

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भुवनेश्वर  
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHUBANESWAR  
शैक्षणिक विभाग/ Academic Affairs Department

सं./No. 45/2023

दिनांक/Date:31.08.2023

परिपत्र/Circular

**विषय : संशोधित छात्र उपस्थिति और नई अग्रेनीत नीति/ Revised Student Attendance and New Carry Forward Policy**

कृपया इस पत्र के साथ संलग्न संशोधित छात्र उपस्थिति और नई अग्रेनीत नीति प्राप्त करें। Please find enclosed herewith Revised Student Attendance and New Carry Forward Policy.

आगे से इस परिपत्र को उपस्थिति गणना के लिए माना जाएगा और यह अकादमिक मैनुअल में निहित सभी परिपत्रों और उपस्थिति मानदंडों का स्थान लेगा/ Henceforth, this circular will be considered for attendance calculation and supersedes all circulars & attendance norms contained in the Academic Manual.

सभी सीसी से छात्रों को सूचित करने का अनुरोध किया जाता है/ All the CCs are requested to inform the students accordingly.

यह आपकी जानकारी एवं आवश्यक कार्रवाई हेतु है/ This is for your information and necessary action please.



(अजित कुमार साहू /Ajit Kumar Sahu)  
संयुक्त निदेशक एवं सीओ ई /Joint Director & COE

प्रतिलिपि/Copy To:

1. समस्त सीसी/All CCs
2. एसडेक/SDAC
3. लेखा अधिकारी/ Accounts Officer
4. सहायक छात्रावास वार्डन/Asst. Hostel Warden
5. समस्त सूचना पट्ट/All Notice Boards

1400(51)/Head-AA/CMO/2020

16<sup>th</sup> August 2023

**CIRCULAR**

The pedagogy of design education at NIFT is distinctive since the courses are hands-on and necessitate skill acquisition and comprehension in accordance with programme requirements. Attendance is also essential for maintaining discipline, peer learning, working on group projects, and developing soft skills like teamwork, all of which requires physical presence of students in the class for meaningful learning.

A revised Attendance Policy has been approved by the BoG-NIFT with the following norms:

1. Students are required to maintain a minimum attendance of 75% in every individual subject.
2. An auto-generated message regarding shortfall in attendance will be sent to the parents and students whenever the attendance of the student in any individual subject falls below 75%.
3. In case of absence due to medical/ extreme extenuating circumstances, the student will be required to submit relevant documents on CMS and provide physical copies of the same within a week of availing the leave. The verification process on the CMS is detailed in Annexure A.
4. A student will be eligible for additional 5% relaxation in attendance, over the mandated 75%, in individual subject on grounds of medical/ extenuating circumstances. This relaxation will be provided by the Campus Director, subject to acceptance of the relevant documents submitted by the student.
5. The minimum attendance requirement for GEs will be 65%. In case of shortage of attendance in a GE subject, the student will not earn any credit for the subject and will be required to complete the mandated GE credits in the subsequent semesters.

6. The Penalty for not maintaining minimum attendance will be applicable as follows:

S. No.	Attendance Percentage	Penalty in case of shortage of attendance																
1	75%-up to 65%	<p>Student will be allowed to appear in the Follow-up Examination in as many subjects as applicable. These students will be awarded regular grades. Follow up fees as applicable per subject will be charged.</p> <p><b>Exception:</b> Students with attendance between <b>70-75%</b> and having extreme extenuating reasons/medical circumstances will be exempted from paying the follow up fee per subject.</p> <p>This relaxation shall be provided by the Campus Director on recommendation of the LASC based on valid documents submitted by the student on the CMS (refer point 1.1 of the policy).</p>																
2	65%-up to 55%	<p>Student will be allowed to appear in the Follow-up Examination in as many subjects as applicable with penalty of one Grade drop in the subject (in which Follow up examination is being conducted) as per the following table:</p> <table><tr><td>Actual Grade Obtained</td><td>O</td><td>A+</td><td>A</td><td>B +</td><td>B</td><td>C</td><td>D</td></tr><tr><td>Grade to be recorded in Mark sheet</td><td>A+</td><td>A</td><td>B+</td><td>B</td><td>C</td><td>D</td><td>D</td></tr></table> <p>Follow up fees as applicable per subject will be charged.</p>	Actual Grade Obtained	O	A+	A	B +	B	C	D	Grade to be recorded in Mark sheet	A+	A	B+	B	C	D	D
Actual Grade Obtained	O	A+	A	B +	B	C	D											
Grade to be recorded in Mark sheet	A+	A	B+	B	C	D	D											

