



# ***STUDENT RULES BOOK 2019***

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Mumbai  
A Premier Institute of Design, Management & Technology  
A statutory institute under the NIFT Act, 2006.

## RULES AND REGULATIONS

### ***FOR STUDENTS OF FULL TIME UNDER GRADUATE DEGREE / POST GRADUATE DEGREE PROGRAMMES OF NIFT***

- 1.1 This document may be called "The National Institute of Fashion Technology – Rules and Regulations for Regular Students of UG / PG Programmes" (**Herein after** "NIFT Students' Rule Book"). The rules and regulations are prepared under the provision of NIFT ACT 2006, Chapter–II, and Para 26 & 27.
- 1.2 These rules shall come into effect for all students from 30th July, 2012.
- 1.3 **A - APPLICABILITY:**

These rules shall apply to all the students of full time Under Graduate Degree Programmes/ Post graduate Degree Programmes / Ph.D..Programmes of National Institute of Fashion Technology at centers: Delhi, Bengaluru, Mumbai, Chennai, Hyderabad, Gandhinagar, Kolkata, Rae Bareli, Patna, Bhopal, Kannur, Kangra, Shillong, Bhubaneswar, Jodhpur and any other centers or sub-centers that will come up or are in operations.

### **B - PROVISIONAL ADMISSION & ELIGIBILITY FOR REGULARISATION OF ADMISSION IN NIFT FOR UG / PG PROGRAMMES & CANCELLATION & WITHDRAWAL OF CANDIDATURE.**

The candidates who have appeared for 12th std. exam or graduation exam up to 30th June, of the year for which they have applied are allowed to seek admission on provisional basis. Proof of having appeared for the graduation or 10 + 2 examination will have to be produced at the time of joining in the NIFT programme. Under no circumstance, will students, who have not completed their examination by the above mentioned date, be given admission. Their admission, however, will be provisional and subject to their obtaining the minimum stipulated eligibility as mentioned in the Prospectus of the relevant year. The provisional admission will automatically stand cancelled on 30th September of the year of admission, if proof of eligibility is not submitted to NIFT by 30th September. Category (General / SC / ST / PHP / NRI) once filled up in the application form will not be changes at any stage. A selected candidate can withdraw from the course at any given point of time subject to terms and conditions.

## C- FEES

- C.1 The fee structure as applicable for the students of the regular programme will be charged from the students. Any revision in the fee structure would be notified separately from time to time. The fee is to be paid in full by the last date as specified in the Academic Calendar/**Fee circular issued by Head AA**. The students shall not be allowed to join the programme if fees are not paid by the due date. Semester fees once deposited shall not be refunded. 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 from the rolls of the institute. To continue studies in NIFT, the student would have to pay a re-registration fee of Rs.5000/- over and above the semester fee, within the next 15 calendar days after the notified last day for depositing fee with fine. All deposits / payment of fees shall be made by Demand Draft in favour of the National Institute of Fashion Technology, payable at the allotted center or **Through NEFT as per the NIFT account details available in Accounts department.**
- C.2 The refundable component of the amount deposited at the time of admission is refundable to students on completion of the programme 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 / Computers Labs / Hostel etc. No request for refund would be entertained after six months from the date of completion of the programme or the student leaving the institute. Production of the "No Dues Certificate" is also essential for award of Degree.
- C.3 Student 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.
- C.4 Re-registration on account of repeating a semester will involve payment of Rs. 5000/-along with the semester fees.
- C.5 Identity Cards will be issued on 'Registration' to students for entry to the institute. The Identity Card should be presented on demand and carried by the students on his / her person at all times. Misuse of the Identity card and / or any tampering or forgery shall invite disciplinary action.

- C.6 In case of loss, mutilation, over writing or change in particulars of the Identity Card, the issuing authority is to be informed immediately. Replacement of Card will be made on written request and on payment of Rs. 250/-. The Identity Card must be surrendered on completion of the programme along with 'No Dues Certificate'.
- C.7 On registration, the student will be issued a permanent registration number which will be maintained through his/her period of study at NIFT. This number will have to be quoted in all correspondence with NIFT.
- C.8 Students shall produce a Medical Fitness Certificate in the prescribed format at the time of registration for admission. Serious illness or disease should be reported to the Director of the Center along with Medical Certificate for information of the Institute. Non disclosure of any such illness resulting in non-performance or absenteeism will be viewed seriously and in such a case the institute reserves the right to terminate the admission of the student. While NIFT is very much concerned about giving opportunity to less enabled candidates, suitability relating to particular programmes shall be examined jointly by the concerned department faculty and representatives of the Vocational Rehabilitation Centre (VRC).
- C.9 A Student can take a maximum of 06 years for completion of a UG Degree Programme and 04 year for PG Degree Programme from the date of registration.

## D - CONDUCT AND GENERAL RULES:

- D.1 CONDUCT RULES** Students are expected to maintain a high order of discipline in and out of the Institute. Reports of behavioral lapses or indiscipline from faculty staff or from the public would be viewed seriously. As a responsible representative of the 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, use of alcoholic drinks, drugs and indulging in any other undesirable activity.
- D.2 DEFINITION OF MISCONDUCT** The essence of misconduct under this code is improper interference, in the broadest sense, with the proper functioning or activities of the NIFT, or those who work or study in

NIFT, or action which otherwise damages the image of NIFT. The following shall constitute example of misconduct (this is not an exhaustive list):

- D.2.1 Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the NIFT, whether on NIFT premises or elsewhere;
- D.2.2 Obstruction of, or improper interference with, the functions, duties or activities of any student, of staff or other employee of NIFT or any authorized visitor of NIFT;
- D.2.3 Violent, indecent, disorderly, threatening or offensive behavior or language while studying at NIFT or engaged in any activity in NIFT or for NIFT;
- D.2.4 Fraud, deceit, deception or dishonesty in relation to NIFT or its staff, or in connection with holding any office in NIFT, or in relation to being a student of the NIFT;
- D.2.5 Action likely to cause injury or impair safety on NIFT premises; G.2.6 Breach of NIFT's equal opportunities policy including sexual or racial harassment of any student, member of staff or other employee of NIFT or any authorized visitor of NIFT or any behavior of a hostile or intimidating nature aimed at individuals or groups of people;
- D.2.7 Examination offences which do not constitute academic irregularities;
- D.2.8 Damage to, or defacement of, NIFT property or the property of other members of the NIFT community caused intentionally or recklessly, or misappropriation of such property which includes damaging cupboards / lockers / walls / white board / Lab tables / equipments / chairs / by way of writing names/painting/scribbling etc.
- D.2.9 Misuse or unauthorized use of NIFT premises or items of property, including computer misuse;
- D.2.10 Conduct which constitutes a criminal offence where that conduct:
  - a) Take place on NIFT premises, or

- b) Affects or concerns other members of the NIFT community, or
- c) Damages the good name of the NIFT, or
- d) Itself constitutes misconduct within the terms of this Code, or
- e) Is an offence of dishonesty, where the student holds an office of responsibility in NIFT;

D.2.11 Breaches of the subsidiary codes (e.g. Library, IT labs regulations etc.) where the behavior complained or can not be dealt with satisfactorily under those codes;

D.2.12 Behavior which brings NIFT into disrepute;

D.2.13 Failure to disclose name and other relevant details to an officer or employee of NIFT in circumstances where it is reasonable to require that such information is given;

D.2.14 Failure to comply with proper directions given by an officer or employee of NIFT;

D.2.15 Failure to comply with a previously imposed penalty under this Code.

