

**MINUTES OF 21ST MEETING OF THE SENATE OF NATIONAL INSTITUTE OF FASHION
TECHNOLOGY HELD ON 20TH MAY, 2014 AT 10:30 A.M
AT NIFT CAMPUS, NEW DELHI**

The following were present:

1. Mr. Prem Kumar Gera, IAS, Director General and Chairperson Senate NIFT
2. Dr. Bhoop Singh, Scientist "G" Ministry of Science & Technology
3. Ms. Pramila Sharan, Director Admission
4. Prof. Dr. Vandana Bhandari, Dean (Academics)-NIFT
5. Prof. Suhail Anwar, Head (AA)-NIFT
6. Mr. Arindam Das, Director, NIFT Delhi Campus
7. Prof. Pavan Godiawala, Director (I/C), NIFT Gandhinagar Campus
8. Prof. V. Sivalingam, Director, NIFT Bangalore Campus
9. Dr. A.K Khare, Director, NIFT Jodhpur Campus
10. Ms. Nilima Rani Singh, Director, NIFT Mumbai Campus
11. Dr. K.C. Samanta Ray, Director, NIFT Bhubaneswar Campus
12. Prof. Sanjay Srivastava, Director, NIFT Patna Campus
13. Prof. B. Banerjee, Director, NIFT Kolkata/ Shillong Campus
14. Mr. Rajeev Pant, Director, NIFT Kannur Campus
15. Prof. S.K Bala Siddhartha, Director, NIFT Kangra Campus
16. Mr. Akhil Sahai, Joint Director, NIFT Rae Bareli Campus
17. Mr. Brijesh Deore, Joint Director, NIFT Bhopal Campus
18. Dr. Gopala Krishna, Joint Director, NIFT Hyderabad Campus
19. Mr. V.P. Singh, CP- KD-NIFT
20. Dr. G.H.S. Prasad, CP-FMS – NIFT
21. Ms. Preetha Hussain, CP-F&LA – NIFT
22. Ms. Savita S Rana, CP-TD – NIFT
23. Prof. Jomichan S.P, CP-FP – NIFT
24. Ms. Usha Narsimhan, COE-HO

The following members were granted leave of absence:

- (i) Mr. Sunil, Sethi, President, FDCI
- (ii) Mr. Pradyumna Vyas, Director, NID
- (iii) Ms. Aneeth Arora, Designer
- (iv) Sr. Prof. Banhi Jha, NIFT
- (v) Dr. Sanjeev Kumar, Director (NRC) – NIFT
- (vi) Prof. Dr. Anitha Manohar, Director (I/C), NIFT Chennai Campus
- (vii) Prof. Dr. Noopur Anand, CP-DFT – NIFT
- (viii) Prof. Monika Gupta, CP-FD – NIFT
- (ix) Ms. Varsha Gupta, CP-MDes – NIFT
- (x) Ms. Sushama Saitwal, Link CP-FC – NIFT
- (xi) Mr. Rahul Sethi, Link CP-LD

DG welcomed Dr. Bhoop Singh, Scientist 'G', Ministry of Science and Technology. As he was coming for the first time to the Senate Meeting, he was given a brief picture about NIFT's activities.

AGENDA ITEM NO. 2101

**CONFIRMATION OF MINUTES OF 20TH MEETING OF THE SENATE HELD ON 20TH FEBRUARY,
2014 AT NIFT CAMPUS, NEW DELHI**

After noting that no comments or changes were proposed, minutes of the 20th Meeting of the Senate were confirmed.

AGENDA ITEM NO.2102

ACTION TAKEN REPORT ON 20TH MEETING OF THE SENATE HELD ON 20TH FEBRUARY, 2014

The Action Taken Report on the decisions of the previous meeting of the Senate was noted.

Procurement of 3D Prototyping Machine and its cost parameters & technical parameters along with specifications were discussed. CP-F&LA informed that the campuses were in the process of identifying the vendors and cost parameters were also being worked out for hiring purposes. The job work for it could range from Rs. 1500- 30,000 + plus. This may prove expensive for the students. She has requested Mr. K. Murugan (CC –F&LA, Delhi) to coordinate the technical parameters and specifications for the same.

CP-F&LA suggested that there were cheaper FDM machines which could be explored for procurement as its raw material is also cheaper. DG – NIFT suggested that CP-F&LA may explore the options and put them on file.

AGENDA ITEM NO.2103

JOINT PH.D. PROGRAMMES WITH INTERNATIONAL UNIVERSITIES

The Senate was briefed about the joint PhD programme with International universities and Institutes. This include foreign institutes with whom NIFT had signed MoU for students/ faculty exchange. Dean was advised to take up similar programs with prestigious Institutes in India as well. The Senate after due deliberation accorded in-principle approval for joint PhD programme with International Universities and Institutes. However the Dean was requested to seek an approval of the Senate in each case before signing the MoU for joint PhD programme.

AGENDA ITEM NO.2104

STANDARDIZED GRADE SHEETS FOR PRINTING OF MARKS FOR ALL SEMESTERS OF ALL PROGRAMS OF NIFT

The COE apprised the Senate about the proposal for standardization of grade sheets across NIFT Campuses. The Senate after due deliberation considered and approved the proposal that a single vendor may supply the grade sheet papers to all NIFT campuses with intimation to COE Head Office who would be responsible for sending contents of grade sheets which the Campus Director would print and issue as per the instructions issued by COE of Head Office.

AGENDA ITEM NO.2105

GRADING OF INDEPENDENT / STANDALONE SUBJECTS (I.E. INTERNSHIP, CRAFT CLUSTER AND SUMMER PROJECT)

COE apprised the Senate about the agenda on grading of the independent / standalone subjects (i.e. Internship, Craft Cluster and Summer Project) for students who are unable to complete the subjects or attend the jury with their batch due to various reasons as brought out in agenda. As a result they complete the same later with a subsequent batch. The Senate

approved the proposal to award regular grade instead of pass (P) grade to such students as they could not appear before regular jury due to extreme extenuating circumstances.

AGENDA ITEM NO.2106

AWARDING DEGREES TO THE GRADUATING STUDENTS

The Head(AA) informed the Senate that in Convocation 2014, total 1970 students from 15 NIFT Campuses are appearing in End Term Jury and likely to qualify for receiving the degrees if they successfully clear their final semester and all the required formalities. Fifty five students of Bridge programme have also completed their programmes from four NIFT campuses and eligible for receiving the degrees. The Senate considered and approved the proposal relating to awarding Degrees, Gold medals and cash awards to the graduating students as per established norms.

With the approval of the Chair following items which were proposed to be taken up before the BOG to be held on 26th May, 2014 were placed before Senate for consideration as these fell within the scope of functions of Senate

AGENDA ITEM NO.2107

PART TIME MASTER OF DESIGN PROGRAMME

The agenda for introducing a part time Master of Design Programme at NIFT for academic upgradation of Design Graduates (UG) was discussed in the Senate. This programme was designed for people presently working in academics or industry and would be an excellent opportunity for learning and career growth. The current M.Des Programme at NIFT is full time and not feasible for working professionals.

The proposed program would be for a duration of minimum of 2½ years and maximum 6 years with multiple exit levels of *Certificate, Diploma and Degree*. The program would be open to all candidates including in-house NIFT faculty. Initially the program would run from NIFT New Delhi with 30 seats and may expand later to other campuses based on the requirement. It would be mandatory for candidates to have gained relevant experience before applying and the admission would be through personal interview, which may include written test or a presentation.

The 100 credit program would be a combination of mandatory courses, elective courses, self negotiated projects and dissertation. The contact hours in most courses would be maintained to ensure that the quality of process based activities was not compromised.

The Senate recommended the proposal of introducing a part time Master of Design Programme at NIFT for placing it before the Board.

AGENDA ITEM NO.2108

EXECUTIVE POST GRADUATE PROGRAMME IN FASHION BUSINESS (EPGPFB)

The proposal for Executive Post Graduate Programme in Fashion Business was discussed in detail. The Senate advised CP-MFM who had designed the programme to relook at the proposal as it appeared to be covered under Continuing Education Policy, which was recently approved by the BOG.