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3*	55%-up to 45%	<p>Student will be allowed to carry forward maximum 03 subjects* to the subsequent semester(s). Students will be awarded two Grade drops in the subject(s) carried forward, on successful completion as per the following table:</p> <table><tr><td>Actual Grade Obtained</td><td>O</td><td>A+</td><td>A</td><td>B +</td><td>B</td><td>C</td><td>D</td></tr><tr><td>Grade to be recorded in Mark sheet</td><td>A</td><td>B+</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr></table> <p>Carry forward fee will be applicable.</p>	Actual Grade Obtained	O	A+	A	B +	B	C	D	Grade to be recorded in Mark sheet	A	B+	B	C	C	C	D
Actual Grade Obtained	O	A+	A	B +	B	C	D											
Grade to be recorded in Mark sheet	A	B+	B	C	C	C	D											
4*	Below 45% in maximum two subjects	<p>Student will be allowed to carry forward the subject(s) to the next semester. Students will be awarded 'P' Grade in the carried forward subject(s) on successful completion. Carry forward fee will be applicable.</p>																
5	Any other	<p>Student will be required to repeat the semester.</p>																

*\*Only two subjects may be permissible in some cases. Please refer to the Follow Up & Carry Forward Policy for complete modalities and details of eligible subjects that can be carried forward to the next semester.*

- The above process will be auto generated by the CMS Portal and regular alerts will be sent to the students and the parents on the attendance updates.
- The Attendance Policy will be applicable from July-December 2023. However, shortage of attendance (SOA cases) of Jan-June 2023 semester who are eligible for Carry Forward as per this policy will be allowed to avail Carry Forward/ Follow Up during July-December 2023 semester. Henceforth, this circular will be considered for attendance calculation and supersedes all circulars & attendance norms contained in the Academic Manual.

It may be noted that Faculty members will need to update the attendance after the conduct of the class on CMS on the same day. In case of delay, the department assistant will update the attendance within seven days of the conduct of the class on CMS. The CMS will be blocked beyond seven days and will be opened only on approval of the Campus Director up to 15 days from the conduct of the class. Further, in any case, if the attendance is not updated by the Campus, **the approval of the Competent Authority will be required** (through the Office of Head-AA) to access the attendance portal on CMS.

In accordance with the above, the BoG has also approved the Policy for Carry Forward of subjects to be applicable from the even semester 2023. Therefore, the students who have failed in the semester Jan-June 2023 will be eligible to carry forward/ appear in the follow up examination under the new policy. The detailed Attendance and Carry Forward Policy are attached herewith (Annexure A & B) for wide circulation among all NIFT Faculty, Administration and Students.

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प्रो. डॉ. शिञ्जु महाजन  
प्रमुख (शैक्षणिक कार्य) विभाग - मुख्यालय

सेवा में,

- सभी परिसर निदेशक
- सभी परिसरों के संयुक्त निदेशक
- सभी परिसरों के सी ए सी
- सभी परिसरों के सी ओ ई

प्रतिलिपि:

- डीन
- प्रमुख सी ओ ई
- प्रमुख ई आर पी
- महानिदेशक निफ्ट मुख्यालय

## ATTENDANCE NORMS AT NIFT

The curriculum at NIFT is designed such that the subjects are primarily skill based. The students are assessed on the basis of Continuous Evaluation wherein emphasis is laid on attendance in the classes and working in the labs on the projects assigned to them.

Attendance is crucial for maintaining discipline, peer learning, working on group projects, and developing soft skills like teamwork, all of which requires physical presence in the class essential for meaningful learning.

