

# National Institute of Design, Madhya Pradesh Statutes, 2023

UNION OF INDIA

India

## National Institute of Design, Madhya Pradesh Statutes, 2023

### Statutory Instrument 24024-59-2022-IPR-V of 2023

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In exercise of the powers conferred by sections 28 and 29 of the National Institute of Design Act, 2014 (18 of 2014), the Governing Council of the National Institute of Design, Madhya Pradesh, with the prior approval of the Visitor, hereby makes the following first Statutes of the National Institute of Design, Madhya Pradesh, namely:-

#### 1. Short title and commencement.

(1) These Statutes may be called National Institute of Design, Madhya Pradesh Statutes, 2023.(2) They shall come into force on the date of their publication in the Official Gazette.

#### 2. Definitions.

(1) In these Statutes, unless the context otherwise requires, -(a) "Act" means the National Institute of Design Act, 2014 (18 of 2014), as amended from time to time;(b) "activity" in relation to the Institute, includes academic and allied, over viewing the multidisciplinary functions in respect of education, research and publication, integrated design services, outreach programmes, industry programmes, Information Technology services, and such other functions as may be decided by the Director with the approval of the Governing Council;(c) "Activity Chairperson" means a faculty member of the Institute nominated as an Activity Chairperson under Statute 22;(d) "Department" means a group of administrative activities, with or without sections, cells or 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 decided by the Governing Council;(e) "Discipline Lead" means a faculty member nominated as a Discipline Lead under Statute 29;(f) "disciplines" or "programmes" means a branch of educational programmes or courses related to studies and research offered by the Institute under a particular faculty stream;(g) "Faculty" means an employee appointed for the position of teaching, research or developmental activities of the

Institute;(h) "*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;(i) "*Head of Department*" means the administrative Head of a Department;(j) "*Institute*" means the National Institute of Design, Madhya Pradesh;(k) "*Standing Committee*" means the Standing Committee of the Governing Council constituted under Statute 10;(l) "*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;(m) "*Adjunct faculty*" means an expert or reputed designers in the industry, including skilled professionals, both serving or retired, engaged for a specific period for the teaching, research or development activities of the Institute;(n) "*Visiting faculty*" means an expert including a designer, academic, skilled professional who is an expert for specific courses and is engaged to teach those specific courses.(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; and(v) all Activity Chairpersons, Dean of Institute campuses, Registrar, Heads of Departments and Discipline Leads.

### 4. Governing Council and meetings thereof.

(1) Subject to the provisions of section 13 of the Act, the Governing Council shall 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) Three members or one third of actual strength, whichever is higher, shall form a quorum for a meeting of the Governing Council.(4) Members may participate in the meeting of the Governing Council 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.(5) 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.(6) 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.(7) 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.(8) The notice of a meeting 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.(9) Agenda of a meeting shall be circulated in advance by the Registrar to all members.(10) If a member, other than ex-official member, 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.(11) Notices of motions for inclusion of any item on the agenda must reach to 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.(12) The ruling of the Chairperson regarding any question of procedure shall be final.(13) Any matter, which would require approval of the Governing Council and where it is not possible to convene the meeting of the Governing Council at short notice, such matters may be considered by the Governing Council by means of resolution by circulation, with the approval of Chairperson.(14) The minutes of the proceedings of a meeting of the Governing Council shall be drawn up by the Registrar with the approval of the Chairperson, and circulated to all members of the Governing Council within a period of seven working days, seeking comments on the minutes and if no comments are received within seven days of receipt of minutes, the same shall be treated as final after it is signed by the Chairperson.(15) The minutes of the proceedings, along with any modification suggested, shall be placed for confirmation at the next meeting of the Governing Council and the changes, if any, are confirmed and signed by the Chairperson, they shall be recorded in the minute book by the Registrar within fifteen days of conclusion of every such meeting.(16) The minute book shall be kept open for inspection of the members at all times during office hours.

