

**National Institute of Fashion Technology**  
**Academic Affairs Department**  
Head Office, New Delhi

1400(51)/NIFT/Head-AA/Circular,Memorandums&Orders/2010

April 8<sup>th</sup> , 2013

**Office Memorandum**

An existing Inter Centre Transfer policy of NIFT has been amended after making the necessary changes. The name of revised policy is "Inter Campus Temporary Transfer Policy" which is applicable to all regular UG/PG students of NIFT seeking temporary transfer for a semester from one NIFT Campus to another on extreme medical or personal extenuating grounds. This policy was approved by the BoG of NIFT in its 20<sup>th</sup> meeting held on March 8<sup>th</sup> 2013. The complete policy is enclosed herewith for implementation of the same from the Academic year 2013-14. This policy will be in supersession to the existing Centre Transfer Policy of NIFT and shall be placed at 5-C(page 307) of Academic Manual.

NIFT Campus Directors are requested to inform the same to the students.

This issues with the approval of Director General.

Prof. Suhail Anwar  
Head(AA)

To  
All NIFT Campus Directors  
Dean-A  
CPs  
Head of the Units  
Copy to:  
Chief Vigilance Officer, NIFT H.O.  
Director H.O, NIFT  
Director (F&A), NIFT H.O  
Registrar (Estt.) & Board Secretary  
Assistant Board Secretary, NIFT H.O  
PS to DG for information

**STUDENT INTER CAMPUS TEMPORARY TRANSFER POLICY (ICTTP)**  
for  
**STUDENTS OF REGULAR UG/PG PROGRAMMES OF NIFT**

**1. Short Title/Commencement**

1.1 The policy shall be called NIFT Student Inter Campus Temporary Transfer (ICTT) Policy.

1.2 This policy shall come in force with effect from the academic year 2013-2014.

**2. Purpose**

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

2.2 The extreme medical grounds signify the requirement of immediate medical attention due to severe/life threatening illness of the student

2.3 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.

2.4 The provision for Inter Centre transfer on above said grounds for a semester may provide the students an opportunity to handle extreme crises that may occurred in his/her personal life.

2.5 Inter Campus Temporary Transfer request is not a matter of right for students. If NIFT is not able to accede to the request, 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

**3. Applicability**

3.1 The policy is applicable to all the regular UG and PG students of NIFT.

**For UG courses:** No Inter Center Transfer requests would be either considered or permitted in the first two Semesters and in the last two Semesters.

**For PG courses:** No Inter Center Transfer requests would be either considered or permitted in the first Semester and in the last Semester.

3.2 Inter Campus Temporary Transfer would be applicable only for a semester after which the students shall return to their parent Campus.

3.3 The Inter Campus Temporary Transfer can be granted to a student only once during the entire period of Degree at NIFT.

#### 4. **Process**

4.1 The concerned students will fill in the transfer form (**ICTT form**) and submit at their respective campus alongwith all supporting documents.

4.2 The students applying for Inter Campus Temporary Transfer on extreme medical grounds are required to submit the Proforma for Medical Board of Government Hospital (**P-MBGH**).

4.3 While accepting the requests for ICTT on medical grounds, it should be made clear to the students / parents, that any doubt / non clarity in the recommendation, the ICTT would not be considered.

4.4 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.

4.5 The completed ICTT form (ICTT form) duly recommended by the Campus Local Academic Standard Committee (LASC) shall be forwarded to AA-HO.

4.6 After scrutiny, each NIFT campus shall forward the ICTT requests of the students along with the consolidated summary sheet(**S-sheet**) to Head-AA.

4.7 The requests received from NIFT campuses for ICTT will be reviewed by Academic Appeal Committee at NIFT H.O. The recommendations of Academic Appeal Committee with regard to each case will be put up to Director General for approval.

4.8 The list of transfer cases shall be uploaded on the website for the information of the students

#### 5. **A) Parameters / Guidelines for Local Academic Standard Committee (LASC)**

5.1 The LASC of each Campus will examine the ICTT requests of the students. While reviewing such requests, the following guidelines may be followed:

a) The LASC will examine the possibility of the treatment of the student at the original allotted Campus. In this regard the opinion of empanelled NIFT doctor may be obtained.

b) The LASC will ascertain that the doctor of government hospital has certified the diagnosis of the illness, prescribed treatment and the period of treatment. The LASC may ensure that only genuine cases may get the benefit of the policy.

c) The LASC will also ensure that all the supporting documents are properly attached with the request of the student.

