2. ACADEMY OF DESIGN AND INNOVATION

2.1   In 2022, the Academy of Design and Innovation (ADI) took over the functions and powers of the Fashion and Design Institute (FDI) with an enhanced mandate. It offers a wide range of design-focused programmes to students along with other professional and technical training in line with the needs of the industry. Moreover, it fosters creativity and promotes design culture and offers demand-driven services to the industry in all fields of design. The ADI has also been conferred the power to award Certificates, Diplomas, Degrees, Honorary Degrees and other academic or professional qualifications.

2.2   The Director of the ADI, being at the apex of the organisation, is responsible for the overall control and management of the Academy. She is assisted in her role by incumbents in grades belonging to the teaching, professional, technical and other occupational categories.

2.3   For this review exercise, the proposals from both Management and staff side, consisted of creation of grades; review of salary; and provision of enhanced Conditions of Service. In examining these requests, it was observed that a few posts have remained vacant. For an effective service delivery, it is considered that the vacant posts should be filled in the first instance.

2.4   Moreover, we are reinforcing the present structure with the creation of a few key positions to facilitate the ADI to pursue the expansion of its activities and deliver on its mission. We are also restyling the grade of Head, Business/Industry Development, Research and Consultancy to be in line with the provisions of the ADI Act.

Deputy Director (New Grade)

2.5   The Director of the ADI is responsible for all the activities and functions of the Academy. In line with the revamped mandate of the ADI and the expansion of its activities, a case has been made for the creation of a grade to assist the Director in the overall management of the Academy, including overseeing academic affairs; assisting the Director in charting the Academy's courses and preparing and monitoring the implementation of development plans and projects. On the basis of functional justification, we are making appropriate provision.

Recommendation 1

2.6   We recommend the creation of a grade of Deputy Director. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Fashion or Design or Management and an earned PhD Degree together with at least eight years' experience in a higher education sector, including at least three years' experience at senior management level.

2.7   The Deputy Director would be required, among others, to assist the Director in the effective and efficient planning, organisation, supervision, coordination,

implementation and evaluation of educational policies and objectives; prepare budget for educational programmes and monitor expenditure in line with the budget guidelines; and organise, coordinate and supervise activities in the fields of design, consultancy, career guidance, educational fairs, technical and related fields.

Interior Designer (New Grade)

2.8   The ADI is engaged in consultancy services in interior design projects. Hence, there is need for an Interior Designer on a full-time basis to deliver comprehensive and specialised services to clients and strengthen the capacity of the ADI in this field. To attend to this proposal, necessary provisions related thereto are being made.

Recommendation 2

2.9   We recommend the creation of a grade of Interior Designer. Appointment thereto should be made by selection from among candidates possessing a Degree in Interior Design or Architecture or an equivalent qualification and reckoning at least two years' post-qualification experience in Interior Designing.

2.10   The Interior Designer would be required, among others, to undertake design projects from concept to completion; plan and design interior spaces; develop technical documents; prepare and present concept sketches; conduct post-occupancy evaluations to assess user experience; participate in cross-disciplinary research projects, workshops and training sessions; and assist in the curation and set up of exhibitions.

Fashion Designer (New Grade)

2.11   As a multidisciplinary design academy, the ADI also provides consultancy services in the field of fashion design. So far, it has undertaken projects relating to uniform design for various organisations and also designed garments for fashion shows and other academy-related activities. With a view to enable the ADI to further expand its consultancy services in the fashion design field and cater for the diverse client needs as well as enable it to showcase its creative and expertise in this particular industry, a proposal has been made for the provision of a grade of Fashion Designer. On the basis of the arguments brought forward, we are making appropriate recommendation.

Recommendation 3

2.12   We recommend the creation of a grade of Fashion Designer. Appointment thereto should be made by selection from among candidates possessing a Degree in Fashion Design or an equivalent qualification and reckoning at least two years' post-qualification experience in Fashion Designing.

