

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Head Office, New Delhi

“SARTHAK” NIFT FINANCIAL ASSISTANCE SCHEME

1. SHORT TITLE/ COMMENCEMENT

- 1.1 The policy shall be called "SARTHAK" NIFT Financial Assistance Scheme".
- 1.2 The financial assistance under the "SARTHAK" NIFT Financial Assistance Scheme" is not an entitlement. It shall be subject to the conditions and processes prescribed in this policy.
- 1.3 This policy shall come into force with effect from the academic year 2023-24.

2. PURPOSE

The objective of the scheme is to ensure that student is not deprived of education at NIFT for financial reasons, particularly students belonging to economically weaker sections of society.

3. APPLICABILITY OF THE SCHEME

"SARTHAK" NIFT Financial Assistance Scheme" will be applicable to all the regular students of NIFT fulfilling prescribed criteria. The benefits of this Scheme shall not extend to NRI/NRI-sponsored students.

4. PROVISION OF FINANCIAL ASSISTANCE

- 4.1 Under this Scheme financial assistance to undergraduate students shall be provided as follows:

Category	Annual Household income	Percentage of Financial Assistance to be provided under the Scheme
A.	Up to Rs. 2 Lakhs	100% of the Tuition Fee
B	Above Rs. 2 Lakhs up to Rs. 4.0 Lakhs	75% of the Tuition Fee
C.	Above Rs. 4.0 Lakhs up to Rs. 6.0 Lakhs	50% of the Tuition Fee

D.	Above Rs. 6.0 Lakhs up to Rs. 8.0 Lakhs	25% of the Tuition Fee
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4.2 Under this Scheme financial assistance shall be provided to postgraduate students as follows:

Category	Annual Household income	Percentage of Financial Assistance to be provided under the Scheme
A.	Up to Rs. 2.0 Lakhs	75% of the Tuition Fee
B	Above Rs. 2.0 Lakhs up to Rs. 4.0 Lakhs	50% of the Tuition Fee
C.	Above Rs. 4.0 Lakhs up to Rs. 8.0 Lakhs	25% of the Tuition Fee

5. ELIGIBILITY CRITERIA

Regular students are eligible under this scheme subject to the following conditions:

The students who fulfil the following criteria may apply for financial assistance under this scheme:

- i. Undergraduate and postgraduate students of the regular programme of NIFT, excluding those admitted under the NRI/ NRI-sponsored category.
- ii. The students must fall within the parental income slab as stipulated in sections 4.1 and 4.2.

All eligible first-year students may apply irrespective of their ranks and marks in the entrance exam. For the continuation of financial assistance to the students in the 2nd, 3rd and 4th year of undergraduate level and the 2nd year of postgraduate level, a minimum average of 6.00 SGPA in the last two consecutive semesters, with no carry-forward in any semesters (including all subjects – Major, DS, IDM) will be a necessary condition. The grant of assistance will be decided by a committee at the campus before the fee is collected for the semester from the students. However, exceptions where approval for Carry Forward under medical/ extenuating circumstance has been obtained from the Competent Authority, will be considered for the grant.

- iii. Students applying for financial assistance under this scheme should ensure to clear all the previous dues (if any) in order to be considered for grant of scholarship under the scheme.
- iv. The student should not have been declared fail in any semester in the previous years of studying at NIFT. Relaxation may be sought from the

- Competent Authority in case a student has repeated the semester due to mitigating circumstances. The students who are on LOA (Leave of Absence) or have availed of the same are also eligible for the assistance scheme.
- v. In case a student is involved in any major or minor disciplinary violation, she/he will not be eligible for the subsidy during her/his remaining course at NIFT.
 - vi. The reserved category students (SCs/STs/OBCs etc.) should apply on the National Scholarship Portal/ State Level Scholarships for any financial assistance and submit the proof of applying in the relevant portal to the Campus.
 - vii. The students getting any other financial assistance/reimbursement towards expenditure on education from any other source viz central/state government/PSU/trusts/private persons etc. shall not be eligible to apply for the financial assistance under this scheme. The SARTHAK scholarship amount must be returned to NIFT in the event that a student receives financial aid and then receives money from another source.

