

3. Powers and Duties of Officers

1. Professor Arvind Sahay, Dean (Alumni & External Relations) & Chief Vigilance Officer

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2. Cdr. Manoj Bhatt (Retd.), 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. Dr. H. Anil Kumar, 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. Mr. Sirajuddin G Siddiqui, Head-ICT

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.

5. Mr. Ajit K Motwani, Head-Development Office

Ajit 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. Ajit also contributes to collaborate with some of the external relation initiatives of the Centre for Innovation, Incubation and Entrepreneurship (CIIE) at IIMA.

6. Mr. H J Vadher, 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.

7. Ms. Nina Badlani, Chief Manager (Finance & Budget)

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. Mr. Pranaya Srivastava, 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.

9. Mr. N Baskaran, Officer, EEP

1. Provide accommodation and messing facilities for participants attending various Management Development Programmes
2. Liaison with participants/faculty and various department in the Institute.
3. Marketing of Management Development Programme.

10. Ms. Ishita N Solanki, 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.

11. **Mr. J. Albert Xavier, Manager – HR / CPIO / Grievance Officer / Welfare Officer**
 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. RTI matters.
 6. All grievances related matters for administrative staff.
 7. All welfare related matters for administrative staff.

12. **Ms. Hima Soni, 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

13. **Mr. Neeraj Jain, Manager-CIIE**
 1. Administration of CIIE
 2. Project Management for Incubatees
 3. Documentation and Research

14. **Mr. Jatin M Nagori, 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.

15. Mr. S Bhattacharya, Manager-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.

16. Mr. Samir G Sheth, Manager(Contracts, Compliance and Special Projects)

1. All contracts, agreements, that the Institute enters with the contractors, suppliers, service provides, etc.
2. Ensure that General Financial Rules of Government of India and other rules & regulations issued by various authorities from time-to-time are compiled with.
3. Will be responsible for vetting of all projects, research, and consultancy agreements from centres, faculty, publishers, etc. Accounts & Finance Department will provide required details as and when necessary.
4. Will oversee pre, internal, statutory, and C&AG audits and ensure compliance of guidelines.
5. Will ensure compliance of investment guidelines.
6. Will be responsible for presenting the contract and other documents to internal auditors, statutory auditors, and CAG.
7. Will prepare, disseminate, and ensure awareness of compliance guidelines to the user departments.
8. Will conduct special projects related to Finance, Accounts, Audits, Contracts, and Compliance specifically assigned.

17. Ms. J S Vijayapriya, 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.

18. Ms. K V Ramachandran, Officer - HR

1. Overall responsible for Academic Associates and Project Staff recruitment and appointment
2. AA's performance evaluation
3. Providing data for B-school surveys

19. Mr. M S Sudarsanan, 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.

20. Mr. U B Bhavsar, Programmes Officer – MDP

1. MDP and Incompany programme allocation to programme secretary and to inform coordinator of the programme.
2. MDP budgeting checking.
3. MDP details to Management (Finance Committee, Board Meeting, Annual Report etc.), Area Chairperson and other department.
4. Attend inquiry / Information on 66324071 and my email id - pomdp@iimahd.ernet.in.

21. Ms. K K Jansari, Material Reproduction Officer / Liaison Officer – SC/ST

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.

22. Mr. Avinash Lad, 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.

23. Mr. Sunil Garg, 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

24. Dr. Mukesh Sharma, 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.

25. Mr. Baskaran R, In charge - Placement Office

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

26. Mr. Lt. Cdr. Monika Dutta, Manager - Director's Office

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

27. Mr. Pravin Christian, Programmes Officer-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.

28. Mr. Upendra P. Pandya, Assistant Librarian

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

29. Mr. K. N. Muralidharan, Assistant Librarian

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

30. Mr. Mohan Santpurkar, Incharge, PGP-ABM

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

31. Mr. Ujjal Kumar Dey, Sr. Executive, Communication & PRO

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