3. Powers and Duties of Officers

1. **Professor Rakesh Basant, Dean (Alumni & External Relations) & Chief Vigilance Officer**

   Telephone : 079-66324213
   E-mail ID : dean-aer@iima.ac.in

2. **Chief Administrative Officer / First Appellate Authority**

   Statutory/Administration

   1. To assist the Director in the day-to-day functioning of the Institute and to attend to visitors, foreigners visiting the Institute, public relations etc.
   2. As stipulated in the Memorandum of Association.
   3. Overall incharge of administrative functions, responsible to Director/ Board/ Society.
   4. Non-member Secretary of the Board.
   5. Member Secretary of the Finance Committee of the Board.
   6. Member Secretary of the Building Committee of the Board.
   7. Secretary of IIMA Faculty Council.
   8. Custodian of all records of the Institute property including all the assets and funds of the Institute.
   9. To exercise administrative and financial powers delegated by the Board.
   10. Drawing and disbursing Officer of the Institute accounts.
   11. To deal with employees unions and settle the problems by negotiations etc.
   12. To exercise powers of the Disciplinary authority.
   13. Legal matters/Appellate Authority in the RTI matters of IIMA.
   14. To prepare the annual reports of the Institute.
   15. To attend to Lok Sabha/Rajya Sabha questions and Parliamentary Committees.
   16. Appointing authority of the Administrative Staff as per the delegation of authority by the Board/Director.
   17. Liaison with Institute's architects for translating Institute's needs into specific requirements.

   Financial

   1. To examine the budget proposals of the Institutes.
   2. Budgetary control of expenditure, income etc.
   3. Generally to exercise the administrative powers as delegated by the Board and Director from time to time and to make correspondence with Department of Ministry/State Government etc.
   4. To issue financial sanctions within the approved budget for purchase of various items and for maintenance and repair of items.

   Academic/Programmes

   1. Responsible for making arrangements for annual convocation and conferences.
   2. Coordination of Institute Convocation.
   3. Member of certain academic committees.

Others

1. Overall supervision and responsible for Estate, Transport, Security, Stores & Purchase, Management Development Centre, International Management Development Centre, Community Health, Community Welfare, Students Hostels, Land etc.
2. To examine proposals of the Institute Engineer and responsible for construction and maintenance of buildings and Institute campus.
3. Implementation of various other guidelines and orders received from the Government of India.
4. Any other function as decided by the Director.

3. **Librarian**

1. Overall Library Management.
2. Allocation of library staff job descriptions and library staff development.
3. General Administration of the Library.
4. Coordinate with Library Committee.
5. Reference Services.
6. Conduct Library Orientation sessions.
7. Implementation of technology applications in the library.
8. Interface with students regarding library services.
9. NICMAN.
10. External library interface.
11. Chairperson – Welfare Committee & Grievance Committee.

4. **Head - HR**

1. All HR matters starting from advertisement to retirement.
2. Negotiations with the Staff Unions/Association.
3. To exercise powers of the Disciplinary authority as per the delegation of authority by the Director.
4. Legal/Statutory matters.

5. **Head-IT**

1. Manage the IT development initiatives and IT Infrastructure at the Institute.
2. Bringing new technologies to the campus and integrate the technologies with specific needs of the Institute.
3. Maintaining appropriate documents and records related to IT Infrastructure, facilities and usage.

6. **Head-Development Office**

Head-Development Office is responsible for leading some of the new initiatives and development activities in the area of external relations at the Office of Dean Alumni & External Relations, IIM Ahmedabad. This includes close coordination with the IIMA Alumni; Faculty; Corporates; Foundations/ Institutions; and others closely associated with major new initiatives in the area of Management Education, Research & Training. He also contributes to collaborate with some of the external relation initiatives of the Centre for Innovation, Incubation and Entrepreneurship (CIIE) at IIMA.