2.13   The Fashion Designer would be required, *inter alia*, to: provide fashion design consultancy services to ADI's clients; develop original designs for garments; create sketches, illustrations, technical drawings and 3D models designs; oversee

the sample making process; support ADI's fashion events; conduct quality control checks on finished garments and contribute to the training and development of students and staff members.

Educational Technologist (New Grade)

2.14   Management has submitted that there is need to identify and implement innovative instructional technologies and digital learning tools that align with pedagogical goals as well as enhance the quality of education delivery for online learning management system and student information system. To this effect, it has submitted a proposal for the creation of a grade of Educational Technologist. We are recommending accordingly.

Recommendation 4

2.15   We recommend the creation of a grade of Educational Technologist. Appointment thereto should be made by selection from among candidates possessing a Degree in Instructional Design or Educational Technology or an equivalent qualification and reckoning at least two years' post-qualification experience in either design and developing e-learning materials or use of specialised courseware or delivery of courses on an e-learning platform.

2.16   Incumbents would, among others, be responsible for the testing of computer-based learning environments for usability; help subject matter experts and academics redesign/remodel traditional courses using interactive multimedia resources; create computer-based and online learning environments; research and experiment with emerging technologies; and oversee the work of e-learning developers.

Graphic Designer (New Grade)

2.17   The ADI generally has recourse to the employment of a Graphic Designer on contract to design its digital materials. It has been averred that as a Design Academy, having an in-house Graphic Designer is crucial for the management of its visual communication needs. Further, outsourcing such tasks to external agencies may not be very cost effective. Moreover, the need is now strongly felt for a grade to perform these duties on a full-time basis. Based on the arguments put forward in support of the request, we are making a provision in that respect.

Recommendation 5

2.18   We recommend the creation of a grade of Graphic Designer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Graphic Design or an equivalent qualification and reckoning at least three years' post-qualification experience in Graphic Design.

2.19   Incumbent in the grade would, *inter alia*, be required to conceptualise and design a wide range of print and digital materials; deliver on-trend designs, create and edit audio/video web contents for campaign launches and social media content;

create and update websites; develop different templates through software tools; and monitor competitor creatives and industry trends and carry out shootings during the Academy's events, as and when required.

Library Clerk (New Grade)

2.20   The ADI has on its establishment a grade of Resource Centre Coordinator which is responsible for the administration of its resource centre. The grade is currently vacant and as per existing arrangements, officers in the grade of Clerk/Word Processing Operator are providing assistance in the running of the resource centre, as and when required.

2.21   We have, in the course of this review, been requested to create a dedicated grade to provide assistance in the day-to-day management of the library and attend to the needs of students for reference work and research, among others. Based on the operational requirements, we are providing for the grade of Library Clerk.

Recommendation 6

2.22   We recommend the creation of a grade of Library Clerk. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Certificate in Information and Library Studies of the University of Mauritius or a Certificate in Library and Information Science of the City and Guilds of London Institute or an equivalent qualification.

2.23   Incumbent would, among others, be called upon to: assist the Resource Centre Coordinator in the performance of library duties, including shelf reading, stock taking, classification, cataloguing and reference work; record and process library materials including books and periodicals; and compile library statistics.

Stores Attendant (New Grade)

2.24   In view of the increasing activities of the ADI, Management has urged for the creation of a grade of Stores Attendant to provide assistance in its Stores and Logistic Unit. We are recommending accordingly.

Recommendation 7

2.25   We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among serving employees of the ADI possessing the Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.

2.26   Incumbent would be responsible for: cleaning stores premises; collecting, loading and unloading stores items; opening packages, crates and cases; handling all stores items as required; packing stores items; collecting and despatching stores correspondence as and when required; placing and arranging items of stores on shelves; and preparing parcels of articles for issue.

Head of Projects, Business/Industry Development and Consultancy
formerly Head, Business/Industry Development, Research and Consultancy

2.27 The ADI Act provides for a grade of Head of Projects, Business/Industry Development and Consultancy. Accordingly, we are restyling the grade of Head, Business/Industry Development, Research and Consultancy to reflect the provision of the law.

