

## **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 1<sup>st</sup> 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 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 & 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.

<b>Sl.No.</b>	<b>Name of the Committee</b>
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.

<b>Sl.No.</b>	<b>Name of the Committee</b>
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
- iii) NIFT Ordinances
- iv) Rules and Regulations (Manuals)
- v) **Minutes of BOG**
  - [Minutes of 16<sup>th</sup> BOG dtd 24<sup>th</sup> Feb 2012](#)
  - [Minutes of 17<sup>th</sup> BOG dtd 23<sup>rd</sup> & 24<sup>th</sup> July 2012](#)
  - [Minutes of 18<sup>th</sup> BOG dtd 4<sup>th</sup> September 2012](#)
  - [Minutes of 19<sup>th</sup> BOG dtd 13<sup>th</sup> February 2013](#)
  - [Minutes of 20<sup>th</sup> BOG dtd 8<sup>th</sup> March 2013](#)
  - [Minutes of 21<sup>st</sup> BOG dtd 15<sup>th</sup> July 2013](#)
  - [Minutes of 22<sup>nd</sup> BOG dtd 3<sup>rd</sup> Sep 2013](#)
  - [Minutes of 23<sup>rd</sup> BOG dtd 29<sup>th</sup> Nov 2013](#)
  - [Agenda](#) and [Minutes](#) of 24<sup>th</sup> BOG dtd 19<sup>th</sup> Feb 2014
  - [Agenda](#) and [Minutes](#) of 25<sup>th</sup> BOG dtd 26<sup>th</sup> June 2014
  - [Agenda](#) and [Minutes](#) of 26<sup>th</sup> BOG dtd 30<sup>th</sup> Sep 2014 ; [Minutes](#) dtd 18<sup>th</sup> Nov 2014
  - [Agenda \(Vol 1 & Vol 2\)](#) & [Tabled Agenda](#) and [Minutes](#) of 28<sup>th</sup> BOG dtd 23<sup>rd</sup> Feb 2015
  - [Agenda](#), [Supplementary Agenda](#) & [Tabled Agenda](#) and [Minutes](#) of 29<sup>th</sup> BOG dtd 29<sup>th</sup> June 2015
- vi) **Minutes of F&AC meeting**
  - [Minutes of 18<sup>th</sup> F&AC Meeting dtd 10 Feb 2012](#)

[Minutes of 19<sup>th</sup> F&AC Meeting dtd 12<sup>th</sup> July 2012](#)

[Minutes of 20<sup>th</sup> F&AC Meeting dtd 28<sup>th</sup> Sep 2012](#)

[Minutes of 21<sup>th</sup> F&AC Meeting dtd 29<sup>th</sup> Nov 2012](#)

[Minutes of 22<sup>th</sup> F&AC Meeting dtd 4<sup>th</sup> March 2013](#)

[Minutes of 23<sup>th</sup> F&AC Meeting dtd 10<sup>th</sup> July 2013](#)

[Minutes of 23<sup>th</sup> F&AC Meeting dtd 10<sup>th</sup> July 2013](#)

[Minutes of 24<sup>th</sup> F&AC Meeting dtd 21<sup>st</sup> Aug 2013](#)

[Minutes of 25<sup>th</sup> F&AC Meeting dtd 19<sup>th</sup> Nov 2013](#)

[Agenda](#) and [Minutes](#) of 26<sup>th</sup> F&AC Meeting dtd 21<sup>st</sup> Jan 2014 & adjourned on 7<sup>th</sup> Feb 2014

[Agenda](#) and [Minutes](#) of 27<sup>th</sup> F&AC Meeting dtd 17<sup>th</sup> April 2014

[Agenda](#) and [Minutes](#) of 28<sup>th</sup> F&AC Meeting dtd 17<sup>th</sup> June 2014

[Agenda](#) and [Minutes](#) of 29<sup>th</sup> F&AC Meeting dtd 27<sup>th</sup> Aug 2014

[Agenda](#) and [Minutes](#) of 30<sup>th</sup> F&AC Meeting dtd 20<sup>th</sup> Nov 2014

[Agenda](#) and [Minutes](#) of 31<sup>st</sup> F&AC Meeting dtd 29<sup>th</sup> Dec 2014

[Agenda](#) and [Minutes](#) of 32<sup>nd</sup> F&AC Meeting dtd 28<sup>th</sup> April 2015

