

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

**NIFT Block, M.P. Bhoj Open University Campus
Kolar Road, Bhopal- 462 016**

**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b) OF THE RTI ACT
2005**

Right to Information Act - 2005

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National institute of Fashion Technology, Bhopal

Information in pursuance of section 4 (1) (b) of the Right to Information Act 2005

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Chapter1

Introduction

1.1. Background of this hand-book (Right to Information Act 2005).

This Hand book inculcates a brief about the procedures, norms, functions and duties performed by NIFT Bhopal along with rules, regulations, instructions, manuals and records referred by NIFT Bhopal Campus as a proactive disclosure under section 4 (1) (b) of the RTI Act, 2005.

1.2. Objective / purpose of this hand-book.

NIFT Bhopal Campus is a Public Authority under section 2 (h) of the RTI Act. The objective/purpose of this booklet is to platform all the information in user friendly manner at one place so that the intend users can utilize all the services offered by NIFT Bhopal.

1.3. Intended users of this hand-book.

Intend users like employers recruiting NIFT students, International Universities, Contractors and various NGO's/state-government and non –government organization.

1.4 Organisation of the information in this hand-book

National Institute of Fashion Technology, Bhopal Campus

The organization of this hand-book is as per the provision of Section 4 (1) (b) of RTI Act, 2005 and supported such formats which may be useful for disclosure of the information. *As per the aforesaid Pro-Active Disclosure , every Public Authority has to publish 16 category of the information i.e. particular of organization, function & officers, power & duties of the officers , employees ,the procedure follow in the Document Material & so on which NIFT Bhopal has provided.*

The name, designation and other particular of the PIO , appellate authority etc. which have been provided by the public authority i.e NIFT Bhopal at Chapter 2 , Page 5 of 69 to 69 of the 69 as per the Act.

1.5 Definitions (Please provide definitions of various terms used in the hand-book).

Appropriate Government – Central Govt. -Ministry of Textiles, Govt. of India

Central Information Commission- Central Information Commission constituted under sub-section (1) of section 12

Information- As per Section 2 (F) of the said Act, information mean any material in any form, including records, documents, memos, emails, opinions, advises, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to the institute which can be access by a public authority under any other law for time being in force.

PIO – Public Information Officer.

PIO (Non-Academics) – Public Information Officer (Non Academic Matters)

PIO (Academic) – Public Information Officer (Academic Matters)

APIO – Assistant Public Information Officer

AO – Appellate Authority

CC- Centre Coordinator

COE-Controller of Examination

Sr. Prof.- Senior Professor

Assoc. Prof.- Associate Professor

JD&COE- Joint Director & Controller of Examination

CE Programme- Continuing Education Programme

SDAC- Student Development Activity Coordinator

LASC- Local Academic Standard Committee

LPC- Local Purchase Committee

SIAC's- Standing Internal Advisory Committees

1.6. Contact person in case somebody wants to get more information on topics covered in the hand-book as well as other information also.

Name of the Public Authority:

Assistant Public Information Officer (Non Academic Matters):

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Mr. Anil Sharma	Research Assistant	0755	2493667/3385 /3636/40723627	-----	-----	Establishment .bhopal@nift.a c.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Public Information Officer (Academic Matters):

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Mr. Ayan Tiwari	Associate Professor	0755	2493667/3385 /3636/40723627	-----	-----	cc fla.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Public Information Officer (Non - Academic Matters):

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Mr. Naveen Chandra Tiwari	Accounts Officer	0755	2493667/3385 /3636/ 40723627	-----	----	accountsofficer.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Appellate Authority

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Mr. Arindam Das	Director (I/c)	0755	2493667/3385 /3636/40723627	-----	----	director.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

1.7. Procedure and Fee Structure for getting information not available in the hand-book.

There is no prescribed format for application for seeking information. Application can be made on simple paper. The application should however have the name and complete postal address of the applicant. Even in the case where the information is sought electronically, the application should contain name and postal address of the applicant. The information seeker is not required to give reasons for seeking information (Section 6).

Fee of Rs.10 with application (cash/DD/IPO). The rate of fee for other charges is prescribed in the rule are given bellows:

Rs. 2 for each page (A-4/A-3) or created or copied- actual charge or cost prize in a larger size copy- actual cost for prize for model or samples for information provided in diskette/floppy etc. Rs. 50 per disk/floppy.

The definition under the act relating to other subjects are defined under section 2 of Chapter 1 i.e. Section 2 (A) to Section 2 (N).

No fee is to be charged from the person who are below poverty line as determined by the appropriate Govt. PIO should satisfied the matters about authentication of the BPL person.

Chapter-2 (Manual. 1)

Particulars of Organization, Functions and Duties

2.1. Objective/purpose of the Institute.

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

2.2. Mission / Vision Statement of the NIFT Bhopal Center.

To emerge as a centre of excellence and innovation proactively catalyzing growth of fashion business through leadership in profession education with concern for social and human values. "To establish NIFT as a centre of excellence in fashion business education, a nodal agency for benchmarking fashion education in India and apex body for training of trainees in fashion business education". With the above mission we endeavor to:-

- Create an environment of continuous learning with holistic interdisciplinary appreciation of various components of value chain and the ground reality.
- Adopt international best practices from Institutes of higher learning and industry, on an ongoing basis.
- Instill a passion for academic excellence with commitment to team building, inspired by national aesthetics and craft legacy with humility and sensitivity.

2.3. Brief history of the NIFT Bhopal Center and context of its formation.

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 centers at New Delhi, Bangalore, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Rae Bareilly, Kannur, Patna, Bhopal, Kangra, Shillong, Bhubaneswar, Jodhpur and Srinagar.

In recognition of the preeminent 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 **Bhopal center** is one of the latest additions to the existing countrywide gamut of NIFT. It started functioning from JUNE 2008, from its transit campus situated in Bhoj (Open) University, Kolar Road, in the heart of Bhopal city.

2.4. Duties of the public authority.

Power and duties of officer and employee:

- (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 are available on NIFT website www.nift.ac.in/downloads

2.5. Main activities/functions of the public authority.

- (i) Running regular UG/PG programmes under the guidelines of the Head Office.
- (ii) Provide requisite infrastructure to facilitate and nurture environment for quality education.
- (iii) Providing adequate hostel, mess, internet, transportation facilities to the students.
- (iv) Running Continuing Education Programmes for the welfare of the persons who are engaged in the service industry.
- (v) Take up consultancy projects from industry, central/state governments, etc. as per NIFT project policy.

