



राष्ट्रीय डिज़ाइन संस्थान  
National Institute of Design  
मध्यप्रदेश Madhya Pradesh

**Mandatory Disclosures  
under  
RTI Act 2005**

**Version 1.0**

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# Manual 1

## Particulars of organization, functions and duties

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### ESTABLISHMENT / BACKGROUND

1. National Institute of Design Madhya Pradesh (NID MP) is an autonomous institution under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. The Institute has commenced academic activities for spread of design education, research, and practice from the Academic Year 2019-2020. NID MP has a 29.49 acre clean and green campus, where state-of-the-art ambience has been created by the appropriate use of technology and innovation. The Institute promises to provide the best institutional experience to the students.

2. NID MP was brought under the ambit of NID Act, 2014 through NID (Amendment) Bill, 2019, which after enactment by the Parliament and subsequent assent by the Hon'ble President, became NID (Amendment) Act, 2019 (No. 38 of 2019) on 29th November 2019. The corresponding Act has been published in the Gazette of India on 3<sup>rd</sup> December 2019. The said Act has come into force on 13<sup>th</sup> Jan 2020 vide a Gazette notification. Under provisions of the NID (Amendment) Act, 2019, NID MP is eligible to offer Bachelor Degree in Design (B. Des.), Master Degree in Design (M. Des.) and PhD Degree in Design. Presently, B. Des. programs in Industrial Design, Textile & Apparel Design and Communication Design are being taught.

#### **About the campus:**

3. The Institute is in the capital city of Madhya Pradesh, situated amidst beautiful topography surrounded by Vindhyan ranges. Bhopal has fast developed as one of the hub centres of higher education in the recent years, due to its central location, good infrastructure and governance. Raja Bhoj International Airport, Bhopal is just 10 km away from the Institute's location. A special industrial zone is currently being developed right next to the Institute at Acaharpura by the Madhya Pradesh Industrial Development Corporation (MPIDC). Some of the renowned industrial houses have shown interest in setting up a unit here, which will help NID MP to further strengthen its linkages with industry in years to come. The Institute shares boundary with MSME Technology Centre. The campus has been constructed on a plot of 29.93 acres, with state-of-the-art infrastructure including academic buildings, hostels, mess, academic block, library, workshops, auditorium, multi facility rejuvenation centre etc. NID MP has developed an eco-friendly campus, where several green initiatives have been adopted.

#### **Programs Offered:**

4. NID, Madhya Pradesh offers Bachelor of Design programs in the following disciplines:

- 1) **Industrial Design (ID)** program is dedicated to enabling the learning and development of extraordinary, innovative leaders who will bring new levels of creativity, vision, and integrity to the discipline. This extremely diverse program delivers to develop competitive edge in learners to be industry ready for all mass production-based industry through design. The program not only prepares to focus on the appearance of a product,

but also on how it functions, is manufactured and ultimately the value and experience it provides for users.

- 2) **Textile and Apparel Design (TAD)** program is a unique program addressing Textile, fashion and interior designing requirement in its broadest spectrum. The program strikes a balance in the domains of textile product development and apparel designing. It is deep rooted in scientific processes of textile development and Garment manufacturing technology. Students will also develop high calibre and potential in both traditional handcrafted sector and sophisticated modern technology of textile and apparel industry. The program also strikes a balance with inputs in the areas of the art of design, the science of chemistry and the perspective of history in a rich, challenging learning environment at the creative forefront of the textile industry.
- 3) **Communication Design (CD)** program deals with the extreme diversity that lies within the broad spectrum of this discipline. Systems-based approach is delivered dealing with the totality of media and messages within the culture or an organisation as a singular integrated process. Design skills are accordingly developed to be customised to specific orientation of every cultural interface, people, organisation as an interface and experiential factor. Learner is exposed to various sub domains of this wide field through various studio assignments and eventually they choose to major in one of the specialised domains.

## Manual 2

### Powers and duties of officers

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**1. Director:** The Director shall :-

- (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

(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.

