

**INFORMATION PUBLISHED IN
PURSUANCE OF SECTION 4(1)(b) OF
THE RIGHT TO INFORMATION ACT, 2005**



सिद्धिमुलं प्रबन्धनम्
भा. प्र. सं. इन्दौर
IIM INDORE

Baart Iya pbaNa sabhaana [ndaa]

Indian Institute of Management Indore

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INDIAN INSTITUTE OF MANAGEMENT INDORE

INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT, 2005.

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**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (i)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Particulars of Organisation, Functions and
Duties of the Department**

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (i)
OF SECTION 4(1)(b) OF THE RTIACT, 2005

Particulars of Institute, Functions and Duties of the Department

1. Objectives/Purpose of the Institute

The aim of the Institute is to provide the best possible education and training to students, researchers, executives and contribute to the improvement of knowledge about business practices through its consultancy and management development programmes. The frontiers of knowledge in the discipline of management through original and applied research and develop case studies based on Indian Experience. It builds channels of communication with the leading management educational institutions and professional bodies both in India and abroad.

2.1 Academic Programmes

The academic programmes of the Institute will cover four areas :

- a) Post-Graduate Programme in Management (PGP)
- b) Management Development Programmes (MDP)
- c) Executive Post-Graduate Programme in Management (EPGP)
- d) Faculty Development Programme (FDP)
- e) Fellowship Programme in Management (FPM) & Research
- f) Publications
- g) Consultancy

The Post-Graduate Programme

The Institute's two-year Post-Graduate Programme in Management was started in 1998. The two-year PGP is a full time residential course for graduate students from all disciplines wanting to choose a career in management.

ELIGIBILITY

The candidate must hold a Bachelor's Degree of any of the Universities incorporated by an Act of the central or state legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India. The Bachelor's Degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.

Candidates appearing for the final bachelor's degree / equivalent qualification examination can also apply. Such candidates, if selected, will be allowed to join the programme provisionally only if they submit a certificate.

Candidates with relevant managerial work experience are especially encouraged to apply.

We also encourage foreign applicants, such as i) Persons who are permanent citizens of some other country and residing outside India and ii) Non- Resident Indians who are not in India during the admission process, to apply to our programme through GMAT score. For details about the application procedure please visit our website: www.iimidr.ac.in/iim/pages/programmes/ page in the website.

Selection

Candidates are short-listed for Group Discussion & Personal Interview on the basis of their performance in CAT/GMAT, academic record, and relevant work experience. Final selection to PGP would be based on criteria, such as the candidate's academic record, scholastic achievements, relevant work experience, performance in CAT/GMAT, group discussion, and personal interview.

Curriculum

The curriculum is designed to help participants develop an integrated approach to solving management problems.

The first year's curriculum is compulsory and covers all the disciplines and basic functional areas of management through an innovative design. The basic principles of economics, behavioural sciences, information technology, and mathematics are taught in the management context.

Throughout the first year, participants undergo constant interaction with industry to augment their classroom learning with real-life working and observation. At the end of the first year, participants work in organizations on summer assignments lasting eight weeks. Summer assignments provide the participants opportunities to:

- a) have a firsthand exposure to the functioning of an organization;
- b) relate classroom learning of concepts and skills to real life management situations; and
- c) make an informed choice of specialization and career.

The second year courses provide the participants with an opportunity not only to continue the study of subjects covered in the first year, but also to pursue the study in a field of special interest to them. Participation in live projects in near-by industrial units is emphasized.

IIMI's International Students Exchange Programme provides an opportunity for second year PGP participants to have an international acquaintance. Selected students make use of their fifth term with our partner institution of world class repute, during the programme.

Method of Instruction

The case method is a major instrument of learning in IIMI's programmes. Cases are descriptions of actual management situations written from the experiences of organizations in a wide range of settings. Each case presents facts known to the executives responsible for dealing with the situation. Participants are exposed to a large number of Indian and foreign cases and learn how to solve different kinds of problems.

