

First Statutes of the National Institute of Design, Ahmedabad

UNION OF INDIA

India

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Rule

FIRST-STATUTES-OF-THE-NATIONAL-INSTITUTE-OF-DESIGN-AHMEDABAD of 2017

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First Statutes of the National Institute of Design, Ahmedabad Published vide Notification No. F. No. NIDA-GC-143-144-2016, dated 17.1.2017 F. No. NIDA-GC-143-144-2016. - In exercise of powers conferred by clause (e) of sub-section (2) of section 14 read with sections 28 and 29 of the National Institute of Design Act, 2014 (18 of 2014), the Governing Council, with the prior approval of the Visitor, hereby frames the following first Statutes, namely :-

1. Short title and commencement.

(1) These Statutes may be called the First Statutes of the National Institute of Design, Ahmedabad. (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

(1) In these First Statutes, unless the context otherwise requires, - (a) "Act" means the National Institute of Design Act, 2014 (18 of 2014); (b) "activity," in relation to the Institute, includes academic and allied unit of the institute overseeing the multidisciplinary functions in respect of education, research and publication, outreach programmes, industry programmes, Information Technology services, Knowledge Management Centre, Resource Centre and such other functions as may be in existence before the commencement of the Act or as may be decided by the Director; (c) "Activity Chairperson" means a Principal Designer or Senior Designer nominated by the Director in accordance with Statute 23; (d) "Activity Chairperson (Education)" means the faculty member of the Institute nominated by the Director under statute 22; (e) "Authorities" mean the authorities of the institute as specified in Statute 3; (f) "Department" means an umbrella of a group of administrative activities, with or without sections/cells/units, supporting the day to day functions of

the Institute including general administration, academic administration, accounts and finance, and such other functions as may be in existence before the commencement of the Act or as may be decided by the Governing Council;(g)"Discipline Lead" means a faculty nominated by the Director on a tenure and rotation basis to coordinate various academic and administrative activities of any discipline or programme;(h)"disciplines or programmes", mean a branch of educational programmes or courses related to studies and research offered by the Institute under a particular faculty stream;(i)"Faculty" means an employee appointed for the position of teaching, research or developmental activities of the Institute;(j)"faculty forum" means an advisory body as specified in statute 20;(k)"Faculty Stream" means an academic unit of the Institute engaged in such academic activities as design education, research and development and consultancy having multiple design disciplines;(l)"Head of Department" means the administrative Head of a Department as may be nominated by the Director;(m)"Officers" and "Faculty Members", in relation to the Institute, respectively means the, officers and faculty members of the Institute;(n)"Standing Committee" means the Standing Committee of the Governing Council constituted under Statute 10;(o)"Workshops or Labs or Studios or Cells", in relation to the Institute, means auxiliary units of the Institute engaged in technical, technological, design management, intellectual property rights and other support services provided to the Faculty Streams, Design Disciplines, Research and various Developmental activities and other related functions of the Institute.(2)Words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Authorities of the Institute.

- The following shall be the authorities of the Institute, namely :(i)the Governing Council as constituted under section 11 of the Act ;(ii)the Senate as constituted under section 15 of the Act ;(iii)the Director as appointed under section 18 of the Act ;(iv)the Standing Committee of the Governing Council;(v)Activity Chairperson (Education), Deans of Institute Campuses, other Activity Chairpersons, Registrar, Heads of Departments and Discipline Leads; and(vi)such other Officers as may be appointed under the administrative and financial powers delegated by the Governing Council.

4. Governing council and meetings thereof.

(1)Subject to the provisions of section 13 of the Act, the Governing Council may meet as often as may be considered necessary by the Chairperson for transaction of its business.(2)Meetings of the Governing Council shall be convened by the Chairperson either on his own motion or at the request of the Director or on a requisition signed by not less than six members of the Governing Council.(3)Seven members shall form a quorum for a meeting of the Governing Council and members may also participate in the meeting through video conference or digital medium after obtaining the prior approval of the Chairperson and such participation through video conference or digital medium shall be counted for the purpose of the quorum.(4)All questions considered at the meetings of the Governing Council shall be decided by a majority of the votes of the members present and if the votes be equally divided, the Chairperson shall have a casting vote.(5)The Chairperson shall preside over every meeting of the Governing Council :Provided that in the absence