D.2.16 Entering NIFT premises without Identity Card or without proper permission

### **E- 3 ACADEMIC IRREGULARITIES**

The following are different types of academic irregularity:

#### **E.3.1 CHEATING INCLUDES:**

- a) Communication with, or copying from, any other candidate during an examination except in so far as the examination regulations may specifically permit this, e.g. group assessments or group assignment evaluation;
- b) Communication during an examination with any person other than a properly authorized invigilator or authorized member of staff;
- c) Introducing any written or printed materials into the examination room unless expressly permitted by the Examination Board or Programme Regulations;
- d) Introducing any electronically stored information through laptop, mobile phone, palm top, calculator or any other means of storage into the examination room, unless expressly permitted by the Examiners or

### Programme Regulations;

- e) Gaining access to unauthorized material relating to an examination before or during the examination;
- f) Obtaining a copy of an 'unseen' written examination paper in advance of the date and time for its authorized release;
- g) In any other ways, the provision, or assistance in the provision of, false evidence knowledge or understanding in examinations.

Note: In this context, the term 'examination' is deemed to include any test or evaluation method (including assignments, presentations etc.) used during the semesters of study.

**E.3.2 PLAGIARISM** The deliberate, substantial and unacknowledged incorporation in a candidate's work of material derived from the work (published or unpublished) of another is plagiarism. Examples are:

- a) The inclusion in a candidate's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources;
- b) The summarizing of another person's work by simply changing words or altering the order of presentation, without acknowledgements;
- c) Copying the work of another candidate, without that student's knowledge or agreement in this case the party copying is guilty of plagiarism. In case of copying with the knowledge or agreement of another student. Both the parties are guilty of plagiarism.

### **E.3.3 COLLUSION INCLUDES A SITUATION WHERE A STUDENT**

- a) Required to work/ demonstrate individually submits as entirely his / her own work, with intention to gain an unfair advantage, work done in collaboration with another person;
- b) Collaborates with another candidate in the completion of work which is intended to be submitted as the unaided work of the student.
- c) Knowingly permits another student to copy all or part of their own work, and to submit it as that other student's own unaided work.

Some courses may prescribe group working/ learning. Where this is undertaken, the criteria & manner in which the work is assessed and the way in which individual marks are ascribed to members of the group will be separately indicated.

**E.3.4 FALSIFYING DATA** The presentation of data in laboratory reports, projects etc., based on experimental work falsely purported to have been carried out by the candidate or obtained by unfair means.

**E.4 VARIOUS ACTS OF INDISCIPLINE** The following activities are classified as indiscipline /behavioral lapses on the students' part:-

E.4.1 Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the Institute.

E.4.2 Plagiarism in the assignment, dissertation, research projects, design collection and any other students work to be submitted from time to time.

E.4.3 Threatening, physically preventing or using any other means from preventing the students from attending classes

E.4.4 Stealing and damaging items within the premises of NIFT (Campus, Hostel, bus etc)

E.4.5 Ragging in or outside the premises of NIFT.

G.4.6 Defacing materials, books, periodicals, magazines, etc. maintained in the RC or any other department of NIFT.

E.4.7 Malpractice and using unfair means such as copying.

E.4.8 Giving interviews to the media or any other outside agency demeaning NIFT.

E.4.9 Using abusive language and creating nuisance in the premises of NIFT, disturbing the peace and independent rights of fellow students and faculty members.

E.4.10 Indulging in activities like consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large.

E.4.11 Indulging in creation of web pages / blogs or any other web based material regarding the Institute or its activities or persons thereof without obtaining its prior permission.

E.4.12 Organizing any activity without permission of Center Director within premises

**E.5 DISCIPLINARY PROCEDURE** Any student found indulging in any activities violating the conduct rules of NIFT will invite disciplinary action.



**E.5.1 PENALTIES 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 minor disciplinary violations:

- a) A fine of up to ` 5000/- for each violation/offence and/ or 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 the 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 Director/ Registrar, NIFT Center.

Warning / Censure: a warning to be issued to the student for first offence may not be placed in the students' 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.

#### **E.5.2 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:

- a) 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.
- b) Permanent expulsion from the institute
- c) Any other course of action which may be reasonable in the circumstances

**E.5.3 PENALTY 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 given rise to apprehension or fear or shame or embarrassment to a student in any educational institute" and includes teasing, abusing, threatening or playing practical jokes on or causing hurt to such student or asking a student to do any act or perform something which, such student will not, in the ordinary course would be willing to do. 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 center for action. Senior students will be appointed as mentors of junior students.

**E.5. 3a) AS PER SUPREME COURT JUDGEMENT:** Ragging is any disorderly conduct whether by words spoken or written or by an act which the effect of teasing, treating or handling with rudeness any other student, Indulging in rowdy or indiscipline activities which causes or Is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

The punishment- may also take the shape of: (i) withholding scholarships or other benefits (ii) debarring from representation in events (iii) withhold results (iv) suspension or expulsion from hostel or mess and the like. If there be any legislation governing ragging or any provisions in the Statute/ Ordinances they would be brought to the notice of the students/parents seeking admissions.

#### **E.5.4 PENALTY FOR ACADEMIC IRREGULARITY:**

- a) Any student found cheating at time of examination by talking, copying from another examinee they shall not be permitted to complete the paper. Pending the result of the enquiry, he / she may be permitted to take remaining exams with an undertaking.
- b) In case students are found carrying outside material or using such material for writing the exam, they will be debarred from giving the exam and will have to repeat the entire semester.
- c) 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.
- d) In case of evaluator observation that more than one student has attempted the exam on a single exam sheet / entry, or notices any change in hand – writing the result of the student will be withheld pending result of the enquiry.
- e) In case students are found indulging in plagiarism, the students will be debarred for one year form the Institute and will have to repeat the entire semester.
- f) In case student(s) is/are found in collusion as described in D-3.3, the entire work submitted stands null and void in addition to any other action as may be applicable against them under the provision relating to plagiarism / cheating etc.
- g) This is in addition to any other penalty under previous detailed violation criteria.

## **E.5.5 APPEAL PROCEDURE:**

Appeal against the penalty imposed by the Competent Authority may be made to the Director General, through Head (Academic Affairs) if any new and relevant information needs to be considered which was not available or considered at the time of the original proceeding.

## **E.6 GENERAL RULES**

Learning at NIFT is based primarily on interactive methods of inputs and students' participation in projects, research and skill based experiences. It also involves sharing of work as well as learning processes with batch mates and faculty whose feedback and guidance is critical to students' development, understanding and maturity. Any physical absence in such circumstances will therefore, mean a loss of learning opportunity and continuity, which cannot be replaced by self-work under most situations. Punctuality in attending classes must therefore be maintained. Attendance is compulsory for students of all regular programmes unless and until valid reasons are given to support absence. Attendance will be taken by the faculty member at the beginning of each class and recorded accordingly. Unauthorized or habitual absence will invite disciplinary action including failing the student in subject/semester or removal from rolls of the NIFT. Students are expected to be in NIFT campus at 9.00 a.m. sharp for the classes. Regular classes will go up to 5.30 p.m. All students without exception shall enter the class room & be seated at the time scheduled for the start of the class. The door of the class room will be barred against late entry irrespective of the reasons for the delay.

### **E.6.1 ATTENDANCE**

Attendance shall be taken before the commencement of the class. Parents of those students who are falling short of required attendance shall be informed by registered post under acknowledgement due / courier.

- a) After four weeks of start of semester, this would be in the form of a warning notice.
- b) At the time of mid-term exams, where the warning would be stronger.
- c) Two weeks before the end term exams which would specify whether the student is required to repeat the semester or would be permitted for re-exams.