## **5. Powers of Governing Council.**

(1) The Governing Council shall have the following powers in addition to the powers under sub-section (1) of section 14 of the Act, namely: -(a) assist the Central Government in the process of appointment of the Director under section 18 of the Act;(b) abolish, re-designate or change the nomenclature of any post except that of the Director, with the prior approval of Central Government.(2) The Governing Council shall, for the purposes of making appointment to academic and other posts, take into consideration 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 obtain the approval of the Governing Council on such action taken by him, within a period of thirty days.

## **7. Authentication of orders of Governing Council.**

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

## **8. Travelling allowances of members of authorities of Institute.**

The members comprising the authorities of the Institute, except internal or ex official members of the Institute shall be entitled to travelling allowances, daily allowance and sitting fee for attending their respective meetings on the same rates as are applicable to the officers and employees of the Central Government.

## **9. Representation of donors in 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, shall be fifty lakh rupees or more: 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 Governing Council.**

(1) The Governing Council shall constitute Standing Committee consisting of the following members, namely: -(a) the Director, who shall be the Chairperson 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 Chairperson of the Standing Committee, shall preside over the meetings of the Standing Committees and in his absence, the 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 employee and staff of the Institute shall be first placed before the Standing Committee for consideration, recommendations before they are placed before the Governing Council for approval. (8) All proposals seeking budgetary support, whether recurring or non- recurring, 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 the Finance Committee and Building and Contracts Committee and shall review periodically all building or construction projects, contracts and work orders in respect of items of capital expenditure, and such other matters as may be referred to it 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. (12) All orders and decisions of the Standing Committee shall be signed by the Chairperson and

authenticated and circulated by the Registrar or any other person authorised by the Governing Council to the members of the Committee.

## **11. Director.**

(1) The Director shall incur expenditure in accordance with the delegation of administrative and financial powers as approved by the Governing Council.(2) The Director may write off irrecoverable losses up to a limit of ten thousands rupees and of irrecoverable value of stores lost or rendered unserviceable up to a limit of twenty five thousands rupees, subject to such conditions as may be made by the Governing Council.(3) The Director shall, with the prior approval of the Governing Council, 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 provision of the Act, on the recommendations of the Selection Committee.(4) The Director shall constitute such committees or panels for deliberations and recommendations on any matter concerning the Institute as may be considered necessary.(5) The Director may, with the approval of the Governing Council, delegate any of his powers or responsibilities to one or more members of academic or administrative staff of the Institute.(6) The Director shall issue such orders specifying the 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.(7) The Director may -(a) assign additional tasks or responsibilities to any employee for such period of time and on such terms as may be necessary;(b) seek recommendations or reports on any matter referred to the Committees or panels referred to in clause (4).(8) The Director shall exercise such other powers as may be delegated to him by the Governing Council; and(9) The Director shall, with the prior approval of the Governing Council, sign Memorandum of Understanding, agreements to cooperate with educational or other institutions or industry in any part of the country, or any part of the world with the prior approval of the Central Government, 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 the 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. the Principal Designers (Professor) and Senior Designers (Associate Professor) entrusted with the responsibility of any activity;b. three Heads of Department, to be nominated by the Director.(2) The term of office of the members of the Senate, other than ex-official 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) 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) all matters considered at the meetings of the Senate shall be decided by a majority of the votes of the members present and if the votes are equally divided, the chairperson shall have casting vote.(9) The Registrar or another member of the Senate as authorised by the Chairperson of the Senate, shall prepare minutes of the proceedings of the Senate and the copy of the minutes as approved by the Chairperson 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.(10) If, in the opinion of the Chairperson 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 for post fact to ratification.(11) The members of the Senate nominated under clauses (d) and (e) of section 15 of the Act, shall be entitled to travelling allowance, daily allowance and sitting fee from the Institute as may be laid down by the Governing Council.(12) 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 Faculty Streams, 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 the 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 classrooms and fields as also encouraging opportunities for bringing in market realities to the classrooms through consultancy, outreach and industry programme projects;(i) planning and reviewing electives and other extracurricular programmes of students and making appropriate recommendations;(j) overseeing the functioning of labs, studios, classrooms, hostels, student welfare, co-curricular activities and grievance mechanisms;(k) awarding stipends, medals, prizes and other similar recognitions with such conditions as may be deemed necessary with the prior approval of Senate;(l) awarding scholarships and other similar recognitions with such conditions as may be deemed necessary with the prior approval of Governing Council;(m) periodical review of the progress of various academic and admission activities of the Institute; and(n) 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 bachelor's, master's, doctoral, integrated master's programmes through design disciplines, under the following Faculty Streams, namely: -(a) **Faculty of Industrial Design** leading to specialisation such as Product Design, Furniture and Interior Design, Ceramic and Glass Design, Toy and Game Design, Transportation and Automobile Design and Universal Design and other related specialisations;(b) **Faculty of Communication Design** leading to specialisation such as Graphic Design, Animation Film Design, Film and Video Communication Design, Photography and Exhibition Design and other related specialisation;(c) **Faculty of Textile, Apparel, Lifestyle and Accessory Design** leading to specialisation such as Textile, Apparel design and Life style Accessory Design and other related specialisations;(d) **Faculty of Inter-Disciplinary Design Studies** leading to specialisation such as Strategic Design Management and Design for Retail Experience and other related specialisations.(2) The Governing Council may, on the recommendation of the Senate, add or delete or modify any faculty streams of design disciplines or programmes by amending this Statute.

