

3. Powers and Duties of Officers

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

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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. HR Officer / 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 authority (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 programme
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 accounting thereof
7. Monitoring expenses from donations with regard to MOU
8. Certifying proposals received from various departments for purchases after checking budgetary 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.