[Agenda](#) and [Minutes](#) of 33<sup>rd</sup> F&AC Meeting dtd 9<sup>th</sup> June 2015

**vii) Minutes of Senate meeting**

[Minutes of 17<sup>th</sup> Senate Meeting dtd 14<sup>th</sup> Dec 2012](#)

[Minutes of 18<sup>th</sup> Senate Meeting dtd 2<sup>nd</sup> Aug 2013](#)

[Minutes of 18<sup>th</sup> Senate Meeting dtd 2<sup>nd</sup> Aug 2013](#)

[Minutes of 19<sup>th</sup> Senate Meeting dtd 27<sup>th</sup> Sep 2013](#)

[Agenda](#) and [Minutes](#) of 20<sup>th</sup> Senate Meeting dtd 20<sup>th</sup> Feb 2014

[Agenda](#) and [Minutes](#) of 21<sup>st</sup> Senate Meeting dtd 20<sup>th</sup> May 2014

[Agenda](#) and [Minutes](#) of 22<sup>nd</sup> Senate Meeting dtd 26<sup>th</sup> Aug 2014

[Agenda](#) and [Minutes](#) of 23<sup>rd</sup> Senate Meeting dtd 15<sup>th</sup> April 2015

**viii) Minutes of AAC meeting**

[Minutes of 8<sup>th</sup> AAC Meeting dtd 13<sup>th</sup> Feb 2012](#)

[Minutes of 9<sup>th</sup> AAC Meeting dtd 9<sup>th</sup> May 2012](#)

[Minutes of 10<sup>th</sup> AAC Meeting dtd 27<sup>th</sup> Feb 2013](#)

[Minutes of 11<sup>th</sup> AAC Meeting dtd 22<sup>nd</sup> Aug 2013](#)

[Minutes of 12<sup>th</sup> AAC Meeting dtd 30<sup>th</sup> Sep 2013](#)

[Agenda](#) and [Minutes](#) of 13<sup>th</sup> AAC Meeting dtd 29<sup>th</sup> Jan 2014

**ix) Minutes of Establishment Committee meeting**

[Minutes of 11<sup>th</sup> Meeting dtd 28<sup>th</sup> Nov 2012.](#)

[Agenda](#) and [Minutes](#) of 12<sup>th</sup> Meeting dtd 2<sup>nd</sup> Sep 2013.

[Agenda](#) and [Minutes](#) of 14<sup>th</sup> Meeting dtd 18<sup>th</sup> Feb 2014

[Agenda](#) and [Minutes](#) of 15<sup>th</sup> Meeting dtd 25<sup>th</sup> June 2014

[Agenda](#) and [Minutes](#) of 16<sup>th</sup> Meeting dtd 28<sup>th</sup> Aug 2014

[Agenda](#) and [Minutes](#) of 17<sup>th</sup> Meeting dtd 13<sup>th</sup> Jan 2015

**x) Minutes of Endowment Fund Committee Meeting**

[Minutes of 5<sup>th</sup> Meeting dtd 27<sup>th</sup> April 2015](#)

[Minutes of 4<sup>th</sup> Meeting dtd 16<sup>th</sup> Dec 2014.](#)

**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

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

**7. 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**

<b>Committee</b>	<b>Chairperson</b>
(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.

## 8. 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 (Rs)	Grade Pay(Rs)
1.	Director General	Rs.37400-67000	10000
2.	Director	Rs.37400-67000	8700
3.	Director (F&A)	Rs.37400-67000	8700
4.	Registrar	Rs.15600-39100	7600
5.	Chief Accounts Officer	Rs.15600-39100	7600
6.	Project Engineer	Rs.15600-39100	7600
7.	Deputy Registrar	Rs.15600-39100	6600
8.	Deputy Registrar (F&A)	Rs.15600-39100	6600
9.	Deputy Director (NRC)	Rs.15600-39100	6600
10.	Deputy Director	Rs.15600-39100	6600
11.	Executive Engineer	Rs.15600-39100	6600
12.	Asst. Bd. Secy & Legal Officer	Rs.15600-39100	5400
13.	Accounts Officer	Rs.15600-39100	5400
14.	Assistant Director	Rs.15600-39100	5400
15.	Head Resource Centre	Rs.15600-39100	5400
16.	Private Secretary	Rs.15600-39100	5400
17.	Hindi Officer	Rs.15600-39100	5400
18.	Technical Officer	Rs.9300-34800	4600
19.	Assistant Registrar	Rs.9300-34800	4600
20.	Steno Grade- I	Rs.9300-34800	4600
21.	Estate Engineer	Rs.9300-34800	4600
22.	Sr. Assistant (Admn.)	Rs.9300-34800	4200
23.	Sr. Assistant (Accounts)	Rs.9300-34800	4200
24.	Steno Grade- II	Rs.9300-34800	4200
25.	JE (Electrical / Civil)	Rs.9300-34800	4200
26.	Assistant Librarian	Rs.9300-34800	4200
27.	JE (Electrical)	Rs.9300-34800	4200
28.	Steno Grade- III	Rs.5200-20200	2400
29.	Assistant Warden	Rs.5200-20200	2400
30.	Assistant	Rs.5200-20200	2400
31.	Assistant (Accounts)	Rs.5200-20200	2400
32.	Jr. Assistant	Rs.5200-20200	1900
33.	Library Assistant	Rs.5200-20200	1900
34.	AC (Technician)	Rs.5200-20200	1900
35.	Drivers	Rs.5200-20200	1900
36.	Electrician	Rs.5200-20200	1900
37.	Plumber	Rs.5200-20200	1900
38.	Multi Tasking Staff	Rs.5200-20200	1800

### Academic Staff

S. No.	Designation	Pay Scale	Grade Pay
39.	Sr. Professor	Rs 37400-67000	8900
40.	Professors	Rs.37400-67000	8700
41.	Associate Professors	Rs.15600-39100	6600
42.	Assistant Professor	Rs.15000-39100	5400

#### Academic Support Staff

S. No.	Designation	Pay Scale	Grade Pay
41	Computer Engineer	Rs.9300-34800	4600
42.	Research Assistant	Rs.9300-34800	4200
43.	Machine Mechanic	Rs.5200-20200	2400
44.	Lab Assistant	Rs.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 Rs.1.0 Lakh	75% of the Tuition Fee
B	Above Rs. 1.0 Lakhs to Rs.2.5 Lakhs	50% of the Tuition Fee
C	Above Rs.2.5 Lakhs to Rs.4.0 Lakhs	25% of the Tuition Fee

##### Postgraduate

Income ceiling per anum	Percentage Financial Assistance
Upto Rs. 1.0 Lakhs	50% of the Tuition Fee
Upto Rs.1.0 to Rs.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.**

**HEAD OFFICE:-**

S. No.	Department	CPIO	Appellate Authority
1	Administration Department	AD or DD (Administration) / OSD (Administration)	ADG
2	Board Secretariat	Asst. Bd. Secy./ OSD(Legal & Bd.Sectt.)	Board Secretary
3	Vigilance Department	OSD(Vigilance) / Vigilance Officer	C.V.O
4	Accounts Department	DD-I, II & III or any one of the DD decided by the Director (F&A)	Director (F&A)
5	Building Department	Project Engineer	Director (F&A)
6	COE Department	<b>CEB Subjects</b> – COE of 04 Hub Campuses (i.e. New Delhi, Kolkata, Mumbai and Bengaluru) <b>Non-CEB Subjects</b> – COE of concerned NIFT Campuses	COE(HO)
7	Admission Department	DD(Admission)	ADG
8	Purchase Department	AD (Purchase)	Director(F&A)
9	Establishment Deptt.	DD (Estt.) → for recruitment, appointment, posting, transfer etc. OSD(Estt.) → for other service matters.	Registrar(Estt.)
10	Academic Affairs Deptt.	UI-AA } for respective UI-SDAC } matters	Head(AA)
11	Cluster	Head-Cluster	Dean(A)

12	CE & Diploma Programme	Head – CE & Diploma	Dean(A)
13	Corporate Communication Cell (CCC)	Head - CCC	Dean(A)
14	FOTD, FDP & Bridge Programme	Head – FOTD, FDP & Bridge Programme	Dean(A)
15	Industry & Alumni Affairs	Head – Industry & Alumni Affairs	Dean(A)
16	International & Domestic Linkages (I&DL)	Head – I&DL	Dean(A)
17	Research	Head –Research	Dean(A)
18	AMS	UI-AMS	Dean(A)
19	NRC	DD(NRC)	Director(NRC)
20	IT	Head(IT)	Director(IT)
21	Project	AD(Project)	Head(Project)

**17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**