## 5. Nomenclature of education and training programmes.

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

## 16. Student fee.

The deposits or the fee to be charged from the students including fee for the admission tests, tuition fee, examination fee, hostel fee and other fee for the degree, diploma and certificate under various Faculty Streams 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.

The 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 till they are reviewed by Senate with approval of Governing Council.

## **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) There shall be constituted by the Governing Council an Academic Advisory Committee consisting of the following members, namely: -(a) the Activity Chairperson (Education) shall be the Chairperson 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) The Academic Advisory Committee shall; -(a) initiate proposals for review and development of curriculum for the course 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 classrooms and fields as also encourage opportunities for bringing in market realities to the classrooms 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) There shall be constituted by the Governing Council a Faculty Forum consisting 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.(4) The feedback of the Faculty Forum shall be placed before the Senate for consideration and recommendation of appropriate action.



## **21. Deans of Institute Campuses.**

(1) The Dean of the 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 Institute 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 of the Institute campus shall execute all policy directions of the Senate, Director, Standing Committee and Governing Council. (4) The Dean of the Institute campus shall supervise and maintain all records related to the campus, sending periodical reports to the Activity Chairperson (Education) and the Director. (5) The Dean of the Institute campus 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 of the Institute campus shall exercise such administrative and financial powers as may be delegated to him by the Governing Council.

## **22. Activity Chairpersons.**

(1) There shall be nominated by the Director, the following Activity Chairpersons for various activities and objectives of the Institute, namely- (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) Any other Activity Chairperson. (2) The Activity Chairpersons shall be nominated from amongst faculty members of the institute not below the rank of Senior Designers (Associate Professors) on rotation basis for a term of three years from the date of their nomination. (3) 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 of the Institute 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 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 functions as may be entrusted to him by the Director.(5) The Activity Chairperson (Education) shall exercise such powers as may be delegated to him by the Governing Council.

## **24. Functions of other Activity Chairpersons.**

(1) The Activity Chairpersons referred to in clauses (b) 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 other powers as may be delegated to them 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 Senior Designer (Assistant Professor) or Designer (Faculty).(2) The Vice-Chair shall, in the absence of the Activity Chairperson, officiate as Activity Chairperson and in the event of non-availability of Vice-Chair for any reasons, the Director shall nominate a faculty member of the level of Senior Designer (Associate Professor) or Associate Senior Designer (Assistant Professor) to officiate as Activity Chairperson during his absence and such officiating Activity Chairperson shall have the same powers as of Activity Chairperson.

## **26. Registrar.**

(1) The Registrar of the Institute shall be appointed by the Governing Council on deputation failing which on contract, for a period of three years extendable on yearly basis for a total period of five years.(2) The Registrar shall be in charge of all academic administration of the Institute and responsible for implementing directives of the Central Government in respect of all academic and student matters and shall coordinate with 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 of Institute campuses 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 functions as may be entrusted to him by the Director and shall also exercise such powers as may be delegated to him by the Governing Council.

## **27. Chief Administrative Officer.**

(1) There shall be appointed by the Governing Council a Chief Administrative Officer, who shall be in charge of the establishment matters, general administration matters of the Institute, liaison with the Central Government 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.

## **28. Controller of Finance and Accounts.**

(1) There shall be appointed by the Governing Council a Controller of Finance and Accounts, who shall be in charge of the finance and accounts matters of the Institute and Institute campuses, liaison with the Central Government and other authorities on finance, grants, accounts and audit matters. (2) The Controller of Finance and Accounts shall also be responsible for accounts and finance services, taxation, complying with statutory requirements for maintenance and presentation of accounts and compliance of all conditions of grants and assist the Director in preparing financial data and presentation for the Standing Committee or the Governing Council and perform such other responsibilities as may be entrusted to him by the Director.

## **29. Discipline Leads.**

(1) Every design discipline in under graduate or postgraduate courses shall have a Discipline Lead to liaison with the faculty and students for course delivery, assessment, grading and evaluation juries 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 (Assistant Professor), on a rotation basis for a term of three years 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 other powers as may be delegated to him 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 academic 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, Principal Designer (Professor), Senior Designer (Associate Professor), Associate Senior Designer (Assistant Professor), Principal Technical Instructor, Senior Technical Instructor, Designer (Faculty), Senior Design Instructor and such other academic posts as recommended by the Senate and approved by the Governing Council.(b) **Technical Staff members** which shall include Associate Senior Technical Instructor, Associate Senior Design Instructor, Design Instructor, Technical Instructor, Senior Engineer (Land, Building and Maintenance), Deputy Engineer (Electrical), Assistant Engineer (Civil), Assistant Engineer (IT), Supervisor (Electrical/Security), Technical Assistant 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.(c) **Administrative and other staff** which shall include Registrar, Chief Administrative Officer, Controller of Finance and Accounts, Deputy Registrar, Head Librarian/Resource Centre, Administrative Officer, Senior Accounts Officer, Senior Assistant Librarian, Senior Superintendent, Assistant Admin Officer, Head Security Services, Superintendent, Senior Assistant, Senior Library Assistant, Senior Assistant (Admn./studio), Warden, Assistant (Accounts/Admn./Library) 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.