2.6. List of services being provided by the public authority with a brief write-up on them.

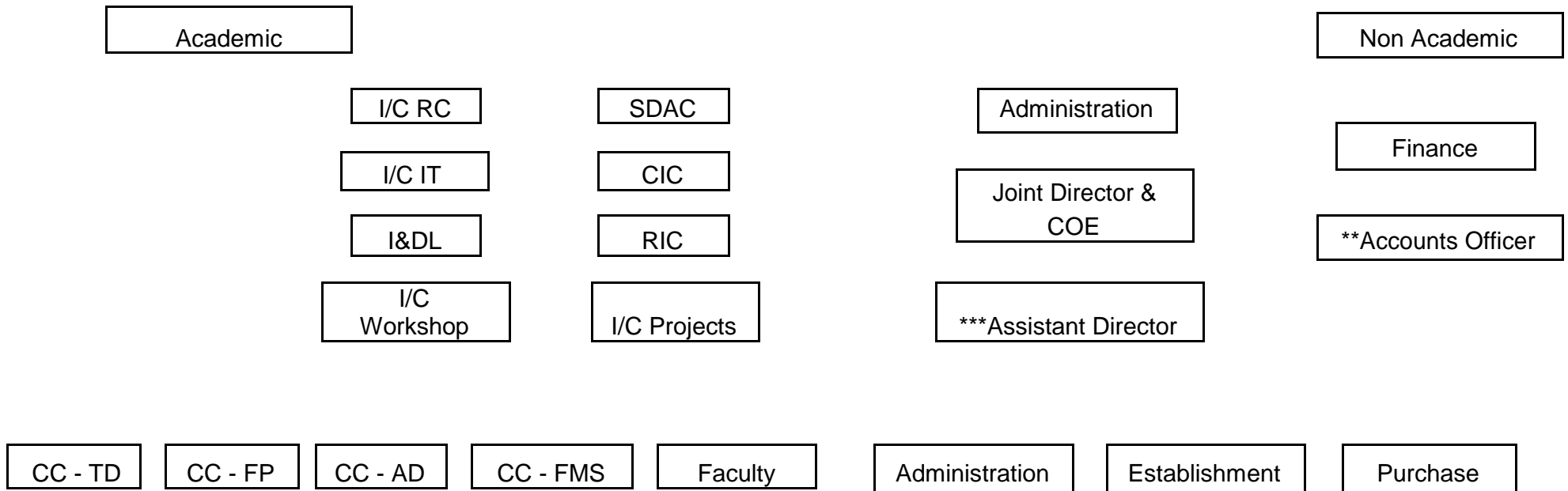
S. No.	Main Services	Standards
1	Admission to Regular Programmes	As per NIFT policy, students are selected through intensive process of 'Common Entrance Examination' which comprises of a written entrance examination; Situation Test; Group Discussion and Interviews. These are conducted for admission to :- <ul style="list-style-type: none"> • Undergraduate Programmes in 4 years' courses; • Postgraduate Programme in 2 years' course; Currently, NIFT Bhopal is offering 2 UG program <ul style="list-style-type: none"> i. Textile Design ii. Accessory Design • 1 PG program <ul style="list-style-type: none"> i. Master in Fashion Management
2	Admissions to Continuing Education (CE) Programme	As per NIFT policy announced annually CE certificate programmes are aimed at complementing the practical knowledge of industry professional with formal technical education.
3	Ensuring Quality Education and Training	A well-defined curriculum is laid out which is prepared after series of discussions with the internal & external faculty members, industry and experts. <ul style="list-style-type: none"> • Academic calendar is issued by Dean (Academics) to all departments across 15 Centers at least two months prior to start of academic year. • Each academic year has 2 semesters with 16 weeks with 480 hours of direct lecture & practical instruction hours. • Teacher student ratio for focused attention is

		<ul style="list-style-type: none"> normally maintained at 1:15. The direct teaching inputs for all programs shall be at least of 30 hrs. per week. Online Feedback from student in terms of contents & presentation made by the faculty is received every week
4	Examination, Evaluation and Rules for Promotion	<p>The NIFT has a well laid down system of assessment and promotion of students to the subsequent semester.</p> <ul style="list-style-type: none"> It is based on successful performance in an examination, juries, assignments and other evaluation methods for all programmes. The performance is judged through grading system and Semester Grade Point Average (SGPA). Within certain limitations of prescribed rules, students are allowed to appear for re-examination. Students may apply for re-evaluation only for written examination in the prescribed proforma. Students can apply for re-assessment in case of the number of failure subjects under certain laid down conditions. On successful completion of courses, eligible students are given degrees/ certificate. Such degrees/ awards are given during convocation held annually. The graduating batch is informed one month in advance for registration and completing formalities for attending convocation.
5	Facilitation of Financial assistance, Academic and Developmental matters related to the student affairs	<p>The NIFT provides financial assistance in the form of Means cum Merit Scholarship Scheme on the basis of economic condition. The eligible students will receive it within 3 months of the admission for each year, subject to their not being able to avail education loan facility from Banks due to reasons.</p> <ul style="list-style-type: none"> The NIFT also undertakes Student Assistantship Programme to aid students who have demonstrated a need for financial assistance by engaging them in resource centre, laboratory, CE programme etc. & Paying them as per the No. of hours they have worked. Student requests pertaining to academic issues are resolved within 2 – 4 weeks of

		<ul style="list-style-type: none"> • receipt of such requests. Wherever possible, hostels, canteen along with stationary shop are provided to the • students within the campus. For holistic development of students & to nurture their innate creativity, extra-curricular activities including annual cultural • festival are organized. Student Development Activity Cell inter -alia, include four SDAC clubs i.e. Cultural, Literary, Sports, Adventure & Photography; and Environment & Social service club. The Student Development Activities are conducted on every Wednesday during the zero hour's from 4.00 p.m. onwards.
6	Responding promptly & qualitatively to the needs of the Industry	<p>NIFT graduates contribute to the apparel sector, information technology, retail production, accessories, textiles, communication and research based segment of the industry.</p> <p>During the last semester of each batch, invitations are sent to various companies, to take part in campus interviews conducted by</p> <ul style="list-style-type: none"> • NIFT, for its graduating students. The NIFT works with the industry partners to design and offer customized training • programmes. Projects for research and consultancy are undertaken for clients from private and public sectors including Govt. & Semi-Govt. • organizations. These fall under two broader category of :- Faculty Managed Projects including • workshops • Classroom & Industry Projects
7	Empowering the crafts community to retain regional characteristics & position their requirements and challenges	<p>A cluster of craftsman is identified wherein students closely interact & work with craftsmen for vision building & capacity building in three phases, each of one year</p> <ul style="list-style-type: none"> • duration to include: Business Development services as market • intelligence and training and innovation; Network and build linkage with market & • financial institutions; Generate employment opportunities for the rural poor as well as establishing micro enterprises to catalyze the local economy.

2.7. Organizational Structure Diagram at various levels at NIFT Bhopal Center.

*Director



*Appellate Authority (RTI) & Public Grievance Officer

**Public Information Officer (RTI)

***Staff Grievance Officer

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

- Suggestions for enhancement of effectiveness & efficiency may be raised/
Information may be asked after going through the information/ data available on the website www.nift.ac.in/bhopal
- Contact our contact persons as listed on the website www.nift.ac.in for obtaining our services.

2.9. Arrangements and methods made for seeking public participation/ contribution.

NIFT Bhopal welcomes the suggestions and contribution of the public for consideration of its continuous up gradation. Centre seeks the public participation and their contribution in all the major activities of the centre such as:

- Admission – Regular & CE Programmes
- External Expert inputs in the academic areas (Specilized inputs by industry)
- Graduation Show
- Craft Cluster Initiatives etc.

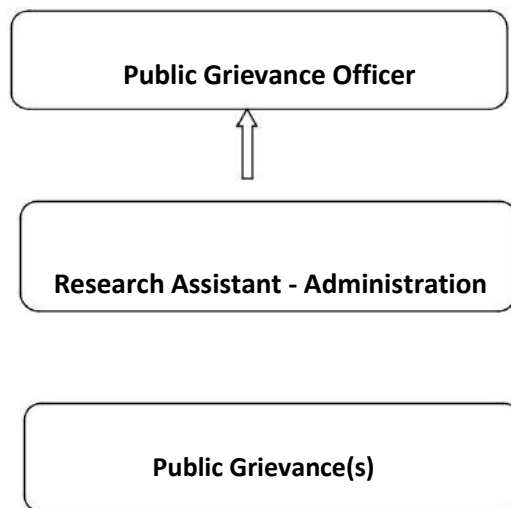
The stakeholders from public may contact head of the institute to facilitate such participation/ contribution.

2.10. Mechanism available for monitoring the service delivery and public grievance solution.

The NIFT has well defined Grievance Redressal Mechanism for handling of Public

Grievances which inter-alia includes:

Mechanism for Public Grievance Solution



Campus Director is designated as Public Grievances Officer. The name, designation, room number, telephone number, etc., of the Public Grievance Officer are displayed prominently at the Centre reception in the office building of Centre so that the public are made fully aware of it.