AGENDA ITEM NO.2109

SHIFTING OF SUBJECTS IN SEMESTER-I & III OF MFM PROGRAMME

A proposal suggesting a minor review of MFM curriculum was discussed. CP-MFM informed the Senate that the subjects Supply Chain Management and E – Business offered in the first semester required the inputs of Merchandising and Marketing to understand the implications of supply chain. With this pre-requisite Students could develop better understanding about the subject. They would appreciate only when they had a prior knowledge of Merchandising & Marketing concepts. Often students were at loss to understand Supply Chain Management subject in the very first semester. Therefore he had proposed that w.e.f. semester July-December 2014 FMS may shift the subject Supply Chain Management & E-Business to 3rd Semester as Departmental Elective (DE) and bring in the subject 'Corporate Social Responsibility', currently a Departmental Elective (DE) in the 3rd Semester, to the 1st Semester as Open Elective (OP). The Senate approved the proposal of CP-MFM as explained above.

AGENDA ITEM NO.2110

REVISED CRITERIA FOR PROPOSED AWARDS CATEGORY OF KD DEPARTMENT

The Senate took note that from the year 2014, the final year students of Knitwear Design department were offered a choice of preparing either Design Collection in NIFT Labs or Graduation Project in the industry. Due to some overlapping parameters in the prescribed evaluation criteria for the selection of awards i.e. Best Graduation Project, Best Design Collection and Most Innovative award (one in Graduation Project or Design Collection) resulted in granting both the awards to same student. In order to address this concern, a revised criteria was proposed to the Senate for the above award categories. The Senate considered the proposal and accorded an ex-post facto approval of giving an option to the students to for doing a Design Collection/ Graduation Project and revised the criteria as proposed in the agenda item.

The Senate also suggested that NIFT should revive an old practice to procure two best collections of the students by respective NIFT Campus every year and to display the same in the common area of that NIFT Campus. This would become a source of inspiration for current students and add to study material at the campus.

AGENDA ITEM NO.2111

REVISED CRITERIA FOR ADJUDGING RESEARCH PROJECT AWARD CATEGORIES OF DFT DEPARTMENT

Senate took note that the evaluation criteria for two award categories of DFT department for Research Project namely a) Most Innovative Project & b) Most Commercially viable Project has some overlapping parameters, which led to some confusion while deciding the award. Often the same project was getting both the awards. In order to bring more clarity in the selection of these awards, a revised criterion was proposed to Senate, which after due deliberation considered and approved for adjudging the award as proposed in the agenda item.

AGENDA ITEM NO. 2112

INCLUSION OF LEAVE OF ABSENCE (LOA) PROVISION DURING THE COURSE OF RESEARCH FOR THE SCHOLARS IN THE ORDINANCES & REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Head(AA) apprised the Senate that the regular UG and PG students of NIFT get one year Leave of Absence(LOA) on medical/extreme extenuating circumstances during the entire study period. The discussion took place about the necessity of having a provision of Leave of Absence (LOA) for PhD scholars. The Senate considered and approved the inclusion of Leave of Absence (LOA) provision during the course of research for the scholars to be included in the Ordinances as proposed in the agenda item. The Senate also accorded an ex-post-facto approval of the two research scholars of NIFT, viz., Ms. Priyanka Gupta, Ph.D. scholar of 2009 batch and Mr. Manoj Tiwari of 2010 batch have been granted Leave of Absence in the 11th AAC meeting held on 22.08.2013, as an agenda Item No. 1112 (iv).

AGENDA ITEM NO. 2113

TO REVISE THE RATES OF COMPENSATION ALLOWANCE UNDER STUDENT ASSISTANTSHIP PROGRAMME

Senate took up a proposal to increase Compensation paid to the students under Student Assistant Programme and approved the increase in Student Assistant Compensation Allowance from Rs.30/hr for UG students and Rs.50/hr for PG students to Rs.75/- for both UG and PG level students.

AGENDA ITEM NO.2114

RE-EXAMINATION FOR BRIDGE PROGRAMME STUDENTS

The Senate took note of the representations of PG Bridge Programme students (batch 2012 – 2013) and accorded ex-post facto approval for conducting re-examination in accordance with the existing Examination and Evaluation Policy of NIFT for regular programmes.