### 31. Method of appointment of staffs.

(1) The officers, teachers and other staffs shall be appointed either by direct recruitment, by promotion, by deputation (including short-term-contract), by absorption, by re-employment or by contract on the recommendations of the Selection Committee constituted by the appointing authority.(2) Appointments in all the categories shall be made against sanctioned posts.(3) The appointment through direct recruitment shall be as regular employee against available posts on applicable pay and allowances as specified in the First Schedule.(4) The appointment on contract basis shall be for a fixed period up to three years (extendable for further two years, on yearly basis) on applicable pay scales and allowances as specified in the First Schedule and terms and conditions as approved by the Governing Council on recommendation of Standing Committee.(5) The procedure to be followed for appointment against sanctioned posts shall be as under: -(a) all post in the Institute shall be filled by advertisement on all India basis through a notification on its website, print and electronic media and such other means as may be deemed appropriate to ensure wide publicity;(b) while making appointments, the Institute shall make necessary provisions for the reservation of posts as per the directives of the Central Government from time to time.(c) in respect of all recruitment's appointment letters detailing the terms and conditions, tasks and responsibilities and other details shall be issued, after approval of the competent authority, by the Registrar or such officer as may be specifically authorised to do so by the Director.(6) 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.(7) The candidates selected or shortlisted for a post under the Institute may be paid such travelling allowances as may be determined by the Governing Council.(8) All appointments made by the Institute shall be reported to the Governing Council at its next meeting.(9) All appointments to posts under the Institute shall be made on probation for a period of two years after which the appointee, if confirmed, shall continue to hold his office till the end of the month in which he attains the age of superannuation, that is to say the sixty years of his age or earlier if he is found medically unfit or terminated on disciplinary grounds.(10) 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.(11) The Institute may engage Adjunct Faculty on a consolidated pay basis and Visiting Faculty on per session or per day honorarium basis as per the requirements and on such terms and conditions as approved by Governing Council.(12) The Director, in appropriate cases, with the prior approval of the Governing Council, may engage subject experts or professionals or technical experts or consultants on the fixed remuneration contract service basis for specific sponsored project and consultancy projects for a specific period and the remuneration to these appointments shall be paid from the respective sponsored projects: Provided that the term of such appointment shall not exceed the duration of such sponsored or consultancy projects.

### 32. Creation of posts.

(1) The Governing Council may recommend 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.(2) No new posts shall be created without the prior approval of the Governing Council and the Central Government, which shall keep financial prudence in mind in doing so and shall also ensure compliance of the instructions issued by the Central Government in this regard.

### 33. Selection Committee for appointments.

(1) While making appointments to the posts in the Institute, the appointing authority shall constitute the Selection Committees for various posts in the following manner namely: **-(a) Faculty.** - The selection committee for the appointment of the faculty members shall consist of: i. the Director, National Institute of Design - Chairperson; ii. the Activity Chairperson (Education) - Member; iii. one other Activity Chairperson or Dean - Member; iv. one external Expert in relevant subject - Member; v. the Chief Administrative Officer - Secretary: Provided, the members should be of at least one level higher than the post under consideration for selection: Provided further that in case staff of appropriate level not available in the Institute, the same may be nominated from other National Institutes of Design or other Institutes of national importance with the approval of the Governing Council. **(b) Technical Staff and Administrative Staff.** - (1) The Selection Committee for the appointment of technical staff members or administrative and other staff members shall consist of: i. the Director, National Institute of Design - Chairperson; ii. the Activity Chairperson, Education - Member; iii. the Head of the Department or Dean - Member; iv. the Registrar - Member; v. the Chief Administrative Officer - Secretary (2) In case of selection of the Registrar or the

Chief Administrative Officer, any other staff nominated by the Director shall be the member and Secretary, respectively. Provided, the members should be of at least one level higher than the post under consideration for selection: Provided further that in case staff of appropriate level not available in the Institute, same may be nominated from other National Institutes of Design or other Institutes of national importance with the approval of Governing Council.

### **34. Performance Appraisal System.**

(1) All the Faculty Members shall be required to fill in self-appraisals evaluating own performance independently and highlighting their contribution for the period of cycle of evaluation in the format and manner approved by the Governing Council. (2) All other Technical Staffs and Administrative Staffs shall be required to fill in self-appraisals evaluating own performance independently and highlighting their contribution for the period of cycle of evaluation in the format and manner approved by the Governing Council, keeping in view the guidelines prescribed by Central Government from time to time.

### **35. 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. (2) 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. (3) The composition of the Grievances Committee shall include the Activity Chairperson (Education) or Dean as Chairperson, Registrar and Controller of Finance and Accounts as Members and the Chief Administrative Officer as Member Secretary. (4) 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. (5) An employee aggrieved by the decision of the Director may prefer appeal to the Standing Committee, excluding the Director.

### **36. Provident Fund and Pension Schemes.**

Employees of the Institute shall be governed by the New Pension Scheme of the Central Government.