of the Chairperson, the members of the Governing Council present shall elect a member from amongst themselves to preside over the meeting.(6)A written notice of every meeting shall be sent by the Registrar to every member at least fifteen days before the date of the meeting mentioning therein the place, date and time of the meeting :Provided that the Chairperson may call a special meeting of the Governing Council at short notice of even less than fifteen days to consider urgent issues.(7)The notice may be delivered either by hand or sent by registered post or E.mail or Fax, at the address of each member as recorded in the office of the Governing Council and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post, or in case of email or fax, when the same is transmitted.(8)Agenda of a meeting shall be circulated in advance by the Registrar to all members.(9)If a member, other than ex-officio members, of the Governing Council fails to attend three consecutive meetings without leave of absence from the Chairperson, he shall cease to be a member of the Governing Council.(10)Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week before the meeting :Provided that the Chairperson may permit inclusion of any item for which due notice has not been received.(11)The ruling of the Chairperson with regard to all questions of procedure shall be final.(12)The minutes of the proceedings of a meeting of the Governing Council shall be drawn up by the Registrar or any other person authorised by the Governing Council and shall be circulated to all members of the Governing Council and the same along with any amendment suggested shall be placed before the Governing council in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute book and the minute book shall be kept open for inspection of the members of the Governing Council at all times during office hours.

5. Powers of the Governing Council.

(1)The Governing Council shall have the following powers in addition to the powers conferred upon it under sub-section (1) of section 14 of the Act, namely:-(a)facilitate the Central Government in the process of appointment of Director under section 18 of the Act;(b)abolish, re-designate or change the nomenclature of any post except that of Director;(2)The Governing Council shall, for the purposes of making appointment to academic and other posts, take into consideration and decide the ratio of faculty and student strength, academic and non-academic post and the cadre strength of faculty members.

6. Powers of the Chairperson in emergent cases.

- The Chairperson may, in emergent cases, exercise the powers of the Governing Council and take its approval for such action taken by him.

7. Authentication of orders of the Governing Council.

- All orders and decisions of the Governing Council shall be authenticated by the signature of the Director or Registrar or any person authorised by the Governing Council in this behalf.

8. Travelling allowances of members of the authorities of institute.

- The members comprising the authorities of the Institute shall be entitled to travelling allowances, daily allowance and sitting fee for attending their respective meetings.

9. Representation of donors in the Governing Council.

- For the purpose of clause (l) of section 11 of the Act, the threshold of financial assistance or contribution and other requirements to qualify for nomination as member of Governing Council subsequent to the commencement of the Act, shall be rupees ten lakhs or more in the form of donation to the Institute :Provided that no bequest, donation or transfer of any property shall be accepted by the Institute, which in the opinion of the Governing Council involves conditions or obligations opposed to the spirit and objects of the Institute.

10. Standing Committee of the Governing Council.

(1)The Governing Council shall constitute Standing Committee consisting of the following members, namely:-(a)the Director, who shall be the Chairman of the Standing Committee;(b)Activity Chairperson (Education);(c)two members of the Governing Council nominated by the Chairperson of the Governing Council; and(d)the Registrar, who shall be, Member Secretary of the Standing Committee.(2)The Standing Committee shall meet at least four times in a year preferably before the meetings of the Governing Council.(3)Three members of the Standing Committee present in the meeting shall form a quorum for a meeting of the Standing Committee.(4)The Director, as Chairman of the Standing Committee, shall preside over the meetings of the Standing Committees and in his absence, the senior most Activity Chairperson shall preside over the meetings.(5)The provisions of Statute 4 relating to notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Governing Council shall, so far as applicable, be followed in connection with the meetings of the Standing Committee.(6)The Standing Committee, once constituted by the Governing Council, shall function till such time it is reconstituted by the Governing Council;(7)All policy matters requiring consideration and approval of the Governing Council and all matters pertaining to service conditions of the Institute shall be first placed before the Standing Committee for consideration, recommendations or approval.(8)All proposals seeking budgetary support, whether recurring or non- recurring, from the Government of India shall be reviewed by the Standing Committee and recommendations shall be made by the Committee to the Governing Council.(9)The Standing Committee shall also function as Finance Committee and Building and Contracts Committee and shall review periodically all major building or construction projects, contracts and work orders in respect of major items of capital expenditure, and such other matters as may be decided by the Governing Council.(10)The Standing Committee shall review and give recommendations on all such financial and policy matters as may be referred to it by the Governing Council.(11)All minutes of the proceedings of the Standing Committee or Resolutions of the Standing Committee shall be placed before the ensuing meeting of the Governing Council for noting or ratification or consideration; and(12)All orders and decisions of the Standing Committee shall be signed by the Chairman and authenticated and circulated by the Registrar or any other person authorized by the Governing Council to the members of the Committee.

11. The Director.

- The Director shall, -(a)incur expenditure in accordance with the delegation of administrative and financial powers as approved by the Governing Council;(b)write off irrecoverable losses and of irrecoverable value of stores lost or rendered unserviceable, up to a limit laid down by the Governing Council, in any individual case, subject to such conditions as may be made by the Governing Council;(c)fix the initial pay of an incumbent at a stage higher than the minimum of the scale with written justification for doing so in respect of posts of which appointment can be made by him under the powers vested in him by the provision of the Act and this Statute, on the recommendations of the Selection Committee;(d)constitute such committees or panels for deliberations and recommendations on any matter concerning the Institute;(e)delegate, at his discretion, any of his powers, responsibilities and authorities vested in him under the Act and this Statute to one or more members of academic or administrative staff of the Institute with the prior approval of the Governing Council;(f)prescribe by issuing office orders duties and responsibilities of all employees of the Institute as are required and relevant to the positions to which they are appointed and make additions or deletions or alterations thereof for administrative and functional reasons;(g)issue Office Orders for.-(a)assigning additional tasks or responsibilities to any employee for such period of time and on such terms as may be necessary;(b)setting up Committees or Panels or Groups for deliberation or consideration of such issues or matters as may be necessary; and(c)seeking recommendations or reports on matters referred to Committees or Panels or Groups.(h)exercise such other powers as may be delegated to him under the delegation of Administrative and Financial powers by the Governing Council; and(i)sign Memorandum of Understanding, Agreements to cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the institute by exchange of faculty members, senior functionaries, scholars, students and generally, in such manner as may be conducive to their common objectives, subject to approval of financial implication, if any, by the Governing Council.

12. Senate.

(1)In addition to the persons specified in section 15 of the Act, the senate shall also consist of the following members, namely :-(a)Principal Designers and Senior Designers entrusted with the responsibility of Activity Chairperson;(b)three Heads of Departments, to be nominated by the Director.(2)The term of office of the members of the Senate (other than ex-officio members), shall be two years from the date of their nomination.(3)The term of office of a member of the Senate nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he has been nominated.(4)Notwithstanding anything contained in this Statute, an outgoing member shall, unless the Senate otherwise directs, continue in office until another person is nominated as member in his place.(5)The Senate shall meet as often as necessary, but not less than four times in each academic year, at such place and time and observe such rules of procedure in regard to the transaction of business at its meetings, as may be determined by the Senate.(6)The meeting of the Senate shall be presided over by the Director and in his absence, the senior most Activity Chairperson shall preside over the meeting.(7)One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate.(8)The Registrar or another member of

the Senate as authorised by the Chairman of the Senate, shall prepare minutes of the proceedings of the Senate and the copy of the minutes as approved by the Chairman of the Senate shall be circulated to all members of the Senate: Provided that such minutes or portions of the minutes shall not be circulated if the Senate considers such circulation prejudicial to the interests of the Institute or confidential in the nature like appointment of examiners, paper setters, printing of examination papers or degree certificates. (9) If, in the opinion of the Chairman of the Senate, any emergency has arisen which requires immediate action, he may take such action as he deems necessary and shall report the same in the next meeting of the Senate. (10) The members of the Senate nominated under clauses (d) and (e) of the Act, shall be entitled to such allowances, from the Institute as may be laid down by the Governing Council. (11) The powers and functions of the Senate shall include - (a) framing and revising curriculum and syllabus for the courses of studies for various disciplines, as per the recommendations of the Academic Advisory Committee; (b) making recommendations to the Governing Council with regard to the creation, restructuring or abolition of Disciplines or Programmes or Campuses; (c) overseeing the arrangements for the conduct of examinations, appointment of examiners, moderators, tabulators and other matters relating to the examinations; (d) declaring the results of final semester examinations or appointing Committees or Officers to do so and making recommendations to the Governing Council regarding conferment or grant of degrees, diplomas and other academic distinctions or titles; (e) appointing Committees or working Groups from amongst the members of the Senate, other faculty members and experts from outside to advise on specific and important academic matters; (f) considering recommendations by Academic Advisory Committee and taking action or recommending a course of action; (g) periodical review of activities of various faculty streams or disciplines and taking appropriate action for maintaining the excellence of standards of education of the Institute; (h) promoting design research and development in class rooms and fields as also encouraging opportunities for bringing in market realities to the class rooms through consultancy, outreach and Industry Programme projects; (i) planning and reviewing Electives and other extracurricular programmes of students and making appropriate recommendations; (j) over viewing the functioning of labs, studios, class rooms, hostels, student welfare, co-curricular activities and grievance mechanisms; (k) awarding stipends, scholarships, medals, prizes and other similar recognitions with such conditions as may be deemed necessary; (l) periodical review of the progress of various activities of the Institute; (m) constitute Admissions Committee to frame rules, eligibilities, formats, weightage and procedures, including outsourcing of various administrative and logistic activities through reliable and reputed agency or agencies for the conduction of admissions or entrance tests for various under-graduates and post graduate courses or programmes of the Institute and consider its recommendations for implementation; (n) inviting two student representatives to the Senate meeting during discussion of matters relating to student welfare, not involving any policy or disciplinary matters; and (o) such other academic matters as may be referred to it by the Governing Council.

