

National Institute of Fashion Technology
Academic Affairs Department
Head Office, New Delhi

1400(51)/NIFT/Head-AA/Circular,Memorandums&Orders/2010

April 1st, 2013

Office Memorandum

A new policy named 'NIFT Campus Student Exchange Policy' has been formulated to provide a provision for transfer of students from one NIFT campus to another for a semester within the same discipline. The said Campus transfer will be considered on mutual consent of both the students and their parents. According to this policy, any student who is willing to study at another NIFT campus shall 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 the new Campus. The policy will be applicable to all the students of UG (from 4th to 8th semester) and PG (from 2nd to 4th semester).

This policy was approved by the BoG of NIFT in its 20th meeting held on March 8th 2013. The complete policy is enclosed herewith for implementation of the same from the Academic year 2013-14. This brief of the policy shall be given at the page 170 as Clause 5.8.8 and the detailed policy shall be placed at Annexure 5-M in the Academic Manual of NIFT.

NIFT Campus Directors are requested to give it wide publicity and send the requisite details strictly as per schedule (Annexure-I) to enable implementation of NCSE from the academic year 2013-14.

This issues with the approval of Director General.


Prof. Suhail Anwar
Head(AA)

To
All NIFT Campus Directors
Dean-A
CPs
Head of the Units
Copy to:
Chief Vigilance Officer, NIFT H.O.
Director H.O, NIFT
Director (F&A), NIFT H.O
Registrar (Estt.) & Board Secretary
Assistant Board Secretary, NIFT H.O
PS to DG for information

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 4th to 8th semester. PG students may apply for NIFT Campus Student Exchange from 2nd to 4th 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:

S. NO	Particulars	Fee (Rupees)
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 st March of every year for the semester July to December 31 st October of every year for the semester January to June
2.	Completed NCSE Forms to be forwarded to AA-HO	30 th April of every year for the semester July to December 30 th November of every year for the semester January to June
3.	Status of NCSE to be uploaded on NIFT website	10 th July of every year for the semester July to December 10 th 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 st	
2 nd	
3 rd	
4 th	
5 th	
6 th	
7 th	
CGPA	

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