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 seventeen professionally managed centres at New Delhi, Bangalore, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Rae Bareli, Kannur, Patna, Bhopal , Kangra, Shillong, Bhubaneshwar, Jodhpur, Srinagar and Panchkula.

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 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 Establishment Committee headed by Chairman, BOG for all matters concerning Establishment 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 seventeen Campuses 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 Campuses for its various developmental administrative.

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

All the Directors of NIFT Campuses 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.

SI.No.	Name of the Committee
1.	Standing Internal Advisory Committee of Academic Management System (AMS)
2.	Standing Internal Advisory Committee of National Resource Centre (NRC)
3.	Standing Internal Advisory Committee of Student Affairs.
4.	Standing Internal Advisory Committee Research & IPR
5.	Standing Internal Advisory Committee of Industry and Alumni Affairs.
6.	Standing Internal Advisory Committee of International and Domestic Linkages.
7.	Standing Internal Advisory Committee of Continuing Education (CE), Diploma & Bridge Prog.
8.	Standing Internal Advisory Committee of Cluster
9.	Standing Internal Advisory Committee for Faculty Orientation & Training Development and Bridge Prog./ Faculty Development Prog. (FoTD)
10.	Standing Internal Advisory Committee of Examination & Evaluation cell. (E&E)
11.	Standing Internal Advisory Committee of Infrastructure Development for IT equipment. .
12	Standing Internal Advisory Committee Admissions
13	Standing Internal Advisory Committee of Corporate Communication Cell (CCC)

Similarly the following committees function at each NIFT Campus 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 Mannual
    (ii)   Establishment Manual
    (iii)   Finance and Accounts Manual
    (iv)   IPR Mannual

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, F&AC, Senate and Establishment Committee:
Minutes of BOG, F&AC, Senate and Establishment Committee as approved by the Chairperson of the respective Committees are available in the minute book in Head Office.

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 Campuses which includes

i) Alumni Association and its chapters.

ii) 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, COMMMITTEES 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) Establishment Committee	–	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 Campus & HO.

9. 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 Campuses.

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

Administrative Staff

S. No.	Name of Post	Pay Level	Grade Pay
1	Director General		
2	CVO		
3	Director(Head Office)	13	8700
4	Director(Finance & Accounts)	13	8700
5	Director (NRC)	13	8700
6	Director (IT)	13	8700
7	Registrar	13	8700
8	Project Engineer	13	8700
9	Campus Director	13	8700
10	Joint Director	12	7600
11	Legal Advisor	12	7600
12	Chief Accounts Officer	12	7600
13	Deputy Director(Academic)	11	6600
14	Deputy Director (F&A)	11	6600
15	Deputy Director (IT)	11	6600
16	Deputy Director(NRC)	11	6600
17	Deputy Director(Admin)	11	6600
18	Senior Private Secretary	11	6600
19	Executive Engineer	11	6600
20	Vigilance Officer	10	5400
21	ABS & Legal Officer	10	5400
22	Assistant Director (Official Language)	10	5400
23	Senior MIS Coordinator	10	5400
24	Assistant Database Administrator	10	5400
25	Private Secretary	10	5400
26	Senior Assistant Director (Admin)	10	5400
27	Senior Assistant Director (Academic)	10	5400
28	Accounts Officer	10	5400
29	Head (Resource Centre)	10	5400
30	Assistant Executive Engineer	10	5400
31	Assistant Accounts Officer	7	4600
32	Assistant Director(Admin)	7	4600
33	Assistant Director(Academic)	7	4600
34	Stenographer Grade - I	7	4600
35	Senior Librarian	7	4600
36	MIS Coordinator	7	4600
37	Computer Engineer	7	4600
38	Estate Engineer	7	4600
39	Data Engineer	7	4600
40	Software Engineer	7	4600
41	Web Master	7	4600
42	Lab Engineer	6	4200
43	Research Assistant	6	4200

44	Assistant Librarian	6	4200
45	Senior Assistant (Finance & Accounts)	6	4200
46	Senior Assistant (Admin)	6	4200
47	Junior Engineer (Electrical)	6	4200
48	Junior Engineer (Civil)	6	4200
49	Senior Machine Mechanic	6	4200
50	Junior Translation Officer	6	4200
51	Resource Assistant (Material)	6	4200
52	Stenographer Grade - II	6	4200
53	Machine Mechanic	4	2400
54	Senior Library Assistant	4	2400
55	Junior Software Engineer	4	2400
56	Assistant (Admin)	4	2400
57	Assistant (Finance & Accounts)	4	2400
58	Assistant Warden (For Girls)	4	2400
59	Assistant Warden (For Boys)	4	2400
60	Stenographer Grade - III	4	2400
61	Nurse	4	2400
62	Junior Assistant	2	1900
63	Library Assistant	2	1900
64	Lab Assistant	2	1900
65	A C Technician (Outsourced)		
66	Driver (Outsourced)		
67	Electrician (Outsourced)		
68	Plumber (Outsourced)		
69	MTS (Outsourced)		
70	Gardner (Outsourced)		
71	Care Taker with Cooking proficiency (Outsourced)		
72	Doctor (Retention Ship)		
73	Counsellor (Retention Ship)		

Academic Staff

S No.	Name of Post	Pay Level	Grade Pay
1	Senior Professor	13A	8900
2	Professor	13	8700
3	Associate Professor	11	6600
4	Assistant Professor	10	5400

10. **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 Campuses are maintained and available with Finance and Accounts Department at Head Office and all its Campuses.

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

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

Rate of Financial Assistance for Undergraduate Programme

Category	Parental Income ceiling per annum	Percentage of Financial Assistance
A.	Upto Rs. 1.5 Lakhs	100% of the Tuition Fee
B	Above Rs. 1.5 Lakhs upto Rs. 2.5 Lakhs	75% of the Tuition Fee
C.	Above Rs. 2.5 Lakhs upto Rs. 4.0 Lakhs	50% of the Tuition Fee

Rate of Financial Assistance for Postgraduate Programme

Category	Parental Income ceiling per annum	Percentage Financial Assistance
A.	Rs. 1.5 Lakhs	75% of the Tuition Fee
B	Above Rs. 1.5 lakh upto Rs. 2.5 Lakhs	50% of the Tuition Fee
C.	Above Rs. 2.5 lakh upto Rs. 4.0 Lakhs	25% of the Tuition Fee

12. 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.

13. 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.

14. 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 Campus and in Head Office.

15. 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	PIO	Appellate Authority
1	Administration Department	Assistant Director (Administration)	Director (Administration)
2	Board Secretariat	Assistant Board Secretary	Board Secretary
3	Vigilance Department	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	**CEB Subjects** – COE of 04 Hub Campuses (i.e. New Delhi, Kolkata, Mumbai and Bengaluru) **Non-CEB Subjects** – COE of concerned NIFT Campuses	COE-HO
7	Admission Department	AD(Admission)	Director (Admission)
8	Purchase Department	AD (Purchase)	Director(F&A)
9	Establishment Deptt.	AD/DD (Estt.)	Registrar(Estt.)
10	Academic Affairs Deptt.	UI-AA UI-SDAC ⎱ for respective 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	UI-IT	Director(IT)
21	Project	AD(Project)	Head(Project)

Transparency Officer:-
CVO, NIFT (HO)

16. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED