

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 no student is 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.	UptoRs. 2 Lakhs	100% of the Tuition Fee
B.	Above Rs. 2 Lakhs uptoRs. 4.0 Lakhs	75% of the Tuition Fee
C.	Above Rs. 4.0 Lakhs uptoRs. 6.0 Lakhs	50% of the Tuition Fee
D.	Above Rs. 6.0 Lakhs uptoRs. 8.0 Lakhs	25% of the Tuition Fee

- 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.	Rs. 2.0 Lakhs	75% of the Tuition Fee
B.	Above Rs. 2.0 Lakhs uptoRs. 4.0 Lakhs	50% of the Tuition Fee
C.	Above Rs. 4.0 Lakhs uptoRs. 8.0 Lakhs	25% of the Tuition Fee

5. ELIGIBILITY CRITERIA

12/3/23
Hd/15/2023

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. (Ref: Sarthak policy link <https://www.nift.ac.in/scholarships>)
- iii. All eligible first-year students may apply irrespective of their ranks and marks in the entrance exam.
- iv. 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** 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.
- v. **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.
- vi. 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.
- vii. The reserved category students namely SCs/STs/OBCs need to apply on the National Scholarship Portal/ State Scholarship Portal for scholarships and submit the proof of applying in the relevant portal to the Campus.
- viii. 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 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 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 is divided into 4 parts namely:

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- 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.

Students shall make sure that the uploaded documents are in PDF format and that the file size does not exceed 5 MB.

- iv. The form will remain incomplete till all mandatory fields are filled in all four 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.
- 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 interview. 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. Income declaration-affidavit (Format- B) on non-judicial stamp paper of 10 (Rupees Ten) by each parent.
 - b. Proof of permanent residence.
 - c. Photocopies of Passport and PAN card of parents/guardian and applicant. However, in case the student/parent/guardian does not possess a PAN card and/or passport, then an affidavit may be taken from the student to that effect.
 - 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. Schedule (Format-C details of agricultural land and property, etc.) duly signed by the parent with the relevant revenue record.
 - g. Bank statements for the last 12 months for all the accounts mentioned in the schedule (Format- C) duly stamped and certified by the bank. ix. Copy of the following self-attested documents (if applicable) need to be ready at the time of filling up of application:
 - a. 3 years' Income Tax returns copy/Form 16 for salaried/16 A for business owners.
 - b. Vehicle registration copy.
 - c. Documents related to any other scholarship/sponsorship receipt.
- 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.

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- 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 - A.
- xiii. The Campus reserves the right to grant a Scholarship to an individual applicant based on the information in the form, the documents provided and the interview conducted.
- 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 three 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** and the students found ineligible due to incomplete documentation will be given time of 10 working days to resubmit their applications with complete documents.
- iv. The second level of scrutiny of the applications will be done prior to the interaction of the candidate with the Screening Committee where the three-member team will verify all the originals of the documents submitted at the time of application on the CMS on the basis of which they cleared the first scrutiny. 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. **In such a case, the student will not be allowed to appear before the screening committee. 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 interviews for the grant of scholarship.
- v. The **Screening Committee** will comprise of: a) Joint Director b) Deputy Director (Finance & Accounts) c) Course Coordinator of the Program. d) One senior faculty member nominated by the Director. e) Student Development Activity Coordinator

The Committee will interview all the applicants and make a record of the proceedings of the interview of each student who has applied for financial assistance and has been found eligible by the Scrutiny Committee. The proceedings should be recorded in the prescribed form **Format-D** and duly signed by all the members. The committee will also recommend about the eligibility of the student for financial assistance, if so, the rate of financial assistance. The committee would also give a detailed justification for not recommending financial assistance or a reduction in the rate of financial assistance being given to a student.

The final list of recipients of the SARTHAK Financial Scheme will be duly uploaded to the NIFT Campus website for information.

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The approved final list of recipients of Financial Assistance should be forwarded in the prescribed **Format-F** 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, the Scrutiny / 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 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; failure in any subject; 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 forms once submitted online will be scrutinized by a committee for:

- a) The information provided in the form
- b) The documents provided in original at the time of the interview

This committee will publish a list of eligible and ineligible candidates based on the scrutiny. This list will be published on CMS with reasons for rejection of the applications. The students who will be found ineligible can then appeal to the Campus SDAC and complete their forms/documents as per the justification provided for rejection.

The final list of students will be published on the CMS according to the SARTHAK Timelines by each Campus.

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

Once the final list of eligible students is notified, no appeals by the students at the Campus or the Head Office will be entertained.

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