7. **Head - Finance & Accounts**

   1. Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit
   2. Responded to CAG queries
   3. Co-ordination with Auditors
   4. Handled investments of the Institute, including disinvestments from bonds of state level undertakings guaranteed by respective State Govt.
   5. Prepared Budget Estimate and Revised Estimate
   6. Correspondence with Income Tax Department regarding Exemption/ Returns

8. **Head – Executive Education**

   1. Responsible for executive education revenues by building a pipeline of highly customized and open-enrolment programs for specific audiences in Executive Education and supporting the delivery of same.
   2. Strategic responsibilities include developing market intelligence, addressing competitive providers, benchmarking, preparing and implementing the annual executive education plan, and conducting site visits to major corporate clients.
   3. Responsible for marketing strategy, including development of marketing materials, advertisements, and the executive education web site.
   4. Operational responsibilities include proposal development, prospecting, managing client relations, program marketing, and managing the evaluation and follow up reports on programmes and performance of Executive Education.
   5. Provide professional support covering non-academic aspects of executive education for the IIMA in open enrolment programs, custom company-specific and sector-specific programs.

9. **Head – India Gold Policy Centre (IGPC)**

   1. act as an information aggregator for the Centre from the gold industry
   2. help faculty in providing the logistic support required for research
   3. organise events to disseminate the research
   4. raise the profile of IGPC in India and Globally
   5. Have an impact on practice and policy (through papers, cases, conferences, etc.)
   6. Lead and build the IGPC team
   7. Coordination with World Gold Council
   8. Interaction with Indian gold industry
   9. Should not be identified with one of the many "groups" that this industry has

10. **Chief Manager - Accounts**

    1. Proper maintenance of accounts
    2. Finalisation of accounts
    3. Accounts under FCRA
    4. Treasury management
    5. Audit (statutory, pre-audit, CAG)
    6. All statutory deductions and payments thereof
    7. Providing data to Cost Accountant

11. Chief Manager - Engineering Services & Estate

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

12. Chief Manager - Projects, Estate & Maintenance

In charge of new campus construction. Close liaison with the architects, contractor, Municipal Corporation and other agencies for the smooth functioning of the construction activities and completion of the buildings in time so that the Institute can start its new activities as scheduled.

13. Manager - Development, Executive Education

1. Administrative arrangements for development of new programmes
2. Interface with external agencies for new programmes.
3. Marketing of new programmes

14. Manager - Global Partnership & Corporate Affairs

1. Help in the B-school surveys being conducted by both national and international agencies.
2. Take care of all the public relations work of the Institute.

15. Manager-PGP

1. Overall supervision of the PGP Office.
2. Preparation of Academic Calendar.
3. Arrangements for the Preparatory Programme and Orientation Programme
4. Communication with Area Chairpersons and obtaining Area Teaching Plans, Course announcements to students.
5. Preparation of term-wise timetable.
6. Monitoring leave of absence of students regularly and intimation to the instructions concerned.
7. Issue of grade sheets at the end of each term to the students.
8. Making arrangement the examinations for students.
9. Preparation of grades.
10. Counseling of students.
11. Students Exchange Programme related matters.
12. International Exchange Agreements.
13. To contact the candidates offered the admission under Differently Abled category in advance for their awareness of Equal Opportunity Office of the Institute.
14. To provide all the information regarding office to the management or to reply Government letters.

16. Deputy Librarian

1. Stock & Inventory Management of Library
2. Monitoring and implementing of library budget
3. Professional Staff Management
4. Circulation Management
5. Statistics (compiling and maintaining all library transactions statistics)
6. Other work as assigned by the Librarian

17. Manager – Centre for Innovation, Incubation & Entrepreneurship (CIIE)

1. Administration of CIIE
2. Project Management for Incubatees
3. Documentation and Research

18. Manager - Electrical

All matters relating to electrical supply in the Institute, maintenance of all electrical and electronic gadgets, air conditioners, water supply to the campus etc.

19. Manager – IT Services

1. Overall Incharge of Computer Centre.
2. Purchase and Maintenance of various computer hardware and software and network components.
3. Providing Software and Hardware solutions.
4. Management of IT Infrastructure.
5. Google mails list and Network connectivity management

20. Relationship Manager

1. Overall supervision of the Placement Office.
2. Facilitate placement activities for different programmes.
3. Coordinating with the students and recruiters.

21. Manager - Director's Office

1. Overall supervision of the Director's Office.
2. Scheduling and Maintaining Director's day to day events/meetings etc.

22. Manager - Communications

1. Formulating Annual Integrated Communication plans, aligned with Institute Objectives
2. Organize execution of Communications plans through advertisement Agencies/Vendors
3. Creating mailers/newsletter and amanging on-line (web) communications/promotions
4. Planning, organizing and managing event, exhibitions and conferenes
5. Network with management for recommending Communications solutions. Strategizing and revamping the Branding, including presentations, websites, collaterals etc.
6. Develop PR strategy and facilitate initiatives by maintaining excellent relation with media
7. Design Media strategies that promote Institute, maximize coverage through media channels
8. Update the Faculty, Staff and Associates with Institute's news and activity involved in producing publications such as newsletters, leaflets and annual reports
9. Media Planning and Management
10. Manage Brand Positioning

23. Manager, Case Centre

4. Supporting the Chairperson of IIMA Case Center in executing its strategy to become world's leading management case repository.
5. Support IIMA faculty members in developing high quality cases and learning resources, by identifying possible case leads, liaising with organizations for permissions, coordinating research support and administrative activities related to case registration.
6. Develop and manage regular communication with groups of case users/teachers and contributors through different media. Marketing and coordinating case teaching and writing workshops, and other academic activities of the center.
7. Develop suitable systems for management of the Case Center, and regularly report progress.
8. Manage external and internal relationships for the Case Center.

24. Manager, Alumni Relations

1. Meeting and welcoming alumni and the delegates visiting Institute and Alumni Office and arranging a meeting with Dean AER/Director.
2. Preparing the budget for the Alumni Office and managing smooth operation of the office.
3. Coordinating with Chapter Presidents, Batch Coordinators, and alumnus for various activities and helping them organize events and alumni meet at their respective Chapters.
4. Coordinating with Chapter Presidents, Distinguished alumni, Dean AER, CAO and Director's Office for Global Alumni Council.
5. Coordinating with Shree Ramkrishna Foundation and with Dean AER and Director's office in organizing IIMA SRK Annual Lecture Series and inviting the Noble Laureate as the guest speaker and managing their logistic arrangements.

25. Manager-HR / Central Public Information Officer / Liaison Officer for OBC Students.

1. Overall responsible for Academic Associates and Project Staff recruitment and appointment
2. AA's performance evaluation, extension and increment.
3. Providing data for B-school surveys
4. Looking after RTI related matters
5. Staff Recruitment related
6. Grievance of OBC Students

26. Officer – HR

1. work related to monitoring of outsourcing agencies
2. legal cases
3. welfare activities, sports & recreation activities
4. record keeping, housing facilities

27. Material Reproduction Officer

1. Reproduction and distribution of case materials for PGP/ PGP-ABM/ FPM/PGPX/PGP-PMP/MDP and other programme participants;

2. Contact instructors for material list and arrange for their reproduction.
3. Books to be bought for various courses.
4. Obtaining case materials from ECCH whenever required by faculty;
5. Marketing and sales of IIMA cases.
6. Updating for Photo Library of IIMA.
7. Liaison with Ministry on SC/ST matters.