13. Conferment of Honorary Degrees.

- The Institute may confer honorary degrees for a few exceptional and outstanding individuals for their illustrious contribution in design and design related fields : Provided that all proposals for the conferment of honorary degrees shall be recommended by Senate and approved by the Governing Council.

14. Faculty Streams.

(1)The Institute may offer education programmes through Design Disciplines, under the following Faculty Streams, namely: -(a)Faculty of Industrial Design leading to specialisation in Product Design, Furniture and Interior Design, Ceramic and Glass design, Toy and Game Design, Transportation and Automobile Design and Universal Design ;(b)Faculty of Communication Design leading to specialisation in Graphic Design, Animation Film Design, Film and Video Communication Design, Photography and Exhibition Design ;(c)Faculty of Textile, Apparel, Lifestyle and Accessory Design leading to specialisation in Textile, Apparel design and Life style Accessory Design;(d)Faculty of Information Technology integrated Programmes leading to specialisation in Information Design, Interaction Design, New Media Design and Digital Game Design;(e)Faculty of Inter-Disciplinary Design Studies leading to specialisation in Strategic Design Management and Design for Retail Experience.(2)The Governing Council may, on the recommendation of the Senate, add or delete or modify any faculty streams of design disciplines.

15. Nomenclature of education and training programmes.

- The certificate, diploma, graduate, postgraduate, research or other programmes and its nomenclatures offered by each Faculty Stream at the Institute in different design disciplines shall be as approved by the Governing Council on recommendations of the Academic Advisory Committee and Senate.

16. Student fees.

- The deposits or the fees to be charged from the students including fees for the admission tests, tuition fees, examination fees, hostel fees and other fees for the certificate, diploma, graduate, postgraduate, doctoral, research or other programmes offered under various Faculty streams or Disciplines of the Institute shall be determined by the Governing Council, either on its own or on the recommendations of the Senate.

17. Institution of fellowship, scholarships, medals, prizes etc.

- Senate may review and recommend, subject to the approval by the Governing Council, thresholds for institution of fellowships, scholarships, medal and prizes and the terms and conditions governing such awards :Provided that any fellowship, scholarship, medal, prize, which has been instituted prior to the coming into force of this Statute shall continue to be awarded subject to the terms and conditions as has been fixed prior to coming into force of this Statute.

18. Halls of residence.

(1)The Institute may establish and maintain halls of residence or hostels at its campuses for students, research scholars and research fellows enrolled in its programmes.(2)Every resident in the Halls and Hostels shall comply with to the rules laid down by the Institute.(3)The Institute shall

appoint one or more wardens and other support staff as may be required for efficient management of the hostels and halls of residence.(4)The rules and regulations governing the residence of students at the halls of residence and hostels shall be approved by the Senate.

19. Academic advisory committee.

(1)The Academic Advisory Committee shall consist of the following members, namely :-(a)Activity Chairperson (Education) shall be the Chairman of the committee;(b)the Deans of the Institute Campuses;(c)one Discipline Lead from each Faculty Stream; and(d)two members of the Senate as nominated by the Director.(2)Academic Advisory Committee shall -(a)initiate proposals for review and development of curriculum for the courses of studies for various disciplines;(b)review Programmes delivery and evaluation of all design discipline studies with the concerned Discipline Leads;(c)seek views and suggestions from all stakeholders on the structure and delivery of curriculum of all disciplines;(d)encourage inter and intra faculty and students participation in all matters of study;(e)place recommendations on academic matters of Faculty Streams or disciplines before the Senate;(f)place recommendations on academic equivalences for admissions to undergraduate, post-graduate, Doctorate and other academic programmes before the Senate;(g)arrange periodical review of activities of various faculty streams or disciplines and make appropriate action for maintaining the excellence of standards of education of the Institute;(h)suggest measures to promote design research and development in class rooms and fields as also encourage opportunities for bringing in market realities to the class rooms through consultancy, outreach and Industry Programme projects; and(i)review and make recommendations on such other matters relating to implementation of education strategies for excellence as may be referred to it by the Senate or the Director.(3)The Academic Advisory Committee may hold meetings as frequently as may be necessary but shall meet at least twice in a semester.

20. Faculty forum.

(1)The Faculty Forum as an advisory body shall consist of all teaching faculty members of the Institute and its campuses.(2)The Faculty Forum shall meet at least twice in a year preferably prior to the beginning of the academic semester and deliberate on all academic matters for forming vision on the educational programmes of the Institute, concerns and contributions of the faculty group, programmes and activities to be strengthened or to be introduced for strengthening curriculum and consistently raising educational standards of all disciplines and programmes and give feedback to the Senate on the course delivery, evaluation and juries.(3)The Faculty Forum shall be chaired by the Director and in his absence, by the Activity Chairperson (Education) or Dean of the Institute nominated by the Director and the feedback of the Faculty Forum by way of gist of discussions or minutes shall be placed before the Senate for consideration and recommendation of appropriate action.

