMENT OF STUDY	DATE OF COMPLETION OF STUDY	FULL OR PART TIME
1							
2							
3							

Section 2.1:

Current Semester of study at NIFT: _____

Department & NIFT Campus: _____

Current Semester of Study: _____

Batch of Study: _____

SGPAs of All Semesters covered till date

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI	CGPA of Competed Semesters Duly Approved by COE	Approval of CC for Selection of Courses

Section 2.2: Work Experience, Internship & Projects Undertaken

S.No.	Duration	Company/Employer	Position & Duties
1			
2			

III. Section 3: Preferred Courses for study during Twinning/Exchange Programme (restrict preference, upto three institutions only)

S.NO.	NAME OF THE INSTITUTION	NAME OF THE PROGRAMME	SUBJECT/COURSES YOU WISH TO STUDY
1			
2			
3			

IV. Section 4: References

Please give the names, occupation and addresses of two people from whom references may be obtained, at least one of whom should be qualified to comment on your educational background and potential for your chosen course.

Academic Reference	Other (or second academic reference)
Name	Name
Occupation	Occupation
Address	Address
E-Mail	E-Mail
Tel	Tel
Fax	Fax

V Section 5: Languages Spoken

5.1 Number of years you have been studying in English language: _____.

5.2 Any other foreign language that you know: _____

VI Section 6: Preference of Stay Arrangement

- ☐ Own Arrangement
- ☐ Hostel
- ☐ Host Family
- ☐ Any other, please specify

VII Section 7: Statement of purpose (Write a note of not more than 400 words on statement of purpose).

7.1 Any other additional information as to why your application for the programme should be considered.

VIII Section 8: Financial Statement

Financial Sources	Please Tick Yes/No.	
	Yes	No
Sponsor Abroad	<input type="checkbox"/>	<input type="checkbox"/>
Bank Loan/Other Loan *	<input type="checkbox"/>	<input type="checkbox"/>
Own Funding	<input type="checkbox"/>	<input type="checkbox"/>

*(Details to be enclosed)

I hereby state that:

- a) I am aware of the official estimate of the cost, provided by the International Linkages Division of NIFT, including tuition, housing and maintenance fees for the programme, which I intend to follow at the university.
- b) I have at my disposal the financial support to enable me to meet those cost from my own sources.
- c) I understand that at the time of registration I will be in position to pay my admission fee in full.
- d) I am aware that I have to pay tuition fee at NIFT and also at the twinning study institution in full before the stipulated date of programme.

IX. Section 9: Declaration

I confirm that the information given on this form is correct.

Applicant's Signature: _____. Date: _____

Guardian's Name & Signature

X. Section 10: Form forwarded by CI&DL of the respective campus

(Signature of CI&DL)

Name:

Centre:

Feedback from NIFT Students who go for International Exchange

Dear Student,

The feedback form is to take your opinion on your experience of international exchange. This format will be shared with other students who may like to pursue a semester/short course at the same foreign institute. Please take out your valuable time, as your honest feedback would help future participants to prepare better for their time abroad.

Name:

Department and Campus at NIFT:

Program & Location of Study Abroad:

The international institute where you attended the exchange programme (referred to as Your Institute, henceforth):

Pre-departure Assistance

Response from Your Institute regarding requisite documents for your visa	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
Information from Your Institute on courses and other relevant details that you sought	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
Response from Your Institute on your queries	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
Suggestions on how the pre-departure assistance could be improved upon					

Post Arrival Assistance from Your Institute

Pick-up from airport organized by Your Institute/any other institute	The institute picked me from	Some other organization made this arrangement	I had made my own arrangement	Arrangement on payment basis	No arrangements made/available
Assistance available from Your Institute for housing					

Registration process at Your institute

Facilities	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
International linkages support from host institution	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
Registration Process - Details					

On-site Orientation & Campus Facilities

Duration and contents of On-site Orientation					
How helpful was the orientation?	Excellent	Very Good	Good	Satisfactory	Not Satisfactory

Academics

Courses selected	
Suggestions/comments regarding the courses, teaching methodology, course evaluation, feedback and guidance from faculty and overall academic environment	

About the Programme

Course Selected	
Medium of Instruction	
Prerequisites of Course	
Material Required	
and Cost	
Faculty Teaching this Course	
Contact details	
Method of Assessment	

Course Details

SUBJECTS	NO. OF CREDITS	HOURS PER WEEK			ASSIGNMENT TYPE	TEACHING METHODOLOGY
		DIRECT	INDIRECT	SELF STUDY		

Industry Interaction

Industry visit (nature of visit and assignment given).	
Participation of students and faculty in competitions, trade shows, conferences, seminars.	

Details of Infrastructure (classrooms, teaching aids, library. Sports and recreation facilities etc):

Part Time-Work Opportunities

Opportunities noticed	Academics	Work	Any other
What opportunities you missed while being there and the reasons for missing.	Academics	Work	Any other
How can students go in future plan part-time work options in advance?			

Housing

Facilities	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
Things to carry					
Rent per month (does it include utilities? If yes please mention)					
Where to stay in first few days of arrival till one gets permanent arrangement?					
Other housing options available and their cost					

Food

Cost and availability					
Cooking vs eating out					
Restaurants/eateries where one can avail affordable Indian food					
On-campus food	Excellent	Very Good	Good	Satisfactory	Not Satisfactory

Support from Local Indian Families/Professionals/Individuals

Food	
Stay	
Contact details (if any) of such families/ professionals/individuals	

Interaction with students

International students from other countries	
Local students	
NIFT Alumni (name and contact details)	

Transportation and Travel

Local Transportation	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
Discounts options available for students in public transport and details.					
How to arrange the student's discounts in public transport?					
Pick up from the airport/what assistance was provided for the same?					

Sight Seeing Opportunities

Where to go?	In city	Out skirts of the city	Outside the city
How to arrange?			
Approximate expense			

Opportunities to Explore

Where to go	
How to arrange	
Approximate expense	

Packing

Must haves	
Leave it at home	
Weather considerations	

Finances

Monthly budget for living	
Employment on campus, any opportunities/limitations	
Ease of opening bank accounts	
Transfer of funds	
International Traveler's card	Which bank
	Experience
Any suggestion to make best use of your own funds	

Communication

Phones and phone cards	
Computer and internet availability	

Climate

Information on climate in the initial days as well as during the period of stay and the precautions and items necessary to carry to the visiting city.	
--	--

Memorable moments of culture shock:

Guidelines and, dos and don'ts for future NIFT students:

Any other relevant comment(s):

Name of Student:

Name of Foreign University/Institute:

Semester:

Year:

(As per Foreign Institute mark sheet)

(As per NIFT Conversion)

Subjects	Credit/Unit	Grade obtained	Marks equivalent at foreign institute	Grade equivalent at NIFT	Grade Point at NIFT	Credit X Grade Point
Subject 1						
Subject 2						
Subject 3						
Subject 4						
Subject 5						
Subject 6						
Total						

SGPA (formula as in NIFT Academic Manual) = (No. of Credits X Grade Point)

No. of Credits

No. of Credits (Credit Equivalence) at the concerned department and semester at NIFT:

Signature of
RA

Signature of
Unit In-charge

Signature of
Head-I&DL

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
International Linkages Division

Application Form for Foreign Students for Twinning/Exchange Programme at NIFT

I. Section 1: Personal Details

1. Last (Family) Name: _____
First Name: _____ Middle Name: _____
2. Date of Birth (Day/Month/Year, e.g. 9 Jan 1980): _____
3. Gender: M or F _____ 4. Marital Status: _____
5. Citizenship: _____
6. Your Residential Address with Parents' Names: _____

Tel. No. _____
7. E-Mail Address: _____
8. Permanent Home Address _____

Tel. No. _____

II. Section 2: List All Academic Qualifications (previously attempted or completed examination/s)

S. NO.	FULL NAME OF INSTITUTION	DURATION	FULL NAME OF QUALIFICATION	STATE/ COUNTRY	DATE OF COMMENCEMENT OF STUDY	DATE OF COMPLETION OF STUDY	FULL OR PART TIME
1							
2							

Section 2.1: Current Semester Details of the Student

Department & NIFT Campus: _____

Current Semester of Study: _____

SGPAs of All Semesters covered till date

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI

Section 2.2: Work Experience, Internship & Projects Undertaken

S.No.	Duration	Company/Employer	Position & Duties
1			
2			
3			
4			
5			

III. Section 3: Preferred Courses for study at NIFT during Twinning/Exchange programme

NAME OF THE INSTITUTION	NAME OF THE PROGRAMME	SUBJECT/COURSES YOU WISH TO STUDY

IV. Section 4: References

Please give the names, occupation and addresses of two people from whom references may be obtained, at least one of whom should be qualified to comment on your educational background and potential for your chosen course.

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Name	Name
Occupation	Occupation
Address	Address
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5.1 Number of years you have been studying in English language: _____

5.2 Any other foreign language that you know: _____

VI Section 6: Preference of Stay Arrangement
☐

Own Arrangement

☐

Hostel

☐

Host Family

☐

Any other, please specify

VII Section 7: Statement of Purpose (Write a note of not more than 400 words on statement of purpose).

7.1 Any other additional information as to why your application for the programme should be considered.

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Financial Sources	Please Tick Yes/No.	
	Yes	No
Sponsor Abroad	<input type="checkbox"/>	<input type="checkbox"/>
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Own Funding	<input type="checkbox"/>	<input type="checkbox"/>

*(Details to be enclosed)

I hereby state that:

- a) I am aware of the official estimate of the cost, provided by the International Linkages Division of NIFT, including tuition, housing and maintenance fees for the programme, which I intend to follow at the university.
- b) I have at my disposal the financial support to enable me to meet those cost from my own sources.

IX. Section 9: Declaration

I confirm that the information given on this form is correct.

Applicant's Signature: _____ Date: _____

Guardian's Name & Signature

Memorandum of Understanding on Academic Cooperation

between

National Institute of Fashion Technology (NIFT)
New Delhi, India
and
Partner Institute/University (Domestic)

This Agreement is executed on _____ at New Delhi between National Institute of Fashion Technology (NIFT), New Delhi, India, through _____, Director General, NIFT, New Delhi, hereinafter referred to as NIFT and shall include all its servants, agents and assigns of the FIRST PART

And

_____ through _____, hereinafter referred to as _____ and shall include all its servants, agents and assigns of the SECOND PART.

i. About the Agreement

- 1.1 This Educational Cooperation Agreement defines the principles, policy guidelines and procedures, which Partner Institute/University and NIFT, India wish to develop in mutual interest. This co-operation includes exchange of students, faculty members and staff of the two partner institutes, promotion of lectures, workshops and exhibitions, exchange of information and academic publications.
- 1.2 This agreement will be reviewed each year and changes specifying the methods of co-operation and modalities between the Partner Institute/University and NIFT will be incorporated with mutual consent.

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In recognition of the proven value, both personal and educational, of the international exchange for students, staff and faculty, we herewith establish, at the institutional level, the principles, policy guidelines and procedures required to facilitate such exchange between our institutions.

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- a) Exchange of students.
- b) Exchange of faculty members and staff.
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- d) Exchange of information and academic publications.

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1. Student exchanges are based on the principle of reciprocity; ideally within the same academic year and for the same period of time.
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upon each year by Partner Institute/University and NIFT.

3. The exchange student will be nominated by the home institution; the application is subject to acceptance by the host institution. Each exchange student will satisfy the admission procedures and requirements of the host department as well as the prerequisites for specific courses and programmes.
4. Language proficiency of exchange students will be gauged and verified by appropriate personnel at the home institution.
5. Exchange students will be admitted in a non-degree status by the host institution for a period of one or two semesters and for a maximum of one academic year.
6. Exchange students may take courses for credit and the host institution will issue a transcript and grades for exchange students under the same rules and regulations as for its degree students.
7. As long as the principle of reciprocity is maintained, Partner Institute/University and NIFT agree to waive tuition and related fees for exchange.
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10. If one member of an exchange withdraws before the end of the designated period of that exchange, the status of the other member of the exchange will not be affected. The principle of reciprocity however, must be maintained over time.
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13. The Partner Institute/University and NIFT reserve their rights to decline the students on academic ground or if any other condition within this agreement is not met.

B. Student groups

Special arrangements for groups of students from one institution to another for the purpose of a short-term visit (workshops, exhibitions) may be negotiated in a separate agreement.

VI. Exchange of Professors

A. Teaching Exchange

1. All teaching exchanges are based on the principle of reciprocity within the same academic year, each institution may nominate one of its professors to participate in an exchange for the purpose of teaching or research.
2. The participants are subject to approval by the host institution.
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1. Visiting scholars from both institutions may, at the request or with the approval of the host institution, visit the partner institution for the purpose of research, consulting and short-term teaching; subject to prior negotiation.
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1. This agreement becomes effective upon the signature of the designated officials of both institutions. Its actual implementation will begin as soon as both institutions have identified qualified individuals in each institution ready to participate in the exchange. However, such identification must take place within 30 (thirty) days of execution of coming into effect of the agreement.
2. This Agreement is valid for 5 (five) years from the date of signature. However, 3 (three) years will be recognized as the accounting period, that is, beginning with the actual implementation the number of student/staff exchanged within 3 (three) years should be in balance, although it may not be in any one year. Every effort however, will be made to maintain on yearly basis.
3. The absence of exchanges during one academic year is possible and does not nullify the Agreement.
4. In accordance with the Equal Opportunity Policy of the institutions named above, there will be no discrimination against any person, for any reason, who is qualified as a participant in the programme supported by this document
5. Either institution may terminate this Agreement with a notice of six months. Exchanges in progress at the time remain unaffected and will be completed in the agreed period.
6. Modifications may be proposed and implemented at any time, effective from the date of written notification mutually agreed and signed by both institutions.
7. At the end of the penultimate year of the five-year cycle both institutions will conduct an evaluation of the programme. Any amendments to be made should be achieved by mutual consent in writing and the Agreement changed accordingly for a further five-year cycle.
8. No amendment or revision of the Agreement shall come into effect unless it has been mutually agreed and such agreement is recorded in writing.
9. Both the parties undertake all action in the interest of the students and both parties shall refrain from any action that shall be detrimental to the interest of the students and/or may disrupt their complete course of study.

VIII. Dispute Resolution

The disputes arising out of and in connection with the present Agreement shall be sought to be amicably resolved between the Director General, NIFT and _____ Partner Institute/University.

IX Governing Law

- (a) In connection with this Agreement, any action arising out of occurrences in the Partner Institute/University shall be brought and maintained in the appropriate court in the states of Partner University and shall be construed in accordance with the laws of the State of Partner Institute/University.
- (b) In connection with this Agreement, any action arising out of occurrences in NIFT shall be brought and maintained in the appropriate court in the NCT of Delhi and shall be construed in accordance with the laws of the NCT of Delhi.

X. Miscellaneous

- 10.1 Licenses and regulations:** In the performance of this Agreement both parties agree that they shall comply and shall cause their personnel to comply with all local laws and regulations, which affect the undertakings to be executed by the parties under this Agreement. Both parties shall have all relevant permits and licenses in place necessary for the proper execution of the Agreement.
- 10.2 Intellectual Property Rights:** Both parties undertake that they shall not infringe upon any copyright or other intellectual property rights of the other party which shall remain in exclusive possession of the respective parties. Both parties shall obtain permission in writing for the

usage of any logo, motif, emblem, or any other intellectual property right vested in the respective parties to be used in connection with the implementation of the present Agreement from the respective party. Each party is the sole owner of such intellectual property rights and the other Party shall have no rights thereto if not expressly mentioned in this Agreement. Neither party may use the other party's intellectual property rights without the prior consent of that party. Nothing contained in this agreement is intended to, or shall be construed to grant to either Party any license or right regarding the other party's intellectual property rights.

- 10.3 Waiver:** No waiver by either party of any breach of any condition, covenant or term of this Agreement shall be effective unless it is in writing and no failure or delay by either party in insisting upon strict performance of any of the terms or conditions of this Agreement or in exercising any right, power or privilege hereunder shall operate as a waiver thereof.
- 10.4 Assignment and Subcontracting:** Neither party hereto shall assign any of its rights or obligations or sub-contract the same under this Agreement to any third party without the prior written consent of the other party.
- 10.5 Entire Agreement:** This Agreement constitutes the complete expression of both parties' agreement and understanding with respect to the subject matter herein and supersedes all other prior agreements, undertakings, obligations, promises, arrangements, communications, negotiations and understandings whether oral or written, by the parties with respect to the subject matter hereof.
- 10.6 Modification:** This Agreement and its Annexures may be amended or modified only by a written agreement by both parties. Any such amendment and modifications will be listed in an Annexure hereto.
- 10.7 Notices** Any notices required to be sent under this Agreement by one party to the other shall be in writing and forwarded to the other party to the following addresses:

If to Partner Institute/University:

[Designation]

[Address]

[Country]

If to NIFT

Director General

- 10.8** If statements must be made in writing, they are deemed to having been made in writing when using electronic data communication or any other machine-readable form as long as the originator of the message is identifiable.
- 10.9 Independent Contractors:** Both parties shall not for any purpose, be deemed or represent itself to be an agent or representative of the other party. The relationship between the parties shall only be that of independent contractors.
- 10.10 Severability:** In the event that anyone or more of the provisions contained herein, or the application thereof in any circumstance, is held invalid, illegal or unenforceable in any respect, such provision or provisions shall be ineffective only to the extent of such invalidity, illegality or unenforceability, without invalidating the remainder of such provision or provisions or the remaining provisions of this Agreement, and such invalid, illegal or unenforceable provision or portion thereof shall, to the maximum extent possible, be substituted by an enforceable provision(s) that preserve(s) the original intentions position of the parties.

Director General
National Institute of Fashion Technology,
New Delhi

Signature: _____

Signature: _____

(For 'Partner Institute/University')

Glossary of IPR

<p>Patent</p> <p>Patent is the exclusive right given for any product or process that is new, non-obvious and has industrial application. The right lasts for 20 (twenty) years from the date of filing of the patent application.</p> <p>Some of the products or processes that can be called inventions would be any mechanical device, apparatus, fibres, finishing techniques, garments, looms, needles, computer hardware, etc.</p>	<p>Industrial Design</p> <p>Industrial Design is an exclusive right granted for the aesthetic or ornamental aspect of a useful article. This could include shape, pattern, colour of the article or any combination of these. The right lasts for 15 (fifteen) years, from the date of filing of the Design application in India. Some examples of where an Industrial Design protection could be sought are accessories, jewellery, finished garments, textile designs, electronic equipment, etc.</p>
<p>Copyright</p> <p>Copyright is the right given to creators in fields of literary, artistic, musical and dramatic works, including cinematographic films and sound recordings. It also includes computer programmes. In India, it lasts for creator's lifetime plus 60 (sixty) years. Examples of works where copyright can be claimed are books, articles, paintings, presentations, songs, performances, choreography, photographs, etc.</p>	<p>Trademark</p> <p>Trademark is a sign or a combination of signs that distinguishes the goods or services of one enterprise from that of another. Trade mark is registered for 10 (ten) years and can be renewed for another 10 (ten) years, every 10 (ten) years. Examples of trademarks would be names and logos of enterprises, shapes of goods, sound marks, etc.</p>
<p>Geographical Indication</p> <p>Geographical Indication is a sign used on goods that originate in a specific geographic origin and have acquired qualities and reputation, specifically due to that origin. Geographical Indication is initially registered for 10 (ten) years and can be renewed for another 10 (ten) years, every 10 (ten) years. Examples of Geographical Indication are Darjeeling tea, Champagne, Kanchipuram silk, etc.</p>	<p>Trade Secret</p> <p>Trade Secret is any information that gives an enterprise a competitive edge and commercial advantage, by virtue of being a secret. Trade Secret lasts for as long as it can be kept a secret and/or has value to the enterprise. The most famous example of a Trade Secret is the Coca Cola formula. It could include any process, product, know-how, financial information, scientific information, etc.</p>

Confidentiality Agreement- NIFT IPR Policy

This CONFIDENTIALITY AGREEMENT (the "Agreement") is made on ---- 20 --

Between

'National Institute of Fashion Technology (NIFT)', Hauz Khas, New Delhi - 110016 (hereinafter "the Institute")

And

Mr./Ms----- (hereinafter the "Creator"), presently a faculty/student of -----.

Programme (Semester - -----) offered by NIFT at NIFT, -----.

In reliance upon and in consideration of the following undertakings, the parties agree as follows:

1. For purposes of this Agreement, "Confidential Information" shall include all information or material connected with and relating to the creation "-----"made by Mr./Ms -----, a regular faculty/student of Programme -----, (Semester -----) offered by NIFT during the academic year -----, at National Institute of Fashion Technology, -----.
2. The Creator agrees to employ all reasonable efforts to maintain the confidential information secret and confidential and not disclose it to any third party in any form or manner.
3. The Creator will not use the confidential information for any purpose without prior written permission from the competent authority at NIFT.
4. The Creator agrees to sign essential documents for filing of patent/design on the said creation as and when requested.
5. The Creator agrees to keep his current and contact details with NIFT at any given time till the validity of the Agreement.
6. The Agreement is valid for a term of 6 (six) months from the date of signing of this Agreement.
7. The prevailing laws in India shall govern the validity and interpretation of this Agreement and the legal relations to the parties to it.

Executed by:

1) Director, NIFT-----
(Name and Seal)

2) Name: -----
Designation: -----
Organization: -----

Date:

Place:

Date:

Place:

Information Disclosure Form

(CONFIDENTIAL- Not for Public Disclosure)

Note: This form may be collected from the **Department CC** or from the **Designated Person**.

Disclosure No:

Dept. Code:

Project Code:

Date of Submission:

Everyone at NIFT is under an obligation to disclose the creative/innovative work, which has potential and is worth protecting. Filling up this form and submitting it to the Designated Person may fulfil part of this obligation.

1. Title of Work:**2. Type of Work:****3. List of Creator(s):** [Designers, Contributors, Authors, Creators, Inventors, others]

[Note: Please include the names of all co-originators. Co-originators includes any individual who has conceived or contributed to an essential element of the innovation/design, either independently or jointly with others, during the evolution of the concerned work]

Name:**Designation:****Department:****E-mail Address: Telephone/Fax:****Residential address:****Name:****Designation:****Department:****E-mail Address: Telephone/Fax:****Residential address:****4. Source of Funding For The Work/Project:**

Institute funded/industry funded/government aided/consultancy-with or without prior contractual agreement/any other

5. Is the work bound by any agreement/contract/MoU?

(Yes) (NO)

If yes, please give details.

6. Enclosures Attached:

Tick mark what you have attached .

Detailed description of your:

1. Work ()
2. Design/Drawings ()
3. Photographs ()
4. Artwork ()
5. Prototype ()
6. Any other (please specify) ()

7. **Sources:** (Of derivation of data or literature sources, if any.)

8. **Details of students/staff who participated in the innovation but are not originators:**

Name:

Designation:

Department:

E-mail Address: Telephone/Fax:

Residential Address:

Signature

Name:

Designation:

Department:

E-mail Address: Telephone/Fax:

Residential Address:

Signature

9. **Has the IP been disclosed to industrial representatives ?**

Yes/ No

(If yes, provide information)

10. **Has this work been disclosed in an abstract, paper presentation, exhibition/display/jury/talk/seminar or in any other way?**

Yes/No

(If yes provide information)

11. **Any costing of the product/process/invention been done?**

12. **Any industries/companies interested in licensing the work?** (List the companies which you believe may be interested in your innovation.)

13. **Is the work:**

- a. **completed and the results validated?**
- b. **at a basic conceptualization stage?**

I/We hereby agree to employ all reasonable efforts to maintain the "Confidential Information" connected with and related to the invention/design secret and confidential and not to disclose it to any third party in any form and manner.

I/we will not use the "Confidential Information" for any purpose(s) without prior written permission from the competent authority at NIFT.

I/We agree to sign all essential documents for filing of patent/design application on the said invention/design as and when requested.

I/We agree to keep my/our current and future contact details with NIFT at any given time till the Patent/Design is granted.

I/We declare that I/We have read NIFT's policy on Academic Integrity and Plagiarism and the work in question is my/our original work and I/We have acknowledged all sources.

Date _____

Signature(s) of Originator(s)

1. _____
2. _____
3. _____

Countersigned by the Faculty Guide

Name: _____

Designation: _____

Countersigned by coordinator & Designated Person

Receiving Date: _____

Note: "Confidential Information" shall include all information or material connected with and relating to the IP. If you have any questions or queries about this form or Intellectual Property Rights, contact the IPR Cell.

[Note: Intellectual Property Disclosure is treated as confidential information. Except for individuals engaged in the evaluation and approval process, the information will not be divulged to others without the permission of the creator(s)]

Non-Disclosure Agreement

This Agreement is made on 20--

Between

1. (the "Disclosing Party");

And

2. (Review Committee, NIFT.....) (the "Receiving Party")

Collectively referred to as the "Parties".

Recitals

A. The Receiving Party understands that the Disclosing Party has disclosed or may disclose information relating to [], which to the extent previously, presently, or subsequently disclosed to the Receiving Party is hereinafter referred to as "Proprietary Information" of the Disclosing Party.