Several other methods such as group exercises and discussions, role-plays, simulation games, lectures and seminars are also used.

Diploma

Graduates of PGP are awarded the "Post-Graduate Diploma in Management".

Placement:

The Institute's placement cell provides assistance and career guidance to PGP participants for their summer internship as well as for final placements. Campus recruitment week is organized at the end of the second year (for final placement). Reputed Indian / multinational / overseas companies visit the institute to select participants for summer as well as final placements. Participants of IIM Indore have also been offered *lateral placement offers and pre-placement offers*. Participants of IIM Indore have also been selected for overseas summer internship.

How to Apply?

Candidates seeking admission to the two year PGP of IIMI have to appear in the Common Admission Test as described in the bulletin. No additional fee needs to be paid for applying to IIMI.

Reservation for Scheduled Caste / Scheduled Tribe Candidates.

Twentytwo and a half per cent seats are reserved for scheduled caste / scheduled tribe candidates meeting IIMI's admission requirements.

Reservation for Candidates with Disabilities.

Three per cent seats are reserved for persons with disabilities (as per the provisions of Persons with Disabilities Act, 1995) meeting IIMI's admission requirements.

Requests for any additional information may be addressed to:

The Incharge, Admissions, Indian Institute of Management, Indore,
Pigdamber, Rau, Indore 453331 (M.P.), *Phone*: 0731- 4228685 (Direct),
EPABX: 0731-4228400, Web site at: ***www.iimidr.ac.in***

EXECUTIVE POST-GRADUATE PROGRAMME IN MANAGEMENT (Exec- PGP)

Executive Post-Graduate Programme is a uniquely designed programme for working executives and entrepreneurs. The objective of the programme is to provide an opportunity to enhance their knowledge and skills continually.

For further information/clarifications, please contact : In-charge, EPGP Office, Indian Institute of Management Indore, Prabhandh Shikhar, Rau-Pithampur Road, Indore – 453331, Phone 731-2439400, 401.

FELLOW PROGRAMME IN MANAGEMENT (FPM)

The Fellow Programme at IIMI is a unique doctoral programme in management. It is designed to provide both breadth and depth of knowledge to doctoral participants in management. The prime objective of the programme centers on creating competence in *teaching and research* in management education, and practice. The programme equips the participants for careers in teaching, training, research, and consulting both in academia and industry. The programme is application oriented in nature, and the participants will be able to contribute to management thinking.

The emphasis, therefore, is on:

- * admitting the best participants committed to teaching and research;
- * offering a curriculum with an appropriate balance between theory and practice;
- * promoting excellence in research by emphasizing a strong analytical approach; and
- * providing the best academic support facilities.

The Fellow Programme takes four to five years to complete, including two years of rigorous course work followed by research work leading to a thesis. While the first year of course work is common with IIMI's Post-graduate Programme, the second year involves advanced doctoral level courses in the chosen area of specialization. In addition, after the first year of course work, participants will have an opportunity to get exposure to the real business world through a summer project. While the basic course work phase provides the breadth, the advanced course work phase provides depth of knowledge through the area of specialization. After completing the course work, the participant has to pass a comprehensive qualifying examination, written and oral. On successful completion of course work, the participant is required to undertake a research work leading to a thesis. The participant is required to write a research proposal under the guidance of the Thesis Advisory Committee (TAC) and has to make a public defense. Subsequently, the participant has to pursue research under the supervision of TAC. The Thesis Examination Committee consisting of internal and external experts will evaluate the thesis. Finally, the participant has to make a public defense of his/her research work and qualify the viva voce examination.

For further information/clarifications, please contact : In-charge, FPM Office, Indian Institute of Management Indore, Prabhandh Shikhar, Rau-Pithampur Road, Indore – 453331, Phone No. 731-24394000, 401 .