**2. Registrar :** The Registrar shall :-

- (i) be in charge of all academic administration of the Institute and Institute campuses and responsible for implementing directives of the Government of India in respect of all academic and student matters and assist 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.
- (ii) 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.
- (iii) be responsible for generating and maintaining data and records related to students and academic matters.
- (iv) coordinate with all Heads of Departments, Deans 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).
- (v) chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall also exercise such powers as may be delegated to him under the Delegation of Administrative and Financial Powers by the Governing Council.

**3. Chief Administrative Officer:** The Chief Administrative Officer shall :-

- (i) be in charge of the Establishment matters, General Administration matters of the Institute and institute campuses, liaising with the Government of India 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.

- (ii) be appointed by the Governing Council through direct recruitment system as a regular employee or as a fixed tenure employee on such fixed pay or remuneration and tenure as may be decided by the Director or on a contract basis for a fixed period at such pay as decided.
- (iii) chair such committees and panels as may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall exercise such powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council.

**4. Controller of Finance and Accounts:** The Controller of Finance and Accounts shall :-

- (i) be in charge of the finance and accounts matters of the Institute and Institute campuses, liaising with the Government of India and other authorities on finance, grants, accounts and audit matters. He 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 shall also assist the Director in preparing financial data and presentation for the Standing Committee or Governing Council and such other tasks and responsibilities as may be entrusted to him by the Director.
- (ii) chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall exercise such powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council.

# MANUAL 3

## Procedure followed in decision-making process

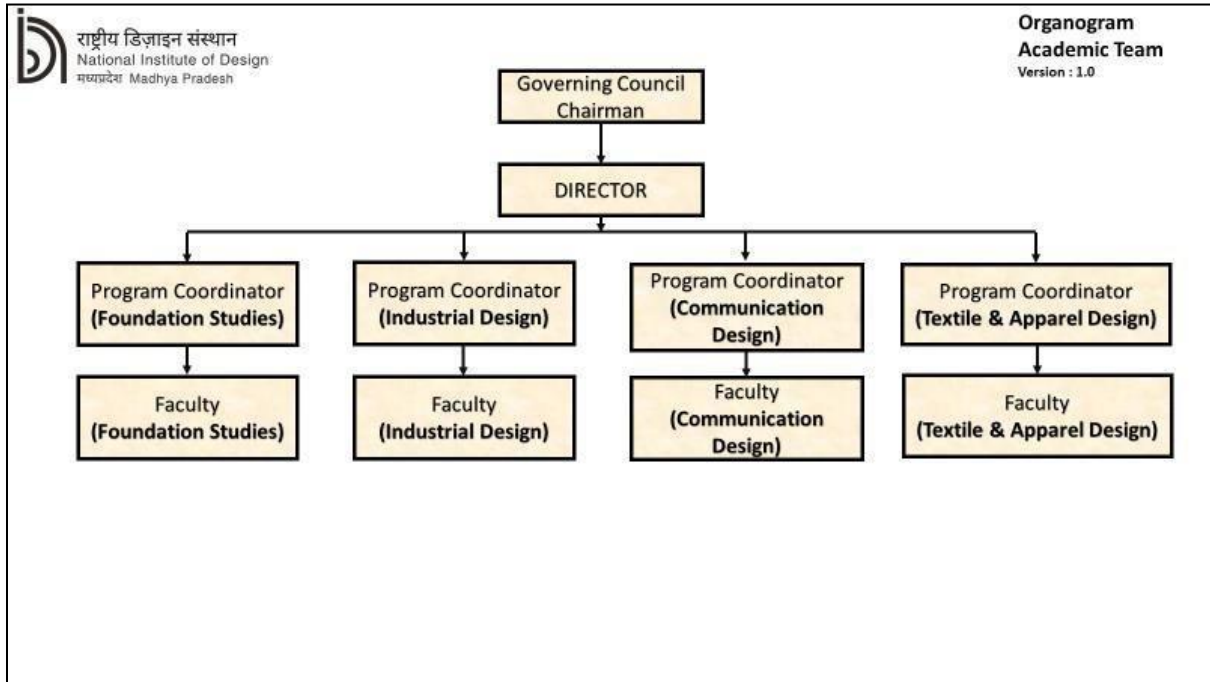
### [Section 4(1)(b)(iii)]

