

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Head Office – New Delhi

STUDENT LAPTOP POLICY

1. Introduction

This document presents the policy adopted by NIFT regarding the mandatory use of laptops by all students of all academic programmes. The policy has been formulated in view of the significant impact of laptops in academic outcomes, and current usage of laptops by the regular students at NIFT. The policy deals with provisions for financial assistance for the students, eligibility criteria for the same and the process of application for financial assistance in details. This policy has been framed with a futuristic approach keeping in view the fast rate of redundancy of computer hardware and software. The policy has been named as 'student laptop policy' however; the provisions have been drafted in a way so that the same remain valid for any other form of portable electronic device(s) which may replace laptop in near future due to advancement in ICTs.

1.1 Laptops as learning tools

The applications of enabling technologies have far reaching impact on the learning environment of an institution. The portable electronic devices viz, laptops, notebooks, mobile phones, etc. are being increasingly used by students as learning tools. Among these devices' laptop is currently the most popular device of academic use. Globally, studies have proved that judicious use of laptops contributes to significant enhancements in academic achievements of students thereby improving educational outcomes in academic institutions. NIFT is striving for optimum integration of state-of-the-art technologies with the curricula and formulation of a policy for mandatory use of laptops by all students is a step towards that direction.

Laptop have changed the experience of learning globally as students can organize and access their learning sources in a fast pace. This device facilitates 24/7 interactive learning as it enables students and faculty to connect through continuous information exchange. The portability of laptop leads to seamless merging of classroom learning with learning outside and helps students carry out research and gather inputs for their assignments from institutional online resources and open access sources on the Internet anywhere anytime. Additionally, research using laptops also helps the students to gain access to high - quality information independently and thus also promotes self-learning as well as group studies. The use of laptops in design studies is immense due to widespread applications of software in the creative process.

2. The Policy

In view of above, the Student Laptop Policy has been framed making the use of laptops mandatory for all the students of regular academic programmes at Undergraduate or Post-graduate levels in all the campuses. Following are the provisions of the policy:

- I. Students of regular academic programmes of NIFT must use laptops during the whole period of 8 (UG programmes) or 4 (PG programmes) semesters.
- II. Department wise Specifications would be issued to ensure that each student is equipped with minimum required processing system and software to operate the basic utilities of laptops required for submission of assignments, classroom projects and related tasks.
- III. Interest-free loan will be provided to students of lower income brackets as detailed further down in the policy which will be recouped along with the fees.
- IV. IT department of each campus will organize one or more orientation programme(s)/ workshop(s) during the first semester for students who are not familiar with use of laptops. The duration of the programme will be determined as per competency levels of the students concerned. Special workshops can be organized periodically for specialized software used by various academic programmes.

3. Financial Assistance for Procurement of Laptops

To implement the Student Laptop Policy in all its campuses NIFT will offer financial assistance in the form of interest-free loan to students of regular programmes of NIFT who meet the eligibility criteria, for the purchase of laptops.

3.1 Applicability of the Scheme and Specifications

All the students eligible for financial assistance of 25% or more of the Tuition Fee as per **"SARTHAK" - NIFT FINANCIAL ASSISTANCE SCHEME** will be eligible to avail of an interest-free loan for the purchase of a laptop. The parental income ceiling will be Rs. 8 lakh annually for UG and PG students.

Interest-free loan for procurement of Laptops will be offered to all the regular students of NIFT **fulfilling the prescribed criteria**. All students (Full Time Regular Students) who are eligible for this scheme will get a grant up to **Rs.70,000/-** the ceiling of the cost of the Laptop.

3.2 The minimum specifications as on date for Laptops for Design / Technology / Management students is attached at Annexure "3" for UG Programme and Annexure "4" for PG Programme. The specification may change as per the technology/ upgrades released by OEMs time to time.

3.3 If a student is getting a subsidy from NIFT under SARTHAK then the amount of the loan would be reduced from the subsidy amount.

- 3.4 Those eligible students who are getting the same facility through some other Gol Scholarship shall need to declare the same so that the amount would be reduced to that extent.

4. Eligibility Criteria and procedure for application:

The students who fulfill the following criteria may apply for financial assistance under this Scheme

- I. Undergraduate and Postgraduate students of the regular academic programmes of NIFT fulfilling the criteria of parental income slab as stipulated in Sarthak Scheme as below:
- For those UG students who are eligible for 100%, 75%, 50% or 25% assistance under the Sarthak scheme, and whose parental income is Rs 8 lakh or below.
 - For those PG students who are eligible for 75%, 50% or 25% assistance under the Sarthak scheme and whose parental income is Rs 8 lakh or below

Parental income would be verified for granting loan for purchase of laptop at the time of counseling for admission. (It may be noted that the scheme does not extend to students who are not eligible for assistance under the Sarthak Scheme).