AGENDA ITEM NO.2115

THE POLICY OF RE-EXAMINATION FOR BRIDGE PROGRAMME STUDENTS

The Senate was informed that most of the students of Bridge Programme were working in the Industry; as a result many students fail in exam for various reasons including due to their professional commitments and pressure. To address this issue the existing Policy of Re-examination for regular students was suggested for Bridge Programme students. The Senate considered the proposal and approved it.

AGENDA ITEM NO.2116

A FORMAT OF MARKSHEET OF UG & PG BRIDGE PROGRAMMES 2009 & 2010 BATCHES

The Senate was informed that as per guidelines of the Bridge Programme there was no provision of issuing mark sheet to students of Bridge programme in 2009 and 2010. Students who had completed Bridge Programme in 2009 & 2010 requested for issuing mark sheet for the purpose of pursuing higher studies. The matter was earlier discussed by AAC in its 12th meeting held on 30th Sept, 2013 and approved issuing of Mark Sheets to students of Bridge Programme. The formats of Mark Sheets were proposed for approval.

The format of mark sheets of UG & PG Bridge Programmes 2009 & 2010 was considered and approved by the Senate.

AGENDA ITEM NO.2117

CHANNEL OF APPROVAL FOR JURY PANEL FOR PROCESS BASED SUBJECTS

Dean (A) apprised the Committee about the current channel of approval of Jury members for process Based Subjects and the problems involved with the current channel.

Discussion took place on the matter and keeping in view the fact that responsibility of the conduct of Jury lies with the Campus Director and if any pre-approved jury member is absent for any reason, the conduct of jury becomes a problem and on-time approval fails to reach to the Campuses for post-facto approvals need to be taken, the Committee approved the revised channel of approval for jury members as follows:

CCs → Campus Directors (with the provision that the vetting of the jury members would be done by the CPs before approval is sought).

AGENDA ITEM NO.2118

MODIFICATION IN CURRENT LOG BOOK

The COE presented details of the agenda on modifications to the log book format to the Senate, which approved it. In new proposed format each student would receive a minimum of 4 feedbacks for a process based subject in the semester. Faculty would focus on students requiring extra guidance by giving feedback more often. This would give the students time to review / understand the feedback and improve their performance. COE was advised to explore possibility of Electronic Logbooks which would obviate chances of losing them. This would enable the faculty to record his/her remarks at his/her convenience. The students would be able to access the same at their convenience.

AGENDA ITEM NO.2119

PERFORMANCE / PROGRESS MONITORING OF THE RESEARCH SCHOLARS

The Senate briefed about the existing and proposed performance monitoring system of the research scholars. The Senate considered and approved the performance/progress monitoring of the Research Scholars as brought out in the agenda notes with an observation to devise a date-wise action plan to carry out the various activities during the semester by the scholar with the consent of his/her guide who would have to commit his/her time for the same. Since Hear(R) may require to develop her proposal further, Senate approved that it could be taken in next meeting.

AGENDA ITEM NO.2120

FEEDBACK FORMATS OF STUDENTS WHO UNDERTAKE INTERNATIONAL EXCHANGE PROGRAMMES

The Senate was informed that the feedback collected from NIFT students who go for international exchange programmes helped the potential students to get adequate information on the programme, university, city and overall experience. However, there was no format for international students who come to NIFT for exchange and to record their experience. The Senate took note of the same and approved the revised feedback format of students who

undertake international exchange programmes at NIFT and suggested that Head IL may devise a mechanism for collecting feedback from students even when they returned to their countries.

AGENDA ITEM NO.2121

THE POLICY OF GRANTING LOA (LEAVE OF ABSENCE) TO THE STUDENTS STATED AT CLAUSE 5.8.3 PAGE 170 OF NIFT ACADEMIC MANUAL TO CAMPUS DIRECTORS

The Senate considered and approved the proposal regarding power of granting Leave of Absence (LOA) to the students stated at clause 5.8.3 page 170 of NIFT Academic Manual to Campus Directors. The Senate further suggested that the concerned Campus Directors may inform the LOA cases approved by them to DG through Head (AA).