21. Deans of Campuses.

(1)The Dean for each Institute campus under section 19 of the Act shall be nominated by the Director from amongst the Faculty members of the Institute not below the rank of Senior Designer,

on a rotation basis, for a term of up to three years from the date of his nomination, subject to periodical review by the Senate: Provided that in case of any administrative or academic emergencies, the Director may nominate, before the expiry of the term, another incumbent as Dean of the Campus, at the end of the academic year. (2) The Dean of the Campus shall exercise control over all academic and administrative matters of the Campus in consultation with the Activity Chairperson (Education) on academic related matters and in consultation with the Director in administrative and financial related matters. (3) The Dean shall execute all policy directions of the Senate, Director, Standing Committee and Governing Council. (4) The Dean shall supervise and maintain all records related to the campus, sending periodical reports to the Activity Chairperson (Education) and the Director. (5) The Dean shall assist the Director and the Activity Chairperson (Education) in achieving excellence in academic and administrative standards in respect of all educational programmes of the campus. (6) The Dean shall exercise such administrative and financial powers as may be delegated to him by the Governing Council.

22. Activity Chairpersons.

- The Director may nominate Activity Chairpersons for various activities and objectives of the Institute from amongst faculty members of the Institute not below the rank of Senior Designers on rotation basis for a term of three years as under:-(a) Activity Chairperson (Education); (b) Activity Chairperson (Research and Publication); (c) Activity Chairperson (Integrated Design Services); (d) Activity Chairperson (Outreach); (e) Activity Chairperson (Knowledge Management Centre); (f) Activity Chairperson (Industry and Online Programmes); (g) Activity Chairperson (International Programmes); (h) or any other Activity Chairperson: Provided that in case of any administrative or academic emergencies, the Director may, before the expiry of the term of any Activity Chairperson, nominate another incumbent as such Activity Chairperson.

23. Functions and Powers of Activity Chairperson (Education).

(1) The Activity Chairperson (Education) shall be in charge of all administrative and academic activities of educational programmes across the Institute and Institute campuses in respect of all Faculty Streams and Programmes. (2) The Activity Chairperson (Education) shall be responsible for maintaining excellence in standards of education, including students disciplinary matter and grievances, of the Institute and Institute campuses for which he shall take appropriate action in consultation with the Senate, Director, Council's Standing Committee and the Governing Council. (3) All Deans, faculty heads, Discipline Leads, Lab or Studio Coordinators and faculty members across the disciplines or programmes and all Advisory Committees related to education and academics including Admission Committee, Credit and Evaluation Committee, and Education Panel shall be responsible to the Activity Chairperson (Education) for delivery and maintenance of academic standards of the Institute. (4) The Activity Chairperson (Education) shall chair such Committees and Panels as may be nominated by the Director and carry out such other tasks and functions as may be entrusted by the Director. (5) The Activity Chairperson (Education) shall exercise powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council.

24. Functions of other Activity Chairpersons.

(1)The Activity Chairpersons referred to in clauses (a) to (g) of Statute 22 shall be in charge of the concerned activity of the Institute and its campuses across all Faculty Streams and disciplines and shall discharge such functions, tasks and responsibilities for promoting the activity, as may be entrusted to them by the Director.(2)The Activity Chairpersons shall exercise such powers as may be delegated to them under the delegation of administrative and financial powers by the Governing Council.

25. Vice-Chair.

(1)All Activity Chairpersons may be assisted by a Vice-Chair nominated by the Director from amongst the faculty at the level of Associate Designer or Designer. The Vice-Chair shall, in the absence of the Activity Chairperson, on account of leave or tour or sickness, officiate as Activity Chairperson and in the event of non-availability of Vice-Chair for any reasons, the Activity Chairperson shall nominate a faculty member of the level of Senior Designer or Associate Senior Designer to officiate as Activity Chairperson during his absence and such officiating Activity Chairperson shall have the same administrative and financial powers as of Activity Chairperson.

26. Registrar.

(1)The Registrar of the Institute shall be appointed by the Governing Council, through direct recruitment system as a regular employee or as a fixed tenure employee on such fixed pay or remuneration and tenure as may be decided by the Governing Council or on a contract basis for a fixed period at such pay as so decided.(2)The Registrar shall be in charge of all academic administration of the Institute and Institute campuses and responsible for implementing directives of the Government of India in respect of all academic and student matters and assist the Activity Chairperson (Education) in academic administration matters relating to admission, course delivery, assessment, evaluation, award of grades or diplomas or degrees and such other academic administration related tasks and responsibilities as may be entrusted by the Director.(3)The Registrar shall execute all contracts and legal documents for and on behalf of the Institute, when authorised by a resolution of the Governing Council or approved by the Director and shall not be personally liable in respect of anything under such contract or legal document.(4)The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters.(5)The Registrar shall coordinate with all Heads of Departments, Deans and Discipline Leads for administrative support for all academic related works and facilities of the Institute and Institute Campuses and arrange for the same in consultation with the Activity Chairperson (Education).(6)The Registrar shall chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall also exercise such powers as may be delegated to him under the Delegation of Administrative and Financial Powers by the Governing Council.

