

STUDENTS RULE BOOK



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

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RULES AND REGULATIONS FOR STUDENTS OF FULL TIME UNDERGRADUATE DEGREE / POST GRADUATE DEGREE PROGRAMS / PH.D. PROGRAMS OF NIFT

Student's Rule Book is a document that lists various rules which a student enrolled at NIFT, under the full time programs, is required to follow during her/his enrollment as student at NIFT. These rules shall apply to all the students of full time Undergraduate Degree Programs/ Post graduate Degree Programs / Ph.D. Programs of National Institute of Fashion Technology at all NIFT Campuses.

1 GENERAL INFORMATION ABOUT NIFT

National Institute of Fashion Technology (NIFT) is known as the leader in fashion education, with the ability to integrate knowledge, academic freedom, critical independence, creative thinking. A history of being in existence for more than three and a half decades stands as a testimony to our fundamentals, where academic excellence lies at the core. The institute has been playing a pivotal role in envisioning and evolving fashion education through a network of seventeen professionally managed centres.

1.1 PROGRAMMES OFFERED

NIFT offers degree programmes for the following specializations at the undergraduate level:

- Fashion Communication (FC)
- Fashion Design (FD)
- Accessory Design (AD)
- Knitwear Design (KD)
- Leather Design (LD)
- Textile Design (TD)
- Fashion Technology (B.FTech)

In addition, NIFT offers degree programmes for the following specializations at the postgraduate level:

- Masters in Design (M. Des)
- Masters in Fashion Management (MFM)
- Masters in Fashion Technology (M.FTech)

All the courses are not be offered at all campuses.

1.2 PROGRAMME STRUCTURE

NIFT adopts a format of Majors, Deepening Specializations, Minors and General Electives. The Craft Cluster Initiative has been integrated into the curriculum. Increased Industry interaction for students through classroom projects, internships and part transaction in Industry Environment is the focus of the curriculum.

1.2.1 Foundation Programme

The undergraduate programmes at NIFT start with mix-group foundation studies of one-year duration. The programme is a component of all 4 years Bachelor programmes in Design and Technology. The Foundation programme is aimed at offering a cross-disciplinary environment to new students. NIFT students need to earn 30 credits per semester during the one year foundation programme, which includes 04 credits of General Electives.

1.2.2 Majors

Majors is a group of subjects under the specialisation courses offered at NIFT where the student focuses on the area, which he/she wants to specialize in. 'Majors' refers to a series or mandatory subjects that all students of a particular programme are required to complete before they can move to the next semester.

1.2.3 Deepening Specialization

Deepening Specialization is a secondary concentration of subjects that complements the Majors and provides in-depth knowledge related to the Majors. These subjects are also mandatory and have been assigned specific credits in each semester at undergraduate level and postgraduate level. The choice of DS will be exercised in Semester IV by all UG Design students, in Semester V by UG Technology students, in Semester-I by M.Des. and MFM and Semester-II by M.F.Tech students. Once the courses on offer are finalized by the campus, the CMS will allot the courses to students on the basis of CGPA scored in the previous semester for UG students and on the basis of merit rank for PG students. Students will be able to upload their preferences online and be allotted courses according to preference and availability. CGPA will be the criteria to decide the allocation of subjects, in case of any further duplication/ dispute, first-come-first basis will be considered as second criteria. Announcement of final allocation of the DS will be done through CMS

1.2.4 Inter Disciplinary Minors

A Minor administered by an academic department other than the one offering the Majors is called an Inter-disciplinary Minor. This provides individuated pathways that would permit students to acquire interdisciplinary skill sets and opt for a set of subjects that complement studies in one's major or explore an unrelated area of intellectual interest. These courses have 3 credits per semester. The Inter disciplinary Minors are offered from Semester III to VII for undergraduate and from Semester I to III for postgraduate programmes. CMS will allot the courses to students on the basis of merit based on the SGPA scored in the previous semesters for UG students and rank obtained during entrance examination for PG students. Students will be able to upload their preferences online and will be allotted courses according to preference and availability. Thus CGPA will be the criteria to decide allocation of subjects; in case of any further duplication/ dispute, first-cum-first basis will be considered as second criteria.

1.2.5 General Electives

A General Elective is a set of subjects that allow co-curricular growth of the students and complement the courses being undertaken within different specialisations. General Electives shall run across all semesters except the last semester for both undergraduate and postgraduate programmes. The General Electives have been categorised as Mandatory and Optional Subjects, to ensure that essential skill sets for graduating students are acquired during the course of the programme.

Each General Elective (Mandatory and Optional) will be for 28 hours per semester and of 2 credits. A UG student will undertake a total of 10 GE credits for a total of 20 GE credits between Semester I and VII. These may be undertaken by opting for two GE credits (mandatory and optional) each in semesters I to III and one GE credit each between Semesters IV to VII. A PG student will need to take a total of 5 GE credits for a total of 10 credits between Semester I and III. These may be undertaken by opting for two GE credits (mandatory and optional) each in Semester I and II and one GE credit in Semester III.

Mandatory General Electives for UG-Students are-

- | | |
|----------------------------|-----------------------------------|
| a) Personality Development | b) Critical Thinking |
| c) Indian Art History | d) Professional Ethics and Values |

Mandatory General Electives for PG-Students are:

- a) Professional Ethics and Values
- b) One Programme Specific Elective (These can be taken by the student in either Semester-I or Semester-II).
 - For MFM- Economics
 - For MFT - Systems Thinking
 - For MDes. - Critical Thinking

1.2.6 Floating Credits

Floating credits are offered for the students who have the zeal for learning more and are prepared to acquire credits over and above the mandatory credit requirements for earning the degree. A UG student may earn a maximum of 10 additional credits between IIIrd and VIIth Semester and a PG student may earn a maximum of 6 credits between Ist and IIIrd Semester by taking the floating major credits. The option for floating subject will be informed to the students by the Campus Coordinator of the Department.

In case, after commencement of the classes, the student prefers to opt out of the floating subject, it should be informed to the department within 2 weeks of the registration.

The student has the option of getting an “audit” grade ‘L’ in the subject by fulfilling the minimum attendance criteria (65%) and satisfactory completion of two internal assignments (minimum 50% marks). In such cases, the students may not appear for the end term assessment for the subject. However, the student needs to inform the department about the choice of not appearing for the end term assessment within 2 days of completion of all the classes of the subjects.

The attendance of floating credits will not be included in the calculation of overall attendance of the semester.

The marks obtained by the students in the floating subjects will be listed separately in the marksheets and will not affect the overall calculation of the CGPA of the student.

1.3 Credit Calculations Followed At NIFT

» Lecture: 1 hour/week	= 1 Credit
» Tutorial: 1 hour/week	= 1 Credit
» Practical/Studio Work: 1 hour/week	= 1 Credit
» Self-Study/Studio Practice: 3 hours/week	= 1 Credit
» Internship: 1 week	= 1 Credit
» Graduation Project: 1 week	= 2 Credits

Undergraduate Programme/s	Category	Credits
Foundation Programme (Sem I & Sem II)	Mandatory	52
Sem. III to Sem. VII @ 23 credits per semester	Mandatory	128
Sem. VIII (Graduation Project)	Mandatory	32
Stand - alone subjects (Internship, training & Cluster)	Mandatory	10 -12
General Electives (stand alone)	Mandatory &Optional	20
Total minimum credits		242- 244
Floating subjects	(Optional)	10
Total maximum credits		252/254

Postgraduate Programme/s	Category	Credits
Sem. I to Sem. III @ 23 credits per semester	Mandatory	74
Sem. IV (Graduation Project)	Mandatory	32
Stand - alone subjects (Internship & Cluster)	Mandatory	8
General Electives (Stand Alone)	Mandatory & Optional	10
Total minimum credits	-	124
Floating subjects	Optional	06
Total maximum credits		130

1.4 Pedagogy

1.4.1 Academic Transaction

The methodology of academic transaction at NIFT is aimed at giving the student a holistic understanding of subject, context and environment, and the ability to innovate and adapt. Study at NIFT is a combination of contact hours, studio practice, group work, and self

study. It also provides an immersive learning experience, with emphasis on learning from doing and learning through reflection.

All students of NIFT will be given an immersive experience with a craft cluster. The experience includes lecture demonstration by master artisans, and visit to the craft cluster to understand not only the techniques and practice, but also the socioeconomic and cultural moorings of the craft. There will be opportunities for co creation and design infusion, be it for product development, branding or marketing.

Every student will have an academic mentor besides the subject mentor, who would be in a position to help the student better understand his/her strengths and areas of improvement, and to provide inputs for the student in their exercise of choice for the deepening specialisations and interdisciplinary minors. This will be over and above the academic mentoring provided during internships and graduation projects.

The curriculum at NIFT is actively supported by the Industry, as the students get a hands on experience of the industry during institutionalised industry visits, visits to exhibitions and fairs, part transaction of subject in an industry environment, industry mentorship and live classroom projects based on an industry brief.

1.4.2 Continuous Evaluation

The courses have more creative potential and flexibility and are geared towards producing well-rounded graduates with expertise in millennial skill sets. The evaluation process has to be nuanced enough to appreciate the subtleties of creativity and innovation, but robust enough to be fair and impartial in assessment. The system of evaluation in NIFT meets both these requirements. Internal Assignments for each subject therefore, become an important means to assess the continuous progress of an individual student at NIFT.