- =====
1. The authorities assisting the Director in the decision-making process are given as under:
    - (i) The Director is assisted in the execution and implementation of various administrative, academic and technical functions by Registrar, Chief Administrative Officer, Controller of Finance and Accounts, Head Librarian, Program Coordinators, Activity Chairpersons, Academic Advisory Committee and Faculty Forum.
    - (ii) Program Coordinators, as Discipline Leads assist Director by making 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/ her and implementation of the directions of the Activity Chairperson and Senate in this regard.
    - (iii) The Activity Chairpersons are in charge of the concerned activity of the Institute across all Faculty Streams and disciplines and assist Director by performing functions, tasks and responsibilities for promoting the activity, under administrative and financial powers delegated to them by the Governing Council.
    - (iv) The Academic Advisory Committee assists Director by initiating proposals for development and review of curriculum for the courses of studies, reviewing program delivery and evaluation, placing recommendations on academic matters of Faculty Streams or disciplines before the Senate etc.
    - (v) The Faculty Forum, which is chaired by the Director deliberates on all academic matters for forming vision on the educational programs of the Institute, activities for strengthening curriculum & consistently raising educational standards and giving feedback to the Senate on the course delivery, evaluation and juries etc.

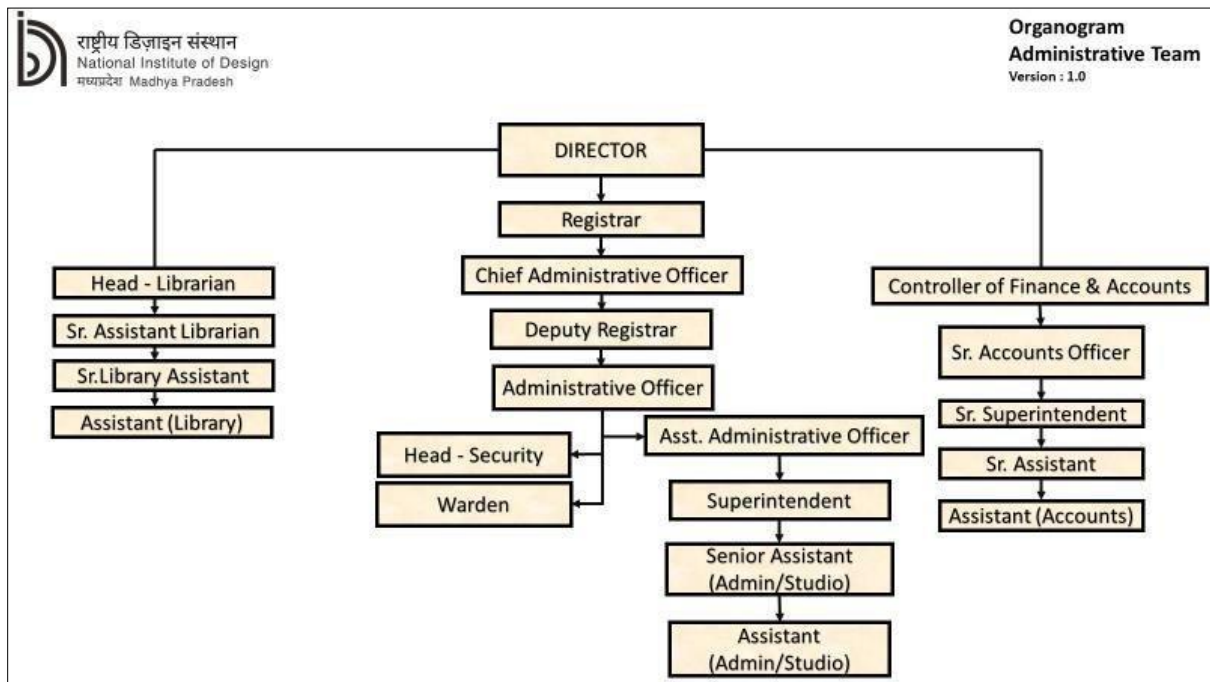


2. The organogram of the Institute, which indicates the channels of supervision is given as under:

### Organogram – Academic Team



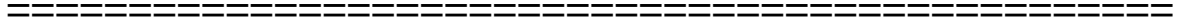
### Organogram – Administrative Team



## **MANUAL 4**

### **Norms set for the discharge of functions**

#### **[Section 4(1)(b)(iv)]**



NID, Madhya Pradesh discharges its functions as per the National Institute of Design (Amendment) Act, 2019 (38 of 2019), read in conjunction with the National Institute of Design Act, 2014 (18 of 2014).

