

RIGHT TO INFORMATION ACT, 2005

MANUAL UNDER SECTION 4 (1) (b) of the Act

1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

National Institute of Fashion Technology was set up at New Delhi in 1986 under the aegis of Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario.

The Institute is a pioneer in envisioning and evolving fashion business education in the country through a network of its fifteen professionally managed centres at New Delhi, Bangalore, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Rae Bareilly, Kannur, Patna, Bhopal, Kangra, Shillong, Bhubaneswar and Jodhpur.

In recognition of the pre eminent role played by the Institution, NIFT has been accorded statutory status through the National Institute of Fashion Technology Act, 2006 passed in Parliament in May 2006. The Act has come into effect from 1st April 2007. The President of India is the 'Visitor' of the Institute under the Act.

The functions of the Institute as contained in Section 6 of NIFT Act, 2006 include:

- i) to nurture and promote quality and excellence in education and research in area of fashion technology;
- ii) to lay down courses leading to graduate and post-graduate degrees, and doctoral and post-doctoral courses and research in area of fashion technology;
- iii) to hold examination and grant degrees in area of fashion technology;
- iv) to confer honorary degrees, awards or other distinctions in area of fashion technology;
- v) to cooperate with educational and other institutions in any part of the world having objects wholly and partly similar to those of the Institute by exchange of faculty members and scholars and generally in such manner as may be conducive to their common objective;
- vi) to conduct courses for teachers, fashion technologists and other professionals;
- vii) to undertake research and studies in area of fashion technology and application thereof, particularly concerning the integration of locally produced materials, the recruitments of mass production, improved quality and design and international marketing;
- viii) to collect and maintain literature and materials available in area of fashion technology so as to develop a modern information centre within the country;
- ix) to create a central faculty of fashion technology resource and analysis for use by the researchers;

- x) to have a centre to experiment and innovate and to trained person in the area of fashion technology;
- xi) to develop an international centre for creation and transmission of information in the area of fashion technology, with focus on educational, professional and industrial commitments;
- xii) to develop a multi disciplinary approach in carrying out research and training in area of fashion technology so that the large interest of profession, academia and fashion industry are better served;
- xiii) to organise national and international symposia, seminar, conferences and exhibition in selected area of fashion technology, from time to time;
- xiv) to arrange courses catering to the special needs of the developing countries;
- xv) to act as a nucleus for interaction between academia and industry by encouraging exchange of fashion technology and other technical staff between the Institute and the industry by undertaking sponsored and funded research as well as consultancy projects by the Institute;
- xvi) to provide technical assistance to artisans, craftsmen, manufacturers, designers and exporters of fashion products; and
- xvii) to carry out any other activity in the area of fashion technology not specifically listed above.

2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

- (i) Powers and duties of officers and employees are governed by the Delegation of Administrative and Financial powers as authorized by Board /DG.
- (ii) The Duties and responsibilities of respective fuctionaries are contained in Academic, Estt., and Finance & Accounts manuals.

3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

NIFT is a Statutory body under Ministry of Textile, Govt. of India.

The Board of Governors (BOG) of NIFT, is the supreme authority for all administrative and financial decisions and its implementation.

The BOG of NIFT is constituted under the relevant provisions of the NIFT Act, 2006.

The BOG is supported by its three sub-committees for decision-making and governance.

- i) The Finance & Audit Committee headed by the AS & FA of the Administrative Ministry for all matters concerning Administration, Finance & Accounts, Purchase and Building Projects etc.

- ii) The Standing Committee of the Board on Establishment Matters headed by Chairman, BOG for all matters concerning Establishment matters.
- iii) Academic Affairs Committee headed by DG NIFT for all matters concerning Academics and other related matters.

The Senate of NIFT constituted under section 12 of NIFT Act is responsible for maintenance of Standards of instruction, education and examinations in the Institute.

NIFT's fifteen centres function under the overall supervision and accountable to Head Office for all administrative, finance and academic matters.

The State Level Advisory Committee (SLAC) advises the Centres for its various developmental administrative.

