

**NATIONAL INSTITUTE OF FASHION
TECHNOLOGY, Patna**

Particulars of Organization, Functions and Duties

Chapter-2 (Manual 1)

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Particulars of Organization, Functions and Duties

2.1. Objective/purpose of the Institute.

The functions of the Institute as contained in Section 6 of NIFT Act, 2006 include:

- i) To nurture and promote quality and excellence in education and research in area of fashion technology;
- ii) To lay down courses leading to graduate and post-graduate degrees, and doctoral and post-doctoral courses and research in area of fashion technology;
- iii) To hold examination and grant degrees in area of fashion technology;
- iv) To confer honorary degrees, awards or other distinctions in area of fashion technology;
- v) To cooperate with educational and other institutions in any part of the world having objects wholly and partly similar to those of the Institute by exchange of faculty members and scholars and generally in such manner as may be conducive to their common objective;
- vi) To conduct courses for teachers, fashion technologists and other professionals;
- vii) To undertake research and studies in area of fashion technology and application thereof, particularly concerning the integration of locally produced materials, the recruitments of mass production, improved quality and design and international marketing;
- viii) To collect and maintain literature and materials available in area of fashion technology so as to develop a modern information centre within the country;
- ix) To create a central faculty of fashion technology resource and analysis for use by the researchers;
- x) To have a centre to experiment and innovate and to trained person in the area of fashion technology;
- xi) To develop an international centre for creation and transmission of information in the area of fashion technology, with focus on educational, professional and industrial commitments;

- xii) To develop a multi-disciplinary approach in carrying out research and training in area of fashion technology so that the large interest of profession, academia and fashion industry are better served;
- xiii) To organize national and international symposia, seminar, conferences and exhibition in selected area of fashion technology, from time to time;
- xiv) To arrange courses catering to the special needs of the developing countries;
- xv) To act as a nucleus for interaction between academia and industry by encouraging exchange of fashion technology and other technical staff between the Institute and the industry by undertaking sponsored and funded research as well as consultancy projects by the Institute;
- xvi) To provide technical assistance to artisans, craftsmen, manufacturers, designers and exporters of fashion products; and
- xvii) To carry out any other activity in the area of fashion technology not specifically listed.

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

- To emerge as a centre of excellence and innovation proactively catalyzing growth of fashion business through leadership in profession education with concern for social and human values.
- “To establish NIFT as a centre of excellence in fashion business education, a nodal agency for benchmarking fashion education in India and apex body for training of trainees in fashion business education”. With the above mission we endeavour to:-
- Create an environment of continuous learning with holistic interdisciplinary appreciation of various components of value chain and the ground reality.
- Adopt international best practices from Institutes of higher learning and industry, on an ongoing basis.
- Instil a passion for academic excellence with commitment to team building, inspired by national aesthetics and craft legacy with humility and sensitivity.

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

NIFT Patna started its humble beginning from June, 2008, from its transit campus situated in the prestigious Udyog Bhavan, Gandhi Maidan, Patna and from July 2014 it will start functioning from its own permanent campus at Mithapur

NIFT as a Institute is a pioneer in envisioning and evolving fashion business education in the country, and this endeavor saw opening of four New Centers in 2008. Patna being one of them. NIFT now has a network of fifteen professionally managed domestic centres at New Delhi, Bengaluru, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Raebareli, Bhopal, Kannur, Patna, Shillong, Kangra, Jodhpur and Bhubaneswar.

The NIFT Patna campus is 3 kms from Patna Junction and 8 kms from the Airport. It is well connected to every part of the city through bus and autos, besides the students' bus of the institute. Security is of prime importance in the campus, which is also a strictly non-smoking zone.

The courses being offered in the institute at present include specialization in six disciplines. Which includes Bachelor of Fashion Technology & Bachelor of Design(FD,TD,AD & FC) at the under graduate level and Masters in Fashion Management at the post graduate level.

The institute boasts of a very close contact with the intellectual art and design sect of the society all over the country. Due to the advantage of being one of the pioneer institutions coming in the state, the institute is now very well networked to satisfy the academic requirements of NIFT at Patna.

The institute portrays itself as a leader in fashion education in the state. NIFT Patna has committed itself in exploring growth paradigms and to act like a catalyst in formulating the structural roadmap for the apparel and allied industry. NIFT Patna is looking forward to contribute towards upliftment of the craftsmen through workshops and design intervention.

2.4. Duties of the public authority.

Power and duties of officer and employee:

- (i) Powers and duties of officers and employees are governed by the Delegation of Administrative and Financial powers as authorized by Board /DG.
- (ii) The Duties and responsibilities of respective functionaries are contained in Academic, Estt., and Finance & Accounts manuals which are available on NIFT website www.nift.ac.in

2.5. Main activities/functions of the public authority.

The main activities/functions of the public authority contain the following:

- a. Running regular UG/PG programmes under the guidelines of the Head Office
- b. Provide requisite infrastructure to facilitate the environment for quality education.
- c. Providing adequate hostel, mess, internet facilities to the students.
- d. Running Continuing Education Programmes for the welfare of the persons who are engaged in the service industry.

