

**RIGHT TO INFORMATION ACT, 2005
MANUAL AS LISTED IN
SECTION 4 (1) (b) of the Act**

1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

Northern India Institute of Fashion Technology (NIIFT) was set up at Mohali in 1995 under the aegis of Department of Industries and Commerce, Government of Punjab. 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.

NIIFT has set academic standards and excelled in thought leadership by providing a pool of creative genius and technically competent professionals. The Institute provides a common platform for fashion business education, research and training.

NIIFT's main objective concerns developing of technically competent human resources through a professional programme of education, research, service and training in fashion business; to undertake selected applied research studies and application thereof in areas of fashion industry, particularly concerning the integration of locally produced materials, the requirements of mass production, improved product design and international marketing and to provide technical assistance to artisans, craftsmen, manufacturer, designers and exporters of fashion products.

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 decided from time to time.

(ii) The Duties and responsibilities of each category of officers and staff have been decided by internal circulars.

3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

NIIFT is a Society registered under the Societies Act working under the over all control of Department of Industries and Commerce, Government of Punjab. The long term policies of NIIFT are framed, progressively updated and monitored by a Governing Council which has eminent Celebrities, Industrialists & Senior Government officials as Members, Principal Secretary Industries & Commerce is the Chairman of the Institute .The Director of Industries and Commerce, Pb is the Director General of NIIFT.

The Director of NIIFT is accountable to Director General, NIIFT and Registrar/Accounts Officer and Academics Head of Departments (Course coordinators) are accountable to Director NIIFT.

The Governing Council of NIIFT is constituted by the Government under the relevant provisions of Memorandum of Association and Rules of NIIFT.

In order to make the decision making process objective, transparent and participatory, the following standing Committees are in existence :-

| Sl.No. | Name of the Committee |
|---------------|---------------------------------------|
| 1. | Academic Standards Committee |
| 2. | Extra Curricular Activities Committee |
| 3 | Library Advisory Committee |
| 4. | Standing Purchase Committee |
| 5. | Canteen Committee |
| 6. | Hostel Committee |

4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The general norms set by Government of Punjab for discharge of functions by its employees are applicable to NIIFT employees. The employees of NIIFT are governed generally by Punjab Civil Services (Conduct) Rules & Classification, Control and Appeal Rules and instructions/guidelines issued with respect to service rules and financial rules as approved by Governing Council from time to time.

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 NIIFT.

- (i) Rule Book for Students
- (ii) Admission Prospectus
- (iii) Academic Policies
- (iv) Purchase Guidelines
- (v) Rules for the use of Library and Resource Centre
- (vi) Guidelines for other administrative, academic and financial matters as laid down from time to time.

6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- (i) Memorandum of Articles of Association
- (ii) Internal Policy guidelines and Records on various matters.

7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

By and large, NIIFT policies are in line with the various policies framed by the Government from time to time.

The Governing Council of NIIFT, constituted by the Govt. which is the supreme policy making body for the NIIFT includes eminent persons from public life.

Besides, the Stakeholders from public are associated with various other developmental activities of NIIFT, which includes

- (i) Alumni Association
- (ii) Industry Interface for Placements, Internships, Diploma Projects and Craft initiatives etc.
- (iii) Academic activities like curriculum development and as jury members etc.

8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

The long term policies of NIIFT are framed, progressively updated and monitored by a Governing Council which has eminent Celebrities, Industrialists & Senior Government officials as Members, Principal Secretary Industries & Commerce is the Chairman of the Institute.

The minutes of the meetings are taken on record for follow up and are available for reference.

9. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Directory of its Officers and employees is printed in NIIFT Prospectus every year. A complete and updated list is available with the Office.

10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

Details of monthly remuneration received by each of its employees is available in office records in Office. Pay includes Basic Pay, DP, DA, HRA, CCA and Special pay as applicable under Punjab Government Rules and sanctioned by the competent authority. Besides the above, need based Consultancy fee, retainer ship and stipends are paid to Consultants, Professionals and trainees appointed from time to time.