- II. The students are required to apply for loan for purchase of laptop in a prescribed form given at Format A.
- a. The Student should give an undertaking as per Format "D" at the time of applying for loan stating that:
- New unused Laptop will be procured by him/her;
 - The rates of the laptop are reasonable;
 - Student will repay the loan along with the Tuition Fee in equal installments
 - He/she has gone through the laptop policy of the NIFT and shall abide by the terms and conditions contained therein.
 - The loan amount is liable to be recovered from him/her in case of false declaration/ claim detected at a later date besides taking disciplinary action against him/her.
- III. Only those applications will be considered which are completed and supported by the prescribed as well as applicable documents. Any blanks left in the application form will be construed as non-disclosure of information, the incomplete application forms and non- disclosure of relevant facts will lead to rejection of form.
- IV The students should submit the following mandatory as well as applicable documents along with the application form:
- a. One copy of passport size photograph with signature.
 - b. Income declaration-affidavit (Format B) by each parent and undertaking by student (Format D) on non-judicial stamp paper of Rs.10/- (Rupees Ten) each.
 - c. Proof of permanent residence.
 - d. Photocopies of Passport and PAN card of parents/guardian and applicant
 - e. 3 year's Income Tax returns copy/Form 16 for salaried / 16 A for

business owners.

5. Procedure for sanctioning of loan:

- I. The students will have to apply in the prescribed Format A in their respective Campuses, along with all the required documents.
- II. The forms completed in all respect with supporting documents should be submitted by the student to the SDAC through their respective course coordinators. The income details are to be submitted in Format B under the signature of the parent/guardian.
- III. A scrutiny committee will be constituted by the Campus Director that must include SDAC of the campus.
- IV. The Committee will verify each application received and will recommend whether the applicant is eligible for loan.
- V. The committee would also give their reasons in short for not recommending for interest free loan to any student.
- VI. Student will be given the loan amount in advance for purchase.
- VII. The student must purchase the laptop within three weeks of date of release of loan amount failing which penal interest would be charged from them.
- VIII. Loan for laptop will be provided in the first semester only.
- IX. In exceptional cases like death, expulsion of student, loss or destruction of laptop due to reasons beyond one's control, etc., the LASC would be competent to take decision with regard to write off, partial waiver or recovery of loan amount. LASC's decision will be under intimation to the Head Office.

6. Procurement and ownership of Laptop:

- I. Procurement of laptop can be done by the students concerned directly from the Original Equipment Manufacturer (OEM) or their authorized re-sellers with original bills/receipts.
- II. The Student can procure the Laptop costing any amount, which may be more or less than the prescribed ceiling amount of Rs. 70,000/- . However, the amount to be reimbursed shall be equal to the cost of purchase or the prescribed ceiling amount, whichever is lower.
- III. Students shall insure the laptops against damage and/or loss otherwise they shall be responsible for all costs of theft or damage.
- IV. In case of theft and/or loss of the laptop, the student should lodge the FIR and also inform the NIFT campus and the Insurance Agency.
- V. NIFT will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the purchase.
- VI. The complete ownership of Laptop will vest with NIFT, irrespective of cost of purchase till the Student concerned repays the loan amount in full and takes ownership.
- VII. Laptops are non-transferable and cannot be sold off by the students.

7. Settlement of loan

The loan is to be repaid in 4 years for UG students and 2 Years for PG students along with the Tuition Fee in equal installments.

8. Transfer, Discontinuation and Non-Repayment of Loan

If the student gets transferred to another NIFT campus, the liability of the loan will be transferred to the concerned Campus. If the student discontinues studies during the course then the student will have to repay the balance amount before leaving the institute else legal action will be taken as per rules.

9. This policy will be applicable from 2019 admissions onwards.

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
MINISTRY OF TEXTILES
GOVERNMENT OF INDIA**

APPLICATION FORM FOR FINANCIAL ASSISTANCE FOR LAPTOP

Affix a self
attested
passport size
photograph

1. Student's Information

(a) Full Name (in block letters)

Name																			
------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(b) Student's information

Date of Birth	
Gender (Male/Female)	
Batch of Admission	
Centre presently studying	
Programme	
Semester	
Roll No.	
Permanent Enrollment No.	
Original Allotted NIFT Centre (During Admission)	

(c.) Present Address of the Student

Local Address																		
Pin Code																		

(d) Applicant's Telephone No. _____

Mobile No. _____

Email ID _____

(e) Permanent Address (Attach a copy of residential proof or domicile certificate)

House No.																			
Mohalla/ Street																			
City / Town/Village																			
P. O.																			
District																			
State																			
Pin Code																			

II. Parent's / Guardian's Information

- Father's/ Husband's/ Guardian Name:
- Mother's Name:
- Parent's / Guardian's Telephone No.

Name	Landline Telephone (residence with STD Code)	Mobile No.	Email - ID
Father			
Mother			

d. Parents Profession/ Occupation Details:-

Sr. No.	Parent's / Guardian	Service*/ Business**	Designation/ Post	Name of the Organizations
1.	Father			
2.	Mother			
3.	Guardian			

Note:- * Please specify the category of service clearly whether – Central Govt. / Public Undertaking/ State Govt./ PSU/ Autonomous/ Private/ ** Self employed/ Business/ Firm

* In case phone / emails are not there, please indicate that they do not have one.

e. Office/Work Address:- Parent's /Guardian's (For those in Service):-Father/Mother

Name & Address of the employer:

Telephone No _____ Fax No. _____

For those in Business):-Father/Mother

Name & Address of the business: _____

(Establishment/ Office/ Shop, etc.)_____

Telephone No._____FaxNo._____

III. Documents enclosed with the application:

Mandatory document	enclosed document (put a tick mark in case of yes)
One copy of passport size photograph with signature.	
Income declaration by parents with an affidavit (Annex "1") on non- judicial stamp of Rs. 10 (Rupees Ten)	
Proof of permanent residence	

Following documents copy (If applicable):-

Latest Income Tax returns copy/Form 16for Salaried and Form 16A for Business/Self Employed – for last three years.	Yes/No
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IV. Details of the bank account in which financial assistance has to be deposited:

Name of the Bank	
Branch name & IFSC Code	
Bank A/c. Name & Co.	

V. Declaration by the Applicant:

- I hereby declare that the information given above and below is correct.
- 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.
- I shall abide by the terms and conditions NIFT's Laptop FINANCIAL ASSISTANCE SCHEME for sanctions of the "Financial Assistance".
- 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.
- 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 thereon 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.

- vi. I understand, that “mere 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:

Signature of the applicant

Name:- _____

Date: _____

Place: _____

Parents:

- i. I hereby declare that I have read and agreed the information filled in this application form by my ward _____ (name of the student) studying in _____ (semester) of _____ (course) at _____ NIFT Centre.

Signature of Mother: _____ Signature of Father: _____

Caution: *This form not filled in all respect or any column left blank will be liable for rejection. If any column is not applicable to the applicant in the provided space mention “Not Applicable”*

FORMAT B

FORMAT FOR DECLARING: INCOME AFFIDAVIT (on ` 10/- non-judicial stamp paper)

Declaration of income of Parent/Guardian for the year (ending on 31stMarch,.....) 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/Smt
.....presently residing at
.....
.....
.....solemnly affirm and say as follows:

1 That our son/daughter/dependent
Shri/Smt/Kumari.....has been studying in (semester)
.....(course) in NIFT..... (center).

2 That our annual family income in the preceding year ending
31stMarch.....is ` as per details furnished in the schedule
(prescribed as FORMAT C) under the name written. We also affirm that particulars of
property held by us are as shown in the Schedule. We make myself personally responsible
for the accuracy of the facts and figures furnished.

3 That we further undertake that in the event of the particulars given in this declaration
being found false, also render myself liable for prosecution under the prevailing laws.

Signature of the mother and father of the student

Name in full

To be signed in the presence of Notary Public or a Magistrate/ 1stClass Magistrate
Executive/Revenue Officer/who would also affix his signature and seal.

FORMAT C

SCHEDULE TO BE ATTACHED WITH INCOME AFFIDAVIT

I. Details of Agricultural Land

Extent of Land held and Income	(a) Independently as owner	(b)Jointly as owner	(c)Independently as tenant
(i)Area (in Acres)			
(ii) Village			
(iii) Tehsil			
(iv) Type of Land			
(v) Source of irrigation			
(vi) Crops			
(vii) Survey No.			
(viii) Land Revenue Assessment			
(ix) Annual Income			

II. Property held and income (Houses, Shops, Buildings, House sites, Plot etc.)

Part A

(a) House no.....

(b)Street/Road.....