Operative Provisions

1. In consideration of the disclosure of Proprietary Information by the Disclosing Party, the Receiving Party hereby agrees:
 - i. to hold the Proprietary Information in strict confidence and to take all reasonable precautions to protect such Proprietary Information (including, without limitation, all precautions the Receiving Party employs with respect to its own confidential materials),
 - ii. not to disclose any such Proprietary Information or any information derived there from to any third person,
 - iii. not to make any use whatsoever at any time of such Proprietary Information except to evaluate internally its relationship with the Disclosing Party, and
 - iv. not to copy or reverse engineer any such Proprietary Information.
2. This Agreement imposes no obligation on Receiving Party with respect to any portion of the information received from Disclosing Party which:
 - i. was known to Receiving Party prior to disclosure by Disclosing Party,
 - ii. is lawfully obtained by Receiving Party from a third party under no obligation of confidentiality,
 - iii. is or becomes generally known or publicly available other than by unauthorized disclosure,
 - iv. is independently developed by Receiving Party or
 - v. is disclosed by Disclosing Party to a third party without a duty of confidentiality on the third party,
 - vi. is required by law or decree.
3. Immediately upon the written request by the Disclosing Party at any time, the Receiving Party will return to the Disclosing Party all Proprietary Information and all documents or media containing any such Proprietary Information and any and all copies or extracts thereof, save that where such Proprietary Information is a form incapable of return or has been copied or transcribed into another document, it shall be destroyed or erased, as appropriate.
4. The Receiving Party understands that nothing herein:
 - i. requires the disclosure of any Proprietary Information or,
 - ii. requires the Disclosing Party to proceed with any transaction or relationship.
5. The Receiving Party further acknowledges and agrees that no representation or warranty, express or implied, is or will be made, and no responsibility

or liability is or will be accepted by the Disclosing Party, as to or in relation to, the accuracy of completeness of any Proprietary Information made available to the Receiving Party or its advisers; it is responsible for making its own evaluation of such Proprietary Information.

6. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. If any part, term or provision of this Agreement is held to be illegal or unenforceable neither the validity, nor enforceability of the remainder of this Agreement shall be affected. Neither party shall assign or transfer all or any part of its rights under this Agreement without the consent of the other party. This Agreement may not be amended for any other reason without the prior written agreement of both parties. This Agreement constitutes the entire understanding between the parties relating to the subject matter hereof unless any representation or warranty made about this Agreement was made fraudulently and save as may be expressly referred to or referenced herein, supersedes all prior representations, writings, negotiations or understandings with respect hereto.
7. This Agreement shall be governed by the laws of the jurisdiction of the Court of India and any Appellate Court thereof in any action or proceedings arising out of or relating to this Agreement.

[Disclosing Party]

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

[Receiving Party]

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

**National Institute of Fashion Technology**

A Statutory Institute governed by the NIFT Act, 2006

Ministry of Textiles, Government of India

Affix a self- attested
Passport size
Photograph

Application Form for Admission to PhD Programme
Closing Date:

Visit: <http://www.nift.ac.in>

Tick ✓ the relevant box wherever provided.

Application No.

Session:

SECTION A- For Office Use Only	
Registration No.	
Date of Receipt	
Enclosures Received	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Note: The application form duly completed, accompanied by Bank Demand Draft, attested copies of Degrees/Diplomas/Mark sheets and Abstract on the proposed area of research work, in maximum 2000 words, should reach the address as per the instructions given in the prospectus, on or before the closing date.

SECTION B- Personal Record					
Name (in block letters)					
Date of Birth	Year		Month		Date
Mother's/Father's/Guardian's Name					
Address for Correspondence (in block letters)					
	Mobile No.				
	Email:				
Permanent Address (in block letters)					
Nationality		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Third Gender
Whether you belong to SC/ST community? (If so, attach attested copy of Caste Certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Proposed broad area of research, nature, objectives and scope of the subject, importance, tentative title, in order of preference. Attach an abstract on the proposed research work, in maximum 2000 words, giving details on Introduction; Objectives/Statement of the Problem; Review of Literature; Outline of the Research Work, Research Design (Methods, Procedures and Analytical Tools to be used); Pilot Studies/ Preliminary Experiments and the results obtained (if any); Limitations; Significance of the Study; References/Bibliography.					

SECTION C- Educational Qualifications					
Examination Passed	Name of College/University	Year of Joining & Passing out	Class/Division	% of Aggregate Marks Obtained/ CGPA	Date

Note: 1. Information in respect of examinations passed from the first-year degree course onwards, to be recorded. All entries must be supported by attested copies of certificates/mark sheets.

Aggregate percentage of marks must be based on marks/grades in all the semesters/annual examinations completed so far (if marks are shown in grades, numerical percentage is to be indicated).

SECTION D- Details of Experience				
S.No.	Name of the Organization	Post Held	Description and Type of work in Teaching/ Research/Professional Practice	Period

SECTION E- Particulars of Publications				
S.No.	Title of the Paper/Book	Name of the Journal/Publisher	Place of Publication	Year of Publication

SECTION F- Guide information (Optional)	
Name of the Supervisor/Guide of your choice	
Guide approval: I agree to be the Supervisor/Guide of this project	
Name of the Supervisor:	
Signature of the Supervisor:	
Name of the Joint Supervisor, if any	
Record of Enclosures (Attested copies of certificates/documents)	
1.	2.
3.	4.
5.	6.

Category of PhD	Part-time PhD Programme <input type="checkbox"/>	Full-time PhD Programme <input type="checkbox"/>
Sub-category (Full-time Programme)	NIFT Teaching Fellowship	Project Fellowship working on sponsored projects
	Industry Chair Fellowships (ICF)	Sponsored by Public Sector Undertaking/a Government Department/Research/Development Organization/a Private Industry/an Educational Institution
	National/International Award of Fellowships	Self-Financed, including those on Study Leave (SF)

Undertaking to be given at the time of admission by those applying for NIFT Teaching Fellowship, Project Fellowship working on Sponsored Projects/Industry Chair Fellowships.

I, Mr./Ms applicant for the full-time PhD Programme (tick the category applied under from the below given options)

1. **NIFT Teaching Fellowship**
2. **Project Fellowship working on Sponsored Projects**
3. **Industry Chair Fellowships**

of National Institute of Fashion Technology, for the Year hereby undertake that I am not on roll of any organization and I am not drawing salary from any organization.

I understand that if the above information given by me is found to be false, my candidature in NIFT Full-time PhD will be cancelled.

Signature of the Applicant:

Date:

Place:

Format to Apply for Continuation of Receiving Fellowship

(To be filled at the beginning of each month for the release of fellowship for previous month.)

1. Name of the Scholar _____
2. Registration No. _____
3. Date of Joining _____
4. Campus _____
5. Proposed Area of Research _____
6. Progress report is attached with this form for the period of (month and year) _____

I am not on roll of any organization and I am not drawing salary from any organization and I request you to release my fellowship grant for the previous month.

Date: _____

(Signature of Scholar)

7. Recommendation of the PhD Supervisor(s)

Certified that the progress of Ms./Mr. _____ scholar under my supervision is:

- Satisfactory
- Unsatisfactory

And he/she should/should not continue to receive fellowship.

Signature of the PhD Supervisor(s):

Name of the PhD Supervisor(s): _____

Date: _____

Sponsorship Letter for Full-time PhD Candidates

(To be typed on Letterhead of the Sponsoring Organization)

To
The Dean-Academics,
NIFT, HO,
New Delhi.

Sub: Sponsoring of an Employee for PhD programme

Dear Sir/Madam,

We hereby sponsor the candidature of Mr./Ms employed in our organization as (designation) for joining his/her PhD programme in at your institute as a full-time candidate.

He/she is employee of our organization since We shall bear the total expenses of his/her studies. We shall fully relieve him/her of his/her duties in the organization during the entire period of the PhD programme, to enable him/her to devote full-time to his/her studies in the institute.

Signature and Seal of the Sponsoring Authority

ANNEXURE - 12E

Employer's Letter for PhD Candidates joining on Study Leave (SF)

(To be typed on letterhead of the Institution)

To
The Dean-Academics,
NIFT, HO,
New Delhi.

Sub: Relieving an employee on Study Leave.

Dear Sir,

We hereby relieve Mr./Ms. employed in this Institute/organization as (designation) on.....(full-pay/ half-pay/no-pay) leave for joining Full time PhD at National Institute of Fashion Technology..... (Name of campus), for a period of 2 years.

Signature of Head of the Institute and Seal of the Institution.

No Objection Certificate (for Part Time candidates and Full Time-Study leave/Sponsored candidates)**Date****No Objection Certificate**

This is to certify that Mr./Mrs./Ms. S/o or D/o Mr. is; R/o
 working with has no objection for his/her attending
 PhD Programme at National Institute of Fashion Technology, New Delhi (if selected)

Place:**Authorized Signatory:**

Note: It should be printed in company letter head with company/institution.

Request Letter for Exemption from Written Test

I would like to be exempted from written test as I qualify for exemption because:

I am a PG applicant (qualifying in CGPA criteria) with minimum 10 years of professional experience (teaching/working) in the areas of research relevant to NIFT. My experience certificates are being submitted with the application form.

OR

I am a Master's degree holder who has minimum 10 years of experience and have cleared UGC NET, CEED, GATE, and CSIR (JRF) similar tests, and hold a valid score that will be exempted from the written test. My experience certificates and valid score of UGC NET, CEED, GATE, CSIR-JRF/similar tests is being submitted with the application form.

The self-attested documents for proof are enclosed.

Date:**(Signature of the Applicant)**

Undertaking to be given at the time of Applying for Provisional Admission for PhD Programme

I (Name of the Candidate) son/daughter/wife of
(Father's/Husband's Name) resident of(Permanent Address) seeking admissions to PhD Programme of
NIFT, hereby solemnly affirm and declare:

1. That I have appeared in the BA/B.Com/B.SC/M.FTech/M.Sc./MA/M.Des., etc., final semester/final year (name of the qualifying Board/University), the result of which has not been declared yet.
2. I undertake to submit the qualifying mark sheets/certificates by 30.9.20..... failing which the provisional admission shall stand cancelled without any further notice to me.
3. That I have carefully gone through the rules regarding provisional admission and I fully understand that in the event of failure to submit the documents as in above provision, the provisional admission to the said course will be automatically cancelled and full deposited fee will be forfeited.

Signature of the Applicant

Date:

Place:

Research Proposal for Comprehensive Examination

The cover page to mention
PROPOSED TITLE OF THE PhD RESEARCH WORK

NAME OF PhD SCHOLAR



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NEW DELHI, INDIA 110016
MONTH 20....

ABSTRACT

It should be a distillation of the thesis: a concise description of the problem(s), addresses method of solving it/them, the results and conclusions (till this point). An abstract must be self-contained. Usually, abstract does not contain references. The word limit is 200 words, approximately.

Page -----1-----

Next Page Onwards

INTRODUCTION

- A research proposal is a document that describes in detail the plan for a proposed scientific investigation.
- Elements/s in research proposal:
 - o **Introduction:** The introduction is that part of the paper that provides readers with the background information for the research reported in the paper. Its purpose is to establish a framework for the research, so that readers can understand how it is related to other research.
 - **Statement of the problem and objectives of the study**
 - **Purpose of the study**
 - o **Literature Review**
 - Questions/hypothesis (if applicable)
 - o Research Design –Methods and Procedures
 - o **Results and Discussion (of the studies conducted so far)**
 - o **Limitations**
 - o **Significance of the Study**
 - o **Projected Outcome**
 - o **Future Plan of Work**
 - o **References** -Harvard style of referencing may be followed

NOTE: The research proposal submitted for the comprehensive examination at NIFT should be written within 5000 words.

Comprehensive Examination and Approval of Research Plan

Part-A

The Comprehensive Exam Committee (CEC) conducted the Comprehensive Examination of Mr./MsRegistration No. as per the details given below.

Date of Oral Examination:

Attempt 1:

Attempt 2 (if applicable):

On the basis of the performance of the student in the examination, CEC recommends award of '**PASS/FAIL**' grade to the student in the comprehensive examination.

Part-B (Applicable only if 'PASS' grade is recommended in the oral examination).

The student submitted and presented a research plan entitled,

.....

Based on his/her performance, the CEC recommends:

- (i) The research plan is **approved** and that the date of approval of Research Plan be taken as.....
- (ii) The student be asked to re-submit a research plan latest by (date), keeping in view the modifications suggested by CEC (as per details enclosed).
- (iii) Research plan is **not approved**.

External Expert	SIAC – R Nominee	Chairperson SIAC Dean-Academics	Internal Expert	Supervisor	Head Research

Format for Confirmation of Provisional Registration
(To be used after the comprehensive examination is successfully completed)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Head Office

APPLICATION FORM FOR CONFIRMATION OF PROVISIONAL REGISTRATION FOR THE AWARD OF PhD DEGREE

USE CAPITAL LETTERS

1. Name in full: _____
2. Regn.no.: _____
3. Date of Registration: _____
4. Department/Campus: _____
5. Registration Status: Internal/external research scholar
6. Course Work Completed:

CAMPUS	SEMESTER	SESSION	COURSE NO. & TITLE	CREDIT	GRADE	CGPA

7. Topic of Research _____

Date: _____

Signature of the Research Scholar

8. Research plan submitted by the research scholar and duly approved by the undersigned is attached herewith.

- (I) _____
- (II) _____

Signature(S) of SUPERVISOR(S)

9. Recommendation of the Head- Research

(i) Certified that the research scholar has qualified the comprehensive examination.

(ii) The research plan attached herewith is approved.

(iii) It is recommended that the provisional registration of Mr./Ms _____ be confirmed for the award of PhD Degree.

Date:

Signature of Head-Research

Particulars of the research scholar have been verified. The comprehensive examination has been completed within the permissible time limit. Submitted for approval of DG- NIFT.

Signature of the COE

Signature of DG-NIFT

Progress Report Format
National Institute of Fashion Technology
Head Office

Progress Report of PhD Scholar during the Semester Jan -June 20.....

Use Capital Letters

- 1) Name of the Student: _____
- 2) Registration No.: _____
- 3) Date of Joining: _____
- 4) Campus: _____
- 5) Proposed area of Research: _____
- 6) Progress Report is attached with this Form:

Date:

(Signature of Student)

Recommendation of the PhD Supervisor/Supervisors

Certified that the student's progress is:

- Satisfactory
- Unsatisfactory

Date:

Signature of the Supervisor/Supervisors

Grade Awarded By SIAC-R on the Progress of the Scholar

- Satisfactory [Grade X]
- Unsatisfactory [Grade U]

Date:

Signature of Head-Research

Progress Report for the Semester _____

Name of the Student:

Registration No:

PhD Topic:

Work Done during the Semester

- Literature Review:
- Research work details - Pilot Study/Survey/Sampling/Experimental work done: (Provide details of the work)
- Publications/Paper Presentations, if any:

Date & Place:

Signature:

Name of the Candidate:

Date:

Signature of the Supervisor/Supervisors

Format for Evaluation Report- PhD Scholar's Progress committee (PSPC)
National Institute of Fashion Technology
Research Unit
Evaluation Sheet for Research Progress Seminar
Batch 20.....

Report of PhD Scholar's Progress Committee during the year January to June 20.....

Use Capital Letters

1. Name of the Student :
2. Registration No & and Date :
3. Centre :
4. Topic :
5. Name of Supervisor :

Date of Seminar

Attempt 1:

Attempt 2 (if applicable):

Based on his/her performance, recommendation of the PSPC:

Certified that the student's progress is:

- Satisfactory
- Unsatisfactory

Reasons for not approval/suggestions for future course of action:

Signature

External Expert	SIAC- R Nominee	Chairperson SIAC Dean-Academics	Internal Expert	Supervisor	Head- Research
-----------------	-----------------	------------------------------------	-----------------	------------	----------------

Format for Research Progress Seminar Document
Research Progress Seminar
Format for Evaluation Report - PhD Scholar's Progress committee (PSPC)
National Institute of Fashion Technology

The cover page to mention
PROPOSED TITLE OF THE PhD RESEARCH WORK

NAME OF PhD SCHOLAR



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NEW DELHI, INDIA 110 016
RESEARCH PROGRESS SEMINAR
JUNE 20...

Next Page Onwards

Work Done During the Semester:

- Literature Search
- Research Work Details:
 - » Pilot Study/Survey/Sampling/Experimental Work Done: (Provide details of the work.)
- Publications/Conference Paper Presentation, if any:
- Future Plan of Work

Note:

- The font size of the text should be Arial 11. The line spacing should be double.
- All the tables and figures should be properly numbered and titled and should have a font size of 10.

Format for writing Synopsis

The cover page to mention
TITLE OF THE PhD RESEARCH WORK
 (The title of the synopsis must be the same as the title of the thesis)

NAME OF PhD SCHOLAR



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NEW DELHI, INDIA 110 016
MONTH 20.....

Guidelines for writing Synopsis

Title of the thesis

- A synopsis is a summary of the final thesis.
- Changes cannot be made in the title of the thesis and in the title of the chapters from what has been mentioned in the synopsis.
- A synopsis starts with introduction of the research conducted, mentions the objectives and describes about each in the thesis.
- The introduction is the part of the paper which provides the background information for the research reported, briefly outlines the relevance or significance of the research work to be reported in the thesis
- Statement of the problem and objectives of the study should be clearly presented.
- **Purpose of the Study**
- **The number of chapters in the thesis should be mentioned at this point and a brief account of each should follow.**

Example:

- 1 Introduction**
This identifies the problem.
- 2 Review of Literature**
This presents a review of relevant literature.
- 3, 4, 5..... (Title of the Chapters)**
- 6 Summary and Conclusions**

REFERENCES

Harvard style of referencing will be followed:

General instructions to follow while writing PhD thesis:

- The synopsis should be typed on both sides of A 4 sized executive bond paper.
- The line spacing should be 1.5. The font size of the text should be Arial 11.
- 4 copies of the synopsis in spiral binding with grey color back cover must be submitted for evaluation.
- The synopsis can have at the maximum 20 pages, including the cover page.

General Instructions to follow while writing PhD Thesis

- The thesis should be typed on both sides of A 4 sized executive bond paper. The photocopies of the thesis should also be taken on A 4 sized executive bond paper.
- The line spacing should be double. The font size of the text should be Arial 11.
- All the tables and figures should be properly numbered and titled and should have a font size of 10.
- Three copies of thesis in spiral binding in grey color cover must be submitted for evaluation. In case of student being supervised by more than one supervisor, appropriate number of additional copies must be submitted.
- After the Viva-Voce examination, two copies of thesis in hard bound black-coloured-cover must be submitted. The cover should have the material indicated as above. Besides, the following should be printed on the spine of the thesis:
 - the year of publication at the top
 - the author's last name in the middle and
 - PhD at the bottom
- The contents of the thesis should have the following order:
 - o Inner cover page
 - o Declaration of the candidate
 - o Certificate of the Supervisors
 - o Abstract
 - o Acknowledgements
 - o Table of Contents
 - o List of Figures
 - o List of Tables
 - o List of Abbreviations/Acronyms
 - o Body of the Thesis (Introduction, Review of Literature, Methodology, Results and Discussion and Conclusion)
 - o References/Bibliography
 - o Appendices and
 - o Brief Bio-data of the Author
 - o Publications in referred journal from the thesis can be attached at the end
- The format of the cover pages, copyright declaration page, and certificate is attached for reference.

Inner Cover Page

TITLE OF THE PhD THESIS

By

NAME OF PhD SCHOLAR

**Submitted in fulfillment of the Requirements of the Degree of
DOCTOR OF PHILOSOPHY**



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

NEW DELHI, INDIA 110 016

MONTH 20.....

Declaration

I certify that the thesis entitled "TITLE OF THE THESIS" being submitted to the National Institute of Fashion Technology, New Delhi for the award of the degree of Doctor of Philosophy is a record of bonafide research work carried out by me, under the supervision of NAME OF SUPERVISOR. Due permission and approvals have been taken from all the sources (name the organization/institutes/companies and individuals) of data collection.

The result of the research contained in this thesis has not been submitted, in part or in full, to any other University or Institute for the award of any degree or diploma.

Signature of PhD Scholar

(Name of PhD Scholar)

CERTIFICATE

This is to certify that the thesis entitled "TITLE OF THE THESIS" being submitted by NAME OF SCHOLAR, to the National Institute of Fashion Technology, Delhi for the award of the degree of Doctor of Philosophy is a record of bonafide research work carried out by him/her. NAME OF SCHOLAR has worked under my/our guidance and supervision, and fulfilled the requirements for submission of the thesis.

The result of the research contained in this thesis has not been submitted, in part or in full, to any other University or Institute for the award of any degree or diploma.

Signature of PhD Supervisor

(Name of PhD Supervisor)

Designation,

National Institute of Fashion Technology, Delhi

Next section

ABSTRACT

This part will be the most widely published and most read because it will be published in Dissertation Abstracts International. It should be a distillation of the thesis: a concise description of the problem(s) addressed your method of solving it/them, results and conclusions. An abstract must be self-contained.

(Roman numbering starts from this page)

Next section**ACKNOWLEDGEMENT**

In most thesis authors put in a page of thanks to those who have helped and supported him/her during the research work in different ways, directly and indirectly by providing guidance, help, advice, support, friendship, etc.

Signature of the Author and Date

Next section**Table of Contents****SEQUENCE OF CHAPTER**

- Abstract
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- List of Abbreviations/Acronyms
- Body of the Thesis (Introduction, Review of Literature, Methodology, Results and Discussion and Conclusion)
- References/Bibliography
- Appendices and
- Brief Bio-data of the Author
- Publications in referred journal from the thesis can be attached at the end.

Please Note:

The introduction starts on page 1; the earlier pages should have Roman numerals.

Certificate, Acknowledgement, Abstract page should have Roman page numbers.

Index page should also consist of separate page of List of Tables and List of Figures mentioning Titles and Page Numbers.

List of abbreviations/acronyms may be included for reference of the reader.

The main body of the report consists of the following chapters:**Introduction**

The introduction should be interesting. This section might go through several drafts to make it read well and logically, while keeping it short. The purpose is to establish a framework for the research, so that readers can understand how it is related to other research. Introduction should not be more than 7-8 pages. It is an introduction of the project highlighting the need and scope of the study and this should lead the reader to the objectives and sub-objectives framed in order to conduct the study. Page numbering starts from here.

Literature Review

- It shares with the reader the results of other studies that are closely related to the study being reported.
- It relates a study to the larger, ongoing dialogue in the literature about a topic, filling in gaps and extending prior studies.
- It provides a framework for establishing the importance of the study, as well as a benchmark for comparing the results of a study with other findings.
- It “frames” the problem earlier identified.
- This chapter consists of the abstracts of literature surveyed published or unpublished in academic journals, trade magazines, conference papers, government reports, books, other similar research projects within or outside the institute.
- All ROL chapters should contain review of literature of only the related areas of the topic studied.

Methodology

- This constitutes in detail the research methods and techniques applied by the student in completing the project.
- It explains the logic behind the methods used, explains the reasons for using particular methods, scope of the research, method of data collection,

method of data processing and analysis, sampling method, sample size and assumptions made, if any.

- It is required to detail out the methodology keeping in view of the objectives framed.
- This answers the basic questions of “How the project has been conducted?” and “Why it has been conducted in a particular manner?”
- This should also mention the requisite consent/approvals which have been taken for the primary data collection from individuals/institutes/organizations to show that the research study has been done in an ethical manner.

Middle Chapters

The middle and final chapter that constitute the body of the report will depend upon the topic of the study. No two reports will have the same chapter layout. Each report is focused differently and each of the students will feel differently about the treatment to be given to a subject. Two groups developing reports on the same topic may end up getting two different report layouts. Even the number of chapters could vary from one report to another report.

Generally, this part of the study should deal with:

- Presentation and analysis of secondary data available, along with sources.
- Tabulation and analysis of primary data collected during the study.
- Implementation process, if any.
- Interpretation of results of the data analysis.
- Discussion on these results, with specific context of secondary data presented earlier.
- Findings and interpretations
- Suggested step by step plan of action.
- Suggesting check points for control of implementation.

Results and Discussion

The results and discussion are very often combined in thesis. This is sensible because of the length of a thesis: the thesis may have several sections of results and, if it is presented before the discussion, the reader may have difficulty remembering them. The division of Results and Discussion material into chapters is usually best done according to subject matter.

Final Chapter

Conclusions and suggestions for further work

This chapter should usually be reasonably short---a few pages perhaps. As with the introduction, it is a good idea to ask someone who is not a specialist to read this section and to comment on the conclusion.

Generally, this should include a statement of researcher's major findings and each one of the findings and recommendations should match with the objectives of the study. Each one of the findings and recommendations should be clearly stated, in-ambiguous, leading, indication of cost effectiveness of major initiatives (if required).

Appendices

If there is material that should be in the thesis, but which would break up the flow, it must be included in the appendix. Some things which are typically included in appendices are: Design of Questionnaires, List of Respondents/Organizations, tables of data collected from primary sources, original computer programs, data files that are too large to be represented simply in the Results chapters, pictures or diagrams of results which are not important enough to keep in the main text.

Annexure

It includes those secondary documents which the author feels should be provided for quick reference. These are borrowed documents and may be critical from the readability point of view of the report. These should be numbered numerically, containing supporting information (not collected, but secondary in nature), relevant to the project topic. These generally include: important reports and/or Articles, important comments, important committees and their recommendations on the subject, glossary of terms.

Each appendix should be listed separately as Appendix A, B, C etc. Appendix should also consist of names, address, telephone no. and contact persons of all those people or organizations contacted during the project. Page numbering of appendix is in italics.