2 PROVISIONAL ADMISSION & ELIGIBILITY FOR REGULARISATION OF ADMISSION IN NIFT FOR UG / PG PROGRAMS & CANCELLATION & WITHDRAWAL OF CANDIDATURE

The candidate who has sought provisional admission to NIFT will submit the final result of the qualifying degree/ certificate examination, providing proof of his/her eligibility on or before 30th September, of the year of admission, to their Campus Director/Joint Director, where the admission has been granted.

i) In case the candidate fails to submit his/her final result of qualifying degree examination in the manner prescribed above to prove his/her eligibility on or before 30th September, of the year of admission, whatsoever the reason may be, his/her admission will be treated as null and void (cancelled) and the entire fee will be forfeited.

ii) In the case of candidates who have appeared for compartment examination(s) in the 12th standard, such candidates will be considered only for provisional admission. He/she will have to clear the compartment examination UNDER THE SAME BOARD,

failing which the provisional admission will stand automatically cancelled and the entire fee will be forfeited.

iii) Category (General / SC / ST / PHP / NRI/EWS) once filled up in the application form will not be changed at any stage. A selected candidate can withdraw from the course at any given point of time subject to terms and conditions.

3 STUDENT REGISTRATION NUMBER AND ID CARD

i) Identity Cards will be issued on Registration to students to be used for entry to the Institute. These cards would carry the following information on the face:

- Name of Student
- ROLL No - Generated centrally **
- Permanent Address
- Validity of the card
- Photograph of the student

** On registration the student will be issued a permanent roll number which will be maintained through the period of study at NIFT. This number will have to be quoted in all correspondence in NIFT.

ii) The Identity Card should be presented on demand and carried by the students at all times.

iii) Loss or damage of the Identity Card is to be reported immediately to the Campus Joint Director.

- Loss of Identity Card: Replacement of the Card will be made on written request along with copy of the FIR and on payment of Rs. 500/- + GST as applicable.
- Damage of Identity Card: Replacement of the Card will be made on written request along with the submission of the damaged Identity Card and on payment of Rs. 500/- + GST as applicable.

The Identity Card must be surrendered on completion of the course along with No Dues Certificate.

4 FEES

The semester fee structure, as applicable for the students of the concerned programme, will be charged from the students, as notified from time to time.

The fee is to be paid in full on or before the last date, as specified in the academic calendar of the particular year.

4.1 The semester fee structure as applicable for the students of the concerned programme will be charged from the students as notified from time to time.

i) The fee structure for students in general or reserved categories.

(For regular programmes) is as follows:

- Tuition Fee (per semester) : Non-refundable
- Library fee (per year) : Non- refundable
- Medclaim & Student Development Fee (per year) : Non- refundable
- Exam fee (per year) : Non- refundable

One-time payments

- Security deposit : Refundable
- Alumni Association Membership Fee : Non-refundable (in the final year)
- Registration Fee : Non-refundable

ii) The fee for students in NRI/NRI sponsored category (for regular programmes) is taken annually (for two semesters).

- Tuition Fee (per semester) : Non-refundable
- Library fee (per year) : Non- refundable
- Medclaim & Student Development Fee (per year) : Non- refundable
- Exam fee (per year) : Non- refundable

One-time payments

- Security deposit : Refundable
- Alumni Association Membership Fee : Non-refundable (in the final year)
- Registration Fee :Non-refundable

iii) There may be other components to the semester fee which are likely to differ from campus to campus.

The students shall not be allowed to join the course if the fee is not paid by the due date with fine. Any delay in payment of fees beyond the dates specified in the academic calendar would result in the name of the student being struck off the rolls of the institute without prior intimation.

4.2 After striking off of the name of the student from the NIFT rolls due to non-payment of fee with or without fine, if the student still wants to continue studies in NIFT, the student

would have to pay a re-registration fee of INR 10,000.00 + GST, as applicable over and above the semester fee, within the next 15(fifteen) calendar days after the notified last day for depositing fee with fine. The student will be allowed back into class only after receipt of full fee.

4.3 It will be the sole responsibility of the student concerned to achieve the minimum required attendance by the end of the semester as per the NIFT policy. No attendance relaxation will be given in this regard if the student misses classes for non-payment of fee.

4.4 If a student appears in re-examination/ re-jury or gets withheld result, the student will pay the fees for the next semester once he/ she clears the re-examination/ re-jury. The students declared 'pass', shall pay the fees within one week of declaration of the re-exam/ re-jury result without fine. In this case the date of declaration of result will be considered the first day for depositing the fee. Afterwards, these semester fee is to be paid with fine @ Rs 100 per day within next 7 days after the last date of payment of fee without fine. On non-payment of the fees, after two-week duration of the declaration of re-exam result, the name of the student will be struck off from the rolls of the Institute without any further notice.

4.5 All deposits/payment of fees shall be made by demand draft in favor of National Institute of Fashion Technology payable at the allocated Campus or in cash through NIFT Challan or through NEFT/RTGS to the authorized bank of respective NIFT campuses.

4.6 Academic fee structure for NRI 'repeating students' who have completed one semester of the academic year - If the student has to repeat one semester, the fee for that semester only would be charged, instead of the fee for both the semesters i.e., the full year. However, no fee would be refunded if the NRI student withdraws his/ her candidature after fulfilling all the admission formalities, as the candidate has blocked one NRI seat that cannot be offered to any other candidate.

4.7 The NRI students repeating the semester will be required to pay the re-registration fee of Rs. 10,000 plus GST as applicable per absencing semester as well as non-refundable annual charges towards library, student development and Medi-claim fee over and above the mentioned amount.

5 REFUND OF FEES AND SECURITY DEPOSITS

5.1 The Security Deposit component of the fee paid at the time of admission is refundable to students on completion of the course or from the date he/she ceases to be a student of NIFT. This is done on production of prescribed 'No Dues Certificate' from concerned Departments/Library and Resource Centre / Academic Branch/ Computer Labs/Hostel (if applicable) etc. No request for refund would be entertained after six months from the date of completion of the course or the student leaving the Institute.

5.2 Students who leave NIFT mid-course or who are asked to leave NIFT for whatever reasons will not be entitled to refund of fees, except the amount of the refundable security deposit.

5.3 In cases whether it is leave of absence or detention by the Campus on account of failure/attendance, the student shall keep his/her registration LIVE by paying re-

registration fee of Rs. 10,000 for each absenting semester over and above the fee of the joining semester.

5.4 Adjustment of fees for the students availing Leave of Absence: As per NIFT policy, a student may be granted Leave of Absence/lien for a maximum period of one year on the basis of medical/ extenuating circumstances beyond the specified period of study at NIFT with the prior approval of the Competent Authority.

The fee adjustment for students applying LOA is not clear. The point issued in OM of Head - AA 1400(51)/NIFT/Head (AA)/Circular, Memorandums & Orders/2010 dated

21st January, 2021 should be mentioned, so that students will have clarity on this point, as many apply for adjustment without the knowledge of this clause

'Fee will not be adjusted in the subsequent semester, in cases where, leave of absence granted after 6 weeks of commencement of semester' : Academic Manual Pg no/. 288 Annexure 5e

5.5 However, re-registration charges for each absenting semester shall be paid by the student as per the NIFT policy. Similarly, in case of NRI students, the fee is paid on a yearly basis if the student avails Leave of Absence, the fees shall be adjusted for the subsequent semesters.

5.6 In case of students who are suspended due to misconduct, the semester fees shall not be adjusted for the when a student who rejoins the course the follow-up year in the same semester.

6 DISCIPLINE AND CONDUCT ISSUES

Students are expected to maintain a high order of discipline in and out of the Institute. Reports of behavioral lapses or indiscipline from faculty staff or from the public would be viewed seriously. As a responsible representative of the premier national institute, students are expected to set an example through poise, politeness, community feeling and integrity in and outside the Institute. Students are required to give an undertaking at the time of joining the institute as well as the beginning of each academic session to abstain from smoking, use of alcoholic drinks, drugs and indulging in any other undesirable activity.

6.1 General Conduct Rules

i) The nature of learning in all programs at NIFT requires the students to purchase raw materials, tools, stationary items and other study material from time to time. Specific instructions in this regard will be given by the concerned department / faculty at the beginning of various courses. Students are not allowed to take any raw materials or any belonging to NIFT in the Lab/Workshop/Studio without permission of concern department in-charge.

ii) While studying at the Institute, students will have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self or to the Institute's property, machinery and equipment. In case it is found that they have

caused any damage to the Institute's property they shall be required to reimburse or make good the damage caused. Any decision regarding the extent of their liability on such an account shall be at the discretion of the Institute, which shall be final.

iii) Computer / Information Technology Education is an integral part of the Academic Programs at NIFT. The facilities available at the Computer Centre are for the use of students. Hardware attachments for software operations or any other removable data storage device cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy / theft.

iv) In case of any damage or items missing from the labs/ classrooms, the concerned student(s) shall be held responsible for the same and has to pay for the damages.

v) Students must maintain cleanliness in all premises of NIFT. Eatables / beverages are not allowed inside the NIFT study areas including Labs, Library, studios, workshops, classrooms and lecture halls. Students should have their breakfast/lunch/dinner etc. inside the NIFT Canteen and not allowed to take the eatables/beverages outside the canteen. Smoking is prohibited in all properties and premises of NIFT.

vi) During the course of studies at NIFT, students are required to do industry internship / training visits/ documentation visits / field study, which could be anywhere in India. A student needs to submit a consent form duly signed by parents/local guardians to the department Campus Coordinator for visits outside the vicinity of the Campus such craft diagnostic study/outbound trips etc.

vii) For visits outside India, specific details and terms will be worked out by NIFT depending on the context and situation. In case the student wishes to choose a location / Institute / industry other than the one assigned, he / she shall have to obtain prior approval from the faculty concerned. This is an integral part of the curriculum and no student can, therefore, refuse to participate in these internship / training / documentation programs. Inability to participate in or complete the same shall result in failure of the student in the specific program. The students may have to bear the cost relating to travel, boarding and lodging during these courses.

viii) Students are prohibited from undertaking any employment / assignment during the course of their studies in NIFT. However, in case it is necessary, the student shall take an explicit written approval from the Campus Coordinator and the Director of the Campus. This in no way should affect the stipulation regarding the attendance requirement. The student may also contact the SDAC of the Campus for inclusion in the Student Assistantship Program of NIFT in case of financial need.

ix) The students will adhere to the Academic Calendar, guidelines and activities as circulated to them at the beginning of the semester.

x) In case of medical emergency, the student must inform the concerned Campus Coordinator / Faculty Assistant. The Institute insures all students for medical/accidental cases up to a limit of sum assured.

xi) No full-time student of this Institute can pursue any other regular or part time courses of any other University, College or Institute simultaneously with a regular program in NIFT.

xii) The Institute takes utmost care of the students but in case of any natural calamities, war, riots etc., the Institute is not responsible for the individual student's safety and security.

7 DEFINITION OF MISCONDUCT

The essence of misconduct under this code is improper interference- in the broadest sense- with the proper functioning or activities of NIFT, or those who work or study in NIFT, or action which otherwise damages the image of NIFT.

Misconduct will include, but is not limited to violent, indecent, disorderly, threatening or offensive behaviour or language, fighting, ragging, drug abuse, cheating, deceiving, molestation, defacement of NIFT property, IPR infringement, plagiarism Behavior which brings NIFT into disrepute, Failure to disclose/ hide/misguide through relevant details to an officer or employee of NIFT or while applying for NIFT scholarship schemes in circumstances where such information is required to be given, etc.

Any student found indulging in any activity violating the conduct rules of NIFT will invite disciplinary action. The faculty members, officers reporting the misconduct shall report it to the Campus Coordinator of the discipline/department and/or Joint Director. An enquiry shall be conducted by the concerned Disciplinary Committee.

The respective Campus Director will be responsible for implementing the punishment imposed. Record of the penalties imposed shall be placed on the student's record.

The following activities are classified as indiscipline / behavioral lapses on the students' part:

- a) Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the Institute.
- b) Threatening, physically preventing or using any other means from preventing the students from attending classes
- c) Stealing and damaging items within the premises of NIFT (Campus, Hostel, bus etc)
- d) Ragging in or outside the premises of NIFT.
- e) Defacing materials, books, periodicals, magazines, etc. maintained in the RC or any other department of NIFT.
- f) Malpractice and using unfair means such as copying.
- g) Indulging in activities like consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large.
- h) Giving interviews to the media or any other outside agency demeaning NIFT.
- i) Using abusive language and creating nuisance in the premises of NIFT, disturbing the peace and independent rights of fellow students and faculty members.

- j) Indulging in creation of web pages / blogs or any other web-based material regarding the Institute or its activities or persons thereof without obtaining its prior permission.
- k) Indulging in any act physically or virtually which amounts to sexual harassment of fellow students/ any employee at NIFT or outside NIFT which tarnishes the NIFT Image.
- l) Organizing any activity without permission of Campus Director within premises

7.1 Ragging

Ragging has been defined as “Display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institute”. Ragging will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per guidelines laid by the Supreme Court in its ruling on the subject. Any complaints on this issue will be made to the SDAC of the respective Campus for further action.

7.2 Academic Irregularities

The following are considered to be the different types of academic irregularities:

7.2.1 Cheating

Cheating includes:

- a) Communication with, or copying from, any other candidate during an examination except in the case examination regulation may specifically permit this, e.g. group assessments or group assignment evaluation;
- b) Communication during an examination with any person other than a properly authorized invigilator or authorized member of staff;
- c) Introducing any written or printed materials into the examination room unless specifically permitted by the Examination Board or Program Regulations;
- d) Introducing any electronically stored information through laptop, mobile phone, palm top, calculator or any other means of storage into the examination room, unless specifically permitted by the Examiners or Program Regulations;
- e) Gaining access to unauthorized material relating to an examination before or during the examination;
- f) Obtaining a copy of an ‘unseen’ written examination paper in advance of the date and time for its authorized release;
- g) In any other ways, the provision, or assistance in the provision of, false evidence knowledge or understanding in examinations;
- h) Unauthorized use of content which leads to IPR infringement for assignments, juries and examinations.

7.2.2 Plagiarism

The deliberate, substantial and unacknowledged incorporation in a candidate's work of material derived from the work (published or unpublished) of another is plagiarism. Examples are:

- a) The inclusion in a candidate's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources;
- b) The summarizing of another person's work by simply changing words or altering the order of presentation, without acknowledgements;
- c) Copying the work of another candidate, without that student's knowledge or agreement in this case the party copying is guilty of plagiarism. In case of copying with the knowledge or agreement of another student. Both the parties are guilty of plagiarism.
- d) The presentation of data in laboratory reports, projects etc., based on experimental work falsely purported to have been carried out by the candidate or obtained by unfair means

7.2.3 Collusion

Collusion includes a situation where a student-

- a) Is required to work/ demonstrate individually, but submits work done in collaboration with another person for assignment as entirely his / her own work, with intention to gain an unfair advantage,;
- b) Knowingly permits another student to copy all or part of their own work, and to submit it as that other student's own unaided work.

7.2.4 IPR

Any work / design developed during the student's tenure at the Institute will be the property of NIFT. No commercial transaction of the work can take place unless otherwise carried out through NIFT. The NIFT IPR policy shall apply to all projects done at NIFT.

7.3 Disciplinary Procedure Guidelines:

All the situations listed above and more that the campus feels to be listed under the same, are actions that call for disciplinary actions. The competent Authority at the campus will decide the categorization of offence to major or minor disciplinary violations.

7.3.1 Penalty for Minor Disciplinary Violation:

Where the violation is considered minor by the competent authority, the following penalties may be imposed at the discretion of the competent authority:

- i) A fine of upto INR10,000.00 +GST, as applicable for each violation/ offence

AND/ OR

- ii) A requirement that the student pays the cost of any damage in relation to any property lost or damaged or any expenditure incurred on medical expenses in case of a scuffle. The expenditure may have been incurred by NIFT/third party or subsidiary organization and will have to be paid by the violator/s to NIFT for the violation. The same shall be deposited by the student within five days of the notification by the Joint Director/Director of NIFT Campus

AND/ OR

- iii) Warning/Censure: A warning to be issued to the student for first offence may not be placed in the student's record. However, in case of a repeat offence, the censure may be placed on the student's record and may invite action under major penalties.

7.3.2 Penalty For Major Disciplinary Violation:

Where the violation is considered to be major by the competent authority, the following penalties may be imposed for the major disciplinary violations:

- i) Suspension/debarment from the institute, where the student will be declared 'persona-non-grata' and will be debarred from entering the premises, facilities and from attending the classes.
- ii) Permanent expulsion from the institute.
- iii) Any other course of action which may be reasonable in the circumstances.

7.4 Penalties for Academic Irregularities During Examinations/ Juries/ Evaluations

- i) Any student found cheating at the time of examination will not be permitted to complete the paper/exam. Pending the result of the enquiry, he/she may be permitted to take remaining exams with an undertaking.
- ii) In case any student is found carrying outside material or found indulging in plagiarism, the student will be debarred from giving the exams/jury/evaluation and will have to repeat the entire semester.
- iii) In case students are found copying from their classmates, their answer booklets will be treated as cancelled and he/she will have to appear in re-exam.
- iv) In case of evaluator observation that more than one student has attempted the exam on a single exam sheet / entry, or notices any change in hand – writing the result of the student will be withheld pending result of the enquiry.

- iv) In case student (s) is/are found in collusion as described in 5.1.2.3, the entire work submitted stands null and void in addition to any other action as may be applicable against them under the provision relating to plagiarism / cheating etc.
- v) In case students are found indulging in plagiarism, the students will be debarred for one year from the Institute and will have to repeat the entire semester.
- vi) This is in addition to any other penalty under previous detailed violation criteria.

7.5 Appeal Procedure

Appeal against any penalty imposed by the Competent Authority may be made to the Director General, through the Campus only if any new and relevant information needs to be considered which was not available at the time of the proceeding. An undertaking would be given by the student through the Campus Coordinator at the time of appeal, that the decision of DG-NIFT would be acceptable under all circumstances and binding.

8. NIFT SOCIAL MEDIA POLICY

This set of social media guidelines aims to set standards that are expected of all students with respect to the responsible use of social media, prevention of harassment and promotion of harmony in the online space. Institute policies concerning Rules and Regulations for Students “NIFT Students’ Rule Book.