..... (c) Village/Town/City

.....

..... (d) Area of site

.....

(e) Rent derived if any..... (f) House tax
.....
..... (g) Sanitary cess or
other.....
(h) Net Annual Income.....

Part B

Whether the whole or part of land/Building owned has been given out to tenants. If 'yes' particulars.

Part C.

Income from Shops(if any):

- a) Address of shop
- b) Nature of trade
- c) License No
- d) Sales Tax
- e) Income Tax paid.....
- f) Annual Income.....

III. Annual Income, by parents/unmarried brothers and sisters for(Year):

S. No.	Information Required	Father	Mother	Unmarried Brothers/Sisters
1.	Name of the Employer /Self Employed/ Own Business			
2.	Office/Unit in which working / Owned and Designation			
3.	Office Address with Telephone nos.			
4.	(a)Annual Gross Pay (Basic Pay + Dearness Allowance + House Rent Allowance + Travelling Allowance + Bonus + Incentives + Any other Allowance) + Pension without Deduction of Income Tax (Certificate from the employer/income Tax authority/Revenue Authority may be attached (b) Income from any business/ Self Employment (attach Balance Sheet, Profit & Loss Statement, ITR and Turnover details)			
5.	Other benefits like house rent allowance, free house and other perquisites			
6.	Other source of Income : i. Income from subsidiary industries Part-time occupation ii. Amounts drawn as wages iii. Any other income			

N. B.

- (1) Total income of the family should include income of father, mother / guardian, if any Income for the purpose of Means Test is defined asunder:-

(a) In the case of income from sources liable to income tax, income computed (after deduction for rebate able items) for the purpose of assessment of income tax, as per Income Tax rules for the year.

(b) In the case of income not liable to income tax, such as income from Agriculture, etc. the net income that is arrived at after deduction expenditure incurred for earning that income.

IV Details of all bank accounts of both Parent/Guardian

Name (as in the bank account)	Name of the bank	Bank branch			Branch Code Number	Bank Account Number	Type of Bank Account (Saving / Current)	MICR code of the Bank
		State	District	Pin				

V Details of PANCARD

Name	PAN CARD No.
Mother	
Father	

Name and Signature of Student

Name and Signature of both Parent/
Guardian of the Student

FORMAT D

UNDERTAKING TO BE SIGNED BY STUDENT (on ` 10/- non-judicial stamp paper)

1. The rate of the laptop purchased by me is reasonable.
2. The Laptop has been actually procured by me
3. I abide to repay the loan along with the Tuition Fee in equal instalments
4. I declare that I have gone through the laptop policy of the NIFT and shall abide by the terms and conditions contained therein.
5. The reimbursed amount is liable to be recovered from me in case of false declaration/ claim detected at a later date besides taking disciplinary action against me as per rules.
6. If in case I discontinue in between the course then I will have to repay the balance amount before leaving the institute else NIFT shall take legal action against me as per rules.

Signature of the applicant

Name:- _____

Date: _____

Place: _____

Annexure- 3 (UG Programme)

	FC		FD		TD		DFT (BFT)	
	Windows	APPLE MACINTOSH	Windows	APPLE MACINTOSH	Windows	APPLE MACINTOSH	Windows	APPLE MACINTOSH
Operating System	Windows 10	OS X High Sierra	Windows 10 Professional 64	Mac High sierra	Windows 10 Pro 64	Mac OS High Sierra and latest	Windows 10 Professional	Mac OS 10.12 Sierra or High Sierra
Processor Type	Intel i7	3.1 GHz 7th Gen. Intel i5	i7 processor , 8 th generation / high	i7 processor ,7 th generation / high	7 th Generation or Latest Intel ® Core™ i7-8550U (1.8 GHz, up to 4 GHz, 8 MB cache, 4 cores)	2.9GHz quad-core Intel Core i7, Turbo Boost up to 3.9GHz, with 8MB shared L3 cache	Intel Core i5 7 th Gen or Above	Apple Macbook Pro Core i5 7 th Gen or above
Memory	8 GB	8 GB of 2133 MHz	16 GB DDR 4	16 GB	16 GB DDR4-2400 SDRAM (2 x 8 GB)	16GB of 2133MHz LPDDR3 onboard memory	8 GB or above	8 GB or above
Hard Drive	1 TB	512 GB PCIe	1TB / 512 GB SSD HD	512 GB pcie based on board SSD	1 TB	512GB PCIe-based onboard SSD	500 GB or above	500 GB or above
Graphics Card	2GB Nvidia	Intel Iris Plus 650	2GB or 4GB Model – GTX 1080 Ti	2 GB	NVIDIA® GeForce® MX150 (2 GB GDDR5	Radeon Pro 560 with 4GB of GDDR5 memory and automatic graphics switching/Intel	Integrated or 2GB dedicated	Integrated or 2GB dedicated

					dedicated) 15.6" diagonal backlit touch screen(3840 x 2160)	HD Graphics 630/Retina display/15.4-inch (diagonal) LED-backlit display with IPS technology; 2880x1800 native resolution at 220 pixels per inch with support for millions of colours, Supported scaled resolutions: 1920x1200, 1680x1050, 1280x800, 1024x640, 500 nits brightness, Wide colour (P3)		
Approx Price	Rs. 60000/-	Rs. 1,20,000/-	Rs. 70000/-	Rs. 1,20,000/-	Rs. 70,000/-	Rs. 1,20,000/-	Rs. 60,000/-	Rs. 1,20,000/-

	LD		KD		F&LA (AD)	
	Windows	APPLE MACINTOSH	WINDOWS	APPLE MACINTOSH	WINDOWS	APPLE MACINTOSH
Operating System	Windows 10 Pro 64	Mac OS High Sierra and latest	Windows 10 64 Bit	OS X High Sierra	Windows 10 Pro 64 bit & latest	Mac OS High Sierra & latest
Processor Type	7 th Generation or Latest Intel® Core™ i7-8550U (1.8 GHz, up to 4 GHz, 8 MB cache, 4 cores)	2.9GHz quad-core Intel Core i7, Turbo Boost up to 3.9GHz, with 8MB shared L3 cache	Intel i7	3.1 GHz 7 th Gen. Intel i5	i7-8550U	2.9 GHz quad core i7, Turbo Boost upto 3.9GHz with 8MB shared L3 Cache
Memory	16 GB DDR4-2400 SDRAM (2 x 8 GB)	16GB of 2133MHz LPDDR3 onboard memory	16 GB	16 GB of 2133 MHz	16GB	16GB
Hard Drive	1 TB	512GB PCIe-based onboard SSD	1 TB	512 GB PCIe	1TB	512GB
Graphics Card	NVIDIA® GeForce® MX150 (2 GB GDDR5 dedicated) 15.6" diagonal backlit touch screen(3840 x 2160)	Radeon Pro 560 with 4GB of GDDR5 memory and automatic	2 GB NVIDIA NVIDIA:Quadro/GTX(Maxwell/Pascal Architecture)(GTX 1060/1080 and Quadro	Intel Iris Plus 650	2GB Nvidia	Radeon Pro 560 with Memory Size: 4096 MB, Memory Type:

		graphics switching/Intel HD Graphics 630/Retina display/15.4-inch (diagonal) LED-backlit display with IPS technology; 2880x1800 native resolution at 220 pixels per inch with support for millions of colours, Supported scaled resolutions: 1920x1200, 1680x1050, 1280x800, 1024x640, 500 nits brightness, Wide colour (P3)	P5000/P6000)			GDDR5
Approx Price	Rs. 70,000/-	Rs. 1,20,000/-	Rs. 70,000/-	Rs. 1,20,000/-	Rs. 70,000/-	Rs. 1,20,000/-

	Mdes		DFT (MFT)		FMS	
	Windows	APPLE	Windows	APPLE	Windows	APPLE

		MACINTOSH		MACINTOSH		MACINTOSH
Operating System	windows 10	Mac os high sierra	Windows 10 Professional	Mac OS 10.12 Sierra or High Sierra	Windows 10	Mac OS
Processor Type	i5/i7	i5/i7	Intel Core i5 7 th Gen or Above	Apple Macbook Pro Core i5 7 th Gen or above	Core i5	Core i5
Memory	8 GB minimum/16GB preferrable	16GB minimum8 GB minimum/16GB preferrable	8 GB or above	8 GB or above	8 GB	8 GB
Hard Drive	1 TB preferable	512 GB preferable	500 GB or above	500 GB or above	256GB	256GB
Graphics Card	4GB nvidiagforce 1040/1050/1060	Radeon Pro 555 with 2 GB/Radeon Pro 560 with 4GB	Integrated or 2GB dedicated	Integrated or 2GB dedicated	Intel UHD Graphics 620	Intel HD Graphics 6000
Approx Price	Rs. 70000/-	Rs. 1,20,000/-	Rs. 60,000/-	Rs. 1,20,000/-	Rs. 55000/-	Rs. 1,20,000/-