The NIFT Head Office is responsible for formulating and implementation of various policy guidelines for administration of Centres and itself.

All the Directors of NIFT Centres and Head of Department/ Head of Units at Head Office are accountable to DG NIFT.

In order to make the decision making process objective, transparent and participatory, the following Internal Standing Committees are in existence at H.O to advise DG NIFT on specific matters as referred to it.

Sl.No.	Name of the Committee
1.	Standing Internal Advisory Committee for Academic Management System (AMS)
2.	Standing Internal Advisory Committee for national resource centre (NRC)
3.	Standing Internal Advisory Committee for student development students Affairs.
4.	Standing Internal Advisory Committee for Research
5.	Standing Internal Advisory Committee for industry and Alumni Affairs.
6.	Standing Internal Advisory Committee for International and Domestic Linkages.
7.	Standing Internal Advisory Committee for Corporate Communication call & Continuing Education (CE) & Diploma Prog.
8.	Standing Internal Advisory Committee for Cluster
9.	Standing Internal Advisory Committee for Faculty Orientation & Training Development and Bridge Prog./ Faculty Development Prog.
10.	Standing Internal Advisory Committee for Examination & Evaluation cell.
11.	Standing Internal Advisory Committee for Infrastructure Development, Capital Purchase & IT equipments and peripheral for IT-items at H.O.
12.	Standing Internal Advisory Committee for Internal Advisory Committee for Admissions
13.	Standing Internal Advisory Committee for Internal Advisory Committee for Accounts & Finance.

Similarly the following committees function at each NIFT Centre to advise the Directors on specific matters.

Sl.No.	Name of the Committee
1.	State level Advisory Committee
2.	State level Building Project Coordinator Committee
3	Local Academic Standards Committee (LASC)
4.	Purchase Committee
5	Library Advisory Committee
6.	Physical Verification and Disposal of Scrap Committee
7	Physical Verification and Disposal of Resource Centre items / Books
8.	Committee for prevention of Harassment of Women at work place.

4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The norms for discharge of functions are contained in Academic, Establishment and Finance & Accounts Manuals which are broadly in line with the general norms set by Government of India for discharge of functions by its employees.

5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

List of Rules, Regulations, Instructions, Manuals and Records held by NIFT.

- (i) Academic Manual
- (ii) Establishment Manual
- (iii) Finance and Accounts Manual
- (iv) IPR Manual

6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- i) NIFT Act, 2006
- ii) NIFT Statutes (under approval)
- iii) NIFT Ordinances
- iv) Rules and Regulations (Manuals)

7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

- The BOG of NIFT, Constituted under section 3(3) of NIFT Act includes eminent persons from public life.
- The Senate of NIFT constituted under section 12 of NIFT Act includes educationists of repute as its members.

Besides, the Stakeholders from public are associated with various other developmental activities of NIFT, Head Office and Centres which includes

- i) Alumni Association and its chapters.
- ii) Committee for prevention of Harassment of Women at work place at Centres & H.O..

8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

Committee	-	Chairperson
(1) Board of Governors	-	Chairperson, BOG
(2) Sub Committee of Board		
(i) F & AC	-	AS&FA of the Administrative Ministry
(ii) AAC	-	DG-NIFT
(iii) Standing Committee on Estt. Matters –		Chairperson, BOG
(3) Senate	-	DG-NIFT
(4) SLAC	-	Chief Secretary of the State Govt. where NIFT Centre is located or his nominee

The meeting of Board, Senate and other Committees are open to members and special invitees only.

The minutes of the meetings are taken on record for follow up and are available for reference.

9. A DIRECTORY OF ITS OFFICERS

Directory of its Officers is printed in NIFT Prospectus every year. A complete and updated list is available with respective PIO's & APIO's at centre & HO.

10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

Details of monthly remuneration received by each of its employees is available in office records in Head Office and Centres.

List of various categories of Administrative, Academic and other Support staff and their pay are as follows.

Administrative Staff

S. No.	Designation	Pay Scale (₹)	Grade Pay(₹)
1.	Director General	₹37400-67000	10000

2.	Director	`37400-67000	8700
3.	Director (F&A)	`37400-67000	8700
4.	Registrar	`15600-39100	7600
5.	Chief Accounts Officer	`15600-39100	7600
6.	Project Engineer	`15600-39100	7600
7.	Deputy Registrar	`15600-39100	6600
8.	Deputy Registrar (F&A)	`15600-39100	6600
9.	Deputy Director (NRC)	`15600-39100	6600
10.	Deputy Director	`15600-39100	6600
11.	Executive Engineer	`15600-39100	6600
12.	Asst. Bd. Secy & Legal Officer	`15600-39100	5400
13.	Accounts Officer	`15600-39100	5400
14.	Assistant Director	`15600-39100	5400
15.	Head Resource Centre	`15600-39100	5400
16.	Private Secretary	`15600-39100	5400
17.	Hindi Officer	`15600-39100	5400
18.	Technical Officer	`9300-34800	4600
19.	Assistant Registrar	`9300-34800	4600
20.	Steno Grade- I	`9300-34800	4600
21.	Estate Engineer	`9300-34800	4600
22.	Sr. Assistant(Admn.)	`9300-34800	4200
23.	Sr. Assistant (Accounts)	`9300-34800	4200
24.	Steno Grade- II	`9300-34800	4200
25.	JE (Electrical / Civil)	`9300-34800	4200
26.	Assistant Librarian	`9300-34800	4200
27.	JE (Electrical)	`9300-34800	4200
28.	Steno Grade- III	`5200-20200	2400
29.	Assistant Warden	`5200-20200	2400
30.	Assistant	`5200-20200	2400
31.	Assistant (Accounts)	`5200-20200	2400
32.	Jr. Assistant	`5200-20200	1900
33.	Library Assistant	`5200-20200	1900
34.	AC (Technician)	`5200-20200	1900
35.	Drivers	`5200-20200	1900
36.	Electrician	`5200-20200	1900
37.	Plumber	`5200-20200	1900
38.	Multi Tasking Staff	`5200-20200	1800

Academic Staff

S. No.	Designation	Pay Scale	Grade Pay
39.	Sr. Professor	`37400-67000	8900
40.	Professors	`37400-67000	8700
41.	Associate Professors	`15600-39100	6600

42.	Assistant Professor	`15000-39100	5400
-----	---------------------	--------------	------

Academic Support Staff

S. No.	Designation	Pay Scale	Grade Pay
41	Computer Engineer	`9300-34800	4600
42.	Research Assistant	`9300-34800	4200
43.	Machine Mechanic	`5200-20200	2400
44.	Lab Assistant	`5200-20200	1900

11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

The Annual Revenue and Capital Budget is finalized with the approval of BOG and details of information related to Budget of Head Office and Centres are maintained and available with Finance and Accounts Department at Head Office and all its centres.

12. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

NIFT has "Means – cum – Merit financial Assistance Scheme" as approved by BOG. It is administered by the appointed Committee in various centres as per the guidelines prescribed. Under this Scheme financial Assistance to Undergraduate and Postgraduate students is provided as per the following:-

Undergraduate

Category	Parental Income ceiling per anum	Percentage of Financial Assistance
A	Upto `1.0 Lakh	75% of the Tuition Fee
B	Above `1.0 Lakhs to `2.5 Lakhs	50% of the Tuition Fee
C	Above `2.5 Lakhs to `4.0 Lakhs	25% of the Tuition Fee

Postgraduate

Income ceiling per anum	Percentage Financial Assistance
Upto `1.0 Lakhs	50% of the Tuition Fee
Upto `1.0 to `2.5 Lakhs	25% of the Tuition Fee

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT

Reservations and concessions in services including admissions as prescribed by GOI are applicable in NIFT.

14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO IT OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

NIFT is progressively moving towards reducing all information available to it or held by it in electronic form.