27. Chief Administrative Officer.

(1)The Chief Administrative Officer shall be in charge of the Establishment matters, General Administration matters of the Institute and institute campuses, liaisoning with the Government of India and other authorities on implementation of various directives, heading personnel and establishment services, security and housekeeping services, land or building or maintenance services, purchase and stores and such other general administration services and other administrative responsibilities as may be entrusted to him by the Director.(2)The Chief Administrative Officer shall be appointed by the Governing Council through direct recruitment system as a regular employee or as a fixed tenure employee on such fixed pay or remuneration and tenure as may be decided by the Director or on a contract basis for a fixed period at such pay as decided.(3)The Chief Administrative Officer shall chair such committees and panels as may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall exercise such powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council.

28. Controller of Finance and Accounts.

(1)The Controller of Finance and Accounts shall be in charge of the finance and accounts matters of the Institute and Institute campuses, liaisoning with the Government of India and other authorities on finance, grants, accounts and audit matters. He shall also be responsible for accounts and finance services, taxations, complying with statutory requirements for maintenance and presentation of accounts and compliance of all conditions of grants and shall also assist the Director in preparing financial data and presentation for the Standing Committee or Governing Council and such other tasks and responsibilities as may be entrusted to him by the Director.(2)The Controller of Finance and Accounts shall be appointed by the Governing Council through direct recruitment system as a regular employee or as a fixed tenure employee on such fixed pay or remuneration and tenure as may be decided by the Director or on a contract basis for a fixed period at such pay as decided.(3)The Controller shall chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall exercise such powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council.

29. Discipline Leads.

(1)Every design discipline in Under graduate or Post graduate courses shall have a Discipline Lead to liaison with the faculty and students for course delivery, assessment, grading and evaluation of all student work in education activities of the Institute and institute campuses in close coordination with the office of the Activity Chairperson (Education), Dean and Senate.(2)The Discipline Leads shall be nominated by the Director from amongst the faculty members from the concerned design discipline of the Institute not below the rank of Associate Senior Designer, on a rotation basis for a term of three years commencing from the date of such nomination :Provided that for any administrative or academic exigencies, the Director may nominate, before expiry of the said term, another incumbent as Discipline Coordinator at the end of the academic year.(3)The

Discipline Leads shall be responsible for making of academic calendars, timely delivery of courses pertaining to the discipline, conducting exams juries and arranging assessment and evaluation in close coordination with the faculty members of the discipline or visiting faculty in accordance with the academic calendar and time table and in maintaining standards of education of the Institute and institute campuses in respect of the design discipline coordinated by him and implementation of the directions of the Activity Chairperson and Senate in this regard.(4)The Discipline Leads shall arrange the discipline meetings and participate in meetings of such committees and panels for which he is nominated by the Director or Activity Chairperson and carry out such other tasks and functions as may be entrusted to him by the Director or Activity Chairperson.(5)The Discipline Leads shall exercise such administrative and financial powers as may be delegated to him under the Delegation of Administrative and Financial Powers by the Governing Council.(6)The Discipline Leads shall be assisted by Studio, Lab or Workshop Heads nominated by the Director from amongst the faculty or technical staff of appropriate level on a rotation basis for such periods as may be deemed necessary and such Studio, Lab or Workshop Coordinators shall be responsible for providing effective and timely services to all activities of the Institute and in upkeep and maintenance of the Studio, Lab or Workshop.

30. Classification of the Members of the Staff of the Institute.

(1)The members of the staff of the Institute shall be classified as under:a. Faculty members which shall include Director, Deans of the campuses, Principal Designer, Principal Faculty, Senior Designer, Senior Faculty, Associate Senior Designer, Associate Senior Faculty, Designer, Faculty and such other academic posts as recommended by the Senate and approved by the Governing Council. The faculty members shall be appointed either through direct recruitment or promotion, based on the recommendations of Selection Committee constituted by the appointing authority.b. Technical Staff members which shall include Estate Engineer, Senior Executive Engineer, Electrical Engineer, Technical Officer , Engineer, Technical Instructor , Design Instructors, Technician or Technical Assistant, Design Assistant, Electricians, Drivers, Plumber, Lab Assistant, Lab Attendant and such other technical hands required for manning studios or labs or workshops or departments, as recommended by the Senate and approved by the Governing Council. The Technical Staff Members shall be appointed either through direct recruitment or promotion, based on the recommendations of Selection Committee constituted by the appointing authority.c. Administrative and other staff which shall include Registrar, Chief Administrative Officer, Controller of Finance and Accounts, Controller of Examinations, Head Librarian or Resource Centre, Librarian, Deputy Registrar, Deputy Librarian, Administrative Officer Accounts Officers, Assistant Registrar, Administrative Officer, Accounts Officer, Superintendent, Assistants (Administrative/Accounts/Library/Academic), Essential service staff, Watch and Ward staff (housekeeping and Security staff) Chief Hostel Warden, Hostel Wardens, Assistant Wardens and such other staff required for manning administrative, establishment, Academic, accounts and finance, knowledge management tasks as recommended by Senate and approved by the Governing Council. The administrative and other staff members shall be inducted or recruited either through direct recruitment or promotion based on the recommendations of Selection Committee constituted by the appointing authority.(2)Appointments in all the above three categories shall be made in any of the following ways against sanctioned posts -(a)as regular employee against available posts on applicable pay scales and allowances; or(b)on