- The Public Grievance Officer remains in his office during specified hours (1000 hours to 1300 hours) on every “Wednesday” to receive and hear grievances of the members of the public.
- A locked complaint box has been placed at the Centre Reception for convenient registration of complaints by members of the public which is opened by the designated officer at regular intervals.
- Each grievance petition will be acknowledged within 15 days. Even if no action is warranted on a petition, a reply intimating the stand of the organization must be sent to the petitioner.
- Grievance lodging process includes email, telephone, and website, written complaint to the DG, CVO, Central Public Grievance Officer or SDAC coordinator (in case of students).
- The names and contacts of Public Grievance Officer in NIFT Bhopal is as follows:-

Public Grievance Officer:

Mr. Arindam Das

Director (I/c)

NIFT Block, M.P. Bhoj (Open) University Campus,

Kolar Road, Bhopal-462016, Madhya Pradesh

Tel: - 0755-2493736; Fax: - 0755-2493635

Email: - director.bhopal@nift.ac.in

2.11. Addresses of the main office and other offices at different levels.

National Institute of Fashion Technology,

NIFT Block, M.P. Bhoj Open University Campus

Kolar Road, Bhopal- 462 016

Ph. 0755-2493636, Fax- 0755- 2493635

Email- director.bhopal@nift.ac.in

www.nift.ac.in/bhopal

2.12 Morning hours of the office:	09:00 AM (Monday to Friday)
Closing hours of the office:	05:30 PM (Monday to Friday)

Chapter- 3 (Manual. 2)

Powers and Duties of Officers and Employees

Powers and Duties of Officers and Employees

Designation	Director, NIFT Bhopal Centre
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Powers	Administrative	S.No.	Area of Delegation	Powers
		A	Service Matters	
		1	Reimbursement of Medical treatment/Medical Insurance claim	Full Powers except Campus Director
		2	(a) Remittance of L.S. & P.C. of Deputationists	Full Powers except Campus Director
			(b) Advance/settlement/leave encashment for LTC	Full Powers except Centre Director
		3	Pay Fixations	Full Powers except Campus Director.
		4	Transfer TA : Advance/Settlement	Full Powers except Campus Director
		5	Grant of Annual increments and incentive for family planning (the incentive for family planning is discontinued henceforth for any new cases)	Full Powers except Campus Director Group B & C employees (Joint Director)
		6	Grant of Special Pay/Special Allowance	Up to Rs 2500/- in cases which involve specific additions to responsibilities and arduous nature of duties subject to the condition that the rate of additional remuneration so granted shall not exceed 20% of the pay band of the employee upto a maximum ceiling of Rs 2500/-p.m.
		7	Grant of advance of Pay and leave salary advance	Full powers except Campus Director
		8	Sanction of Festival Advance (Only for Gr.C)	Full powers
		9	Sanction of interest bearing Advances: Motor cycle, Motor Car, Computer etc	NIL
		10	Fix installments for recovery of over payment of salary and allowance	Full powers except Campus Director
		11	Authorizing Tour	Within India- Full Powers except Campus Director
		12	Authorizing employees to travel by higher Class than that authorized under the Institute's T.A. rules.	NIL
		13	Sanctioning of expenses on honorarium for visiting Faculty .	Full powers.
		14	Membership of organizations	NIL

15	Payment of stipend, T.A. etc. to trainees apprentices etc	Full Powers.
16	Appointment of Visiting Faculty or part time faculty / staff.(International)	NIL
17	Outside assignments/consultancies by faculty.	NIL
18	Grant of advance for medical treatment	Upto Rs 50,000/- on each occasion except Campus Director
B. Expenditure on purchase of capital		
19	Purchase of Capital items: Non-IT/IT-Items, Vehicles except land & buildings	Full Powers to purchase capital items value not exceeding Rs 5 lakhs on any one items on each occasion.
20	Books & Periodicals	Full powers
C. Expenditure on Revenue Items		
21	Grant of TA/departmental purpose advance and settlement thereof.	Full Powers
22	Repairs & Maintenance of IT & Non-IT Items /AMC of Machinery & Equipments	Full Powers.
23	Running & maintenance of Vehicles including POL	Full Powers.
24	Repairs & maintenance related to Building	Full Powers upto Rs 10 lakhs p. a. Rs 5000 p.m. for emergent cases (PE/EE)
25	Acceptance, Award and payment of all type of service contracts like Office upkeep, Security, Horticulture etc.. Such contracts can be made upto a period of 3 yrs.	Full Powers
26	Liveries and uniforms	Full Powers to sanction issue of liveries to eligible employees and to waive off return of liveries/recovery of cost thereof under unavoidable circumstances.
27	Advertisement	Full Powers upto Rs. 5 Lacs per annum.
28	Conveyance Hire	Up to Rs 50,000/-p.m.
29	Gifts/Mementos to visiting Dignitaries	Full Powers Up to Rs 5,000/- on each occasion.

		30	Grant of Honorarium or reward for specially meritorious work	Upto Rs 5,000/- per annum per employee
		31	Printing & Binding	Upto Rs 1,00,000/- per order in each case not exceeding Rs 5,00,000/- p.a.
		32	Insurance of Moveable/Immoveable items	Full Powers.
		33	Cancellation charges in respect of air / rail and hotel bookings etc.	Full Powers to incur expenditure on such cancellations necessitated by exigencies of Institute's business or other exceptional circumstances such as sudden illness, bereavement, etc. of the employee concerned of their Campus.
		34	Appointment of Solicitors and Advocates and sanction of legal charges	Fees not exceeding Rs.50,000/- per case)
		35	Sanction of Permanent Advance/Imprest	Rs. 5000/-
		36	Additions to leased building including renovation	Full Powers within terms of such lease/s
		37	Sanction of scholarship	Full Powers
		38	Expenditure on postage/ stamps / courier charges	Full Powers
		39	Sanction for purchase of stationery and other consumable stores	Full Powers.
		40	Demurrage/ Wharf age charges	Upto Rs. 50,000/- on each occasion
		41	Hospitality	Power to incur expenses on hospitality for official guests uptoRs.10,000/- on one occasion provided the total expense on this account does not exceed Rs.2,00,000/- per annum (Director) Power to incur expenses on hospitality for official guests uptoRs.2,000/- on one occasion provided the total expense on this account does not exceed Rs.50,000/- per annum (Registrar/ Joint Director)
		42	Pay & Allowances (New item)	Full Powers

	43	Reimbursement of personal claims of the employees (New item)	Full Powers
	44	Sanction of OTA & Local Conveyance.	Full Powers
	45	Professional services: Engaging of Internal Auditors, Clearing & forwarding agents (New item)	Full Powers up to Rs 2 lakh p.a.
	46	Incentives (New item)	NIL
	47	Bonus (New item)	Full powers as per prescribed norms
	48	Hiring of Lease line for bandwidth for Internet connections. (New item)	Full Powers.
	49	Sanction for the procurement of Newspapers/Magazines (New item)	Full Powers.
		D. Miscellaneous	
	50	Disposal of Obsolete, surplus or unserviceable stores, machinery, equipment, labs etc.	Upto book value of Rs 5 lakh per annum.
	51	Hiring of accommodation	Full Powers.
	52	Sanction of expenditure on ceremonial occasions / Promotional purposes.	Upto Rs. 50,000/- in each case and maximum of Rs. 1,00,000/- p.a.
	53	Sponsored Projects	Full powers upto Rs. 10lakhs as Project Policy
	54	Renting of Auditorium for seminars, workshops, cultural programmes etc (New item)	Full Powers.
	55	Renting of NIFT premises for shops, Canteen etc... (For running of NIFT and providing for student amenities only.) (New item)	Full Powers
	56	Re-appropriation of funds within Major Budget Head (New item)	Full Powers within the approved Major Heads in Budget, subject to proper justification & within their own delegation of power.
	57	Organizing events/ special functions/participation in fairs/exhibition (New item)	Full Powers upto Rs 3 lakhs per department.
	58	Condemnation of Vehicles (New item)	Full powers

		59	Write-off of irrecoverable losses of stores/money not due to theft, fraud or negligence (New item)	Rs 25,000/- in each case.
		60	Contingent Expenditure (New item)	Full Powers upto Rs 1,00,000/- p.a.
		61	Residuary Powers	All Powers available to the Heads of the Departments under various Govt. Rules shall be exercised by the Campus Directors in NIFT Campus under information to DG

All above Delegations of Financial Power are subject to approved budgetary provisions and budget availability. Prescribed procedure mentioned in F&A Manual of NIFT and General Financial Rules have to be followed.