- i) Every bonafide student of NIFT should be mindful that information shared on social media becomes public information and hence, should not use social media in any way that may compromise an individual’s reputation or professional practice at a later stage. Any adverse content that goes against the rules of NIFT, the Constitution of India and does not promote general harmony could be brought to the attention of the institute, future employers and/or professional bodies and may be detrimental to studies and/or future career.
- ii) Any content maligning NIFT, its policies and employees will be viewed adversely inviting disciplinary action and inter alia, penalties, debarment from sitting in the examination, campus placements etc.
- iii) No student may claim to speak on behalf of, or represent, the institute on social media without the institute’s prior permission. One should not declare, imply or indicate that the content of any social media site under his/her control is representative of the institute. When posting online, there may be circumstances in which the student gives the impression that he/she is speaking on behalf of the institute or department, in such case the student should consider adding a disclaimer to make it clear that he/she is posting in personal capacity.
- iv) Social media (for example; Twitter; Facebook; Google+; LinkedIn; Instagram; and open forums and blogs) are now a common feature of everyday life, enabling and supporting both students and staff in academic and collaborative opportunities. Any form of harassment to fellow students or NIFT employees, including, on social media platforms, is

unacceptable and will be treated very seriously by the institute inviting disciplinary proceedings.

v) Every student should respect individual rights to privacy and have regard for the feelings of others. They must not disclose personal details, including pictures, of other students or NIFT employees' without their prior permission.

vi) Students should be mindful of the enduring nature of information posted on social media sites and should be careful while writing posts or sharing information.

vii) Using social media to post offensive comments, images or other content is a breach of the Code of Discipline under Student Rules & Regulations 2012 , D.2 and will result in disciplinary action and is also liable for legal action as per the provisions in IT Act 2000 & Amendments 2008.

viii) Civil and criminal laws apply to content posted online. Civil offence claims include actions for defamation, harassment, breach of intellectual property rights, fraudulent misrepresentation or breach of confidence. Criminal offences that could occur online include harassment, stalking, hate crimes, coercive or controlling behaviour, disclosing intimate images without consent, blackmail, malicious communications and terrorism offences. Cyber laws as are applicable in the Indian Territory will be applicable to contents posted online.

ix) Posting others' content online (photographs, text, videos, music etc.) without prior and proper permission to do so, including specific terms of any licence – for example, credit the author and/or link to the licence, revealing trade secrets, violations of IPR et al will be viewed adversely and liable for legal action among other things.

x) The institute is not responsible for, and does not hold any ownership of, any content posted on social media by its students.

xi) Usage of NIFT brand trademark/service mark without prior written permission is liable for legal action.

xii) It is mandatory for every student at the time of admission to sign an undertaking on social media usage, along with anti-ragging and other such formalities.

8.1 Online Etiquette

When using social media, it can be tempting to speak and act in a way we wouldn't when we are face-to-face. Remember that innocuous comments posted online may be misconstrued, as the written word has permanence/taken screen shots of/ lack the nuances of face-to-face interaction.

Ask yourself these questions:

• Who'll be reading my post?

Will it be limited to close friends and family or could it be read by the wider public? Could it be seen by people you have personal contact with, or can it be accessed by people you have a professional relationship with?

If there is an issue concerning the campus/friends/classmates/faculty, has it needs to be escalated to the appropriate forum for redressal. Posting problems on social media is not a solution and only makes things worse.

- **What style should I be using?**

Always be courteous, even when you don't feel like it. Remember that in most cases, the content you post will be public and it may not be possible to remove it at a later date. It could be reposted or shared through other forms of social media.

- Think twice about how you post content if you are feeling angry about something and consider the effect that this might have on the situation. If you are responding to someone else's post, ask yourself whether you are sure that you have read the post in the way in which it was intended.

8.2 Penalty for Social Media Violation

Students found guilty are liable face action as deemed fit stated under Para 7.3, Disciplinary Procedures Guidelines.

9. ATTENDANCE

Learning at NIFT is based primarily on interactive methods of inputs and students' participation in projects, research and skill-based experiences. It also involves sharing of work as well as learning processes with batch mates and faculty whose feedback and guidance is critical to students' development, understanding and maturity. Any physical absence in such circumstances will therefore, mean a loss of learning opportunity and continuity, which cannot be replaced by self-work under most situations. Punctuality in attending classes must therefore be maintained. Attendance is compulsory for students of all regular programs unless and until valid reasons are given to support absence. Attendance will be taken by the faculty member at the beginning of each class and recorded accordingly. Unauthorized or habitual absence will invite disciplinary action including failing the student in subject / semester or removal from rolls of the NIFT. Students are expected to be in NIFT Campus at 9.00 a.m. sharp for the classes. All students without exception shall enter the class room and be seated at the time scheduled for the start of the class. The door of the class room will be barred against late entry irrespective of the reasons for the delay.

Students are required to check their attendance on their respective CMS portal/mobile app as subject-wise or consolidated manner on regular basis for status of consolidated attendance, classes conducted and shortfall in attendance, if any. Any discrepancy in the attendance must be communicated to the Campus Coordinator of the department supported with a written application.

9.1 Requirements of attendance at NIFT are as follows:

- i) A student is required to have overall minimum 75% attendance in total sessions/ classes conducted during the semester, to be eligible to appear in the final assessment/end semester exams/ jury of the subjects.

ii) A student is required to have a minimum 65% attendance in each individual subject taught in the semester, to be eligible to appear in the final assessment/end semester exams/jury of the subjects.

iii) The norms of above attendance would also be applicable on standalone subjects that require visit to cluster/industry/research unit/GEs.

iv) No exceptions will be made on medical grounds or any social exigencies as provision of 25% and 35% relaxation in attendance includes all such exigencies.

9.2 Absenteeism without Information

i) In case of 0% attendance till mid semester, the student's name shall be struck off from the rolls of the institute after the issuance of a notice from campus.

ii) Uninformed absence of more than four weeks due to any cause or zero percent attendance till mid-semester will mean loss of candidature for the student i.e. name of the student would be struck off from the rolls of the Institute.

iii) Students absenting themselves without any authorized permission from evaluation shall be awarded "Zero" marks in such evaluation and there shall be no provision of re-evaluation or resubmission for such cases.

9.3 Duration of Course

i) A student can take a maximum of 6 (six) years for completion of a UG programme and 4 (four) years for PG programme, from the date of registration.

ii) Any student found failing in a semester for the third time will be asked to withdraw from the programme.

iii) The period mentioned above includes any period of leave of absence availed by the student.

9.4 Leave of Absence

A student may be granted leave of absence/lien for a maximum period of 1(one) year on the basis of medical/extenuating circumstances beyond the specified period of study at NIFT. The student must seek prior approval of the Campus Director for such leave.

In both the cases, whether it is leave of absence or detention on account of failure/attendance, the student shall keep his/her registration LIVE by paying re-registration fee of INR 10,000.00 + GST, as applicable for each absenting semester.

10. STUDENTS' MENTORING AT NIFT

NIFT provides an active mentoring support to all students on individual basis. The following are the different levels of student mentoring at NIFT:

CAC	:	Group mentoring, supervision of mentoring by faculty
Academic Mentor	:	Group mentoring, one to one mentoring
E- Mentor	:	FAQs (for students and faculty) on CMS
Subject Mentor	:	One to one, group mentoring

Types of Mentorship

In order to understand the student's needs, specific types of mentorship are as follows:

- i. One-to-One mentoring
- ii. Group Mentoring
- iii. E-Mentoring
- iv. Subject Mentoring
- v. Peer Mentoring

Choices made by students during their stay at the Institute:

When to Choose	What to Choose
Admission counselling at the beginning of the 1 st semester for both UG & PG	Choice of campus and course
Every semester for both UG & PG	- Choice of General Electives - Choice of floating subjects
4 th semester for UG 5 th semester for UG Tech 1 st semester for PG, M.Des & MFM 2 nd semester for PG M.F Tech	Choice of Deepening Specialization
3 rd Semester for UG 1 st semester for PG	Choice of IDM
End of 6 th semester for UG and end of 2 nd semester for PG	Area of Interest for Internship
End of 7 th Semester for UG & end of 3 rd semester for PG	Area of Interest for Graduation Project

11 FINANCIAL ASSISTANCE

NIFT provides various financial assistance schemes to the student to support their education at NIFT. The various financial schemes are given as follows:

11.1 SARTHAK - NIFT Financial Assistance Scheme

SARTHAK is a financial assistance scheme for students from financially weak backgrounds with gross family annual income less than The detailed policy is available on the NIFT website and the CMS where the students can have an easy access. The detailed instructions regarding the filling up of application for the SARTHAK scheme can also be accessed in the CMS.

11.2 UDAAN- NIFT Scholarship Scheme for Foreign Studies

The financial assistance under UDAAN - NIFT Scholarship Scheme for Foreign Studies is to provide rewards/scholarships for students by way of incentive for academic education at NIFT, and recognition of good academic performance of economically weaker sections. The number of students who will benefit from this scheme in a year will be based on the number approved by the Board of Governors while considering the policy. The students are required to submit their application form along with all required documents to the campus. Students may not submit their documents again; in case they have applied for SARTHAK scholarship and have already submitted their documents. The detailed policy is available on the NIFT website.

Students may approach the Campus Coordinator in their department or the Campus In-charge of I&DL unit for any query related to scholarships. The students can apply for both the scholarship online through the link available on CMS.

11.3 Student Laptop Policy

The use of laptops is mandatory for all the students of regular academic programmes at UG and PG levels at all the campuses of NIFT. NIFT will offer financial assistance in the form of interest free loans to students of lower income bracket of regular programmes, who meet the eligibility criteria, for purchase of laptops. All the students eligible for financial assistance of more than 25% of the tuition fee as per “SARTHAK” - NIFT Financial Assistance Scheme, will be eligible to avail interest free loans for purchase of laptop. The parental income ceiling will be INR 4 lakhs per annum, in case of UG and INR 2.5 lakhs per annum, in the case of PG students. The detailed policy is available on the NIFT website and is annexed at Annexure 10C.