Recommendation 8

2.28 We recommend that the grade of Head, Business/Industry Development, Research and Consultancy be restyled Head of Projects, Business/Industry Development and Consultancy.

ICT Technician
formerly IT Officer

2.29 While examining the organisational structure of the ADI, the Bureau has observed that the appellation IT Officer is a misnomer and does not truly reflect the duties and responsibilities devolving upon incumbent in the grade. We are, therefore, restyling it to a more appropriate appellation to ensure that the job title is in consonance with the prescribed duties.

Recommendation 9

2.30 We recommend that the grade of IT Officer be restyled ICT Technician.

Duty Free Facilities for Senior Lecturers

2.31 Senior Lecturers reckoning at least 14 years' service in the Cadre benefit from enhanced car benefits. The present provision should continue to prevail.

Recommendation 10

2.32 We recommend that Senior Lecturers reckoning at least 14 years' service in the Cadre should be entitled to car benefits as per provision at paragraph 16.2.17 (No. 2) under the Chapter Travelling and Car Benefits of Volume 1 of this Report though drawing a salary in a scale the maximum of which is less than Rs 118000.

2. ACADEMY OF DESIGN AND INNOVATION

SALARY SCHEDULE

ADI 1 : Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615

General Worker

ADI 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Support Assistant

2. ACADEMY OF DESIGN AND INNOVATION (Contd)

ADI 3   :   Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

ADI 4   :   Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant (New Grade)

ADI 5   :   Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Workshop Assistant

ADI 6   :   Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565

General Assistant
General Assistant (Personal to employees of the School of Design of Ex-IVTB)

ADI 7   :   Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver/Office Auxiliary
formerly Driver/Office Attendant

ADI 8   :   Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110

Receptionist/Telephone Operator

ADI 9   :   Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050

Technical Attendant (Maintenance) (Personal to employees of the School of Design of Ex-IVTB)

ADI 10   :   Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Clerk/Word Processing Operator
Library Clerk (New Grade)
Technical Assistant/Senior Technical Assistant
Technical Assistant/Senior Technical Assistant (Personal to employees of the School of Design of Ex-IVTB)

ADI 11   :   Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Management Support Officer

2.   ACADEMY OF DESIGN AND INNOVATION (Contd)

ADI 12   **:**   **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**

Accounts Clerk
Assistant Stores and Logistics Officer

ADI 13   **:**   **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**

Confidential Secretary

ADI 14   **:**   **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 QB 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**

Instructor

ADI 15   **:**   **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**

Administrative Assistant
Assistant Finance Executive
Facilities and Maintenance Officer
Graphic Designer (New Grade)
ICT Technician
      formerly IT Officer
Stores and Logistics Officer
Technician/Senior Technician

ADI 16   **:**   **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**

Educational Technologist (New Grade)
Training Officer (Personal to employees of the School of Design of Ex-IVTB)
Training Officer (Personal to Training officers on the PPE of the Jewellery Centre of the MITD)

ADI 17   **:**   **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**

Administrative Officer
Business Development Analyst
Marketing and Events Coordinator
Research Analyst
Resource Centre Coordinator
Training Officer

ADI 18   **:**   **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**

Internal Auditor

2. ACADEMY OF DESIGN AND INNOVATION (Contd)

ADI 19   :   **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Business Development Analyst (Personal to incumbents in the grade of Coordinator of the School of Design of Ex-IVTB)

ADI 20   :   **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Administrative and HR Executive
Admissions, Examinations and Student Affairs Executive
Fashion Designer (New Grade)
Finance Executive
Interior Designer (New Grade)
IT Executive
Lecturer
Media and Public Relations Executive
Project Executive
Quality Assurance Executive

ADI 21   :   **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**

Product and Business Development Manager
Senior Lecturer

ADI 22   :   **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**

Head of Projects, Business/Industry Development and Consultancy
     formerly Head, Business/Industry Development, Research and
     Consultancy
Head, Quality Assurance
Registrar

ADI 23   :   **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000**

Head of Academia and Research

ADI 24   :   **Rs 134000**

Deputy Director (New Grade)

ADI 25   :   **Rs 150000**

Director

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