Management Development Programmes

Today's business is characterized by constant change and dynamism in every sphere. Organizations have become more human resource oriented and it is the human resource capital that plays a dominant role in helping the organization to stand apart in

the crowd. Hence, it becomes imperative for managers to continuously educate and update themselves about the changes and evolving management practices. For this purpose, IIM Indore considers its role of imparting training and development to corporate executives, through open MDPs, customized in-house programmes and consultancy, as an important activity.

The MDPs at IIM Indore started in the year 2000-01 and since then has been growing with the support of corporates. The MDPs at IIM Indore are specifically designed to reflect the evolving realities of business and management practices & applications so that it adds knowledge and skill to the participants, facilitating their personal contribution to the future success of their organization. The MDPs provide the executives with an opportunity to access contemporary thinking, exchange ideas and gain insights from a diverse range of peers.

The campus houses a fully furnished Management Development Centre on top of a hill to cater to the lodging and boarding of the executives participating in the MDPs. The MDC is a separate building with well furnished air conditioned rooms and recreational facilities. It has in all 24 double rooms, 12 single rooms and 6 suites. The MDP classrooms are situated in the main building and are all equipped with latest presentation and teaching aids. The campus has an environment that facilitates learning.

For participating Management Development Programmes the participants are to be nominated by their organization. For detailed programme brochure and nominations, participants may please contact Officer (EE), Indian Institute of Management Indore, Prabhandh Shikhar, Rau-Pithampur Road, Indore 453331, Phone: 731-2439750, 7520r E-mail: mdp@iimidr.ac.in. Our calendar of programmes is available in our website at <http://www.iimidr.ac.in/iimi/pages/institute/mdpcalendar.php>

Faculty Development Programme

One of the objectives of the IIMI is to assist in the development of teachers, researchers, and trainers for management education. To meet this objective the Institute had organized a series of short-term University Teachers' Programs. This program is designed to help the participants identify teaching practices that successfully meet today's educational challenges and expectations, drawing

attention to educational philosophies and pedagogical theories, module design, instructional strategies, pedagogically sound use of IT and assessment. For the last four years, IIMI has offered many short-term programs for university teachers. Based on our experience with the said programs, the FDP has been continuously adapted to address the emerging developmental needs of management educators in a wide variety of institutions.

LibraryFacilities- The IIMI Library with its modern collection of knowledge resources and innovative information services fills an essential role for students, faculty, and the surrounding community in their intellectual pursuits. It is a hybrid library with the state-of-the-art technological applications. The Library holds knowledge resources predominantly related to management and allied subjects. The entire Library collection including the CD-ROM databases and the online databases are made available through Institute's network. Users can access the online databases and also find out the realtime availability of library materials from their own computer terminals. The Library offers a range of information services set to the highest professional standards.

Objectives

- To build a state-of-the-art knowledge resources centre for management and allied subjects

- To provide appropriate knowledge resources to meet the information needs of the academic community of the institute

- To provide proactive and innovative information services to the academic community of the institute

LibraryMember Privileges

The Library is primarily intended for use by faculty, students, administrative, research and other staff members of the IIMI community. Each member is provided with a bar-coded library membership card. In order to borrow books from the library, the member should present the book(s) along with his/her Library membership card to the staff at the library circulation counter.

The various categories of members and their privileges are as follows:

S/N	Member categories	Loan duration	Max. number of books borrowed at a time
1	Faculty	3 months	25
2	Research Staff	1 month	10
3	PGP Participants	15 days	4
4	Administrative Staff	15 days	5

Books which are on display, issued to others members, etc. can be reserved at the library circulation counter. The member will be notified upon availability of the same item.

Members can also renew the books for another term, provided there is no demand for the same item from other members.

Library Service Hours

Regular Schedule:

Monday to Friday : 09.00 am - 10.00 pm
Saturday : 09.00 am – 05.30 pm
Sunday : 02.00 pm – 10.00 pm

During Summer Break:

Monday to Saturday: 09.00 am – 06.00 pm
Library observe all Institute holidays.