AGENDA ITEM NO.2122

SIGNING AUTHORITY FOR DUPLICATE OR CORRECTED DEGREE CERTIFICATE ISSUED TO EX-STUDENTS OF NIFT

The AAC had authorized Head (AA) in its 9th meeting held on 9th May 2012 to sign and issue the Duplicate Diploma Certificates to NIFT students of the pre-2007 period on the recommendation of the concerned Campus Director. Keeping in view of the above decision, Director General authorized Head (AA) to sign and issue the Duplicate Degree certificates to NIFT students on the recommendation of the concerned Campus Director.

However the Degree certificates which have to be re-printed due to spelling mistakes need to be signed by the present Director General and Registrar. The agenda was placed before the AAC in its 13th meeting held on 29th January 2014. The AAC considered and accorded an ex-post fact approval of authorize Head-AA for issuing Duplicate Degree certificates. It also accorded approval for signing and issuing the corrected Degree certificates by the present DG and Registrar. It was noticed that the Senate is the appropriate authority for giving approval to such proposals. Therefore approval accorded by the AAC was placed before the Senate. The Senate after due deliberation considered and approved the signing authority for duplicate or corrected degree certificate issued to ex-students of NIFT as approved by AAC.

AGENDA ITEM NO.2123

REVIEW OF PENALTY CLAUSE 5.5.2 OF ACADEMIC MANUAL FOR CHEATING IN EXAMINATION

As per Clause 5.5.2 of NIFT Academic Manual if a student is found cheating using the outside material, he/she is debarred from giving the examination. He/she is asked to repeat the entire semester. However in case students are found copying from their classmates, their answer booklets are treated as cancelled and he/she is directed to appear in re-exam for that subject. The matter was placed before Standing Internal Advisory Committee–Student Affairs (SIAC-SA) in its meeting held on 11th February 2014. SIAC-SA after detailed deliberation on the matter felt that the existing policy guidelines (Clause 5.5.2 “Cheating in any examination” may be redefined as cheating in the examination whether from outside or internal source should be treated at par. The revised guidelines(Annexure-I) were placed before the Senate in its 21st meeting held on 20th May 2014.

The Senate considered the details provided in the agenda item and discussed a possibilities of having open book exams whereby there may be a paradigm shift in awarding grades to students. Decision of High Court and Supreme Court were discussed. Head-AA was requested to study the practices of similar institutes and suggest a comprehension policy in next meeting.

AGENDA ITEM NO.2124

ESTABLISHMENT OF NIFT JODHPUR'S EXTENSION CENTRE AT JAIPUR

Director NIFT Jodhpur briefed the Senate on his proposal of establishing an Extension Centre at Jaipur to offer certificate and diploma courses to meet the requirement of local apparel industry, art & craft, State Government schemes and gems and jewellery industry. The proposed extension centre would also help the artisans, craftspeople, executives and managers to hone their skills in the field of textiles, apparel and craft.

To establish the proposed centre at Jaipur, the Government of Rajasthan has been requested for assistance in the form of office space, and financial support to cover capital cost and revenue deficit till the centre becomes financially viable.

Further, NIFT Jodhpur has been awarded a skill development project under the ISDS - (Component – I) by the Ministry of Textiles, Govt. of India. As per the approval, NIFT would be training approximately 3,600 people from Jodhpur and Jaipur (proposed) Centres during the next four years in the state of Rajasthan. The domains for training under this scheme have been identified as Apparel Manufacturing and Retail Operations.

Considering the above, the senate recommended that an agenda on the proposal establishment of NIFT Extension centre at Jaipur may be placed before the Board for its approval.

AGENDA ITEM NO.2125

DISTRIBUTION OF 15% NRI SEATS IN ANY MANNER ACROSS THE NIFT CAMPUS / PROGRAMMES

It was explained to the Senate that since academic session of 2010, as decided in the Senate meeting held on 25th June, 2010 Gandhinagar Campus was allotted 30 NRI seats in the field of Fashion Design on the proposal sent by Director NIFT Gandhinagar, based on the queries received for the same in that year. Accordingly, Gandhinagar Campus is running a separate NRI batch (B.Des.–Fashion Design) successfully. The vacant seats from other NIFT Campuses have been shifted to Gandhinagar for this purpose. 30% revenue generated by Gandhinagar Campus on account of fee are passed on to the Campuses from which vacant seats have been shifted to Gandhinagar.