15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

NIFT works 5 days (Monday to Friday) a week. Office timings are from 9.00 a.m to 5.30 p.m. During office hours, all general information can be obtained by the public from reception counter. Any specific information about the organization can be availed from the Public Information Officers (PIO's), as appointed for their respective Centre and in Head Office..

16. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE APIO, PIO, Appellate Authority and Transparency Officer under Right to Information Act, 2005.

Centre	APIO	PIO (Non-Academic Matters)	PIO (Academic Matters)	Appellate Authority
Head Office	Ms. Rajni Chopra Asst. Bd. Secy.	Mr. K. Chandra Choodan Reg.(Estt)	Prof. Suhail Anwar Head(AA)	Ms. A.S. Awasthi Director(HO)
Bengaluru	Mr. M. Ramasamy Assistant Registrar	Mr. V. Ashok Registrar	Prof. Kavita Saluja Professor	Ms. Kakarla Usha Director
Bhopal	Mr. B.K. Maheshwari, DR(F&A)	Mr. M.P.Nigam Registrar	Mr. M.C. Mohan Associate Professor	Dr. K. S Pratap Kumar Director
Bhubaneshwar	Mr. Basant Kumar Mohapatra Research Assistant	Mr. Promod Chandra Patnaik OSD	Mr. B.B. Jena Associate Professor	Dr. K. C. Samanta Ray Director
Chennai	Ms. Bharathi Dhanapal Research Assistant (Academic Affairs)	Mr. B. Narasimhan, Dy. Registrar(F&A)	Ms. Sunitha Vasan Associate Professor	Dr. S. Devadoss Director
Gandhinagar	Mr. S.J. Anjaria O.S.D.(F&A)	Mr. K.D. Memon Registrar (I/c)	Mr. Amar Tewari, Associate Professor	Ms. Sameeta Rajora Director
Hyderabad	Mr. Y. Chandra Sekhar Assistant Registrar	Mr. E. Venkat Reddy Registrar	Mr. M. Annaji Sharma Associate Professor	Dr. K. S Pratap Kumar Director
Jodhpur	Mr. Janmay Singh Hada Research Assistant	Sh. Santosh Singh Sr. Assistant (A/c)	Mr. Gaurav Ashesh Associate Professor	Mr. Jabber Singh Director
Kangra	Mr. Pankaj Rastogi Accounts Officer	Mr. Randhir Singh Registrar	Ms. Shipra Sharma Associate Professor	Mr. D.K. Rangra Director
Kannur	Mr. K. <i>Ilanchezhan</i> Assistant Registrar	Mr. N.B. Vaishnav Registrar	Mr. R.S. Jayadeep Associate Professor	Ms. Sameeta Rajora Director
Kolkata	Mr. Bidhan Kumar Chanda Assistant Registrar	Mr. Rajat Kumar Bose Registrar	Mr. S.S. Ray Associate Professor	Ms. Kakarla Usha Director

Mumbai	Ms. Manjiri Rane Assistant Registrar	Mr. P.K. Jha Accounts Officer	Mr. Sushil Ratauri Associate Professor	Ms. Nilima Rani Singh Director
New Delhi	Mr. J.S. Rawat DR(E&A/COE)	Ms. Neenu Teckchandani, Registrar	Ms. Bhavna K. Verma Associate Professor	Mr. P. Krishnamurthy Director
Patna	Mr. S. Biswas, Asst. Registrar		Prof. Sanjay Srivastava Professor	Sh. Satish Chandra Jha Director
Raebareli	Mr. S.P. Singh Dy. Registrar (F&A)	Ms. Neenu Teckchandani, Registrar	Mr. Ashis Debnath Associate Professor	Mr. B.K Pandey Director
Shillong	Mr. Subhra Deb Research Assistant	Mr. Edward L Khawanlang, OSD	Mr. Dorji T. Wangdi Assistant Professor	Ms. W.A.M. Booth Director

Transparency Officer:-

Ms. Neelam Shami Rao
CVO
NIFT (HO)

*This list is as on 30th March, 2012 and will be updated from time to time.

17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED
