

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
HEAD OFFICE, NEW DELHI**

RIGHT TO INFORMATION ACT, 2005

MANUAL AS LISTED IN

SECTION 4 (1) (b)

of the Act

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 Textile, 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 twelve professionally managed Centres at New Delhi, Bangalore, Chennai, Gandhinagar, Hyderabad, Kolkata and Mumbai, Rae Bareilly, Kannur, Patna, Bhopal & Shillong. The Centre at Patna, Bhopal, Shillong & Kannur have become operational from the July, 2008.

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;
- (ix) to have a centre to experiment and innovate and to trained person in the area of fashion technology;
- (x) 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;
- (xi) 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;
- (xii) to organise national and international symposia, seminar, conferences and exhibition in selected area of fashion technology, from to time;
- (xiii) to arrange courses catering to the special needs of the developing countries;
- (xiv) 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;
- (xv) 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) Power and duties of officers and employees are governed by the Delegation of administrative and financial powers notified with the approval of the Board from time to time.
- (ii) The Duties and responsibilities of respective functionaries 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 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 twelve centres function under the overall supervision and accountable to Head Office for all administrative, finance and academic matters.

The State Level Advisory Committee (SLAC) and State Level Building Project Coordination Committee (SLBPCC) advises the Centres for its various developmental administrative and Building matters.

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 International Linkages

2.	Standing Internal Advisory Committee for Industry and Research
3.	Standing Internal Advisory Committee for Academic Management NRC and CE, Alumni, FOTD, CCC & Cluster Units.
4.	Standing Internal Advisory Committee for Student Affairs and Domestic Linkages at H.O & Common Examination Board (CEB)
5.	Standing Internal Advisory Committee for Infrastructure Development, Capital Purchase & IP Equipments and Peripheral for IT items at H.O
6.	Standing Internal Advisory Committee for Admissions 2008
7.	Standing Internal Advisory Committee for Accounts & Finance
9.	Executive Council

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.	Works Committee
9.	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 & Account 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 include:

- (i) Academic Manual
- (ii) Establishment Manual
- (iii) Finance and Accounts 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 (under approval)
- (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) Central Industry Consultative Committee and Regional Industry Consultative Committees for Industry Interface, Placements, Internships, Diploma Projects and Craft initiatives etc.
- (iii) Central Academic Consultative Committees and Regional Academic Consultative Committees for Academic activities like curriculum development and as jury members etc.
- (iv) Committee for prevention of Harassment of Women at work place at Centres.

8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OF 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 MEETING ARE ACCESSIBLE FOR PUBLIC

Committee	Chairperson
(1) Board of Governors	- Chairperson, BOG
(2) Sub Committee Board	
(i) FC	- 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 is NIFT Center is located or his nominee
(5) SLBPCC	- Chief Secretary of the State Govt. where is NIFT Center is located or his nominee

The meetings of the 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 OFFICER AND EMPLOYEES

Directory of its Officers and employees is printed in NIFT Prospectus every year. A complete and updated list is available with respective Assistant Public Information Officers (APIOs) at Centres and Central Public Information Officer (CPIO) at Head Office.

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. Pay includes Basic Pay, DP,DA,HRA,CCA and Special pay as applicable under Central Government Rules and Sanctioned by the competent authority. Besides the above, need based Consultancy fee, retainership and stipends are paid to Consultants. Professionals and trainees appointed from time to time.

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

Sl. 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.	Director (IT)	37400-67000	8700
5.	Registrar	15600-39100	7600
6.	Chief Accounts Officer	15600-39100	7600
7.	Project Engineer	15600-39100	7600
8.	Deputy Registrar	15600-39100	6600
9.	Deputy Registrar (F&A)	15600-39100	6600
10.	Deputy Director (NRC)	15600-39100	6600
11.	Executive Engineer	15600-39100	6600
12.	Accounts Officer	9300-34800	5400
13.	Head Resource Centre	9300-34800	5400
14.	Private Secretary	9300-34800	5400
15.	Hindi Officer	9300-34800	4800
16.	Assistant Registrar	9300-34800	4600
17.	Steno-Grade-I	9300-34800	4600
18.	Estate Engineer	9300-34800	4600
19.	Project Consultant	9300-34800	4600
20.	Technician A/V	9300-34800	4600
21.	Sr. Assistant	9300-34800	4200
22.	Sr. Assistant Accounts	9300-34800	4200
23.	Steno-Grade-II	9300-34800	4200
24.	Assistant Librarian	9300-34800	4200
25.	JE (Electrical)	9300-34800	4200
26.	Steno-Grade-III	5200-20200	2400
27.	Assistant Warden	5200-20200	2400
28.	Assistant	5200-20200	2400
29.	Assistant (Accounts)	5200-20200	2400
30.	Jr. Assistant	5200-20200	1900
31.	Library Assistant	5200-20200	1900
32.	Drivers	5200-20200	1900
33.	Electrician	5200-20200	1900
34.	Plumber	5200-20200	1900
35.	Attendants/ Record Keeper	5200-20200	1800

Academic Staff

Sl. No.	Designation	Pay-Scale	Grade Pay
36.	Sr. Professor	37400-67000	8900
37.	Professor	37400-67000	8700
38.	Associate Professor	15600-39100	6600
39.	Assistant Professor	9300-34800	5400

Academic Support Staff

Sl. No.	Designation	Pay-Scale	Grade Pay
40.	Computer Engineer	9300-34800	4600
41.	Research Assistant	9300-34800	4200
42.	Machine Mechanic	5200-20200	2400
43.	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 not executed any subsidy programme.

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

Reservation and concessions in service including admissions as prescribed by GOI are applicable in NIFT.

NIFT Student Scholarship Scheme as approved by the BOG of NIFT is administered by appointed Committee in various centres as per the guidelines prescribed.

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 5.30p.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 Assistant Public Information Officers (PIO's), as appointed for their respective Centre and in Case of Head Office from the Central Public Information Officer (CPIO).

16. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Public Information Officers

- 1. Ms. Neenu Teckchandani, Registrar**
NIFT Campus
Hauz Khas, Near Gulmohar Park
New Delhi-110016
- 2. Mr. S.V. Patil, Registrar,**
NIFT Campus
Plot no. 15, Sector-4
Kharghar
Navi Mumbai
- 3. Mr. L. Subramanian, Registrar,**
NIFT Campus
Old Mahablipuram Road,
Taramani
Chennai-600 113
- 4. Mr. Muthukumar, Dy. Registrar (F&A)**
NIFT Campus,
C.A. Site No. 21
Sector 1, 27th Main Road,
HSR Layout, Bangalore-560034
- 5. Mr. N.B. Vaishnav, Deputy Registrar**
NIFT Campus,
GH-0 Road
Behind Info City
Gandhinagar-382 007
- 6. Dr. P. Krishna Mohan, Registrar**
NIFT Campus,
Opposite Hi-Tech City
Madhapur
Hyderabad-500 033
- 7. Ms. Barnali Biswas, Registrar**
NIFT Campus,
LA Block, Near 16 No. Water Tank,
Sector-III, Salt Lake City,
Kolkata-700 098

8. **Mr. R. K. Sharma, Registrar**
NIFT Campus,
Vidya Mandir, I.T.I Ltd.
Doorbhash Nagar,
Rae- Bareli (U.P)
9. **Mr. S.K. Sharma, Dy. Registrar**
NIFT Campus,
IInd Floor, Udyog Bhawan
East Gandhi Maidan,
Patna- 4, Bihar
10. **Mr. S.D. Swamynarayan, Registrar**
NIFT Block,
M P Bhoj Open University Campus,
Kolar Road,
Bhopal-462016
Madhya Pradesh
11. **Ms. L.J. Syiemiong, Registrar**
NIFT Campus,
North Eastern Indira Gandhi Regional Institute of Health & Medical
Sciences
(NEIGHRIHMS) Campus
Shillong-462016
12. **Mr. L. Subramanian, Registrar**
NIFT Campus
Institute of Handloom & Textiles Technology (IIHT)
Khizhunna, Thottada
Kannur-670007

Assistant Public Information Officer

Mr. J. K. Gamethi for Gandhinagar Centre
Assistant Registrar
NIFT Campus,
GH-0 Road
Behind Info City
Gandhinagar-382 007

Central Public Information Officer

Mr. Munish Girdhar
Registrar, Head Office
NIFT Campus
Hauz Khas, Near Gulmohar Park
New Delhi-110016

Appellate Authority

Smt. Anju Nigam
Chief Vigilance Officer
NIFT Campus
Hauz Khas, Near Gulmohar Park
New Delhi-110016

* This list is an on 27th November, 2008 and will be updated from time to time.

17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED
