

# **NIFT Campus Student Exchange Policy**

for  
**Students of regular UG/PG Programmes**

## **1.0 Short Title/Commencement**

- 1.1 The policy shall be called NIFT Campus Student Exchange Policy.
- 1.2 This policy shall come in force with effect from academic year 2013-14.

## **2.0 Objective**

- 2.1 To provide provision for transfer of students from one NIFT campus to another for one semester on mutual consent of both the students.

## **3.0 Applicability**

- 3.1 The policy is applicable to the students of regular P.G and U.G Programmes of NIFT.
- 3.2 UG students may apply for NIFT Campus Student Exchange from 4<sup>th</sup> to 8<sup>th</sup> semester. PG students may apply for NIFT Campus Student Exchange from 2<sup>nd</sup> to 4<sup>th</sup> semester.
- 3.3 Students under NRI category shall be treated at par with other students.
- 3.3 NIFT Campus Student Exchange policy will be implemented at the sole discretion of NIFT and it does not accrue any right to students.

## **4.0 Process**

- 4.1 Any student who is willing to study at another NIFT Campus, is required to identify a student of his/her department from other NIFT Campus who is willing to study at his/her Campus for a semester on a reciprocal basis. In case the class size in both campuses does not exceed the stipulated strength, exchange may be allowed with the students of other departments as well. However both students will continue in the same discipline at new Campus.
- 4.2 For the purpose of calculating the class size per Campus per discipline per batch shall be 30 General and 5 NRI/6 State Domicile

- 4.3 The interested students will fill in the NCSE form and give an undertaking jointly signed by students and their parents.
- 4.4 This exchange shall be strictly for a period of one semester after which both the students will return to their parent campuses.
- 4.5 The process for NIFT Campus Student Exchange will be completed before the commencement of the semester. Interested students may fill in the transfer forms and submit it at their respective campuses on or before the due date (Refer NCSE schedule). No request between ongoing semesters will be considered.
- 4.6 No request will be accepted and/or considered after the due date.
- 4.7 The completed NCSE forms duly recommended by Campus Director shall be forwarded to Head (AA) as per scheduled date.
- 4.8 The requests received from the Campus Director would be put up to Director General for approval.
- 4.9 Semester fee will be deposited by the students at their original allotted Campuses.

#### **6.0 Non refundable processing fee for NIFT Campus Student Exchange**

- 6.1 All fee related to the process of NIFT Campus Student Exchange will be credited to the DDF of AA- HO. The details of fee are as follows:

<b>S. NO</b>	<b>Particulars</b>	<b>Fee (Rupees)</b>
1.	NIFT Campus student Exchange fee	500.00
2.	Refusal/ cancellation of transfer	2500.00

#### **7.0 Power to relax**

- 7.1 No provision of this policy will be relaxed except with the explicit approval of the Director General.



# NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(Academic Affairs Department-Head Office)

## NIFT CAMPUS STUDENT EXCHANGE (NCSE) Schedule

(For students of Regular UG/PG Programme)

S. No	Event	Time
1.	Last date for submission of completed ICE Forms	31 <sup>st</sup> March of every year for the semester July to December  31 <sup>st</sup> October of every year for the semester January to June
2.	Completed NCSE Forms to be forwarded to AA-HO	30 <sup>th</sup> April of every year for the semester July to December  30 <sup>th</sup> November of every year for the semester January to June
3.	Status of NCSE to be uploaded on NIFT website	10 <sup>th</sup> July of every year for the semester July to December  10 <sup>th</sup> January of every year for the semester January to June



## NCSE Form

### NATIONAL INSTITUTE OF FASHION TECHNOLOGY (Academic Affairs Department-Head Office)

#### APPLICATION FORM FOR NIFT CAMPUS STUDENT EXCHANGE

##### A) Details of the student

1. Name of the Student :
2. Email of Student (For contact) :
3. Father's Name :
4. NIFT campus :
5. Course & Specialization :
6. Year of Admission :
7. Category (General/OBC/SC/ST/SD/NRI) :
8. Result :

Semester	SGPA
1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	
5 <sup>th</sup>	
6 <sup>th</sup>	
7 <sup>th</sup>	
<b>CGPA</b>	

##### B) Details of the other student seeking transfer at his/her place

9. Name of the Student :
10. Email of Student (For contact) :
11. Father's Name :
12. NIFT campus :



13. Course & Specialization :

14. Category (General/OBC/SC/ST/SD/NRI) :

I hereby undertake that I have carefully gone through the guidelines for NCSE and shall abide by the same.

Verification w.r.t **A)** by CoE

(Signature of student)

Recommendation  
Campus Director



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
(Academic Affairs Department-Head Office)

**UNDERTAKING FOR  
NIFT CAMPUS STUDENT EXCHANGE**

I,....., S/o - D/o .....  
 student of course....., Semester .....  
 admitted to NIFT Campus ..... have applied for NCSE for one  
 semester commencing from ----- to NIFT Campus .....  
 on mutual consent basis. I have a friend i.e. Mr./Ms. .... studying at NIFT  
 Campus located at ..... I would like to go and study for one semester  
 starting on ..... in his/her place. I hereby affirm that I am aware of the  
 rules that govern the NIFT Campus Student Exchange policy. I have also been  
 informed by NIFT that after completion of the above semester, I will report back  
 to the original allotted campus on the date of commencement of classes of next  
 semester. I have no claim to continue my studies at campus other than that  
 originally allotted to me.

**Signature of Parent /Guardian**  
Date / Place

**Signature of Student**  
Date / Place