

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
SHILLONG**

Orientation Programme 2023

Important Announcement

List of documents to be carried by all new entrants

Students are directed to bring the following documents (original as well as photo copy) during Orientation Programme 2023 on 26th July, 2023 at NIFT SHILLONG Campus for document verification:

B. Design / MFM	
Student's Name in CAPITAL LETTERS	First Name: Middle Name (if any): Last Name: Students are advised to ensure that their name with spelling is identical with the name and spelling mentioned in class 10 th Marksheet and if there is any change then the same needs to be informed to NIFT for updation in our records. The basis for name updation with NIFT will be as per Class 10 th Marksheet unless any supporting legal document is provided validating the name change. Name and spelling of name updated with NIFT is matching with the spelling as per Class 10 th Marksheet: Yes [] / No []
Programme (e.g. B.Des – AD, FD or MFM etc)	
Common Merit Rank	
Category (e.g. SC/ST/OBC etc)	
PwD Status (Yes/No)	
Document to be submitted by the student on the 1st day of Orientation/Reporting	Submitted (Yes/No)
Student Profile Form [Attached] – Filled Hard Copies to be submitted to NIFT	
Aadhar Card (Self Attested)	
Address Proof (Aadhar, Driving License, Voter Card, House Agreement etc)	
NIFT Admission Document Verification Checklist	
Self-attested copy of NIFT Admission Receipt/Allotment Letter [Please retain a copy of the same with the candidate for their records]	
Self-attested copy of NIFT Online Payment/Bill of Supply Receipt [Please retain a copy of the same with the candidate for their records]	
Photograph (4 passport size and 2 stamp size in colour in a small envelope with name written on the reverse of the photograph with course)	
Self-Attested Photocopy of 10 th Marksheet & Certificate [Originals to be carried for verification] Note: In case school board issued marksheet cum certificate then only marksheet will suffice else both are to be submitted mandatorily before 30 th September 2023]	
Self-Attested Photocopy of 12 th Marksheet & Certificate [Originals to be carried for verification] Note: In case school board issued marksheet cum certificate then only marksheet will suffice else both are to be submitted mandatorily before 30 th September 2023]	
One photocopy of Self-Attested Graduation Mark Sheets & Certificate (in case of P.G. Prog.) [Originals to be carried for verification]	
Annexure-I (in original) Affidavit (duly certified by a Notary) in Annexure-I (in original) to be submitted for candidates seeking provisional admission if the 12 th class/final year/final semester (as the case may be) result of qualifying degree/certificate examination is not declared by the concerned Board / University till the date of admission or orientation. (If 12 th class/final year/final semester Pass Mark sheet & certificate furnished then no need of Annexure I)	
[Please refer to Page 113 to NIFT Admission Prospectus 2023] If the 12 th class/final year/final semester (as the case may be) result of qualifying degree/certificate examination is not declared by the concerned Board/ University till the date of seat allocation/	

admission, his/her admission in such case will be strictly provisional subject to the following conditions: The candidate will submit the final result of qualifying degree/certificate proving his/her eligibility on or before 30th September, 2023 to the Campus Director. The provisional admission will stand the chance of getting cancelled, if the candidate fails to submit the successful result in time i.e. 30th September, 2023 .	
Annexure – II (in original) Undertaking for Anti-Ragging	
Annexure – III (in original) Undertaking for NRI Sponsored Seats of applicable	
Annexure – IV (in original) Undertaking for refund of fee	
Medical Fitness certificate from Govt. Hospital in prescribed format [To be submitted in original]	
Self-Attested photocopy of valid / recent Caste Certificate (If applicable) [Originals to be carried for verification]	
Self-Attested photocopy of EWS Certificate in prescribed format (If applicable) [Originals to be carried for verification]	
Self-attested photocopy of Recent or Valid photocopy of Parent's Annual Income issued by respective State Govt or equivalent body if applicable: - [Originals to be carried for verification]	
One photocopy of Self-attested PwD Certificate and recommendation of the Committee(If applicable) [Originals to be carried for verification]	
Additional Documents for wards who secured admission under NRI / NRI Sponsored Seats	
Undertaking to be signed by the sponsoring NRI/Foreign National/OCI (Annexure-III) [To be submitted in original]	
Self-Attested photocopy of first & last page of the passport of the sponsoring person	
Self-Attested photocopy of valid visa if the sponsoring person is an NRI	
Additional Documents for wards who secured admission under NIFT Lateral Entry Category	
Self-Attested photocopy of 3- or 4-years diploma / degree marksheets and passing certificate [both] on the basis of which the candidate is seeking admission [Originals to be carried for verification]	
Additional Documents for wards who secured admission under Artisan Category	
Self-Attested photocopy of 3- or 4-years diploma / degree marksheets and passing certificate [both] on the basis of which the candidate is seeking admission [Originals to be carried for verification]	
Artisan Photo Identity Card of Self/Parent (Mother or Father) issued by DC Handicrafts or Dev. Commissioner (Handlooms), Min of Textiles or State Govt.	
Important Note: 1. All documents are to be carried in an envelope with the name of the student and course, contact number of self and parents mentioned on the top of the envelope 2. Under no circumstance originals of applicable documents are not to be submitted to NIFT with exceptions being Affidavit as per Annexure – I, Medical Fitness, Undertaking etc 3. In case any of the above document(s) is/are in any language other than Hindi/ English, then a certified translation in English/Hindi should be produced duly verified by the issuing institution/ gazetted officer / Self attested (original and photocopy) by the candidate at the time of Seat Allocation /Admission.	