For further information/clarifications, please contact : Librarian, Indian Institute of Management Indore, Prabhandh Shikhar, Rau-Pithampur Road, Indore – 453331, Phone 731-2439626 or visit

<http://www.iimdr.ac.in/iimi/pages/institute/iimi-library.php>

COMPUTING FACILITIES - The Indian Institute of Management at Indore has truly world class, campus wide state-of-the-art information technology tools that are designed to meet the computing and communication needs of the Institute. Institute has fast, reliable and rugged computer network of more than 1300 Nodes. This Network has Gigabit fiber backbone connectivity to all the blocks and departments. Network has redundant network design which includes two no. of core switch to cater network connectivity to entire campus. All the hostels, faculty blocks, admin block, classroom blocks, MDP block, library &

seminar blocks are connected through redundant gigabit fiber backbone and apart from above, all the blocks are connected through layer 2 & 3 switches to provide 100 mbps connectivity at the user end. Every room of the hostel has a dedicated network to provide round the clock access to resources on the net. Wireless network is also enabled in Faculty, Class room , MDC & hostel blocks.

Computer and Communication Facilities: Faculty, Participants, Administration, and Library Servers run on Windows Server operating system while the Mail and Proxy run on Linux. All the nodes are running on Windows 2000/XP Professional and Linux. Other applications software's include Office 97/2000, MATLAB, SPSS 15, Answer Tree, ArcView GIS 3.3, Clementine 11.1, Polyanalyst 4.5, Coldfusion 4.5, Oracle, Visual Studio, IBM DB2 ,MS-SQL Server, Shazam, AutoCad 2000i, Primavera, , Architect Bundle, Flash, Tally , Arena, Microfit, AMOS, ILog-Cplex, Libsys, Cisco Works 2.2, Microsoft Project 2000, Redhat Enterprise Solutions 4.0, Microsoft Exchange Server, etc.,

The details of the available facilities are as follows:

Network Servers: 12 numbers of Intel Xeon Dual Processor / P-III, 2.0 Ghz / 1.0 GZ, 2 GB / 1 GB RAM, 8GB / 20 GB HDD and CD/DVD -Drive for faculty, participants, and web/email servers. Three Intel Xeon , 2.7 GHz, 2048 MB RAM, 36 x 2 GB HDD and CD-Drive for Library Server. One NAS with 1000 GB (1 TB) Storage Capacity, One CD-Net Server with 28 CD drives with expansion chassis for another 28 CD/DVD drives, CD Mirror Server with 1 TB storage capacity and thirty two lines RAS Server.

Desktop PCs: 285 nos. of Intel Pentium -(IV/ III/ II).

Notebooks: 51 nos. Mobile Cent. 1.7 GHz / P -I/ P-III 866 Mhz with 32MB / 128 MB RAM, 3.2GB / 15GB HDD / DVD with multimedia kit.

Printers: 8 No. of HP Network Laserjet 4350/4300 Heavy duty printers, 2 no. of HP 8150 network laserjet printers, 5 no. of HP 1320 laserjet printers, 2 No. of Xerox N2025 network laserjet printers, 2 nos. of HP LaserJet 6MP, 36 nos. of HP DeskJet 670C, 610 and 640 C, 1 HP Colour Laserjet Printer and 2 No. of HP 3380 Laserjet 4-in-1 Printer.

Other Devices: 8 No. of External DVD/CD Writer, 3 No. of CD Writer, 6 No. of Scanner, 2 No. of ADF Scanner, 10 No. of Networked Webcam.

Internet Access: 34 Mbps (1:1) leased line connection from BSNL .

GOVERNANCE OF THE INSTITUTE - The society of the Institute shall carry out the administration and management of the Institute for the furtherance of the objectives of Institute through following authorities :-

- a) Society of the Institute
- b) Board of Governors
- c) Such other authorities as may be declared by the authorities of the

Institute

Academic & Administrative Administration

The Institute is headed by a Director who acts as the administrative and academic head of the Institute. Director's Advisory Committee and Area Chairperson assist Director in day-to-day academic administration of the Institute.