28. Officer – Stores & Purchase

1. Undertake inventory management covering entire range of allied activities namely logistics, stores, spares, and service inventory.
2. Carry out material planning as per Institute's requirements.
3. Ensure regular and timely availability of material to meet project requirements.
4. Undertake periodical physical stock taking of inventory.
5. Ensure budgetary control and monitor all types of purchases.
6. Liaison with E-Procurement portal authoroty (NIC)
7. Liaison with GEM authority
8. Liaison with the Agency providing support for e-Tendering operations

29. Programmes Officer – EEP

1. Helping in individual programme budgeting
2. Maintaining individual programme accounts (code)
3. Payments for each progamme
4. Closing each programme account
5. Vendor bills payment processing
6. Generation of invoices / Receipts / bills as required
7. Quarterly / Annual MIS on each programme.

30. Officer - Admissions

1. Processing applications for Post Graduate Programmes
2. Conducting Common Admission Test (CAT) in coordination with other IIMs
3. Processing test results, preparing short list for GD and interviews, interview scores, final list of selected candidates
4. Correspondence with selected candidates in the form of offer of admission letters.

31. Accounts Officer – 1

1. Income Tax related work
2. PF related work
3. Pension related work and maintaining records
4. Monitoring maturity of investments and interest receivables
5. Monitoring bank balances and proposing new investments with regard to Investment guidelines
6. Monitoring donations received from alumnus and external agencies and proper accouting thereof
7. Monitoring expenses from donations with regard to MOU
8. Certifying proposals received from various departments for purchases after checking budgetry provisions
9. Uploading RTGS file for payments to staff, faculty and outside parties every alternate day

32. Accounts Officer – 2

1. Monitoring of salary & pay-roll related activities
2. Capital Expenditure accounting
3. Monitoring the accounts of following:
- Campus maintenance and development related activities
- Other administrative expenses
- Various workshops / conferences / seminar
4. Foreign travel of faculty

33.   Accounts Officer – 3

1. Monitoring the following accounts:
- Long Duration Programmes
- Executive Education Programmes
- Consultancy & Research Projects
2. Treasury Management
3. Co-ordination with the auditors
4. Updation of accounting software

34.   Assistant Librarian - 1

1. Periodicals
2. Databases
3. Inter Library Loan / Reference
4. Library Trainee Management
5. Library security and premises management
6. Library orientation for external members
7. Other work as assigned by the Librarian

35.   Assistant Librarian - 2

1. Acquisition of Books
2. Suggestions Management
3. Acquisition Staff Management
4. Acquisition Statistics
5. Shelf and staff area management
6. Organizing Book Exhibitions
7. Other work as assigned by the Librarian

36.   Programmes Officer, PGP-FABM

1. Prepare FABM manuals, Handbook
2. Preparatory Programme schedule.
3. Prepare grade sheet and circulate to the students.
4. Attend various FABM meetings.
5. Providing infrastructure, accommodation and other facilities during the Amaethen programme.

37.   Programmes Officer – Students Activity Office (SAO)

1. Overall supervision of the Students Activity Office.
2. Managing various facilities in dorms.

3. Managing various activities like room allotments, students medicliam etc.
4. Handling Institute functions like Independence Day, Republic Day etc.

38. Hindi Officer

1. Monitoring and Implementation of the Official Language.
2. Translation of IIMA website in Hindi language.
3. Conducting Hindi workshops and Training programmes.
4. Support/Training to staff members for usage of Hindi language.

39. Officer - EEP

1. Programme allocation to programme associates and inform coordinator of the programme
2. Liaison with participants/faculty and various departments in the Institute.
3. Marketing of management development programme.
4. Administrative arrangements for the conduct of management development programme.
5. Interface with external agencies for business
6. Attend inquiry / information on 66324471 and email at officereep@iima.ac.in

40. House Keeping Officer/Liaison Officer – SC/ST.

1. Provide seating arrangement for Faculty / AA's / RA's and Project staff.
2. Booking committee rooms / RJM Auditorium & Institute facilities for organizing meeting/events etc.
3. Provide guest house facilities to staff and faculty.
4. Liaison for house allotment and vacate operations.
5. Take care for housekeeping service.
6. Liaison with Ministry on SC/ST matters.

