



<b>Name of the institute:</b>	<b>National Institute of Design Assam</b>
<b>Officiating Director</b>	<b>Mr. Nitin Vishwakarma</b>
Present address:	Tocklai, Rajabari, Jorhat-785014
Website:	<a href="http://www.nidj.ac.in">www.nidj.ac.in</a>
Email Id :	info@nidj.ac.in
Phone:	0376-2310108, 0376-2310105
Working hours	Monday to Friday (8.30 AM to 5.00 PM)

### **Introduction:**

The National Institute of Design (NID), Assam is an autonomous Institution of National Importance under Department for Promotion of Industry and Internal Trade (DPIIT) (erstwhile Department of Industrial Policy and Promotion), Ministry of Commerce and Industry, Govt. of India established at Jorhat through the NID (Amendment) Act, 2019 passed by the Parliament of India. It is an Institution established to provide Design Education and has the mandate to award the Bachelor's degree in Design (B. Des.). The Institute commenced its academic session from 29<sup>th</sup> July 2019. NID Assam's presence in Jorhat gives a great opportunity to young creative talent and design aspirants from Northeast India and across the country.

The institute started with three disciplines namely Textile & Apparel Design, Industrial Design and Communication Design, which are allotted to the students after successful completion of the Foundation studies, to which they are initially enrolled.

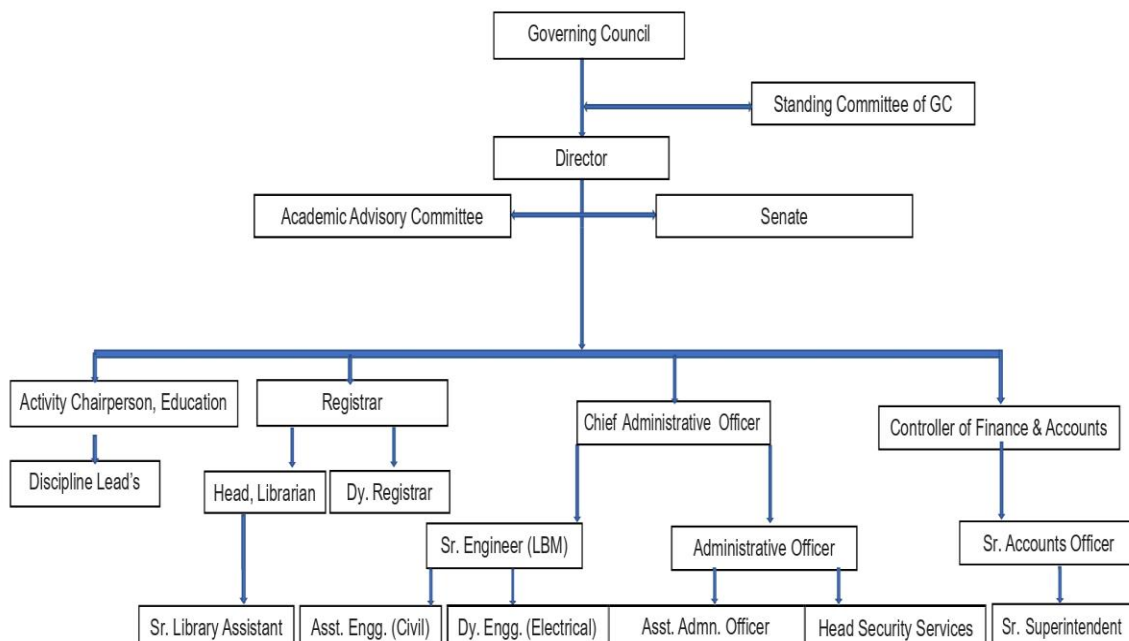
### **Authorities of the institute**

- (i) The Governing Council
- (ii) The Senate
- (iii) The Director
- (iv) The Standing Committee of the Governing Council
- (v) Activity Chairperson (Education), 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.

## Organisational structure of the institute

The institute follows the statutes and ordinances as approved by the President of India. The pyramidal structure of the organisation is headed by the Director. Work portfolio of the various officials according to their designations have been mentioned in the statutes of the institute. Their functions and responsibilities are also elaborated in the Powers and duties section below.