Designation	Joint Director, NIFT Bhopal Centre
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Powers	Administrative	1	Grant of Annual increments and incentive for family planning (the incentive for family planning is discontinued henceforth for any new cases)	Group B & C employees (Joint Director)
		2	Repairs & maintenance related to Building	
		3	Hospitality	
	Financial		-----As above-----	Rs 5000 p.m. for emergent cases (PE/EE) Power to incur expenses on hospitality for official guests upto Rs.2,000/- on one occasion provided the total expense on this account does not exceed Rs.50,000/- per annum (Registrar/ Joint Director)
	Others		-----As above-----	-----As above-----
<ol style="list-style-type: none"> 1. All Establishment Matters of the Centre 2. All administrative matters of the Centre 3. Convener of SLAC, SLBPCC, LASC 4. Conveying of results of the students 5. Legal Matters 6. Statutory compliance 7. Liaison with Government agencies 8. Maintenance of Hostels 9. Physical Verification of assets 10. International Linkages for Twinning Programmes in coordination with IL Unit of HO 11. International and NRI Student Coordination through SDAC 12. Monitoring of Projects through Assistant Registrar 13. Cluster Development Initiative - Monitoring of progress and Liaison with State Government 				

	<ol style="list-style-type: none"> 14. Deputation of Foreign Faculty – to liaison with Head (IL) in HO 15. Supervision of functioning of Resource Centre in coordination with Deputy Director (NRC) and Dean in HO 16. To function as APIO under RTI Act 17. Student Related matters through SDAC 18. Examination and Admission related matters through COE 19. Coordination with Internal Auditors 20. Coordination with Statutory Auditors 21. Providing Management Comments to Audit 22. Monitoring of Periodic returns to HO 23. Management Information System 24. Unit formation - Allocation of work / duties and responsibilities to each staff 25. Target setting and monitoring 26. Performance review based on targets 27. Coordination of APARs of Faculty and Officers to HO 28. Coordination and Custody of ACR of Group C & D 29. Implementation of the decision of the Executive Council Meeting on above matters shall be the responsibility of the Joint Director. <p>Besides the above, Joint Director of NIFT Centre shall provide administrative support to the Directors of NIFT Centers in various institutional activities. The Joint Director will discharge their functions in accordance with standing orders issued from time to time and exercise the powers delegated to them.</p> <p>The Joint Director will report to DG-NIFT through Directors of respective NIFT Centers.</p>
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Designation	Deputy Director NIFT Bhopal Centre (currently “vacant”)
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Duties	<p>Deputy Director is In-charge of the Branch/Division in a Department consisting of two or more Sections and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him/her from the sections under his/her charge. As Branch/Division Officer, he/she should dispose of as many cases as possible at his/her own level within the power and authority delegated and take the orders of the higher officers on important cases/ matters.</p> <p>The Deputy Director will deal with all official matters as per the standing orders issued from time and within the delegated powers by the Institute. Should discharge any other duty/responsibility that may be assigned to him/her by the Institute.</p>
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Designation	Accounts Officer, NIFT Bhopal Centre
Duties	<ol style="list-style-type: none"> 1. Preparation of budget. 2. Preparation of Annual Accounts Reports. 3. Preparation of Balance sheet. 4. Preparation of Bank Reconciliation statement. 5. Preparation of Trial Balance. 6. Preparation of monthly payment pay rolls, ensure deduction and remittance of Provident Fund contribution to Provident Fund Office within the stipulated time. 7. Management of financial reporting, cash flow and financial statement. 8. Audit of accounts of from Internal and Statutory Auditors 9. Maintenance of cash-book. 10. Release of all payments (including checking of vouchers & payments). 11. Pursuance of audit objections. 12. Payment and recovery of advances paid to outside parties/staff members. 13. Act as Drawing & Disbursing Officer. 14. Release of Foreign Exchange. 15. Inter branch payment adjustment and reconciliation thereof. 16. Allocation of Budget to NIFT centers. 17. Preparation of Agenda notes for BOG meeting relating to Accounts Section and follow up thereon. 18. Maintenance and monitoring of Project Accounts. 19. Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority. 20. Ensure amount/fund received from Government/other agencies are properly accounted for. 21. Any other duty/responsibility that may be assigned by the Institute

Designation	I/C Resource Centre, NIFT Bhopal Centre
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Duties	<ol style="list-style-type: none"> 1. Management of RC 2. Managing acquisition and processing of all print & non print materials of RC 3. Managing documentation of information in RC 4. Disseminating information through various user services of RC 5. Managing circulation of materials and membership 6. Managing automation & digitization programmes of RC 7. Supervising maintenance of all print & non-print materials of RC 8. Assisting in Projects, Exhibitions, etc. 9. Any other duty/responsibility that may be assigned by the Institute
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Designation	Assistant Director, NIFT Bhopal Centre
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Duties	<ol style="list-style-type: none"> 1. Distribution of work among the staff as evenly as possible that is one Assistant should not be overloaded while the other is idle. 2. Training, helping and advising the staff. 3. Management and co-ordination of the work 4. Maintenance of order and discipline in the section 5. To go through receipts and important Dak 6. To submit receipts which should be seen by the Senior Officer at the Dak stage 7. Dealing with important and complicated cases himself 8. To scrutinize the section diary once a week to know that it being properly maintained 9. To see that letters/notes are drafted properly 10. Ensuring proper maintenance of reference books, office orders, etc. and keeping them up to date 11. To ensure timely submission of arrears and other returns 12. To undertake inspection of Assistant's tables to ensure that no paper or file has been overlooked. 13. Ensuring strict compliance with Departmental Security Instructions 14. To keep a watch on any hold-up in the movement of Dak 15. To keep a note of important receipts with a view to watch the progress of the action 16. To ensure that cases are not help up at any stage 17. To go through the list of periodical returns every week and take suitable action on items requiring attention during next week. 18. Training, helping and advising the staff. 19. Management and co-ordination of the work 20. Maintenance of order and discipline in the section 21. To go through receipts and important Dak 22. To submit receipts which should be seen by the Senior Officer at the Dak stage 23. Dealing with important and complicated cases himself 24. To scrutinize the section diary once a week to know that it being properly maintained 25. To see that letters/notes are drafted properly 26. Ensuring proper maintenance of reference books, office orders, etc. and keeping them up to date 27. To ensure timely submission of arrears and other returns 28. To undertake inspection of Assistant's tables to ensure that no paper or file has been overlooked. 29. Ensuring strict compliance with Departmental Security Instructions 30. To keep a watch on any hold-up in the movement of Dak 31. To keep a note of important receipts with a view to watch the progress of the action 32. To ensure that cases are not help up at any stage 33. To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.
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	<p>34. Training, helping and advising the staff.</p> <p>35. Management and co-ordination of the work</p> <p>36. Maintenance of order and discipline in the section</p> <p>37. To go through receipts and important Dak</p> <p>38. To submit receipts which should be seen by the Senior Officer at the Dak stage</p> <p>39. Dealing with important and complicated cases himself</p> <p>40. To scrutinize the section diary once a week to know that it being properly maintained</p> <p>41. To see that letters/notes are drafted properly</p> <p>42. Ensuring proper maintenance of reference books, office orders, etc. and keeping them up to date</p> <p>43. To ensure timely submission of arrears and other returns</p> <p>44. To undertake inspection of Assistant's tables to ensure that no paper or file has been overlooked.</p> <p>45. Ensuring strict compliance with Departmental Security Instructions</p> <p>46. To keep a watch on any hold-up in the movement of Dak</p> <p>47. To keep a note of important receipts with a view to watch the progress of the action</p> <p>48. To ensure that cases are not help up at any stage</p> <p>49. To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.</p>
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Designation	Research Assistant, NIFT Bhopal Centre
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Duties	<ol style="list-style-type: none"> 1. Collection of Data 2. Tabulation of Data. 3. Processing & Analysis of Data using statistics software. 4. Drafting of Reports. 5. Familiarity with sources of information relating to field. 6. Understanding of Research Method, Design & Process. 7. Compilations of Reports. 8. Scanning of related News/Reports/Articles/Etc. 9. Maintaining of vertical files. 10. Browsing of related internet sites & maintaining Directory information. 11. Preparation of Report presentation using computer. 12. Assist Faculty for Academic Research Project of students. 13. Demonstrate students about the Tools & techniques used for Research Analysis. 14. Teaching responsibility related to Labs/workshop.
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Designation	Sr. Assistant / Assistant, NIFT Bhopal Centre
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Duties	1. He works under the orders and supervision of the Assistant Director and is responsible for the work entrusted to him.
	<p>2. Where the line of action on a case is clear or clear instructions have been given by the Senior Officer, he should put a draft bring out all the facts and factual indicating rules and regulation and instructions issued from time to time.</p> <p>a. In other cases he will put a note keeping in view the following points:-</p> <p>b. To see whether all facts as are open to check have been correctly stated.</p> <p>c. To point out any mistakes or mis-statements of the facts.</p> <p>3. To draw attention where necessary, and supply other relevant facts and figures.</p> <p>4. To bring out clearly the question under consideration and suggest a course of action wherever possible.</p> <p>5. Typing and comparing.</p> <p>6. Maintenance of files and register in respect of subject matters allotted to him.</p> <p>7. Maintenance of records of old files and registers.</p> <p>8. Any other duty/responsibility that may be assigned by the Institute.</p>