contract basis for a fixed period up to three years (extendable for further periods as needed) on applicable pay scales and allowances; or(c)on fixed tenure basis on consolidated pay as approved by the Governing Council.(3)Creation of Posts. - (a) The Governing Council may fix the ratios of faculty to student and faculty to non-faculty, as deem appropriate, that will serve as the guiding principle for creation of new posts in the respective class of the staff.(b)No new posts shall be created without approval of Governing Council, which shall keep financial prudence in mind in doing so, and shall also ensure compliance of the instructions issued by the Government of India in this regard.(4)Appointment against sanctioned posts. - (a) All post in the Institute shall be filled by advertisement on all India basis through a notification on its web-site, print and electronic media and such other means as may be deem appropriate to ensure wide publicity.(b)While making appointments, the Institute shall make necessary provisions for the reservation of posts as per the directives given by the Government of India from time to time.(c)In respect of all recruitments, appointment letters detailing the terms and conditions, tasks and responsibilities and other details shall be issued, after approval of competent authority, by the Registrar or such officer as may be specifically authorised to do so by the Director:Provided such terms and conditions, tasks, and responsibilities and other details shall not contravene the provisions of the Act, and the Statutes and Ordinances framed thereunder.(d)No act or proceeding of any Selection Committee shall be called in question on the ground of absence of any member or members of the Selection Committee.(e)Candidates selected or shortlisted for a post under the Institute may be paid such traveling allowances as may be determined by the Standing Committee of the Governing Council.(f)All appointments made by the Institute shall be reported to the Governing Council at its next meeting.(g)Subject to the provisions of the Act and the Statutes, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act, Statutes, till the end of the month in which he attains the age of Superannuation, i.e. sixty years, or earlier if he is found medically unfit or terminated on disciplinary grounds.(h)In case of faculty, retirement would be effective from the end of the semester in which faculty reaches the age of superannuation so that educational tasks and responsibilities in respect of courses assigned to such faculty members do not get disrupted in the mid-semester.(5)Appointments on ad-hoc basis. - (a) Notwithstanding anything contained in these statutes, in appropriate cases, the Director may appoint skilled professional or such other eminent person or educator or master craftsman or technical advisers from design and design related field from India or abroad, on such terms, conditions, and remuneration as may be fixed by the Governing Council.(b)The Director, in appropriate cases, may engage subject experts or professionals or technical experts or consultants on the fixed remuneration contract service basis for specific sponsored design research and development project, and consultancy projects for a specific period and the remuneration to these appointments shall be paid from the respective sponsored projects. The term of such appointment shall not exceed the duration of such sponsored or consultancy projects.(c)The Institute may engage Adjunct faculty on a consolidated pay basis and Visiting Faculty on per session/per day honorarium basis as per the requirements of the subjects to be taught and for such period as may be approved by the Standing Committee.

31. Selection Committee for appointments.

- While making appointments to the posts in the Institute and Institute campuses the appointing authority shall constitute selection committees for various type of posts in the following manner namely:- (a) Director. - The appointment of the Director shall be made in accordance with the Recruitment Rules made by the Central Government as per provisions of Section 38 of the Act. (b) Faculty. - The constitution of the selection committee shall be as under-

- i. Director, National Institute of Design - Chairman
- ii. Activity Chairperson, Education - Member
- iii. One other Activity Chairperson or Dean - Member
- iv. External Expert in relevant subject - Member
- v. Chief Administrative Officer - Secretary

(c) Technical Staff and Administrative Staff. - The constitution of the selection committee shall be as under-

- i. Director, National Institute of Design - Chairman
- ii. Activity Chairperson, Education - Member
- iii. Head of the Department or Dean - Member
- iv. Registrar - Member
- v. Chief Administrative Officer - Secretary

(d) In absence of Director due to administrative reasons, the Director may nominate Academic Chairperson or Head of Department to Chair Selection Committee.