Minimum 75% attendance of total sessions / classes conducted during the semester (minimum of 65% attendance in each subject taught in the semester) will be a prerequisite for the student to be allowed to

appear in the final assessment / end semester exams / jury of the subjects. No exceptions will be made on medical grounds or any social exigencies as provision of 25% and 35% relaxation in attendance includes all such exigencies. In extreme extenuating circumstances, relaxation in attendance may be allowed to students who have overall attendance of 75% but have less than 65% attendance in up to two subjects, with lower limit of 50%, based on self study norms in these two subjects. The students would be given special assignments related to the topics missed by them, under the guidance of the concerned faculty and based on certification of satisfactory clearance from the faculty, the students may be allowed to appear for examination. The decision will be taken by LASC under intimation to the DG-NIFT before the semester Exam starts. Uninformed absence of more than four weeks due to any cause or zero percent attendance till midterm will mean loss of candidature for the student i.e. name of the student would be struck off rolls of the Institute

## **E.6.2 MEDICAL CERTIFICATE**

In the case of a student proceeding on medical leave, he/ she is required to inform his/her department authorities for permission and also required to submit Medical Fitness Certificate within two working days of resuming his/her studies.

E.6.3 Use of mobile phones in the classrooms, Resource Centre, Library, labs, workshop area, studios etc. is strictly prohibited. In case if a student is found using a cell phone in the defined/ restricted areas, the same will be confiscated.

E6.4 Every student is expected to carry his / her Identity Card while entering the NIFT Campus. A student is expected to show the Identity Card at any point of time whenever asked for.

E.6.5 During the course of studies at NIFT, students are required to do industry internship / training visits/ documentation visits / field study, which could be anywhere in India. For visits outside India, specific details and terms will be worked out by NIFT depending on the context and situation. In case the student wishes to choose a location / institute / industry other than the one assigned, he / she shall have to obtain prior approval from the faculty concerned. This is an integral part of the

curriculum and no student can, therefore, refuse to participate in these internship / training / documentation programmes. Inability to participate in or complete the same shall result in failure of the student in the specific programme. The students may have to bear the cost relating to travel, boarding and lodging during these courses.

E.6.6 Students absenting themselves without any authorized permission from evaluation shall be awarded "Zero" marks in such evaluation and there shall be no provision of re-evaluation or re-submission for such cases.

E.6.7 Students could also be asked to participate in client / consultancy / classroom projects on behalf of the Institute. This will be a part of the teaching – learning process of the programme. The Institute will not pay students for such activity, unless it forms part of the Student Assistantship Programme.

E.6.8 Students are prohibited from undertaking any employment / assignment during the course of their studies in NIFT. However, in case it is necessary, the student shall take an explicit written approval from the Centre Coordinator and the Director of the center. This in no way should effect the stipulation regarding the attendance requirement. The student may also contact the SDAC of the center for inclusion in the Student Assistantship Program of NIFT in case of financial need.

E.6.9 Any work / design developed during the student's tenure at the institute will be the property of NIFT. No commercial transaction of the work can take place unless otherwise carried out through NIFT.

E.6.10 While studying at the Institute, students will have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self or to the Institute's property, machinery and equipment. In case it is found that they have caused any damage to the Institute's property they shall be required to reimburse or make good the damage caused. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.

E.6.11 Computer / Information Technology Education is an integral part of the Academic Programs at NIFT. The facilities available at the Computer Centre are for the use of students.

E.6.12 Rules to be observed in Computer Centre / IT Labs are as under:-

E.6.13 Students have to present their Identity Card for getting admission in the Computer Room.

E.6.14 No Guests / Visitors shall be allowed with the students in the Computer room.

E.6.15 Baggage would be kept outside the Computer Lab. Student should ensure that no valuables are kept in the bag. NIFT shall not be liable for any loss in this regard.

E.6.16 CD's / Hardware attachments for software operations or any other removable data storage device cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy / theft.

E.6.17 Students will be allowed to take only one original copy of the draft from the lab printer and remaining copies should be photocopied.

E.6.18 In case of any damage or items missing, the concerned student(s) shall be held responsible for the same and as to pay for the damages.

E.6.19 Use of Mobile Phone / I Pod or other such electronic equipment in class room / lab is prohibited.

E.6.20 No full time student of this institute can pursue any other regular or part time courses of any other University, College or Institute simultaneously with a regular programme in NIFT.

E 6.21 Students must maintain cleanliness in all premises of NIFT. Eatables / beverages are not allowed inside the NIFT study areas including Labs, Library, studios, workshops, classrooms and lecture halls.. Students should have their breakfast/lunch/dinner etc. inside the NIFT Canteen and not allowed to take the eatables/beverages outside the canteen. Smoking is prohibited in all properties and premises of NIFT.

E.6.22 The nature of learning in all programmes at NIFT requires the students to purchase raw materials, tools, stationary items and other study material from time to time. Specific instructions in this regard will be given by the concerned department / faculty at the beginning of various courses.

E.6.23 The institute takes utmost care of the students but in case of any natural calamities, war, riots etc., the institute is not responsible for the individual student's safety and security.

E.6.24 The students will adhere to the Academic Calendar, guidelines and activities as circulated to them at the beginning of the semester.

E.6.25 In case of medical emergency, the student must inform the concerned Centre Coordinator / Faculty Assistant. The Institute insures all students for medical/accidental cases upto a limit of sum assured.

### **F.6.26 LEAVE OF ABSENCE:**

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. The student must seek prior approval of the Competent Authority for such leave. In all the cases, whether it is leave of absence or detention on account of failure / attendance or removal of name from rolls on account of non payment of dues or disciplinary issues, the student shall keep his / her registration LIVE by paying re-registration fee of ` 5000/- for each absenting semester in addition to the fee of the ongoing semester.

### **F.6.27 RULES TO BE OBSERVED IN GC/PM LAB/ART LAB/STUDIO IS AS UNDER**

F.27.1 Students have to present their Identity Card for getting admission in the GC/PM/Art Lab/studio.

F.27.2 No Guests/Visitors shall be allowed with the students in the GC/PM/Art Lab/studio.

F.27.3 Students are required to carry their log book while entering the lab.

F.27.4 In case of any damage or items missing, the concerned student(s) shall be responsible for the same and has to pay for the damages.

F.27.5 Use of mobile phone/I Pod or other such electronic equipments in class-rooms/lab is prohibited.

F.27.6 Students are not supposed to damage the tables/ machines/chairs in the lab by painting/scratching/ scribbling etc.

## CHAPTER 06 (NIFT ACADEMIC MANUAL)

### Introduction to the Evaluation Policy

Examination and Evaluation as an essential component of teaching and learning process during the progression of a subject. The Examination & 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 student's 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 student's 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” & “course” of the policy are defined as under:

**Course:** means a complete body of prescribed studies for a full time or part time academic programme leading to the award of a degree, diploma or a Certificate.

**Programme:** means an identified academic discipline under which courses are offered



## 1. Programmes at NIFT

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

- Fashion Communication (FC)
- Fashion Design (FD)
- Fashion & Lifestyle Accessories (F & LA)
- Knitwear Design (KD)
- Leather Design (LD)
- Textiles Design (TD)
- Fashion Technology (B.F.Tech)

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

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

## 2. Programme Structure

### 2.1 Foundation Programme

The undergraduate programmes at NIFT start with mix groups foundation studies of one-year duration. The programme is a component of all 4 years Bachelor programme 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 in a socio-cultural perspective. NIFT students need to earn 30 credits during foundation studies.

## 2.2 Majors

A Major is a group of students under the specialisations courses offered at NIFT where the student focuses on the 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. NIFT’s major course of study is intended to provide in-depth knowledge and experience in a definite area of specialization.

Majors range from three to six subjects, depending on the specific requirements of the different department. There are 14 credits for Majors in each semester at the undergraduate level and 14 credits at the postgraduate level.

## 2.3 Deepening Specialization

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 3 credits in each semester at undergraduate level and 3 credits at postgraduate level. The Deepening Specializations shall be offered from Semester III to VII for undergraduate and from Semester I to III for postgraduate programmes.

## 2.4 Inter Disciplinary Minors

A Minor administered by an academic department other than the one offering the major is called an Inter-disciplinary Minor. This provides individualized 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. These courses have been assigned 3 credits per semester. The Interdisciplinary Minor shall be offered from Semester III to VII for undergraduate and from semester I to II for postgraduate programmes. Every undergraduate department is offering 2 UG IDMs and 1 PG IDM. Every postgraduate Department is offering 1UG and 1PG IDM which the students can opt for based on their aptitude and interest.

## 2.5 General Electives

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. General Elective shall run across being all semesters except the last semester for both undergraduate and postgraduate programmes. The General Electives have been categorized as Mandatory and Optional Subjects, to ensure that absolutely essential skill sets for graduating students are acquired during the course of the programme. An undergraduate student shall be taking **14** General Elective subjects across 7 semesters and a postgraduate student shall be taking **6** General Elective subjects across 3 semesters. Over 30 subject areas have been identified as the overall basket from which the general subjects are to be selected by the students in each semester. The number and nature of subjects offered under General Elective will be campus specific, depending on the availability of appropriate human resources.

## 2.6 Floating Credits

Floating credits are offered for the students who have zeal for learning and are prepared to acquire credits over and above the mandatory credit requirements for earning the degree. The departments shall offer subjects of **2** credit each to the students under major and subjects of **2** credits each to the postgraduate students under IDM.

A student may earn a maximum of **10** additional credits between III<sup>rd</sup> and VII<sup>th</sup> semester by taking the floating major credits. There will also be a provision for auditing the subjects of the floating credit without taking the examination.

## 2.7 Craft based Mandatory Subjects

The Craft Cluster Initiative at NIFT is designed with the objective to sensitize NIFT students to the reality of the traditional craft 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.

## 2.8 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.

## 2.9 Graduation Project

The Graduation project is a 16 week final project (this does not include the period of documentation for two weeks). The project is to demonstrate the application of various academic inputs and the adaptation to real life industry situations. The final project may be taken up as a Graduation Project, Dissertation, Design Collection or as a Research Project. (Formant differs from programme to programme)

## 3. CREDITS

### • Credit Calculations:

> Lecture: 1 hour/week	= 1 Credit
> Tutorial: 1 hour/week	= 1 Credit
> Practical/Studio Week: 1 hour/Week	= 1 Credit
> Self-Study/Studio Practice: 3 hour/Week	= 1 Credit
> Internship: 1 week	= 1 Credit
> Graduation Project: 1 week	= 2 Credit

<b>Undergraduate Programme/s</b>	<b>Category</b>	<b>Credits</b>
Foundation Programme ( Sem I& Sem II )	Mandatory	50
Sem.III to Sem.VII @ 23 credits per semester	Mandatory	115
Sem. VIII ( Graduation Project )	Mandatory	32
Stand- alone subjects ( Internship )	Mandatory	10-12
General Electives	Mandatory & Optional	35
<b>Total minimum credits</b>		242-244
Floating subjects	( Optional )	10
<b>Total maximum credits</b>		<b>252/254</b>

<b>Postgraduate Programme/s</b>	<b>Category</b>	<b>Credits</b>
Sem. I to Sem. III @ 23 credits pre semester	Mandatory	69
Sem. IV ( Graduation Project )	Mandatory	32
Stand- alone subjects ( Internship )	Mandatory	8
General Electives	Mandatory & Optional	15
<b>Total minimum credits</b>		124
Floating subjects	Optional	10
<b>Total maximum credits</b>		134

**Credits** for winning awards in National and International competitions and events or participating on National and/or International competitions can be allocated to the concerned students during the span of study for undergraduate and postgraduate programme. Detailed guidelines on the same will be separately issued.

## 4 Examination And Evaluation

4.1 NIFT uses a multi method approach towards assessing and evaluating the students. The continuous and comprehensive evaluation through the semester for all programmes across all NIFT Campuses shall include various components as detailed below:

- I. Continuous Evaluation
- II. End –Term Examination
- 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 will be part of the continuous evaluation of the student. This shall encourage the student to consolidate on strengths, overcome weaknesses 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 course shall be specified in the course/subjects outline/ Evaluation matrix of individual courses/subjects. The overall weightage of the above components shall generally be as under unless otherwise specified in any course.

- **Internal assessment** (By way of continuous evaluation through): **60 marks**
- **End Term** (by way of End term exam or Jury) :**40 marks**

### 4.2 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 submit the same to the CC and the subject anchor/s. This internal assessment plan shall be designed keeping in view the learning outcomes of the subject. The subject anchor shall receive and vet the plan and submit the same to CP for information. On regular basis, subject anchor faculty shall

share the best practices, methodology and assignment with the subject group across campuses. For Foundation programme, subject anchors shall also be appointed at each campus.

#### **4.2.1 Internal assessment before Mid-term / Mid –module (30 marks)**

In case the subject is being coordinated throughout the semester, each subject faculty shall design the assessment plan in a manner that 30 marks of the total internal assessment (60 marks) shall be evaluated bt mid-term. In case of modular subjects, 30 mark assessment should be completed by Mid-module. These marks shall be uploaded on CMS along with a comprehensive written feedback of each subject for online access to CCs, Campus Academic Coordinator (CAC), students and their parents.

#### **4.2.2 Internal assessment before End-term / End –module (30 marks)**

The subject faculty shall continuously assess the student's work and shall provide scope for improvement to individual students for their assignments. The balance of 30 marks shall be uploaded on CMS along with a comprehensive written feedback for online access to CC's Campus Academic Coordinator (CAC), students and their parents.

### **4.3 End-Term Assessment (40 marks)**

The end term assessment shall be done adopting ant of the following methods:

#### **4.3.1 End Term Examination (ETE)**

This is a written evaluation 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 40marks.

The examination paper **will be set by the subject at each campus** and sent to the subject anchor. The subject anchor will vet the paper for ensuring the leaning outcomes of the subject. The exam will be held individually at each campus according to the exam schedule prepared campus wise and department wise by the respective CCs.

### 4.3.2 End Term Examination (ETJ)

These shall be conducted for process-based subjects in any of the following manner:

- 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-A for guidelines of integrated assignment**)
- Skill Test given to the students to be completed in a stipulated time on the day of the exam. For example Fashion Illustration, Construction etc.

The end term jury evaluation may also be recommended of a common jury for a group of subjects may be conducted in order 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

### 4.3.3 Evaluation of End Term Examination

Evaluation for the end term assessment shall be done as follow:

Written End Term Examination: The assessment shall be done by the subject faculty within the campus.

Skill Test and Jury based Evaluation Method: 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 Faculty with similar expertise from other Department of the same Campus and / or 1-2 External Experts with required competency.
- Subject Faculty

### **Jury for Integrated Assignments**

- All subject Faculty
- Two External Experts

### **Jury for combined assessment of multiple subjects (Minimum five members)**

- All subject Faculty
- Two External Experts

All jury based evaluations have to be interactive where sufficient time is given to each student to explain the work presented. The jury shall give individual marks for each subject presented to each student or a group of students (in case of group work ).The assignment brief listing the concrete deliverables shall be explained by the subject faculty before the commencement of the jury. Jury feedback for all evaluations/juries conducted is to be documented and informed to concerned students. The feedback shall be recorded on CME department for online access to CAC,CC, students and their parents.

For subjects taken up as Inter Campus Teaching (ICT), the end term examination shall be conducted at the end of module itself and marks submitted to the COE – Campus. 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, the same may either be evaluated by the group of department faculty in the campus itself (if the minimum requirement of jury panel is complete) or on Video Conferencing with the ICT faculty.

#### 4.4 Assessment Weightage

Evaluation Type	Weightage for evaluation by	
	Internal Assessment	End Term Assessment
Individual Subjects	60	40
General Electives	60	40

#### 4.5 Jury Approvals

The jury composition for all process- based subjects, which do not involve inter- Campus travel, shall be approved through the following routing:

- CCs > CAC > Campus Directors
- CCs to send the final approved jury panels to CPs for information at least one week before commencement of jury.

Jury composition of Graduation Project shall have to be pre – approved by Dean (A) as per the following routing.

- CCs > CPs > Dean (A)

- The invigilator shall ensure that students are seated 10 minutes before the start of the exam.
- The invigilator shall check the student admit card for verification of the identification and eligibility to sit for the paper.
- The attendance of the students should be taken on the prescribed format along with details of the main copy number and serial number of the supplementary sheets. This sheet is to be sealed along with the answer sheets to be dispatched to COE – cell.
- The invigilator shall ensure that there is no indication of the identity of the student or the Campus in the answer sheet except on the top sheet of the main booklet on the perforated section. 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 exam 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 invigilator 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 to choose an alternate invigilator.

## 5 Eligibility criteria for appearing in Examinations

Students fulfilling the following criteria shall be allowed to appear in the examinations:

- I. Paid all the fees and dues to the Institute.
- II. Has mandatory 75% attendance in a semester.
- III. Has mandatory 65% attendance in individual subjects in semester.

### 5.1 Admit Card

Admit card shall be issued to all students eligible for appearing in the ETF / ETJ.

- I. Each student shall fill the online application from in CMS for issue of Admit Card.
- II. 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.
- III. It is the responsibility of the Campus to verify the eligibility of the student (payment of fees, attendance etc.) for appearing in the examination before issuing the admit card.
  - IV. 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.
  - V. 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.
  - VI. No student without the admit card shall be allowed to sit for the examination and jury.
  - VII. 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 Campus Director.
  - VIII. The eligibility of the student vis – a – vis attendance, submission of prior work, etc. shall be verified before issuing the admit card.
  - IX. The final evaluation would not be accepted/ undertaken in case the student does not have the admit card.

Penalty for issue of duplicate card is Rs.100/-.

## 5.2 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 examination Hall after completion of first 30 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 or books, 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 examinations together with the examinations 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 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 extra sheet (s) are securely fixed within the answer booklet after the examination using the tags provided .Drawings maybe 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 taken.
- 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.

### 5.3 Award of Grades and Calculation of SGPA / CGPA

The students shall be awarded grades as par 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 IDM and a minimum grade of 'D' in General Electives and floating 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 Points 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.

$$\text{SGPA} = \frac{\text{No. of Credits} \times \text{Grade Point}}{\sum \text{No. of Credits}}$$

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;

$$\text{C.G.P.A.} = \frac{\sum_{j=1}^m (C_j \times p_j)}{\sum_{j=1}^m C_j}$$

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 course 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 Specialisations 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.

## **16. 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.

## 7. Procedure for Declaration of Result

- The results for theory based and process based subjects shall be prepared on the basis of the grading software provided by COE-HO, at individual campuses and subsequently forwarded to COE-HO.
- The compiled results shall be placed before Senate for approval by COE, Head Office.
- The COE-HO shall declare the Semester Result on the NIFT website by uploading it through Head (IT). Consequently, the result shall be forwarded to all NIFT Campuses. The Joint Director & COE of Campuses shall also display the result on the Notice Board of Campus.
- Marks of the students in all subjects shall not be declared. Only GRADES shall be declared.
- The individual grade sheets/mark sheets for the students need to be prepared and signed by the COE Campus 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 OTHERS) to ensure transparency and openness in the system.
- Details regarding Examination Shchedule, Results - Main and follow – up Students Attendance status etc., shall be uploaded on the NIFT website

### I. Follow – up

In case of process based subjects, the work of a student is not found satisfactory during the end term jury, he/she shall be given a follow up. In case of subjects evaluated through skill test or written test, shall be conducted.

- A student shall be allowed for follow – up in maximum of two subjects in a semester.
- If a student fails in three or more subjects, then he/she shall have to repeat the semester. (There is no provision of follow up for such cases).
- The result and the follow up schedule would be uploaded on the NIFT CMS & official website.
- It is the responsibility of the Campuses to inform all students about the follow up schedule.



- A fee of Rs.2000/- per subject shall be applicable for follow up.
- The follow up assignment shall carry a weight age of 100 marks.
- The evaluation for the follow up assignment shall be done by the department faculty (Minimum 3 faculty ) other than the subject faculty. In case of IDMs, the faculty of the department offering the IDM shall evaluate the assignment other than the faculty teaching the subject.
- However, the follow up for Graduation Project, Industry Internship and mandatory Craft Based Subjects shall be evaluated by the approved external jury panel that was invited earlier, to remove any biasness.
- In the subject where the student shall be given a follow up a grade point of 4 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.

A) Follow up in Process Based Subject:

- I. In the 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.
- 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 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 will be submitted at the end of this week and the marks sent to the COE – Campus.
- 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:

- I. In case a student fails in a theory based subject where written test was conducted as an End Term Examination, a for follow up shall be given to the student.
- II. The student shall be sent a brief of 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 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.

III. Mark sheets of students shall clearly reflect “F” grade as well as subsequent “P”

C) Follow up for Industry Internship /Craft Based Mandatory Subjects:

- I. In the case of students failing the Industry Internship /Craft Mandatory subjects; the process shall be repeated in its entirety and evaluated as pre approved evaluation criteria as per the curriculum. The students shall repeat the same after completion of their final semester but before convocation.
- 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:

- I. In the final semester, students are required to undertake Graduation Project/ Research Project/ Design Collection/ Dissertation. In the case of students dialing 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. Either appear before the external jury with the revised work (in case major revisions are not required ) after due approval from the internal jury
  - b. Or a re – jury of internal and external experts will be held within three months and if the work is found to be of satisfactory level, the degree will be awarded on the day of passing / during convocation.
- II. Mark sheets of such students shall clearly reflect the “F” grade as well as subsequent “P” grade in such cases.

### **Awarding of Grades to students who could not appear before regular jury in Stand – alone Subjects**

In case a student is unable to complete / attend the jury of Stand – alone subjects like Internship and subjects undertaken during semester break like Craft Research and Documentation etc. with the batch

due to various reasons, he/ she shall complete the same later either with a subsequent batch or undertake the activity again at a convenient time in the following semester breaks. However, if the duration of break is not sufficient for undertaking the completion duration of the activity again (like internship), the student shall have to do so after completion of his/her last semester but before the convocation date and re – appear for evaluation. students shall be awarded regular grade instead of Pass (P)grade in case they could not appear before regular jury due to extreme extenuating circumstances like:

- a. Students who had proceeded on Twinning Programme during the period of completing the standalone subject
- b. Due to sudden demise of immediate family members or next of kin during the period of examination, resulting in non-completion of subject or non-attendance of jury.
- c. Students repeating the semester with subsequent batch and attending the jury of the stand-alone subjects for the first time as the stand-alone subject was not the part of old curriculum in previous batch.
- d. On account of medical reasons recommended by LASC and approved by AAC/SIAC-SA/Competent Authority (DG-NIFT) to award in independent/Stand-alone subject.

In 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. Further, the students who fail in the shortage of Attendance case etc., due to which their result of previous semester break with their batch without waiting for the results of previous semester results. The jury may be conducted with same batch, separately or with subsequent batch. In such cases these students would be awarded actual grade (for stand- alone subjects only).

## 10. Credit Equivalence for International 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 Credit equivalence sheet and send to the COE – HO before ratification of 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	$\Rightarrow 4.0$	Fail

In case of a University granting 'Pass' status to a student who has obtained marks which are lower than 4.%, 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.

## 9 Re – Evaluation

- I. Desirous students may apply for evaluation only for written examinations on the prescribed Performa through the Campus Director (Performa at Annexure – II of Student Rule Book).

- II. The application for re – evaluation should be made within five days of declaration of result at the respective Campus alone with the of 100/- pre subject.
- III. During the re – evaluation, it shall be seen whether all answers have been checked and marks are correctly totaled.
- IV. The process of re –evaluation shall be completed within one week of receipt of request.

## **10 Promotion Policy**

- I. It is mandatory for a student to undertake foundation programme, all majors and deepening specializations, IDMs and General Elective (mandatory and optional) as per the course requirement. The minimum number of credits to be earned would include credits for Foundation Programme, General Elective, Majors ,Deepening Specializations and Inter disciplinary Minors.
- II. A student must acquire a minimum of 242 credit for UG and 124 credit for PG, which would be specified under each programme.
- III. A student must acquire minimum of 32 credit points in the final semester.
- IV. In case the student has done well in certain subjects where he/ she has secured a grade of B or above when the student repeats the semester. i.e. the grade secured by the student shall be kept intact and the student would not need to either attend classes or appear for examination for that subject.
- V. An under graduate student can complete the degree programme in a span of 6 years from the year of joining while a post graduate student can complete the programme in 4 years from the year of joining.

## **11 Retention of Evaluation sheets**

The evaluation answer sheets of the theory subjects (Written end term examination) shall be retained for the purpose of record for a period of one semester by 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.

## **G.11. RE-EVALUATION**

G.11.1. Desirous students may apply for re-evaluation only for written examinations on the prescribed Performa through the Centre Director.

G.11.2. The evaluation will be restricted to ensuring that all answers are checked and the marks are correctly totaled.

G.11.3. The application for re-evaluation should be made within five days of declaration of result at the respective centre or COE – HO along with the fee of Rs.100/- per subject.

## **G.12. COUNSELING SESSION**

Counseling Session for students who have failed the semester or performed badly will be held, within two days of declaration of result.

Student who fail in a semester or perform badly would be counseled in the presence of all faculty members of the department so as to resolve individual issues of students. Only in cases where the student / parent is not satisfied with the response of the faculty, can an appeal be filed to DG NIFT through the Centre Director.

## **G.13. RECORD OF EXAM PAPERS**

G.13.1. Answer sheets can be shown to students. However, students can ask to see only their own answer book (not others). This will ensure transparency and openness in the system which is laudable goal by any standard. For purposes of logistics, this may be done only for students wanting to see these books.

## H. STUDENTS' SUPPORT SERVICE:

### H.1. STUDENT CLASS REPRESENTATIVES

Each class of student would have two class representatives (CR). The CR for Foundation Programme batches would be selected by the centre coordinator of FP. The CR in other programmes/ semester would be elected by the member of the class. The CR would be responsible for issues pertaining to the class like discipline, communication between faculty & the class etc. All communication by the department to the students would be sent to the CR and it will be his / her responsibility to ensure that all members of the class receive the communication. The CR would be answerable to the CC/ co-CC of the department.

### H.2. STUDENT EXTRA-CURRICULAR ACTIVITIES

Student development program at all NIFT centre's is initiated to encourage NIFT students to participate in physical academic and artistic pursuit to round off their education at NIFT. Participation in these activities would complement and facilitate their academic studies while providing ways to socialize, relax, have fun and be revitalized, to face the day to day challenges.

Student Development Activity at each center conducts an extensive schedule of events organized by the NIFT students for NIFT Students. The activities of the clubs include inter-department and inter-college competitions, social events, seminars, guest lectures film nights and others. Please refer to

#### Annexure - II.

One can participate in wide range of activities through its four SDA-CLUBS namely,

- Y Culture Club
- Y Literary Club
- Y Sports, Adventure & Photography Club
- Y Environment & Social Service Club.

Students shall exercise their options of choosing various clubs at the time of the orientation programme. The clubs are headed by faculty / officers in charge who will nominate students as the office bearers of the specific clubs. The clubs are functional in the activity (Zero) hour, which is on every Wednesday 4.00 p.m. onwards. Various activities are held throughout the year and the final activities of the clubs are highlighted during Fashion Spectrum, an annual event of the institute.

Apart from these club activities, SDAC also offers various other programs like

- # Students Assistantship Programme
- # Student Extension Activities
- # Student Mentor Programme

### **Student Assistantship Programme (SDAC-SAP)**

This programme is designed to aid students who demonstrate a need for financial assistance. In this programme, students are engaged part time in resource centre, laboratory, CE programmes and workshops within the NIFT premises, and paid as per the number of hours they have worked.

#### **Student Extension Activities**

A formal student's body – STUDENT VOLUNTARY GROUP is created to facilitate proactive interaction between students of NIFT and the various NGOs. The student group, to be known as SVG, is formed to translate NIFT vision of "Concern for Social and Human Value" into a workable proposition. It also increases interaction among the student community through interdisciplinary activities. However, as the processes at SVG are streamlined, the students of NIFT would be encouraged to take up projects with various NGOs. This would finally ensure an environment conducive for proactive interaction between students of NIFT and NGOs in various sectors.

### **Student Mentor Programme**

The programme assigns a faculty mentor to a group of 5-6 students of every batch. The main objective of putting faculty mentors is to create a mechanism whereby the students are able to discuss their problems with the mentors at a mutually convenient time. This helps students in getting over minor problems which if not dealt with at a proper time may lead to serious problems in the future. Please refer to [Annexure - III](#)

The details of these activities and the subject clubs are with the Student Development Activity Coordinator (SDAC) of the center.



## Student Related Committees

The following committees are constituted at Centers for various matters

S.No.	Committee	Related to
1.	Hostel Committee	Hostel matters
2.	Campus Committee	Campus and discipline related matters
3.	Examination Committee	Academic irregularities and evaluation matters
4.	Student Discipline Committee	Discipline and student development involving students.

### H.3. NIFT MEANS-CUM-MERIT FINANCIAL ASSISTANCE SCHEME:

NIFT has a Means-Cum-Merit Financial Assistance Scheme scholarship policy for students from financially weak backgrounds. Other than the Scholarship Means-Cum-Merit Financial Assistance Scheme, there may be other scholarships for students which are sponsored by industry, alumni etc. which may differ from center to center. The details of such scholarships would be circulated to the students from time to time.

### H.4. EDUCATION LOAN

Students of NIFT can avail of education loan facility from Bank(s). NIFT however will not bear any financial responsibility for repayment of the loan.

## Annexure – 1

### Guidelines for Follow – Assignment up

#### **FOLLOW – UP (In case of student failing in a maximum of 2 subjects)**

In the case of students who have either failed in one or two subjects in the end term examination/jury or who have shortage of attendance on account of which they have been unable to take the end term examination, but have been allowed on appeal to appear for the re – examination/ follow up, the following procedure will be adopted CPs, subject anchors and CCs may ensure that the timelines are strictly followed, and the quality and rigour of examination is not diluted at any level.

##### **1. case of a follow –up in an end term jury based subject, the following steps need to be followed:**

- The subject faculty will prepare the follow –up assignment. While preparing the follow –up assignment, the following should be kept in mind:
  - The follow –up assignment should carry a weightage of 100 marks.
  - The nature of the assignment should be such that it is completed within the stipulated time of 2weeks from the it is given to the student.
  - The follow –up assignment should assess and fulfil the learning outcomes envisaged for the subject.
  - The assignment brief, deliverables and evaluation criteria should be clearly delineated.
- The subject faculty will forward the detailed follow – up assignment to the Subject Anchor for vetting.
- The Subject Anchor will vet the follow –up assignment and forward to CP, who will further share with concerned CC.
- The CC will communicate the follow up assignment to the concerned student's along with submission timelines.

#### **Evaluation**

The evaluation for follow up assignment will be done by the department faculty (Minimum 3 faculty ) other than the subject faculty. In case of IDMs, the faculty of the department offering the IDM will evaluate the assignment other than the subject faculty.

## **2. In case of a follow –up in an end term written examination based subject, the following steps need to be followed:**

- He subject faculty will prepare the follow – up assignment including the question paper for conduct of written re- examination. While preparing the follow- up assignment, the following should be kept in mind:
  - The follow-up assignment and the written examination should carry equal weightage of 50 marks each, totaling to 100 marks.
  - The nature of the assignment should be such that it is completed within the stipulated time of 2 weeks from the time it is given to the student.
  - The follow –up assignment and written examination should assess and fulfil the learning outcomes envisaged for the subject.
  - The assignment brief, deliverables and evaluation criteria should be clearly delineated.
- The subject faculty will forward the detailed follow –up assignment and question paper to the Subject Anchor for vetting.
- The Subject faculty will vet the follow – up assignment and question paper and forward to CP, who will forward the vetted follow –up assignment to the concerned CC and the question paper to the concerned COE of the Campus.
- The CC will communicate the follow –up assignment to the concerned student/s along with submission and written examination timelines.

## **Evaluation**

The evaluation for follow up assignment will be done by the department faculty (Minimum 3 faculty ) other than the subject faculty. In case of IDMs, the faculty of the department offering the IDM will evaluate the assignment other than the subject faculty. The written examination will be evaluated by the subject faculty.

## **FOLLOW –UP (In case of SOA where student has less than 65% in a subject )**

**The above guidelines at point 1& 2 to be followed for SOA students who have less than 65% in subject.**

## **FOLLOW –UP (In case of SOA where student has more than 65% in a subject)**

1. **In case of a follow –up in an end term jury based subject, the following steps need to be followed:**
  - The subject faculty will prepare the end term jury assignment brief. while preparing the assignment brief, the following should be kept in mind:
    - The end term jury assignment should carry a weightage of 40 marks.
    - The nature of the assignment should be such that it is completed within the stipulated time of 1 week from the time it is given to the student.
    - The end term jury assignment should assess and fulfil the learning outcomes envisaged for the subject.
    - The assignment brief, deliverables and evaluation criteria should be clearly delineated.
  - The subject faculty will forward the detailed end term assignment to the Subject Anchor for vetting.
  - The Subject Anchor will vet the end term jury assignment and forward to CP, who will further share with concerned CC.
  - The CC will communicate the end jury assignment to the concerned student/s along with submission timelines.

### **Evaluation**

The end term jury will be conducted by the department faculty (Minimum 3 faculty ) other than the subject faculty . In case of IDMs, the faculty of the department offering the IDM will conduct the end term jury other than the subject faculty .

2. **In case of a follow –up in an and end term written examination based subject, the following steps need to be following:**
  - The subject faculty will forward the question paper for conduct of written re- examination.
  - The subject faculty will forward the question paper to the Subject Anchor for vetting.
  - The Subject Anchor will vet the question paper and forward to CP, who will forward the vetted question paper to the concerned COE of the Campus.

### **Evaluation**

The written examination will be evaluated by the subject faculty.

# **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 2013-14.

### **2. Purpose**

- 2.1 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.
- 2.2. 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.
- 3.2. Provision for change of NIFT Campus shall be applicable to all UG & 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 matter of right for students.

#### 4. Process

- 4.1 The Director 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 H.O. :

Sr. No.	Particulars	Weightage
1	Rank of NIFT Entrance Test for admission (Category-wise)	40 %
2	CGPA of 1 <sup>st</sup> 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 H.O/ 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 will be offered strictly on merit basis.
- d) A student who applies for SPT is required to submit a demand draft of Rs. 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 allocation 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 relate to the process of SPT will be credited to the DDF of AA-HO. The details of fees are as follows:

Sr. No.	Particulars	Fee
1	SPT	500.00
2.	Refusal/ cancellation of SPT	10000.00

## 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

Sr. No.	Activities	Timeline
1	Last date for forwarding the details of vacant seats to Head (AA)	10 <sup>th</sup> December
2	Announcement of vacant seats for SPT by Academic Affairs, NIFT HO. and Issue of application forms for SPT by NIFT Campuses	20 <sup>th</sup> December
3	Last date for submission of SPT forms by the students	20 <sup>th</sup> January
4	Last date for forwarding the SPT forms by each Campus Director to Head (AA)	10 <sup>th</sup> February
5	Meeting of Academic Appeal Committee, NIFT H.O.	Last week of February
6	Status of transfers would be uploaded on NIFT website by Head (AA)	10 <sup>th</sup> March



# NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(Academic Affairs Department-Head Office)

## SPT Vacancy Sheet

NIFT Campus .....

Sr. No.	Discipline	No. of Non-NRI vacant seats				No. NRIs vacant seats	No. of State Domicile seats vacant seats	Total
		Gen	OBC	SC	ST			

**Note :**

- a) The sanctioned strength for **Non-NRI** is **30** with the following break up:

Sr. No.	Category	Number of seats
1	General	15
2	SC	5
3	ST	2
4	OBC	8

- b) The sanctioned strength for **NRI** is **5** and **State Domicile** is **6**.  
 c) The vacant seats shall be calculated on seat vacancy positions I first semester.

**Date:**  
**Place:**

**Campus Director**

## 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. Fathers Name :
5. Mothers Name :
6. Study Campus :
7. Course & Soecualization :
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/SD) :
11. CGPA of first semester :
12. % overall attendance 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**

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**\*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 STUDENTS PERMANENT TRANSFER

I, .....,S/o –D/o.....,student  
of course .....Semester.....admitted to NIFT  
Campus .....have applied for Students 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 Students  
Date/Place

## **Campus Director**

### **H.8. MEDICAL FACILITY**

All students are covered under Group Medclaim policy with the Oriental Insurance Company. Sum insured per student is Rs. 50,000/-. Students can avail cashless medical facility from a list of hospitals. Refer to **ANNEXURE IV**

### **H.9. SCHOLARSHIP FOR TWINNING**

NIFT has strategic tie-ups with a number of likeminded focused educational institutes abroad for exchange and twinning programs. Students can get in touch with International Linkages Co-ordinator of the centre for details / information.

### **H.10. STUDENTS REPEATING THE SEMESTERS**

H.10.1. Facilities for the student repeating the semester during their detention (LOA/Repeat) period across the centers are:

H.10.2. Use of NIFT Library and Resource Centre.

H.10.3. Consultation and advice of faculty by prior appointment.

H.10.4. The student can approach SDAC for their involvement in student related activities e.g. Student Club.

H.10.5. The student can get recommendation letter for industry visit, field study etc. from NIFT.

H.10.6. Engagement of student in Resource Centre under Student Assistantship programme for which they will receive a stipend.

H.10.7. In case the student has done well in certain subjects yet failed to clear the semester, he/she would be given a waiver on subjects where he/she has secured a Grade of B or above. When the student repeats the semester, the Grade as mentioned above secured by the student will be kept intact and the student would not need to either attend the classes or appear for examination for those subjects.

### **H.11. MONETARY INCENTIVE FOR CONTRIBUTION TO SPONSORSHIP**

Whenever sponsorship is required for any NIFT activity (Academic/co-curricular/extra curricular), students are 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 in each centre will certify the students contribution for release of 10% amount.

## H.12 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 are available with the Registrar / COE of NIFT Centre's.

## I. SERVICES TO SUPPORT TEACHING & LEARNING AT NIFT.

### I.1. RESOURCE CENTRE RULES:

Circulation and Reference Services for print collections are offered through out the week except Sundays. The Resource is closed on Government of India holidays and other notified days.

Students of Graduation Programmes are required to pay Security deposit and RC fee 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. Each student is given one borrowers card valid for two Semesters only.

One book can be borrowed at a time for four days only. Books which are out on loan can be reserved with Circulation Desk.

Periodicals, Reference Collection, Audio Visual and other Materials are not available for circulation.

If a book issued is not returned on time, a fine of Rs.5.00 per day will be charged for first three days and Rs. 10.00 per day subsequently.

If a student fails to return an overdue book within 30 days from the due date he/she will have to pay three times the cost of the book; in case the book is damaged or lost the same is applicable.

Photocopying facility is available at a charge Rs.0.75 per copy. Scanning service is free.

Photocopying from Fashion Forecast Publications is not permitted.

Members found leaving the Library with un issued book / other resources will be penalized. He or she will be penalized as per rules and may even lead to debarring from visiting / using the Resource Centre for the Semester.

No bags, food / smoking / allowed in Resource Centre.

Resource Centre is a silence zone. Members are to switch off their mobiles before entering the RC premises.

Non-Library books, briefcase and packages must be left outside the Resource Centre at the security Desk.

Resource Centre will not be responsible for loss of personal belongings including laptops, cell phones etc

Students of any NIFT Centre will be permitted to refer to the collection of any other Resource Centre of

NIFT provided they carry proof of their RC Membership. No books or other materials will be issued to them.

Security Deposit will be refunded only after clearance of all Resource Centre dues. All books have to be returned to the RC before the final examination. Facility to access online journals and electronic databases in the fashion field is available in Resource Centre.

## **I.2. COLLECTION AND SERVICES**

I.2.1. The most significant collection of any Resource Centre of NIFT is the print collection of books covering the educational programmes and related areas of studies. The Resource Centres subscribe to leading international and national fashion journals and fashion forecast services.

I.2.2. All the Resource Centres have valuable audio-visual collections of slides, videotapes, CDs/DVDs, Accessories, Fabric Swatches, Designer garments and photographs. Some of the important collections include slide collections of fashion history from FIT, New York and video lessons on garment manufacturing. The materials collection comprises costumes, textiles fashion and garments accessories.

I.2.3. At present some of the Resource Centres have online libraries operating on multi-user library management software. Services offered online are – Online Public Access Catalogue, articles indexing service and barcode based circulation system.

I.2.4. Circulation and references services for print collections are offered throughout the week except Sundays. The Resource Centre is closed on Government of India holidays and other notified days.

## **J- LATE WORKING IN THE LABS, STUDIO AND WORKSHOPS**

In case of exigencies related to design collection, term garments, project and presentation, late working in labs, studio and workshop will be allowed till 10.00 p.m. only. This facility can be availed by the students only on the recommendations of Faculty members/Centre Co-coordinators with the approval of the respective Centre Director. The facility will be kept open subject to availability and

constant monitoring by faculty/staff (technical) of the department.

## K- STUDENTS ACCOMMODATION SERVICES

**K.1. STUDENT ACCOMMODATION NORMS** Facilities of accommodation differ from centre to centre. The details of facilities in this regard are available with respective centres. Please refer to **Annexure II**.

- K.1.1. 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 her presence would be detrimental to the interest of NIFT or other students.
- K.1.2. The application forms for admission to the hostel are made available to the students at the time of post admission counseling. The application forms will have to be filled up and submitted giving correct information of the names and addresses of the parents (telephone nos. 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 proof of residence of parents by demanding any official document of the parents of hostler substantiating the bonafide of the declared address.
- K.1.3. NIFT Hostel facility is only for the bonafide students coming from outside the city where the allotted centre is situated and not for the residents of the city.
- K.1.4. The hostel accommodation to the full time UG/ PG Degree student is available only for the semester period and all hostlers 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.
- K.1.5. 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 centre.
- L.1.6. The students can receive visitors on Saturdays and Sundays at the designated visiting area between 9.00 a.m. to 6.00 p.m.

## K.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.

Rules of the hostel will be made available to those availing the facility by the respective centre Director/Registrar.

Non adherence to the rules will invite serious disciplinary action against the student.

### **K.3. HOSTEL FEES:**

The fees structure as applicable for the hostels will be charged from the students. These would vary from centre to centre.

**Every year students are required to do Re-Admission for Hostel.**

### **K.4. REFUND OF HOSTEL FEES:**

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 alongwith 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.

## **L- MISCELLANEOUS CHARGES RELATING TO ACADEMIC AFFAIRS DEPARTMENT**

<b>Sr. No.</b>	<b>Service Profiles</b>	<b>Charges</b>
1	Duplicate Diploma/Degree Certificate Award Certificate on loss with production of Affidavit	Rs. 1000/-
2	Duplicate Marksheets certificates with detailed subjects and marks (Transcripts)/re-issue of provisional certificate on loss per copy	Rs. 250/-
3	Fee per subject for follow-up exam	Rs. 2000/-
4	Re-evaluation (per subject)	Rs.100/-
5	Re-admission/Re-registering fee (for each absenting semester)	Rs. 5000/-
6	Late fee fine (per day for maximum 2 weeks)	Rs. 100/-

7	Issue of duplicate Identity card	Rs. 250/-
8	Issue of duplicate Admit card	Rs. 100/-

## M- AMENDMENT TO RULES & REGULATIONS

NIFT reserve the rights to add on, delete, alter or amend any of the rules/regulations contained in this manual without any notice. Such additions, deletions, alterations and or/amendments will be notified by NIFT through its Notice Boards.

## N- JURISDICTIONS

In case of any dispute or any matter arising out of or relating to the rules & regulations contained in this document or otherwise, New Delhi will be considered as the place where the course of action has arisen and the appropriate court at New Delhi will alone have jurisdiction over such matters.

ANNEXURE I  
STUDENT UNDERTAKING

(Undertaking to be given by All Students at the Beginning of Each Academic Year)

I ..... son/daughter of .....

admitted to ..... Programme of NIFT, ..... center here by give undertaking  
in respect of the following:

- 1) I will not smoke in the NIFT campus, hostel, Bus, etc
- 2) I will not consume liquor or drugs of any kind during the tenure in NIFT, in the campus, hostel, bus or any other NIFT related activity or place.
- 3) I will not indulge in ragging directly or indirectly and will not resort to any undesirable activity that may tarnish the image of NIFT.

I will abide by the above undertaking and all instructions given to me orally as well as in writing from time to time. If I am found breaking the rules/ instructions in any time, I am liable to be debarred from continuing with my programme or be subject to any other action deemed fit by the NIFT authorities.

SIGNATURE ( )

PLACE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

To  
DIRECTOR

NIFT CENTRE \_\_\_\_\_