Designation	Stenographer, NIFT Bhopal Centre
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Duties	<p>He should keep the officer free from the worries of a routine nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. The Personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and Assistant to the boss. Some of the specific functions are enumerated below:-</p> <ol style="list-style-type: none"> 1. Taking dictation in shorthand and its transcription in the best manner possible. 2. Fixing up of appointments and if necessary canceling them. 3. Screening the telephone calls and the visitors in a tactful manner. 4. Keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up. 5. Maintaining in proper order the papers required to be retained by the Officer. 6. Keeping a note of the movement of files, (incoming and outgoing). 7. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued. 8. Carrying out the corrections to the officer's reference books. 9. Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.
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	10. Coordination among the various departments on the action taken points. 11. Drafting replies to routine nature of work. 12. Any other duty/responsibility that may be assigned by the Institute
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Designation	Machine Mechanic, NIFT Bhopal Centre
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Duties:	<ol style="list-style-type: none"> 1. Repair & Maintenance o Machines installed in the Department. 2. Preventive Maintenance Records of each & every machine installed in Department 3. Assisting faculty in demonstration of Machine operations. 4. Keeping records of all Machines, and Accessories and their day-today maintenance. 5. Ensure sufficient stock of consumable/parts/accessories required for smooth functioning of machines. 6. Identification functioning of machine. 7. Identification, Processing and follow up of requirement/ equipments/ parts. 8. Operational demonstration f Machine to students/Industry participants/visitors etc. 9. Accountability & safety of all machines/accessories consumable items from theft, 10. Damages and pilferage etc.
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Designation	Lab. Assistant / Demonstrator
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Duties	<ol style="list-style-type: none"> 1. Maintenance of the infrastructural facilities, equipment & apparatus of the surface Design Lab attached to the TDD department 2. Ensuring the regular supply of laboratory re-agents, Dyestuff, Chemicals & Samples in order to facilitate the conduct of practical classes on Dyeing, Printing & Finishing. 3. Impart practical training to the students by demonstrating the procedures as pre-briefed by the Senior Faculty. 4. Participate in training programmes organized by professional bodies in the related filed and guide the students with the latest innovations
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Designation	Library Assistant, NIFT Bhopal Centre
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Duties	<ol style="list-style-type: none"> 1. Assistance in circulation control 2. Issue return of Book/periodical & other materials. 3. Overdue control including reminders & collection of fine, records maintenance etc. 4. Data Entry of membership records. 5. Accessioning of books/Periodicals. 6. Preparation of data sheets for books. 7. Data entry of Books/Periodicals/slides & other material. 8. Updating of Periodical Register. 9. To ensure neatness and up keep of library through Housekeeping staff. 10. Any other relevant duty/responsibility that may be assigned by the Institute.
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Designation	Junior Assistant, NIFT Bhopal Centre
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Duties	<p>Lower Division clerks are ordinarily entrusted with work of routine nature, for example:-</p> <ol style="list-style-type: none"> 1. Registration of Dak. 2. Maintenance of Section Diary. 3. File Register. 4. File Movement Register. 5. Indexing and Recording. 6. Typing and comparing/Computer operation/Data compilation of reports on computer. 7. Issue/Dispatch of letters. 8. Preparation of arrears and other statements. 9. Supervision of correction of reference books. 10. Submission of routine and simple drafts. etc.
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Designation	Multi-Tasking Staff, NIFT Bhopal Centre
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Duties	<ol style="list-style-type: none"> 1. To attend call of officers/staff of respective departments 2. Distribute papers/file marked to respective officer/staff members. 3. To arrange tea/coffee/cold drinks/water from canteen or outside etc. for officers/staff as and when required. 4. To ensure presence all the time till officer is in office including after office hours or on holidays etc. 5. To deliver dak/letters to the addressee. 6. To ensure timely opening & closing of officers room/ section. 7. To ensure neatness and tidiness in the room of officers & department where staff sit through Housekeeping staff. 8. To assist staff members in stacking/tracing files from the almirah or cupboards as per indexing. 9. To ensure proper packing and sealing of documents to be dispatched before handing over to dispatch section. 10. Diary entries of Files & papers 11. Record Management of concerned Department 12. Fax Operations 13. Weeding out Records 14. Photocopying 15. Maintenance of electrical fittings and equipments (by Multi-Tasking Staffs who have passed ITI in electrical trade) 16. To attend to dispatch section 17. Distribute papers/ file marked to respective officers/ staff members. 18. Dispatching of letters and files from Dispatch section. 19. Attend to telephone calls.
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Chapter - 4 (Manual . 3)

**Rules, Regulations, Instructions,
Manual and Records, for Discharging
Functions**

4.1. List of rules, regulations, instructions, manual and records, held by NIFT Bhopal Centre under its control or used by its employees for discharging functions:

Name / title of the document:	
Type of the document: Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)	Establishment Manual Manual
Brief Write-up on the Document	<ul style="list-style-type: none"> · This document contains the details of all issues concerning Establishment & · Administration in NIFT. All Policies, norms and procedures are detailed for the reference of Administrators and Faculty dealing with Establishment and
From where one can get a copy of rules, regulations, instructions, manual and records	Administration. Available Online at www.nift.ac.in/downloads
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	<p>Available Online at free of cost:</p> <ul style="list-style-type: none"> · All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical including photocopying, recording, or any information storage and retrieval system now known or to be invented, without explicit written permission of the Director General, NIFT. · Further, it may be noted that this is the exclusive property of NIFT, for use only by and for purposes of NIFT. Any use of the contents without the explicit written permission of the Director General of NIFT will amount to violation of the Intellectual <p>Property Rights of NIFT.</p>

Name / title of the document:	Academic Manual
Type of the document: Choose one of the types given below.	Manual
(Rules, Regulations, Instructions, Manual, Records, Others)	
Brief Write-up on the Document	This document contains the details of all issues concerning faculty, students and academics of NIFT and academics of NIFT. All policies, norms and procedures are detailed for the reference of Faculty and administrators detailing with academics
From where one can get a copy of rules, regulations, instructions, manual and records	Available Online at www.nift.ac.in/downloads.html
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	Available Online at free of cost: <ul style="list-style-type: none"> · All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical including photocopying, recording, or any information storage and retrieval system now known or to be invented, without explicit written permission of the Director General, NIFT. · Further, it may be noted that this is the exclusive property of NIFT, for use only by and for purposes of NIFT. Any use of the contents without the explicit written permission of the Director General of NIFT will amount to violation of the Intellectual Property Rights of NIFT. · The Dean (A) and Head (AA) shall be the joint custodians of the NIFT Academic Manual at NIFT.

Name / title of the document: Type of the document:	Accounts Manual
Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others) Brief Write-up on the Document	Manual <ul style="list-style-type: none"> · This document contains the details of
From where one can get a copy of rules, regulations, Instructions, manual and records	all issues concerning Finance & <ul style="list-style-type: none"> · Accounts of NIFT. All policies, norms and procedures are detailed for the reference of faculty and administrators dealing with Finance & Accounts.
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	Available Online at www.nift.ac.in/downloads.html
	Available Online at free of cost: <ul style="list-style-type: none"> · All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical including photocopying, recording, or any information storage and retrieval system now known or to be invented, without explicit written permission of the Director General, NIFT. · Further, it may be noted that this is the exclusive property of NIFT, for use only by and for purposes of NIFT. Any use of the contents without the explicit written permission of the Director General of NIFT will amount to violation of the Intellectual Property Rights of NIFT. · The Director (F&A) and CAO shall be the joint custodians of the NIFT Accounts Manual at NIFT.