### 1.1 Minimum Attendance Requirement at NIFT

Students are required to attend all classes for every subject. Maintaining an attendance of minimum 75% in individual subject is mandatory for all students. An auto generated message regarding short fall in attendance will be sent to the parents and students whenever the attendance in individual subject falls below 75%. In case of absence due to medical/ extreme extenuating circumstances, the student will be required to submit relevant documents on CMS and provide physical copies of the same within a week of availing the leave. The verification process on the CMS is detailed in Annexure A'. The student will be eligible for relaxation of 5% attendance (over the mandated 75%) in individual subject for medical/ extenuating circumstances on acceptance of the relevant documents submitted.

### 1.2 Penalty For Not Attaining Minimum Attendance

a) Penalty for not maintaining minimum attendance will be applicable as follows:

Attendance Percentage	No. of Subjects allowed	Penalty	Grade Penalty	Remarks
75-65%	No limit	Follow Up allowed	NIL	Follow Up fee in each subject as applicable
65-55%	No Limit	Follow Up allowed	One grade drop	Follow Up fee in each subject as applicable
55-45%	Maximum three subjects	Carry Forward allowed	Two Grade drops allotted in the carry forwarded subject(s)	Student may carry forward Maximum of three subjects* to next semester.
Below 45%	Maximum two subjects	Carry Forward allowed	P grade allotted in the subject(s)	

*\*Only two subjects may be permissible in some cases. Please refer to the Follow Up & Carry Forward Policy for complete modalities and details of eligible subjects that can be carried forward to the next semester.*

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- The above will be auto generated by the CMS Portal and regular alerts will be sent to the students and the parents on the attendance updates.
- b) The minimum attendance requirement for GE's will be 65%. In case of shortage of attendance in a GE subject, the student will not earn any credit for the subject and will be required to complete the mandated GE credits in the subsequent semesters.
- c) Keeping in view the aforementioned framework, **it is no longer significant to calculate the overall attendance.**

**Note:**

- a) This process will be fully automated. The Head Office will not entertain any requests/ appeals pertaining to the attendance of any student.
- b) Faculty members will need to update the attendance after the conduct of the class on CMS on the same day. In case of delay, the department assistant will update the attendance within seven days of the conduct of the class on CMS. The CMS will be blocked beyond seven days and will be opened only on approval of the Campus Director upto 15 days from the conduct of the class.

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### Process Flow of CMS Application for Leave

The new Attendance Policy requires students to upload their medical/ relevant documents (certifying the extreme / extenuating circumstances) on the CMS **within one week of returning from leave**. The CMS will not allow any document to be uploaded thereafter. No physical documents will be considered for relaxation whatsoever at the Campus that have not been uploaded on the CMS.

The process of document verification will be as follows:

Step 1: Student Applies for Medical Leave CMS/ intimates for leave

Step 2: Student submits Medical Certificate 7 days from availing the leave to Department and updates PDF file in CMS and submits the hard copy to the CC of the Department.

Step 3: Campus Coordinator verifies the credentials of the medical certificate and Approves

Step 4: Leave status report is made available to Academic Department / Student / CC/ JD (The Joint Directors may involve/consult the Campus Doctor in the verification process, if required).

Step 5: At the time of SOA calculation, Committee scrutinizes the case history of the individual student along with the hard copies of the documents submitted.