Senate was informed that some other campuses namely : Chennai, Kolkata, Mumbai and Delhi (for one extra seat in each program) have also expressed that they do have sufficient candidates / queries from the candidates seeking admission under NRI category and , requested that they may also be allowed to run a separate batch of NRI.

Based on the advise of Legal Counsel, Senate decided that NIFT may maintain 15% overall NRI quota in NIFT and reasonably distribute the seats across the Campuses / Courses based on the demand for the optimum utilization of available resources. This will give additional opportunity to the Wards/Children of NRIs and would also help NIFT to improve its financial viability. Also, the NRI seats with higher fee requisition would enable NIFT in bringing financial aid for betterment of the economically weaker students.

The Senate deliberated on the issue in detail and recommended that an agenda item may be placed before the Board of Governors for allowing NRI seats for Fashion Design course for wards of NRI who have secured a merit rank to NIFT Campuses Gandhinagar, Delhi, Chennai, Kolkata and Mumbai and under no circumstance, total seats distributed should exceed prescribed ceiling of 15% of total seats as per the legal advice received from NIFT's Counsel.

AGENDA ITEM NO.2126

DELAY IN CONSTRUCTION OF NEW CAMPUS AND REQUEST TO DEFER INTAKE OF STUDENTS FOR AY 2014-15 AT THE JODHPUR CAMPUS

Director NIFT Jodhpur briefed the Senate regarding the delay in construction of new campus and requested to defer the decision of offering admission to students in Textile Design and Accessory Design Programmes for AY 2014-15. The senate was also informed that due to delay in construction of new campus, students admitted to pursue these courses during AY 2013 – 14 were reallocated to the other NIFT campuses.

Owing to infrastructural constraints, it was also suggested that the students pursuing their first year of study may be permitted to continue further for the AY 2014 - 15 in the respective Campuses where they were currently pursuing their education.

Considering the above, the senate approved to defer the decision of providing admission to students in Textile Design and Accessory Design programmes during AY 2014 – 15 and agreed to allow students admitted during AY 2013 – 14 to continue in the respective campuses where they were currently pursuing their first year.

OTHER ITEM DISCUSSED:

ATTENDANCE POLICY

Head (AA) briefed the Senate that at the end of every semester, approximately 40-50 representations were received across NIFT Campuses regarding Waiver of shortage of attendance of the students during the semester. The students usually had shortage of attendance attributed to various reasons including dire medical exigencies / personal extenuating circumstances. As per NIFT's guidelines appeals of the students were reviewed by an Academic Appeal Committee at NIFT Head Office. However, while reviewing such cases many times it was not possible to consider such requests despite being genuine reasons. It was also felt that certain clauses of the policy required more clarity. The Senate after detailed discussion on the matter directed to review the attendance policy and make it more comprehensive by covering all aspects. A revised policy may be put up in the next meeting of the Senate.

The meeting concluded with a vote of thanks to the Chair.

5.5 Disciplinary Procedures and Penalties

5.5.2 Penalties: For Cheating in any Examination:

S. No	Existing Policy	Proposed Policy
1	Any student found cheating at the time of examination, will not be permitted to complete the paper/exam. Pending the result of the enquiry, he/she may be permitted to take remaining exams with an undertaking.	Any student found cheating/copying using any unauthorized means at the time of examination will not be permitted to complete the paper/exam and his/her answer booklet will be treated as cancelled.
2	In case students are found carrying outside material, they will be debarred from giving the exams and will have to repeat the entire semester.	Any student found carrying outside material or cheating from outside material including electronic gadgets or copying from any other source including a class fellow; he/she will be debarred from giving the remaining exams and will have to repeat the entire semester.
3	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.	
4	No Existing Guidelines in the present policy	If a student submits/presents the work of other student(s) as his/her own, the work submitted/presented will not be considered for evaluation. He/she will be debarred from giving the remaining exams (if any) and will have to repeat the entire semester.