

Powers and Duties of Officers and Employees

1. Professor Anand Kumar Jaiswal, Chief Vigilance Officer

Telephone : 079-66324862

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 – India Gold Policy Centre

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

7. Advisor for Integrated Facilities Management

The Advisor is overall responsible for the security, housekeeping, landscaping, horticulture in Main Campus and the New Campus as well as facilities in IMDC.

8. 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.

9. 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.

10. Associate Vice President-Human Resources

Provides strategic directions and administrative support on HR dimensions.

11. Associate Vice President- Project, Estate & Maintenance

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

12. 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.

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-Development-Executive Education

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

16. General Manager-ICT

Computer Centre Administration

17. Assistant General Manager-Finance & Accounts

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

18. Assistant General Manager- Centre for Digital Transformation

The officer is responsible for creating and manage a digitally enabled organization, meet the goals and objectives of the Centre for Digital Transformation.

19. Assistant General Manager-CTL

The Assistant General Manager will be responsible for the development, management and growth of the Centre for Transportation and Logistics

20. Assistant General Manager-Hindi

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

21. 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.

22. Assistant General Manager-Placement

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

23. Assistant General Manager-Contracts

Contracts Management

24. Assistant General Manager-Electrical

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

25. Assistant General Manager-SAP

Overall Project Management of SAP support activities, and managing Key Stakeholders, Support Vendor and ERP users. Manage SAP system, performance, security and regular updates.

26. Medical Officer

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

27. 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.

28. Manager-Admissions

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

29. Manager-Ph.D.

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

30. Manager-CMA

Manage activities related to Centre for Management in Agriculture.

31. Manager-Audio Visual

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

32. Manager-Compliance

Carry out all administrative functions of Compliance with laid down regulations, GFR and Institute's norms.

33. 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.

34. Manager-Communications

Manager-Communications is responsible for the comprehensive planning and implementation of the Institute's communications and branding efforts through the Institute's website, social media, publications and public relations in collaboration with other departments and senior functionaries of the Institute.

35. Manager-Facilities

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

36. Manager-Finance & Accounts

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

37. Manager-Editorial

Editing the Institute publications

38. Manager-House Keeping

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

39. Manager-Material Reproduction

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

40. Manager-Security

Responsible for security in campus, manage security personnel deployed and liaise with local police or Government officials as per need.

41. Manager-Student Activity Office

Management of student housing and welfare activities, oversee maintenance of the hostels and coordinate with students in maintaining hostel discipline.

42. Centre Coordinator-NSE Centre

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

43. Assistant Managers

The Assistant Managers support the HODs in each department for achieving the departmental goals and objectives as per activities planned and tasks assigned.

44. Executives

The executives are assigned tasks to carry out the day-to-day departmental activities as per guidance and supervision from Assistant Managers/HODs.

45. Peon/Attendant

The Peons or Attendants provide the service of support staff to the various departments and programme offices of the Institute.