41. Officer - Facilities

1. Take care of all house keeping services.
2. Make available Institute facilities for organizing meetings etc.
3. Book of RJMCEI Auditorium.
4. Coordination with various sections.
5. Provide seating arrangement for Faculty/AA, RA and project staff.
6. Provide all logistics support to the MDP programmes.
7. Take care of different meetings, which take place in MDC.
8. Upkeep rooms.

42. IT Officer (Academic Service)

1. Manage Learning Management System
2. Designing and maintenance of various Computer Applications
3. Supervise Computer Centre System Infrastructure

43. In charge - FPM

1. Day-to-day administration of the FPM Office.
2. Coordination with Chairperson, FPM.
3. Organising preparatory programmes, conduction of thesis/defence seminars.
4. Maintaining fellowship/contingency funds, class-scheduling etc.

Duties and Responsibilities of Other Staff

Executive Assistants:
- Every department at IIMA has an Executive Assistant to assist the Department head in the day-to-day activities, like PGP Office, PGPX Office, FPM Office, PGP-FABM Office, ePGP Office, HR Department, Finance Department, Accounts Department, Stores & Purchase, Contracts & Compliance, Computer Centre, Publication Division, Research and Publications, Faculty Development Programme, Estate, Maintenance, Library, Communication Department, Telephones, Transport Section, Electrical Department, AV Section etc . Some of the responsibilities are:
- Coordination with various departments of the institute in New as well as Main campus to meet the deadlines.
- Preparation of Department budgets
- Interacting with Participants / Students and understanding their requirements
- Ensure budgetary control and monitor all types of purchases

Executive Assistant – Student Exchange
- The Executive Assistant is responsible for handling entire Students' Exchange Office independently dealing with exchange of both, incoming as well as outgoing students, ensuring continuous development and expansion of the programme by addition of new prominent exchange partners.
- Strategic responsibility includes acting as the point of contact for information as well as issues redressal for internal and external consumers, including FRRO, Governmental agencies, etc.
- Responsible for processing the incoming enquiries and closing them appropriately.
- To work closely with faculty chair(s) in terms of designing the proposals / contents of the new MoUs and closing agreement signing/renewal formalities.
- To maintain a live-wire database for cross-section of B-schools across the globe.
- Marketing of adhoc programmes like Summer/Winter Schools and enticing partners to contribute actively.
- Such other activities as may be delegated by the Institute from time to time.

Executive Assistant (Web)
- assist Manager-Alumni Relations & Alumni office Officials.
- assist/Support Alumni regarding Alumni Website-data related queries.
- do maintenance, administration and updating of Alumni website. E.g. uploading content & executing update requests.
- be responsible for Uploading/Authenticating/ Approving New records at Alumni website, and for the same preparing, processing & formatting data.
- follow up with different agencies for tuning & bug-fixing of the Alumni website.
- perform database DML Operations.
- execute Batch wise & Chapter wise record/data updation exercises.
- execute record updation drive for all participating reunion batches during reunions
- create, configure different web-based modules.
- be responsible for coordination between IIMA Officials, IIMA Alumni and website vendor for smooth functioning of the Alumni website.
- tri-annually process Alumni data into different categories and then generate & print Labels for Alumnus Magazine.
- execute bulk mail jobs for Alumni department.

- extract category wise different datasets and prepare respective reports on request of different departments
- look after LinkedIn User management/ approval at Official IIMA LinkedIn Group.

Executive Assistant, Case Centre
- The Executive shall be responsible to support the case centre in distribution of the cases globally.
- The Executive shall facilitate B-Schools in signing the Annual Contract Agreements.
- Handling of enquiries and providing relevant information to faculty and institutions.
- Operational responsibilities requires maintaining the repository, accounting and administration.
- Responsibility includes Interfacing with case authors for finalization and registration of cases.
- Any other duties as assigned by the institute.