32. Performance Appraisal System.

(1) All staff of the Institute shall be required to fill in self-appraisals evaluating ones own performance independently and highlighting their contribution for the period of cycle of evaluation. The Supervisor of the employee or Head of the Department shall also give independent report on the performance of such staff, rating their performance. The Core Evaluation Committee shall evaluate performances of faculty and Heads of Departments whereas the Staff Evaluation and Development Committee shall evaluate performances of technical and administrative staff. These Committees shall evaluate both self and supervisory appraisal report and discuss with staff and their supervisors, if necessary and thereafter make an independent evaluation and recommend suitable rewards based on level of performance of each staff. (2) Core Evaluation Committee. - The Director shall chair the Core Evaluation Committee and shall nominate four Activity Chairpersons or Principal Designers as member from amongst the available faculty. While evaluating the performance of faculty in the level of Senior Designer and above, an eminent academician of the level of professor and above shall be nominated as external expert of the Core Evaluation Committee. (3) Staff Evaluation and Development Committee. - The Registrar, shall Chair the Staff Evaluation and Development Committee and the Director shall nominate three members amongst the Heads of Department and a Senior Faculty member in this Committee to review performance of Technical and Administrative Staff. (4) Every faculty member will be required to submit

self-appraisals every year to his Discipline Lead, who in turn shall evaluate and submit his recommendation to Activity Chairperson, Education or Dean of the Institute Campus as the case may be. These reports shall then be submitted to Core Evaluation Committee.(5)The Core Evaluation Committee shall review the self and supervisory appraisal reports and invite the faculty member concerned to make a presentation to the Committee. On detailed review of the appraisal reports, presentation of the faculty member and discussions thereon, give their assessment on the performance of faculty member for the period of cycle of evaluation and recommend award of suitable incentives in the form of accelerated increments, grade change and promotion to the next grade with increased responsibilities. The recommendations of the Core Evaluation Committee shall be placed before the Director for approvals.(6)Faculty members aggrieved with the recommendations of the Core Evaluation Committee may represent for review of decisions by the Committee or appeal to the Governing Council detailing their grievances. The decision of the Committee on the review application or the decision of the Governing Council on appeal shall be conveyed to the faculty member concerned within sixty days:Provided that an aggrieved faculty member may be given an opportunity, with the prior approval of the Chairman, to personally present his case by the Governing Council, if so desired by the faculty member.(7)Staff Evaluation and Development Committee shall review the performance of all Technical and Administrative Staff Members periodically. Every such staff member will be required to submit a self-appraisal report to their supervisor.(8)The supervisor of the staff member shall evaluate the self-appraisal report and also submit his own evaluation report in respect of the performance to Chief Administrative Officer.(9)The Chief Administrative Officer shall present the performance appraisal reports to staff Evaluation and Development Committee. The Committee shall give their assessment on the performance of the staff member and recommend award of suitable incentives in the form of accelerated increments, grade change and promotion to the next grade based on the performance level and merit and contribution to the Institute objectives and goals. The recommendations of the Committee shall be placed before the Director for approval.(10)Technical and administrative staff members aggrieved with the recommendations of the Staff Evaluation and Development Committee may represent for review of decisions by the Committee or appeal to the Governing Council detailing their grievances. The decision of the Committee on the review application or the decision of the Governing Council on appeal shall be conveyed to the faculty member concerned within sixty days;Provided however the aggrieved staff member may be given an opportunity to personally present his case before the Governing Council's Standing Committee, if so desired by the staff member.

33. Grievances Committee.

(1)The Institute shall constitute a Grievances Committee to examine grievances other than performance appraisal related matters, if any, of the faculty, technical and administrative staff. Any grievance received by the Committee shall be expeditiously dealt with on the merits of the case and upon providing personal hearing for the aggrieved employee.

2. The composition of the Grievances Committee shall include Activity Chairperson (Education) or Dean as Chairman, Registrar and Controller of Finance and Accounts as members and Chief Administrative Officer as Member-Secretary.

3. The report of the Grievances Committee shall be submitted to the Director who shall take decision in the matter on the basis of the findings of the Grievances Committee.

4. An employee aggrieved by the decision of the Director may prefer appeal to the Standing Committee, excluding the Director, whose decision in the matter shall be final.

34. General Service rules, regulations and delegation of Administrative and Financial powers.

(1)The rules, regulations, instructions, guidelines, delegation of financial powers approved by the Governing Council, and adopted by the Institute prior to the notification of the Act providing for general conditions of service, conduct and discipline rules, norms /guidelines for perks/facilities, National Design Institute Provident Fund, Gratuity, Advances and Loans shall continue to remain in force till such time they are amended or modified with the approval of the Governing Council:Provided, that any proposal for amendment to the general service rules or conditions of service shall be discussed at the Senate meeting and considered by the Council's Standing Committee before they are placed before the Governing Council for approval.