

Suo-motu Disclosure under Section 4 of Right to Information (RTI) Act, 2005

1) The Particulars of organisation, functions and duties:

The National Institute of Design Andhra Pradesh (NID AP) was established on 7th September 2015 as an autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Government of India. NID AP's transit campus is situated within Acharya Nagarjuna University along the Guntur – Vijayawada highway (NH-16). Being in the formative years while staying in a geographically and climatically challenging situation NID AP is finding the best possible design solution to keep the motivation high. The permanent campus is coming up in a 50 acres site in the Amaravati educational region.

It is the first NID to setup after five decades of existence of the National Institute of Design, Ahmedabad in accordance with the National Design Policy under the ambit of National Institute of Design Act, 2014 through National Institute of Design (Amendment) Act, 2019 which received the assent of the President on the 29th November 2019 and proclaimed an Institute of National importance. The Institute promotes innovative strategies for design thinking and provides students with exceptional training facilities to the students.

The Institute provides People's first approach for design pedagogy and practice. Local, global and contextual relevance with well-structured mix of applied and theory courses in the curriculum. Provides world-class design education to promote design awareness, create well rounded design professionals in order to meet India's diverse design needs, improve the quality of life in context of social development, and create global leaders in design education & research by recognizing the changes in the economic and business environments in a global context. Provides sustainable design interventions for crafts, handlooms, rural technology, small, medium large-scale enterprises and outreach programmes for capacity, capability and institution building.

Academic Programmes offered by the Institute:

Design Foundation:

The Bachelor of Design (B. Des.) commences with a two-semester rigorous Foundation Program followed by 6 semesters of specialized studies in any of the three disciplines offered. The one year Foundation Program introduces students to the fundamentals of design and helps develop ways of perception, aesthetic sensitivity, understanding of the multi-disciplinary nature of design and relationship of design with human senses and emotions, culture, environment and ecology. Basic design studio courses are augmented by introductory studies in Humanities. This allows the students to develop a world view, understanding of the Indian milieu and the socio-cultural context for Design to operate. The varied inputs over two semesters provide the necessary direction, stimuli, facilities and experience to foster creativity and thereby help each individual discover their own identity and potential. The Foundation Program is the basis on which the remaining design curriculum is built.

Communication Design:

After finishing the one-year Foundation course of four-year B.Des., students enter into the dynamic field of Communication Design. This three-year course aids in learning the aesthetics and techniques pertaining to the three major fields (Graphic, Animation and Film Design), that are essential for a creative outcome and enabling students with the necessary skills to solve complex problems in various fields of

Communication Design. During their period of study, students are encouraged to work on a variety of projects majoring in various sub-domains of communication design. This programme successfully gives the communication industry Animators, Writers, Character Designers, Storyboard experts, Visualizers, Graphic Designers, Creative Directors and Design-informed Film makers.

Industrial Design:

Industrial Design at NID AP, focuses on preparing students for professional growth as well as for societal contribution as industrial designers. The course curriculum for Bachelor of Design (B.Des.) in industrial design commences with a rigorous foundation programme in order to lay a strong base on fundamentals of design. Further, each progressing semester contains courses to support the semester projects, ensuring theoretical and practical learning of the subjects. The curriculum is critically designed to build the core strengths as well as specialization as per the changing industry requirements. Students also work in close interaction with industry to identify their specialization such as consumer electronics, kitchenware, furniture, etc and accordingly develop their portfolio of works.

Textile and Apparel Design:

The Textile & Apparel Design programme at NID AP combines and blends theory and practice of both these disciplines. It's built on a strong technical foundation combined with basic design sensibilities and multi-disciplinary learning. This is further layered with an understanding of culture as a resource for design through, field studies and documentation to rediscover the traditional wisdom of using skills, materials, tools and approaches. This programme aims to develop new design applications using various traditional and innovative perspectives and achieves this by developing student's intellectual, aesthetic, analytical and technological abilities. Fundamentals of design basics and inputs specific to Textile and Apparel Design, including textile fibres, weave structures, surface design, dyeing techniques, coloration, printing methods, pattern making, draping, sewing techniques, constructed textiles, art appreciation, design research, design process, design management, sustainable textile methods are inherent to this programme.

(ii) the powers and duties of its officers and employees;

- Director is the Principal Academic and Executive Officer of the Institute. The Director shall be responsible for the proper administration of the Institute and for the imparting of the instruction and maintenance of discipline therein. The Director has the power to incur expenditure in accordance with the procedure as may be laid by the Governing Council and also by the DPIIT from time to time.
- Chief Co-ordinator, Academics, HoDs/Discipline Co-ordinator shall assist the Director in academic and administrative work and maintaining liaison with Institution of higher learning in design.
- The Registrar shall exercise powers and perform duties as may be assigned to him by the Act or the statutes or by the Director.
- Other officers and staff of the Institute assume powers, responsibilities and duties as assigned to them from time to time by the Director.
- For more details NID Act 2014 and its subsequent amendment may referred to which is hosted in the Institute website (www.nid.ac.in).

Organogram of the Institute:

Pl. visit <https://www.nid.ac.in/uploads/downloads/Organogram.pdf> for details.

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

The Chairperson of Governing Council, other Members and Director of the Institute follow the procedure laid down in the NID Acts and Statutes (<https://www.nid.ac.in/administration>) and other applicable GoI rules and regulations for this purpose.

(iv) the norms set by it for the discharge of its functions;

The Institute and its officers are discharging their functions and duties in accordance with the provisions contained in the NID Act 2014 read with NID (Amendment) Act 2019 (<https://www.nid.ac.in/administration>) and other applicable rules and regulations for this purpose.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The rules and regulations followed by the Institute are as per NID Act 2014 read with NID (Amendment) Act 2019 (<https://www.nid.ac.in/administration>). All the applicable instructions of Government of India and the notifications received through DPIIT, Ministry of Commerce and Industry or otherwise notified to be applicable to NID AP are followed by NID AP from time to time.

(vi) a statement of the categories of documents that are held by it or under its control;

Administrative Section: Handles Establishment and Administrative records like service records, personal files, papers relating to pay and allowances, NPS, reimbursements, settlements, recruitment, promotion, confirmation related records.

Purchase section: Annual maintenance, Tenders, Purchases as per GFR, construction and works, related records.

Academic Section: Student admissions, enrolment, examination, assessment, academic calendar, lab/workshop related documents, models and records.

Finance and Accounts Section: Annual Accounts, Budget, Grant, Expenditure and records relating to other financial matters.

Director's Office: Minutes of Governing Council, Standing Committee, Senate and MoUs signed on –behalf of the Institute.

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Broad functions of the Governing Council are as under:

(1) Subject to the provisions of NID 2014 Act and its subsequent amendment, the Governing Council shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by this Act, the Statutes and the Ordinances, and shall have the power to review the acts of the Senate.

(2) Without prejudice to the provisions of sub-section (1), the Governing Council shall-

(a) take decisions on questions of policy relating to the administration and working of the Institute;

- (b) take decision on the establishment of new Institute campus at any place in India or outside India;
- (c) institute courses of study at the Institute;
- (d) Institute academic and other posts and to make appointments thereto;
- (e) make Statutes;
- (f) consider and modify or cancel Ordinances;
- (g) consider and pass resolutions on the annual report, the annual accounts and the budget estimates of the Institute including each of the Institute campuses for the next financial year, as it thinks fit and submit them to the Central Government together with a statement of its development plans; and
- (h) exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or the Statutes.

(3) The Governing Council shall have power to appoint such committees as it considers necessary for the exercise of its powers and the performance of its duties under this Act.

(4) The Governing Council shall have the power to enter into arrangements with the Central Government, State Governments and other public or private organisations or individuals in India or outside India for securing and accepting endowments, grants, donations or gifts to the Institute on mutually agreed terms and conditions: Provided that the conditions of such grant, donation or gift, if any, shall not be inconsistent or in conflict with the nature or objects of the Institute and the provisions of this Act.

(5) The Governing Council shall have the power to take over and acquire by purchase, gift or otherwise from Government and other public bodies or private individuals willing to transfer movable and immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the provisions of this Act.

