

Expression of Interest to

Teach General Elective Courses

in

National Institute of Fashion Technology

Hauz Khas

New Delhi-110016

National Institute of Fashion Technology, New Delhi Campus invites sealed Expression of Interest (EOI) from Consulting agencies/Organizations for teaching General Elective Courses in NIFT New Delhi Campus

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. are mentioned further in this document.

Last date for submission of EOI is **on or before 31st August 2024**. Sealed envelope marked to the captioned address, may be submitted mentioning "EOI for Teaching General Elective Courses in NIFT New Delhi Campus" on the top cover:

Campus Academic Coordinator
Room# 308
National Institute of Fashion Technology
NIFT Campus, Hauz Khas
New Delhi-16

Note: NIFT, New Delhi Campus or any of its designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and NIFT, New Delhi Campus reserves the right to amend/add further details in the EOI.

Background - The National Institute of Fashion Technology is a leader in fashion education with the ability to integrate knowledge, traditional arts, contemporary thought, academic freedom, innovations in design and technology and creative thinking to continuously upgrade its curriculum to address the changing needs of the industry. Its history of more than three decades at the pinnacle of fashion education stands as a testimony to its focus on core values where academic excellence has been nurtured. The institute has stood as a beacon of industry-academia engagement and a key enabler in developing competent professionals.

NIFT has adopted a format of Majors, Deepening Specializations, Interdisciplinary Minors and General Electives. Interdisciplinary Minors provide individualized pathways that permit students to acquire interdisciplinary skill sets that complement major area of study or enable students to explore an unrelated area of intellectual interest.

General Electives aid in enhancing overall development of the personality, knowledge and understanding of the student in specific areas. A General Elective is a set of courses that allow co-curricular growth of the students and complement the courses being undertaken within different specializations. The General Electives have been categorized as Mandatory and Optional Courses, to ensure that essential skill sets for graduating students are acquired during the course of the programme. Through the General Elective, the student will be exposed to a hands-on, applied format of inquiry, which would help the student appreciate the core principles of the particular branch of study and correlate that understanding with the student's environment and work.

All the General Electives are credited courses, with what is desired is a selective sampling that helps give the student an understanding of the basic principles and framework at play, as well as piquing of the student's curiosity and appreciation of the aesthetic and philosophical underpinnings of the specific course. It is also desired that these are done by involving learning tools, materials and institutions (like museums, art galleries, archives, natural parks etc) that are locally accessible. The intent is to challenge the student's perspective and understanding and expand the frontiers of his/her mind, and not just cram it with information.

Objective-In pursuance of the existing guidelines of NIFT's academic curriculum, the services of an Resource Organizations (Institutions/Consultant /Agencies) need be outsourced as per the provisions contained in NIFT Academic Manual by inviting Expression of Interest (EOI) from reputed & qualified Resource Organizations(RO) for short-listing as a pre-requisite for shortlisting ROs that can teach various GEs listed in this document. The collaborations or partnerships with these Resource

Organizations/Institutes will be governed by the rules and regulations set under the MoU specific for the purpose.

Resource Organization: Private and Public entities including Consulting firms, Management firms, Universities, Colleges, Institutes of higher learning, Research institutions, Government bodies/agencies, Private agencies, Non-Governmental Organizations (NGOs) who have professional expertise in any of the courses identified as General Electives. The Resource Organization should be expert or experienced in the field, or have undertaken pioneering work.

Purpose of EOI: The purpose of this EOI is to provide interested Resource Organizations (Institutions/Consulting Companies /Agencies)to prepare and submit their responses for teaching General Elective Courses in conformity with the TOR.

Stage I- Pre Qualification Criteria

- Number Trainers/ Consultants in/associated with the Resource Organisation (Atleast 10 trainers/Consultants associated with the Resource Organization)
- Minimum experience of trainers/consultants to be at least 5 years
- Profiles of Trainers/ Consultants (educational qualifications, number or years of experience, kind of organizations that they have undertaken training programmes in/worked in, research papers and publications, other professional associations, professional achievements)

Stage II-Presentation to a Panel in NIFT

- About the Company
- Team Composition alongwith Profiles of Trainers/ Consultants (educational qualifications, number or years of experience, kind of organizations that they have undertaken training programmes in/worked in, research papers and publications, other professional associations, professional achievements)
- Statement of purpose w.r.t offering the course
- How the learning outcomes will be achieved.
- Ability of the Resource Organization to handle multiple batches of the same course simultaneously

List of documents that needs to be submitted along with the application:

- a. Application for Expression of Interest, Course(s) for which Resource Organization like to teach if selected (**Annexure 1**)
- b. Information about the Resource Organisation (**Annexure-2**)
- c. Statement of purpose w.r.t offering the course (**Annexure 3**)
- d. Team Composition of resource organization (**Annexure 4**)
- e. CVs of the trainer(s) who would be a teaching the course(s) in NIFT as per the format in (**Annexure 5**)

Payment-

- Payment will be made at the rate of INR 75,000/- per course plus GST as applicable. An additional sum of INR 10,000/- will be paid as one time module development. For repeat batches, the amount would be INR 75,000 only.
- Local conveyance will be permissible as per GOI prescribed norms
- Payment will be released within 60 days of submission of bills after successful completion of courses/courses

Course Delivery

- EOI is sought for courses to be held in Academic sessions July-December 2024 and January-June 2025.
- Courses will be delivered in either linear or modular fashion as per the academic requirement
- Each course has an input of 28 hours, (including evaluation) and 2 credits.
- Specific MoU will be signed with Resource Organization once confirmed.

Weightage Criteria

A. Pre-Qualification- Based on supporting documents received with EOI – Those who score atleast 30 points will be called to present to a panel in NIFT

| S.no | Criteria | Points |
|------|---|--------|
| 1 | Experience upto 5yrs | 5 |
| | 06-10 yrs | 10 |
| | 11-15 yrs | 15 |
| | Above 15 yrs | 20 |
| 2 | No. of trainers | |
| | Upto 10 | 5 |
| | 11-20 | 10 |
| | 21-30 | 15 |
| 3 | Above 30 | 20 |
| | Trainer's experience | |
| | 10 trainers of 5yrs experience | 5 |
| | 10 trainers 6-10yrs experience | 10 |
| | 10 trainers with more than 10yrs experience | 15 |

B. Presentation to a Panel in NIFT- Those who score 50% in the presentation will be considered for teaching.

*NIFT, New Delhi reserves the right revise/edit qualification criteria and scoring method at any time without prior notice.

List of General Elective Courses for which EOI is sought from Resource Organizations :

| COURSE | PURPOSE | LEARNING OUTCOMES |
|-------------------------|--|---|
| Personality Development | <p>The course aims at sensitizing the students to the importance, principles and rules of professional etiquette and personal grooming.</p> <p>The course aims to impart expert knowledge on how to contribute to a positive workplace culture through etiquette and grooming.</p> <p>The course will enable the students to apply the learnt knowledge to professional careers and build opportunities.</p> | <ul style="list-style-type: none"> • Learning professional etiquette: Do's and Don'ts. • Understanding appropriate conduct in a variety of professional/ business scenarios. • Understanding the importance of 'netiquettes': email etiquette and telephone etiquette. • Knowing interview etiquette • Learning how to be well dressed and properly groomed for professional settings. • Learning how to create a positive and professional first impression. • Understanding and appreciating the importance of personal hygiene. • Improving professional image with dress code and grooming. |