12 STUDENTS’ VISIT TO CRAFT CLUSTERS

The Craft Cluster Initiative at NIFT is designed with the objective to sensitize NIFT students to the realities of the crafts sector and give insight into regional sensibilities and diversities, resources and environment. Through this initiative, NIFT has been successful in creating a widespread awareness and sensitivity in assimilating crafts into fashion and vice-versa. The Craft Cluster Initiative programme is envisaged to provide the students of NIFT systematic, continuous and regular exposure every year to the diversely rich and unique handlooms and handicrafts of India.

Under this initiative each campus adopts craft clusters based on the number of departments in the NIFT campus. While the students of the design departments take up diagnostic studies, design developments and training workshops, the students of Fashion Communication, M.Des. and MFM are associated with the craft clusters for research, branding and promotion. DFT students associate with the clusters for intervention in the areas of ergonomics and understanding of the manufacturing process of the chosen craft sector and its various facets, with a view to work on interventions in areas of work space, tools, processes, etc.

All craft related activities are aimed to build a platform for knowledge sharing and improving design expertise. These activities also develop a strong network for collaborative learning among student groups and craft communities across India. The

nature of activities vary as per the requirement of the curriculum and as proposed by the Chairpersons of the respective departments.

12.1 Norms for Visit to Various Craft Clusters by Students

The norms for students visiting the respective craft cluster are as follows:

- The travel of all the students to the selected craft clusters is compulsory.
- It will be a group activity wherein the class will be divided into groups of 6-7 students each. Each group will be assigned a student group leader for coordination and a faculty mentor for guidance.
- For visit to a craft cluster, a fixed amount as per norms would be given to each student per day as DSA and local travel in the craft cluster.
- Students would be reimbursed train fare (AC-III tier)/bus fare (private and state transport/taxi (where other modes of transport are not available) by NIFT on submission of tickets on return. The students travelling by air will be reimbursed an amount equal to the train fare (AC-III tier) on submission of air tickets and boarding passes.
- Upto INR 5,000/- will be reimbursed to each student group for the group document, on submission of bills with GST.

12.2 Student Conduct Rules for the Cluster Visit

i) Most of the craft cluster-related activities will be conducted in a modular format. "If a student misses any of the on-campus or infield activity, he/she will be responsible to cover up the subject during mid-term break or end semester break. The student will have to take instructions from the CC of the department regarding the task to be completed in the cluster in the vicinity of the campus, or take help from local Weaver Service Centres (WSCs) or Local DC Handlooms and Handicrafts for completing the cluster activity and the deliverables to be submitted. The student may or may not travel to the cluster (only in the case of CBDP)".

ii) As per the new cluster initiative, 'Craft Research and Documentation' and other craft-related subjects are not 'stand-alone' subjects. Hence, students missing these subjects due to international semester exchange may be exempted from undertaking these activities at a later date.

iii) In case of an emergency, such as a medical issue, where a student is unable to undertake/complete the craft cluster activity, the student needs to inform the subject faculty and should clearly specify the nature of emergency and reason for discontinuance, in writing. Student discontinuing the craft cluster field visit will make his/her own travel arrangements for returning and is not entitled to DSA, travel and related activity expenditure. The student will also be responsible for completing the pending subject or project within the prescribed academic term as per the NIFT rules.

iv) Student getting an 'F' grade/repeating semester due to shortage of attendance, will re-do the activity at his/her own expenses at a cluster, within the vicinity of the campus. Also, in such cases, any previously availed funding from NIFT such as DSA, concessional fare, etc., shall be recovered by NIFT. (If a student is repeating semester for any reason and

has, in the previous attempt, cleared CRD and CBDP with a grade 'B' or higher, the student need not repeat the craft activity, and the grade will be carried forward.)

v) The external jury panel for re-jury of craft cluster-related subject will be forwarded by CC of the department for approval from Campus Director through CIC. The jury composition will consist of two senior faculty, from any other department of the campus and CIC.

vi) Student misbehaving or violating the code of conduct during the field visit, will invite disciplinary measures as per the NIFT institutional rules and will face punishment. Criminal offences by students will invite legal proceedings as per the law.

13 INTERNSHIP MODALITIES

The industry internship programme is an introduction to the industry to give students an appreciation and working knowledge of the industry. It blends their classroom knowledge with industry application.

Duration: 8 Weeks Timing:

Under Graduates: Between 6th & 7th semester Post Graduates: Between 2nd and 3rd semester

Place: Within India or Outside India

Internship Organization: It is facilitated by respective department CCs in co-ordination with RIC at the Campus.

13.1 Procedure

- i) All programmes undertaking summer internship will do so through the respective departments.
- ii) Internship Duration and Schedule – The programmes mentioned above undertake internship for a period of 8 weeks.
- iii) RICs in consultation with the CCs of the departments would update the databases, contact companies, send brochures and follow ups, collect CVs of students, and coordinate.
- iv) The specific student allocation to the company would be done by the CC.
- v) Internship Interviews- Some companies like to conduct interviews of students before selecting them for internship. Interviews would have to be conducted at specific NIFT campuses. RIC in consultation with CC would co-ordinate such activities.

13.2 Brief to Students

- i) Before the student proceeds for internship, they are advised to receive the copy of the letter for the internship (addressed to the industry).

ii) Every student, before leaving for conduction of the survey, shall acquaint himself/herself with the places and the status of the fashion industry units where he/she is visiting by reading published material available, contacting trade information/libraries etc.

iii) After joining the industry, the students are advised to send a “Joining Report”, with attestation of the contact person/HRD Manager/MD of the industry.

iv) After completing the internship the students are advised to collect a “Relieving letter” from the internship industry.

v) The students are expected to report to factory or office on all working days as decided by organization in charge from time to time. The interneers are advised to strictly follow the company rules and regulations as per the following parameters.

- Punctuality regarding reporting
- Photography in the factory/office premises
- Collection of swatches, trims and other merchandise which might be required for their presentation at the Institute.
- Collection of different organizational formats
- Using infrastructural facilities

vi) The interneers are also required to perform duties as assigned by the organization in charge from time to time.

vii) For industry internship to be undertaken by students, the students are required to submit “No Objection Certificate” from their parents.

viii) During the internship, if the student has any problem, they should contact their internship coordinator/departmental CC for assistance.

ix) The design students who are required to bring the garment collection (prepared during internship) for internship and afterwards, a “No Dues” certificate from the industry need to be submitted to the department. Otherwise, the internship marks of the student will be withheld.

x) All students should report back to their respective institute on the reopening day of the institute as specified in the Academic Plan.

14. EXAMINATIONS AND EVALUATIONS AT NIFT

The programme structure followed at NIFT has been explained in Para 1.2 and the credit system followed is explained at Para 1.3.

NIFT uses a multi method approach towards assessing and evaluating the students. The continuous and comprehensive evaluation through the semester for all subjects for all programmes across all NIFT Campuses shall include various components as detailed below:

i) Continuous Evaluation

ii) End-Term Examination (ETE)

iii) End-Term Jury (ETJ)

Evaluation Weightage The evaluation weightage for all subjects is as follows:

Marks obtained in individual subjects shall not be declared. Only the GRADES shall be declared in the result. Assignment marks (60%) can be seen by the students but end term (40%) marks cannot be seen.

Evaluation Type	Weightage for evaluation by	
	Internal Assessment	End Term Assessment
Individual Subjects	60	40
General Electives	60	40

The evaluation weightage for other stand-alone subjects is as follows:

% of Marks Evaluation Type	Weightage for evaluation by			
	Faculty Mentor	Industry Mentor	Internal Jury	External Jury
Internship	40	20	-	40
Graduation Project	20	20	20	40
Design Collection	20	-	40	40
Research/ Dissertation	20	-	40	40
Craft Research and Documentation	40	-	20	40

It is mandatory for a student to undertake foundation programme, all majors and deepening specializations, IDs and General Electives (mandatory and optional) as per the course requirement. The minimum number of credits to be earned would include credits for Foundation Programme, General Electives, Majors, Deepening Specializations and Inter disciplinary Minors.

- A student must acquire a minimum of 242 credits for UG and 124 credits for PG, which would be specified under each programme.
- A student must acquire a minimum of 32 credit points in the final semester.
- An under graduate student can complete the degree programme in a span of 6years from the year of joining while a post graduate student can complete the programme in 4 years from the year of joining.
- In case a student gets a repeat semester, a waiver for standalone subjects, including GEs, is granted where he/she has secured a passing grade when the student repeats the semester i.e. the grade secured by the students shall be kept intact and the student would not need to either attend classes or appear for examination for that subject.
- End-Term Written Examination will be conducted to evaluate comprehension of theoretical concepts for theory subjects. This examination will be non interactive and of specified time period and shall have a weightage of 40 marks.
- For a student to get promoted to the next semester, it is compulsory that the student appears for the end term assessment for all the subjects undertaken during the ongoing semester.

14.1 Re-Evaluation

- Desirous students may apply for re-evaluation only for written examinations on the prescribed Performa through CAC with the approval of Campus Director.

- ii. The application for re-evaluation should be made within five working days of declaration of result at the respective Campus along with the fee of Rs.100/- per subject.
- iii. During the re-evaluation, it shall be seen whether all answers have been checked and marks are correctly totaled.
- iv. The process of re-evaluation shall be completed within five working days of receipt of request.

14.2 General Guidelines for Conduct Of Examination

14.2.1 Eligibility Criteria for Appearing in Examination

Students fulfilling the following criteria shall be allowed to appear in the examinations:

- i. Paid all fees and dues to the Institute.
 - ii. Has mandatory 75% attendance in a semester.
 - iii. Has mandatory 65% attendance in individual subjects in a semester.
- ii) Admit Card Admit card shall be issued to all students eligible for appearing in the ETE/ ETJ.
- i. All eligible students shall be issued the admit card which can be downloaded from CMS at least 3 days prior to commencement of the end semester exams.
 - ii. COE and other departments concerned may ensure that all dues are cleared and updated in the CMS so that the admit cards are generated on time.
 - iii. The date of issue of the admit card to all students shall be notified by the Campus's COE. It is then the students' responsibility to download and print the admit cards from the CMS.
 - iv. No student without the admit card shall be allowed to sit for the examination and jury.
 - v. The students who do not receive the admit card before the start of the end semester exam or jury, should contact the respective CC and the CAC.

14.2.2 Examination Regulations for Candidates

- Candidates should familiarize themselves with the venues prior to the examination day and reach the room at least 20 minutes prior to the start of the exam and take their seats 10 minutes before the scheduled exam time. Candidates are required to present their Admit Card at each examination. Students coming late are not permitted in the Examination Hall after completion of first 20 minutes. No student can leave the examination hall before the expiry of 01 Hour from the commencement of the exam.
- Candidates are not allowed to take bags, books or mobiles to the examination room. They should be left outside the room. The valuables brought by the students shall be at their own risk.

- Candidates should only have their admit card, the basic writing implements required for the examination together with the examination stationery specified in the rubric of the question paper on their desk. Containers, such as pencil cases, should be removed from the desk.
- Calculators that are not pre-programmed may be used if an examination permits it. Calculators that incorporate an alphabetic input are not to be used.
- A candidate must not, on any pretext whatsoever, speak to, or have any communication with another candidate once the examination is underway. Any candidate wanting to ask a question should attract the attention of the invigilator by raising a hand.
- All rough work must be done in the answer booklet and crossed out (extra paper for rough work may not be used or issued).
- It is the responsibility of candidates to ensure that any loose or additional sheet(s) are securely fixed within the answer booklet using the tags provided before submitting. Drawings maybe folded as neatly as possible to fit within the answer booklet.
- The answer sheets shall be collected by an invigilator at the close of the examination, or earlier if the candidate has finished. Candidates should remain in their seats until their scripts have been collected.
- If, during the examination, a candidate is discovered in breach of any of these rules or in the use of any unfair means, the facts shall be reported to the CC, COE who shall be responsible for deciding on the action to be taken.
- The students who have been allotted transfer under ICTT/ SPT will give the examination/ juries in the new campus allotted for the semester.
- Any action by a candidate contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may disqualify the candidate.

15. AWARD OF GRADES AND CALCULATION OF SGPA/CGPA

The students shall be awarded grades as per the absolute grading system, which shall be converted into Grade points as per the conversion given below:

Grade s	Grade Points	Description
O	10.0	Outstanding
A+	=>9.0<10.0	Excellent
A	=>8.0<9.0	Very Good
B+	=>7.0<8.0	Good
B	=>6.0<7.0	Satisfactory/ Fair
C	=>5.0<6.0	Average
D	=>4.0<5.0	Low Pass
F	<4.0	Fail

A student has to obtain a minimum grade of 'C' in a Major Subjects, Deepening Specializations, and IDM and a minimum grade of 'D' in General Electives and floating in order to be declared "Pass" in the subject.

A student who attends any Floating Subject and fulfills the criteria of minimum attendance i.e. 65%, but fails to appear in the end term examination, shall be awarded a Grade "L" for audit which shall not be converted into grade points. However, the grade sheet shall reflect the subject with the above grade.

16. FOLLOW-UP EXAMINATION

If the work of a student is not found satisfactory during the End Term assessment, he/she shall be given a follow up.

- A student shall be allowed to appear for follow-up in maximum of two subjects in a semester excluding General Electives.
- If a student fails in three or more subjects (Excluding stand alone subjects), then he/she shall have to repeat the semester. (There is no provision of follow up for such cases).
- The student will be evaluated for 40% as per end semester evaluation. The 60% component of the internal assignment assessment will be considered while calculating the final result of every individual.
- The result and the follow up schedule would be uploaded on the NIFT CMS & official website.
- It is the responsibility of the Campus CAC to inform all students about the follow up schedule.
- A fee of Rs. 2,000/- per subject shall be applicable for the follow up.
- In the subject where the student shall be given a follow up a grade point of '4' shall be awarded against the grade 'PASS' for further calculation. The grade 'PASS' shall be indicated by a letter 'P' on the grade sheet.
- Students failing in **even one subject after the follow up shall be required to repeat the semester.**

16.1 Follow-up in Process Based Subjects:

i. In case a student fails in a process based subject (including subject where Skill Test was conducted as an end term examination), a follow up shall be given to the student for the subject. The student will be evaluated for 40% as per end semester evaluation.

ii. The student shall be sent a brief of follow up assignment by the Campus Coordinator (given by the subject faculty) within a week of declaration of the result. This brief will include clear deliverables and submission timelines. The student will start working on the concepts and report to the subject faculty as per the given timelines. The student will also report to the campus a week before the commencement of the next semester and complete the follow up assignment. The students will be required to maintain a logbook to document the progress of the work which will be duly signed by the lab assistant/faculty. The assignment along with the logbook will be submitted at the end of the week and the marks sent to the Campus COE.

iii. Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

16.2 Follow-up for Written Exams:

In case a student fails in a theory based subject where a written test was conducted as an End Term Examination, a follow up shall be given to the student. The student shall be sent a brief for the follow up assignment/ topics of study by the Campus Coordinator (given by the subject faculty) within a week of declaration of the result. This brief will include clear deliverables and submission timelines. The percentage of marks earmarked for the submission and written test, will also be clearly specified.

The student will start working on the concepts and report to the subject faculty as per the timelines. The student will also report to the campus a week before the commencement of the next semester and complete the follow up assignment. The assignment submission/written test will be conducted at the end of this week and the marks sent to the COE- Campus.

Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

16.3 Follow-up for Industry Internship/Craft Based Mandatory Subjects:

i. In the case of students failing the Industry Internship / Craft based mandatory subjects; the process shall be repeated in its entirety and evaluated as per approved evaluation criteria as per the curriculum. The students shall repeat the same after completion of their final semester but before proceeding for their GP.

ii. Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

16.4 Follow Up for Graduation Project / Research Project/ Design Collection/ Dissertation:

In the final semester, students are required to undertake Graduation Project/ Research Project/ Design Collection/ Dissertation. In the case of students failing in the internal jury of the same, they will be given a follow up to rework on the project and will be given a chance to:

a. Appear before the external jury with the revised work (in case minor revisions) after due approval from the internal jury at least two days before the external jury. In such cases the students who are called for an internal re-jury before being given approval to present the work to the scheduled external jury should be assessed and will be given marks maximum 50% in the internal jury.

b. In case, major revisions are required, follow up jury of internal and external will be held within three months of the end of semester and if the work is found to be of satisfactory level, the degree will be awarded on the day of result declaration/ during convocation. Mark sheets of such students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

c. In case the external jury does not recommend the work or a student started the project very late or has not been able to get a completion certificate for the number of requisite weeks from the industry, the student will have to appear in a follow up. If the work is found

to be of satisfactory level, the student would be deemed to have passed and the degree will be awarded on the day of passing/ during convocation (In case it is being held later). Mark sheets of all students who pass after being given a follow up shall clearly reflect the 'F' grade as well as subsequent 'P' grade.

Important Note: There will be no follow up examination for General Electives as the subject is a standalone and the student will have to opt for additional GE's in subsequent semesters for completion of credits.

17. NORMS FOR USING NATIONAL RESOURCE CENTRE

The Resource Centre (RC) in each NIFT campus provides the necessary infrastructure to collate and disseminate critical input for knowledge management. The network of NIFT Resource Centres is the only fashion information network in India serving the fashion educators and students of NIFT, besides the fashion professionals. Each Resource Centre also serves as an interface between the institution and the industry, as it offers information services to the entrepreneurs and freelancers of the fashion industry.

The services offered by the NIFT NRCs include:

- i) **Reference Service:** Highly qualified professional staff members provide reference services at the reference desks as well as online.
- ii) **Online Public Access Catalogue (OPAC):** The students and faculty can access the learning resources in the collections of the Resource Centres through the web-based online public access catalogue.
- iii) **Bibliographic Service:** Subject bibliographies on relevant topics are available online and print out of any bibliography is provided on demand.
- iv) **Current Awareness Service** Information on new additions to the collections of the Resource Centres is available online.
- v) **Reprographic Service:** Reprographic services of selective photocopying and scanning are provided to the users of all RCs.