### NATIONAL INSTITUTE OF DESIGN, ASSAM ORGANISATIONAL CHART



NB:

1. The Organogram follows a maximum three steps decision making process. In the 1<sup>st</sup> step – the lowest officer in the hierarchy shall be (Maker or Initiator) of any academic / administrative functioning. In the 2<sup>nd</sup> step – the immediate superior officer shall be the (Checker or Corrector) overseeing the functioning of the Maker. The 3<sup>rd</sup> step – shall follow the approval from Competent Authority. The delegation of power by Governing Council / Director, w.r.t. specific office functioning, shall be reckoned as per approval.
2. The Organogram is made as per Statutes of the Institute. However, Director may re-assign the workflow of particular Section / Department depending on the workload for a specific time period.
3. The Organogram reflects activities of important Committees and Group A & B Officials [up to Level 7]. The assignment of Group B and C officials [from Level 4 to 6] in respective sections / divisions will depend on the actual workload and may be subject to change. A particular Group B and C officials may be assigned activities of multiple sections / divisions at a time, so that the work division is even amongst them.

**Contact details of institute officials**

**Phone no. 0376-2310108**

Sl. No.	Name	Designation	E-Mail ID	Extension
1.	Mr. Nitin Vishwakarma	Officiating Director & Senior Faculty	director@nidj.ac.in <a href="mailto:nitin.vishwakarma@nidj.ac.in">nitin.vishwakarma@nidj.ac.in</a>	201 252
2.	-	Registrar	registrar@nidj.ac.in	202
3.	Ms Dulumoni Kalita	Chief Administrative Officer	cao@nidj.ac.in	203
4.	-	Controller of Finance & Accounts	cfa@nidj.ac.in	204
5.	Dr. Dinamani Thakuria	Dy. Registrar	dinamani@nidj.ac.in	206
6.	Dr Dipanka Boruah	Asso Sr. Faculty	dipanka@nidj.ac.in	211
7.	Mr Sk Nawaz Ali	Asso Sr. Faculty	nawaz@nidj.ac.in	241
8.	Dr. Bisheshwar Haorongbam	Asso Sr. Faculty	bisheshwar@nidj.ac.in	242
9.	Mr Sudev Mandal	Asso Sr. Faculty	sudev@nidj.ac.in	215
10.	Mr Anoop Saxena	Asso Sr. Faculty	anoop.saxena@nidj.ac.in	265
11.	Mr Suman Chowdhury	Asso Sr. Faculty	suman.chowdhury@nidj.ac.in	245
12.	Mr Sudip Adhikary	Asso Sr. Faculty	sudip.adhikary@nidj.ac.in	279
13.	Ms Yasoda Ramesh	Faculty	yasoda@nidj.ac.in	226
14.	Mr K. Harish Singh	Faculty	kharish.singh@nidj.ac.in	225
15.	Mr. Titu Mili	Faculty	<a href="mailto:titu@nidj.ac.in">titu@nidj.ac.in</a>	220
16.	Mr Bhaktadas Bora	Faculty	bhaktadas.bora@nidj.ac.in	229
17.	Mr Ulemba Meetei Hirom	Faculty	ulemba.hirom@nidj.ac.in	259