Chief Administrative Officer is reporting to the Director and headed at administrative level and is assisted by Officers of various departments.

The Institute follows a flat organization structure where the emphasis is on communication networking rather than hierarchy. Department is the lowest organizational unit in the administrative support system and it consists of Officer/Executive Assistant/Accountant/General Duty Assistant/Lower Division Clerk. All Administrative Departments working under Chief Administrative Officer and the administrative sectional heads administratively reports to CAO and functionally reports to the concerned area chairperson.

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ii)**

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**POWERS AND DUTIES OF OFFICERS
AND EMPLOYEES OF THE
DEPARTMENT**

**INFORMATION PUBLISHED BY THE DEPARTMENT UNDER
SUB-CLAUSE (ii) OF SECTION 4(1)(b) OF THE RTIACT, 2005**

**Part I :
General**

Powers and Duties of Director, Faculty and Administrative Staff of the Institute –

1. Director – Director is the principal academic and executive head of the Institute and shall exercise general supervision or control over the affairs of the Institute and implementing the decisions of all authorities of the Institute. The Director may, if he is of the opinion that immediate action is called for any matter, exercise any power conferred upon any authority of the Institute under the rules, in consultation with the Chairman of the BoG to take such action(s). The director shall exercise the all powers as may be delegated to him by the BoG and have the power to re -delegate what has been delegated to him to any of his subordinate officers with the concurrence of the Chairman, BoG. Director has all powers relating to the proper maintenance and discipline of the Institute. Director shall have the power to convene or cause to be convened meeting of the various bodies of the Institute.

1. Faculty – Professor / Associate Professor /Assistant Professor - PGP teaching is the core activity of the faculty member. Faculty member is expected to offer cross-functional electives, in addition to the core courses in the area of his specialization, in different programmes, viz, EGP/MDP/FPM of the institute, and actively participate in research - publish cases/working papers/papers in peer reviewed international journals & refereed journals, present paper in seminar and conferences, supervision of doctoral work, consultancy, take part in administration of academic and supportive activities and institution building activities of the Institute.

3. Chief Administrative Officer – CAO is the administrative who provides total administrative support for all the activities and to lead a team of Officers in the Institute and guide them in their day to day activities.

- * 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.
- * As stipulated in the Memorandum of Association.
- * Overall incharge of administrative functions, responsible to Director/ Board/ Society, Non-member Secretary of the Board, Non-member Secretary of the Finance & Personnel Committee of the Board,
- * To exercise administrative and financial powers delegated by the Board
- * Drawing and disbursing Officer of the Institute accounts.
- * To deal with employees/ unions and settle the problems by negotiations etc.
- * To prepare the annual reports of the Institute.
- * Liaison with Institute's architects

Financial

- * To examine the budget proposals of the Institutes.
- * To examine the Income & Expenditure accounts, Receipts and Payments
- * Generally to exercise the administrative powers as delegated by the Board and
- * To issue financial sanctions within the approved budget for purchase of various items and for maintenance and repair of items.

Academic/Programmes

- * Responsible for making arrangements for annual convocation and conferences.
- * Coordination of Institute Convocation where invariably a VIP or
VVIP is the Chief Guest Member of various academic committees.

Others

- * To examine proposals of the Institute Engineer and responsible for construction and maintenance of buildings and Institute campus.
 - Implementation of various other guidelines and orders received from the Government of India.
4. Librarian – Responsible for managing well organized library and information resource center to meet academic/research needs.
 5. Executive Engineer – Responsible for construction & maintenance activities of the Institute. EE is also responsible for Estate, Engineering & Administrative activities of the Institute.
 6. Finance & Accounts Officer – Responsible for managing the Finance & Accounts Department. Duties and responsibilities broadly includes day-to-day activities of Finance & Accounts Department, preparation of balance sheet, investment planning, audit control, reporting to the funding agencies, computerized accounting, budgeting & control systems, managing the Gratuity & Superannuation Trusts and providing support services to faculty, academic & administrative staff. She/he is the exofficio member of Finance & Personnel Committee of the BoG.
 7. Accounts Officer – Responsible for managing the finance and accounts department including accounting, budgeting and control systems, investment planning, audit controls, processing of bills, finalization of accounts, cash, budget, investments, etc.
 8. Stores & Purchase Officer – Responsible for purchase and inventory management, award of contracts/annual maintenance contracts, inventory planning, tendering, disposal of unused items, etc.

9. Personnel Officer –Responsible for Personnel & Establishment functions of the Institute. This includes, recruitment, salary & benefits administration, Conduct Rules and disciplinary matters, statutory compliance of various labour laws; compliance of reservation guidelines/directives pertaining to SC/ST/OBC & Physically handicapped employees; Management of office support services of outsourcing contracts, etc.
10. Officer - Responsible for independently in managing Academic & Administrative activities of the Institute in including Stores, Purchase, Administration, Estate Management, Construction, Hostel or/and other activity(s), assigned to you from time to time.
11. Computer Professional– Responsible for Network & system maintenance and management of computing resources of the Institute in operation for IIMI Community.
8. Executive Assistant/General Duty Assistant–He/she works under the orders and supervision of the Faculty/CAO/Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:-
- * to see whether all facts open to check have been correctly stated;
 - * to point out any mistakes or incorrect statement of the facts;
 - * to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
 - * to put up the Guard file, if necessary, and supply other relevant facts and figures;
 - * to bring out clearly the question under consideration and suggest a course of action wherever possible.

9. Private Secretary/Stenographer – He/she will keep the Chair/Officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the Faculty/Officer more time to devote himself/herself to the work in which he/she has specialized. He/she will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/she will exercise his/her skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his/her boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

- * taking dictation in shorthand ;
- * fixing up of appointments;
- * screening the telephone calls and the visitors in a tactful manner;
- * keeping a note of the movement of files;

10. Library Professional Assistant – Responsible for managing well organized library and information resource center to meet academic/research needs.

11. Lower Division Clerk – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (iii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PROCEDURE FOLLOWED IN THE DECISION-MAKING
PROCESS, INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNT ABILITY.**

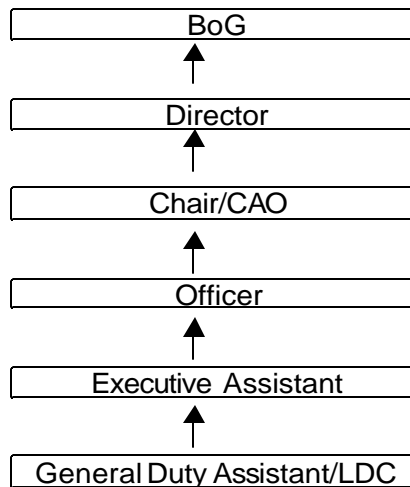
INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (iii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Procedure followed in the decision-making process, including
channels of supervision and accountability**

The director shall exercise the all powers as may be delegated to him by the BoG and certain powers have been re-delegated to his subordinate officers with the concurrence of the Chairman, BoG.

In cases where appointment /sanction expenditure, etc. is to be done based on the recommendations such recommendations are obtained and processed for final decision at the competent levels.

Action on routine papers is initiated at the level of Executive Assistant/ GeneralDuty/Assistant/ Lower Division Clerk and on important papers, at higher levels e.g., Faculty/Officer. Normal Channel of submission of papers is :-



INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (iv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**NORMS SET BY THE DEPARTMENT
FOR THE DISCHARGE OF ITS
FUNCTIONS**

INFORMATION PUBLISHED BY THE DEPARTMENT UNDER
SUB-CLAUSE (iv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Norms set by the Institute for the discharge of its functions

Wherever applicable the Institute follows norms for various items of work as laid down by the area/department. In other cases, norms as laid down in guidelines/circulars etc. of the Ministry itself are followed, wherever applicable. The time limit for disposal of various cases depends upon the nature of the files and the level of disposal.