17.1 Rules for Students

- i) Students of regular and continuing education programmes are required to pay security deposit and RC/library fee along with tuition fee for membership of the Resource Centre. A student has to submit a copy of receipt of fee at the time of registration and renewal during the beginning of each academic session.
- ii) Each regular student gets library borrower's card(s) valid for two semesters only.
- iii). Number of book(s) to be issued to the students is as per below:

Students of UG programmes	: 1 book for 7 days
Students of PG programmes	: 2 books for 7 days
Students of Bridge programmes	: 2 books for 15 days
Students of PhD programme	: 4 books for 30 days
Students of CE programmes	: 1 book for 7 days

- iv) To reserve a book that is out on loan, the borrower needs to fill out a reserve slip at the circulation desk/online. Periodicals, reference collections, audio-visual materials and other non-print materials can only be consulted in the Resource Centre and are not issued out to students and other members.
- v) If a borrowed book is not returned on time, overdue fines will be charged. The overdue fine of INR5/- per day is chargeable from all the students, guest faculty and other members of the Resource Centre.
- vi) If a student fails to return an overdue book within 120 days from the due date, the cost of the borrowed book and overdue fines will be deducted from the security deposit any time after 120 days without issuing any intimation.
- vii) If a student of CE programme fails to return an overdue book 7 (seven) days before the completion of the programme, the cost of the borrowed book and overdue fine till the completion of the Programme will be deducted from the Security deposit without issuing any intimation.
- viii) The student will either replace the book of the same title and the same or any later edition or pay three times the cost of a book if lost or damaged. Lost or damaged books must be paid for before other books can be issued or the same will be deducted from the security deposit.
- ix) Students found leaving the library with un-issued books/ other Resource Centre material(s) will be penalized. They will pay the penalty as per rule of the centre and will be debarred from using the Resource Centre for a semester.
- x) Talking on the cell phone is not allowed inside the reading rooms and stack rooms. Disciplinary action will be taken against any person for flouting the rule.
- xi) No bags, food, drinks and smoking are allowed inside the Resource Centre. Scissors and sharp cutting implements are also prohibited. Non-library books, briefcases and packages must be left outside the Resource Centre. The Resource Centre is not responsible for loss/theft of any personal belongings.
- xii) Students may refer to the current Students Rules and Regulations for the latest rules related to the use of the Resource Centre.

18 NORMS FOR STUDENTS ACCOMMODATION SERVICES

- i) NIFT reserves the right of admission to the hostel. NIFT management may deny or cancel admission to hostel to any student without assigning any reason if it has reasonable ground to believe that his or her presence would be detrimental to the interest of NIFT or other students.
- ii) The admission forms are made available to the students at the time of post admission counseling. The application forms will have to be filled up giving correct information of the names and addresses of the parents (telephone numbers, if any) and that of local guardians. Any change in the same is to be notified without any loss of time. NIFT can, at any point of time verify the proof of residence of parents by demanding any official document of the parents of hosteller, substantiating whether the declared

address is bonafide. NIFT hostel facility is only for the bonafide students coming from outside the city, where the centre is situated.

- iii) The hostel accommodation to the student is available only for the semester period and all hostellers are required to vacate their rooms, along with their belongings during the summer break. Similarly, the students can be asked to keep their luggage at a common place during winter, if the rooms are required by NIFT Management for alternative use, repairs, maintenance etc.
- iv) If the students vacate the room for any reason and any other wants to occupy the room on any genuine grounds then the case would be considered on merit and availability of the rooms, for only that semester or for such period permitted by the management.
- v) The students can receive visitors on Saturdays and Sundays from 9:00 A.M. to 6:00 P.M.
- vi) NIFT will issue four visitors passes for those who will be recommended by parents/students at the time of joining the hostel. Their photographs are to be submitted at the time of joining hostel.
- vii) A female family member of a hosteler can be allowed to stay at hostel for maximum 7 days in a semester, subject to availability of accommodation. A stipulated fee per day will be charged for the stay of the guest/visitors. A family member staying in hostel as guest will be responsible for the safety and cleanliness of the hostel property. Any friend from NIFT can be a guest on recommendation from the concerned CC.

18.1 Hostel Conduct Rules

NIFT resident students are required to abide by the highest standards of discipline, decorum, and propriety for their behavior in and outside the hostel.

- i) The resident students of NIFT hostel are allowed to use NIFT's hostel facilities for their guests. Any person who is not a resident of the hostel shall not enter any room allotted to the students and can meet them only in the designated common area. Unauthorized entry into the hostel room would amount to criminal offence and will attract prosecution.
- ii) NIFT resident students are required to avoid any situation, which will cause irritation, inconvenience and hardship to other students or the neighbors.
- iii) NIFT resident students are not allowed to consume any toxic material on the premises. Smoking is also strictly prohibited within the rooms/ premises. Student's relatives of opposite sex are not allowed to visit each other in their rooms.
- iv) NIFT resident students are required to enter rooms by 10:00 P.M. sharp. If they come late without proper justification, a warning letter will be issued. If the practice continues, apart from informing the parents of the students, disciplinary action may also be initiated including expulsion from hostel.

- v) Any NIFT student can stay in the, hostel of another campus for internship or industry programme for maximum 8 week. If the student is not a hosteler than he/she will pay the hostel fee on monthly basis instead of the guest fee.
- vi) All such students will vacate the hostel one week prior to the commencement of the new semester.
- vii) NIFT resident students are liable to be expelled from the hostel as well as the course, if they are found guilty of any of the following: -
 - a. Any act of indiscipline or misconduct of any sort, in the hostel or outside.
 - b. Submission of false, wrong or incomplete information in the application form or subsequently while seeking permission etc.
 - c. Default in payment of dues within the stipulated period.
 - d. Organizing noisy and indecent and undignified parties and inviting any unauthorized persons to visit their rooms.
 - e. Repeated late reporting for the night as well as any act, which will cause embarrassment to NIFT Management, would be sufficient ground for treating that as a breach of discipline.
- viii) NIFT resident students can be permitted to stay out for the night at their LG's/parents' place, only when written request is made seeking permission in the prescribed form. Any unauthorized absence for the night will amount to act of indiscipline. Copies of all the night out forms will be sent to the parents for information.
- ix) The resident students shall not tamper with any electrical installation and any other equipment on the hostel premises. If any damage is caused to any of the installations, the students shall be liable to pay the amount of damage plus appropriate fine that may be levied.
- x) They are permitted to use the proper room heaters/ room coolers with prior permission and check by the NIFT electrician.
- xi) Students/ Hosteler must ensure switching off lights, fans, geysers and electronic gadgets when not in use.
- xii) Students will not be allowed to use room heaters with open rods, hot plates or any such item, which may lead to fire in the rooms. A fine will be levied for possessing such things and those items will be confiscated.
- xiii) The students are not allowed to use candles. They are advised to use torch lights in the absence of electricity. Emergency lights are also provided.
- xiv) No air conditioners or refrigerators are permitted.

19 MEDICAL FACILITIES AT NIFT

All campuses provide medical facilities to the students, faculty and staff by way of a medical doctor and a psychological counselor on campus. Students are encouraged to avail the facility.

Students are referred to the counselor by the faculty mentor and/or the Campus Coordinator of the department for specific concerns.

In case of chronic illness, students are advised to brief the Campus Coordinator and at least 2 students (in class and in hostel/ accommodation) on possible symptoms and immediate assistance must be given.

In case the student has to be hospitalized, the SDAC will contact the local guardian/parent at the earliest, to apprise them of the situation.

20 STUDENT EXTRA CURRICULAR ACTIVITIES

Under student development activities, each campus conducts an extensive schedule of events organized by the NIFT students for NIFT students. These are coordinated by a nominated faculty member/s Student Development Activity Coordinator (SDAC). The activities of the clubs include inter-department and inter-college competitions, social events, seminars, guest lectures, film nights and others. Students can participate in a wide range of activities through the SDA clubs, namely:

i) Cultural club

ii) Literary club

iii) Sports club

iv) Adventure and photography club

v) Ethics and social service club vi) Environment club vii) Or any other club by the permission of Director-NIFT.

Students shall exercise their options of choosing various clubs at the time of the orientation programme. The clubs are headed by Club Advisor, who will be nominated by the Campus Director. Each club will have an Executive Council for organizing various events and activities, who will be either nominated or elected by the General Body of the club.

20.1 Fashion Spectrum

It would be held every year across campuses, to bring together the curricular with the extra-curricular activities. Various events shall be organized to bring together students from other educational institutes of the region in a competitive or non-competitive spirit. Fashion Spectrum will be organized for two days, one of which should be a weekend (Saturday/Sunday) instead of a working day, as per the schedule indicated in the academic calendar. However, a compensatory leave shall be given to all academic and administration personnel who would be working for the Fashion Spectrum.

A core team of 10 students for a campus, having less than 400 students, or 20 students for a campus having 400 and above students, will be made by SDAC Council, with the approval of Campus Director. The core team will be responsible for all preparatory work of the Fashion Spectrum, including arrangement of sponsorships. The members of core team will be given waiver of attendance for a maximum of 15 (fifteen) hours in all subjects preceding Fashion Spectrum and their attendance shall be calculated on pro-rata basis.

Every year, “Student of the year” of students of batches other than the graduating batch is awarded at the Convocation of the respective Campuses. This award consists of a Certificate, Cash reward of Rs. 11,000 & Gold Medal.

20.2 NIFT Converge

With a view to provide a well-rounded development to its students, an inter-campus cultural and sports event–Converge–will be organized annually at any one NIFT campus. Preliminary selections at every NIFT campus will ensure that the best of each campus compete with one another in this event. The event will provide a platform for peer learning and knowledge- sharing. This annual event will also allow the students to witness and imbibe the best practices from across campuses.

21 SPECIAL SERVICES FOR STUDENTS

NIFT issues institutional email IDs to all students, faculty and officials on nift.ac.in domain managed on Google Apps. These email IDs get deactivated upon graduation to avoid any miscommunication/ misuse of institutional e-mail IDs. The Campus may inform the students at the time of completion of their courses/ academic programmes to take backup of their emails, if required.

21.1 NIFT wifi

Students on admission are given access to the campus wifi facility through a unique name and password. They may use this for academic purpose only.

21.2 Fee Exemption for International Semester Exchange

NIFT semester fee exemption for international exchange shall be provided to students who go on paid seats to institutes with whom NIFT has reciprocal arrangements. This will ensure that the students pay fee, either at NIFT or at the foreign university, as per the MoU with the concerned institute.

21.3 Education Loan

Students of NIFT can avail of education loan. NIFT, however, will not bear any financial responsibility for repayment of the loan. The Campus Director/Joint Director would issue a letter to the student for availing of this facility. The format for the same is in Annexure 5-P.

The amount to be entered in the letter as monthly expenditure would differ from programme to programme and would be provided at the beginning of each academic year by Academic Affairs Department of the respective campus.

21.4 Facilities for Students Repeating the Semester

The following facilities of the institute have been identified, that may be used by students during their detention (LOA/repeat) period across the campuses:

- i) Use of NIFT library and Resource Centre.
- ii) Consultation and advise of faculty by prior appointment.
- iii) The students can approach SDAC for their involvement in student related activities e.g. student club, etc.
- iv) The student can get a recommendation letter for industry visit, field study, etc., from NIFT.
- v) Engagement of students in Resource Centre under Student Assistantship Programme, for which they will receive a stipend.
- vi) Waivers, as per the NIFT E&E policy.

21.5 Monetary Incentive for Contribution to Sponsorships

Whenever sponsorship is required for any NIFT activity (academic/ co-curricular/ extracurricular), students shall be encouraged to raise the same by giving the concerned student(s) 10% of the money raised, which will, inter-alia, cover their incidental expenses. SDAC at each campus will certify the student contribution for release of the 10% amount.

22. STUDENT INTER-CAMPUS TEMPORARY TRANSFER POLICY (ICTTP) FOR STUDENTS OF REGULAR UG/PG PROGRAMMES OF NIFT

The purpose of this policy is to provision for temporary transfer of students from one NIFT campus to another for a semester, on extreme medical or personal extenuating grounds.

- i) The extreme medical grounds signify the requirement of immediate medical attention due to severe/life-threatening illness of the student.
- ii) The personal extenuating grounds encompass the death of the parent/sibling or the requirement of urgent medical attention to the parents of the student. The death of any other person in the family will not be considered as extreme extenuating grounds.
- iii) The provision for Inter Campus transfer on the above said grounds for a semester may provide the students the opportunity to handle extreme crises that occurred in his/her personal life.
- iv) Inter Campus Temporary Transfer request is not a matter of right for students. If NIFT is not able to accede to the request, the student may withdraw from NIFT without any liability on part of NIFT. Further, NIFT retains the right to verify and/or reject the evidence without assigning any reasons.

22.1 Applicability of ICTT

- i) The policy is applicable to all the regular UG and PG students of NIFT.
 - a) For UG courses:** No Inter Campus Transfer requests would be either considered or permitted in the first two semesters and in the last two semesters.
 - b) For PG courses:** No Inter Campus Transfer requests would be either considered or permitted in the first semester and in the last semester.
- ii) Inter Campus Temporary Transfer is applicable only for a semester after which the students shall return to their parent campus.
- iii) The Inter Campus Temporary Transfer can be granted to a student only once during the entire period of study at NIFT.

22.2 Process

- i) The concerned students will fill in the transfer form (ICTT form) and submit at their respective campus, along with all supporting documents.
- ii) The students applying for Inter Campus Temporary Transfer on extreme medical grounds are required to submit the proforma from for Medical Board of Government Hospital (P-MBGH).
- iii) While accepting the requests for ICTT on medical grounds, it should be made clear to the students/parents, that in case of any doubt/non-clarity in the recommendation, the ICTT would not be considered.
- iv) Students will be required to give an undertaking as per format (U-ICTT) that they will abide by the decision taken by the competent authority of NIFT.
- v) The completed ICTT form, duly recommended by the Campus Local Academic Standard Committee (LASC) shall be forwarded to AA, Head Office.
- vi) After scrutiny, each NIFT campus shall forward the ICTT requests of the students, along with the consolidated summary sheet (S-sheet), to Head-AA.
- vii) The requests received from NIFT campuses for ICTT will be reviewed by Academic Appeal Committee at NIFT, HO. The recommendations of Academic Appeal Committee with regard to each case, will be put up to Director General for approval.
- viii) The list of transfer cases shall be uploaded on the website for the information of the students.

22.3 Non-refundable Processing Fee for ICTT

All fee related to the process of Inter Campus Temporary transfer will be credited to the DDF of AA, Head Office. The details of fee are as follows:

S. No	Particulars	Fee
1.	Application for ICTT	500.00
2.	Penalty for refusal/cancellation of ICTT request	2,500.00

23 STUDENT PERMANENT TRANSFER (SPT) POLICY FOR STUDENTS OF REGULAR UG/PG PROGRAMMES OF NIFT

The purpose of this policy is to provide the provision for permanent transfer of students in the third semester against the seat vacancy position in first semester.

The students may seek transfer for the following:

- a) Change of discipline within the same NIFT campus
- b) Change of discipline to another NIFT campus
- c) Change of NIFT campus without change of discipline

23.1 Applicability

- i) The policy is applicable to the regular UG/PG students studying in second semester in all campuses of NIFT.
- ii) Provision for change of NIFT campus shall be applicable to all UG and PG students whereas change of discipline shall be applicable to UG Design students only.
- iii) The request for permanent transfer would be considered on the seat vacancy position vis-à-vis merit of the student.
- iv) Inter Campus Permanent Transfer is not a matter of right for students.

23.2 Process

- i) Students interested in permanent transfer will fill the SPT form and an undertaking in the prescribed format as enclosed with U-SPT. The SPT form, undertaking and all supporting documents will be submitted at respective NIFT campus on or before the due date as per SPT calendar.
- ii) A consolidated list in descending order of marks obtained by the students based on the following criteria will be prepared by the Academic Affairs Department NIFT, HO:

S. NO.	PARTICULARS	WEIGHTAGE
1	Rank of NIFT Entrance Test for admission (Category-wise)	40%
2	CGPA of 1st Semester	40%

3	Attendance Record	20%
Total Marks		100%

23.3 Non-refundable Processing Fee for SPT

All fees related to the process of SPT will be credited to the DDF of AA, HO. The details of fee are as follows:

S. No	Particulars	Fee
1.	SPT	500.00
2.	Refusal/cancellation of SPT	10,000.00

24 STUDENT ASSISTANTSHIP PROGRAMME (SAP)

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 and Off-campus opportunities;

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

ii) Off-Campus Job Programme SDAC SAP Programme 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 and 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.

24.1 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.

24.2 Dos and Don'ts

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:

a) Acts of Non-Compliance

- i. Failure to maintain satisfactory performance.
- ii. Misuse of work time and excessive absenteeism.
- iii. Failure or repetitive disregard to college rules.
- iv. Lack of cooperation.

b) Acts of Misconduct

- i. Acts of violence.
- ii. Endangering life or property.
- iii. Harassment.
- iv. Violation or misuse of confidential information.
- v. Working under the influence of drugs or alcohol.
- vi. Theft or fraud and disruptive behavior.
- vii. Misrepresentation or misuse of authority.
- viii. Failure to disclose actual conflicts of interest.

24.3 Procedure

Once a student has decided to seek employment, the following procedure must be observed:

- i) 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 that the student belongs to.
- ii) NIFT departments send request to SDAC for possible employment opportunities, specifying the time, competency and skills required for the job.

iii) The SDA Coordinator arranges an interview with employer department. During this interview, interested students discuss their interests about the current opening with the employer department representative.

iv) 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 and is referred to another department.

v) 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.

24.4 Compensation

a. Parameters For Engaging A Student

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

b. Parameters for Employee

- i. INR150 per hour per student.
- ii. Maximum 10 hours per week when classes are in session; 30 hours per week during vacation break.
- iii. Students are paid an hourly wage.

c. There are two classifications for student jobs at NIFT campus.

- i. Class I - (2nd and 3rd 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. Example: Library Assistants.
- ii. Class II - (4th year and PG students) Required skills and experience: Specific skills. Duties and responsibilities: assumption of a certain degree of responsibility. Example: Library Assistants, Supervisors, Word Processing Operators, laboratory research, computer lab monitors, etc.

25 STUDENT AWARDS

25.1 Convocation Awards

NIFT honours students in three categories of awards, which are conferred during the Convocation:

- i. NIFT Best Academic Performance Award
- ii. NIFT Extraordinary Service Award

iii. NIFT Student of the Year Award

25.2 NIFT Graduating Event Awards

NIFT Awards are presented during Graduation events (exhibition/ fashion show/National Apparel Summit/Techno Talk, etc.) in various categories for respective disciplines. Awards are decided by the external jury and given to the student getting highest marks in the corresponding categories of evaluation criteria. The details for various disciplines can be discussed with the respective Centre Coordinator.

25.3 Industry Sponsored Awards

There may be other awards for students, which are sponsored by industry, alumni, etc. These may differ from campus to campus. The details of such awards would be circulated to the students from time to time.

26. COMPLAINTS RESOLUTION PROCEDURE FOR STUDENTS

Suggestion Boxes are placed at every NIFT Campus and students are advised to drop their suggestions / complaints in them. The suggestions / complaints will be directly looked into by the Director / SDAC of the Campus.

27. SEXUAL HARASSMENT FACED BY STUDENTS OF NIFT

NIFT believes in zero tolerance for any kind of sexual harassment case reported by a student. This could be from student to student or from NIFT employee to student. In case, any student faces any kind of sexual harassment, the matter needs to be brought to the notice of the Campus Coordinator and the Campus SDAC immediately. There are specific norms to deal with such cases and the complaints will be handled by the committees constituted by the Campus Director.

In case, the complaint received is from student against student (involving physical harassment or virtual that relate to clauses falling under the IT ACT 2000), the accused student may face immediate suspension till the enquiry is on. If the allegations are proved, the accused student will be liable to face serious punishment to the extent of expulsion from NIFT.