18.	Mr Dibyendu Nag	Faculty	dibyendu.nag@nidj.ac.in	273
19.	Ms. Neela Tayade	Faculty	<a href="mailto:neela.tayade@nidj.ac.in">neela.tayade@nidj.ac.in</a>	257
20.	Dr. Tonmay Sabhapandit	Head Librarian	tonmay@nidj.ac.in library@nidj.ac.in	248
21.	Mr Soumitra N. Adhikary	Sr. Engineer (LBM)	soumitra@nidj.ac.in estate@nidj.ac.in	214
22.	Ms Sangeeta Deka	Sr Account Officer	sangeeta.deka@nidj.ac.in	227
23.	Mr Rahul Saikia	Administrative Officer	rahul.saikia@nidj.ac.in ao@nidj.ac.in	255
24.	Mr Rabindra Bora	Deputy Engineer (Electrical)	rabindra.bora@nidj.ac.in	234
25.	Mr. Sunil Bania	Head Security Services	<a href="mailto:sunil.bania@nidj.ac.in">sunil.bania@nidj.ac.in</a>	232
26.	Ms Krishna Das	Sr Asst Librarian	krishna@nidj.ac.in	218
27.	Mr. Bhairab Paul	Asstt. Engineer (Civil)	bhairab.paul@nidj.ac.in	230
28.	Mr Avnish Mishra	Asstt. Engineer (IT)	avnish@nidj.ac.in itcell@nidj.ac.in	222
29.	Ms Serrupmir Timungpi	Technical Instructor	serrupmir.timungpi@nidj.ac.in	269
30.	Mr. Devesh Kaushal	Assistant Admin Officer (Academic)	<a href="mailto:devesh.kaushal@nidj.ac.in">devesh.kaushal@nidj.ac.in</a>	237
31.	Mr. Milanjyoti Hazaraika	Assistant Admin Officer (Store & Purchases)	milanjyoti.hazarika@nidj.ac.in	270
32.	Mr Basanta Saikia	Warden (Boys Hostel)	basanta@nidj.ac.in warden.boys@nidj.ac.in	249
33.	Mr Deepak Mirdha	Electrical supervisor	deepak.mirdha@nidj.ac.in	258
34.	Mr. Vijai Kumar Rai	Asstt. Engineer (IT)	vijai.raai@nidj.ac.in	235
35.	Mr Monish Kumar Choudhury	Sr Assistant-Admin	monish.choudhury@nidj.ac.in	260

36.	Ms. Bhaswatee Likhok	Senior Assistant (Academics)	bhaswatee.likhok@nidj.ac.in	267
37.	Mr Ujjal Goswami	Sr Assistant-Accounts	ujjal.goswami@nidj.ac.in	274
38.	Ms. Pallabi Gogoi	Assistant	pallabi.gogoi@nidj.ac.in	212
39.	Mr. Gautam Kumar	Assistant	<a href="mailto:gautam.kumar@nidj.ac.in">gautam.kumar@nidj.ac.in</a>	263
40.	Mr. Agni Shekhar Kashyap	Assistant	<a href="mailto:agni.shekhar@nidj.ac.in">agni.shekhar@nidj.ac.in</a>	262
41.	Mr. Yasikur Rahman	Assistant	<a href="mailto:yasikur.rahman@nidj.ac.in">yasikur.rahman@nidj.ac.in</a>	223
42.	Mr. Indranil Chakraborty	Senior Library Assistant	indranil.chakraborty@nidj.ac.in	247

### Faculties of the institute

Sl. No.	Name	Discipline
1.	Mr. Nitin Vishwakarma, Senior Faculty	Communication Design
2.	Dr Dipanka Boruah, Associate Senior Faculty	Industrial Design
3.	Dr Bisheshwar Haorongbam, Associate Senior Faculty	Industrial Design
4.	Mr. SK Nawaz Ali, Associate Senior Faculty	Foundation Studies
5.	Mr Suman Chowdhury, Associate Senior Faculty	Communication Design
6.	Mr. Anoop Saxena, Associate Senior Faculty	Interdisciplinary Studies
7.	Mr. Sudev Kumar Mandal, Associate Senior Faculty	Foundation Studies
8.	Mr. Sudip Adhikary, Associate Senior Faculty	Industrial Design
9.	Ms. Yasoda Ramesh, Faculty	Textile & Apparel
10.	Mr. Titu Mili, Faculty	Visual Communication
11.	Mr. Bhaktadas Bora, Faculty	Industrial Design
12.	Mr. K Harish Singh, Faculty	Communication Design
13.	Mr. Ulemba Meetei Hirom, Faculty	Foundation Studies
14.	Mr. Dibyendu Nag, Faculty	Textile & Apparel
15.	Ms. Neela Tayade, Faculty	Communication Design

**Non-teaching staff of the institute as on date**

Sl. No.	Name	Designation
1.	Ms. Dulumoni Kalita	Chief Administrative Officer
2.	Dr Dinamani Thakuria	Deputy Registrar
3.	Dr Tonmay Sabhapandit	Head Librarian
4.	Mr. Rahul Saikia	Administrative Officer
5.	Ms. Sangeeta Deka	Senior Accounts Officer
6.	Mr. Soumitra Narayan Adhikary	Senior Engineer (LBM)
7.	Mr. Sunil Bania	Head Security Services
8.	Mr. Rabindra Bora	Deputy Engineer (Electrical)
9.	Mr. Bhairab Paul	Assistant Engineer (Civil)
10.	Ms. Krishna Das	Senior Assistant Librarian
11.	Mr. Devesh Kaushal	Assistant Admin Officer (Academic)
12.	Mr. Milanjyoti Hazarika	Assistant Admin Officer (Store & Purchase)
13.	Mr. Avnish Kumar Mishra	Assistant Engineer (IT)
14.	Mr. Vijay Kumar Rai	Assistant Engineer (IT)
15.	Ms. Serrupmir Temungpi	Technical Instructor
16.	Mr. Basanta Saikia	Boys' Hostel warden
17.	Ms. Bhaswatee Lekhok	Senior Assistant
18.	Mr. Monish Kumar Choudhury	Senior Assistant
19.	Mr. Ujjal Goswami	Senior Assistant
20.	Mr. Deepak Mirdha	Supervisor (Electrical)
21.	Mr. Gautam Kumar	Assistant
22.	Mr. Yasikur Rahman	Assistant
23.	Ms. Pallabi Gogoi	Assistant
24.	Mr. Indranil Chakraborty	Senior Library Assistant
25.	Mr. Agni Shekhar Kashyap	Assistant
26.	Ms. Mrigakhi Sharma	Hindi Translator cum Typist
27.	Ms. Elgene Topno	Residential Paramedical Staff

**Pay scale of the employees (As on date)**

Sl. No.	Name of the post	Scale of pay
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1.	Director	Rs. 144200-218200
2.	Principal Designer / Registrar	Rs. 123100-215900
3.	Senior Faculty / principal Technical Instructor / Chief Administrative Officer / Controller of Finance & Accounts	Rs. 78800-209200
4.	Associate Senior Faculty / Deputy Registrar /Head Librarian	Rs. 67700-208700
5.	Senior Engineer (LBM) / Faculty / Administrative Officer /Senior Accounts Officer	Rs. 56100-177500
6.	Associate Senior Technical Instructor / associate Senior Design Instructor / Senior Assistant Librarian / Senior Superintendent / Head Security Services / assistant Admin Officer / Deputy Engineer Electrical /Assistant Engineer (Civil)	Rs. 44900-142400
7.	Superintendent / Senior Assistant / Design Instructor / Technical Instructor / Assistant Engineer (IT)	Rs. 35400-112400
8.	Senior Library Assistant / Senior Assistant (Admin/Studio) / warden / Supervisor (Electrical / Security) / Technical Assistant	Rs. 29200-92300
9.	Assistant (Accounts/ Admin / Studio)	Rs. 25500-81100

### **Powers and duties of the officials**

#### **Director**

- (i) incur expenditure in accordance with the delegation of administrative and financial powers as approved by the Governing Council;
- (ii) 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;
- (iii) 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;

- (iv) constitute such committees or panels for deliberations and recommendations on any matter concerning the Institute;
- (v) 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;
- (vi) 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;
- (vii) 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.
- (viii) exercise such other powers as may be delegated to him under the delegation of Administrative and Financial powers by the Governing Council; and
- (ix) 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.

### **Registrar**

- (i) 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.
- (ii) 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,



24 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC.4] 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.

- (iii) 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.
- (iv) The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters.
- (v) 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).
- (vi) 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.

#### **Chief Administrative Officer**

- (i) 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.

#### **Controller of Finance and Accounts**

- (i) 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.

- (ii) The Controller of Finance and Accounts 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 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.

**Activity Chairperson (Education):**

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) The Activity Chairperson (Education) shall exercise such powers as may be delegated to him by the Governing Council.

**For public Information under RTI Act 2005:**

**Central Public Information Officer:**

1. Deputy Registrar
2. Administrative Officer

**First Appellate Authority:**

Chief Administrative Officer

National Institute of Design Assam



Tocklai, Rajabari, Jorhat-785014, Assam