Executive Assistant, Donor Relations
- To regularly/periodically coordinate internally with Centre Heads, Faculty, Administration, Institute Engineering Team, F&A and others for collecting information to report to IIMA Management through Dean AER and also to the donors
- To build and maintain donor-wise/initiative-wise updated information with quick access for reporting to the donors and also internally to the management
- This assignment requires managing relationships and database management facilitated by active technology/internet support.

Server Administrator
- Technical Specialist for hyper converged based virtualization infrastructure in a VMWare environment utilizing vSphere, vMotion, vCenter, vSAN technology stack for virtual data centers, private cloud solutions as well as solutions based on public cloud services migrations (AWS, Azure).
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups, Patch Management, Antivirus Management, Perform software and hardware firmware upgrades.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required. Ensure security aspects being taken care off.
- Administers and maintains the organization's email system – Google-apps
- Configure Active Directory & DHCP Server, Support & maintain Active Directory, Support and configuration of Group policy.
- Maintain data center environmental and monitoring equipment

Assistant Engineer – Mechanical
- To perform, supervise, and coordinate professional HVAC and water supply works in the field and office, and to perform related works as required.
- Operating, Repair and maintenance of window/ split/ ductable split/ VRV/ package/ central plant air condition plant, water cooler, air cooler fridge, deep fridge etc.
- Responsible for managing minor and major works/projects, and for supervising subordinate engineering staff performing several projects

- Maintenance of Pumps, Bore wells, water tanks, water supply network, Air conditioning plants, solar water heating systems, RO plants, Individual AC and other mechanical equipment in the campus etc.
- Managing contractors' routine and preventive maintenance.
- Project work for the HVAC.
- Other duties specified by the Head of the department

Junior Engineer – Billing
- Preparation of tenders and BOQ,
- Rate analysis
- Preparation of specifications
- Keeping joint record statements of concealed items
- Detailed checking of contractors' bills (concealed as well as open measurements)
- Detailed checking of non-tender items, including rate analysis
- Reconciliation of materials, if required
- Certification of bills and processing of bills to the accounts department in requisite format
- Record keeping of all bills
- Complete handling of Audit of bills (Internal as well as external)

IT Coordinator
- Compiles IT project status reports, coordinates IT project schedules, manages IT project meetings
- Identifies and analyzes IT project requirements
- Liaison with CC team members, different IIMA departments and IT vendors to complete project related activities
- Ensures all project phases are documented appropriately
- Makes projects progress reports
- Manage & maintain centralized documentation of contracts, RFPs, Technical proposals, purchase orders, CSC committee communications etc.
- Maintain hardware and software inventory database

Executive Assistant - Advisory, Research, & Conference Services
- Executive Assistant - ARCS is responsible for organizing Advisory, Research, & Conference Services at IIMA.
- The position calls for an individual who is self-driven, enterprising, and collegial, with thorough knowledge of project management and budgetary accounting. Executive Assistant - ARCS will be interacting with multiple internal and outside agencies, and Institute faculty. One support staff will provide assistance to Executive Assistant - ARCS

Library Professional Assistants
- Online Databases
- Offline Databases (CMIE prowess, CAPITALINE, ACE, Data stream, Reuters, District GDP, Census of India, etc.
- E-Journals (Discovery & A-Z)
- Assisting individual students/AAs/RAs for databases & e-journals
- New arrivals (books, journals & news)
- Display of faculty publications (books & journals articles) and Library notice board
- Self-operated Photocopy machine
- Library website, IR & OPAC

- Preparing posters for services and databases to aware the users about the same
- Display the reference guidelines & how to use the database on notice board and web
- Organise book and publisher exhibitions
- Library Quiz and similar activities
- Assisting individual Faculty & FPM for online and offline databases & e-journals
- Create payment request (Preparing JV, Verification of all details i.e., Price, Price proof invoice date, GOC and RBI rate, etc.
- Downloadable MARC records and integration with Discovery service

Horticulturist
- Supervision of routine Landscape Development & Maintenance.
- Observing, analyzing and treating disease of the total landscape area.
- Plantation and Decoration of flower beds (seasonal/annual) in different areas
- Nursery development and maintenance.
- Horticulture related field work knowledge

Programme coordinators:
- Handling programme promotion
- Programme execution and other programme related tasks.
- Coordination with teaching faculty
- Coordination with programme Coordinator
- Coordination with programme participants
- Transport arrangement for participants, etc.