**UNDERTAKING FROM THE STUDENTS, AS PER PROVISIONS OF ANTI-RAGGING VERDICT BY
THE HON'BLE SUPREME COURT**

I, Mr./Ms./Mx. _____

Roll No _____ Merit Rank _____ seeking admission in the
programme _____ do hereby undertake this day _____ Month _____

Year _____ the following with respect to above subject:

1. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above reference.
2. That I understand the meaning of ragging and know that ragging in any form is a punishable offence and the same is punishable with imprisonment and/or, fine and is prohibited by the Directives of the Court of Law.
3. I understand that if any information is brought to the notice of NIFT authorities regarding my participation in any ragging activities, the NIFT authorities are bound by law to report the same to the concerned Police Authorities for investigation and prosecution.
4. That I have not been found or charged for any involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
5. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and the NIFT authorities for the purpose from time to time.

Date:

Signature of the candidate

I hereby fully endorse the undertaking made by my child/ward.

Signature of the Witness:

Signature of the Mother/Father/Guardian

1.

2.

UNDERTAKING FOR NRI SPONSORED SEATS

1. I....., certify that I am a Foreign National or Non Resident Indian as specified in the Income Tax Act, 1961.

My present address is
.....
.....

A self attested copy of first & last pages of the passport and a copy of valid visa is enclosed herewith.

2. I..... certify that Mr./Ms. _____ (name of the candidate) S/o/ D/o..... date of birth..... applying for admission at NIFT is my (name of the relation).

3. I....., do hereby certify that I am willing to bear the expenditure of (Name of the candidate), for his/her entire study at NIFT.

4. The particulars of my registration with the concerned tax Authorities of the Country of my domicile are as follows:
.....
.....
.....

5. I am aware that(Name of the candidate) shall be granted admission to a campus of NIFT as per merit.

6. I also certify that I have carefully read and understood all the conditions relating to NRI admissions, fee and study at NIFT. I undertake to follow the same faithfully and any amendments to these, in future, relating to NRI Students, would be acceptable to me.

(Name and Signature)
Address:

Date :

Place :

UNDERTAKING FOR REFUND of FEE

1. I confirm and state that the certificates furnished by me are true and correct to the best of my knowledge. No part of it is false or fabricated and nothing has been concealed. I hereby undertake that if any certificate submitted by me is found to be false/fabricated or not conforming to the stipulated standards mentioned in the Admission Guidelines, my admission will be cancelled without any notice and the fee paid by me will be forfeited.
2. I confirm and state that I have undergone the admission formalities as laid down in the Prospectus-2023 of NIFT. I understand that if I fail to submit the proof of eligibility by the stipulated date, my admission will be automatically cancelled.
3. There fund against withdrawal of seat will be governed as under:

Time	Amount to be refunded
Before commencement of Final round of seat allocation. Date to be declared on NIFT website later.	Full fee, except registration fee
Candidate who withdraw after date decided by NIFT	Only security deposit

4. I accept that the refund against my withdrawal of the allotted seat shall be refunded as per the above guideline.
5. I also undertake that I will not bring any outside pressure on NIFT authorities in any regard and if found, it will make me liable for disciplinary action which may include expulsion from NIFT.
6. I shall abide by the rules and regulations of the NIFT as amended from time to time.
7. I hereby declare that I have read and understood the content of the undertaking and I am aware of its implications.

