

3. Powers and Duties of Officers

1. Professor Ajay Pandey, Chief Vigilance Officer

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2. Chief Administrative Officer

General Administration, Finance, 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-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.

8. Vice President – India Gold Policy Centre

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

9. 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.

10. Associate Vice President-Human Resources

Provides strategic directions and administrative support on HR dimensions.

11. Associate Vice President- Centre for Transportation & Logistics

The officer is responsible for overall development, management, and growth of the Centre for Transportation and Logistics.

12. General Manager-Engineering Services & Estate

In Charge of the Estate, 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.

13. Deputy Librarian

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

14. General Manager-Accreditation & Ranking

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

15. General Manager-Project, 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 on time.

16. 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.

17. 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.

18. General Manager, Communications

External Public Relations, Administrative Functions.

19. General Manager-ICT

Computer Centre Administration

20. General Manager, NSE Centre for Behavioral Science

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

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-Development-EE

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

23. Assistant General Manager-Accounts

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

24. Assistant General Manager-Stores & Purchase

Procurement, stores, and issue of materials.

25. Assistant General Manager-Hindi

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

26. 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.

27. Assistant General Manager-Placement

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

28. Medical Officer

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

29. Assistant General Manager-Facilities

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

30. Assistant General Manager-Contracts

Contracts Management

31. Assistant General Manager-Electrical

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

32. Assistant General Manager- ERP

Manage and coordinate the project on implementing various objectives such as the scope of the project, financial budget, time line, accuracy, and the quality of the project.

33. Assistant General Manager-Misra Centre for Financial Markets and Economy

The officer is responsible for overall development, management, and growth of the Centre in alignment with the vision and goal for the Centre. Manage production of analytical reports on topical issues and broader trends in the Indian & global financial markets and the economy.

34. Manager-Admissions

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

35. Manager-Ph.D.

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

36. Manager-CMA

Manage activities related to Centre for Management in Agriculture.

37. Manager-Finance

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

38. Manager-Material Reproduction

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

39. Manager-House Keeping

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

40. 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.

41. Manager-Editorial

Editing the Institute publications

42. Manager-Audio Visual

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