Bibliography/References

Each one of us refers to some documents- published/unpublished- on our way to completion of a report. The list of sources which have been used to

complete the report is generally enclosed as a bibliography to the report. The reference footnotes/end notes cite the authority and the specific location (page numbers) from where a statement, data, direct quotation was taken, whereas the bibliography lists, in one place, the sources used and gives a list of each work which could be of relevant to the reader of the report. Preferably, Harvard referencing method may be followed.

Checklist for PhD Thesis (to be submitted with the thesis)

Instructions for Bound Thesis (to be submitted at the time of Viva Voce)	Please tick ✓
Thesis is type-written on both sides of good quarto-size/A- 4 size paper	
Thesis is type-written in double space	
The font size of the text is Arial 11	
All the tables and figures are properly numbered and titled in font size 10.	
Margins on each page are sufficient	
Referencing method is Harvard Style Referencing	
Two copies of thesis in hard, black-coloured cover, for submission to Research Unit	
The cover has, printed in block letters, the title at the top	
The cover has, printed in block letters, the author's name in the middle	
The cover has, printed in block letters, the name of the department/centre and National Institute of Fashion Technology, Delhi, at the bottom	
Spine of the thesis has the year of publication at the top	
Spine of thesis has the author's last name in the middle	
Spine of thesis has PhD at the bottom	
Copyright page is on the left side of the inner cover page	
The following paragraph is mentioned in the copyright page: “(C) Copyright 20... Name of the Scholar The student grants royalty-free permission to NIFT to make and distribute copies of the thesis. Any software code, patent or any other intellectual property disclosed or contained in the thesis is subject to the IPR ordinance of NIFT”.	
The order of pages are as follows: 1. Inner cover page 2. Certificate of the Supervisor(s) 3. Acknowledgements 4. Abstract 5. Table of Contents 6. List of Figures 7. List of Tables 8. Body of the Thesis (Introduction, Review of Literature, Methodology, Results and Discussion and Conclusion) 9. References 10. Appendices 11. Brief Bio-data of the Author 12. Publications in referred Journal (attached at the end)	
No Dues Certificate duly signed by your Campus	
Approval of Title Change (if any)	
Approval of Extension ((if any)	

Thesis Evaluation
National Institute of Fashion Technology
Research Unit
Head Office - New Delhi
Thesis Evaluation
Report of Examiner for Award of Doctor of Philosophy

1. Name of the Candidate :
2. Title of the Thesis :
3. Name and Address of the Examiner :
4. Recommendations of the Examiner :

Please indicate your recommendation on the outcome of the examination, from the following options

(Please strike out whichever are not applicable)

The Examiners would file report on the thesis as :

Commended- in case that work is "Satisfactory"

Not Commended – in case the work is "Not Satisfactory"

In case the examiner needs to suggest the results elaborately, the following may be chosen.

- a) Thesis is commended and the candidate should be awarded the degree without the requirement for revision/further examination or modification (minor correction and typographical errors only). Not to be sent back to the Examiners.

OR

- b) Thesis is commended and the candidate should be awarded the degree, subject to minor nominated revisions being completed to the satisfaction of the Supervisor and Head-Research, before the viva-voce examination. Not to be sent back to the Examiners.

OR

- c) Thesis needs to be resubmitted after completion of major nominated revisions for evaluation. To be sent back to the Examiner for evaluation.

OR

- d) Thesis should be rejected; the degree should not be awarded.

Note: Please enclose your detailed report on the Thesis. Please also enclose a list of questions, if any to be asked at the public viva-voce examination.

5. Any Other Remarks

(Signature of the Examiner, with Designation)

Place:

Date:

Address:

Standard Operating Procedure

STANDARD OPERATING PROCEDURE 1		
Procedure Version: NIFT/REC/001/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: SOP on SOP		

AIMS and OBJECTIVES:

SOP on SOP:

- To establish clear-cut operational guidelines.
- To achieve consistency and reproducibility.
- To achieve optimization between processes and activities.
- To ensure regulatory compliance.

SCOPE

The procedure covers all the Standard Operating Procedures (SOP) for the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

TABLE OF CONTENTS:**A. Abbreviations****B. Roles and Responsibilities****C. Steps in Maintaining a SOP Topic**

1. Proposing, writing, revising or deleting an SOP topic.
2. Format of a SOP topic.
3. Naming and numbering of SOP.
4. Approving an SOP.
5. Reviewing existing SOP.
6. Maintenance of SOP.
7. Training for SOP.
8. Documenting deviation from SOP.
9. Archiving of SOP.
10. Procedure applicable to the attachments.

D. Attachments

- Attachment 1-Format of SOP
- Attachment 2-SOP approval log
- Attachment 3-SOP review log
- Attachment 4-Training record log

A. Abbreviations

REC – Research Ethics Committee

NIFT- National Institute of Fashion Technology

NREC- NIFT Research Ethics Committee

SOP – Standard Operating Procedures

VER – Version

B. Roles and Responsibilities

Task	Responsibilities
Proposing, writing, revising or deleting a SOP topic	Any member
Approving a SOP	Chairperson of NREC

Reviewing existing SOP	Any member
Maintenance of SOP	Member Secretary
Training for SOP	Member Secretary/All members
Documenting deviation from a SOP	Member Secretary
Archiving of SOP	Member Secretary

C. Steps in maintaining SOP topic

1. Proposing, writing, revising or deleting a SOP topic
Any member of NREC may propose a new standard operating procedure as well as revision or deletion of existing standard operating procedure. Approval of the proposal (new, revision, or deletion) shall be given by the Chairperson of the NREC.
2. Format of a SOP Topic
All SOPs shall be created using the template in Attachment-1.
3. Naming and Numbering of SOP

1	2	3	4	5	6	7
NIFT	/	REC	/	001	/	1

Details of the numbering process are as follows:

- Column No. 1 - National Institute of Fashion Technology Column No, 2, 4, 6 - "/" the slash
- Column No. 3 - Research Ethics Committee
- Column No. 5 - The SOP number in consecutive order, starting from 001
- Column No. 7 - The version number of SOP in consecutive order starting from 1. In case of revision of an existing SOP, the version number shall change to 2, 3, 4, etc.

Note: Columns 5 and 7 are the variables for each SOP topic:

4. Approving an SOP

Draft SOP shall be circulated to all the members of NREC for review prior to approval.

Approval of a SOP shall be given by the Chairperson after the review process has been completed, by signing on the SOP approval log (Attachment-2). The SOP shall become effective after two weeks from the date of approval to allow ample time for training.

5. Reviewing Existing SOP

Each SOP shall be reviewed for consistency every 2 years, from the effective date, unless there is anew/updated regulatory requirement or frequent deviation from SOP.

The Chairperson shall approve the outcome of the review by signing in SOP review log (attachment-3). Each revision shall be appended as the revision summary in the revised SOP version.

6. Maintenance of SOP

A log of all SOPs, using template in Attachment-2, shall be maintained for ease of tracking. The SOPs and log of all SOPs shall be available in the paper and electronic copy (both are official copies).

The paper copy, including approval pages, shall be filed in the office SOP binder. Each page of the paper copy shall contain a 'Control Copy' stamp to limit its reproduction. The electronic copy of the SOPs and log of all SOPs shall be converted into 'read only' format and placed on NIFT Campus Management System for the reference of Campus Directors, Head-Projects and all NIFT faculty.

7. Training for SOP

Upon the approval of a new SOP or revision/deletion of an existing SOP, the Member Secretary shall inform all the members by sending a notification. A copy of the notification shall be filed in the office SOP binder.

All the members shall read the SOPs and acknowledge the training, using the training record log in attachment-4 (to be filed in central training binder).

8. Documenting Deviation from a SOP

When a deviation from the SOP is necessary or has occurred, the Member Secretary shall perform the following:

- Write a report about the nature of deviation, including reasons for its occurrence, the appropriate actions taken.

- Submit the report to the NREC for evaluation and approval.
- File a copy of the report, along with the respective SOP topic in the Office SOP binder.

If the deviation from a SOP occurs frequently the SOP topic shall be reviewed for possible revision.

9. Archiving of SOP

All non-effective SOPs shall be archived by the Member Secretary.

Procedures applicable to the attachments of SOP.

The contents of attachment(s) are mandatory. However, the designing/formatting can be customized as per the requirements. The version number and date of the attachment shall be the same as that of the respective SOP topic and shall appear in the header of the attachment. The footer of the attachment shall be the same as that of respective SOP topic and the pagination, as applicable shall be inserted.

10. Procedures Applicable to the Attachments of the SOP

The contents of attachment(s) are mandatory. However, the designing/formatting can be customized as per the requirements. The version number and date of the attachment shall be the same as that of respective SOP topic and shall appear in the header of the attachment. The footer of the attachment shall be the same as that of respective SOP topic and the pagination, as applicable shall be inserted.

D. Attachments

Attachment 1 - Format of SOP

STANDARD OPERATING PROCEDURE (SOP)		
Procedure Version:	Effective Date:	Supersedes Date:
Procedure Title: SOP on SOP		

AIMS and OBJECTIVES:

SCOPE:

TABLE OF CONTENTS:

Abbreviations

Roles and Responsibilities

Steps Involved

Attachments

Attachment 1 (use consecutive numbers for attachments), Attachment 2, etc.

Abbreviations

(All abbreviations to be defined)

Roles and Responsibilities

(Responsibilities for performing the assigned task to be defined)

Steps Involved

(Stepwise description of the process/procedure)

Attachments

Attachment 1: Text of Attachment

(Other attachments continue till last attachment)

Confidential Page... of ...

Not to be printed, copied or distributed without authorization

Attachment 2- SOP Approval Log

Procedure Title	Procedure Version	Prepared By	Signature/Date	Approved By	Signature/Date	Effective Date

Attachment 3 - SOP Review Log

Procedure Title	Procedure Version	Reviewed By	Review Decision	Signature/ Date	Approved By	Signature/ Date

Attachment 4- Training Record Log

Training Record Log			
Name:			
Designation:			
S. No	Topic	Date Accomplished	Signature

STANDARD OPERATING PROCEDURE 2		
Procedure Version: NIFT/REC/002/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: Preamble of NREC		

AIMs and Objectives

Preamble of NREC:

1. To define the background, scope, objectives, authority and responsibilities of NREC.
2. To establish clear-cut operational guidelines.
3. To achieve optimization between processes and activities.
4. To ensure regulatory compliance.

Scope

The procedure covers all the Standard Operating Procedures (SOP) for the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

TABLE OF CONTENTS:

A. Abbreviations

B. Roles and Responsibilities

C. Steps in defining the Preamble of NREC:

1. Background
2. Definition of NREC
3. Declaration
4. Scope
5. Objectives
6. Authority
7. Responsibility
8. Undertaking by the NREC
9. Resources

D. Attachments

Attachment 1 – Authority Letter

Attachment 2 – Undertaking by the NREC

A. Abbreviations

GCP – Good Clinical Practice

ICH – International Conference on Harmonization

REC – Research Ethics Committee

NIFT – National Institute of Fashion Technology

NREC – NIFT Research Ethics Committee

SOP – Standard Operating Procedures

B. Roles and Responsibilities

Task	Responsibilities
Background	All members
Definition of NREC	All members
Declaration	All members
Scope	All members
Objectives	All members

Authority	All members
Responsibility	All members
Undertaking by the NREC	Chairperson and Member Secretary
Resources	Chairperson and Member Secretary

C. Steps in defining the Preamble of NREC

1. Background

The National Institute of Fashion Technology is a leader in fashion education with the ability to integrate knowledge, traditional arts, contemporary thought, academic freedom, innovations in design and technology and creative thinking, to continuously upgrade its curriculum to address the changing needs of the industry. Its history of more than three decades at the pinnacle of fashion education stands as a testimony to its focus on core values, where academic excellence has been nurtured. The institute has stood as a beacon of industry-academia engagement and a key enabler in developing competent professionals. Academic inclusiveness has been the key thought in the expansion plans of the institute.

NIFT, today, has spread its wings across the length and breadth of the country. Through its 16 professionally managed campuses, National Institute of Fashion Technology provides an excellent environment to its students from different parts of the country to achieve their highest potential through the programmes offered. NIFT regularly strengthens its academic strategy. Invigorating thought leadership, research stimulus, industry focus, creative enterprise and peer learning have reinforced the institute's academic bedrock. Fostering a new generation of creative thinkers, the institute is empowered to award degrees in undergraduate, post graduate and doctoral studies.

The Research Ethics Committee (REC) is being founded under the aegis of NIFT and it shall always be known and referred to as, by and in the name of NIFT Research Ethics Committee (NREC). It shall have its office situated at NIFT Campus, Haus Khas, New Delhi – 110016 (India). The authority to constitute the NREC shall be granted by the Director General of NIFT and shall be documented using template in Attachment- 1.

2. Definition of NREC

NREC is an independent review committee/board, constituted of medical and non-medical members, whose responsibility is to ensure the protection of the rights, safety and well-being of human subjects involved in research study and to provide public assurance of that protection, by, among other things, reviewing and approving/providing favorable opinion on, the study, the suitability of the investigator/researcher, and the methods and material to be used in obtaining and documenting informed consent of the study subjects.

3. Declaration

NREC declares that it operates as per the SOP that is in compliance with ICH-GCP and applicable regulatory requirements.

4. Scope

The scope of review for NREC shall include:

Funded Research Projects undertaken by NIFT faculty in NIFT Head Office or NIFT campus, which deals with human subjects and are sent to Head Projects (HO) for approval.

All PhD research that involves dealing with human subjects.

All UG or PG research/graduation projects/dissertations shall be exempted from NREC review. At least, twice every year, Member Secretary of NREC shall seek proposals from all NIFT faculty for the review of NREC.

5. Objectives

The NREC is intended to ensure a competent review of scientific and ethical aspects of the study proposals. It has a continuing responsibility of regular monitoring of the approved studies for the compliance of the ethics, till the same are completed.

6. Authority

In its review of human subject research, the NREC has the authority to review all aspects of the research, including, but not limited to:

- The research proposal/summary of the research;
- The informed consent process and forms;
- Materials to recruit subjects;
- Surveys and questionnaires;
- Progress reports;
- Compliance with the applicable provision of law etc.

7. Responsibility

The NREC is responsible to ensure that the proposed research study, wherever applicable:

- is sound in scientific design and conducted as per the applicable regulatory requirements,
- does not compromise the safety, rights and well-being of the subjects participating in the study,

- is conducted under the supervision of the person with the required qualification and experience/expertise.

NREC shall perform ongoing review of all the research studies approved by it at intervals appropriate to the design of the study. The committee shall maintain a list of proposals submitted/approved/disapproved and the outcome of each study. The NREC shall take utmost effort to protect the data privacy and subject confidentiality for all the proposals submitted to it. The access to data and records of NREC shall be limited to any governmental or regulatory authorities, members of the NREC as well as any internal or external auditors.

8. Undertaking by the NREC

NREC shall undertake the responsibility to ensure the protection of the rights, safety and well-being of human subjects involved in research projects. The Chairperson and Member Secretary of the NREC shall document such an undertaking using the template in attachment- 2.

9. Resources

NREC shall have adequate staff, office space, computer equipment, filing cabinets and sundry supplies, for effective functioning.

Attachment 1 – Authority Letter

National Institute of Fashion Technology (NIFT), hereby authorizes Dean (Academics), to constitute and operate a research ethics committee by the name of NIFT Research Ethics Committee (NREC) comprising of medical professionals and non-medical members, whose responsibility is to ensure the protection of the rights, safety and well-being of human subjects involved in research projects and to provide public assurance of that protection, by, among other things, reviewing and approving/providing favorable opinion on, the study protocol, the suitability of the investigator(s), facilities, and the methods and material to be used in obtaining and documenting informed consent of the study subjects.

Name:

Designation: Director General

National Institute of Fashion Technology (NIFT)

Attachment 2 – Undertaking by the NREC

1. Full Name, Address and Title of the Chairperson

Name:

Title:

Address:

Affiliation:

Phone:

E-mail:

2. Name and Address of the Office of NREC

3. Names, Address, Qualifications and Designation of the other Members of the NREC

S. No	Name	Qualifications	Current Organization	Telephone Number, Fax Number, E-mail ID and Mailing Address	Designation/ Role of Member in NREC	Affiliation of Member with Institute that has constituted the NREC

Commitments

- The Committee shall review and accord its approval to a research project and also carry ongoing review of the project at appropriate intervals, as specified in its SOP.
- The Committee shall maintain adequate and accurate records after the completion or termination of the research project for not less than 5 (five) years from the date of completion or termination of the research project (both in hard and soft copies).

(Signature of the Chairperson)

Date:

(Signature of the Member Secretary)

Date:

STANDARD OPERATING PROCEDURE 3		
Procedure Version: NIFT/REC/003/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: Composition of NREC		

Aims and Objectives

1. Composition of NREC
2. To define the composition, quorum requirement and office bearers of NREC
3. To establish guidelines for the appointment of support staff
4. To ensure regulatory compliance

Scope

The procedure covers the composition, quorum requirement, office bearers and appointment of support staff for the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

Table of Contents

A. Abbreviations

B. Roles and Responsibilities

C. Steps in defining the Composition of NREC

1. Composition of NREC
2. Appointment of Office Bearers of NREC
3. Duration of Appointment of Office Bearers of NREC
4. Quorum Requirement of NREC
5. Appointment of Support Staff for the NREC

Attachments

Attachment 1 – Non-Disclosure Agreement

Attachment 2 – Membership List Dated

A. Abbreviations

REC – Research Ethics Committee

NIFT- National Institute of Fashion Technology

NREC – NIFT Research Ethics Committee

SOP – Standard Operating Procedures

B. Roles and Responsibilities

Task	Responsibilities
Composition of NREC	All members
Appointment of office bearers of NREC	All members
Duration of appointment of office bearers of NREC	Chairperson/Member Secretary
Quorum requirement of NREC	All members
Appointment of support staff for the NREC	Chairperson/Member Secretary

C. Steps in defining the Composition of NREC

1. Composition of NREC

NREC shall compose of no less than six and no more than ten members sufficiently qualified through the experience, expertise, and diversity, to ensure a comprehensive review (scientific and ethical) of the research proposals submitted to it. NREC shall consist of both men and women. It shall not consist of members entirely of one profession. The composition shall be as follows:

- i. Clinician
- ii. Research Scientist/Pharmacologist
- iii. Legal Expert
- iv. Social Scientist/Representative of non-governmental voluntary agency
- v. Lay Person

"Clinician" refers to a person who has a postgraduate degree in medicine (e.g. MD). "Research scientist" refers to a person who has either a post-graduate or a doctorate degree in any discipline along with the relevant research experience. "Pharmacologist" refers to a person who has a postgraduate degree in pharmacology. "Legal expert" refers to a person who has a graduate degree in law (e.g. LLB). "Social scientist"/representative of-governmental voluntary agency refers to a person who is actively working for a social cause or an expert of human society and social relationships. "Lay person" represents a person without professional or specialized knowledge in a particular subject.

2. Appointment of Office Bearers of NREC

Members amongst themselves shall appoint a Chairperson and Member Secretary (office bearers) to carry out the functioning of NREC. The office bearers shall be individuals with credibility and standing to command respect among the research community/NREC, and committed to the protection of human subjects in research. All NREC members shall sign a Confidentiality/Non-Disclosure Agreement, using template in attachment-1.

3. Duration of Appointment of Office Bearers of NREC

The appointment of office bearers shall be effective for a period of 2 (two) years and office bearers can be re-elected by majority vote for one more turn.

4. Quorum Requirement of NREC

The 'quorum' requirements shall be considered as fulfilled if at least 5 members with the representations mentioned in point number 1 above are present at a meeting. Only those members who are independent of the study team of the research proposal shall vote/provide opinion on a study-related matter. If any of the members is unable to attend the meeting but the 'quorum' requirements being fulfilled, the meeting shall be held without that person. In the event of Chairperson remaining absent, but the 'quorum' requirements being fulfilled the members present shall elect an ad-hoc Chairperson (non-affiliated member), for the purpose of that meeting only. This shall be documented in the minutes of the meeting. In the event of Member Secretary remaining absent, but the 'quorum' requirements being fulfilled, the members may delegate the responsibility of writing the minutes of the meeting to any member and the same shall be documented in the minutes of the meeting.

A list of members, their qualifications and designation/functional role shall be maintained by the NREC, as per the format of attachment-2. Any change in the membership list shall not require an amendment of the Standard Operating Procedure (SOP) and the updated list shall be filed along with the current version of SOP. A copy of the NREC composition and operating procedures shall be made available to any person interested in submitting a research proposal, upon written request for the same to the NREC.

5. Appointment of Support Staff for the NREC

Support staff as required to look after the day-to-day functioning and affairs of the NREC shall be appointed. They all shall be paid salaries commensurate with their work-experience and qualifications, by NIFT and shall be bound by Non-Disclosure Agreement. However, honorary appointment to perform such duties may also take place. The roles and responsibilities of support staff shall include:

- Receipt of study documents, acknowledgement, allocation of tracking number, entries in logs;
- Initial quality review for the accuracy and completeness of research documents;
- Circulation of documents to all the NREC members;
- General coordination for the NREC meeting(s);
- Maintenance of stationary and other inventory items;
- All other activities, as advised by NREC.

All support staff shall be trained respective to their duties.

Attachment 1 – Non-Disclosure Agreement

This Agreement is made on 20-----

Between

National Institute of Fashion Technology, NIFT Campus, Haus Khaz, New Delhi – 110016, India (the "Disclosing Party");

And

() (the "Receiving Party")

Collectively referred to as the "Parties".

Recitals

- A. The Receiving Party understands that the Disclosing Party has disclosed or may disclose information relating to the operations of NIFT Research Ethics Committee as well as research studies viz. surveys, dissertation/projects, non-interventional study(ies) and any other study related to the field of design, management and technology for the fashion business proposed to be conducted at any of the present or future campus of NIFT, which to the extent previously, presently, or subsequently disclosed to the Receiving Party, is hereinafter referred to as "Proprietary Information" of the Disclosing Party.

Operative Provisions

1. In consideration of the disclosure of Proprietary Information by the Disclosing Party, the Receiving Party hereby agrees: (i) to hold the Proprietary Information in strict confidence and to take all reasonable precautions to protect such Proprietary Information (including, without limitation, all precautions the Receiving Party employs with respect to its own confidential materials), (ii) not to disclose any such Proprietary Information or any information derived there from to any third person, (iii) not to make any use whatsoever at any time of such Proprietary Information except to evaluate internally its relationship with the Disclosing Party, and (iv) not to copy or reverse engineer any such Proprietary Information.
2. This Agreement imposes no obligation on Receiving Party, with respect to any portion of the information received from Disclosing Party which:
 - a. was known to Receiving Party prior to disclosure by Disclosing Party,
 - b. is lawfully obtained by Receiving Party from a third party under no obligation of confidentiality,
 - c. is or becomes generally known or publicly available other than by unauthorized disclosure,
 - d. is independently developed by Receiving Party, or
 - e. is disclosed by Disclosing Party to a third party without a duty of confidentiality on the third party,
 - f. is required by law or decree.
3. Immediately upon the written request by the Disclosing Party at any time, the Receiving Party will return to the Disclosing Party all Proprietary Information and all documents or media containing any such Proprietary Information and any and all copies or extracts thereof, save that where such Proprietary Information is a form incapable of return or has been copied or transcribed into another document, it shall be destroyed or erased, as appropriate.
4. The Receiving Party understands that nothing herein (i) requires the disclosure of any Proprietary Information or (ii) requires the Disclosing Party to proceed with any transaction or relationship.
5. The Receiving Party further acknowledges and agrees that no representation or warranty, express or implied, is or will be made, and no responsibility or liability is or will be accepted by the Disclosing Party, as to or in relation to, the accuracy or completeness of any Proprietary Information made available to the Receiving Party or its advisers; it is responsible for making its own evaluation of such Proprietary Information.
6. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. If any part, term or provision of this Agreement is held to be illegal or unenforceable, neither the validity, nor enforceability of the remainder of this Agreement shall be affected. Neither Party shall assign or transfer all or any part of its rights under this Agreement without the consent of the other Party. This Agreement may not be amended for any other reason without the prior written agreement of both Parties. This Agreement constitutes the entire understanding between the Parties relating to the subject matter hereof unless any representation or warranty made about this Agreement was made fraudulently and save as may be expressly referred to or referenced herein, supersedes all prior representations, writings, negotiations or understandings with respect hereto.
7. This Agreement shall be governed by the laws of the jurisdiction of the Court of India and any Appellate Court thereof in any action or proceedings arising out of or relating to this Agreement

[Disclosing Party]

By:
Name:
Title:
Address:
Date:

[Receiving Party]

By:
Name:
Title:
Address:
Date:

Attachment 2 - Membership List Dated

Sl. No.	Name	Qualification	Designation/ Functional Role	Contact Number

STANDARD OPERATING PROCEDURE 4		
Procedure Version: NIFT/REC/004/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: Appointment, Training and Removal of NREC Members		

Aims and Objectives

Appointment, Training and Removal of NREC Members:

1. To define the procedure for the appointment, training and removal of NREC members.
2. To achieve consistency and reproducibility.
3. To ensure regulatory compliance.