Name / title of the documents:	
Type of the document: Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)	Manual
Brief Write-up on the Document	. This document contains the details of all issues concerning Intellectual Property Right of NIFT. . All policies, norms and procedures are detailed for the reference of the Institute
From where one can get a copy of rules, regulations, instructions, manual and records	www.nift.ac.in/downloads.html
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	Available Online at free of cost: <ul style="list-style-type: none"> · All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical including photocopying, recording, or by any information storage and retrieval system now known or to be invented, without explicit written permission of the Director General, NIFT. · Further, it may be noted that this is the exclusive property of NIFT, for use only by and for purposes of NIFT. Any use of the contents without the explicit written permission of the Director General of NIFT will amount to violation of the Intellectual Property Rights of NIFT. · The Director (F&A) and CAO shall be the joint custodians of the NIFT Accounts Manual at NIFT.

Chapter . 5 (Manual -4)

Particulars of 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

Formulation of Policy

5.1. Provision to seek consultation/ participation of public or its representatives for formulation of policies.

Sr.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation

Being policy matters, not applicable at centre level. All the policy decisions are being taken by the appropriate authority prescribed in the Establishment, Accounts & Academic Manual of the institute. The powers for any changes in the existing policies are lying with the BOG of NIFT.

Implementation of Policy

5.2. Provision to seek consultation/ participation of public or its representatives for implementation of policies.

Sr.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/ No)	Arrangements for seeking public participation
1	Internal Complaint Committee (ICC) constituted by NIFT Bhopal Center under provision of Sexual harassment of women at work place (Prevention, Prohibition and redressal) Act 2013.	Yes	As per the provision enshrined under Sexual harassment of women at work place (Prevention, Prohibition and redressal) Act 2013 under section 4. (1)
2	State Level Advisory Committee (SLAC) constituted	Yes	Every centre has SLAC headed by the Chief Secretary (GoMP) or its representative of the concerned state. The SLAC also consists of officials from Government of Madhya Pradesh

Chapter . 6 (Manual -5)

A statement of the categories of documents that are held by NIFT Bhopal Centre under its control

1.1. The information about the official documents and the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing **.Others.**).

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1	Act	NIFT Act, 2006	Available online on	NIFT – HO,
2	Rules/Regulations	NIFT Statutes	www.nift.ac.in Available online on	New Delhi NIFT – HO,
3	Rules/Regulations	NIFT	www.nift.ac.in Available online on	New Delhi NIFT – HO,
4	Manual	Ordinances Establishment	www.nift.ac.in Available online on	New Delhi NIFT – HO,
5	Manual	Manual Academic	www.nift.ac.in Available online on	New Delhi NIFT – HO,
6	Manual	Manual Accounts	www.nift.ac.in Available online on	New Delhi NIFT – HO,
7	Manual	Manual IPR Manual	www.nift.ac.in Available online on	New Delhi NIFT – HO,
8	Policy	Citizen Charter of NIFT Bhopal	www.nift.ac.in Available online on www.nift.ac.in/bhopal	New Delhi NIFT – Bhopal

Chapter . 7 (Manual . 6)

A statement of boards, council, committees and other bodies constituted as its part

7.1. Information on Boards, Councils, Committees and Other Bodies related to the NIFT Bhopal centre:

Name and address of the Affiliated Body	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing / Executive / Others)	Structure and Member Composition	Head of the Body	Address of main office and its Branches	Frequency of Meetings	Can public participate in the meetings ?	Are minutes of the meetings prepared ?
State Level Advisory Committee	Committee	The role of SLAC to provide support for the academic, administration activities of the institute and to ensure all round development of the institute.	Advisory	<ul style="list-style-type: none"> i. Chief Secretary to GoMP ii. Additional Chief Secretary Dept. of Tech. Edu & Skill Dev.GoMP iii. Addl. CS Dept. of Commerce & Industries & EmPLY, GoMP iv. Addl. Chief Secretary, Department of Finance, GoMP v. Managing Director, MPHSVN vi. Industry 	Chief Secretary - Govt. of Madhya Pradesh or his representative	Office of the Chief Secretary, Govt. of Madhya Pradesh, Vallabh Bhavan, Bhopal	Twice a year and As and when required	No	Yes

				vii. Expert Director, NIFT, Bhopal viii. Joint Director - NIFT Bhopal					
Local Academic Standing Committee	Committee	Dealing with the student related matters of the institute	Managing	I. Director II. Joint Director & COE III. All CCs	Director	NIFT Bhopal	Every month or as and when required	No	Yes
Committee for prevention of sexual harassment of women at workplace	Committee	The main activities of the committee is to ensure healthy working environment for the women at workplace	Advisory	1) Dean (Academics) 2) External Member 3) Member of well known NGO 4) Director 5) Research Assistant	Dean (Academics)	NIFT Bhopal	As and when required	No	Yes
Local Purchase Committee	Committee	Dealing with all Purchase related matters	Managing	1) Director (Chairmen) 2) Joint Director 3) Accounts Officer 4) 2 CCs 5) Member of Indenting Department 6) Purchase Officer	Director (Chairmen)	NIFT Bhopal	Weekly / As and when required	No	Yes

Chapter . 8 (Manual . 7)

The names, designations and other particulars of the Public Information Officers

8.1. Contact information about the Public Information Officers, Assistant Public Information Officers and Appellate Authority of the NIFT Bhopal Centre

Name of the Public Authority :

Assistant Public Information Officer:

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Mr. Anil Sharma	Research Assistant	0755	2493667/ 3385 /3636/407 23627	-----	----	Establishment.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Public Information Officer (Academic Matters):

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Mr. Ayan Tiwari	Associate Professor	0755	2493667/ 3385 /3636/407 23627	-----	----	cc fla.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Public Information Officer (Non - Academic Matters):

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Mr. Naveen Chandra Tiwari	Accounts Officer	0755	2493667/ 3385 /3636/ 40723627	-----	----	accountsofficer.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Appellate Authority

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Mr. Arindam Das	Director (I/c)	0755	2493667/ 3385 /3636/407 23627	-----	----	director.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Chapter . 9 (Manual . 8)

Procedure followed in Decision Making Process

9.1 Procedure followed to take a decision for various matters:

The decisions are taken by the Campus Director on issues pertaining to the Centre strictly as per the Power of delegations and inputs provided by the concerned Department/Advisory Committees. The approval of the DG – NIFT is taken as and when required under procedures laid down in various manuals as approved by BOG.

The procedure followed in the decision making processes including channels of supervision and submission are contained in the Academic, Establishment and Finance & Accounts Manuals NIFT Statute Ordinance, NIFT Act 2006 which are broadly in line with the general norms set by Government of India.

9.2 Documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters and different levels through which a decision process moves:

Dealing Assistant → Assistant Director → Joint Director → Director → Director General

As described in the Establishment Manual from page no: 41 to 57

(www.nift.ac.in/downloads)

9.3 Arrangements to communicate the decision to the public:

The arrangements to communicate through letter, notice board, website & media to the public.

1. Written Communication
2. Verbal

9.4 Officers at various levels whose opinions are sought for the process of decision making:

The following officers opinions are sought for the process of decision making at the centers.

1. Director
2. Joint Director
3. Dy. Director (F&A) / Accounts Officer.
4. Assistant Director

5. Senior most faculty members
6. Course Coordinators

All the other decision making processes for various establishment, academic and financial activities are prescribed in the Accounts, Establishment & Academic manual of the institute which is available at www.nift.ac.in

9.5 Final authority that wets the decision:

Centre Director / Director General / BOG NIFT – As the case may be.

