

<b>Name of the Institute:</b>	<b>National Institute of Design Assam</b>
<b>Director</b>	Dr. Jinka Padmanabha Sampath Kumar
Address:	Tocklai, Rajabari, Jorhat, Assam-785014
Website:	<a href="https://nidj.ac.in/">https://nidj.ac.in/</a>
Email Id :	<a href="mailto:info@nidj.ac.in">info@nidj.ac.in</a>
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.

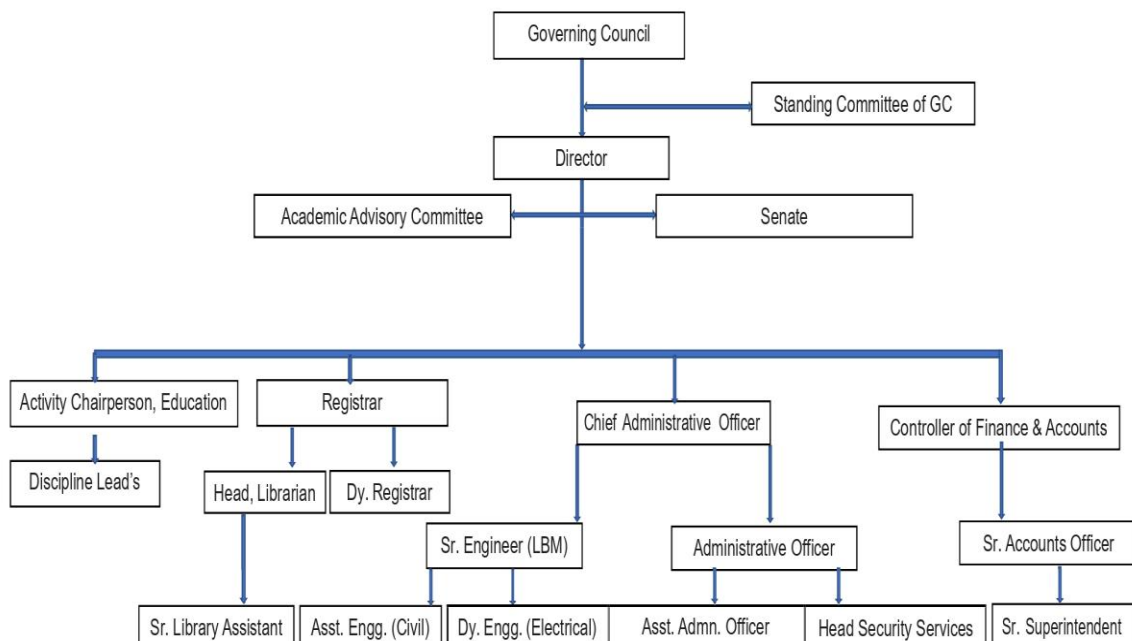
### **Authorities of the institute**

- (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:

SNo.	Name	Designation	E-Mail ID	EXT.
1	Dr. Jinka Padmanabha Sampath Kumar	Director	director@nidj.ac.in, jp.sampathkumar@nidj.ac.in	201
2	PA to Director	PA to Director	patodirector@nidj.ac.in	205
3	VC Room	VC Room	VC Room	207
4	Board Room	Board Room	Board Room	209
5	Dr. Neelarnab Dutta	Senior Faculty	neelarnab.dutta@nidj.ac.in	219
6	Dr. Sumita Choudhury	Senior Faculty	sumita.Choudhury@nidj.ac.in	213
7	Sukriti Saha	Senior Faculty	sukriti.saha@nidj.ac.in	252
8	Mr Sk Nawaz Ali	Asso Sr. Faculty	nawaz@nidj.ac.in	241
9	Dr. Bisheshwar Haorongbam	Asso Sr. Faculty	bisheshwar@nidj.ac.in	242
10	Mr Sudev Mandal	Asso Sr. Faculty	sudev@nidj.ac.in	215
11	Mr Suman Chowdhury	Asso Sr. Faculty	suman.chowdhury@nidj.ac.in	245
12	Mr Anoop Saxena	Asso Sr. Faculty	anoop.saxena@nidj.ac.in	265
13	Mr Titu	Faculty	titu@nidj.ac.in	220
14	Mr K.Harish	Faculty	kharish.singh@nidj.ac.in	225
15	Mr Sudip Adhikary	Asso Sr. Faculty	sudip.adhikary@nidj.ac.in	279
16	Mr Bhaktadas Bora	Faculty	bhaktadas.bora@nidj.ac.in	229
17	Mr Dibyendu Nag	Faculty	dibyendu.nag@nidj.ac.in	216
18	Pranab kumar panda	Faculty	pranab.panda@nidj.ac.in	226
19	Ms Neela Suresh Tayade	Faculty	neela.tayade@nidj.ac.in	257
20	Mr Anmol Xaxa	Faculty	anmol.xaxa@nidj.ac.in	244
21	Ms Serrupmir Timungpi	Technical Instructor	serrupmir.timungpi@nidj.ac.in	269
22	Mr Sudipta Ghosh	Technical Instructor (ID)	sudipta.ghosh@nidj.ac.in	233
23	Ms Dulumoni Kalita	Registrar	registrar@nidj.ac.in	202
24	Dr. Dinamani Thakuria	Dy. Registrar	dinamani@nidj.ac.in, academics@nidj.ac.in	206
25	Mr. Devesh Kaushal	Assistant Administrative Officer	devesh.kaushal@nidj.ac.in	237
26	Ms Bhaswatee Likhok	Sr Assistant (Acad. Admin)	bhaswatee.likhok@nidj.ac.in	267
27	Ms Pallabi Gogoi	Assistant (Acad. Admin)	pallabi.gogoi@nidj.ac.in	212
28	Ms Dulumoni Kalita	Chief Administrative Officer (I/C)	cao@nidj.ac.in, dulumoni@nidj.ac.in, info@nidj.ac.in	203
29	Mr Rahul Saikia	Administrative Officer	rahul.saikia@nidj.ac.in, ao@nidj.ac.in	255
31	Mr Monish Choudhury	Sr Assistant (Admin)	monish.choudhury@nidj.ac.in	260

32	Mr Agni Sekhar Kashyap	Assistant Admin) (Gen	agnisekhar.kashyap@nidj.ac.in	262
33	Mr Gautam Kumar	Assistant Admin) (Gen	gautam.kumar@nidj.ac.in	263
34	Reception	Reception	Reception	208
35	Mr Rakesh Moheswary	Controller of Finance and Account	rakesh.moheswary@nidj.ac.in, CFA@nidj.ac.in	204
36	Ms Sangeeta Deka	Sr Account Officer	sangeeta.deka@nidj.ac.in	227
37	Mr Yasikur Rahman	Assistant (Accounts)	yasikur.rahman@nidj.ac.in	268
38	Mr Soumitra N. Adikary	Sr. Engineer (LBM)	soumitra@nidj.ac.in, estate@nidj.ac.in	214
39	Mr Rabindra Borah	Deputy Engineer (Electrical)	rabindra.bora@nidj.ac.in, rabindra.bora@gov.in	234
40	Mr Bhairab Paul	Asstt. Engineer (Civil)	bhairab.paul@nidj.ac.in	230
41	Mr Deepak Mirdha	Electrical supervisor	deepak.mirdha@nidj.ac.in	258
42	Electrical Sub Station	Electrical Sub Station	Electrical Sub Station	243
43	Dr. Tonmay Sabhapandit	Head Librarian	tonmay@nidj.ac.in, library@nidj.ac.in	248
44	Dr. Krishna Das	Sr Asst Librarian	krishna@nidj.ac.in	218
45	Mr. Indranil Chakraborty	Sr Library Assistant	indranil.chakraborty@nidj.ac.in	247
46	KMC (Library)	Circulation counter-KMC, Security	KMC (Library)	224
47	Mr Avnish Mishra	Asstt. Engineer (IT)	avnish@nidj.ac.in, itcell@nidj.ac.in	222
48	Mr Vijay Kumar Rai	Asstt. Engineer (IT)	vijay.rai@nidj.ac.in, itcell@nidj.ac.in	235
49	Mr Raj Newar	IT Technician (Server Room)	itcell@nidj.ac.in	276
50	IT Lab	IT Lab	itcell@nidj.ac.in	253
51	Digital Media Lab	Digital Media Lab	itcell@nidj.ac.in	264
52	Doctor	Doctor	Doctor	239
53	Ms Elgin Topno	Residential Paramedical Staff	elgin.topno@nidj.ac.in	239
54	Mr Sunil Kumar Bania	Head-Security Services	sunil.bania@nidj.ac.in, security@nidj.ac.in	232
55	Fire and Security Office	Security Supervisor	Security supervisor	228
56	Boys Hostel	Security Staff	Boys Hostel	261
57	Girls Hostel	Security Staff	Girls Hostel	238
58	Main Gate Security	Main Gate Security	Main Gate Security	251
59	Shikamani Talukdar	Warden (girls)	warden.girls@nidj.ac.in	217
60	Mr Basanta Saikia	Warden (Boys Hostel)	basanta@nidj.ac.in, warden.boys@nidj.ac.in	249
61	Cafeteria	Cafeteria	Cafeteria	275
62	Mess	Mess	Mess	272
63	SML- Workshop 1st Floor	Sustainable Materials Lab	Sustainable Materials Lab	266

