

1. Activity Chairpersons, Vice-chair & HoD's :

(1) The Director may nominate Activity Chairpersons for various activities and objectives of the Institute from amongst faculty members of the Institute not below the rank of Senior Designers on rotation basis for a term of three years as under: -

- (a) Activity Chairperson (Education & Training);
- (b) Activity Chairperson (Research & Development & Knowledge Management Centre)
- (c) Activity Chairperson (Strategy & Planning)
- (d) Activity Chairperson (Global Outreach Cell)
- (e) Activity Chairperson (Wellness Centre)
- (f) or any other Activity Chairperson: Provided that in case of any administrative or academic emergencies, the Director may, before the expiry of the term of any Activity Chairperson, nominate another incumbent as such Activity Chairperson.

2. Vice-Chair:

(1) All Activity Chairpersons may be assisted by a Vice-Chair nominated by the Director from amongst the faculty at the level of Associate Designer or Designer.

(2) The Vice-Chair shall, in the absence of the Activity Chairperson, on account of leave or tour or sickness, officiate as Activity Chairperson and in the event of non-availability of Vice-Chair for any reasons, the Activity Chairperson shall nominate a faculty member of the level of Senior Designer or Associate Senior Designer to officiate as Activity Chairperson during his absence and such officiating Activity Chairperson shall have the same administrative and financial powers as of Activity Chairperson.

3. Head of the Departments

The Head of the Department / Discipline shall be in charge of all administrative and academic activities of a Faculty stream at the Institute.

4. Functions and Powers of Activity Chairperson (Education & Training) –

(1) The Activity Chairperson (Education & Training) shall be in charge of all administrative and academic activities of educational programmes across the Institute and Institute campuses in respect of all Faculty Streams and Programmes.

(2) The Activity Chairperson (Education & Training) 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.

(3) 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 including Admission Committee, Credit and Evaluation Committee, and Education Panel shall be responsible to the Activity Chairperson (Education & Training) for delivery and maintenance of academic standards of the Institute.

(4) The Activity Chairperson (Education & Training) shall chair such Committees and Panels as may be nominated by the Director and carry out such other tasks and functions as may be entrusted by the Director.

(5) The Activity Chairperson (Education & Training) shall exercise powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council."

5. Functions of Activity Chairperson (Strategy & Planning)

(1) As referred to in clauses (a) to (g) of Statute 22, Activity Chairperson (Strategy & Planning) shall discharge such functions, tasks and responsibilities related to the Strategy & Planning activities of the Institute by coordinating with the other activity chairpersons , as may be entrusted to them by the Director.

(2) To determine the long-term plan of the Institute in consultation with the director with the details of Vision, Mission, Objectives, Goals, strategies, policies and action plans.

(3) To bring together coordinated efforts from each Activity Chairperson / Department of the institute and give cohesive direction for the development of NIDMP brand personality.

(4) Prepare Proformas, formats, forms, documents or manuals as standardised documents for acquiring quantitative information pertaining to physical, infrastructural facilities such as buildings, classrooms, library (BBT), books, furniture, playground, hostel, transport, etc.

(5) To develop systems for the organization structure, curriculum revisions, staff development, soliciting feedback from the alumni and research requirements etc.

(6) Director will provide the details role and responsibilities to the incumbent to deliver the duties as Activity Chairperson (Strategy & Planning).

(7) The Activity Chairperson (Strategy & Planning) shall exercise powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council.

6. Functions of Activity Chairperson Research & Development & Knowledge Management centre

(1) As referred to in clauses (a) to (g) of Statute 22, Activity Chairperson (Research & Development – R&D, and Knowledge Management Centre – KMC) shall discharge such functions, tasks and responsibilities related to the R&D and KMC activities of the Institute by coordinating with the other activity chairpersons, as may be entrusted to them by the Director.

(2) To define and develop a policy manual on R&D and KMC activities of the Institute.

(3) Director will provide the details role and responsibilities to the incumbent to deliver the duties as Activity Chairperson (Research & Development & KMC).

(4) The Activity Chairperson (R&D and KMC) shall exercise powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council."

7. Functions of Activity Chairperson Global Outreach Cell

(1) As referred to in clauses (a) to (g) of Statute 22, Activity Chairperson Global Outreach Cell shall discharge such functions, tasks and responsibilities related to the Global Outreach cell activities of the Institute by coordinating with the other activity chairpersons, as may be entrusted to them by the Director.

(2) He/she shall be the in charge of all the sponsored research activities of the Institute, starting from project submission, project management including accounting, recruitment of research personnel, interactions with the funding agency, protection of IPR and technology transfer. The other responsibilities include

(i) acceptance of Sponsored Research and Industrial Consultancy projects from the Sponsor on behalf of the Institute;

(ii) the recruitment, selection, extension, assessment, termination and invoking of disciplinary procedure against project staff; and

(3) Director will assign the role and responsibilities to the incumbent for executing the duties as Activity Chairperson Global Outreach Cell.

(4) The Activity Chairperson (Global Outreach Cell) shall exercise powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council.

8. Functions of Activity Chairperson Wellness Centre

(1) As referred to in clauses (a) to (g) of Statute 22, Activity Chairperson Wellness Centre shall discharge such functions, tasks and responsibilities related to the Wellness Centre activities of the Institute by coordinating with the other activity chairpersons , as may be entrusted to them by the Director.

(2) Providing leadership, support and creating awareness amongst students and employees of the institute to develop healthy lifestyle so that their efficiency is optimised without stress. Amongst many initiatives the Activity Chairperson will focus specifically in the areas of creating Physical, Emotional, Social, Intellectual, Spiritual, Environmental, and Occupational wellness amongst students and employees of the institute.

(3) Director will assign the role and responsibilities to the incumbent for executing the duties as Activity Chairperson Wellness Centre.

The Activity Chairperson (Wellness Centre) shall exercise powers as may be delegated to him under the delegation of administrative and financial powers by the Governing Council."