| | | |
|---|---|---|
| Professional Practices, Ethics and Values | This course will allow students to identify, imbibe and demonstrate the significance of the moral compass, which sets the standards of personal and corporate behavior. | <p>Part A</p> <p>Content</p> <ul style="list-style-type: none"> • Terminologies of Financial world • Personal Finance: Savings and Investment, Expenditure, Bank Operations, Loans and Credit, • Credit Score for loans • Instruments in Finance i.e. Cheque, Net banking, RTGS, NEFT etc. • Financial Statement tools(Trading and Profit & Loss Accounts, Balance Sheet) and Budgeting <p>Part B</p> <p>Content</p> <ul style="list-style-type: none"> • Ethics Definition • Objective of module on Professional Ethics ○ Cases on Professional Ethics ○ Morals(Evolution of Moral) ○ Values and Human Value system evolution ○ Work Ethics ○ Ethics in Professional world • Ethical Dilemmas • Whistle Blower and Legal Provisions • Theories of Ethics • Case studies on ethics <p>Part C</p> <p>Contents</p> <ul style="list-style-type: none"> • Trademarks • Copyrights • Patents • Geographical Indication • Industrial Design • Trade Secrets |
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Annexures

Annexure 1- [Resource Organization evincing interest in the eligibility criteria should also enclose a certificate on letter head of organization as per format given below:]

Expression of interest for “to Teach General Elective Courses in National Institute of Fashion Technology, Hauz Khas, New Delhi”

Certificate

I, _____, working as _____ in this organization and is authorized to issue this certificate certify that:

- (a) we have gone through the contents of advertisement for this eligibility criteria and fulfill all the eligibility criteria as per eligibility criteria.
- (b) all relevant documents are enclosed with our eligibility criteria.
- (c) the details and contents of our eligibility criteria are authenticated and based on actual work carried out by our Organisation, as per record.
- (d) we have understood that in case it is found that our Organization is not fulfilling any of the laid down criteria, or relevant details/supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our eligibility criteria will be evaluated based on available documents in eligibility criteria
- (e) we would be interested in teaching the following course(s), from the given list of courses:
- (f) we would be able to teach the course(s) in modular/linear sessions

SIGNATURE OF AUTHORIZED SIGNATORY

NAME:

DATED:

DESIGNATION:

[PLEASE AFFIX RUBBER STAMP]

Annexure 2-FORMAT FOR SUBMISSION OF APPLICATION FOR EXPRESSION OF INTEREST FOR ENGAGEMENT OF RESOURCE ORGANISATION TO TEACH GE COURSES IN NIFT NEW DELHI

- 1 Name of Resource Organisation:
- 2 Headquarter
- 3 Addresses for Correspondence:
- 4 Date & country of incorporation (enclose copy of relevant document)
- 5 Past experience of the firm:-
 - 5.1 No. of years in having experience in teaching/training/coaching:
 - 5.2 Names of organisations whom teaching/training/coaching has been carried out
- 6 Professional strength:-

- 6.1 No of full time professionals engaged (Team):
- 6.2 Location of offices in other part of India:
- 7 Annual Financial strength:
 - 7.1 Turnover for last 3 years (Rs. in crore) (enclose audited financial statement): (Project completion certificates for projects completed during last 10 years to be attached in support of experience)
- 8. Copy of the Registration/ Memorandum of Association of the organization
- 9. Copy of PAN, GSTIN/ Service Tax Registration Certificate.

Annexure 3- Statement of Purpose

Philosophy of approach to the course,
 How the organization proposes to deliver the course – content, methodology and evaluation process (to be mapped to the deliverables indicated in the EOI)

Annexure 4- Format for furnishing details about Team Composition (Key personnel proposed to be engaged in teaching the courses)

Name of Resource Organization:

No. of full time professional staff available with the agency

Team composition

| Sl. No. | Name | Area of Expertise | Number of years of experience | Position assigned | NIFT GE Courses that they can teach |
|---------|------|-------------------|-------------------------------|-------------------|-------------------------------------|
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Annexure 5-CVs of trainers as per the format below (individual for each trainer to be given in a tabulated form)

- Name:
- Gender
- Age:
- Address for Correspondence:
- Contact Details – Email and Mobile Phone#:
- Educational Qualifications:
- Professional Experience (of Working/Teaching/Coaching to show relevance to courses for which EOI is being submitted):
- Any other Details (ONLY this section may be given in paragraph format)