(Signature of the Candidate)

Place _____
Guardians)

(Signature of the Parent/

Date _____

**NATIONAL INSTITUTE OF FASHION
TECHNOLOGY, SHILLONG**

UNDERTAKING

I _____ Common Merit Rank of Semester _____

in B. Design (FD AD TD FC or Masters MFM) do hereby undertake:

- That I am aware that as per the NIFT Students Rules & Regulations, “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. Uninformed absence of more than four weeks due to any cause or zero percent attendance till mid-term will mean loss of candidature for the student, i.e., name of the student would be struck off from the rolls of the Institute”.
- That I will submit the self-attested medical certificate and medical report for medical reasons or any other document in case of social exigencies within 5 days of reporting to the campus in case of absence from classes.
- That I have read the NIFT student permanent transfer policy as mentioned in NIFT Student Rule Book
- That I shall strictly adhere to the above rules during my study at NIFT.
- That I shall not seek any relaxation whatsoever with regard to shortage of the prescribed percentage in attendance.
- That in the event of any shortage in attendance, I am aware that I may have to repeat the semester.
- That I have read and understood the contents mentioned in NIFT Student Rule Book

Date :

Signature of the Student

**NATIONAL INSTITUTE OF FASHION
TECHNOLOGY, SHILLONG**

**Undertaking to be given by all students at the beginning of each
Academic Year**

I, _____ son / daughter of
_____ admitted to

B. Design (FD AD TD FC or Masters MFM of NIFT, SHILLONG centre

hereby give undertaking in respect of the following:

- I will not smoke in the NIFT Campus, hostel, bus etc.
- I will not consume liquor or drugs on any kind during the tenure in NIFT, in the campus, hostel, bus or any other NIFT related activity or place.
- I will not indulge in ragging directly or indirectly and will not resort to any undesirable activity that may tarnish the image of NIFT.
- In case of any harassment to me or others, I will bring the facts to the notice of the centre Anti Ragging Committee or any other immediate available Officer of NIFT immediately. If any of these persons are not available, the facts will be brought to the notice to the Centre Director without delay.
- 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 anyway at 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.

Place :

Signature.....

Date :

Name :

Relationship:	Father () / Mother () / Guardian () / Brother () / Sister ()															
Mobile No.																
Name :																
Relationship:	Father () / Mother () / Guardian () / Brother () / Sister ()															
Mobile No.																
(At least 2 numbers are compulsory)																
Land Line Number if available																
	STD Code				Land Line Phone Number											
Phone No. (LandLine)																

14. Educational Details: (Highest Qualification Obtained at the Top)

Class 10 / Equivalent

Name of School/Institution	
Board Name	
Passed / Appeared	
Year of Passing:	
Percentage/CGPA	
Class Obtained (Distinction/I/II/III)	

Class : 10 + 2 / Equivalent

Name of School/College/Institution	
Board Name	
Passed / Appeared	
Year of Passing:	
Percentage/CGPA	
Class Obtained (Distinction/I/II/III)	

Diploma (Lateral Entry/Artisan Candidates Only)

Name of School/College/Institution	
Name of the Institution/University	

17. Annual Income of Father ()/Mother ()/Guardian ()

Relationship	Father () / Mother () / Guardian ()
Profession	Govt Servant () / Business () / Private Service ()
Salary / Income Per Month	Rs. _____PER MONTH
Relationship	Father () / Mother () / Guardian ()
Profession	Govt Servant () / Business () / Private Service () /Housewife ()
Salary / Income Per Month	Rs. _____PER MONTH

Date: ____/____/____

Place: _____

Student Signature: _____

Signature of Father (if applicable): _____

Signature of Mother (if applicable): _____

Signature of Guardian (if applicable): _____

[All the signatories as per above are required to sign on all the pages of this form at the bottom]

STUDENT IDENTITY CARD APPLICATION FORM

The Joint Director,
NIFT Shillong

Sir,

Subject: Request for Student Identity Card

I, _____

S/o()/D/o() of _____

studying in 1st Semester of B.Des – FD()/AD()/FC()/TD()/MFM ()
Shillong Centre hereby request you to provide me a student identity card.

I am providing herewith the details required for the ID Card

1. Date of Birth : _____/_____/_____

2. Blood Group : _____

[Blood group is compulsory for issue of Id Card]

3. Communication Address : _____

Pin Code: _____

Emergency Contact No: _____

[Parents/Any family member]

4. Students Mobile No : _____

5. E-mail ID : _____@_____

6. Identification Marks on visible areas like face, hands, neck etc:

The above information given by me in this form are true to the best of my knowledge.

Thanking you,

Date:- / /

(Signature of the student)

***Note: If any detail is unavailable, make sure that it has to be updated at the earliest by the individual.**

DETAILS REQUIRED FOR PROCESSING STUDENT MEDICLAIM & GROUP
ACCIDENT POLICIES

First Name	
Middle Name	
Last Name	
Date of Birth	
Gender	Male () / Female ()
Contact No. (Parent)	
Qualification	
Blood Group (This is mandatory for availing mediclaim)	
Identification Marks	
Father's/Husband Name	
Mother's Name	
Nominee Name/ Relation	
Name of the course	B. Des – FD ()/ AD ()/ FC ()/ TD ()/ MFM ()
Roll No.	BD/ / or MFM/ /
Special Medical Instructions/Past Medical History if any	

Student Signature: _____

Signature of Father/Mother/Guardian _____