Step 6: Recommendations of the committee appears for LASC members

Step 7: LASC Recommendation updated in CMS

Step 8: Campus Director reviews the recommendations received from LASC

Step 9: Campus Director's approval with remark updated in CMS case wise

Step 10: Student receives notification via mail / SMS

Step 11: Dashboard on total appeals received / Approved/ Rejected

Step 12: Student status updated for follow-up with/without penalty

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**FOLLOW UP EXAMINATION & CARRY FORWARD POLICY**

**1 Follow-up Examination Policy**

- 1.1. A student at NIFT will be **Eligible to Appear** in Follow-up Examination in individual subject(s) in case:
- a) Student is unable to appear for End Term Examination due to medical/extenuating circumstances that have occurred within 10 days prior to commencement of End Term Examinations(*which includes the preparatory leave period*) or during the Examinations and has submitted relevant documents in support of the same. In such cases, the Follow-up will be allowed by the Campus Director(with due recommendation of the LASC), without any penalty and regular grades will be awarded to the students.
  - b) Student with shortage of attendance in individual subject(s) between 70-75% who has been provided relaxation by the Campus Director based on the documents provided by the student. The Follow-up Examination will be allowed without any penalty and **regular grades** will be awarded to the student.
  - c) Student with shortage of attendance of 65-75% in individual subject(s) (including students who have not been given relaxation by the Campus Director) will be allowed to appear in Follow-up Examination in as many subjects as applicable. The student will be awarded **regular grade** in the respective subject. Follow Up fee will be charged as applicable.
  - d) Student with shortage of attendance between 55-65% will be allowed to appear in the Follow-up Examination in as many subjects as applicable and with **one grade drop** as per the Attendance Policy. Follow Up fee will be charged as applicable.
- 1.2 A student will **Not Be Eligible To Appear** in the Follow up Examination for individual subject(s) in case:
- a) Student is having attendance below 55% in a subject;
  - b) Student who has **not been able to attain at least 30% of marks in the internal assessment**. Such a student will be considered failed in the subject and will be required to carry forward the same to the subsequent semesters.
- 1.3 The **Follow up Examination will carry a weightage of 40%** and the final result will be collated considering 60% internal assessment.

**2. Carry Forward**

- 2.1 The student **will be able to Carry Forward maximum three subjects** (two among the Majors and DS and one IDM) to the next academic year in case:
- a) Student is having shortage of attendance between 55-45% or below 45% in maximum of two subjects (please refer to the attendance policy for details).
  - b) Student has failed in maximum of three subjects in the End Term Examination/Follow Up Examination.
  - c) Student has not appeared in End Term Exams and Follow-up Examinations in select subjects (up to three).
  - d) Student who has not been able to attain at least 30% of marks in the internal assessment of a subject.

*Signature*

**In all such cases, the student will be allowed to carry forward maximum of three subjects (maximum of 2 among the Majors & Deepening and one from IDM).**

## **2.2 Modalities of Carry Forward**

- a) The credits for all the Carry Forward Subjects need to be completed before the commencement of the Graduation Project.
- b) At any given time, a student will not be allowed to carry forward more than three subjects in a semester (maximum of 2 among the Majors & Deepening subjects and one from IDM). In case the number of carried forward subjects exceeds three (cumulatively of the past and present semester), the student will be required to repeat the latter semester.
- c) In the First Year, Foundation Programme, the students will be able to carry forward only two subjects (as there are no IDMs being offered).
- d) Student needs to undertake the course in its entirety by completing all assignments (Internal Assignments of 60 marks and End Term Examination of 40 marks) under the supervision of the Subject Faculty.
- e) 1/3 of the total subject hours will be offered as tutorial contact hours by the faculty to such a student. These hours will be over and above the mandated Faculty Workload of the semester.
- f) Student will be evaluated for the internal assessment (mid-term & end-term assignments) and End Term Examination through 'On the Spot' Evaluation only.
- g) Additional fee of Rs. 10,000/- will be charged for each carried forward subject (Student under SARTHAK Assistance will not be given any support for this additional fee to be paid).
- h) For all subjects that are carried forward due to attendance up to 45%, the student will be awarded two grade drops in the final result of the carried forwarded subjects on successful completion.
- i) In case the student has been awarded carry forward due to attendance below 45% or due to failure in the subject in previous semester(s), the student will be given a 'PASS' grade on successful completion of the subject. The Mark Sheet will reflect the 'F' grade as well as 'P' grade in all such cases.
- j) Additionally, a student will be allowed to carry forward the GE's 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.
- k) Student will be allowed to proceed with the Graduation Project only after the completion of the requisite credits of all the carried forward subjects which includes Majors, DS, IDM, GE's and any other standalone subjects.

*Signature*