Scope

The procedure covers the appointment, training and removal of members for the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

Table of Contents

A. Abbreviations

B. Roles and Responsibilities

C. Steps in defining the Appointment, Training and Removal of NREC Members

1. Appointment of NREC Members
2. Conflict of Interest Statement of NREC Members
3. Training and continuing education of NREC members
4. Removal of NREC members
5. Honorarium for participation in NREC meeting(s)
6. Duties of NREC members
7. Roles and Responsibilities of NREC members

D. Attachments

Attachment 1 – Invitation Letter Attachment 2 – Conflict of Interest Form

Attachment 3 – Member's Roles and Responsibilities Log

A. Abbreviations

ICH – International Conference on Harmonization

REC – Research Ethics Committee

GCP – Good Clinical Practice

NIFT- National Institute of Fashion Technology

NREC – NIFT Research Ethics Committee

SOP – Standard Operating Procedures

B. Roles and Responsibilities

Task	Responsibilities
Appointment of NREC members	Head Research/Chairperson/Member Secretary
Conflict of interest statement of NREC members	Member Secretary
Training and continuing education of NREC members	Member Secretary/External Expert
Removal of NREC members	Chairperson
Honorarium for participation in NREC meeting(s)	Member Secretary
Duties of NREC members	All members
Roles and Responsibilities of NREC members	All members

C. Steps in Defining the Appointment, Training and Removal of NREC members

1. Appointment of NREC members

All the members shall be the reputed and respected persons in their respective fields and invited (using the template in attachment-1) to be the members of the NREC by the nominated member of the competent authority at the time of forming the NREC. Subsequent appointment of new members shall be undertaken by the Chairperson, in consultation with the members on board. Such appointment shall take place in the event of the death, resignation or disqualification of any member or for providing wider representation. When the total number of members becomes less than the quorum requirements, the Chairperson, with the approval of the NREC, by majority vote, shall co-opt the required number of members, for the purpose of ensuring the proper and efficient functioning of the NREC and/or providing wider representation thereon. The support staff of the NREC shall be appointed by Member Secretary, in consultation with the Chairperson of the NREC.

2. Conflict of Interest Statement of NREC Members

All the members of NREC shall sign a Conflict of Interest statement using the template in Attachment-2.

No NREC member shall participate in the initial or continuing review of any research proposal in which the member has a conflicting interest, except for providing the information requested by the NREC. Examples of such conflicts of interest include, a member serving as a study team member; or a member who holds a significant financial interest in the proposed research proposal.

3. Training and Continuing Education of NREC Members

All the NREC members shall be made aware of their roles and responsibilities as committee members. The roles and responsibilities of individual member shall be documented using the NREC Member's Roles and Responsibilities Log (Attachment-3). Training shall include an initial training on ICH-GCP, applicable regulatory requirements and SOP of NREC by any internal or external expert/trainer. Any change in the regulatory requirements shall be brought to the attention of NREC members and they shall be kept abreast of all national and international developments in this regard. All trainings shall be documented in the minutes of NREC meeting(s). A copy of the training material shall be kept in the Central Training binder.

4. Removal of NREC Members

Once appointed, NREC members shall continue to serve the board unless it is the personal decision of the member to resign from the NREC, by giving 30 days' prior notice of his/her intention to do so and reasons, if any, for doing so.

Any member shall stand disqualified and his/her membership revoked with immediate effect by the Chairperson of NREC, if:

- I. He/she declares himself/herself to be an insolvent.
- II. He/she is convicted for moral turpitude or is imprisoned.
- III. He/she is guilty of any professional malpractice.
- IV. He/she does not act in good faith and in bonafide discharge of function, as a member.

Any member shall stand disqualified and his/her membership revoked with immediate effect by the Chairperson/designated personnel, with the majority vote of NREC members, if:

- I. He/she abstains from attending 3 consequent meetings of the NREC without furnishing any information/undertaking.
- II. He/she has willingly suppressed, withheld or concealed any information available or known to him/her with regard to any research proposal pending before the NREC and/or of his/her personal or conflict of interest in any such proposal.

All such decisions shall be documented and circulated to the members of the NREC.

5. Honorarium for participation in NREC meeting(s)

Members shall be paid an honorarium towards the cost incurred for attending the meetings, by way of transport and other incidental expenses.

6. Duties of NREC Members

Duties of NREC members include review of study documents within a reasonable timeframe prior to a meeting and identifying the issues pertaining to the rights, safety and well-being of subjects for discussion in the meeting. Specific duties of members include:

- I. Protecting the rights and welfare of study subjects;
- II. Protecting the autonomy of all people and treating them with courtesy and respect and allowing for informed consent (respect for person);
- III. Maximizing benefits for the research project while minimizing risks to the research subjects (beneficence);
- IV. Ensuring that reasonable, non-exploitative and well considered procedures are administered fairly (justice);
- V. Determining that risks to subjects are minimized;
- VI. Determining that risks to the subjects are reasonable in relation to the anticipated benefits, if any;
- VII. Determining if the informed consent is adequate and contains all the required elements, as specified in the applicable regulatory guidelines;
- VIII. Determining that there are adequate provisions to protect and maintain the privacy of subjects and confidentiality of the data.

7. Roles and Responsibilities of NREC Members

Chairperson, Member Secretary and individual members shall have specific roles and responsibilities, as follows:

Chairperson

- Review and Approval of SOPs.
- Appointment and/or removal of NREC members.
- Chairing the NREC meetings.
- Review of research proposals.
- Scientific and ethical inputs.
- Review of study progress.
- Document(s) approval and sign-offs.
- Addressing queries of study subjects (if any).
- Emergency contact to study sponsor(s) or investigator(s).
- Approving minutes of NREC meeting(s) etc.

Member Secretary

- Maintenance of SOPs and Central Training binder.
- Documenting deviation from a SOPs.
- Archiving of SOPs.
- Imparting training and continuing education.
- Review of research proposals.
- Circulation of study documents to all the members.
- Organization of NREC meeting(s).
- Participation in NREC meetings.
- Scientific and ethical inputs.
- Documenting minutes of the NREC meeting(s).
- Review of study progress.
- Document sign-offs.
- Addressing queries of study subjects (if any).
- Emergency contact to study sponsor(s) or investigator(s).
- Facility visit/audit.
- Communication with investigator/researcher.
- All other activities, as advised by the Board etc.

Individual NREC Member

- Training and continuing education.
- Review of research proposals.
- Participation in NREC meetings.
- Scientific, legal and ethical inputs.
- Review of study progress.
- Document sign-offs.
- All other activities as advised by the Board etc.

The roles and responsibilities of individual member shall be documented using the NREC Member's Roles and Responsibilities Log (Attachment-3).

Attachment 1 – Invitation Letter

Date:
Name:
Address:
Contact Number:

Dear

The National Institute of Fashion Technology (NIFT) is a leader in fashion education, with the ability to integrate knowledge, traditional arts, contemporary thought, academic freedom, innovations in design and technology and creative thinking to continuously upgrade its curriculum to address the changing needs of the industry. Its history of more than three decades at the pinnacle of fashion education stands as a testimony to its focus on core values where academic excellence has been nurtured. The institute has stood as a beacon of industry-academia engagement and a key enabler in developing competent professionals. Academic inclusiveness has been the key thought in the expansion plans of the institute. NIFT, today, has spread its wings across the length and breadth of the country. Fostering a new generation of creative thinkers, the institute is empowered to award degrees in undergraduate, post graduate and doctoral studies.

NIFT is constituting a Research Ethics Committee (NREC), whose responsibility is to ensure the protection of the rights, safety and well-being of human subjects involved in research study and to provide public assurance of that protection, by, among other things, reviewing and approving/ providing favorable opinion on, the study, the suitability of the investigator/researcher, and the methods and material to be used in obtaining and documenting informed consent of the study subjects.

Based on your expertise, we invite you to become a member of the NREC. We request you to countersign this letter as a means to document your acceptance. Please note that your services are purely honorary and no compensation or remuneration shall be paid to you, except for the transport and other incidental expenses. By signing this letter, you also agree to protect all proprietary and confidential information, which you will receive for review and records.

I look forward to a fruitful association.

Warm regards,

Name:

Designation:

Accepted by:

☐

I agree to accept the membership of NREC as per the terms and conditions mentioned above

Name:

Signature and Date:

Attachment 2 – Conflict of Interest Form

Declaration on Conflict of Interest

I hereby declare that I do not have any conflict of interest in relation to my affiliation with NREC as a member. I hereby confirm that I will make full disclosure of interests, relationships and holdings, when a conflict of interest situation arises.

Signature:

.....

Name:

Date:

Attachment 3 – NREC Member's Roles and Responsibilities Log

Sl. No.	Name	Responsibilities	Signautre	Date

Approved by:

Name/Designation

Signature

Date

STANDARD OPERATING PROCEDURE 5		
Procedure Version: NIFT/REC/005/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: Special Consideration for Vulnerable Populations		

Aims and Objectives

Special Considerations for Vulnerable Populations:

1. To define the procedure for reviewing research projects for vulnerable populations.
2. To achieve consistency and reproducibility.
3. To ensure regulatory compliance.

Scope

The procedure covers the special consideration for vulnerable populations for the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

Table of Contents

A. Abbreviations

B. Roles and Responsibilities

C. Steps comprising Special Considerations for Vulnerable Populations

1. Determining the Vulnerable Populations
2. Safeguards for Vulnerable Populations
3. Research Involving Children

D. Attachments

Nil

A. Abbreviations

REC – Research Ethics Committee

NREC – NIFT Research Ethics Committee

NIFT- National Institute of Fashion Technology

SOP – Standard Operating Procedures

B. Roles and Responsibilities

Task	Responsibilities
Determining the Vulnerable Populations	All members
Safeguards for Vulnerable Populations	All members
Research Involving Children	All members

C. Steps comprising Special Considerations for Vulnerable Populations

1. Determining the Vulnerable Populations

Vulnerable population shall be defined as the following:

- o Economically and socially disadvantaged (unemployed individuals, orphans, abandoned individuals, persons below the poverty line, ethnic minorities, sexual minorities – lesbian/gay/bisexual and transgender (LGBT), etc.)
- o Unduly influenced, either by the expectation of benefits or fear of retaliation, in case of refusal to participate, which may lead them to give consent.
- o Children (up to 18 years).
- o Women in special situations (pregnant or lactating women, or those who have poor decision-making powers).
- o Tribal and marginalized communities.

- o Refugees, migrants, homeless, persons or populations in conflict zones, riot areas or disaster situations.
- o Afflicted with mental illness and cognitively impaired individuals and the differently-abled.
- o Mentally and physically disabled.
- o Have diminished autonomy or being under a hierarchical system (students, employees, subordinates, defense services personnel, healthcare workers, institutionalized individuals, under trials and prisoners).

2. Safeguards for Vulnerable Populations

Various safeguards shall be practiced while evaluating the project proposal involving vulnerable populations. These include the use of additional forms, requiring witness of subject's legally acceptable representative (LAR) or impartial witness, to monitor the consent process and limiting the scope of research activities etc., as more specifically described below:

- o When potential participants lack the ability to consent or have diminished autonomy, a legally acceptable representative (LAR) or impartial witness shall be involved in decision making.
 "LAR refers to a person who, under applicable law or judicial authority, can give consent on behalf of a prospective participant who, for either legal or literacy reasons, is unable to give consent herself/himself to participate in research".
 "Impartial witness refers to a person, who is independent of the research study and who witnesses the adequacy of informed consent process, if the subject and/or his/her legally acceptable representative are unable to read and write".
- o The informed consent process shall be well documented. Additional measures, such as recording of assent and re-consent, when applicable, shall be ensured.
 "Assent refers to agreement or approval after thoughtful consideration of an idea or suggestion to participate in research by a young person, below the age of 18 years, who is old enough to understand the implications of any proposed research, but not legally eligible to give consent. The assent has to be corroborated with informed consent of parent/LAR".
- o Special care must be taken to ensure the participant's privacy and confidentiality, as breach of confidentiality may lead to enhancement of vulnerability.

3. Research involving Children

Following safeguards shall be practiced for research involving children:

- Consent of the parent/LAR is required.
- In addition to consent from parents/LARs, verbal/oral or written assent, as approved by the NREC, shall be obtained from children of 7-18 years of age.
- For children between 7 and 12 years, verbal/oral assent must be obtained, in the presence of the parents/LAR and it shall be recorded.
- For children between 12 and 18 years, written assent must be obtained, along with the signatures of the parents/LAR.
- Content of the assent form should be in accordance with the developmental level and maturity of the children.
- Consent from one parent/LAR shall be considered sufficient for research involving no more than minimal risk and/or that offers direct benefit to the child.

"Minimal risk refers to probability of harm or discomfort anticipated in the research is not greater than that ordinarily encountered in routine daily life activities of a healthy individual or general population or during the performance of routine physical or psychological examinations or tests".

- Consent from both parents shall have to be obtained when the research involves more than minimal risk and/or offers no benefit to the child.
 "More than minimal risk refers to probability of harm or discomfort anticipated in the research, which is invasive and involves greater than minimal risk".
- Research involving institutionalized children shall require assent of the child, consent of parents/LAR, permission of the relevant institutional authorities (for example, for research in a school setting: the child, parents, teacher, principal or management may be involved).

STANDARD OPERATING PROCEDURE 6		
Procedure Version: NIFT/REC/006/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: Categories of Review and Waiver of Consent		

Aims and Objectives

Special Considerations for Vulnerable Populations:

1. To define the procedure for various categories of review.
2. To define the procedure for the waiver of consent.
3. To achieve consistency and reproducibility.
4. To ensure regulatory compliance

Scope

This procedure covers various categories of review and waiver of consent procedure for the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

Table of Contents

- A. Abbreviations**
- B. Roles and responsibilities**
- C. Steps comprising categories of review and waiver of consent.**
 1. Determining the category of review for a project proposal.
 2. Conditions for considering waiver of consent.
- D. Attachments**

Attachment 1 – Waiver of Informed Consent Process Form

A. Abbreviations

CAC – Campus Academic Coordinator
REC – Research Ethics Committee
NREC – NIFT Research Ethics Committee
NIFT- National Institute of Fashion Technology
SOP – Standard Operating Procedures

B. Roles and Responsibilities

Task	Responsibilities
Determining the category of review for a project proposal	All members
Conditions for considering waiver of consent	All members

C. Steps comprising Categories of Review and Waiver of Consent

1. Determining the Category of Review for a Project Proposal

The two categories of NREC review shall include:

- I. Exempt from Review: Proposals pertaining to UG or PG research/graduation projects/dissertations shall be exempt from review by NREC. The individual Head of Campus/Campus Academic Coordinator (CAC) shall be responsible for approving all such proposals.
- II. Full Board Review: All research proposals, which do not qualify for exempted review, shall be subjected to full board review. This will include funded research projects undertaken by NIFT faculty in NIFT Head Office or NIFT campus that deals with human subjects and are sent to Head Projects (HO) for approval as well as PhD research that involves dealing with human subjects.

2. Conditions for considering the Waiver of Consent

NREC may grant consent waiver using the Waiver of Informed Consent Process Form (attachment-1), when the waiver will not adversely affect the rights and welfare of the participants, for example:

- Research cannot practically be carried out without the waiver and the waiver is scientifically justified.
- Retrospective studies, where the participants are de-identified or cannot be contacted.
- Certain types of public health studies/surveillance programmes, or
- Research on data available in the public domain.

Attachment 1 – Waiver of Informed Consent Process Form

WAIVER OF INFORMED CONSENT PROCESS FORM
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Study Title:

I hereby seek Waiver of Informed Consent Process for the abovementioned study as:

1. The waiver is scientifically justified and the research cannot practically be carried out without the waiver,
2. There is no anticipated risk of participation,
3. The participants are either de-identified or cannot be contacted,
4. The research is on data that is available in the public domain.

Name of the Principal Investigator

Signature

Date

Approved by NREC:

Name

Signature

Date

STANDARD OPERATING PROCEDURE 7		
Procedure Version: NIFT/REC/007/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: Operating Procedure		

Aims and Objectives:

Operating Procedure:

1. To define the operating procedure of the institutional ethics committee.
2. To define the pre-meeting preparation as well as meeting procedure.
3. To achieve consistency and reproducibility.
4. To ensure regulatory compliance.

Scope

This procedure covers the operating procedure of the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

Table of Contents

A. Abbreviations

B. Roles and Responsibilities

C. Steps in defining the operating procedure of the NREC

1. Essential review documents required by the NREC
2. Frequency of meeting
3. Notification of meetings and distribution of material
4. Meeting procedure
5. Duration of approval
6. Suspension or termination of approval
7. Continuing review

D. Attachments

Attachment 1 – NREC Submission Format for New Studies

Attachment 2 – Sample Data Elements for Research Proposal and Informed Consent Document

Attachment 3 – Undertaking by the Investigator/Researcher

Attachment 4 – Approval Letter

A. Abbreviations

REC – Research Ethics Committee

NREC – NIFT Research Ethics Committee

NIFT– National Institute of Fashion Technology

SOP – Standard Operating Procedures

B. Roles and Responsibilities

Task	Responsibilities
Essential review documents required by the NREC	Member Secretary
Frequency of meeting	Member Secretary
Notification of meetings and distribution of material	Member Secretary
Meeting procedure	All members
Duration of approval	All members
Suspension or termination of approval	All members
Continuing review	All members

C. Steps in Defining the Operating Procedure of the NREC

1. Essential Review Documents required by the NREC

The applicant (generally the Investigator/Researcher) of the research proposal is required to submit one original and seven copies of his/her application letter, NREC submission format for new studies (attachment-1) and following documents (whichever applicable) 7-15 days before a scheduled meeting:

- I. Research Proposal/Summary of the research (attachment-2)
- II. Informed Consent Document in English (attachment-2)
- III. Translation of Informed Consent Document in vernacular language(s) if applicable, along with translation certificate(s)
- IV. Curriculum Vitae of Investigator(s)
- V. Subject Recruitment Procedure (e.g. advertisement, if applicable)
- VI. Undertaking by the Investigator (Attachment-3)
- VII. Insurance/Indemnity (if applicable)
- VIII. Data Collection Form/Tools
- IX. Draft Study Agreement/Approval Letter of the Sponsor, if any
- X. Relevant Approvals, if any
- XI. Any other project-specific document(s)

If the 7-15 days submission timeline is not met, Member Secretary shall discuss about the research proposal with the NREC members and the proposal shall be reviewed if members agree to review it in the same meeting.

Attachment-2 mentions the sample data elements for research proposal and informed consent document and the same can be customized as per the specific requirements of a research project.

"Research proposal/summary of research" refers to a document that describes the objective(s), design, methodology, statistical considerations, and organization of a research project."

"Informed consent document" refers to a document for voluntary written consent of a subject's willingness to participate in a particular study that contain information about the research including an explanation of its objectives, potential benefits, risks and inconveniences and of the subject's rights and responsibilities.

"Insurance/Indemnity" refers to a document to indemnify that the compensation to subject(s) for study-related injury.

"Data collection form/tool" refers to a document designed in consonance with the research proposal to record data and other information on each study subject.

"Study agreement" refers to a document to disclose the financial aspect of the research project between the investigator/institution and the sponsor.

"Approval Letter of the Sponsor" refers to a document provided by the Sponsor to grant authorization for the conduct of proposed research project.

2. Frequency of meeting

The committee shall meet as and when required and at least once in six months. At least, twice every year, Member Secretary of NREC shall seek proposals from all NIFT faculty members for the review of NREC. At least 7 days' notice period is stipulated before each meeting. The research proposal shall be reviewed based on the documents submitted for it. If desired, the investigator/study team member may be called to present the research proposal, either in-person or via video/audio conferencing during the scheduled NREC meeting.

3. Notification of Meetings and Distribution of Material

Member Secretary shall distribute the application materials to all NREC members well in advance of the meeting, to allow sufficient time for review. The members shall be contacted telephonically to fix-up a mutually convenient date, time and venue followed by circulation of agenda via email/fax/courier.

4. Meeting Procedure

- The member secretary, shall record the minutes of the meeting, which shall be circulated at the end of the meeting for sign-offs before the members depart. The investigator/study team member may be called at the meeting to present the research proposal or answer specific queries. However, he/she shall not participate in the decision making/voting process of the study, even if he/she is a regular member of the NREC.
- An investigator/study team member shall be deemed as interested party with regard to review.
- The study team member's non-participation in the decision making/voting process shall be recorded in the response letter from the NREC.
- If required, NREC may invite non-members with expertise in special areas for assistance in review process. Such an invitation shall be made by chairperson/member secretary of the NREC and documented by means of all the correspondence that takes place in this regard.
- The decision of the committee shall be taken by a majority vote in the absence of investigator after the quorum requirement is fulfilled. The decision of Chairperson shall be final and binding abided by if there are equal number of votes for and against the approval of a research proposal. If subject

experts are invited to offer their view, they shall not take part in the voting process.

- The NREC shall give its opinion on the research proposal in one of the following ways:
 - Approval (duration specified)
 - Conditional approval (condition specified)
 - Disapproval
 - Modification before approval
 - Discontinuation of previously approved project
- The NREC's opinion on the research proposal shall be communicated in a pre-specified format (attachment-4).
- The various templates available as attachment(s) of this SOP can be customized as and when required by the majority vote approval of NREC members, in a scheduled meeting and shall not require an amendment of the SOP.
- The member-secretary shall convey the decision of the NREC to the investigator/study team member in writing.
- Any amendment(s) to the Protocol and Informed Consent Document shall follow the same process for approval.
- The committee expects from the Principal investigator/researcher:
 - To provide the Informed Consent Document in the relevant vernacular language to the subject, who cannot understand English;
 - A report of the study on completion or termination. However, a progress report may be sought at a pre-defined interval as deemed appropriate by NREC;
 - A prompt report on safety issues, if any;
 - A prompt report on deviation from, or changes of the study protocol.
- For all the safety issues, communication from the investigator shall be circulated to all the NREC members. If any of the members raises concern a meeting shall be held to discuss the concern.
- In case of Conditional Approval (an amendment to study related document or any other) for a research proposal, the document pertaining to the fulfillment of condition shall be circulated to all the members via email. Upon receipt of the acceptance by all the members, the Approval Letter containing the date of the meeting when the proposal was discussed shall be issued to the Principal Investigator/Researcher.

5. Duration of Approval

The approval for a research proposal shall be valid from the date of approval until the next amendment/study closure/study suspension/study completion (whichever is earlier). However, if a study is not initiated for more than one year from the date of approval, the same shall require a fresh approval from NREC.

6. Suspension or termination of Approval

The NREC has the authority to suspend or terminate approval of research proposal(s) that is not being conducted in accordance with the applicable regulatory requirements or that has been associated with unexpected, serious, and related harm to subjects. Any suspension or termination of approval shall include a statement of the reasons for the NREC's action and shall be reported promptly to the investigator.

7. Continuing Review

Research proposals approved by NREC shall be reviewed on an ongoing basis, as deemed appropriate by the committee.

Attachment 1 – NREC Submission Format for New Studi

Project title:
Source of funding:
Full name, address and title of the Principal Investigator/Researcher:
Name and address of the college, organization or other facility where the proposed research will be conducted:
Education, training and experience that qualify the Principal Investigator/Researcher:
Curriculum vitae the statement of qualifications
Does any investigator associated with this project have a significant financial interest in, or other conflict of interest involving, the sponsor of this project? (Yes/No):
Names of the other members of the research team (Co- or sub-Investigators) who will be assisting the Principal Investigator/Researcher in the conduct of the proposed research project:
Brief synopsis of the study (limit text to 500 words):

Purpose of the proposed research:
Does the research project qualify for exemption? (Yes/No):
Is this research being conducted by a student? (Yes/No):
Is this research for a thesis/dissertation? (Yes/No):
Will the investigators be collaborating with researchers at any institutions or organizations outside of NIFT? (Yes/No):
List collaborating institutions and describe the nature of the collaboration:
Is this international research? (Yes/No):
Study population (tick as appropriate): Adults 18 - 64 in the general population Adults aged 65 and older Minors (under age 18--be sure to include provision for parental consent and/or child assent) NIFT students, faculty or staff Pregnant women/Other (specify):
Are the research activities parts of the required course requirements? (Yes/No):
How will potential participants be approached and informed about the research so as to reduce any perceived coercion to participate:
Identify the challenge and explain the unique risks for this population:
Describe any special provisions necessary for consent and other study activities (e.g., legal guardian for those unable to consent):
Are you applying for a waiver of the requirement for consent? (Yes/No):
Describe the inclusion and exclusion criteria for your participants:
Describe the risks associated with your research:
How will risks to confidentiality be managed:
Describe how, where, when, and by whom data will be collected:
Describe the anticipated direct benefits to be gained by each group of participants in this study (compensation is not a direct benefit):
Will any identifying information be recorded with the data (e.g.: name, phone number, e-mails, etc.)? (Yes/No):
If you are collecting data electronically, what (if any) identifiable information will be collected by the host site (such as email and/or IP address) and will this information be reported to you:
Describe how data will be reported (aggregate, individual responses, use of direct quotes) and describe how identities will be protected in study reports:
Will anyone, besides the Principal Investigator/Researcher or the research team, have access to the data from the moment they are collected until they are destroyed? (Yes/No):
Describe any compensation that participants will be eligible to receive, including what the compensation is, any eligibility requirements, and how it will be delivered:
Explain compensation provisions if the participant withdraws prior to completion of the study:
Signature of Investigator: Date:

Attachment 2- Sample Data Elements for Research Proposal and Informed Consent Document

Research Proposal

1. Study Title:
2. Principal Investigator Contact Details:
3. Primary and Secondary Objectives:
4. Study Design:
5. Duration of Study:
6. Inclusion/Exclusion Criteria:
7. Study Procedures:
8. Risks and benefits:
9. Determination of Sample Size:
10. Statistical Methods:

Informed Consent Document

1. Study Title and Principal Investigator Contact Details
2. Purpose of the Research Study
3. Expected Duration of Participation
4. What Procedures will be followed in this Study
5. Possible Risks
6. Possible Benefits
7. Alternatives to Participation
8. Confidentiality of Study and Records
9. Who to contact if you have questions?
10. Anticipated Prorated Payment, if any
11. Your Responsibilities in this Study
12. Voluntary Participation

Attachment 3 – Undertaking by the Investigator/Researcher

1. I have reviewed the research proposal and agree that it contains all the necessary information to conduct the study. I will not begin the study until all necessary and applicable regulatory and/or statutory requirements have been fulfilled.
2. I agree to conduct the study in accordance with the current research proposal/summary of the research. I will not implement any deviation from or changes of the research proposal /summary of the research without prior review and documented approval/favorable opinion from the NREC of the amendment, except where necessary to eliminate an immediate hazard(s) to the study subjects.
3. I will promptly report to NREC any deviations from, or changes of the research proposal/summary of the research to eliminate immediate hazards to the study subjects.
4. I agree to personally conduct and/or supervise the research study.
5. I agree to ensure that all associates, colleagues and employees assisting in the conduct of the research study are suitably qualified and experienced and have been informed about their responsibilities in the study.
6. I agree to maintain adequate and accurate records and to make those records available for audit/inspection by NREC or their authorized representatives.
7. I will maintain confidentiality of the identification of all participating study subjects and assure security and confidentiality of study data.
8. I undertake that no copyrighted material (e.g. questionnaires, survey forms etc.) has been included in my research proposal without due permission/ authorization.