Chapter . 10 (Manual -9)

Directory of Officers and Employee

Officers:

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Mr. Arindam Das	Director (I/c)	0755	2493736 / 3636 / 3385 Extn. 201	-----	-----	Director.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
2.	Prof. Sameer Sood (In-charge)	Joint Director	0755	2493667 / 3385 / 3636 Extn. 202	-----	-----	jointdirector.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
3.	Mr. Navin Chandra Tiwari	Accounts Officer	0755	2493667 / 3385 / 3636 Extn. 202	-----	-----	accountsofficer.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
4.	Mr. P.S. Yadav	OSD	0755	2493667 / 3385 / 3636 Extn. 228	-----	-----	ee.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Academic Staff:

Sr. No.	Name	Designation	STD Code	Ph. No.	Fax	Email	Address
1.	Prof. Sameer Sood (In-charge)	Joint Director	0755 2493667 / 3385 / 3636 Extn. 202	-----	-----	jointdirector.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
2.	Dr.(Mrs.) Anupam Saxena	Associate Professor (TD) & CIC	0755 2493667 / 3385 / 3636 Extn. 229	-----	-----	anupam.saxena@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
3.	Mr. Ayan Tiwari	Associate Professor & CC- F&LA	0755 2493667 / 3385 / 3636 Extn. 217	-----	-----	cc fla.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
4.	Mr. Arnab Sen	Assistant Professor & CC(FP)	0755 2493667 / 3385 / 3636 Extn. 238	-----	-----	cc.fp.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
5.	Mr. Debojyoti Ganguly	Assistant Professor & CI&DL	0755 2493667 / 3385 / 3636 Extn. 278	-----	-----	idl.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

6.	Mr. Soumik Halder	Assistant Professor	0755	2493667 / 3385 / 3636 Extn. 218	-----	-----	soumik.halder@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
7.	Ms. Vishaka Agarwal	Assistant Professor & CC(TD)	0755	2493667 / 3385 / 3636 Extn. 225	-----	-----	cc.td.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
8.	Ms. Supriya Yadav	Assistant Professor & RIC	0755	2493667 / 3385 / 3636 Extn. 221	-----	-----	ric.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
9.	Mr. Aditya Upadhyay	Assistant Professor (FMS) & Link CC(FMS)	0755	2493667 / 3385 / 3636 Extn. 216	-----	-----	aditya.upadhyay@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
10.	Mr. Rajdeep Singh Khanuja	Assistant Professor & CC(FMS)	0755	2493667 / 3385 / 3636 Extn. 215	-----	-----	cc.fms.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

11.	Ms. Swati Vyas	Assistant Professor & SDAC	0755	2493667 / 3385 / 3636 Extn. 240	-----	-----	sdac.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
12.	Mr. Umakanta Meher	Assistant Professor & Link - FP	0755	2493667 / 3385 / 3636 Extn. 231	-----	-----	Umakanta.meher@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Staff:

Sr. No.	Name	Designation	STD Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Mr. Rajendra Kumar	Research Assistant (Admn., AA&IT)	0755	2493667 / 3385 / 3636 Extn. 204	-----	-----	admin.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
2.	Mr. Anil Sharma	Research Assistant (Estt., Legal Matters, APIO)	0755	2493667 / 3385 / 3636 Extn. 205	-----	-----	establishment.bhopal@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
3.	Dr. Rajnish Tamrakar	Research Assistant (RC, COE, CE Prog.)	0755	2493667 / 3385 / 3636 Extn. 213	-----	-----	rajnish.tamrakar@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

4.	Mr. Digvijay Singh	Steno - III	0755	2493667 / 3385 / 3636 Extn. 203	----	----	digvijay.singh@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
5.	Mr. Rajendra	Machine Mechanic	0755	2493667 / 3385 / 3636 Extn. 242	----	----	rajendra.jounjare@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
6.	Ms. Suman Dashora	Assistant Warden	0755	2493667 / 3385 / 3636 Extn. 235	----	----	dashora.suman@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
7.	Mr. Manoj Bagul	Jr. Assistant	0755	2493667 / 3385 / 3636 Extn. 211	----	----	manoj.bagul@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
8.	Mr. Jagdeesh Patwa	Jr. Assistant	0755	2493667 / 3385 / 3636 Extn. 226	----	----	jagdeesh.patwa@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
9.	Mr. Sandeep Kumar	Jr. Assistant	0755	2493667 / 3385 / 3636 Extn. 233	----	----	sandeep.kumar@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
10.	Mr. Pintu Pratap Singh	Lab. Assistant-Tie & Dyeing Lab	0755	2493667 / 3385 / 3636 Extn. 243	----	----	pintupratap.singh@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
11.	Mr. Heman Dewangan	Lab. Assistant - Weaving	0755	2493667 / 3385 / 3636 Extn. 244	----	----	priit.dewangan472@gmail.com	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

12.	Mr. Varun Kumar Jharia	Assistant (A/c)	0755	2493667 / 3385 / 3636 Extn. 209	----	----	varunjharia@gmail.com	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
13.	Mr. Ankur Srivas	Jr. Assistant (FP)	0755	2493667 / 3385 / 3636 Extn. 279	----	----	ankur.shriwas@nift.ac.in	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
14.	Mr. Anshul Vaidya	Library Assistant	0755	2493667 / 3385 / 3636 Extn. 212	----	----	ansh.sweet786@gmail.com	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
15.	Mr. Kanhaiya Lal	Multi Tasking Staff	0755	2493667 / 3385 / 3636 Extn. 207	----	----	kanhaiya.rawat@yahoo.com	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
16.	Mr. Vinod Yadav	Multi Tasking Staff	0755	2493667 / 3385 / 3636 Extn. 217	----	----	-----	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
17.	Mr. Sonu Shilpkar	Multi Tasking Staff	0755	2493667 / 3385 / 3636 Extn. 217	----	----	-----	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
18.	Mr. Bablesh Yadav	Multi Tasking Staff	0755	2493667 / 3385 / 3636 Extn. 212	----	----	-----	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016
19.	Mr. Imran Sheikh	Multi Tasking Staff	0755	2493667 / 3385 / 3636 Extn. 233	----	----	-----	National Institute of Fashion Technology, NIFT Block, M.P. Bhoj Open University Campus, Kolar Road, Bhopal - 462016

Chapter -11 (Manual . 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

Officer:

Sr. No.	Name	Designation	Monthly remuneration	Compensation /Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
1.	Mr. Arindam Das	Director (I/c)	1,94,911/- p.m. (consolidated)	-----	As mentioned in Chapter 3.1.2 of the Establishment Manual available at www.nift.ac.in/downloads
2.	Prof. Sameer Sood (In-charge)	Joint Director	Basic Pay Rs. 1,34,500/- (As per VII CPC) Level - 13	-----	
3.	Mr. Navin Chandra Tiwari	Accounts Officer	Basic Pay Rs. 61,300/- (As per VII CPC) Level - 10	-----	
4.	Mr. P.S. Yadav	OSD	33,000/- p.m. (consolidated)	-----	

Academic Staff:

Sr. No.	Name	Designation	Monthly remuneration	Compensation /Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
1.	Prof. Sameer Sood (In-charge)	Joint Director	Basic Pay Rs. 1,34,500/- (As per VII CPC) Level - 13	-----	As mentioned in Chapter 3.1.2 of the Establishment Manual available at www.nift.ac.in/downloads
2.	Dr.(Mrs.) Anupam Saxena	Associate Professor (TD) & CIC	Basic Pay Rs. 74000/- (As per VII CPC) Level - 11	-----	
3.	Mr. Ayan Tiwari	Associate Professor & CC- F&LA	Basic Pay Rs. 74000/- (As per VII CPC) Level - 11	-----	
4.	Mr. Arnab Sen	Assistant Professor & CC(FP)	Basic Pay Rs. 71100/- (As per VII CPC) Level - 10	-----	
5.	Mr. Debojyoti Ganguly	Assistant Professor & CI&DL	Basic Pay Rs. 71100/- (As per VII CPC) Level - 10	-----	
6.	Mr. Soumik Halder	Assistant Professor	Basic Pay Rs. 69000/- (As per VII CPC) Level - 10	-----	

