



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
स्थापना विभाग / ESTABLISHMENT DEPARTMENT  
निफ्ट मुख्यालय, नई दिल्ली / NIFT HEAD OFFICE, NEW DELHI

F.No. 1221(1014)/NIFT-HO/Establishment/2025

12<sup>th</sup> February, 2026

**OFFICE MEMORANDUM**

**Subject: Integration of Mandatory Course Completion and Comprehensive Assessment on iGOT Karmayogi Portal with APAR- reg.**

In pursuance of the instructions issued by the Ministry of Textiles vide Office Memorandum No. 33023/3/2022-Estt dated 29.08.2025 regarding "Mandatory Course Completion and Comprehensive Assessment" on the iGOT Karmayogi portal, it is informed that the said provisions have been introduced for all Central Government employees and officers of the All India Services (AIS).

2. In this regard, six mandatory courses to be linked with the ongoing APAR cycle for the year 2025–2026 have been identified for officers/officials at each level of NIFT, as detailed in **Annexure-I**. All officers/officials are required to complete the mandatory courses prescribed for their respective designations, followed by a Comprehensive Assessment based on the completed courses, with a minimum qualifying score of **50%**.

3. The status of completion of mandatory courses and performance in the Comprehensive Assessment shall be captured in the appropriate section of **Part-II (Self-Appraisal)** of the APAR.

4. Accordingly, all officers/officials are requested to update their iGOT Karmayogi profiles and complete the mandatory courses entrusted to them on the iGOT Karmayogi portal **latest by 31.03.2026**, without fail.

5. In case of any queries related to the iGOT Karmayogi profile, please contact the concerned Campus Nodal Officer.

6. This is issued with the approval of the Competent Authority.

(प्रो. डॉ. राहुल चंद्रा/

Prof. Dr. Rahul Chandra)

पंजीयक / Registrar

सेवा में / To,

All Officers / Officials

प्रतिलिपि / Copy to:-

- मुख्य सतर्कता अधिकारी / Chief Vigilance Officer
- डीन (शैक्षणिक) / Dean (A)
- निदेशक (आई.टी.) - अनुरोध के साथ कि सभी संबंधित कोर्स को संबंधित अधिकारियों की iGOT कर्मयोगी प्रोफाइल से लिंक करें और इस OM को NIFT की वेबसाइट पर भी अपलोड करने की कृपा करें। / Director (IT) – With a request for linking all related courses with the concerned officials' iGOT Karmayogi profiles and uploading this OM on NIFT's website.
- सहायक निदेशक, विकास शर्मा (स्थापना), मुख्यालय/ Asstt. Dir., Vikas Sharma (Establishment), NIFT HO
- महानिदेशक-निफ्ट के निजी सचिव / PS to DG-NIFT

S.No.	Name of the Course	Duration	Course provided by	Courses can be allocated to (Target Audience)
1	PM GatiShakti	2 Hrs 9 Minutes	DPIIT	<b><u>Level-14 and Above</u></b>
2	Prevention of Sexual Harassment of Women at Workplace	1 Hr 51 Minutes	ISTM	
3	Public Policy and VUCA World	2 Hrs 7 Minutes	IIPA	
4	Stress Management	25 Minutes	DoPT	
5	Cyber Security	2 Hrs 56 Minutes	UpGrad	
6	Leadership	1 Hrs 35 Minutes	DoPT	
1	PM GatiShakti	2 Hrs 9 Minutes	DPIIT	<b><u>Level-12 and 13/13A</u></b>
2	Prevention of Sexual Harassment of Women at Workplace	1 Hr 51 Minutes	ISTM	
3	Design Thinking	1 Hr 55 Minutes	CBC	
4	Stress Management	25 Minutes	DoPT	
5	Cyber Security	2 Hrs 56 Minutes	UpGrad	
6	Time Management	2 Hrs 20 Minutes	ISTM	
1	Government E-Market Place	1 Hr 9 Minutes	ISTM	<b><u>Level-7 to 11</u></b>
2	Prevention of Sexual Harassment of Women at Workplace	1 Hr 51 Minutes	ISTM	
3	Preparation of Cabinet Note	5 Hrs 10 Minutes	ISTM	
4	Stress Management	25 Minutes	DoPT	
5	Cyber Security	2 Hrs 56 Minutes	UpGrad	
6	Problem Solving and Decision Making	1 Hr 45 Minutes	DoPT	
1	Noting and Drafting	2 Hrs	ISTM	<b><u>Level- 5 to 6</u></b>
2	Prevention of Sexual Harassment of Women at Workplace	1 Hr 51 Minutes	ISTM	
3	Government E-Market Place	1 Hr 9 Minutes	ISTM	
4	Stress Management	25 Minutes	DoPT	
5	Cyber Security	2 Hrs 56 Minutes	UpGrad	
6	Conflict Resolution and Negotiation	1 Hr 35 Minutes	DoPT	
1	Jan Bhagidari (Hindi)	1 Hr 20 Minutes	Illumine Knowledge Resources	<b><u>Level-4 and below</u></b>
2	Prevention of Sexual Harassment of Women at Workplace	1 Hr 51 Minutes	ISTM	
3	Basic of Communication	1 Hr 10 Minutes	Indian Institute of Mass Communication (IIMC)	
4	Stress Management	25 Minutes	DoPT	
5	Cyber Security	2 Hrs 56 Minutes	UpGrad	
6	Code of Conduct for Government Employees	35 Minutes	ISTM	