Signature of Investigator:

Date:

Attachment 4 – Approval Letter

Dated:

To:

Dear

The following documents for the study " _____ " was/were reviewed and discussed during the NREC meeting held on _____ :

- 1.
- 2.
- 3.
- 4.

The NREC decision on your study project/documents is as follows:

- Approval (valid from until next amendment)
- Conditional approval
- Disapproval
- Modification before approval
- Discontinuation of previously approved project

You are required to obtain the NREC approved Informed Consent Document in the relevant vernacular language from each study subject prior to any study procedures. In addition, you are required to promptly report to NREC:

- I. Deviations from, or changes of, the protocol to eliminate immediate hazards to the subjects.
- II. Changes increasing the risk to subjects and/or affecting significantly the conduct of the study.
- III. Safety issues (if any).
- IV. New information that may affect adversely the safety of the subjects.

You are also advised to submit the study report on completion/termination of the study. The following members of the NREC were present during the meeting:

S. No.	NAME	DESIGNATION	FUNCTIONAL ROLE

If you have any queries, you can direct the same to the NREC office.

Warm regards,

Chairperson's Name:

NREC

NIFT Campus, Haus Khaz,

New Delhi – 110016 (India)

STANDARD OPERATING PROCEDURE 8		
Procedure Version: NIFT/REC/008/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: Record Keeping and Auditing		

Aims and Objectives:

Operating Procedure:

1. To define the procedure for record retention, record keeping and auditing activities of NREC.
2. To achieve consistency and re-productibility.
3. To ensure regulatory compliance.

Scope

This procedure covers the record retention, record keeping and auditing activities of the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

Table of Contents

- A. Abbreviations
- B. Roles and Responsibilities
- C. Steps in defining the Record Keeping and Auditing Activities of the NREC
 1. Record Retention Policy of NREC
 2. Record Keeping Process
 3. Auditing Activities of NREC

D. Attachments

Attachment 1 – Master Tracking Log Attachment 2 – Study Tracking Log

A. Abbreviations

REC – Research Ethics Committee
 NIFT- National Institute of Fashion Technology
 NREC – NIFT Research Ethics Committee
 SOP – Standard Operating Procedures

B. Roles and Responsibilities

Task	Responsibilities
Record retention policy of NREC	All members
Record keeping process	Member Secretary
Auditing activities of NREC	All members

C. Steps in defining the Record keeping and Auditing activities of the NREC

1. Record Retention Policy of NREC

All the correspondence between the NREC and the investigator/study team member, along with the study documents shall be retained for a minimum period of 5 years, after completion of study or as per the applicable requirements.

2. Record Keeping Process

A unique four-digit tracking number shall be allocated to all the research proposals that are submitted for review to the NREC. The unique four-digit tracking number shall start from 0001 and move forward in an ascending order. This unique tracking number shall be mentioned on the cover page of individual documents submitted for a particular research proposal along with the date of receipt, signature and control copy stamp. A Master Tracking Log (attachment-1) shall track the individual research proposal with the tracking number and NREC's decision on the same. However, the

details of individual documents (e.g. Protocol, Informed Consent Document, translations etc.) pertaining to a particular research proposal shall be tracked in the Study Tracking Log (attachment-2). The same shall be filed in the individual study file. All communication pertaining to a research proposal shall be placed in the specific study file.

3. Auditing Activities of NREC

The undertaking and progress report by the investigator(s)/researcher(s) shall be deemed sufficient for ensuring the ethical conduct of research in line with the recommendations of NREC. However, if desired, the designated personnel of the NREC may visit the premise where the proposed study is planned to be conducted in order to evaluate the suitability of the Investigator/study site. Such a visit may also take place as part of routine auditing activity or in case of significant non-compliance by the investigator/study site. For any such visit, a report shall be prepared and communicated to investigator/study team by the designated personnel of NREC.

Attachment 1 – Master Tracking Log

Tracking Number	Study Code/ Specifications	Investigator	Receipt Date	Date of NREC Meeting	Decision of NREC	Comments

Attachment 2 – Study Tracking Log

Study Code/Specification: Tracking Number:

S. No.	Document Title	Version No.	Version Date	Submission Date	Review Date	NREC Decision

STANDARD OPERATING PROCEDURE 9		
Procedure Version: NIFT/REC/009/1	Effective Date: 26 February 2019	Supersedes Date: Nil
Procedure Title: Deviations		

Aims and Objectives

Operating Procedure:

1. To describe the procedure for identification and documentation of deviations.
2. To achieve consistency and reproducibility.
3. To ensure regulatory compliance.

Scope

This procedure covers all the SOPs of the Research Ethics Committee (REC) of National Institute of Fashion Technology (NIFT).

Table of Contents

A. Abbreviations

B. Roles and Responsibilities

C. Steps involved in Documentation of Deviations

1. Identification of Deviation with Root Cause and Rectification Analysis
2. Documentation of Deviation with Action Plan
3. Sharing of Information

D. Attachments

Attachment 1 – Deviation File Note

A. Abbreviations

REC – Research Ethics Committee

NIFT- National Institute of Fashion Technology

NREC – NIFT Research Ethics Committee

SOP – Standard Operating Procedures

B. Roles and responsibilities

Task	Responsibilities
Identification of deviation with root cause and rectification analysis	All members
Documentation of deviation with action plan	All members
Sharing of information	All members

C. Steps involved in documentation of deviations

1. Identification of Deviation with Root Cause and Rectification Analysis

It is the responsibility of all the members of NREC to identify the deviation that has taken place in the conduct of its activities. Once the deviation is identified, the concerned members shall conduct the root cause and rectification analysis. The root cause and rectification analysis shall include:

- Description of the deviation – what deviation has taken place.
- Root cause of the deviation – who is responsible for the deviation.
- Impact of the deviation – significant or non-significant.
- Action plan – action taken to rectify/prevent the deviation.
- Responsibility – who is responsible for the action.

Deviations that have an impact on the safety of study participants, integrity of study data or the outcome of study shall be considered as significant deviations.

2. Documentation of Deviation with Action Plan

Once the deviation is identified, it is the responsibility of concerned member to document it with proper action plan in order to rectify it or preventing it from occurring again. The documentation of deviation shall be done using the deviation file note (attachment-1) format. The Chairperson of the NREC shall approve the deviation file note.

3. Sharing of Information

It is the responsibility of the concerned member to share it with other members/support staff of NREC.

Description of the Deviation:
• Significant • Non-Significant
Root Cause:
Action Plan and Responsibility:

Prepared by:

_____	_____	_____
Name	Signature	Date

Approved by:

_____	_____	_____
Name	Signature	Date

Guidelines for Peer Mentoring

System of senior students mentoring freshers on a one-to-one basis has been introduced for UG programmes. The primary purpose is to help the new student adjust to college life, the new campus environment and to their role expectations as students of NIFT. It would also be about building friendships, handling the pressures of college life, networking with the larger student community and participating positively in the ecosystem of the campus. The SDAC is already engaged in welcoming new students to the campus. The activity of peer mentoring will be anchored in SDAC.

Fresher students who are seen to be struggling to adjust to the new environment or who come from a very different demographic background to the locale of the campus, would be linked with peer mentors from among their departmental seniors. The identification of freshers in need of mentoring would be done by SDAC, and CCs, independently. The CCs will take feedback from academic mentors for this exercise of identification. The final list of freshers to be supported by peer mentors will be finalized by the CAC in consultation with the SDAC and CCs for which a separate meeting may be held.

The role of peer mentor would be as follows:

- To familiarize fresher mentee with campus and its immediate environment.
- To provide advice on settling in.
- To lend an ear to problems related to settling in and adapting, faced by the mentee/s.
- To help access peer groups and activities in the campus, including introduction to students from similar language or cultural backgrounds.
- To bring any issue they consider important to the notice of the CC of the department.
- To report twice every semester (on mutually fixed dates) to the CC on the peer mentoring undertaken.

EOI would be called from students of Semester V/VI of each department, who are interested in becoming peer mentors. Feedback of the academic mentor will be taken before assigning a peer mentor. Preferably, the peer mentor should belong to a similar regional/language background, to help ease the transition of the mentee into the campus ethos. The peer mentors would be given orientation by SDAC on their roles and responsibilities as peer mentors. They will be expected to report to the CC twice during the semester regarding the experience of mentorship and may point to any issues which require intervention or counseling support. Stipendiary support, as provided for in the Student Assistantship guidelines, will be available to the selected peer mentors (not exceeding 75 hours per semester). Certificates will be issued on the successful completion of the peer mentoring activities.

Not all freshers will require a peer mentor. The peer mentor will be allotted to a fresher/ group of freshers if the student desires or the academic mentor recommends the need to allot one, at the time of counseling.

The CACs are requested to ensure that the peer mentoring is implemented at their campus initiated by the SDAC and that students from the senior batches have been identified for the same. This activity should be repeated before the commencement of each academic year.

Format 1

National Institute of Fashion Technology

_____ Campus

Name of Academic Mentor

Group Mentoring

_____ Programme (if interdisciplinary group, may please indicate all disciplines)

Academic Year _____, Semester _____

Topic of group mentorship (project, assignment, etc.)					
Students' Names (and disciplines, if relevant)			1. 2. 3. 4. 5.		
S. No.	Date, Time, Duration of Interaction	Students Present	Brief of Discussion	Documents Referred to	Remarks (action Plan, follow up, review, observations, etc.)

Documents attached:

Signature of the Mentor

Format 2

National Institute of Fashion Technology _____ Campus

Form for One to One Academic Mentoring

Name of Academic Mentor: _____

Academic Year: _____ Semester: _____

Student's Name: _____

Batch: _____

S.No	Date, Time and Duration of Session	Whether Discussion held over Long Distance or in Person*	Gist of Discussions**	Records Referred to (CMS, mark sheets, SOA, etc.)	Remarks (matters for follow up, specific observations, recommendations, etc).

* Some of the Discussions may be long distance, over SMS/Whatsapp/Skype/email and would also need to be placed on record and the mode of discussion be indicated.

** (Core Major, Deepening Specialization, IDM, GE, etc., career pathways, specific academic interests, areas of difficulty, attendance, assignments or classroom projects, specific concern with respect to particular subjects/classes, abrupt change in academic performance, managing academic pressure, etc. Mentoring session may touch all or any of these, or anything else specific to academic transaction.)

Signature of the Mentor

Signature of the Student


National Institute of Fashion Technology

A Statutory Institute governed by the NIFT Act, 2006

Ministry of Textiles, Government of India

**APPLICATION FORM FOR
BRIDGE PROGRAMME - (Year 20.....)**

 Passport size
Photograph

Bridge Programme Applied for (Tick):

UG

☐

PG

☐
SECTION A - Personal Record

Name (in block letters)	(First Name) (Middle Name) (Last Name)				
Maiden Name for Female Candidates (In case different) (As mentioned in Diploma)	(First Name) (Middle Name) (Last Name)				
Date of Birth	Year		Month		Date
Father's Name					
Mother's/Guardian's Name					
Address for Correspondence (in block letters)	Mobile No.				
	Whats App No				
	Email:				
Current City of Residence					
Permanent Address (in block letters)					
Nationality					
Gender	Male		Female		
Category	General/ OBC		SC/ST/PWD		

SECTION B - Educational Qualifications from NIFT

Diploma Passed (PG/UG)	Name of the PG / UG Diploma Programme (For e.g. GMT/PG Tech /AMM/AMMM/LD/TD / KD/FC and UG Programme AD/FD)	Year Joining	of	Year Passing out	NIFT Campus of Study	% of Aggregate MarksObtained/ CGPA
Upload Copy of UG/PG Diploma & Marksheet						
UG/PG Diploma		Yes/ No		Marksheet		Yes/ No
Parent NIFT Campus				Preference NIFT Campus for Mentoring		

SECTION C - Details of Experience					
S.No.	Name of the Organization	Post Held	Type	Job Description	No. of Years of Experience

SECTION D - Details of Registration Fee Paid						
A. NEFT/RTGS/ONLINE Payment Details						
Name of the Remitter	Transfer Type	Online TransactionNo.	Transaction Date	Transaction Amount (Rs.)	Name of the Bank	Branch
B. Paid on CMS				Yes/ No		

SECTION E I - For Office Use Only	
Registration No.	
Batch	

Verification of Mark Sheet by Parent Campus

SECTION E II - Verification of Mark Sheet by Parent Campus	
Verified by the Parent Campus	Yes/No
Remark (if any)	

SECTION F - Declaration	
<p>i) I hereby declare that the entries in this form are true to the best of my knowledge and belief. I have satisfied myself that I fulfil all the eligibility requirements.</p> <p>ii) I understand that the admission is granted to me on the terms, conditions and rules of NIFT and such modifications thereof may be made by the authorities concerned. I agree to abide by the rules and regulations of NIFT.</p> <p>iii) I agree that the Director General's decision in all matters concerning my admissions, studies, discipline and conduct will be final and binding on me.</p> <p>iv) I understand that my association, active and passive, with any unlawful organisation is forbidden.</p> <p>v) I agree that NIFT shall have the right to forfeit my security deposit inter alia on the ground of my failure to claim the refund within one year from the date of leaving NIFT.</p>	
Place	
Date	
Signature of the Candidate	

Admission Form, complete in all respects, should be uploaded on NIFT website by the candidate.

Applicant should follow the prescribed procedure step by step for online submission of application. Candidates should scan and upload photocopies of required certificates wherever asked for.

The application fee has to be paid through online net banking /through DD/NEFT/RTGS/IMPS in NIFT's bank account.

- Non-Refundable Fee for General/OBC (Non-Creamy) Category: INR 2,300/-
- Non-Refundable Fee for SC/ ST/ PWD Category: INR 1,300/-

EOI for Bridge Programme Coordinator

Bridge programme has been initiated from year 2019 again, as online programme. This year, it will commence from __ (month), 20__ (year).

Expression of Interest (EOI) is invited from interested faculty members at the level of Associate Professor and above from Campus to be a Coordinator of PG (6 Months) and UG (1 year) Bridge Programme.

The Bridge Policy 2020 is attached for your reference.

Roles and Responsibilities of Programme Coordinators

Bridge Programme Coordinators will coordinate all academic activities, day to day financial matters and issues related to Bridge programme. They will be responsible for preparation of the budget and implementation of academic calendar for the programme. They will support the student to find an appropriate mentor from across the various campuses of NIFT. For smooth running of the Programme, the Coordinators shall prepare the academic plan, schedule seminars and workshops after coordinating with the internal and external experts. Bridge Programme Coordinators shall manage the functioning of Bridge Programme through CMS, which includes admission related activities of the applicants, assigning seminar experts, uploading of question papers/quizzes, entering dates of the assignment and uploading of marks. Bridge Programme Coordinators shall conduct internal and external juries, compile all the results and shall post the results to all students, mentors and all concerned, after approval.

The information required is:

Information Required	Coordinator 1	Coordinator 2
Name of the faculty		
Post held		
Department		
Do you have any experience of being a bridge Coordinator in the past?		
Year		
Bridge Programme Applied for UG/PG		
Signature		

The same may be forwarded to Head CE at head.ce@nift.ac.in by _____ 20____.

EOI for Mentorship of Bridge Programme

Bridge programme has been initiated from year 2019 again, as online programme. This year, it will commence from __ (month), 20__ (year).

Bridge programme candidates would be expected to write a term paper during the programme on a selected area of study of their choice. Candidates will be required to carry a detailed study on a topic and prepare a report on research findings at the end of the semester. Mentor would be assigned to each candidate who will guide the candidate through the term paper.

The Bridge Policy 2020 is attached for your reference.

Involvement of the mentor would be at the campus only and would not involve any travel to H0. The mode of mentoring would be meeting or discussion of the progress of the study with the students online through mail/video conferencing or in person, etc. However, mentors will be required to maintain the record of the discussion on "weekly feedback form" and submit report.

Expression of Interest (EOI) is invited from interested faculty members from various departments for alumni of departments of FD, AD for UG; TD, KD, LD, F. Tech. and FMS for PG. The campuses where students have applied are – New Delhi, Chennai, Kolkata, Mumbai, Gandhinagar, Bengaluru and Hyderabad. However, faculty from other campuses can also apply.

The same may be forwarded to Head CE at head.ce@nift.ac.in by ____ 20 __.

The information required is-

Information Required	Details
Name of the Faculty	
Post Held	
Campus	
Department	
Area of Specialisation for Mentoring	
Do you have any experience of being a bridge mentor in the past?	
Would like to take how many students under you	
Has any candidate approached you for Mentoring till now? If yes, name of the candidate who has your consent.	

Term Paper Format**UG/PG Bridge Programme 20..
Semester I/II
Contents of the Document for Term Paper**

The contents of the document should have the following in the order given below:

- Inner cover page
- Declaration of the candidate
- Certificate of the mentor
- Abstract
- Acknowledgements
- Table of contents
- List of figures
- List of tables
- List of abbreviations/acronyms

Body of the document

- Introduction
- Review of literature
- Methodology
- Results and discussion
- Conclusion
- References/Bibliography (Examples for writing the references from journals/text books/websites, etc., may be followed as given in the Harvard referencing site).
- Appendices and Annexure

(Note: Please see annexures below for format of writing declaration, certificate, acknowledgments, etc.)

Year	Side of the Document	TITLE OF THE WORK DOCUMENT IN CAPITALS
Last Name of the Student		NAME OF CANDIDATE
Programme		 <p>NATIONAL INSTITUTE OF FASHION TECHNOLOGY , INDIA 110 016 MONTH 20.....</p>

Inner Cover Page

TITLE OF THE WORK FOR TERM PAPER

By

NAME OF THE CANDIDATE

Submitted in fulfillment of the requirements of B. Des.



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

....., INDIA 110 016

MONTH OF 20...

Declaration

I certify that the term paper entitled (TITLE) being submitted to the National Institute of Fashion Technology, (CAMPUS) for the award of the degree of (PROGRAMME) of Design is a record of bonafide work carried out by me, under guidance of (NAME OF FACULTY GUIDE). Due permission and approvals have been taken from all the sources (name of the organization/ Institutes/ companies and individuals) of data collection.

The results contained in this document have not been submitted, in part or in full, to any other University or Institute for the award of any degree or diploma.

Signature of the Student

(Name of Student)

CERTIFICATE

This is to certify that the document entitled (TITLE) being submitted by (NAME OF STUDENT), to the National Institute of Fashion Technology, (CAMPUS) for the award of the degree of (PROGRAMME) Bachelor of Design is a record of bonafide research work carried out by him/her. (NAME OF STUDENT) has worked under my guidance, and fulfilled the requirements for submission of the term paper.

The results/information contained in this document have not been submitted, in part or in full, to any other University or Institute for the award of any degree/diploma.

Signature of the Mentor

(Name of Mentor)

Designation

National Institute of Fashion Technology, Campus

Next Section

ABSTRACT

This part will be the most widely read and gives the gist of the entire work which may be published in reputed journals. It is best written towards the end, but not at the very last minute and it goes through several drafts. It should be a distillation of the document/work: a concise description of the problem(s) addressed your method of solving it/them, results and conclusions. An abstract must be self-contained.

(Not more than one and half pages)

ACKNOWLEDGEMENT

A page of thanks to those who have helped and supported him/her during the work in different ways, directly and Indirectly by providing guidance, help, advice, support, friendship etc.

Signature of the Author & Date

Weekly Feedback Form Format



National Institute of Fashion Technology
NIFT Head Office
UG/PG BRIDGE PROGRAMME (20...)

Mentor Feedback Form

Student Name:

Mentor Name:

Term Paper Topic:

Semester:

Date	Issues Discussed	Follow-up Plan

(Student Signature)

(Mentor Signature)

Mentor Certificate Format

National Institute of Fashion Technology
PG/ UG Bridge Programme - NIFT, HO
Semester - I/II

Mentor Certificate

CERTIFICATE FOR INTERNAL/EXTERNAL JURY 20..

This is to certify that Mr./Ms _____ of PG/UG Bridge programme 20.. has completed his/her term paper and is eligible to appear for internal/external jury.

Mentor Name: _____

Date: _____

Signature: _____

Mentor Certificate Format

National Institute of Fashion Technology
PG/ UG Bridge Programme – NIFT, H0
Semester – I/II

Mentor Marks

S.NO.	NAME OF THE STUDENT	DEGREE OF UNDERSTANDING/ RELEVANCE OF TOPIC	EXTENT OF REVIEW OF LITERATURE	ORIGINALITY AND INNOVATION	CONTENT AND IN-DEPTH ANALYSIS	OVERALL IMPACT	TOTAL
	Marks	10	10	5	10	5	40

Signature :

Name of the Mentor :

Designation :

Date :

Internal Jury Marks Format

National Institute of Fashion Technology
PG/ UG Bridge Programme – NIFT, H0
Semester – I/II

Internal Jury Marks

S.NO.	NAME OF THE STUDENT	DEGREE OF UNDERSTANDING/ RELEVANCE OF TOPIC	EXTENT OF REVIEW OF LITERATURE	ORIGINALITY AND INNOVATION	CONTENT AND IN-DEPTH ANALYSIS	OVERALL IMPACT	TOTAL
	Marks	20	20	10	20	10	80

Signature :

Name of the Mentor :

Designation :

Date :

External Jury Marks Format

National Institute of Fashion Technology
PG/ UG Bridge Programme – NIFT, H0
Semester – I/II

External Jury Marks Format

S.NO.	NAME OF THE STUDENT	DEGREE OF UNDERSTANDING/ RELEVANCE OF TOPIC	EXTENT OF REVIEW OF LITERATURE	ORIGINALITY AND INNOVATION	CONTENT AND IN-DEPTH ANALYSIS	OVERALL IMPACT	TOTAL
	Marks	20	20	10	20	10	80

Signature :

Name of the Mentor :

Designation :

Date :

UG Marksheet Format

DMC No. _____ Roll No. _____ REGN. No. _____ Sl. No. _____



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
A Premier Institute of Design, Management and Technology
A Statutory Institute under the NIFT Act, 2006
(Campus)

RESULT CUM MARKS CARD FOR (DEGREE) (DEPARTMENT OF _____)

The following marks have been obtained by (Name of the Student) son/ daughter of (Name of the Father) in the Bachelor programme in _____ at National Institute of Fashion Technology, _____ obtained through 'UG Bridge Programme' completed during academic year _____ for up-gradation of three year Graduate Diploma in (Old Programme at NIFT (Campus)) completed during academic years (beginning year) - (end year).

Bridge Programme * Semester - I (mention year)					Bridge Programme * Semester - II (mention year)				
Subject	Max. Marks	Pass Marks	Marks obtained	Result (Pass/Fail)	Subject	Max. Marks	Pass Marks	Marks obtained	Result (Pass/Fail)
Grand Total					Grand Total				

TOTAL MARKS OBTAINED	Marks obtained	Max. Marks
DIPLOMA PROGRAMME:		
SEMESTER - I		
SEMESTER - II		
SEMESTER - III		
SEMESTER - IV		
SEMESTER - V		
SEMESTER - VI		
BRIDGE PROGRAMME:		
SEMESTER - I		
SEMESTER - II		
GRAND TOTAL		

COE, HO

Director Admin/Dean

Date of Issue:

Place:

*NIFT Act came into being in the year 2006 after which NIFT started conferring degrees to the graduates. Thus, the students who passed out prior to 2006 who were awarded diplomas were given an opportunity to convert their diploma to degree through a Bridge Programme, which commenced from the year 2009.