(6) The Governing Council may by specific resolution to this effect delegate to the Chairperson such of its powers for the conduct of business, as it may deem necessary.

Broad functions of Senate:

Subject to the provisions of the NID 2014 Act and its subsequent amendment the statutes and the Ordinances, the Senate of the Institute shall have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

1. Governing Council:

The Governing Council shall consist of the following members, namely:-

- (a) a Chairperson, who shall be an eminent academician, scientist or technologist or professional or industrialist, to be nominated by the Visitor;
- (b) the Director, ex officio;

- (c) the Financial Adviser in the Ministry or Department of the Government of India dealing with the National Institute of Design, ex officio;
- (d) the Joint Secretary, in the Ministry or Department in the Government of India dealing with the National Institute of Design, ex officio;
- (e) one representative of the Ministry or Department of the Government of India not below the rank of Joint Secretary dealing with Higher Education, to be nominated by the Secretary of that Ministry or Department, ex officio;
- (f) one representative of the Ministry or Department of the Government of India not below the rank of Joint Secretary dealing with Information Technology to be nominated by the Secretary of that Ministry or Department, ex officio;
- (g) one representative from the State in which the Institute campus is located, to be nominated by that State Government;
- (h) five professionals, one each from the fields of architecture, engineering, fine arts, mass media and technology, to be nominated by the Central Government;
- (i) an outstanding Designer, to be nominated by the Visitor in consultation with the Central Government;
- (j) a management expert, to be nominated by the Chairperson;
- (k) a representative of the Micro, Small and Medium Enterprises, to be nominated by the Central Government;
- (l) three persons to be nominated by the Senate from amongst persons recommended by companies, firms or individuals who have provided financial assistance or contribution to the Institute: Institute be open to all races, creeds and classes. Teaching at Institute. Visitor. Authorities of Institute. Governing Council. Provided that the threshold of financial assistance or contribution and other requirements to qualify for such nomination shall be such as may be provided for in the Statutes; and
- (m) Dean of each Institute campus, ex officio.
- (n) the Registrar, shall be, Member Secretary of the Standing Committee.

2. Standing Committee of the Governing Council:

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, shall be, Member Secretary of the Standing Committee.

3. Senate:

The Senate of the Institute shall consist of the following persons, namely:-

- (a) The Director, ex officio, who shall be the Chairman of the Senate;
- (b) Dean of each Institute campus, ex officio;
- (c) Senior Professors of the Institute and of the Institute campuses;

(d) three persons, not being employees of the Institute, to be nominated by the Chairperson in consultation with the Director, from amongst educationists of repute, one each from the fields of science, engineering and humanities and at least one of them shall be a woman;

(e) one alumnus of the Institute to be nominated by the Chairperson in consultation with the Director; and

(j) such other members of the staff as may be laid down in the Statutes.

The Constitution of the Governing Council, Standing Committee and Senate are as per the NID Act 2014 and subsequent amendment during 2019. The Minutes of the meetings are accessible to public on demand.

(ix) a directory of its officers and employees;

The requisite details are available in the Institute website:

<https://www.nid.ac.in/people>

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

S.No	Employee Name	Designation	Pay level
1	Prof. Sekhar Mukherjee	Director	Level 14
2	Mr.G Bhavani Sankar	Chief Administrative Officer	Level 12
3	Mr. D Sri Krishna	Controller of Finance and Accounts	Level 12
4	Mr. Piyush Sharma	Deputy Registrar	Level 11
5	Mr. M. Ramachandra Murty	Associate Senior Faculty	Level 11
6	Dr. Amaltas Khan	Associate Senior Faculty	Level 11
7	Mr. Arnab Senapati	Associate Senior Faculty	Level 11
8	Mr. Rajiv Jassal	Associate Senior Faculty	Level 11
9	Mr. Ch Kurma Nadham	Faculty	Level 10
10	Ms. Archana	Faculty	Level 10
11	Mr. Abhishek Agrawal	Senior Engineer (Land Building & Maintenance)	Level 10
12	Ms. M Vidhyalakshmi	Administrative Officer	Level 10
13	Dr. Vignesh S N	Senior Assistant Librarian	Level 8
14	Mr.Sunny Bairisal	Associate Senior Technical Instructor - Product Design	Level 8
15	Mr. Shikher Saxena	Associate Senior Technical Instructor - IT	Level 8
16	Mr. Ganesh Kumar	Warden Boys	Level 5