### **37. General Service rules, regulations and delegation of administrative and financial powers.**

The rules, regulations, instructions, guidelines, delegation of financial powers approved by the Governing Council, and adopted by the Institute prior to the commencement of these Statutes providing for general conditions of service, conduct and discipline rules, norms or guidelines for perks or facilitates, provident fund, gratuity, advances and loans shall continue to remain in force, to the extent they are not inconsistent with the provisions of these statutes, 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 considered by the Senate and the Standing Committee before they are placed before the Governing Council for approval." "First Schedule" [See Statute 31(3) and 31(4)] **Name, pay scales and sanctioned strength of posts in National Institute of Design, Madhya Pradesh** **Part A - Faculty Posts**

Sr. No.	Name of post	Pay scale as per 6th CPC	Pay level as per 7th CPC	Sanctioned strength
1	Director	PB-4+10000/-	Level-14	1
2	Principal Designer (Professor)	PB-4+8700/-	Level-13	3
3	Senior Designer (Associate Professor)	PB-3+7600/-	Level-12	6
4	Associate Senior Designer (Assistant Professor)	PB-3+6600/-	Level-11	8
5	Principal Technical Instructor	PB-3+6600/-	Level-11	2
6	Senior Technical Instructor	PB-3+5400/-	Level-10	2
7	Designer (Faculty)	PB-3+5400/-	Level-10	12
8	Senior Design Instructor	PB-3+5400/-	Level-10	1

**Part B - Technical Staff** **TABLE**

Sr. No.	Name of post	Pay scale as per 6th CPC	Pay level as per 7th CPC	Sanctioned strength
1	Associate Senior Technical Instructor	PB-2+4600/-	Level-7	2
2	Associate Senior Design Instructor	PB-2+4600/-	Level-7	2
3	Design Instructor	PB-2+4200/-	Level-6	2
4	Technical Instructor	PB-2+4200/-	Level-6	2
5	Senior Engineer (Land, Building and Maintenance)	PB-3+5400/-	Level-10	1
6	Deputy Engineer (Electrical)	PB-2+4600/-	Level-7	1
7	Assistant Engineer (Civil)	PB-2+4600/-	Level-7	1
8	Assistant Engineer (Information Technology)	PB-2+4200/-	Level-6	2
9	Supervisor (Electrical/Security)	PB-1+2800/-	Level-5	1
10	Technical Assistant	PB-1+2800/-	Level-5	3

**Part C - Administrative Posts and other Staff** **TABLE**

Sr. No.	Name of post	Pay scale as per 6th CPC	Pay level as per 7th CPC	Sanctioned strength
1	Registrar	PB-4+8700/-	Level-13	1
2	Chief Administrative Officer	PB-3+7600/-	Level-12	1
3	Controller of Finance and Accounts	PB-3+7600/-	Level-12	1

<b>Sr. No.</b>	<b>Name of post</b>	<b>Pay scale as per 6th CPC</b>	<b>Pay level as per 7th CPC</b>	<b>Sanctioned strength</b>
4	Deputy Registrar	PB-3+6600/-	Level-11	1
5	Head Librarian/ Resource Centre	PB-3+6600/-	Level-11	1
6	Administrative Officer	PB-3+5400/-	Level-10	2
7	Senior Accounts Officer	PB-3+5400/-	Level-10	2
28	Senior Assistant Librarian	PB-2+4600/-	Level-7	1
9	Senior Superintendent	PB-2+4600/-	Level-7	2
10	Assistant Administrative Officer	PB-2+4600/-	Level-7	4
11	Head Security Services	PB-2+4600/-	Level-7	1
12	Superintendent	PB-2+4200/-	Level-6	3
13	Senior Assistant	PB-2+4200/-	Level-6	1
14	Senior Library Assistant	PB-1+2800/-	Level-5	1
15	Senior Assistant (Administration /Studio)	PB-1+2800/-	Level-5	6
16	Warden Assistant	PB-1+2800/-	Level-5	2
17	(Accounts/Administration /Library)	PB-1+2400/-	Level-4	5