Marketing Assistant
- The Marketing Assistant is responsible for revenues by building a pipeline of Customized programmes, both short term and long term for companies / government across industries as well as functional areas.
- Strategic responsibilities include handling enquiries from various companies and government with regards to developing long and short-term programmes for them.
- Responsible for processing the incoming enquiries and closing them into programmes appropriately.
- To work closely with faculty chair(s) in terms of designing the proposals / contents of the programmes.
- Marketing Associate would also be responsible for submitting Expressions of Interests, tenders, request for proposals for the government programmes.
- Operational responsibilities include proposal development, prospecting, managing client relations, interface with faculty and ensuring the conversion of proposals by follow-ups etc....

Administrative Assistant:
- Supporting the marketing and planning activities carried out by the department.
- Establish excellent working relationships with clients of executive education, faculty, commercial services, and fellow team members; to set expectations and facilitate ongoing communications.
- Maintaining records/reports of all team activity, compiling data for Annual/ quarterly reports.
- Assisting in developing strategies for growth of the team through market research, and working on execution of the plans.
- Working closely with Head Executive Education towards over-seeing various activities of the team, and the daily working of the schedules.

- Correspondent for all meetings/documents/projects with regard to Head, Executive Education.

Accounts Assistants:
- Work closely with the Accounts officer and the team.
- Preparation of program budget and completion reports
- Operating the accounts software and generation of reports
- Coordinate with various departments of the institute as well as with external stakeholders
- Generation of invoice, maintaining records of the program bills and receipts
- Maintain data records and updates of vendor bills and payment

Client Accounts Associate (Relation & MIS)
- Work closely with Head of the department on developing and sustaining client relationship
- Identifying critical clients with long term relationship and maintain the relationship
- Understand the market trends and identifying the potential segments
- Contemporary alerts on the business environment and executive education at global level
- Representing the institute for client interactions
- Analyzing the data for generation of reports and presentations to Committee

Program Coordinator, eLearning
- To prepare class scheduling, online and on campus module in as desired by Programme Chair.
- To arrange to distribute reading materials to participants through online and/or manual mode as decided by Programme Chair.
- To arrange class and studio ready for programme delivery both online and on campus module
- To sort out participants query in relation to academic and give administrative support as well.
- Providing research support in activities related to course design and delivery in any of the eLearning Programmes. This includes help in preparation/revision of course outline, reading list, handouts, simulations, presentation slides etc.
- Coordinating with faculty members and supporting them for course development.
- Supporting the online programme office to develop the programme structure, interfacing with different stakeholders through telephone, email etc.
- Updating information on the Institute's website, posting regular updates on social media through communication department.

Office Assistant (IT)
- Management of the content updates for websites
- Management of the data for applications
- Management of the various content types (emails, social media posts, blogs etc.…)
- Develop, maintain and test the application software. This includes admissions portal, feedback system and bidding software for electives & international immersion programme
- Managing all the activities during the admission season which requires technical involvement. For e.g. announcements on the portal, loading required information/documents in the tablets for interview purposes, coordinating with server admin at computer center, etc.

