

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**Head Office- New Delhi**

**“UDAAN”- NIFT MEANS – CUM - MERIT SCHEME FOR FOREIGN STUDIES**

**1.0 Short Title / Commencement**

- 1.1 The name of the policy shall be called “UDAAN”- NIFT SCHOLARSHIP SCHEME FOR FOREIGN STUDIES
- 1.2 The financial assistance under “UDAAN”- NIFT SCHOLARSHIP SCHEME FOR FOREIGN STUDIES is not an entitlement. It shall be subject to conditions and process prescribed in this policy. The number of students who will benefit from this scheme in a year will be based on the number approved by the Board of Governors while considering the policy.
- 1.3 This policy shall come into force with effect from academic year 2018-19.

**2.0 Purpose:**

To provide financial assistance to meritorious students belonging to economically weaker sections, to enable them to avail the scope of foreign studies as available in NIFT with collaborating partner institutions.

**3.0 Applicability of the Scheme:**

- 3.1 Regular students belonging to economically weaker sections of NIFT fulfilling the criteria of "SARTHAK" NIFT Financial Assistance Scheme", will be eligible for consideration under the “UDAAN”- NIFT SCHOLARSHIP SCHEME FOR FOREIGN STUDIES”. The benefits of this Scheme shall not extend to NRI/ NRI sponsored students.
- 3.2 A limited number of students per year will be selected across the NIFT campuses. The finally selected students will receive sponsorship for the approved course fees for the period along with travel and subsistence allowance.

**4.0 Terms and Conditions of the Scheme**

- 4.1 Under this scheme, NIFT will be providing opportunity to study in Summer Program/semester exchange/dual degree with its International Partner Institutes according to the student specialization.
- 4.2 List of the partner institutes opportunities and their corresponding programs are announced by the I&DL unit at regular intervals, for the students for selection of the courses. I & DL will do the complete process of selection.
- 4.3 The amount under the following heads will qualify for 100% financial assistance depending on the eligibility criteria:
  - Tuition Fees on actuals
  - Hostel / dormitory charges on actuals
  - Technology Fee
  - Student Activity Fee
  - Recreation & Athletics Fee
  - Health Services
  - Health Insurance
  - Travel expenses on economy class (as per actual).
  - Visa Fee
  - Subsistence allowance as per table 4.4.

4.4 The sponsorship of subsistence allowance will be as per the table mentioned below:-

S.No.	Category of institutes depending on location	Amount of Financial Assistance for subsistence allowance
A	European Institutes	5000 US\$ per semester
B	American Institutes	4000 US\$ per semester
C	Oceanic & Australian Institutes	3750 US\$ per semester
D	Asian Institutes	3000 US\$ per semester
E	Middle Eastern Institutes (Israel)	3000 US\$ per semester

## 5.0 Eligibility Criteria for application:

The students who fulfil the following criteria may apply for the scheme:

- 5.1 Undergraduate and Postgraduate students of the regular programme of NIFT excluding those admitted under NRI/ NRI sponsored category. Undergraduate students from semester 4 to semester 7 and postgraduate students reading in semester 2 and semester 3 would be eligible.
- 5.2 Minimum academic performance required to be eligible for this scheme will be as per the norms specified by the I & DL for the respective Universities, in the last two consecutive semesters.
- 5.3 The student should not have failed in any semester in the previous years of study in NIFT and must have cleared all the subjects of the previous semesters. Relaxation may be sought from the competent authority in case a student has repeated the semester on account of mitigating circumstances like medical or family emergency.
- 5.5 Any student involved in any major or minor disciplinary violation will not be eligible for UDAAN.
- 5.6 A processing fee of Rs. 2000/- will have to be submitted by the student along with the application forms. In case the student is granted the UDAAN Scholarship, the NIFT tuition fee will have to borne by the student himself/herself.
- 5.7 A penalty shall be imposed on students who have applied for the exchange but withdraw their names after selection thereby wasting an exchange opportunity. To ensure this, the students shall submit a security deposit of Rs15,000/- through a post dated cheque (PDC) in the name of NIFT alongwith the application form. The PDC shall be dated one month after the last date submission of application forms. The amount shall be deposited in the I & DL account of the concerned NIFT Campus and shall be returned to the student before the student leaves for the exchange semester.

## 6.0 Documents to be submitted with the Application Form for Financial Assistance:

The students should submit mandatory as well as applicable documents along with the application form. These are as follows:

### 6.1 Mandatory Documents:

1. Form prescribed by I&DL to be filled & submitted online.
2. One copy of passport size photograph with signature.
3. Income declaration-affidavit (**Format B**) on non-judicial stamp paper of Rs. 10(Rupees Ten) by each parent
4. Proof of permanent residence.
5. Photocopies of Passport and PAN card of parents / guardian and applicant
6. School leaving certificate for class X and XII.
7. The copy of receipt of tuition fee paid for the current semester i.e. July –December
8. Schedule (**Format C** – details of agricultural land and property, etc.) duly signed by parent with.
9. Bank statements for the last 12 months for all the accounts mentioned in
10. Schedule (**Format C**).
11. Statement of Purpose (SOP)

## 6.2 Copy of Following Documents (If applicable):-

- i. 3 year's Income Tax returns copy/Form 16 for salaried / 16 A for parents who are business owners
- ii. Vehicle registration copy of parents.
- iii. Tehsildar certificate of agriculture land alongwith certified revenue records such as khasra, khatouni.
- iv. Documents related to others scholarship / sponsorship receipt
- v. Document related to SC / ST / OBC / PHP certificate (if any)
- vi. Portfolio (if available)

## 7.0 Process of Application

The students will be required to submit their application for the scheme along with all the documents in the beginning of the semester preceding the International Programme (Summer/ Semester).

- 7.1 The students are required to apply for UDAAN in a prescribed form given at **Format A**. Only those applications will be considered which are completed and supported by the prescribed mandatory as well as applicable documents. Any blanks left in the application form will be construed as non disclosure of information. Incomplete application forms and non disclosure of relevant facts will lead to rejection of application.
- 7.2 Students will have to submit an undertaking with the application form to the effect that UDAAN scholarship may be withdrawn and penalty imposed if the documents submitted as income proof are found to be false after verification. The undertaking is prescribed within **Format-A**.
- 7.3 The maximum number of students to be selected each year for UDAAN SCHOLARSHIP will not exceed 03 across all NIFT campuses. The screening will be done based on overall merit evaluated by a panel of senior Faculty and Officials and controlled by Head I&DL.
- 7.4 The students will have to apply in the prescribed **Format** in their respective Campuses, along with all the required and applicable document within the timeline prescribed in the Schedule in Section 9.0.also to be made available in the CMS so that the student fill the form and submit it online. The forms will also be made available in their respective departments/ office of the Centre Director.
- 7.5 The forms completed in all respect with supporting documents should be submitted by the student to the Centre Directors through their respective course coordinators. The income details are to be submitted under the signature of both the parents.
- 7.6 Students are required to submit all forms pertaining to I&DL in addition to above mentioned forms.
- 7.7 Scrutiny and approval of applications:

There will be three levels of scrutiny for the applications:

The first level committee will be a Scrutiny Committee of three members and will be constituted by the Campus Director. It will have at least one faculty member a member from the finance department.

### 7.7.1 First Level Scrutiny

First level will entail desk scrutiny of application forms and proposing eligibility on the basis of total income of both the parents from all the sources and other income such as Agricultural, Business and Rent etc. It will also scrutinize whether all relevant information and documents are completed with the application forms. All incomplete forms will be recorded so by the Scrutiny Committee including SDAC, CI&DL and Nodal Officer of Campus.

### 7.7.2 Second Level Scrutiny

Second Level will include interaction of the student with the Screening Committee comprising following members at the Campus level.

- a) Director
- b) External academic expert
- c) Course Co-ordinator of the department.
- d) One senior faculty member nominated by the Director
- e) Student Development Activity Co-ordinator

Second level committee will shortlist 03 candidates per Campus for onward submission to NIFT HO.

### **7.7.3 Finalisation of successful applicants list**

Third Level will include finalization by Head I&DL with a committee at HO. This committee will include the following members.

- a) Dean-A NIFT
- b) Head I & DL
- c) Head-AA
- d) External academic expert
- e) One senior faculty member nominated by the Dean (A).

This Committee would interview individual students and make a record note of the interview of each student who has applied for the financial assistance and has been found eligible by the Scrutiny Committee. The note should be recorded in prescribed form to be signed by all the members.

The committee would then recommend whether the applicant is eligible for UDAAN SCHOLARSHIP and the slab for financial assistance as per the mentioned table. The number of applicants recommended would be twice the number approved for the scholarship (i.e including equal number of reserve). The committee would also give their reasons in short for not recommending the same for any student.

- 7.8 The suggested parameters for the consideration of the scrutiny committee outline in **Format-E**.
- 7.9 Disbursement of the financial assistance - The process of disbursal will be on case to case basis.
- 7.10 The approved final list of recipients of UDAAN SCHOLARSHIP should be forwarded to Academic Affairs Department, Head Office for information for disbursal.

### **8.0 Exceptions:**

- 8.1 NIFT reserves the right to impose penalty alongwith reimbursement and discontinue the financial assistance, if at any point of time it is found that a student has given incorrect information or hidden relevant facts or his/her behaviour in the foreign institute is unbecoming and not worthy of a NIFT student.

### **9.0 Financial Implications**

Total assistance may not exceed sponsorship slab proposed under UDAAN.

### **10.0 Schedule**

As per the opportunities circulated by International Linkage office.





2	Mother			
3	Guardian			

Note:- \* Please specify the category of service clearly whether - Central Govt. / Public Undertaking/ State Govt./ PSU/ Autonomous/ Private/ \*\* Self employed/ Business/ Firm  
 \* In case phone / emails are not there, please indicate that they do not have one.

(f) Office/Work Address:- Parent's / Guardian's  
 For those in Service):- Father/ Mother

Name & Address of the employer:

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Telephone No \_\_\_\_\_ Fax No. \_\_\_\_\_ (For those in Business):-

Father/ Mother  
 Name & Address of the business:

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(Establishment/Office/Shop, etc.)

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Applicant's Name..... Signature .....

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

(Establishment/Office/Shop, etc.)

Applicant's Name..... Signature .....

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

**III. Financial Information:**

(a) Whether the student is getting subsidy / scholarship / financial assistance from other Institutions / State or Central govt. YES/ NO

If yes, (Copy of document(s) may be submitted)

(i) Name of the granting institute :-

(ii) Address of the granting institute :-

(iii) Amount granted :-

(b) If the parents are getting reimbursement of tuition fee or financial assistance fully or partly from their employer, furnish the details of the same. The details of the same, if not, a certificate from the employer in this regard.

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(c) If parents are not financially capable to pay the fees, the details or source of funding for the education so far (If any, bank loan, etc.).

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Applicant's Name.....

Signature .....

d) Details of credit/debit cards used by self/parent (All cards)

Sr. No.	Name of the card holder	Type of card	Name of issuing bank

(e) Is any vehicle owned by parent / Guardian/ Applicant? If yes, give details of the vehicles (Attach separate documents - Give details for all vehicle owned)

- a. Two Wheeler :- Yes/No
- b. Four Wheeler :- Yes/No
- c. Other wheelers (If any) :- Yes/No

Registration copies (RC) of vehicle to be attached, if the vehicle listed above financed by the bank, give latest statement of the vehicle loan.

Applicant's Name.....

Signature .....

**IV. Documents enclosed with the application :**

Mandatory document	enclosed document (put a tick mark in case of yes)
One copy of passport size photograph with signature.	
Income declaration by parents with an affidavit (Annex I) on non-judicial stamp of `10 (Rupees Ten)	
Proof of permanent residence	
Photocopies of all pages of Passports and PAN card of parents / applicant	
A copy of receipt of tuition fee paid receipt (for the current semester) have to be submitted along with the subsidy application	
Schedule (Format C - details of agricultural land and property, etc.) duly signed by parent.	
School certificate for class X and class XII	

Applicant's Name.....

Signature .....

