

STUDENT ASSISTANTSHIP PROGRAMME (SAP)

Background

National Institute of Fashion Technology offers a variety of part-time employment opportunities to its students and recognizes that student employment is a valuable form of financial assistance as well as a practical learning experience. The Student employment experience will be a positive one if the students abide by the rules and regulations of NIFT. A shared code of ethics among all employees strengthens the overall quality of the college community. The norm of expected conduct will be governed by truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold and express opinions different from one's own.

1. The Programme

Student Assistantship Programme of NIFT is designed to aid students who have demonstrated financial need. Student Development Activity Coordinator (SDAC) of each NIFT campus invites applications from students to engage them in Resource Centre, laboratory, CE programmes and workshops. The SDAC along with the employer department determines a student's eligibility for this programme.

The SDAC under SAP offers two programmes: Campus Job programme & Off-campus opportunities;

1.1. CAMPUS JOB PROGRAMME

This programme is funded by NIFT through departments on campus and offers part-time employment to students for Saturdays & late hours. All departments are encouraged to budget as many campus jobs as possible to aid NIFT in its commitment to assist students.

1.2. OFF-CAMPUS Job Program

SDAC SAP Program also offers students an opportunity to work in the community to perform tasks that will direct their creative energies to servicing the needs of others while they enhance their personal and professional goals. An organization approaching SDAC for student employment must be reliable along with the professional direction.

Other employment opportunities in the community shall be made available to students as & when SDAC receives the request from the interested companies. Interested companies may list openings with SDAC at each centre. These positions shall be posted on a SDAC job board. SDAC shall only act as a linking body for off-campus jobs.

No NIFT student is allowed to take any off-campus jobs without intimating it to SDAC.

2. Types of jobs Available

SDAC shall try to provide students with as many diverse job opportunities. Resources available within NIFT will assist students in locating employment openings on campus or within the community. Jobs may include:

Research assistant, Teaching assistant, Laboratory assistant, Data entry, Computer programmer, Computer support, library aide, Web design, Community service, Data analysis.

There can be other types of employment programmes for students at NIFT. Requirement of each department shall determine which of these programmes will be suitable for a given student.

3. Standards

a. Equal Employment Opportunity

National Institute of Fashion Technology does not discriminate on the basis of religion, age, sex, color, national or ethnic origin.

b. Diversity Awareness

The student body and employees of NIFT are a diverse community, so valuing diversity is a key part of SDAC employment standards. By participating in available programmes of campus, employees will:

- Achieve common goals while valuing differences

- Develop their skills to their full potential
- Have a better understanding of NIFT's community of students and employees.

c. Do's & Don't

Students should be aware that the College will not tolerate certain acts and behaviors that are unproductive or detrimental to the college. These are usually basic acts of non-compliance or misconduct and are handled through disciplinary action. Examples of events requiring disciplinary action are:

i. Acts of Non-Compliance

- Failure to maintain satisfactory performance
- Misuse of work time and Excessive absenteeism
- Failure or repetitive disregard to college rules
- Lack of cooperation

ii. Acts of Misconduct

- Acts of violence
- Endangering life or property
- Harassment
- Violation or misuse of confidential information
- Working under the influence of drugs or alcohol
- Theft or fraud and Disruptive behavior
- Misrepresentation or misuse of authority
- Failure to disclose actual conflicts of interest

When an act of non-compliance has occurred, the supervisor should schedule a meeting with the student in order to discuss the disciplinary problem. The supervisor should give the student a verbal warning, stating exactly how the student has not met the supervisor's expectations, and what actions need to be taken to correct the problem. This conversation should be documented and signed by both the supervisor and the student. A copy should be forwarded to SDAC for the student's file. If the disciplinary problem continues after a reasonable period of time (i.e., two weeks), then the supervisor can terminate the employment. All terminations should be documented and forwarded to SDAC. The student should be given a copy of the termination notice.

Termination is allowed for reasons of budget constraints, completion of a project, or other such valid reasons unrelated to job performance. In these instances, the employer must provide the student employee with cause and a minimum of two weeks written notice in advance of the termination date. The student may report to SDAC for another job referral.

d. Computing Ethics

Students must use the campus computing resources in an ethical manner with attention to:

- i. Legitimate use of hardware, software & periphery devices,
- ii. Legal uses of licensed software,
- iii. Protection of confidential information,
- iv. Asset management,
- v. Respect for and safeguarding of security password, and system access.

4. Guidelines

a. Employment Concerns

Parents and students often wonder whether it is wise to work during the academic year. The answer depends on the ability and study habits of the student.

The discipline required for a job often carries over to a student's study habits and results in an improved academic record. However, the advantages and disadvantages of working while in college vary with the individual.

Work may be a financial necessity for some students. Before accepting employment, each student should weigh the financial assistance provided by employment against the student's capabilities. Part-time employment should be considered a serious commitment, and the decision to work should not be taken lightly

b. Requisite

Potential student employees must complete the requisite that includes the following items:

- i. Student Employment Application duly signed by Centre coordinator
- ii. Photocopy of ID Card duly signed by Centre coordinator

c. Student Application

d. Eligibility Criteria

Students must be A student seeking a Campus job must complete the form provided at FORM 1. The purpose of this form is to provide competency & personnel information to the SDA coordinator. All interested students must read carefully before signing this form.

- i. enrolled in a regular programme at NIFT
- ii. Students must meet the requirements of the job posted
- iii. Preference shall be given to the needy students; however, student skill level vis-a vis overall work profile shall remain the main criteria.

e. Procedure

- i. Once a student has decided to seek employment, the following procedure must be observed:
- ii. The student collects the SAP student application form from SDA coordinator and after completing, submits the same to SDA coordinator. The form should be duly signed by Campus Coordinator of the department student belongs to.
- iii. NIFT departments send request to SDAC for possible employment opportunities specifying the time, competency & skills required for the job. (FORM 2)
- iv. The SDA coordinator arranges an interview with employer department. During this interview, interested student discuss their interests about the current opening with the employer department representative.
- v. The department representative makes the final decision whether or not they will hire the student. If the decision is negative, the student returns to SDAC & is referred to another department.
- vi. Once a student is hired by a department, the department must inform the student parent department and copy may be send to SDAC.
- vii. Students are paid on an hourly basis and are not paid for holidays, vacations, jury duty, sick leave, or leaves of absence. Both the student and the department are responsible for maintaining an accurate record of the time worked.
- viii. It is the department's responsibility to ensure that the student employment payment form is submitted on time. The payment from must be submitted on monthly basis to account department. No checks can be issued until the completed form is received. (Annexure III)
- ix. All students should expect a two-week delay in the processing of payment form and checks.
- x. The department must submit Student evaluation form to SDAC after completion of employment term. (Annexure IV)

5. Responsibilities

a. Students

- i. As an employee of a department, the student represents department and the college to other students, faculty, staff and visitors to the college. Every student is expected to maintain behavior appropriate for all campus employees.

- ii. Other basic responsibilities that the student is expected to fulfill include:

- iii. Promptness in reporting to work at the assigned times. Employers realize that some flexibility in work schedules may be required to accommodate academic demands, but as an employee, specific hours should be coordinated with the supervisor.
- iv. Regular, efficient, and cooperative job performance.
- v. Completion of the term of employment previously agreed upon, exceptions are made for prolonged illness, emergencies, unsatisfactory academic record or job performance.
- vi. Notification (in advance if possible) if illness or unforeseen circumstances prevent attendance at work. Changes in work schedules must be arranged with the supervisor.
- vii. Notification if it becomes necessary to leave the job before the term is completed. The student must give at least two weeks' notice.
- viii. Reporting hours worked to the supervisor at the end of each week.
- ix. Working no more than 10 hours per week when classes are in session; 30 hours per week during vacation breaks. These limits apply regardless of the number of positions held on campus.
- x. Students are responsible for notifying SDAC on a timely basis of any changes in personal status, enrollment, or contact information. Relevant changes include: name change, change in address (home or campus), and change in employment status.

b. Employer

- i. Before a department hires a student, proof of eligibility for employment under the programme must be obtained from SDAC. Immediately upon hiring a student, the employer department must send the information to NIFT Delhi Campus Administrative Office so that the student may be paid on a timely basis.
- ii. Each student must be assigned a supervisor who will be responsible for communications relating to the student's job. A supervisor must also be supportive in the areas of teamwork and role modeling. A student's supervisor is required to provide the student with an orientation that clearly defines the job tasks to be performed and is responsible for dealing directly with a student's work-related problems.
- iii. Not allowing a student to work until all employment paperwork has been completed. This process must be renewed for each academic year.
- iv. Timely reporting and submission of the hours a student worked.
- v. Providing students with timely job performance reviews.

6. Complaint or Grievance Procedure

Students have the right to appeal matters with regard to their employment which they believe unjust, improper, unmerited, etc. Initially the student should discuss the issue(s) with the immediate supervisor. If the student is not satisfied with the result of this discussion, the Coordinator of Student activities should be contacted. Written statements from both parties will be required, and relevant issues will be discussed with both parties. If the Coordinator is unable to bring the parties to a mutual agreement, the matter shall be referred to Head (AA).

7. Compensation

a. Parameters for Employers

- i. Upto 100 hrs per month for Resource Centre.
- ii. Upto 100 hrs per month for IT labs
- iii. Upto 30 hrs per month for CE programmes (with a minimum batch of 25)

b. Parameters for Employee

- i. Rs.150 per hour per student.
- ii. Maximum 10 hours per week when classes are in

session; 30 hours per week during vacation
breaks

- iii. Students are paid an hourly wage.
- c. There are two **Classifications for** student jobs at NIFT campus.
 - i. **Class I** - (IIInd & IIIrd year students) Required skills and experience: Extremely limited tasks and responsibilities.
Class I positions do not require the student to assume much responsibility and will require some on the job training and close employer supervision.
E.g.: librarian assistants
 - ii. **Class II** - (IV year & PG students) Required skills and experience: Specific skills. Duties and responsibilities: assumption of a certain degree of responsibility.
E.g.: librarian assistants, supervisors, word processing operator, laboratory research, computer lab monitors and etc.

8. Forms and Publications

Each form and publication of SDA is provided here for reference.

Form 1	STUDENT EMPLOYMENT APPLICATION
Form 2	STUDENT EMPLOYMENT EVALUATION
Form 3	STUDENT EMPLOYMENT REQUEST
Form 4	STUDENT EMPLOYMENT PAYMENT

Continuing Service

The Office of Student development is here to serve the student community in every aspect of student employment. We hope that all students feel free to call on us to discuss employment needs or concerns.

UI- Student Development
Activities Office of Head AA
NIFT- HO
Haus Khas
New Delhi- 110016

Form 1

STUDENT EMPLOYMENT APPLICATION

STUDENT ASSISTANTSHIP PROGRAMME

CENTRE - NIFT

Application No.

Full Name _____

NIFT Registration No. _____

Date of Birth _____

Permanent Address _____

Local Address _____

Phone No. _____

Read Carefully and Sign

I hereby acknowledge and agree that the following provision is a condition of my employment with Student Development Activity (SDAC). Should my employment at National Institute of Fashion Technology terminate at some future date for any reason, I shall return all property of the college including, but not limited to, keys, books, and records. Should I fail to return property to the college, the Institute shall be permitted to deduct from my final check an amount equal to the reasonable value of the property not returned.

Date _____

Student's Signature

Centre Co-ordinator

STUDENT EMPLOYMENT EVALUATION

STUDENT ASSISTANTSHIP PROGRAMME CENTRE - NIFT

Student Name: _____ Date: _____

Job Title: _____ Department: _____

Please use the following scale to rate (R) this student employee's level of performance:

4 - Exceptional

3 - Commendable

2 - Competent

1 - Inadequate

N/A: not applicable

R	Trait or Skill
	Professionalism: maturity, business-like demeanor, appropriate dress
	Communication skills: phone and in person with co-workers, supervisors, clients.
	Initiative: interest in assuming additional responsibility
	Quality of work: ability to do satisfactory work following specified procedures,

R	Trait or Skill
	Dependability: punctuality, flexibility notification of absences,
	Judgement: ability to make sound decisions
	Attitude: Enthusiasm, energy, willingness to work, relation to others
	Cooperation: ability to work with supervisors and co-workers, teamwork
	Job Knowledge: familiarity with job procedures

Please list and rate traits or skills specific to this position if applicable:

Rating	Trait or Skill

Strengths: _____

Supervisor's Comments:

Supervisor's Signature: _____ **Date:** _____

Student's Comments:

Student's Signature: _____

Date: _____

Submitted on (SDAC): _____

Form 3

STUDENT EMPLOYMENT REQUEST

STUDENT ASSISTANTSHIP PROGRAM CENTRE - NIFT

Department: _____

Nature or Competency required:

Requirement (No. of Hours): _____

Time & Duration:

Days:

CC/ CP/ HOD / HO Unit

Signature: Date:

Received on :