## MANUAL 5

### Rules, regulations, instructions, manuals and records for discharging functions

#### [Section 4(1)(b)(v)]

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#### 1. National Institute of Design (Amendment) Act, 2019

[Click here](#) to download the National Institute of Design (Amendment) Act, 2019 (38 of 2019).

#### 2. National Institute of Design Act, 2014

[Click here](#) to download the National Institute of Design Act, 2014 (18 of 2014)

#### 3. Recruitment Rules

[Click here](#) to download recruitment rules for faculty posts.

[Click here](#) to download recruitment rules for administrative posts.

[Click here](#) to download recruitment rules for technical posts.

4. The Institute follows the Government of India rules on various service conditions such as Leave rules, LTC rules, Leave encashment rules, Advances, TA rules, New Pension Scheme rules, purchase procedures as per General Financial Rules, etc.

## MANUAL 6

### A statement of the categories of documents that are held by it for under its control

#### [Section 4(1)(b)(vi)]

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S. No.	Nature of Record	Unit/ section where available
1.	Service Records Personal files of employees Records related with salary, allowances, reimbursements, NPS etc	HR Branch
2.	Records related with administrative activities Estate, security, housekeeping, vehicles Purchase of goods and services Construction and works Inventory management	Administration Branch
3.	Student data Records related with admission, examinations, assessment, allotment of disciplines, teaching and other academic matters Proceedings of the meetings of Academic Advisory Committee and Faculty Forum	Academic Services Branch
4.	Annual Reports Audited Statement of Accounts Records of grants Records related with other financial matters	Finance Branch
5.	Proceedings of the meetings of Governing Council and Senate	Director's Secretariat

## MANUAL 7

### **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 and implementation**

#### **[Section 4(1)(b)(vii)]**

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1. Governing Council of the Institute is the body responsible for formulation of policies for the Institute. Chairperson of the Council is an eminent academician/ scientist/ technologist/ professional/ industrialist. Other members include representatives of the various ministries/ departments of the Govt of India, representatives of the various ministries/ departments of the State Govt, professionals from the fields of architecture, engineering, fine arts, mass media and technology, a designer, a management expert, a representative of MSMEs etc.

2. Broad functions of the Governing Council are as under:

(1) Subject to the provisions of NID Act, 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 al 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.

## MANUAL 8

### A statement of boards, council, committees and other bodies constituted

#### [Section 4(1)(b)(viii)]

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**List of Boards, Councils, Committees etc.**

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.

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, who 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.

4. **Academic Advisory Committee :** The Academic Advisory Committee shall consist of the following members, namely :-

- (a) Activity Chairperson (Education) shall be the Chairman 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.



## MANUAL 9

### Directory of officers and employees

#### [Section 4(1)(b)(ix)]

S. No	Designation	Name of the employee
		<b>Academic Staff</b>
1	Director	Professor Dhiraj Kumar
2	Senior Faculty	Dr. Shekhar Chatterjee
3	Senior Faculty	Ms. Neetika Devgan
4	Senior Faculty	Mr. Amit Kumar Gehlot
5	Associate Senior Faculty	Mr. Pramod Kumar Marshal
6	Associate Senior Faculty	Ms. Sukanya Bor Saikia
7	Associate Senior Faculty	Ms. Shikha Agarwal
8	Faculty	Ms. Anusmita Das
9	Faculty	Mr. Anil Kumar Bhaskar
10	Faculty	Ms. Lubna Saifi
11	Faculty	Ms. Setu Sharma
12	Faculty	Ms Suvrata Yadav
13	Faculty	Mr. Vidya Bhushan
		<b>Administrative Staff</b>
14	Registrar	Lt. Col. Manish K Bahuguna (Retd.)
15	Chief Administrative Officer (officiating)	Dr. Sudeep Sharma
16	Controller of Finance & Accounts	Mr. Neeraj Tahiliani
17	Head Librarian	Dr. Sudeep Sharma
18	Deputy Registrar	Mr. Jelani Mohammed
19	Senior Engineer (Land, Building & Maintenance)	Mr. Nipendra Nayak
20	Head Security Services	Mr. Rajesh Kumar Saini
21	Narmada Hostel Warden	Mrs. Suman Dashora
22	Betwa Hostel Warden	Mr. Ramprasad Vishwakarma
23	Assistant Engineer (IT)	Mr. Manoj Kumar
		<b>Technical Staff</b>
24	Technical Instructor for Industrial Design	Mr. Shailendra Ojha
25	Technical Instructor for Textile /Apparel	Mr. Pintu Pratap Singh

## MANUAL 10

### The Monthly remuneration received by each of the officers and employees of the Institute

S. No	Designation	Name of the employee	Pay Level
1	Director	Professor Dhiraj Kumar	Pay Level - 14
2	Senior Faculty	Dr. Shekhar Chatterjee	Pay Level - 12
3	Senior Faculty	Ms. Neetika Devgan	Pay Level - 12
4	Senior Faculty	Mr. Amit Kumar Gehlot	Pay Level - 12
5	Associate Senior Faculty	Mr. Pramod Kumar Marshal	Pay Level - 11
6	Associate Senior Faculty	Ms. Sukanya Bor Saikia	Pay Level - 11
7	Associate Senior Faculty	Ms. Shikha Agarwal	Pay Level - 11
8	Faculty	Ms. Anusmita Das	Pay Level - 10
9	Faculty	Mr. Anil Kumar Bhaskar	Pay Level - 10
10	Faculty	Ms. Lubna Saifi	Pay Level - 10
11	Faculty	Ms. Setu Sharma	Pay Level - 10
12	Faculty	Ms Suvrata Yadav	Pay Level - 10
13	Faculty	Mr. Vidya Bhushan	Pay Level - 10
14	Registrar	Lt. Col. Manish K Bahuguna (Retd.)	Pay Level - 13
15	Chief Administrative Officer (officiating)	Dr. Sudeep Sharma	Pay Level - 11
16	Controller of Finance & Accounts	Mr. Neeraj Tahiliani	Pay Level - 12
17	Head Librarian	Dr. Sudeep Sharma	Pay Level - 11
18	Deputy Registrar	Mr. Jelani Mohammed	Pay Level - 11
19	Senior Engineer (Land, Building & Maintenance)	Mr. Nipendra Nayak	Pay Level - 10
20	Head Security Services	Mr. Rajesh Kumar Saini	Pay Level - 7
21	Narmada Hostel Warden	Mrs. Suman Dashora	Pay Level - 5
22	Betwa Hostel Warden	Mr. Ramprasad Vishwakarma	Pay Level - 5
23	Assistant Engineer (IT)	Mr. Manoj Kumar	Pay Level - 6
24	Technical Instructor for Industrial Design	Mr. Shailendra Ojha	Pay Level - 6
25	Technical Instructor for Textile /Apparel	Mr. Pintu Pratap Singh	Pay Level - 6

## MANUAL 11

### The budget allocated to each of its agency

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<b>S. No.</b>	<b>Sub-head</b>	<b>Allocation to Institute in FY 2019-20 (in Rs. Lakh)</b>
1.	GIA-Capital	513.00
2.	GIA-Salary	210.00
3.	GIA-General	330.00
	<b>Total</b>	<b>1053.00</b>

**MANUAL 12**

**The manner of execution of subsidy program**

**[Section 4(1)(b)(xii)]**



**Nil**

**MANUAL 13**

**Particulars of recipients of concessions, permits or authorizations granted**

**[Section 4(1)(b)(xiii)]**

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**Nil**

## MANUAL 14

### Information available in an electronic form

[Section 4(1)(b)(xiv)]

#### Details of information



S.No	Details	Can it be shared with public	Weblink
1	Institute website	Yes	<a href="https://www.nidmp.ac.in/">https://www.nidmp.ac.in/</a>
2	About the Institute	Yes	<a href="https://www.nidmp.ac.in/about.html">https://www.nidmp.ac.in/about.html</a>
3	Education	Yes	<a href="https://www.nidmp.ac.in/courses.html">https://www.nidmp.ac.in/courses.html</a>
4	People	Yes	<a href="https://www.nidmp.ac.in/faculty.html">https://www.nidmp.ac.in/faculty.html</a>
5	Careers	Yes	<a href="https://www.nidmp.ac.in/recruitment.html">https://www.nidmp.ac.in/recruitment.html</a>
6	Mandate for National Institute of Design (NID)	Yes	<a href="https://www.nidmp.ac.in/act.html">https://www.nidmp.ac.in/act.html</a>
7	News/Events @ Institute	Yes	<a href="https://www.nidmp.ac.in/news.html">https://www.nidmp.ac.in/news.html</a>
8	RTI	Yes	<a href="https://www.nidmp.ac.in/rti.html">https://www.nidmp.ac.in/rti.html</a>
9	Tender	Yes	<a href="https://www.nidmp.ac.in/tender.html">https://www.nidmp.ac.in/tender.html</a>
10	Downloads	Yes	<a href="https://www.nidmp.ac.in/Downloads.html">https://www.nidmp.ac.in/Downloads.html</a>
11	Contact details	Yes	<a href="https://www.nidmp.ac.in/contact.html">https://www.nidmp.ac.in/contact.html</a>

## MANUAL 15

### Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

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S. No.	Facility available	Nature of information available	Working hours
1	Website <a href="https://www.nidmp.ac.in/index.html">https://www.nidmp.ac.in/index.html</a>	Academics Administration Programs conducted Admissions/ Counselling Facilities like Seminar Hall, Conference Hall, Auditorium, Hostel facilities (Boys & Girls), Playground, Library Public Notice & Announcements Establishment matters Store & Purchase (Tender information) Academic Calendar Timetable	Round the clock

## MANUAL 16

### Particulars of CPIO, APIO and First Appellate Authority of the Institute

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#### RTI

In accordance with Section 5(1) of the RTI Act 2005, The Director, NID MP has approved to create a RTI Cell at NID MP and nominate the following officials as the functionaries of RTI:

S. No.	Name	Designation	Role
1.	Dr Sudeep Sharma	Head - Librarian & Chief Administrative Officer (Officiating)	Public Information Officer
2.	Lt. Col. Manish K Bahuguna (Retd.)	Registrar	Appellate Authority



## MANUAL 17

### Section 4(1)(b)(xvii) of RTI Act 2005

#### Other information

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Right to Information Act, 2005 empowers every Citizen of India and creed, to have a right to question the performing Government about any of its functionalities, services, and projects. One can gain access to information related to anything, any service, any project except for some matters that may cause security issues like personal details, and third party information.

1. The person seeking information may make a request in writing or through electronic means in English or Hindi by giving particulars of information being sought and his/her correct postal address for communication.

2. Request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs.10/- by Bank Draft or Bankers Cheque or Indian Postal Order in favour of “Registrar, National Institute of Design, Madhya Pradesh” payable at Bhopal. The required fee in cash can also be deposited in University Accounts Branch and obtain a receipt. There is exemption in fees for citizens belonging to Below Poverty Line (BPL) category. Such citizens should send a copy of BPL card along with their application.

3. For providing the information under sub-section (1) of section 7, the fee shall be charged by demand draft or bankers cheque or Indian Postal Order in favour of “Registrar, National Institute of Design, Madhya Pradesh” payable at Bhopal at the following rates:-

(a) Rs.2/- for each page (in A4 or A3 size paper) created or copied;

(b) Actual charges or cost price of a copy in larger size paper; (c) Actual cost or price for samples or models; and

(d) For inspection of records, no fee for the first hour; and a fee of Rs.5/- for each subsequent hour (or fraction thereof.)

4. For providing the information under sub -section (5) of section 7, the fee shall be charged at the following rates:-

(a) For information provided in diskette or floppy Rs.50/- per diskette or floppy.

(b) For information provided in printed form at the price fixed for such publication or Rs.2/- per page of photocopy for extracts from the publications