Note:

Student may be awarded grades, as per the conversion given below:

GRADES	MARKS RANGE	GRADE POINT	DESCRIPTION
O	100	10	Outstanding
A+	90-99	=>9.0<10	Excellent
A	80-89	=>8.0<9	Very Good
B+	70-79	=>7.0<8	Good
B	60-69	=>6.0<7	Satisfactory / Fair
C	50-59	=>5.0<6	Average
D	40-49	=>4.0<5	Low Pass
F	< 40	<4	Fail

The Grade sheet has been:

(Prepared by)

Research Assistant/Assistant

Date:

(Certified by)

Programme Coordinator/s

Date:

PG Marksheet Format

DMC No. _____ Roll No. _____ REGN. No. _____ Sl. No. _____



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
A Premier Institute of Design, Management and Technology
A Statutory Institute under the NIFT Act, 2006
(Campus)

RESULT CUM MARKS CARD FOR (DEGREE) (DEPARTMENT OF _____)

The following marks have been obtained by (Name of the Student) son/ daughter of (Name of the Father) in the Master programme in _____ at National Institute of Fashion Technology, _____ obtained through 'PG Bridge Programme' completed during academic year _____ for up-gradation of two year Post Graduate Diploma in (Old Programme at NIFT (Campus)) completed during academic years (beginning year) – (end year),

Bridge Programme * Semester - I (mention year)				
Subject	Max. Marks	Pass Marks	Marks obtained	Result (Pass/Fail)
Grand Total				

TOTAL MARKS OBTAINED	Marks obtained	Max. Marks
DIPLOMA PROGRAMME:		
SEMESTER - I		
SEMESTER - II		
SEMESTER - III		
SEMESTER - IV		
SEMESTER - V		
SEMESTER - VI		
BRIDGE PROGRAMME:		
SEMESTER - I		
GRAND TOTAL		

COE, HO

Director Admin/Dean

Date of Issue:

Place:

*NIFT Act came into being in the year 2006 after which NIFT started conferring degrees to the graduates. Thus, the students who passed out prior to 2006 who were awarded diplomas were given an opportunity to convert their diploma to degree through a Bridge Programme which commenced from the year 2009.

Note:

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C	50-59	=>5.0<6	Average
D	40-49	=>4.0<5	Low Pass
F	< 40	<4	Fail

The Grade sheet has been:

(Prepared by)

Research Assistant/Assistant

Date:

(Certified by)


Programme Coordinator/s

Date

Degree Certificate Format

Sl.No. _____

राष्ट्रीय फैशन टेक्नालॉजी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY



निफ्ट ने सीनेट के परिनियम एवं प्राधिकार द्वारा प्रदत्त शक्तियों के
आधार पर निफ्ट केन्द्र नई दिल्ली से वर्ष 20__ में
ब्रिज कार्यक्रम को सफलतापूर्वक पूर्ण करने के पश्चात

_____ को

For Eg: डिजाइन में स्नातकोत्तर उपाधि

(निफ्ट केन्द्र नई दिल्ली से वर्ष _____ में _____ में
स्नातकोत्तर डिप्लोमा की उपाधि दी गई थी)


भारत गणराज्य के अंतर्गत नई दिल्ली में संस्थान की मुद्रा सहित
दिनांक _____, 20__ को दी गई

*By virtue of the powers granted to it by the Statute and
the authority of the Senate, NIFT has this day awarded the Degree of*

For Eg: Master of Design
To _____

(Awarded Post Graduate Diploma in _____
from NIFT New Delhi Completed in Year _____)
after successful completion of Bridge Programme from
NIFT _____ in Year _____

Given this day under the seal of Institute
at _____ in the Republic of India
Dated _____



पंजीयक
Registrar

महानिदेशक
Director General

राष्ट्रीय फैशन टेक्नालॉजी संस्थान अधिनियम 2006 के द्वारा सांविधिक दर्जा प्रदान किया गया। (वस्त्र मंत्रालय, भारत सरकार)
Granted statutory status through National Institute of Fashion Technology Act, 2006. (Ministry of Textiles, Government of India)

Claim Form Format

National Institute of Fashion Technology
PG/ UG Bridge Programme – NIFT, H0
Semester – I/II

FACULTY PAYMENT CLAIM FORM

Name of the Programme : UG/PG Bridge Programme
Semester : Semester – I/II
Name of Faculty :
Designation :
Mobile No. :
PAN No. :

DETAILS OF LECTURES

DATE	SUBJECT TAUGHT	TIME		TOTAL HRS.	LECTURE FEE (INR)	TOTAL
		From	To			

(Signature of the Faculty)

Certified that faculty has successfully completed the required classes and the feedback was satisfactory.

(Signature of the Bridge Programme Coordinator)

(Name of the Coordinator)

(Name of the Coordinator)

Certified that the expenditure has been entered in _____ Faculty Payment Register at page no. _____ bill is passed for payment of INR _____.

Dealing Assistant

Accounts Assistant

National Institute of Fashion Technology
PG/ UG Bridge Programme - NIFT, H0
Semester - I/II

MENTOR PAYMENT CLAIM FORM

Name of the Programme : UG/PG Bridge Programme
Semester : Semester - I/II
Name of Faculty :
Designation :
Mobile No. :
PAN No. :

Sl. No.	Date	Subject	Fee (INR)	Total
Mentor - Mentee meeting/discussion over mail/telephone/physical meeting for the following:				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

(Signature of the Mentor)

Certified that mentor has successfully completed the mentoring.

(Signature of the Bridge Programme Coordinator)

(Name of the Coordinator)

(Name of the Coordinator)

Certified that the expenditure has been entered in _____ Faculty Payment Register at page no. _____ bill is passed for payment of INR _____.

Dealing Assistant

Accounts Assistant

Format for collecting Information for Reports

Format F-I: To be filled by CPs at the beginning of each semester for circulation to all CCs, Directors and Dean (A).

Department: _____

Semester: _____

Campus: _____

SEMESTER	SUBJECT & NO. OF HOURS	NATURE OF ACTIVITY	LEARNING OUTCOME FOR STUDENTS	MEASURABLE DELIVERABLES

This format needs to be sent with clear indication about the activity chosen from the policy and the budget heads that need to be followed by the CCs for the implementation of the activity.

Format F-II: To be filled by CCs by the first week of commencement of semester and submitted to CIC.

Campus: _____ Department: _____

Semester: _____ No. of students undertaking the activity: _____

SEMESTER	SUBJECT & NO. OF HOURS	NATURE OF ACTIVITY AND CHOSEN CRAFT & REGION	PHYSICAL DELIVERABLES AS PROPOSED IN CURRICULUM	ACTION PLAN (WITH TIME LINES AND DETAILS OF CRAFT CLUSTERS/ARTISANS TO BE VISITED/INVITED)

Format F-III: To be filled by CICs based on the Format II received from CCs at the campus and submitted to Head Cluster in the second week of commencement of the semester.

Campus: _____

DEPARTMENT/ SEMESTER	NUMBER OF STUDENTS UNDERTAKING THE ACTIVITY	SUBJECT & NO. OF HOURS	NATURE OF ACTIVITY AND CHOSEN CRAFT & REGION	PHYSICAL DELIVERABLES

Format F-IV: To be filled by CCs on completion of the Craft Related Activity and submitted to CIC along with the physical outcome including documents and products.

Department: _____

Semester: _____

Campus: _____

Department	
Semester	
Activity Undertaken	
Nature of Activity	
Method of Implementation	

Number of Students involved in the Activity	
Number of Artisans/Weavers contacted	
Deliverables of the Activity	

The CCs will be required to attach the details of the artisans/ weavers along with this report.

Format F-V: To be filled by CC at the time of submission of Craft Documents/Reports/Research Papers to Campus Director through CIC.

Campus: _____

Department: _____

Semester: _____

No. of students undertaking the activity: _____

S. NO	NAME OF THE CRAFT CLUSTER (DISTRICT & VILLAGE)	CRAFTS COVERED	TITLE OF THE DOCUMENT / REPORT/PAPER	STUDENT(S) NAME

To be supported with atleast 30 good quality, printable images (300 dpi) in jpeg format per activity per department as well as soft copies of the documents/ reports/papers and audio visuals/presentations, if any.

Format F-VI: To be filled by CC at the time of submission of Craft Prototypes to Campus Director through CIC.

Campus: _____

Department: _____

Semester: _____

No. of students undertaking the activity: _____

S. NO.	NAME OF THE CRAFT CLUSTER (DISTRICT & VILLAGE)	CRAFTS COVERED	PRODUCT DETAILS	STUDENT(S) NAME

To be supported with at least 30 good quality, printable images (300 dpi) in jpeg format of the photo shoot of the prototypes developed.

Format F-VII: To be filled by CIC on completion of the craft related activity and submitted to Dean (A) through Campus Director.

Campus: _____ Department: _____

Semester: _____

Department		
Semester/No. of students		
Activity undertaken		
Evaluation completed as per the norms	Yes	No
Deliverables match the proposed deliverables of the curriculum	Yes	No
Onward submission of all deliverables to Head Office	Yes	No
UCs for the activity submitted to H0	Yes	No

*Format F-V needs to be submitted along with the summary of deliverables.

Format VIII: To be filled by CIC on submission of deliverables of an activity to Head Office through Campus Director.

Campus: _____

Department: _____

Department		
Semester/No. of students involved in the activity		
Activity undertaken		
Nature of deliverables	Document*	Nos.
	Products**	Nos.
	Soft copies of Presentations/Film etc.	Nos.

Detailed summary of the deliverables to be enclosed.

Own Car Use Certificate

It is certified that undersigned used own car no. for travel from to having distance covered KM on dated and places covered from to

As per CAR Meter reading is as below:

Starting Meter reading:

Closing Meter reading:

Total distance covered:
.....\

It is further certified that above information correct in my knowledge.

Signature:

Name:

Designation:

Campus/HO:

Date:

Place:

PROGRAMME & SEMESTER-WISE MAPPING of INDUSTRY ENGAGEMENTS, WITH BUDGET ESTIMATES

The total expenditure to undertake each of the Industry Engagement Classifications are only the average cost indications and not normative figures provided to facilitate expenditure estimation for budgeting. The prescribed pro-rata norms will apply. Documentation and Miscellaneous shall not be exceeding the amount indicated in the below table.

1	2	3	4	5	6	7	8	9
S. No	IE Classification	IE Classification Code	IE Brief	Duration (in Days)	Expenditure Head	Expenditure	Norms	Remarks
1	Expert Lecture	EL	Lecture or set of 2-3 Lectures taken by an Industry Senior Alumni, Subject Matter Experts, which may be taken for one subject or as a combination of subjects.	1	Outstation Experts			
					Expert Fee for lecture		As per NIFT Guest Faculty Policy	For older NIFT Campuses, Outstation Experts may be invited as per Eminent Faculty Engagement Norms.
					Travel Allowance		As per TA/DA rules of NIFT	
					Local Conveyance		As per rates specific to the city.	
					Event Documentation	INR 5,000.00	Including Photo & Video charges	
					Lunch & Refreshments for Expert		As per NIFT Norms	
					Miscellaneous	INR 5,000.00	Expenses, if any other than the above	
				Total Expenditure for ONE Lecture inviting outstation Expert		INR 27,500.00		
				Experts from Vicinity				
					Expert Fee for lecture		As per NIFT Guest Faculty Policy	
					Travel Allowance		As per TADA rules of NIFT	
					Local Conveyance		As per rates specific to the city.	
					Event Documentation	INR 5,000.00	Including Photo & Video charges	
					Lunch & Refreshments for Expert		As per NIFT norms	
					Miscellaneous	INR 5,000.00	Expenses, if any other than the above	
				Total Expenditure for ONE Lecture inviting Expert from vicinity		INR 20,500.00		

2	Industry Visit/ Field Visit	IV/FV	Visit to Industries, Market, Field, etc.	Up to 07 Days, including Travel Time	Visits to other Cities			
					Students Travel		As per NIFT norms	
					Local Conveyance		As per rates specific to the city	
					Faculty Travel		As per TA/DA rules of NIFT	
					Faculty TA/DA		As per TA/DA rules of NIFT	
					Staff Travel		As per TA/DA rules of NIFT	
					Staff DSA		As per TA/DA rules of NIFT	
					Miscellaneous	INR 10,000.00	Expenses, if any other than the above	
					Total Expenditure for ONE Outstation Industry/Field Visit		INR 2,26,000.00	
					1	Local Visits		
	Faculty & Student Local Conveyance		NIFT Bus. If not available, 40 seater AC Bus as per rates specific to the city					
	Miscellaneous	INR 5,000.00	Expenses, if any other than the above					
Total Expenditure for ONE Local Industry/Field Visit		INR 15,000.00						
3	Transacting Curriculum in Industry	TCI	Part or whole Curriculum to be transacted in related industry/ industries.	Up to 07 Days, including Travel Time	Visits to other Cities			
					Students Travel		As per NIFT norms	Separate Guidelines & Templates will be issued for this engagement
					Local Conveyance		As per rates specific to the city.	
					Faculty Travel		As per TA/DA rules of NIFT	
					Faculty TA/DA		As per TA/DA rules of NIFT	
					Facility Charges to Industry		On Pro-rata Basis	
					Miscellaneous	INR 10,000.00	Expenses, if any other than the above	
				Total Expenditure for ONE TCI at Outstation		INR 2,32,500.00		

				Up to 05 Days, including Travel Time	Local Visits				
					Faculty & Student Conveyance			NIFT Bus. If not available, 40 seater AC Bus as per rates specific to the city	Separate Guidelines & Templates will be issued for this engagement
					Facility Charges to Industry			On Pro-rata Basis	
					Miscellaneous	INR 5,000.00		Expenses, if any other than the above	
				Total Expenditure for ONE TCI at local industry				INR 40,000.00	
4	Sponsored Classroom Projects	SCP	Projects transacted in Classroom or in Industry, where the brief is given by the Industry on real time challenges and Result is evaluated both by Industry and Academia. Separate Guidelines & Templates will be issued covering types of projects to be undertaken and the range of clients sponsoring such projects.		Industry Sponsored				IP Rights transferred to the Sponsor as per NIFT IP Policy while holding complete rights for Academic Transactions.
				1	Expert Interaction/ Mentoring Fee			As per NIFT Guest Faculty Policy	NIFT Retains the complete IP while allowing the particular industry to use the solution.
					Local Conveyance			As per rates specific to the city.	
					Event Documentation			Including Photo & Video charges	
					Lunch & Refreshments for Expert			As per NIFT Norms	
					Materials			As per project requirement	
					Miscellaneous			Expenses, if any other than the above	
				Total Expenditure for organizing Classroom Project for a Day		INR 40,500.00			
5	Industry Mentoring	IM	Handholding of Research Projects, Internship and other Academic Activities	1	Honorarium for Experts			As per NIFT Guest Faculty Policy	For Internships, Classroom Projects, Graduation Research Projects, etc.
					Local Conveyance			As per rates specific to the city.	

			where the work in monitored and mentored by both Academia and one or more Industry/ Alumni Mentors		Boarding & Lodging		Accommodation in NIFT Guest House, wherever available. Otherwise as per TA/ DA policy of NIFT	
					Miscellaneous	INR 5,000.00	Expenses, if any other than the above	
				Total Expenditure for ONE TA Seminar/Workshop		INR 13,000.00		
6	Technology Awareness	TA	Organizing a Technical Workshop or a seminar by an External Expert	1	Honorarium for Experts		Accommodation in NIFT Guest House, wherever available. Otherwise as per TA/ DA policy of NIFT	For Internships, Classroom Projects, Graduation Research Projects, etc. Should be planned as part of the subject in a particular semester
					Local Conveyance		As per requirement	
					Boarding & Lodging		Including Photo & Video Charges	
					Workshop/Seminar Materials		As per NIFT Norms	
					Documentation	INR 5,000.00	Expenses, if any other than the above	
					Refreshments			
					Miscellaneous	INR 5,000.00		
				Total Expenditure for ONE TA Seminar/Workshop		INR 31,000.00		
7	Brand/Client Study	BCS	Interaction with organization to study the working of the brand and the client	Up to 07 Days including Travel Time	Visits to other Cities			
					Students Travel		As per NIFT norms	
					Local Conveyance		As per rates specific to the city.	
					Faculty Travel		As per TA/DA rules of NIFT	
					Faculty TA & DA		As per TA/DA rules of NIFT	
					Miscellaneous	INR 10,000.00	Expenses, if any other than the above	
				Total Expenditure for ONE Brand/ Client Study Outstation		INR 2,07,500.00		
				1	Local Visits			
					Faculty & Student Conveyance		NIFT Bus. If not available, 40 seater AC Bus as per rates specific to the city.	
					Miscellaneous	INR 5,000.00	Expenses, if any other than the above	

				Total Expenditure for ONE Brand/ Client Study in Vicinity	INR 15,000.00		
8	Special Session and Demonstrat- ion	SSD	Transaction of specialized input in the curriculum through on or off campus demos and sessions by industry/ craft professionals	Up to 07 Days, including Travel Time	Visits to other Cities		
					Demonstration/ Special Session Fee		On Pro-rata basis for Infrastructure charges & Demonstration/ Lecture Fee as per NIFT Guest faculty Policy
					Students Travel		As per NIFT Norms
					Local Conveyance		As per rates specific to the city.
					Faculty Travel		As per TADA rules of NIFT
					Faculty TA & DA		As per TADA rules of NIFT
					Miscellaneous	INR 10,000.00	Expenses if any other than the above
				Total Expenditure for ONE Outstation Industry/Field Visit		INR 2,27,500.00	
				1	Local Visits		
					Demonstration/ Special Session Fee		As per NIFT Guest faculty Policy
					Local Conveyance		As per rates specific to the city
					Event Documentation	INR 5,000.00	Including Photo & Video charges
					Lunch & Refreshments for Expert		As per NIFT norms
					Miscellaneous	INR 5,000.00	Expenses if any other than the above
				Total Expenditure for ONE Local Industry/ Field Visit		INR 17,500.00	
9	Visit to Fair & Exhibition, Conferences & Seminars	VFE &CS	Visit to Fairs/ Exhibitions where the Output of the Visit is assessed and evaluated	Up to 04 days including travel time	International/National Fairs & Exhibitions in India		
					Students Travel		As per NIFT norms
					Local Conveyance		As per rates specific to the city
					Faculty Travel		As per TA/DA rules of NIFT
					Faculty DSA		As per TA/DA rules of NIFT
					Miscellaneous		Expenses, if any other than the above
				Total Expenditure for attending ONE VFE in India		INR 1,76,500.00	

Guidelines to Source and Establish Endowment Funds at NIFT

1. Preamble
2. Purpose of the proposed policy
3. Definition
 - 3.1. Donation
 - 3.2. Endowment
 - 3.3. Donors
 - 3.4. Managing Committee
4. Donation Categories
 - 4.1. Monetary Donations
 - 4.2. Donations-in-Kind
 - 4.3. Donation-of-Securities
 - 4.4. Pledged Donations
5. Endowment Categories
 - 5.1. Perpetual / Permanent Endowment
 - 5.2. Quasi Endowment
 - 5.3. Term Endowment
6. Unacceptable Donations & Endowments
7. Forms of endowment
 - 7.1. Cash
 - 7.2. Pledges
 - 7.3. Planned and Deferred Donations
 - 7.4. Named Funds
8. Endowment Fund Support Categories
 - 8.1. Instituting Chair Professorship adhering to the NIFT Chair Policy
 - 8.2. Endowed Lecture Series
 - 8.3. Endowed Lecture
 - 8.4. Endowment for Scholarship / Fellowship
 - 8.5. Endowment for Institution of Gold Medal/Award
 - 8.6. Student Welfare Fund
 - 8.7. Faculty Development Fund
 - 8.8. Named Infrastructure or creating Physical facilities
 - 8.9. Others
 - 8.10. Right to Revision
9. Establishing Endowment Funds
 - 9.1. Approval of Donations/Endowments
 - 9.2. Creating an Endowment Fund
 - 9.3. Donation Record & Tax Report
10. Due Diligence
11. Compliance with Legal Requirements
12. Donor interface
 - 12.1. Communication
 - 12.2. Privacy
13. Endowment Fund Utilization Compliance
 - 13.1. Budgeting and Expending Norms
 - 13.1.1. Budgeting
 - 13.1.2. Expenditure
 - 13.1.3. Accounting and Auditing System

- 13.1.4. Charging Expenses to Endowment
 - 13.1.5. Overdrafts and Surplus in Endowment Spending
 - 13.2. Modification of endowment
 - 13.3. Substantiation, Stewardship & Reporting
 - 13.3.1. Substantiation
 - 13.3.2. Reporting
- 14. Records Management
- 15. Disposal of Donated Assets & Infrastructure

ENDOWMENT FUND POLICY

1. Preamble

According to the NIFT Act 2006, grants and revenue received by the institute shall be credited to various funds and maintained by the institute, which shall be:

- 1) all money provided by the Central Government;
- 2) all fees and other charges received by the Institute;
- 3) all money received by the institute by way of grants, donations, benefactions, bequests or transfers; and
- 4) all money received by the institute in any other manner or from any other source.

The Act also directs the institute to:

- i. set up an Endowment Fund and any other fund for specified purpose; and
- ii. transfer money from its fund to Endowment Fund or any other fund.

The Endowment Fund policy of NIFT was approved by the Ministry of Textiles on 21.2.2013. As per the policy, an Endowment Fund was created to accept designated funds and donations in the form of assets through contributions/donations/grants by individuals, institutions and organizations in India and abroad, such as:

1. Industry, industry associates, foundations/trusts;
2. Alumni faculty, staff students and well-wishers of the institute;
3. Government of India and State Government as outright, or matching grants;
4. Savings in the annual non-plan grants and receipts of the institute;
5. Unclaimed securities, royalties, gifts, etc.
6. Foreign organizations and others.

The institute may also receive funds for designated purposes, such as scholarships, Chairs, construction of buildings and other infrastructure, donations/contributions in terms of property, equipment and shares etc., which may augment the assets of the institute. The disbursements of the various endowment funds shall be for purposes indicated in the Endowment Fund Policy. It is also possible that a particular trust/donor/granter would specify a special purpose, methodology and frequency of disbursement of the gift/grant.

The Endowment Fund Policy broadly covers the source and management of the fund, the budget and accounting systems and the application to which the fund may be put to use.

Donations received by NIFT are exempted from Income Tax under section 80G of the Income Tax Act. This policy will be prospectively applicable for accepting donations and endowment funds.

2. Purpose of the Proposed Policy

The resolve of this policy document is to clarify the sources of funding of the Endowment fund, the classification of various endowment categories, and the process of raising resources for the Endowment Fund, as well as management of specific contractual obligations of individual or institutional gift instruments.

The Industry and Alumni Affairs Unit of the NIFT Head Office, in coordination with the Director (F&A) shall manage the procedures relating to the acceptance and voluntary stewardship of donations, pledges, and bequests and will report to the Managing Committee indicated in the Endowment Policy. This policy is not intended to cover aspects of endowment management, administration and compliance, which are already provided for in the Endowment Fund Policy.

3. Definition

3.1. Donation

A voluntary transfer either in cash or in kind or assets of value, for which the donor receives no personal benefit either directly or indirectly. A donation made by a donor is irrevocable and can be either 'Structured', meaning that the donor specifies a condition(s) upon which the donation

can be used, or 'Unstructured' meaning that the donor does not specify any condition for its utilization.

3.2. Endowment

Endowment is a conditional donation of cash and/or assets to NIFT for investment in academic and research and development initiatives. Endowment may include transfers which are required to be spent in a certain way or alternatively invested, with the principal to remain intact in perpetuity, or for a specifically defined period of time.

3.3. Donors

Donors are individuals, corporations contributing to the institute's Endowment Fund for specific or general purposes.

3.4. Managing Committee

The Managing Committee shall be the Managing committee mentioned in the NIFT Endowment Policy.

4. Donation Categories

Donations can be in the form of the following:

4.1. Monetary Donations

4.1.1. Monetary donations may be given in the form of cash, demand draft, electronic funds transfer, or forex.

4.1.1.1. For monthly/scheduled donation, the donor may do so through credit card payments, salary deductions and/or pre-authorized electronic transfer of funds.

4.1.2. Donations, by way of salary deductions, made by employees of the institute.

4.1.2.1. Monetary donations received by departments, campuses or any units in NIFT must be forwarded to the Finance and Accounts Department for processing.

4.1.3. Subject to the Income Tax rules and regulations, official receipts for tax exemption purposes may be provided by the institute to all gifts and donations. The institute will issue tax deductible receipts.

4.2. Donations in Kind

Donations in kind are property or items other than cash. The donation can include land, buildings, equipment, furniture, fashion collections, collectable objects, books, library materials, archival materials, office supplies, including enduring assets, consumables, etc.

The pro-rata value of such items donated will be estimated by a Valuation Committee constituted with internal and external experts by NIFT for this purpose. The committee will be responsible for ascribing value to donations in kind. The items received will be entered in the asset register maintained by each NIFT campus. While receiving such donations, there will be checks carried out to ensure items/assets donated are not obsolete and non-value added, thereby imposing liability to the institute in maintaining/disposing such items.

4.3. Donation of Securities

These are donations in the form of shares or marketable securities, which also include donation of mutual funds and insurance.

4.4. Pledged Donations

These are future committed donations in cash or kind as bequests with clear description of intent and purpose from the donor and include unrestricted donations.

5. Endowment Categories

5.1. Perpetual/Permanent Endowment

With permanent endowment, the donor specifies that the principal amount is to be invested and maintained in perpetuity. Resources are given for a specific purpose, whereas the principal amount cannot be spent. Only the income/interests derived from the investing/managing the principal may be utilized.

5.2. Quasi Endowment

With quasi endowment, the principal may be expended if stipulated by or in consultation with the donor. It functions like a perpetual endowment, but without restriction to hold the fund permanently. Donors may direct that their donation be held as quasi-endowment, either because they envision the spending of principal at some point or under certain conditions, or because they want to give fund utilization

flexibility to NIFT. The corpus of donor-established quasi-endowment accounts may be expended in accordance with donor terms and restrictions.

5.3. Term Endowment

With Term Endowment, all or part of the principal amount given by the donor may be expended after the expiration of a stated period of time or occurrence of a specified event, depending on the donor's wishes. Donors may designate the terms and conditions of such an endowment.

6. Unacceptable Donations and Endowments

NIFT shall not accept donations and endowments:

1. the conditions of which are inconsistent with the institute's academic purposes and principles;
2. that inhibit the institute from seeking donations and endowments from other donors;
3. that involve negative discrimination of any kind;
4. that obligate the institute to violate any applicable law or regulation or which violates the institute's Act, statutes, rules and/or regulations.
7. Forms of endowment

7.1. Cash

Donations of cash, cheques and share-drafts (the equivalent of bank cheques) will be accepted.

7.2. Pledges

Donations may be made by pledge to NIFT and for such donations to be considered and accepted, they must be in writing and include the donor's signature. Donations by pledge will receive timely payment reminders.

7.3. Planned and Deferred Donations

Donations may be made via, but not limited to wills and trusts, insurance, real property, stock.

7.4. Named Funds

Those persons who commit any donations or make cash contribution of INR 2,50,000/- or more to the endowment fund may elect to have an endowment established in their name.

8. Endowment Fund Support Categories

8.1. Instituting Chair Professorship adhering to the NIFT Chair Policy

An Endowment Chair can be instituted by donating a sum to NIFT as corpus fund mentioned in the NIFT Chair Policy. Chairs are instituted primarily to further research and development and to focus on dissemination of new initiatives in any particular field or domain. The Chair can be named after an institution or an individual in any specific specialization, domain or subject area. Eminent academicians or practitioners can be invited to occupy the chair on the basis of the Chair Policy.

8.2. Endowed Lecture Series

Series of 4 endowment lectures in an academic year can be organized, in honor of the person the donor would designate. This can be organized in any of the NIFT campuses where the sum is endowed or across campuses through video conferencing. The series of lectures delivered would be published in the form of any publication for reference and circulation. For this, the donor would have to make an endowment of INR 25,00,000/-. The interest so derived shall be utilized for the Endowed Lecture Series and the unspent balance, shall be added to the corpus of the endowment.

8.3. Endowed Lecture

NIFT has a scheme to organize one endowment lecture per academic year in honor of the person the donor would designate. This can be organized in any of the NIFT campuses where the sum is endowed or across campuses through video conferencing. The lectures delivered would be documented for internal reference and circulation. For this, the donor has to make a contribution of INR 6,00,000/-. The interest so derived shall be utilized for the Endowed Lecture and the unspent balance, shall be added to the corpus of the endowment.

8.4. Endowment for Scholarship/Fellowship

Scholarships/fellowships for deserving and meritorious undergraduate, postgraduate and research students can be instituted by Institutions or

individuals on donating a sum of not less than INR 6,00,000/-, to provide scholarship/fellowship per NIFT student.

- 8.4.1. A donor who wishes to name the scholarships after an institution or an individual can do so with the concurrence of NIFT by donating a sum of not less than INR 6,00,000/- per individual scholarship. An amount of up to INR 50,000/- will be available as annual scholarship to the student (the amount is subject to the earnings from the interest on the principal endowed). Ordinarily, these scholarships will be awarded purely on consideration of academic merit and achievement. However, any specific conditions of the donor for the award of the scholarship shall be fulfilled once agreed to by NIFT.
- 8.4.2. The interest so derived shall be utilized for the scholarship/fellowship and the unspent balance, shall be added to the corpus of the endowment.
- 8.4.3. The naming right, eligibility and performance criteria of student scholarships shall be determined by the Managing Committee, in consultation with the donor.
- 8.4.4. Once a scholarship under this clause is awarded it will continue for the full period of the programme, which the candidate is pursuing, provided a report of satisfactory progress in terms of benchmarked grades (e.g., 'A' grade) secured consistently in each semester during the course of study at NIFT.
- 8.4.5. In case of unsatisfactory progress, the scholarship will be terminated on the approval of the Managing Committee, and the next eligible candidate will be awarded the scholarship.
- 8.4.6. The donors will be informed the names of the students who are to be awarded the Scholarships, following which they will be announced by NIFT.

8.5. Endowment for Institution of Gold Medal/Award

- 8.5.1. A gold medal or award can be instituted by institutions or individuals upon donation of a sum of not less than INR 2,50,000/-.
- 8.5.2. The endowment amount shall be invested in fixed deposits, which earn the maximum possible interest.
- 8.5.3. The interest so derived shall be utilized for the award of the gold medal or award and the unspent balance, shall be added to the corpus of the endowment.
- 8.5.4. The donor can, with the agreement of NIFT, institute the gold medal/award in the name of an institution or individual.
- 8.5.5. The medal/award is to be awarded during the convocation every year in the endowed campus and shall have inscribed on it the name of the medal and the name of the recipient.
- 8.5.6. The selection of candidates for the award of the medals/awards shall be done by a Selection Committee at the campus level and approved by the Managing Committee in accordance with prescribed rules.
- 8.5.7. The decision of the NIFT shall be final and no representation shall be entertained in this regard.
- 8.5.8. The donor shall be informed the name of the student selected for the medal/award by NIFT.

8.6. Student Welfare Fund

- 8.6.1. Institutions and individuals can make contributions, either one time or at periodical intervals, of a sum of not less than INR 25,000/-, exclusively to the Student Welfare Fund.
- 8.6.2. The amount in the fund shall be exclusively utilized for the welfare and the Co-curricular and extra-curricular activities of the students (including travel expenses) in accordance with the guidelines prescribed by NIFT.
- 8.6.3. The administration of the money in the fund shall be based on the approval of the Managing Committee.
- 8.6.4. A separate account would be maintained for the Student Welfare Fund.

8.7. Faculty Development Fund

- 8.7.1. Institutions or individuals can donate a sum of not less than INR 50,000/- towards the Faculty Development Fund.
- 8.7.2. The interest accrued on the corpus of the fund shall be utilized for faculty training, development and orientation.
- 8.7.3. The administration of the money in the fund shall be based on the approval of the Managing Committee.
- 8.7.4. A separate account would be maintained for the Faculty Development Fund.

8.8. Named Infrastructure or creating Physical Facilities

- 8.8.1. Institutions and individuals may make a one-time contribution for construction of buildings or floors/wings of the buildings like hostels/ academic block/library block/ faculty block/Resource Centre.

8.8.2. The one-time contribution to NIFT will be for providing any or part of the following, but not limited to:

- 8.8.2.1. Audio-visual and other facilities for the Meeting/Conference/Seminar Hall
- 8.8.2.2. Infrastructure projects
- 8.8.2.3. Facilities for developing academic/research infrastructure
- 8.8.2.4. Educational equipment and teaching aids, including computers, machines, books, etc.
- 8.8.2.5. Bus to students for visits/emergency vehicles for medical and other clinical activities.
- 8.8.2.6. Classrooms.
- 8.8.2.7. Laboratory infrastructure for research and development.
- 8.8.2.8. Incubators for entrepreneurship and/or design development.

8.8.3. When specific items of pro-rata value, not less than INR 25,000/-, are donated as 'donation- in-kind,' the donor's name will be listed in the Donor's Scroll displayed in the NIFT campuses and the institute's website.

8.8.4. Where the donation is linked to the construction and development of substantive institutional infrastructure, indicated at 8.8.2 above, including donation of land or building is made, either as cash or in kind (i.e., land, equipment, furniture, resource material, etc.) and is:

- 8.8.4.1. for more than two-thirds (2/3) of the costs of construction of the related infrastructure, including installations the naming right of the building/classroom/laboratory may be shared between the donor and NIFT.
- 8.8.4.2. for less than two-thirds (2/3) of the cost of the related infrastructure including installations, the donors' names may be included in the list of 'contributors' for the said infrastructure.

8.9. Others

Funds received as donation may be used for any special activity/purpose not mentioned above in consultation and with the approval of the Managing Committee.

8.10. Right to Revision

8.10.1.1. NIFT shall have the right to revise the amounts specified in this section, from time to time.

8.10.1.2. NIFT shall have the discretion to change or remove the name of the donor or nominee in the event that the donor or nominee is found guilty of a criminal act or unethical practice by a court of law.

9. Establishing Endowment Funds

9.1. Approval of Donations/Endowments

9.1.1. NIFT campuses will accept donations/endowments adhering to this policy.

9.1.2. Fundraising activities will be monitored by the Managing Committee.

9.1.3. The process of fundraising will be managed by the Campus Director, in consultation with the Local Academic Standards Committee (LASC). All proposed fundraising for, and on behalf of NIFT, requires prior approval by the Campus Director. This includes activities planned by institute's staff, faculty and students.

9.1.4. Any donation or endowment above INR 10 lakhs will have to be approved by the Managing Committee.

9.1.5. All donations/endowment agreements up to INR 10 lakhs will be approved by the concerned Campus Director. In case of amounts above that, approval will be by the Director General-NIFT, on behalf of the Managing Committee.

9.1.6. The Campus Director is authorized to enter into donations and endowment agreements on behalf of NIFT, in respect of campus level donations or endowments. With regard to central donations or endowments, the DG-NIFT will enter into agreement.

9.1.7. The Managing Committee is to be informed of all donations and endowments received by the campuses on a half yearly basis.

9.2. Creating an Endowment Fund

9.2.1. All endowments must be set up within the institute's financial system.

9.2.2. Proper documentation must be submitted to establish the terms and conditions of the endowment and its utilization.

9.2.3. An endowment fund record should be set up in the centralized CMS system, which will serve as the authoritative repository for endowment documentation.

9.3. Donation Record and Tax Report

The Department of Finance and Accounts at the NIFT Head Office and its campuses, will maintain overall donor records with endowment fund details

set up in the centralized accounting system and the NIFT CMS which will serve as the authoritative repository for endowment documentation. All statutory compliances, legal documents, securities, copies of wills, etc., will be maintained with appropriate security necessary for their protection.

10. Due Diligence

The institute will conduct a due diligence exercise on the donor including the source of the purported contribution prior to accepting any donation.

11. Compliance with Legal Requirements

NIFT will extend the necessary support and all appropriate assistance in instituting the endowment fund. However, the fundamental accountability regarding assessments, the tax liabilities and/or similar legal local, state and/or union compliance issues rests with the donor and/or such counsel as the donor may wish to secure. Such a statement will be included on all donation transfer documents. All prospective donors will be urged to seek their own legal counsel and accountant's advice in matters relating to their deferred donations, tax and estate planning.

12. Donor interface

12.1. Communication

The Head (Industry and Alumni Affairs) at the NIFT Head Office and the nominee of the Campus Director at the respective NIFT campus, will be responsible for communication with the donor in respect of the following:

12.1.1. Information regarding the identity of the Institute's key personnel involved in managing the donation/endowment

12.1.2. Acknowledgment to be sent within 5 working days of receipt of donation/endowment.

12.1.3. Entry of donor details into the donor database.

12.1.4. Appropriate donor recognition in related programmes and activities of NIFT.

12.2. Privacy

All information concerning donors and prospective donors, including their names, the names of the beneficiaries, the amount of the donation, size of their estate, etc., will be kept confidential by the institute and authorized personnel, if requested by the donor.

13. Endowment Fund Utilization Compliance

13.1. Budgeting and Expending Norms

13.1.1. Budgeting

As part of the process of budgeting endowment fund expenditures, concerned departments must ensure that planned expenditures are in compliance with the terms of conditions of the endowment to be utilized. During the annual budget process, the respective departments at NIFT Head Office and its campuses shall calculate the endowment spending rate for the following year, which is then consolidated by the Finance and Accounts Division of the NIFT, HO for soliciting the approval by the Managing Committee. The approved budget is then communicated to the departments at HO and campuses followed by the Endowment Fund allocation in developing their budgets.

The status of the Endowment Fund, including deposits and interest, will be appropriately reflected in the Annual Budget of the institute. Proposals for utilizations of the interest accruals on Endowment Fund will form a separate part of the Annual Budget.

13.1.2. Expenditure

The Dean, Heads of Units, Chairpersons, Chair Professors Campus Directors and any other NIFT employees, with financial, administrative and reporting responsibility with respect to endowment funds, are responsible for ensuring that the expenditure of endowment funds complies with the terms of the Endowment Policy, applicable legal and accounting standards.

13.1.2.1. All terms and conditions pertaining to a particular Endowment Fund should be strictly complied when administering and spending from endowments.

13.1.2.2. Queries pertaining to interpretation and scope of terms and restrictions in donation instruments should initially be directed to the Deputy Directors/ Accounts Officers at the campuses and escalated to Director (F&A) at the HO, as necessary.

13.1.2.3. Each beneficiary department/individual/Chair must understand all applicable restrictions, standards and policies, even if the endowment income is transferred from another department.

13.1.2.4. Any reporting and stewardship obligations are the responsibility of the beneficiary department / individual/Chair spending the fund.

13.1.2.5. All transactions must be properly approved and documented so that there is sufficient written explanation to support the use of the funds. In addition, approvals for all transactions related to expenditures are subject to NIFT policies on transaction approval and authority.

13.1.3. Accounting and Auditing System

NIFT will maintain separate books of accounts for creation, management and utilization of the funds. The institute shall reflect the income and expenditure from the fund appropriately in their Annual Audited Statement of Accounts as well as Annual Report being presented to the Parliament. Similarly, the utilization of proceeds from the Endowment Fund should also appropriately reflect in the Annual Budget of the institute. Audit of the funds will be conducted by the designated auditors of NIFT and will be included in the annual audit report.

13.1.4. Charging Expenses to Endowment

Expenses incurred for endowment purposes should be charged directly to the applicable Endowment Fund. Given the careful accounting and financial tracking that is required for endowment funds, transferring, pooling or aggregating funds from different endowments should be avoided. Department/individual/Chair must keep detailed documentation to substantiate appropriate use and demonstrate that expenditures meet the terms of each endowment.

13.1.5. Overdrafts and Surplus in Endowment Spending

Each department is responsible for monitoring its endowment funds to ensure the fund balance does not fall into deficit and/or is not accumulating substantial surplus.

13.2. Modification of Endowment

Modifying the terms and conditions of an endowment fund should only be with the express consent of the donor in writing. Any department contemplating a request to modify one or more conditions should take approval of the competent authority, before approaching the donor for modification.

13.3. Substantiation, Stewardship and Reporting

13.3.1. Substantiation

Detailed information must be maintained regarding the amount of expenditures from endowment funds and the purposes for which the expenditures are made. The documentation must be sufficient to substantiate that the funds were used in accordance with the endowment fund's terms and conditions. At the close of each fiscal year, each campus and department is required to confirm that all expenses in the endowment funds utilized were compliant with the applicable terms and conditions.

13.3.2. Reporting

The Board of Governors, NIFT will be presented with an Annual Report as to the endowment funds held by the institute, and the usage of those assets and their income thereof.

14. Records Management

All institute fundraisers involved in major work through donations will track and share progress on a central system as to the cultivation of prospective donors with respect to specific campaigns and resolve any disputes relating to conflicting approaches to prospective donors.

15. Disposal of Donated Assets and Infrastructure

All donations in the form of enduring assets received by the Institute or those received as part of perpetual/quasi endowments will be accounted as per the Asset Management Policy of NIFT. The details of such assets will be recorded in the Assets Register of NIFT. For term endowments and other projects, the assets may either be taken back by the donor or donated to NIFT for further use. In such cases, the entries will be made in the assets register after the donor has donated the assets to NIFT for further usage. Subsequently, these assets may be used for the purpose determined by NIFT after which their disposal may be as per the prevailing Obsolescence and Scrap Policy.

Format of the Bond to be filled by the Faculty nominated for International Training

On Stamp paper of INR 100/-

BOND

KNOW ALL MEN BY THESE PRESENTS THAT Shri/Smt./Kumari _____, S/o or W/o or D/o _____, aged _____ years, R/o _____, at present appointed as _____, (Designation) in the National Institute of Fashion Technology (NIFT) _____ HO/Campus (hereinafter called "The Obligator"), on this _____ day of _____, 20 _____, do hereby bind myself and my representatives, heirs, executors and administrators to pay to the National Institute of Fashion Technology (herein after called "the NIFT"), on demand a sum of INR _____ (Rupees _____ only) (3 times of the amount spent on training, if amount can be calculated or in case of group training 3 times of the gross monthly salary of the Obligator), along with interest thereon from the date of demand at Government rates for the time being in force on Government loan together with all cost between attorney and client and all charges and expenses that shall or may have been incurred by NIFT.

WHEREAS, the obligator is sponsored by NIFT for undergoing a training programme on _____, conducted by _____ for a period from _____ to _____.

AND WHEREAS for the better protection of the Government, the Obligator has without any undue pressure and influence agreed to execute this bond with two Sureties with such condition as hereunder written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the bounden Obligator.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event the bounden Obligator fails to resume duty or resigns from service or otherwise stops rendering service without returning to duty after the expiry of the period of the aforesaid training programme, or failing to complete the course of training or at any time within a period of 03 years after return to duty, the Obligator or his/her executors and administrators shall forthwith pay to the NIFT on demand a sum of INR _____ (Rupees _____ only) (3 times of the amount spent on training, if amount can be calculated or in case of group training 3 times of the gross monthly salary of the Obligator), along with interest thereon from the date of demand at Government rates for the time being in force on Government loan towards refund of the expenditure incurred on the said training by NIFT.

AND upon the Obligator Shri/Smt./Kumari _____ and or Shri/Smt./Kumari _____ and, or Shri/Smt./Kumari _____ the Sureties aforesaid, making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in force and virtue:

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the NIFT or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary for NIFT to sue the Obligator before suing the Sureties Shri/Smt./Kumari _____ and Shri/Smt./Kumari _____ or any of them for amounts due hereunder.

AND WHEREAS the Obligator Shri/Smt./Kumari _____ further agree and undertakes that he/she will serve NIFT for a minimum period of 03 Years after the date of completion of the training programme.

AND WHEREAS the Obligator Shri/Smt./Kumari _____ further agree and undertakes that he/she will not take any assignment or job during the period bond period of training programme whatsoever.

The Bond shall in all respect be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated this _____ day of _____ two thousand and _____

Signed and delivered by the obligator above named Shri/Smt./Kumari _____.

In the presence of

WITNESSES:

1. _____

2. _____

ACCEPTED for and on behalf of NIFT
(Director/Joint Director)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Faculty Orientation Training and Development

DETAILS OF TOT

Name of Trainer (in block letters):

Designation:

Campus:

E-mail:

Mobile:

PAN No:

Title of TOT:

Course Objective:

Pre-requisite:

Session Plan:

S. NO.	TOPIC	NUMBER OF SESSIONS OF 1 HOUR DURATION
1		
2		
3		

Date, Duration and Venue:

Signature of the Trainer:

Signature/Certification of the CP:

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Fashioning and Development

Format for TOT

Department:

Title of the Training:

Type of Training: ToT/ Domestic Training/ Customized Domestic Training/Training by International Expert

Venue:

Duration and Dates:

S.NO.	NAME OF THE FACULTY	DESIGNATION	CAMPUS	WHETHER TRAVEL AND ACCOMMODATION REQUIRED

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Faculty Orientation Training and Development

Checklist for Proposing Faculty Training

Topic	Particulars
Training Proposal	Name, Department
Venue	NIFT Campus/Others
Type of Programme	ToT/Domestic Training/Customised Domestic Training, etc.
Date	Commencement and Concluding Date
Time	Starting Time and Ending Time of Sessions
Organized by	Relevant Department CP
Season	Winter Break/Summer Break
Subject Area	Design/Technology/Management
Subject Type	Basic Core/Advance level/Elective/Soft Skill/Personality Development/ Emerging Area/Technical Training
Session Plan for each Trainer (with mention of timings)	Topic-wise
Participants	1. Name, as reflected in CMS 2. Parent Campus 3. Ensure that the CMS is updated on the Parent Campus of the Participant, in case of Transfer 4. Designation
List of Trainers	With CVs for outside (NIFT) Experts. Bank Details and PAN No.
CVs of the Trainers	To be verified by the CP
Requirement for Hospitality	To be proposed in Budget
Requirement for Local Conveyance for the Trainer	To be proposed in Budget
Requirement of Entry Tickets in case of Local Field Visit	To be proposed in Budget
Requirement of Conveyance for all the Participants in case of Field Visit	To be proposed in Budget
Requirement of Materials for Demonstration in ToTs	To be proposed in Budget
Contingency	Only in the case of International Trainers
Attendance Sheet	Session-wise Attendance of each Participant to be sent to the FOTD Unit (after the completion of the training)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Faculty Orientation Training and Development

FORM A
Evaluation of Trainee Faculty by the Trainer

Title of the Training:

Department:

Dates and Venue:

Number of Trainees:

Name of the Trainee Faculty Members:

PARAMETERS	PERFORMANCE*				
	NS	S	G	VG	EX
Punctuality					
Qualitative interaction in terms of critical queries, shared experiences, etc.					
Participation in assignments/projects/group activity					
Comprehension of the subject and learning aptitude					
Team spirit					

Evaluation of the Quality of Participation

Any Other Comment/Suggestions

Name of the Trainer:

Performance*

Not Satisfactory-NS

Satisfactory-S

Good-G

Very Good-VG

Excellent -EX

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Faculty Orientation Training and Development

FORM B

Evaluation of Trainer by Trainee Faculty

Name of the Trainer/s:

Title of the Training:

Department:

Date and Venue:

PARAMETERS	PERFORMANCE*				
	NS	S	G	VG	EX
CONTENT AND KNOWLEDGE LEVEL					
Content coverage					
Relevance of topic					
Ability to answer queries					
Innovation on the subject					
PRESENTATION ABILITY					
Clarity in deliverance					
Utilization of variety of pedagogic tools					
Effectiveness of pedagogic tools used					
PARTICIPANTS UNDERSTANDING/CLARITY					
Interaction level					
Effective examples					

Evaluation of the Organization of the Training by Trainee Faculty

PARAMETERS	PERFORMANCE*				
	NS	S	G	VG	EX
Coordination and administration					
Time management					
Infrastructure and resource management					
Interaction level					
Effective examples					

Name of the Trainee Faculty:

Performance*

Not Satisfactory-NS

Satisfactory-S

Good-G

Very Good-VG

Excellent -EX

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Faculty Orientation Training and Development

Faculty Industry Attachment

CAMPUS:

S.NO.	NAME OF THE FACULTY MEMBER(S)/ DEPARTMENT	CONTACT NUMBER & EMAIL ID	NAME OF THE INDUSTRY/ INSTITUTIONS AND THE ADDRESS	DURATION AND DATES	IS THE FACULTY UTILIZING PDA	NAME OF THE INDUSTRY MENTOR	CONTACT NO & EMAIL OF INDUSTRY MENTOR

Undertaking to publish Research Paper in Peer Reviewed Journal to claim Professional Development Allowance

Name of Faculty	
NIFT Campus	
Designation	
Department	
Name of the Professional Development Activity	
Details of the Activity (Name, Location, Dates of Conference/Seminar, Trade Event, FIA) (Title of Patent)	
Total Expenditure on the Activity	
The Block Year for which the Expenditure is being undertaken	_____ to _____

As per the policy, I have not published a paper in a peer-reviewed journal.

However, the professional development activity mentioned above is important for my self-development.

I hereby undertake that as per the current rule, I will publish a paper in a peer-reviewed journal by _____.(DD-MM-YYYY). If not, I will return the amount issued to me against Professional Development Allowance by the said date.

Signature of the Faculty:

Date of submission of undertaking by Faculty:

Approved by Chairperson

Signature:

Name:

Approved by Campus Director

Signature:

Name:

Study Leave Policy for Faculty

- (i) Permanent faculty members of the Institute, who have completed six years of service, may be granted Study Leave to conduct formal research or advanced studies in India or abroad on a professional and technical subject having a direct and close connection with the academic sphere as a part of academic progression.
- (ii) Study Leave cannot be claimed as a matter of right and grant of study leave shall be with due regard to the exigencies of academic interest of NIFT.
- (iii) The Study Leave will, in normal course, start in tandem with academic Calendar to ensure that academic deliverance does not get affected.
- (iv) Application for Study Leave shall be submitted by the faculty to the Centre Coordinator at least 3 months prior to the proposed commencement of leave.
- (v) Study Leave will be granted with the specific approval of Director General on the recommendation of a Committee constituted by the Director General for this purpose. The concerned faculty will submit the proposal to Centre Coordinator who will forward the same to the Centre Director. Centre Director will discuss the proposal with the respective Chairperson and subsequently in LASC. If necessary, then the proposal will be forwarded to Head- AA, who is the convener of the committee. The Head-AA will call the meeting of the committee consisting of Dean, Director H.O., concerned Chairperson and Centre Director for reviewing the proposal and give the recommendations to Director General for approval.
- (vi) Further Study Leave shall not be granted until after the expiry of ten (10) years from the date of the faculty member's return from the previous Study Leave/Sabbatical Leave or any other kind of training programme of duration more than a month.
- (vii) A faculty member, who has availed Study Leave may also avail the Sabbatical Leave, if need be. However the total duration of both types of leaves can not be more than three years in entire service period.
- (viii) Care should be taken that number of faculty members given Study Leave, does not exceed 10% of existing faculty strength of each department/centre. However, in special circumstances of the case, Director General may waive off the condition.
- (ix) In computing the length of service, the time during which a person was on probation or on contract or engaged as Research Assistant may be included provided
 - (a) The person is a faculty on the date of the application; and
 - (b) There is no break in service.
- (x) Study leave shall not be granted to a faculty member who is due to retire within 10 years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (xi) Study leave may not be granted more than twice during one's career. The period of Study Leave and Sabbatical Leave combined shall not exceed three years in the entire service span of faculty member.
- (xii) No substitute shall be appointed in the vacancy and the work shall be shared by the other members of the faculty.
- (xiii) During the Study Leave, no facilities of the Institute, including that of assistance of the staff / faculty would be utilised by the faculty members. Any exceptions in this regard would require specific approval of the Director General.
- (xiv) A faculty member shall, during the period of Study Leave, be paid full pay and allowances at the rates applicable to him immediately prior to his proceeding on Study Leave but shall not be entitled to any traveling allowances or any other extra allowances in India or abroad. If, however any faculty member receives any remuneration / honorarium etc. (other than scholarship) from any other source, he/she will surrender such remuneration / honorarium etc. to the Institute.
- (xv) A faculty, who is selected for appointment to a higher posts/grade in NIFT on promotion during study leave, will be placed in that position notionally w.e.f. the date of appointment of his immediate junior to that post/grade. However the actual benefit of pay and allowances on account of such appointment shall be admissible only w.e.f. his date of joining on the said post on return of leave.
- (xvi) The faculty shall ordinarily be required to meet the cost of fees paid for the study; but in exceptional cases, Director General may sanction grant of such fee.
- (xvii) A faculty member shall not undertake any type of employment in any other organisation in India or abroad during the period of Study Leave; he/she shall, however, be free to receive a scholarship or fellowship from a recognised institute other than his regular employment with the prior approval of the Director General.
- (xviii) A faculty availing of study leave shall undertake that he/she shall serve the institute for a continuous period of double the period of leave or three years which is longer, to be reckoned from the date of his/her resuming duty after expiry of the study leave.
- (xix) No faculty who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Director General who will constitute a Committee to evaluate the request
- (xx) The faculty shall submit six monthly report of progress to Dean(A) who in turn will put up the same to Director General.

- (xxi) After completion of the leave, the faculty member shall submit a formal Degree/Diploma obtained during the period of leave. If by the completion of the leave, a faculty is not able to produce the Degree/Diploma, a letter from the concerned university/institution regarding the exact date for awarding the same is to be submitted by the faculty to Head (AA).
- (xxii) If the faculty resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study/research and thus unable to furnish the certificate as required above shall be required to refund:-
 - (i) the actual amount of pay & allowances and other expenses, if any, incurred by NIFT; and
 - (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign government, foundations and Trusts in connection with the course of study

Together with interest thereon at rates for the time being in force on Government Loan, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise. Such refund shall be not necessary in case of faculty who, after return to duty from study leave is permitted to retire from service on medical grounds.

- (xxiii) Director General, may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, waive or reduce the amount required to be refunded by the Faculty concerned or class of Faculties.
- (xxiv) After the leave has been sanctioned the faculty shall, before availing of the leave, execute a bond in favour of the institute binding him for the fulfilment of the conditions laid down in clause (xvii) to (xxii).
- (xxv) Study leave granted to a faculty shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.
- (xxvi) Provided that where study leave granted has been so cancelled, the faculty may apply again for such leave after two years.
- (xxvii) COMMENCEMENT AND TERMINATION OF LEAVE:
 - (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
 - (b) Sunday or other public holidays may be prefixed as well as suffixed to leave.

(xxviii) RETURN TO DUTY ON EXPIRY OF LEAVE:

- a) Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.
- b) The sanctioning authority shall have the right to revoke the sanction of leave already given if exigency of work so demand, and the decision of the sanctioning authority shall be final.
- c) The necessary entries regarding study leave shall be made in the service record of the faculty.

Sabbatical Leave Policy for Faculty

- (i) Permanent faculty members of the Institute, who have completed ten years of service, may be granted Sabbatical Leave for one or more of the following purpose:
 - (a) To write textbooks, standards, works and other literature;
 - (b) To have attachment in Industrial concerns and technical departments of Government to gain practical experience in their respective fields;
 - (c) To visit in a University, Industry or Government research laboratories in India and abroad; and
 - (d) Any other purpose for the academic development of the faculty member, as approved by the Board of Governors.
- (ii) Sabbatical Leave cannot be claimed as a matter of right and grant of sabbatical leave shall be with due regard to the exigencies of academic interest of NIFT.
- (iii) The Sabbatical Leave will, normally, start in tandem with Academic Calendar to ensure that academic deliverance does not get affected.
- (iv) Application for Sabbatical Leave shall be submitted by the Faculty to the Centre Coordinator at least 3 months prior to the proposed commencement of leave.
- (v) Sabbatical Leave will be granted with the specific approval of AAC of Board on the recommendation of a Committee constituted by the Director General for this purpose. The concerned faculty will submit the proposal to Centre Coordinator who will forward the same to the Centre Director. Centre Director will discuss the proposal with the respective Chairperson and subsequently in LASC. If necessary, then the proposal will be forwarded to Head (AA), who is the convener of the committee. Head (AA), will call the meeting of the committee consisting of Dean, Director H.O., concerned Chairperson and Centre Director and one subject expert for reviewing the proposal and give the recommendations to Director General for the consideration of AAC of Board.
- (vi) The Sabbatical Leave shall not be granted until after the expiry of ten years from the date of the faculty member's return from the previous Sabbatical/ Study Leave or any other kind of training programme of more than one month's duration.
- (vii) A faculty member, who has availed Study Leave may also avail the Sabbatical Leave if need be. However the total duration of both types of leaves can not be more than three years in entire service period.
- (viii) Care should be taken that number of faculty members given Sabbatical Leave, does not exceed 5% of existing faculty strength of department/ Centre. However in the special circumstances of the case, Director General may waive off the condition.
- (ix) In computing the length of service, the time during which a person was on probation or on contract or engaged as Research Assistant may be included provided
 - (a) The person is a faculty on the date of the application; and
 - (b) There is no break in service.
- (x) Sabbatical Leave shall not be granted to a faculty member who is due to retire within 10 years of the date on which he/she is expected to return to duty after the expiry of Sabbatical Leave.
- (xi) Sabbatical Leave may not be granted more than once during one's career. The minimum duration of Sabbatical Leave shall be 6 months and shall not exceed three years in the entire service span of faculty member.
- (xii) No substitute shall be appointed in the vacancy and the work shall be shared by the other members of the faculty.
- (xiii) During the Sabbatical Leave, no facilities of the Institute, including that of assistance of the staff / faculty would be utilised by the faculty members. Any exceptions in this regard would require specific approval of the Director General.
- (xiv) A faculty member, during the period of Sabbatical Leave, shall be paid full pay and allowances at the rates applicable to him immediately prior to his proceeding on Sabbatical Leave. But the faculty shall not be entitled to any traveling allowances or any other extra allowances in India or abroad. If, the faculty member receives any remuneration / honorarium (other than scholarship) etc. from any other source, he/she will surrender such remuneration / honorarium etc. to the Institute.
- (xv) A faculty member shall not undertake any kind of employment in any other organisation in India or abroad during the period of Sabbatical Leave; he/she shall, however, be free to receive a scholarship or fellowship other than his regular employment with the prior approval of the Director General.
- (xvi) A faculty availing of Sabbatical Leave shall undertake that he/she shall serve the institute for a continuous period of double the period of leave and at latest 3 years at least to be reckoned from the date of his resuming duty after expiry of the Sabbatical Leave.
- (xvii) The faculty shall submit to the Dean (A), three monthly progress reports about the work carried out during the period. This report shall reach the Dean (A) within 15 days of the expiry of every three months of the Sabbatical Leave. If the report does not reach the Dean (A) within the specified time, leave may be reduced. Dean (A) will put up the progress report before the committee and the minutes of meeting will be put up to Director General for further instruction. If the progress of the faculty is not satisfactory, he may be intimated by the Dean (A) regarding the same and the leave may be cancelled.

- (xviii) No faculty who has been granted Sabbatical Leave shall be permitted to alter substantially the theme of the study without the permission of the Director General who will constitute a committee to evaluate the request.
- (xix) After completion of the leave, the faculty member shall submit a complete report about the work carried out during the leave period and the same will be evaluated by the committee and finally put up before the AAC of BOG for validation. The copy of the report will be kept in Resource Centre after validation for reference.
- (xx) After returning from Sabbatical, it shall be mandatory for the faculty to make a presentation before peer group and before students of their department on the activities undertaken during the leave.
- (xxi) If the faculty resigns or retires from service or otherwise quits service without returning to duty after a period of sabbatical leave or within a period of three years after such return to duty or fails to complete the work or his work is not found upto the mark by the AAC in the validation, he shall be required to refund:-
 - (i) the actual amount of pay & allowances and other expenses, if any, incurred by NIFT; and
 - (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign government, foundations and Trusts in connection with the course of study'

Together with interest thereon at rates for the time being in force on Government Loan, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise. Such refund shall be not necessary in case of faculty who, after return to duty from study leave is permitted to retire from service on medical grounds.

- (xxii) Director General may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, waive or reduce the amount required to be refunded by the Faculty concerned or class of Faculties.
- (xxiii) After the leave has been sanctioned the faculty shall, before availing of the leave, execute a bond in favour of the institute binding himself/ herself for the due fulfilment of the conditions laid down in clause (xv) to (xxi)
- (xxiv) A faculty, who is selected for appointment to a higher posts/grade in NIFT on promotion during sabbatical leave, will be placed in that position notionally w.e.f. the date of appointment of his immediate junior to that post/grade. However the actual benefit of pay and allowances on account of such appointment shall be admissible only w.e.f. his date of joining on the said post on return from leave.
- (xxv) Sabbatical Leave granted to a faculty shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.
- (xxvi) Provided that where Sabbatical Leave granted has been so cancelled, the faculty may apply again for such leave after 3 years.
- (xxvii) COMMENCEMENT AND TERMINATION OF LEAVE:
 - (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
 - (b) Sunday or other public holidays may be prefixed as well as suffixed to leave
- (xxviii) RETURN TO DUTY ON EXPIRY OF LEAVE:

Except with the permission of the authority who granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.
- (xxix) The sanctioning authority shall have the right to revoke the sanction of leave already given if exigency of work so demand, and the decision of the Sanctioning Authority shall be final.
- (xxx) The necessary entries regarding the sabbatical leave shall be made in the service record of the faculty.

Policy for Providing Laptops, Notebooks and other Similar Devices

1. Introduction

National Institute of Fashion Technology has provided laptops to faculty and officers as a portable alternative to the desktop computer. Laptops are provided for the sole purpose of allowing faculty and officers to work outside the confines of the campus.

2. Policy

This policy has been framed with reference to the GOI Office Memorandum F.No. 08(34)/2017- E.11 (A), Ministry of Finance, Department of Expenditure, E-11(A) Branch dated 20.02.2018 for purchase of laptops/notebooks and similar devices (Annexure – I).

Hardware and Software

This policy covers portable computer hardware in the category of laptop, notebook, tablet, ultrabook, netbook and similar devices. All the rules listed below for laptops are also applicable to notebooks, tablets and other devices of the same category. The software covers any operating system, antivirus software, etc. required for operating such devices.

2.1 Eligibility

An officer (Level 10 and above), faculty (regular and long term contract) and also Webmaster-HO, Computer Engineer-HO, E-office Coordinator-HO and Webmaster/Computer Engineer at campus will be entitled to only one laptop/notebook or similar device irrespective of the number of portfolio he/she holds.

2.1.1 Eligibility for Distribution of Laptops/Notebooks or other Similar Devices

The laptops/notebooks or other similar devices are being provided by NIFT to its officers and faculty for enhancing their efficiency and promoting a system-driven working environment in the institution. The following categories of officers and faculty are eligible for receiving laptops/notebooks or other similar devices under the present policy:

S.NO.	HEAD OFFICE	CAMPUS ADMINISTRATION	ACADEMIC	COST CEILING*
1	Chairman – 1 Director General – 1	-	-	As per actual
2	Additional Director General/ Director (Administration)-1 Dean (A)-1 Associate Dean(A)-1 Director (F&A)-1 Director (NRC)-1 Director (IT)-1 Chief Vigilance Officer-1 Chief Accounts Officer-1 Registrar-1 Vigilance Officer-1 Project Engineer-1 Controller of Examination (COE)-1 All Deputy Directors-1 each Legal Officer-1 Accounts officer-1 IT Dept.-HO (for common use)-2 Webmaster- HO-1 Computer Engineer-HO-1 E-Office Co-ordinator- HO-1	Campus Director-1 Joint Director-1 Deputy Director-1 Accounts Officer-1 Head-Resource Center-1 Any other officer, as per point 2.1 Webmaster/Computer Engineer at campus-1	Faculty- 1 each	INR 80,000/-

	DG office-1			
	Any other officer, as per point 2.1			
	Head of Unit/Chairperson of Dept.			

*including all accessories and standard software

2.1.2 Miscellaneous

- The laptop or similar devices for other officers can be approved by the competent authority depending upon the duties and responsibilities attached to his/her job.
- This policy shall be applicable to all officers (Level 10 and above), regular faculty and faculty on long-term contract (only full time employees will be eligible for laptop under the policy).
- The laptops already issued to eligible NIFT employees shall also come under the purview of this policy. Necessary documentation/formalities required, as per the instructions laid down in this policy, may be completed by the concerned offices on the implementation of this policy.
- The laptop or similar device is not linked to any particular post and once issued shall continue to be in possession of the officer/faculty irrespective of transfer to other campus/Department.
- NIFT will neither be responsible nor liable for any contractual, legal and statutory issues arising out of any laptop related act of an officer or faculty done on his own personal accord.
- The laptops are expected to be used by the officers and faculty in discharging their official duties.
- This policy would be applicable to the laptops already issued as well as all new procurements after issue of this policy.
- Unless specified/approved otherwise, this policy or a part thereof shall not be applicable on laptops procured under any other policy/provision/estimate.
- Any exception to the terms and conditions listed above must be approved by the competent authority.
- In case the laptop is being returned before 5 (five) years due to resignation, termination, death, etc. Then it can be reissued or sold at the book value.

2.2 Life Span and Ownership

- The useful life of laptop shall be considered as 5 (five) years from the date of issue after which the laptop should be replaced. Life time of laptop is 5 (five) years and 25% of depreciation on straight line method (SLM) as per the Government of India's policy.
- The faculty/officer would retain the laptop after completion of its life span of 5 (five) years as per the Government of India's policy. NIFT will recover 5% of the original purchase price of the device from the faculty/officer.
- The laptop to be provided to the eligible officer/faculty shall be treated as official equipment in possession of the officer/faculty.
- Officers/faculty are not permitted to take ownership of the laptop by way of deposit of the book value of old laptop or seek new laptop before the expiry of the 'Useful Life' of the laptop. This clause shall however, not apply to officers/faculty leaving the institution who should be allowed the option of retaining the laptop on deposit of the book value or return the device to NIFT.

2.3 Procurement, Repair and Maintenance

2.3.1 Procurement

- Procurement of laptop, or similar device, to be made by the concerned faculty or officer herself or himself. The faculty/officer should be free to procure the laptop.
- The ceiling for reimbursement of the cost of laptop would be INR 80,000/-. NIFT will reimburse the cost of the laptop that should not exceed INR 80,000/-.

2.3.2 Repair & Maintenance and Safety

Maintenance of the laptop will be the responsibility of the faculty and staff and not of NIFT.

- The officer concerned will be at liberty to get the device insured at his personal cost.

- b. No expenditure is permissible on repair and maintenance on items covered under warranty.
- c. Safety and upkeep of the laptops and its peripherals such as charger, mouse and other hardware, will vest with the officer/faculty concerned. FIR is to be lodged in case of a theft. Necessary password provision must be kept in the laptop to avoid misuse of information. In case the device is lost/stolen, cost will be recovered from the officer based on the book value of the device.

2.3.3 Depreciation

The book value of the laptop or other device will be calculated on a depreciation of 25% per year on straight line method as per the policy of the Government of India.

1. The officer will have to compulsorily retain the device after the completion of lifespan (i.e. five years). NIFT will recover 5% of the original purchase price of the device from the faculty/officer.
2. Updated book value (after taking into account depreciation for part of the year), as mentioned at section 2.2 (a), shall be taken into account for the purpose of arriving at book value/sale value of the laptop for effecting recovery in case of superannuation or termination of service of a faculty or officer.
3. General Section/Housekeeping section will give intimation to Finance Division regarding expiry of lifespan, after verifying the records for making the said recovery and for necessary accounting to remove laptop from books of accounts/stores records. After expiry of lifespan and recovery of 5% of the original purchase price, the laptop will become property of the concerned officer.

2.3.4 General

Laptop or similar device procured under this scheme shall be meant for official work only and will be the property of the NIFT till expiry of its life span. NIFT reserves the right to verify the device in the office premises as and when deemed fit.

- a) Officer shall be responsible for maintaining confidentiality of official data/records stored in their laptop.
- b) Officer will have to install proper anti-virus software provided by IT Division and keep the same updated during the life span of the laptop and ensure that virus, if any, do not affect the working of other computers of NIFT. These rules will be applicable on the laptop or similar device including the accessories and its standard software. The scheme can be amended/withdrawn at the discretion of the NIFT management.
- c) All aspects of this policy shall also be applicable on the laptops under use.

No new device may be sanctioned to an officer, who has already been allotted a device in a department, up to 5 (five) years. Any further issue of laptop in case of loss/damage beyond repairs within the prescribed period, should be considered only after the cost is recovered from the officer based on the book value after deducting the depreciation.

2.3.5 Accounting and Disposal

- 1) The intimation of purchase of laptops, along with copy of the bill, shall be given to Finance Division/House-Keeping (as applicable) Section.
- 2) On completion of useful life of the laptop, the service record entries of old laptop shall then be deleted. Subsequently, the officer will be eligible for a new laptop, as per his/her eligibility at that time; details thereof shall then be entered in the service records of the officer.
- 3) Officers with multiple responsibilities are eligible to only one laptop in any case.
- 4) The laptops shall continue to be in possession of the eligible officers/faculty. The laptop can be returned to NIFT only under few circumstances.
- 5) In case of transfer outside the organization; on, deputation basis, the officer has to either pay the book value of the laptop, as on that date, so that the entry is removed from his/her service record or may return the device to NIFT.
- 6) Officer on Deputation to NIFT or leaving the organization on retirement, deputation or on resignation, would be given the option to retain the laptop on payment of the depreciated value or return the same to NIFT. Then the laptop will be written off from the service records of the concerned officer/ faculty.
- 7) In case of dismissal or termination of services, the faculty or officer will either deposit the book value with NIFT, to obtain clearance from the organization, or can return the laptop to NIFT. Disposal of the gadgets may be as per extent norms prescribed as per GFR rules.

NIFT Development Fund

The National Institute of Fashion Technology is a premier institute set up by Ministry of Textiles, Government of India, for development of the human resources for textiles and garment industry. The guidelines for NIFT developments are made to provide much needed support to the NIFT faculty, staff and students for their academic and related development activities, out of the "corpus" fund called NIFT Development Fund.

About NIFT Development Fund

NIFT has created corpus fund called NIFT Development Fund. This fund has been effective since 25 January 2000. An initial amount of INR 50 lakhs had been collected through IDBI, industry support, and invested properly. The investments are made in fixed deposits/schemes of nationalized banks, UTI, ICCL, IDBI, as considered appropriate, from time to time.

All donations made specifically for overall development of NIFT fraternity, are being deposited in this account and shall be used effectively for development activities of NIFT faculty, staff and students.

Amount Available Under NDF for Development Activities

All future expenditure out of this fund will be equivalent to the interest earned on the investments only i.e., the amount earned as interest on the investment done under NDF shall be available for providing financial assistance.

Sanctioning Committee

This fund shall be placed at the disposal of the committee; DG-NIFT, Director (F&A) and Dean (A). This committee would evaluate and disperse funds for development activities.

- The meetings for the same may be convened once every quarter.
- Accounts Department under HO, shall maintain proper account of the same. THE NDF committee shall review and take decisions on utilization of the fund during quarterly meetings.
- All faculty activities should be routed through Dean (A) and all student related grants through Head (AA). On receipt of the request, the committee will finalize the fund amount.

Application of Funds

The NIFT Development Fund may be utilized for any or all of the following purposes:

1. For NIFT
2. For faculty
3. For students

1. For NIFT

a. Promotional Events and Activities

NDF shall be utilized for organizing any promotional activities for NIFT. The assistance shall not exceed 10 % of NDF. The promotional activities include:

- Corporate film and web-based activities and development: Assistance shall be provided to create corporate films for promoting NIFT's image. The film will be shown to new applicants (at school level) or can be sent to international colleges for promoting NIFT. The film, in the form of a CD, can also be made available along with the prospectus, to all who are applying in NIFT.
- Fashion Spectrum: An annual assistance to all NIFT centres for organizing annual festival of NIFT, "Fashion Spectrum". The Fashion Spectrum is conducted at all NIFT campuses, and is a confluence of academic and co-curricular activities. The event serves as a platform for the industry, NIFT students and other colleges of repute that come together and participate in a variety of programmes- cultural evenings, educational workshops, exhibitions and inter-college competitions.

2. For Faculty

NDF shall be utilized for organizing any development activities for NIFT faculty. The assistance shall not exceed 20 % of NDF. The development activities include:

- Upgradation Training: Assistance shall be extended to provide management and other development training for upgrading faculty at NIFT. The nature of the training depends on the competency of each department.
- Faculty Excursion (Annual): Assistance shall be made available to organize faculty excursions for the faculty of NIFT. The excursion could be of 3 (three) days.
- National and International Participation in Seminars, Fairs and Exhibitions: Assistance shall be extended to render financial help to NIFT faculty to undertake national and international exhibitions, fairs and seminars, for overall development of NIFT faculty.

3. For Students

NDF shall be utilized for funding students who have shown extra capabilities in handling social work, design work and other newer models for lifting NIFT's image.

In case applicants are more, priority would be given to the student with excellent academic track record. Certificate from Campus Coordinator is essential to certify the above criteria:

- Outstanding performance in the work/project done at NIFT
 - Social Work Leadership Development Awards
 - Financial Assistance
 - Inter-college Participation
- **Outstanding Performance in the Work/Project done at NIFT:** The fund shall be used towards project costs, research, travel and other costs related to work on the project. This fund may be used to support a percentage of the student project of any nature, but not exceeding INR 20,000/- of NDF. Especially encouraged are projects that address the design, implementation, and dissemination of research on new models. Student needs to submit Certificate from Campus Coordinator to certify the above.
- **Social Work Leadership Development Awards:** NIFT Development Fund will grant one Social Work Leadership Development Award per year. This award is constituted for the Individuals who have demonstrated leadership in advancing the field of social work in the NIFT related areas. Award amount is INR 20,000/-. Priority will be given to work involving collaboration between NIFT and non-government organization. This award will be presented at the time of Convocation.

Certificate from SDAC is essential to certify the above criteria.

- **Financial Assistance:** This fund will be provided to students for the following;
 - i. Academic expenses, excluding tuition fee. (Tuition fee is waived off for needy students through NIFT scholarship.)
 - ii. In exceptional cases, this fund may be provided for any academic and medical urgency for a regular NIFT student.
 - iii. Financial assistance would be provided to student for overseas participation in competition, fair and seminars, etc.
 - iv. Assistance amount: not exceeding 20 % of the NDF.

Certificate from Centre Coordinator &/SDAC is essential to certify the above criteria.

- Inter-college Participation: For promoting outstation college competitions, 50% matching basis contribution will be made through NDF. The balance 50% would be paid through SDAC Activity Fund. Financial assistance amount is 50% of actual expenditure, limited to 10% of the NDF.

SDAC should forward the request for assistance.

Application Procedure and Format

All NIFT regular students can apply for the above awards and recognition, to SDAC, at respective NIFT campuses. Incomplete applications will lead to cancellation.

Following guidelines may be adhered to for applying:

- All applications must be forwarded to SDAC, duly certified and signed by CC of the department.
- A 200-word abstract describing the project (include background, goals, methods, and other details) to be submitted.

- A 50-word abstract, which should include a personal statement describing why the selection committee should award this fund, must be submitted.
- A 2-page curriculum vitae of the student involved in the proposal.
- Two letters of recommendation.
- For advance funds, kindly submit the following also:
 - o A one-page timetable, outlining the work plan for the project.
 - o A one-page budget, justifying how the funds will be spent.

Fund Review

The NIFT Development Fund shall be reviewed and monitored by the constituted committee.

Power to interpret

The decision of the Director General, in all matters relating to approval and rendering, shall be final and binding.

WWW.NIFT.AC.IN

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