3. Powers and Duties of Officers and Employees

1. **Professor Ajay Pandey, Chief Vigilance Officer**

   Telephone   : 079-66324879
   E-mail ID   : cvo@iima.ac.in

2. **Chief Administrative Officer**

   General Administration, Engineering & Estate Maintenance. Secretary to Board of Governance

3. **Chief Financial Officer**

   To provide overall strategic leadership and play a key role in building and improving the financial management capability of IIMA, with the priority objective of supporting the governance mechanism of the organization.

4. **Librarian**

   Overall Library Management. Coordinate with Library Committee and General Administration of the Library. Implementation of technology applications in the library.

5. **Chief Operating Officer-Executive Education**

   COO leads IIMA's engagement with working professionals seeking management education through relationships with corporate L&D/ HR teams and directly with the professionals by highlighting IIMA's high-quality executive education programme offerings.

6. **Vice President-Ashank Desai Centre for Leadership and Organizational Development**

   The officer is responsible for overall development, management, and growth of the Centre for Leadership and Organizational Development.

7. **Vice President-Communications**

   Support the development and implementation of IIMA's external and internal communications strategies. Contribute expertise in media and online engagement and increase visibility about the Institute. Design and implement comprehensive branding strategy for IIMA in consultation with stakeholders and experts.

8. **Vice President-JSW School of Public Policy**

   The officer is responsible to set up the management systems, program execution and brand development, and provide overall administrative leadership of the JSW School of Public Policy.

9. **Vice President – India Gold Policy Centre**

   Heading IGPC Office. The person is responsible for overall development, management, and growth of the centre.

10. **Associate Vice President-Alumni & External Partnerships**
    The officer helps build and manage relationships with alumni and entities external to the Institute including the community, corporates, educational institutions and state agencies

11. **Associate Vice President-Corporate Relations, MBA-PGPX**

    Increase recruiter pool size by building relationships with C-Suite and HR Heads. Engage with IIMA alumni for better career services for students. Work with IIMA's Media and Marketing cell to increase and strengthen brand awareness of the MBA-PGPX.

12. **Associate Vice President-Human Resources**

    Provides strategic directions and administrative support on HR dimensions.

13. **Associate Vice President- Project, Estate & Maintenance**

    In charge of new projects. Close liaison with the architects, contractor, Municipal Corporation and other agencies for the smooth functioning of the construction activities and completion of the buildings on time.

14. **General Manager-Engineering Services & Estate**

    In charge of the Estate, Transport, Security, Estate Development and Maintenance in Main Campus. Also responsible for all planning activities in terms of new facilities on the campus, planning for various types of maintenance etc.

15. **Deputy Librarian**

    Assisting the Librarian in overall supervision and management of all the sections / departments of
    the library.

16. **General Manager-Accreditation & Ranking**

    Leads the team in the rankings and accreditations for benchmarking purpose.

17. **General Manager-Development-Executive Education**

    Manage the Blended Learning Programmes including other functions of the Executive Education under guidance of the Chief Operating Officer-Executive Education.

18. **General Manager- Centre for Digital Transformation**

The officer is responsible to create and manage a digitally enabled organization, meet the goals and objectives of the Centre.

19. General Manager- Brij Disa Centre for Data Science and Artificial Intelligence

The officer is responsible for overall development, management, and growth of the Centre in alignment with the vision and goals for the Centre.

20. General Manager-ICT

Computer Centre Administration

21. Assistant General Manager-PGP

All required administrative support for conducting the two year PGP programme in terms of scheduling, exams, grading etc., and overall management of the office and matters related.

22. Assistant General Manager-Accounts

Carry out all administrative functions of Accounts Department under the guidance of Chief Financial Officer.

23. Assistant General Manager-Hindi

Implementation of the Official Language. Conducting Hindi workshops and Training programmes.

24. Assistant General Manager – PGPX

Managing Administrative functions related to PGPX programme like Marketing, Admissions, day to day activities, International Immersion Programme, Inbound Exchange Programme etc.

25. Assistant General Manager-Placement

Head the placement office and lead the initiatives for corporate outreach, career development of students, and alumni connect.

26. Medical Officer

Manage Dispensary facility for IIMA Community's medical needs. Handle medical emergencies.

27. Assistant General Manager-Facilities

Overall responsible for housekeeping of IMDC, Annex, allied facilities, reception etc. Also look after the F&B facilities.

28. Assistant General Manager-Contracts

Contracts Management

29. Assistant General Manager-Electrical

To supervise in planning, directing, coordinating, and evaluating the campus/ township electrical field related development & maintenance.

30. Manager-Admissions

Handling the admission and Selection process of candidates for PGP programme and related documentation processes.

31. Manager-Ph.D.

Manage and provide administrative support for the Ph.D programme in coordination with Chairperson.

32. Manager-CMA

Manage activities related to Centre for Management in Agriculture.

33. Manager-Finance

Taxation/Finalization of budget any other account/ finance related function.

34. Manager-Material Reproduction

Reproduction and distribution of case materials for various programmes of the Institute including purchase of books and cases as per requirement.

35. Manager-House Keeping

Manage Housekeeping service. Provide Seating Arrangement for Faculty, AA's and Project Staff.

36. Manager-Case Centre

Manage Case Centre and support the faculty members in developing the case repository and manage the internal and external relationships for the Case Centre.

37. Manager-Editorial

Editing the Institute publications

38. Manager-Audio Visual

Manage Audio Video (AV) Systems provided in the Classrooms, Auditoriums and other Facilities of the Institute.

39. Centre Coordinator-NSE Centre

The officer is responsible for overall development, management, and growth of the NSE Centre for Behavioral Science.