- Recommend improvements to existing software programs as necessary
- Coordinate with Computer Centre staff for all kind of tasks
- Perform other related duties as assigned by the Supervisor or Manager

Secretary to Faculty:
- To take dictation or note from faculty members
- To prepare notes under the guidance of faculty members
- To schedule meetings, classes and events; update in Google calendar.
- To make travel arrangements
- To receive phone calls and messages and convey the same to faculty
- To coordinate with departments
- To schedule and confirm appointments for students and clients
- To maintain the list of contact persons and, various project codes
- To fix-up appointment with officials followed by regular follow-ups
- To handle incoming and outgoing mails *I* couriers
- To keep track on activities status on day to day basis
- To file papers in respective files

Clerical Assistants: Every department at IIMA has Clerical Assistants. Their main duties of the Clerical Assistants are:
- To assist the Officer/Executive Assistant of the Department in the day-to-day activities of the department
- Entering the data in the computer
- Filing work
- Feedback analysis of courses
- Assisting the Officer in course related work
- Update department data
- Any other work related to the concerned department as assigned by Officer/Executive Assistant.

Project Facilitator
- Facilitation in inviting proposals for the calendar year.
- Collating the programmes and scheduling faculty wise.
- Coordination with Reservation for booking facilities for each programme
- Coordination with faculty members for scheduling programmes.
- Keeping the website with up to date programme details and other relevant information.
- Preparation of programme collaterals along with external agency.
- Coordination with Communications Dept.for releasing advertisements.
- Updating the programmes information.
- Coordination with the team and the CRM service provider.
- Annual planning of stationeries and other materials required for the programme execution.
- Planning for procurement and supply of materials required for Executive Education.
- Coordination with travel desk / service provider for local logistics of participants & faculty.

Project Coordinator, Computer Centre
- Familiar with standard concepts, practices, and procedures within IT projects and

operations. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A degree of creativity and latitude is required.

- Familiar with Project Manager Office activities for smooth execution of Projects like (Handling RFPs, Co-ordinating with various departments for requirement gathering, Project report preparation, Comparison of Project profitability w.r.t time and material, Budgeting for resource, Project progress w.r.t the scope and schedule, follow up with various stake holders involved for project progress, managing resource involved in Project and getting desired output, preparing travel plans etc.)
- Compiles project status reports, coordinates project schedules, manages project meetings
- Identifies and analyzes project requirements
- Liaison with Computer Center team members, different IIMA departments and IT vendors to complete project related activities
- Ensures all project phases are documented appropriately. – Makes projects progress reports
- Manage & maintain centralized documentation of contracts, RFPs, Technical proposals, purchase orders, CSC committee communications etc.
- Maintain hardware and software inventory database

Communication Executive
- Oversees all Institute's social media accounts
- Develop engaging, creative, innovative content for regularly posts, which enlighten audiences and promote brand-focused messages
- Deliberate social media planning and goal setting
- Managing Online Reputation
- Content Management
- Generation of inbound traffic
- Audit and analyses of social media presence
- Works with other departments / offices to develop social media timelines coinciding with new program releases, ad campaigns, or other brandmessages
- Monitors and develop reports on social media activity of other educational institutions.
- Creation and publishing of relevant, original, high-quality content
- Create a regular publishing schedule
- Write, Edit and proofread IIMA website content
- Write content for brochures, flyers, hoardings and social media

Executive, Public Relations

- Writing and producing draft press releases
- Dealing with media inquiries from the public, the press, and related organizations
- Organize and Coordinate press conferences, campus visits and Institute's events
- Analysing Media Coverage
- Liaising with publications and internal staff about advertising budgets, timescales and objectives

- Liaise with marketing professionals to ensure consistency in promoting Institute image
- Assess story opportunities from student events and other IIMA partnerships
- Analyse results of PR campaigns or efforts and prepare reports

Executive, Design

- Producing consistently excellent art-visual and video-audio editing work
- Illustrating concepts by designing examples of art arrangement, size, type size and style and submitting them for approval.
- Preparing finished art by operating necessary equipment and software.
- Producing a concept, selecting the best ones and sharing them to internal stakeholders
- Create visual aspects of marketing materials, websites and other media, including newsletter, infographic and social media
- Communicating with internal stakeholders about layout and design.