7.	Ms. Vishaka Agarwal	Assistant Professor & CC(TD)	Basic Pay Rs. 67000/- (As per VII CPC) Level - 10	-----	As mentioned in Chapter 3.1.2 of the Establishment Manual available at www.nift.ac.in/downloads
8.	Ms. Supriya Yadav	Assistant Professor & RIC	Basic Pay Rs. 71100/- (As per VII CPC) Level - 10	-----	
9.	Mr. Aditya Upadhyay	Assistant Professor (FMS) & Link CC(FMS)	Basic Pay Rs. 63100/- (As per VII CPC) Level - 10	-----	
10.	Mr. Rajdeep Singh Khanuja	Assistant Professor & CC(FMS)	Basic Pay Rs. 59500/- (As per VII CPC) Level - 10	-----	
11.	Ms. Swati Vyas	Assistant Professor & SDAC	Basic Pay Rs. 59500/- (As per VII CPC) Level - 10	-----	
12.	Mr. Umakanta Meher	Assistant Professor & Link - FP	37000/- p.m. (consolidated)	-----	

Staff:

Sr. No.	Name	Designation	Monthly remuneration	Compensation /Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
1.	Mr. Rajendra Kumar	Research Assistant (Admn., AA&IT)	Basic Pay Rs. 46200/- (As per VII CPC) Level - 6	-----	As mentioned in Chapter 3.1.2 of the Establishment Manual available at www.nift.ac.in/downloads
2.	Mr. Anil Sharma	Research Assistant (Estt., Legal Matters, APIO)	Basic Pay Rs. 46200/- (As per VII CPC) Level - 6	-----	
3.	Dr. Rajnish Tamrakar	Research Assistant (RC, COE, CE Prog.)	Basic Pay Rs. 46200/- (As per VII CPC) Level - 6	-----	
4.	Mr. Digvijay Singh	Steno - III	Basic Pay Rs. 31400/- (As per VII CPC) Level - 4	-----	
5.	Mr. Rajendra	Machine Mechanic	Basic Pay Rs. 26300/- (As per VII CPC) Level - 4	-----	
6.	Ms. Suman Dashora	Assistant Warden	Basic Pay Rs. 25500/- (As per VII CPC) Level - 4	-----	

7.	Mr. Manoj Bagul	Jr. Assistant	Basic Pay Rs. 25200/- (As per VII CPC) Level - 2	-----	As mentioned in Chapter 3.1.2 of the Establishment Manual available at www.nift.ac.in/downloads
8.	Mr. Jagdeesh Patwa	Jr. Assistant	Basic Pay Rs. 25200/- (As per VII CPC) Level - 2	-----	
9.	Mr. Sandeep Kumar	Jr. Assistant	Basic Pay Rs. 25200/- (As per VII CPC) Level - 2	-----	
10.	Mr. Pintu Pratap Singh	Lab. Assistant- Tie & Dyeing Lab	Basic Pay Rs. 25200/- (As per VII CPC) Level - 2	-----	
11.	Mr. Heman Dewangan	Lab. Assistant - Weaving	Rs. 15912/- (Through Placement Agency)	-----	
12.	Mr. Varun Kumar Jharia	Assistant (A/c)	Rs. 15912/- (Through Placement Agency)	-----	
13.	Mr. Ankur Srivas	Jr. Assistant (FP)	Rs. 15912/- (Through Placement Agency)	-----	
14.	Mr. Anshul Vaidya	Library Assistant	Rs. 15912/- (Through Placement Agency)	-----	
15.	Mr. Kanhaiya Lal	Multi Tasking Staff	Rs. 12012/- (Through Placement Agency)	-----	
16.	Mr. Vinod Yadav	Multi Tasking Staff	Rs. 12012/- (Through Placement Agency)	-----	
17.	Mr. Sonu Shilpkar	Multi Tasking Staff	Rs. 12012/- (Through Placement Agency)	-----	
18.	Mr. Bablesh Yadav	Multi Tasking Staff	Rs. 12012/- (Through Placement Agency)	-----	
19.	Mr. Imran Sheikh	Multi Tasking Staff	Rs. 12012/- (Through Placement Agency)	-----	

Chapter -12 (Manual . 11)

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

(Rs. in Lacs)

S. No.	Head of Account	Budget Estimates 2017-18	Revised Estimates 2017-18	Budget Estimates 2018-19
A-	<u>CAPITAL EXPENSES</u>			
I	Infrastructure - IT	18.30	29.45	35.70
II	Infrastructure - non IT	101.61	124.40	129.05
III	Building	-----	-----	-----
	TOTAL - CAPITAL	119.91	153.85	164.75
B-	<u>REVENUE EXPENDITURE</u>			
I	Academic Expenses	102.35	118.36	177.42
II	Administrative Expenses	70.35	90.07	94.45
III	Building Section	84.00	83.74	91.00
IV	Establishment Expenses	380.90	354.43	404.45
	TOTAL- REVENUE	637.60	646.60	767.32
	TOTAL EXPENDITURE (A+B)	757.51	800.45	932.07

Chapter - 13

The Manner of Execution of Subsidy Programmes

13.1. Please provide the information as per the following format:

For all points as below, please Refer following link for the detail information:

www.nift.ac.in/downloads/NIFT_MEANS_CUM_MERIT_FINANCIAL_ASSISTANCE_SCHEME_July_2011.pdf

- Name of Programme/scheme:
- Duration of the programme /scheme :
- Objective of the programme: To provide financial assistance to meritorious needy and deserving students belonging to the economically weaker sections.
- Physical and financial targets of the programme (for the last year): Not Applicable
- Eligibility of Beneficiary:
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other Fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates/ documents)]
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc.)
- Beneficiaries in the format given below:

Serial Number / Code	Beneficiary Name	Amount of subsidy	Criteria of selection	Address			
				District	City	Town/Village	House No.

Chapter -14 (Manual -13)

Particulars of Recipients of Concessions, permits or authorization granted by it

14.1. Please provide the information as per the following format: Not Applicable

- Name of Programme: N.A
- Type (Concession/ Permits/ Authorization) N.A
- Objective: N.A
- Targets set (For the last year): N.A
- Eligibility: N.A
- Criteria for the eligibility: N.A
- Pre-requisites: N.A
- Procedure to avail the benefits: N.A
- Time limit for the concession/ Permits/ Authorizations: N.A
- Application Fee (where applicable): N.A
- Application format (where applicable): N.A
- List of attachments (certificates/ documents)]: N.A
- Format of Attachments: N.A
- Beneficiaries in the format given below: N.A

Serial Number/ Code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/Village	House No.

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

Chapter . 15 (Manual - 14)

Norms set by it for the discharge of its functions

1.1 Details of the Norms/ Standards set by the department for execution of various activities/ programmes.

Details are described in the following manuals:

1. Academic Manual (<http://www.nift.ac.in/downloads.html>)
2. Establishment Manual (<http://www.nift.ac.in/downloads.html>)
3. Accounts Manual (<http://www.nift.ac.in/downloads.html>)
4. Statutes & Ordinances (<http://www.nift.ac.in/downloads.html>)

Chapter -16 (Manual -15)

Information available in an electronic form

16.1 The details of the information related to the various schemes which are available in the electronic format.

Following information are available online on website www.nift.ac.in

1.	Admissions – Regular Programme	(http://www.nift.ac.in/admissions.html)
2.	Admissions – Continuing Evening Programme	(http://www.nift.ac.in/ce.html)
3.	Campus Placement	(http://www.nift.ac.in/placements.html)
4.	Means Cum Merit	(http://www.nift.ac.in/downloads.html)
5.	Students Related Information	(http://www.nift.ac.in/student.html)

Chapter -17 (Manual -16)

Particulars of the facilities available to citizens for obtaining information

17.1. Means, methods or facilitation available to the public which are adopted by NIFT Bhopal Centre for dissemination of information:

- i. Website (www.nift.ac.in & www.nift.ac.in/bhopal)
- ii. Printed Manual Available (www.nift.ac.in/downloads)
- iii. Through News paper
- iv. Exhibition / Workshops / Seminars etc.
- v. Resource Centre
- vi. Notice Boards
- vii. Inspection of Records in the Office
- viii. System of issuing of copies of documents

NIFT Bhopal observes the Office timings - from 9.00 a.m to 5.30 p.m. During office hours, all general information can be obtained by the public. Any specific information in person or through website about the organization can be availed from the Public Information Officer (PIO), as appointed by the Centre.