- d) Cases applied under personal extenuating grounds would entail the appropriate comments/ recommendations of LASC based on the merit of the case.
- e) The LASC may co-opt any other faculty member from the campus having relevant information about the case.

**B) Parameters / Guidelines for Academic Appeal Committee**

The Academic Appeal Committee will examine the ICTT requests of the students received from NIFT campuses. While reviewing such requests, the following guidelines may be followed:

- a) Inter Campus Temporary Transfer for general and NRI category shall be treated at par. For purposes of calculating the sanctioned strength of each discipline and batch per Campus shall be 30 General seats + 5 NRI/6 State domicile seats.
- b) The ICTT requests would be considered on seat vacancy position under the specific category.
- c) In case number of students seeking transfer under medical grounds or personal ground is more than the available vacancies for the same programme, the transfers shall be considered solely on the basis of gravity and nature of medical or personal grounds. If the nature of medical or personal grounds is same, then the merit i.e. the CGPA of the students till the preceding semesters will be taken into account.
- d) While deciding on such cases, the recommendations of Local Advisory Standard Committee of NIFT Campus may also be taken into account.
- e) The AAC may co-opt empanelled NIFT doctor while reviewing the ICTT cases under medical grounds.

**6. 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- HO. The details of fee are as follows:

S. NO	Particulars	Fee
1.	ICTT	500.00
2.	Penalty for refusal/ cancellation of ICTT	2,500.00

**7. Power to relax**

No provision of this policy will be relaxed except with the explicit approval of the Board of Governors of NIFT.



## ICTT Form

### NATIONAL INSTITUTE OF FASHION TECHNOLOGY (Academic Affairs Department-Head Office)

## APPLICATION FORM FOR INTER CAMPUS TEMPORARY TRANSFER

1. Name of the Student :
2. Email of Student and Mobile no. :
3. Father's Name :
4. Study Campus :
5. Course & Specialization :
6. Year of Admission :
7. Result :

SL. No.	Semester	SGPA
1)	I	
2)	II	
3)	III	
4)	IV	
5)	V	
CGPA		

8. Name of Campus to which transfer is sought :
9. Grounds/Reasons for transfer :  
(Enclose all supporting documents/  
evidences) :

I hereby undertake that I have carefully gone through the guidelines for ICTT and shall abide by the same. I further state that the information furnished above is correct.

(Signature of student)

Verification of the details submitted above  
COE

Recommendation  
Campus Director



P-MBGH

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
(Academic Affairs Department-Head Office)

**Proforma for  
Medical Board of Government Hospital**

**Information at 1, 2, 3 and 4 to be filled by the student**

1.	Name of Student	
2.	Fathers name	
3.	Mothers name	
4.	Original NIFT Study Campus	
5.	Prescribed medical problem with treatment (with supporting documents)	
6.	Existing duration of treatment	
7.	Expected further duration of treatment after which student will be fully recovered.	
8.	Can the case be referred to any hospital in the same city / district? If yes, please specify the name and address.	

**Authorised signatory on behalf of Medical Board  
Name and Stamp of above**

Date:  
Place



## U-ICTT

### NATIONAL INSTITUTE OF FASHION TECHNOLOGY (Academic Affairs Department-Head Office)

#### Undertaking for Inter Campus Temporary Transfer

I,....., S/o - D/o .....,  
student of course....., Semester .....  
admitted to NIFT Campus ..... have applied for ICTT for one  
semester ----- to NIFT Campus ..... on medical  
grounds/personal extenuating ground. I hereby affirm that I am aware of the rules  
that govern the extension of transfer on the said grounds. I have also been  
informed by NIFT that after completion of the above semester, I am required to  
report back to the original allotted Campus on the date of commencement of  
classes of next semester.

**I also undertake the following:**

1. In case of delay in the process of transfer, no waiver of attendance shall be admissible.
2. The will be the sole responsibility of the students to ensure that the assignments and learning outcome is achieved in its entirety irrespective of the duration of studies at both the campuses.
3. I shall abide by the decision given by the Competent Authority of NIFT.

**Signature of Parent /Guardian**  
Date / Place

**Signature of Student**  
Date / Place

---

**Campus Director**



**S-Sheet**

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
(Academic Affairs Department-Head Office)**

**Campus wise summary sheet of ICTT requests**

S. No	Name of the student	Course/ Semester	Seeking transfer		Grounds for transfer	Recommended/ Not recommended  Please write (R/NR)	Supporting documents  Yes/No
			From	To			

**Signature of Campus Director**

**Date :**  
**Campus :**