6. PROCESS OF APPLICATION

- i. Students having parental income/total family income up to Rupees 8 Lakhs per annum, as declared at the time of admission, will be able to access the Application on CMS. The Form will not be accessed by other students.
- ii. In any case, however, if the parental income/ total family income has changed during the period while the student is still studying at NIFT and his parental income now falls within the bracket of SARTHAK eligibility conditions, the student will have to meet the CAC of the Campus and provide justification with proper documentation. Based on the proof of revised parental income, the CAC will get the parental income in the student's profile changed on CMS with the help of Campus ERP personnel. Thereafter, the student will be eligible to apply for the scholarship scheme.
- iii. The complete application of SARTHAK on the CMS should include the following:
 - a) Personal Details: The majority of fields are auto-generated from the student's profile filled in at the time of admission
 - b) Parental Income: Auto-generated from the student's profile.
 - c) Uploading Financial Documents: All mandatory documents will be required to be uploaded by the students at the time of form filling.
 - d) Student's undertaking: The applicants will have to give an undertaking regarding the information being provided in the form.

- iv. The form will remain incomplete till all mandatory fields are filled in all parts of the application. An applicant will not be eligible for consideration for the scholarship if the complete form is not uploaded successfully.
- v. In case the applicant is unable to fill out the form for any technical problems being faced, the student must contact the Campus SDAC for the same immediately. The student will be solely responsible for not filling the application on time.
- vi. The originals of all documents uploaded on the CMS at the time of application need to be produced PHYSICALLY by the applicant at the time of the SARTHAK document verification. In the absence of any of the originals, the application will be disqualified.
- vii. In case any applicant wants to change the auto-generated information in the form, the student will be required to contact the CAC at the Campus with proper justification and documents. The Campus ERP personnel will then revise the information on the recommendations of the CAC.
- viii. **Mandatory Documents** (self-attested) for the SARTHAK application include:
 - a. The Income Certificate issued by any one of the following authorities in the prescribed format as given in Format A shall only be accepted as proof of the annual income: -
 - (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
 - (iii) Revenue Officer not below the rank of Tehsildar or
 - (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
 - b. Proof of permanent residence of the student (Aadhaar/Passport/Voter ID).
 - c. Photocopies PAN card of parents/guardian and applicant.
 - d. School leaving certificate for classes X and XII (proof of school fee, wherever possible).
 - e. The copy of the receipt of the tuition fee, if paid, for the ongoing semester.
 - f. Undertaking from the parent regarding the contents of the SARTHAK Application and the documents submitted (Format B).
 - g. Bank statements for the last 12 months for all the accounts mentioned in the schedule duly stamped and certified by the bank.

- x. The applicant need not fill out the application in one sitting. The information gets saved once uploaded and the applicant can edit the information in the form till the form is Finally Submitted. The applicant needs to ensure all correct information is entered and all mandatory documents are uploaded before the final submission of the form.
- xi. The Form once submitted cannot be edited.
- xii. Students will have to submit an undertaking with the application form to the effect that the assistance may be withdrawn and a penalty imposed if the documents submitted as income proof are found to be false on verification. The undertaking is prescribed within Format - C.
- xiii. The Campus reserves the right to grant a Scholarship to an individual applicant based on the information in the form and the documents provided. Furthermore, the Campus Director shall have the discretion to adjust or realign the assistance percentages as deemed appropriate.
- xiv. It is again reiterated that the scholarship is just financial assistance being given and NOT AN ENTITLEMENT of any applicant.

7. PROCESS OF SCRUTINY AND APPROVAL

There will be two levels of scrutiny for the applications at the Campus level:

- i. 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.
- ii. The Scrutiny Committee will scrutinize whether all relevant information and documents uploaded are relevant and complete with the application forms. The Scrutiny Committee will duly record all incomplete forms.
- iii. The list of eligible and ineligible candidates will be duly notified to the students through CMS by the Joint Director/designated Officer and the students found ineligible due to incomplete documentation will be given 10 working days to resubmit their applications with complete documents.
- iv. Further, document verification of all the eligible applications will be done by a five-member Committee wherein all the originals of the documents submitted by the student shall be verified. Even if the original of a single document out of the required list of mandatory documents is missing, the application will be deemed to be incomplete and will be prima facie rejected. No exceptions shall be accepted for any student in this regard under any circumstances. Hence, the students should be instructed clearly about

bringing all the original documents well in advance before appearing for the verification of the original documents.