Following documents copy (If applicable):-

Latest Income Tax returns copy/Form 16for Salaried and Form 16A for Business/Self Employed - for last three years.	Yes/No
Vehicle registration copy	Yes / No
Foreign exchange received document	Yes / No
Latest receipt of land tax paid	Yes / No
Tehsildar's certificate of agriculture land	Yes / No
Documents related to others scholarship / sponsorship received	Yes / No
Certificate of SC / ST / OBC/PHP	Yes / No
Receipts of school fee wherever possible	Yes / No

**V Details of the bank account in which financial assistance has to be deposited:**

Name of the Bank	
Branch name & IFSC Code	
Bank A/c. name & No.	

Applicant's Name.....

Signature .....

**VI Educational Indicators**

(i) SGPA Obtained in:

S.no.	Semester	SGPA
1	1st	
2	2nd	
3	3rd	
4	4th	
5	5th	
6	6th	

ii) Entrance merit for the students of 1st semester-----

**VII Declaration by the Applicant:**

- i) I hereby declare that the information given above and below is correct.
- ii) I am not availing any other scholarship/financial assistance for this purpose from any other sources. If I apply for any other scholarship/financial assistance and get it, I undertake to refund the amount of scholarship/ financial assistance received from NIFT.
- iii) I shall abide by the terms and conditions UDAAN for sanctions of the "Financial Assistance".
- iv) I have not been punished for any violation of Rules/ Code of Conducts in/off campus OR served notice for disciplinary violation during my studies at NIFT till date.
- v) I had attended classes regularly and have had no attendance shortage.

Applicant's Name.....

Signature .....

vi) I undertake, that if at any stage, it is found (to the satisfaction of the sanctioning authority in the NIFT that) the information given by me is false or if I violate the terms and conditions of the financial assistance, the financial assistance sanctioned to me, may be cancelled and the Double amount of financial assistance thereon will be refunded by me or recovered from me, apart from this I may be also liable for such penal action as warranted by law.

vii) I understand, that "mere submission of documents will not entitle me for financial assistance claim. The sanction will be based on the establishment of income status through submission of all necessary documents, fulfillment of all the conditions to the complete satisfaction of the Competent Authority:

Signature of the applicant

Name:- \_\_\_\_\_

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**Parents:**

(i) I hereby declare that I have read and agreed the information filled in this application form by my ward \_\_\_\_\_ (name of the student) studying in \_\_\_\_\_ (semester) of \_\_\_\_\_ (course) at \_\_\_\_\_ NIFT Centre.

Signature of Mother: \_\_\_\_\_

Signature of Father: \_\_\_\_\_

**Caution: This form not filled in all respect or any column left blank will be liable for rejection. If any column is not applicable to the applicant in the provided space mention "Not Applicable"**

**FORMAT FOR DECLARING: INCOME AFFIDAVIT**

**(on Rs. ` 10/- non-judicial stamp paper)**

Declaration of income of Parent/Guardian for the year (ending on 31st March, ..... ) for the purpose of International Opportunity Fee Subsidy.

I,.....(mother's name) daughter of Shri/Smt  
..... presently residing at

.....; and I,  
.....(father's name) son of Shri/Smt  
..... presently residing at

..... solemnly affirm and say as follows:

1. That our son / daughter / dependent Shri/ Smt/ Kumari..... has been studying in (semester) .....(course) in NIFT..... (Campus).

2. That our annual family income in the preceding year ending 31st March ..... is ` ..... as per details furnished in the schedule (prescribed as FORMAT C) under the name written. We also affirm that particulars of property held by us are as shown in the Schedule. We make myself personally responsible for the accuracy of the facts and figures furnished.

3. That we further undertake that in the event of the particulars given in this declaration being found false, we shall refund to the NIFT DOUBLE the amount of the subsidy paid to my ward and the NIFT's decision on whether the declaration of particulars is false shall be final and binding on us and also render myself liable for prosecution under the prevailing laws.

Signature of the mother and father of the student

Name in full

To be signed in the presence of Notary Public or a Magistrate/ 1st Class Magistrate Executive/Revenue Officer/who would also affix his signature and seal.

**SCHEDULE TO BE ATTACHED WITH INCOME AFFIDAVIT****I. Details of Agricultural Land**

Extent of Land held and Income	(a) Independently as owner	(b) Jointly as owner	(c) Independently as tenant
(i) Area (in Acres)			
(ii) Village			
(iii) Tehsil			
(iv) Type of Land			
(v) Source of irrigation			
(vi) Crops			
(vii) Survey No.			
(viii) Land Revenue			
(ix) Annual Income			

**II. Property held and income (Houses, Shops, Buildings, House sites, Plot etc.)****Part A**

- (a) House no. ....
- (b) Street/Road .....
- (c) Village/Town/Cit .....
- (d) Area of site .....
- (e) Rent derived if .....
- (f) House tax .....
- (g) Sanitary cess or .....
- (h) Net Annual .....

**Part B**

Whether the whole or part of land/Building owned has been given out to tenants. If 'yes' particulars.

**Part C****Income from Shops (if any):**

- a) Address of .....
- b) Nature of trade .....
- c) License No .....
- d) Sales Tax .....
- e) Income Tax .....
- f) Annual Income .....

**III. Annual Income, by parents/unmarried brothers and sisters for ..... (Year):**

S. No.	Information Required	Father	Mother	Unmarried Brothers/Sisters
1.	Name of the Employer /Self Employed/ Own			
2.	Office/Unit in which working / Owned and Designation			
3.	Office Address with Telephone nos.			
4.	(a) Annual Gross Pay (Basic Pay + Dearness Allowance + House Rent Allowance + Traveling Allowance + Bonus + Incentives + Any other Allowance) + Pension without Deduction of Income Tax (Certificate from the employer/income Tax authority/Revenue Authority may be attached) (b) Income from any business/ Self Employment (attach Balance Sheet, Profit & Loss Statement, ITR and Turnover details)			
5.	Other benefits like house rent allowance, free house and other perquisites			
6.	Other source of Income : (i) Income from subsidiary industries Part-time occupation (ii) Amounts drawn as wages (iii) Any other income			

**N. B.**

- (1) Total income of the family should include income of father, mother / guardian, if any Income for the purpose of Means Test is defined as under:-
  - (a) In the case of income from sources liable to income tax, income computed (after deduction for rebate able items) for the purpose of assessment of income tax, as per Income Tax rules for the year.
  - (b) In the case of income not liable to income tax, such as income from Agriculture, etc. the net income that is arrived at after deduction expenditure incurred for earning that income.

**IV Details of all bank accounts of both Parent/Guardian**

Name (as in the bank account)	Name of the bank	Bank branch			Branch Code Number	Bank Account Number	Type of Bank Account (Saving/Current)	MICR code of the Bank
		State	District	Pin				

**V Details of PAN CARD**

Name	PAN CARD No.
Mother	
Father	

Name and Signature of Student

Name and Signature of both Parent/  
Guardian of the Student

**NATIONAL INSTITUTE OF FASHION  
TECHNOLOGY**

**Record Note of the Interview carried out by the Scrutiny Committee for the  
financial assistance scheme**

1. Name of the student:
2. Department: Semester:
3. Father's name:
4. Occupation of Father:
5. Income stated in the application form:
6. Academic Performance (SGPA)
7. Conduct
8. Attendance
9. Details on lifestyle observation:
10. Observations of the committee:
11. Recommendations of the committee:

**Signature of all the committee members**

CC of the Department

SDAC

Senior Faculty Members

AD

Dy. Director(F&A)/ Accounts Officer

Joint Director

**SUGGESTED PARAMETERS FOR THE SCRUTINY COMMITTEE**

The suggested parameters for the consideration of the scrutiny committee are as follows:

1. Verification of the documents submitted alongwith the financial assistance application form.
2. Verification of student's bank account statement.
3. Consistency in the information submitted in financial assistance Form with the Subsidy Form of previous year and also with the information submitted at the time of admission (Registration Form – I) may be checked.
4. Abroad visits to be ascertained from copy of the passport submitted at the time of admission in order to assess the financial position of the parents.
5. The parent should submit a list of all Bank accounts with account transaction with last one year's bank statement:
6. Fee paid in school by applicant / siblings as a measure of consistency check.
7. Attendance of the student.
8. Academic record including verification on whether student has got required SGPA and has not failed in any subject.