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

| Sn | Name of Post | Revised Pay Scale + Grade Pay |
|-----------|---------------------|--------------------------------------|
| 1 | Director General | Rs.37400-67000 + Rs.8800 |
| 2 | Director | Rs.15600-39100 + Rs.8400 |

| | | |
|----|--------------------------|--------------------------|
| 3 | Registrar | Rs.15600-39100 + Rs.7600 |
| 4 | Chief Finance Controller | Rs.15600-39100 + Rs.7600 |
| 5 | Deputy Registrar | Rs.15600-39100 + Rs.6600 |
| 6 | Assistant Registrar | Rs.10300-34800 + Rs.5000 |
| 7 | Assistant Professor | Rs.10300-34800 + Rs.5000 |
| 8 | Accounts Officer | Rs.10300-34800 + Rs.5000 |
| 9 | Assistant/Accountant | Rs.10300-34800 + Rs.3800 |
| 10 | Assistant Librarian | Rs.10300-34800 + Rs.5000 |
| 11 | Junior Librarian | Rs.10300-34800 + Rs.3800 |
| 12 | Library Assistant | Rs.10300-34800 + Rs.3600 |
| 13 | Private Secretary | Rs.10300-34800 + Rs.5000 |
| 14 | Jr. Scale Stenographer | Rs.5910-20200 + Rs.2800 |
| 15 | Steno-typist | Rs.5910-20200 + Rs.1900 |
| 16 | Administrative Assistant | Rs.5910-20200 + Rs.1900 |
| 17 | Technicians | Rs.5910-20200 + Rs.2400 |
| 18 | Computer Lab Assistant | Rs.5910-20200 + Rs.1900 |
| 19 | Data Entry Operator | Rs.5910-20200 + Rs.1900 |
| 20 | Programmer | Rs.10300-34800 + Rs.5000 |
| 21 | Peon | Rs. 4900-10680 + Rs.1300 |
| 22 | Helper | Rs. 4900-10680 + Rs.1300 |
| 23 | Driver | Rs. 5910-20200 + Rs.2000 |
| 24 | Warden | Rs.5910-20200 + Rs.2400 |
| 25 | Store Keeper | Rs.5910-20200 + Rs.1900 |

11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

The Annual Revenue and Capital Budget is finalized with the approval of Governing Council and details of information related to Budget are maintained and available with the office.

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

NIIFT has not executed any subsidy programme.

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

Reservations to SC, ST & PH are given in NIIFT admissions.

14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO IT OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

NIIFT is progressively moving towards reducing all information available to it or held by it in electronic form.

15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

NIIFT works 5 days (Monday to Friday) a week. Office timings are from 9.00 a.m to 5.00 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.

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

Assistant Public Information Officers

Dr. Poonam Aggarwal

Dy. Registrar, NIIFT, Mohali
NIIFT Campus, Industrial Area,
Phase-I, Mohali -160055.

Sh. Mahesh Khanna

Centre Incharge,
NIIFT Centre,
Business Centre Building, Focal Point
Phase-VIII, Ludhiana

Sh. Amarjit Singh

Centre Incharge,
NIIFT Centre,
Adjacent Govt. Tanning Institute
Opposite Ambedkar Bhawan,
Nakodar Road, Jalandhar

Public Information Officers

Sh. Inderjit Singh

Director ,NIIFT ,
NIIFT Campus, Industrial Area, Phase-I, Mohali -160055.

Appellate Authority

Director General , NIIFT ,
NIIFT Campus, Industrial Area, Phase-I, Mohali -160055.

* This list is as updated on 15-04-15.

17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

NIIFT is affiliated with Punjab Technical University Jalandhar vide Notification dated 16-11-2012 and is imparting Degrees to its students in place of Diploma from the academic session 2013-2014.