- v. The Document Verification Committee will comprise of: a) Joint Director/CAC b) Deputy Director/Accounts Officer (Finance & Accounts)/AAO c) Course Coordinator of the Program. d) One senior faculty member nominated by the Director. e) Student Development Activity Coordinator

The final list of recipients of the SARTHAK Financial Scheme will be duly uploaded to the NIFT Campus website for information. The final status of the Sarthak recipients shall also be updated on the CMS portal by the concerned campus.

The approved final list of recipients of Financial Assistance should be forwarded in the prescribed Format - D to Academic Affairs Department, Head Office for information after disbursal.

8. EXCEPTIONS

8.1 NIFT reserves the right to impose major disciplinary penalties along with reimbursement and discontinue the financial assistance if, at any point in time, it is found that a student has given incorrect information or hidden relevant facts.

8.2 The students being considered for the grant of scholarship from the 2nd to 4th year should generally be from the list of the students who have been awarded financial assistance in the first year. However, in exceptional circumstances, with prior approval of the Campus Director, Screening Committee can consider new cases for financial assistance from the students studying in the 2nd, 3rd or 4th year.

8.3 There have been instances when the student may need financial assistance due to certain emergencies such as the loss of an earning member. In such cases, there should not be any need to adhere to the disbursal schedule. Such cases could be considered as an exception by the Screening Committee outside the SARTHAK timelines, with the approval of the Campus Director.

8.4 The financial assistance can be discontinued at any time if there are cases of incorrect information; shortage of attendance; carry forward (in non-standalone subjects); SGPA falling to less than 6 for two semesters; repeat of a semester and involvement in a major/minor disciplinary violation.

9. FINANCIAL IMPLICATIONS

The expenditure on account of the disbursement of financial assistance under this scheme will be met by the respective Campus from its own funds for which necessary budget provisions may be earmarked.

10. APPEAL PROCEDURE

The final list of students will be published on the CMS according to the SARTHAK Timelines by each Campus. Student may submit an appeal to the Campus Director within seven days of announcement of the final list. The appeal will be disposed of by the Campus Director within two weeks of representation.

No appeal will be entertained at Head Office, whatsoever, as the matter will ultimately be dealt with at the Campus.

FAMILY INCOME DETAILS

INCOME CERTIFICATE OF MOTHER

This is to certify that the cumulative annual income of Smt
..... W/o /D/o Shri.....
R/o
.....
.....is Rs..... (Rupees
.....)
from all sources.

(Authorised Signatory)

NOTE: The following can be the authorised signatory:

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate! Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar or
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

INCOME CERTIFICATE OF FATHER

This is to certify that the cumulative annual income of Shri S/o
Shri.....R/o
.....
.....is Rs.....(Rupees
.....) from all sources.

(Authorised Signatory)

NOTE: The following can be the authorised signatory:

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar or
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

UNDERTAKING BY THE PARENTS

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

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

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

.....solemnly affirm and say as follow:

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.....(mother).....(father) as per details furnished in the schedule (prescribed as FORMAT A) under the name written. We make myself personally responsible for the accuracy of the facts and figures furnished.

3. That we further undertake that in case the particulars given in this declaration are found false, we shall refund to 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 of the student
the student**

Signature of the father of

Name in full: _____

Name in full: _____

Date:

Place:

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 condition of “SARTHAK” NIFT FINANCIAL ASSISTANCE SCHEME”.
- 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.
- 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 there on 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 "my 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, fulfilment of all the conditions to the complete satisfaction of the Competent Authority:

Applicant's Name.....

Signature.....

Date:

Place:

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Final List of beneficiaries to be awarded financial assistance

1. Academic Year:
2. Name of the Campus:
3. List of students of who are awarded Financial Assistance:

Sr.	Name of the	Departme	Semester	UG/PG
1				
2				
3				

Signature of the Campus Director