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

National institute of Design- Andhra Pradesh		
Budget received from DPIIT (Rs in Crores)		
	2019-20	2020-21
Salary Grant	3.45	3.15
General Grant	2.93	2.71
Capital Grant	2.39	3.11
Total	8.77	8.97

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Nil

(xiii) Particulars of recipients of concessions, permits or authorisations granted by it;

Nil

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

All the relevant details including the orders passed by the GoI, and from DPIIT if any notified to NID AP from time to time are made available on the website.

The, other details like Acts and Statutes, Policies, office orders, office memorandums, circulars, employment related information, procurement/tenders, news & events, etc are also made available on the Institute's website. For more details please visit (<https://www.nid.ac.in/>).

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

The academic and administrative activities are hosted in the Institute website from time to time and are available for the citizens besides obtaining information from the Central Public Information through RTI online portal.

NID AP observes five working days a week from Monday-Friday and follows the weekly holidays on Saturday, Sunday and other holidays as notified by GoI. The working hours of Administration of NID AP are from 09.00 a.m. to 05.30 p.m. Library of NID AP is maintained for registered users' i.e for students, faculty and staff of NID AP and it is not for public use.

(xvi) the names, designations and other particulars of the Public Information Officers;

In pursuance of Section 5(1) and Section 19(1) of the Right to Information Act (RTI), 2005, the following officials of NID AP are hereby designated for providing information in respect of all matters relating to the Institute and to consider and dispose of the First Appeals as per the provisions of the RTI Act:

Prof. Sekhar Mukherjee Director, NID AP email id: rti1stappeal@nid.ac.in Contact No.: 0863-2377221	First Appellate Authority (FAA)
Ms. M. Vidhyalakshmi Administrative Officer, NID AP Email id: pio@nid.ac.in Contact No: 0863-2377224	Central Public Information Officer (CPIO)

(xvii) such other information as may be prescribed; and thereafter update these publications every year

All such prescribed information related to student admission procedures, academic programmes, examination schedules, results etc. is updated from time to time and is available on the website of NID AP (<https://www.nid.ac.in/>).

Right to Information (RTI) is an Act of the Indian Parliament enforced from the year 2005, to provide a practical regime for citizens to secure access to information under the control of public authorities. The citizen shall obtain the information from the Public Authority on all matters and services relating to public interests.

To seek information from National Institute of Design, Andhra Pradesh the below points may be followed:

1. The online RTI applications can be filed through <https://rtionline.gov.in/>. For more details please visit <https://rti.gov.in/>
2. There is no prescribed format for application, for seeking information.
 - i) Application can be made on a simple paper. A request for obtaining information under sub-section (1) of section 6 under RTI Act shall be accompanied by a prescribed fee of rupees ten by demand draft or bankers cheque or IPO/e-IPO in **favour of “National Institute of Design, Andhra Pradesh” payable at Guntur**. The application should however have the name and complete postal address of the applicant.
 - ii) RTI fee is not required to be paid by any citizen who is Below Poverty Line (BPL) as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, along with the application.
 - iii) The application should be addressed to the Central Public Information Officer, National Institute of Design, EEE Building, Acharya Nagarjuna University, Namburu - 522510, Guntur - Vijayawada Highway, Andhra Pradesh.
3. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of demand draft or bankers cheque payable to the National Institute of Design, Andhra Pradesh, at the following rates:-
 1. Rupees two for each page (in A-4 or A-3 size paper) created or copied:
 2. Actual cost or price for samples or models; and
 3. For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hours or fraction thereof on each occasion for the same case.
4. For providing the information under sub-section (5) of section 7, the fee shall be charged by demand draft or bankers cheque payable to the National Institute of Design, Andhra Pradesh at the following rates:-
 1. For information provided in CD/DVD, if available, rupees fifty per CD/DVD; and
 2. For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.