### **Teaching staff of the Institute:**

Sl. No.	Name	Discipline
1.	Dr. Sumita Choudhury, Senior Faculty	Textile & Apparel Design
2.	Dr. Neelarnab Dutta, Senior Faculty	Industrial Design
3.	Mr. Sukriti Saha, Senior Faculty	Communication Design
4.	Dr Bisheshwar Haorongbam, Associate Senior Faculty	Industrial Design
5.	Mr. SK Nawaz Ali, Associate Senior Faculty	Communication Design
6.	Mr Suman Chowdhury, Associate Senior Faculty	Communication Design
7.	Mr. Anoop Saxena, Associate Senior Faculty	Communication Design
8.	Mr. Sudev Kumar Mandal, Associate Senior Faculty	Industrial Design
9.	Mr. Sudip Adhikary, Associate Senior Faculty	Industrial Design
10.	Mr. Titu Mili, Faculty	Communication Design
11.	Mr. Bhaktadas Bora, Faculty	Industrial Design
12.	Mr. K Harish Singh, Faculty	Communication Design
13.	Mr. Dibyendu Nag, Faculty	Textile & Apparel Design
14.	Ms. Neela Tayade, Faculty	Communication Design
15.	Mr. Pranab Kumar Panda, Faculty	Textile & Apparel Design
16.	Mr. Anmol Xaxa, Faculty	Textile & Apparel Design

### **Non-Teaching staff of the Institute:**

Sl. No.	Name	Designation
1.	Ms. Dulumoni Kalita	Registrar & Chief Administrative Officer (I/C)
2.	Mr Rakesh Moheswary	Controller of Finance and Account
3.	Dr Dinamani Thakuria	Deputy Registrar
4.	Dr Tonmay Sabhapandit	Head Librarian
5.	Mr. Rahul Saikia	Administrative Officer
6.	Ms. Sangeeta Deka	Senior Accounts Officer
7.	Mr. Soumitra Narayan Adhikary	Senior Engineer (LBM)
8.	Mr. Sunil Bania	Head Security Services
9.	Mr. Rabindra Bora	Deputy Engineer (Electrical)
10.	Mr. Bhairab Paul	Assistant Engineer (Civil)

11.	Ms. Krishna Das	Senior Assistant Librarian
12.	Mr. Devesh Kaushal	Assistant Admin Officer (Academic Admin)
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. Deepak Mirdha	Supervisor (Electrical)
20.	Mr. Gautam Kumar	Assistant
21.	Mr. Yasikur Rahman	Assistant
22.	Ms. Pallabi Gogoi	Assistant
23.	Mr. Indranil Chakraborty	Senior Library Assistant
24.	Mr. Agni Shekhar Kashyap	Assistant
25.	Ms. Elgine Topno	Residential Paramedical Staff

**Pay scale of the employees:**

Sl. No.	Name of the post	Scale of pay
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