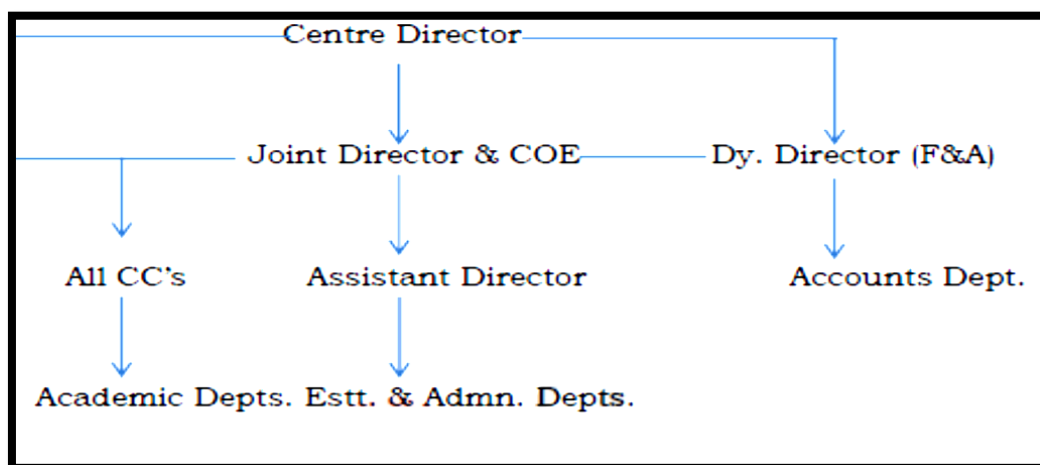
2.6. List of services being provided by the public authority with a brief write-up on them.

S. No.	Main Services	Standards
1	Admission to Regular Programmes	As per the NIFT policy, students are selected through intensive process of "Common Entrance Examination" which comprises of a written entrance examination; situation test; group discussion and interviews. These are conduct for admission to:- Undergraduate Programmes in 5 courses; Postgraduate Programmes in 1 course

2	Admissions to Continuing Education (CE) Programme.	As per NIFT policy announced annually CE certificate programmes are aimed at complementing the practical knowledge of industry professional with formal technical education. It offers following CE Programmes :- a. Fashion Clothing Technology (FCT) b. Other short term programs
3	Ensuring Quality Education and Training	A well-defined curriculum is laid out which is prepared after series of discussions with the internal & external faculty members, industry and experts. Academic calendar is issued by Dean (Academics) to all departments across 15 centres at least two months prior to start of academic year. Each academic year has 2 semesters with 16 weeks with 480 hours of direct lecture & practical instruction hours. Teacher student ratio for focused attention is normally maintained at 1:15. The direct teaching inputs for all programs shall be at least of 30 hrs. per week. Feedback from student in terms of contents & presentation made by the faculty is received every week.
4	Examination, Evaluation and Rules for Promotion	The NIFT has a well laid down system of assessment and promotion to the subsequent semester. It is based on successful performance in an examination, juries, assignments and other evaluation methods for all programmes. The performance is judged through grading system and Semester Grade Point Average. Within certain limitations students are allowed to appear for re-examination. Students may apply for re-evaluation only for written examination in the prescribed Performa. Students can apply for re-assessment in case of the number of failure subjects within certain condition. On successful completion of courses, eligible students are given degrees/certificate. Also degrees, awards are given through convocation held annually. The graduating batch is informed one month in advance for registration and completing formalities for attending convocation.
5.	Facilitation of Financial assistance, Academic and Developmental matters related to the student affairs	The NIFT provides financial assistance in the form of Means cum Merit Scholarship Scheme on the basis of economic condition. The eligible students will receive it within 3 months of the admission for each year, subject to their not being able to avail education loan facility from Banks due to reasons. a. The NIFT also undertakes Student Assistantship Programme to aid students who have demonstrated a need for financial assistance by engaging them in resource centre, laboratory, CE programme etc. & paying them as per the No. of hours they have worked. b. Student requests pertaining to academic issues are resolved within 2 – 4weeks of receipt of such requests. c. Wherever possible, hostel, canteen along with other facilities are provided to the students within the campus. d. For holistic development of students & to nurture their innate creativity, extra-curricular activities including annual cultural festival are organized.

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

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



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

It is expected that the members of public may contact appropriate authorities mentioned in this handbook to suggest norms for enhancing its effectiveness and efficiency.

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

NIFT Patna centre seeks the public participation and their contribution in all the major activities involved at the centre i.e. Admission, Recruitment, Promotion, Graduation Show, etc. Any member of public who wish to contribute for enhancing the effectiveness of the institute are always welcomed by the Institute and the stakeholders from public may contact head of the institute to facilitate such participation/ contribution.

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

NIFT Patna centre has a well-defined Grievance Redressal Mechanism ensuring the service delivery and to resolve the public grievances, Details of the same are available on the website www.nift.ac.in/Patna/index.html.

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

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

Public Grievance Officer: Prof Sanjay Shrivastava Director Email- director.Patna@nift.ac.in	Staff Grievance Officer: Mr. Shankar Kr.Jha Joint Director Email - Jointdirector.patna@nift.ac.in
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2.11. Address

National Institute of Fashion Technology,
Mithapur Farms
Patna
Email- director.Patna@nift.ac.in
Website:- www.nift.ac.in/Patna/index.html

2.12. Working Hours

Morning hours of the office: 09:00 AM (Monday to Friday)

Closing hours of the office: 05:30 PM (Monday to Friday)