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (v)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**ACTS, RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND
RECORDS HELD BY THE DEPARTMENT OR UNDER ITS CONTROL
OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS
FUNCTIONS**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (v)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Acts, Rules, Regulations, Instructions, Manuals and Records
held by the Department or under its control or used by its
employees for discharging its functions**

Part I : General

Indian Institute of Management follows the Government of India instructions, rules and regulations issued by the concerned nodal Departments like Ministry of Finance, Planning Commission, Department of Personnel & Training, etc, wherever applicable. These general rules and regulations include General Financial Rules (GFR), Leave Rules, Rules on Advances to Government Servants, Delegation of Financial Powers, Central Services (Conduct) Rules etc.

Part II : Acts, Rules, Regulations, Instructions, Manuals, Records
specific to the Institute, used for discharging its functions

Details of Acts, Rules, etc. which are specific to this Department are given below:-

S/N	Area/Dept	Acts, Rules, Regulations, Instructions, Manuals/ Records used for discharging functions
1	Administration	
2	Admissions	Admissions Manual, Minutes of the CAT Group Meetings/ guidelines/ Admissions & Financial Committee meetings/ PGP Manual
3	Engineering & Estate	CPWD Manual, Minutes of Construction Committee
4	Executive PGP	Executive PGP Manual
5	Finance and Accounts	Accounts Manual, Institute Standing Instructions, Audit Manual, Reports & recommendations of CAG/ Internal Audit/ IIMI Personnel Policy Manual
6	FPM, F&PC	FPM Manual, Minutes of Research & Publication Committee meetings
7	IT	IT Manual, PGP manual, Minutes of IT Committee meetings
8	MDP	MDP Manual
9	Personnel & Administration	Personnel Policy Manual, Minutes of Staff Development & Evaluation Committee meeting The Employment Exchange (Compulsory Notifications of Vacancies) Act 1959; The Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960

		<p>The Contract Labour (Regulation & Abolition) Act, 1970 The Contract Labour (Regulation & Abolition) Central Rules, 1971</p> <p>Employees Provident Fund and Miscellaneous Provisions Act, 1952</p> <p>The Payment of Gratuity Act, 1972 The payment of Gratuity (Central) Rules, 1972</p> <p>The Apprentice Act 1961 The Apprentice Rules, 1991</p> <p>The Payment of Wages Act, 1936 The Minimum Wages Act, 1947 The Industrial Disputes Act, 1947 The Industrial Disputes (Central) Rules, 1957</p> <p>The Industrial Employment (Standing Orders) Act, 1946 The Industrial Employment (Standing Orders) Central Rules, 1946</p> <p>The Equal Remuneration Act, 1976</p> <p>The Motor Transport Workers Act, 1961</p>
01	PGP	PGP Manual, Hostel Manual
11	Placement	Placement Manual
12	Projects	CPWD Manual, Minutes of Construction Committee
13	Purchase	Purchase Manual, Minutes of Purchase Committee meeting; Minutes of Campus Development Committee
14	Students' Affairs	PGP Manual, Hostel Manual, Minutes of the Hostel Committee

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**STATEMENT OF THE CATEGORIES OF DOCUMENTS
THAT ARE HELD BY THE DEPARTMENT OR UNDER
ITS CONTROL**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Statement of the categories of documents that are held by the
Department or under its control**

Part I: General

I. Documents Common to all

1. Replies to Parliament Questions of respective area
2. Annual Report of the Institute
3. Budget/Financial Sanctions
4. Audit Reports
5. Orders constituting Committees from time to time, and Reports submitted by such Committees.
6. Circulars and Office Orders issued from time to time.
7. Correspondence with other Government & other agencies/Persons.
8. List of employees with their contact numbers
9. Memoranda of Understanding/Contracts/Agreements executed with various agencies in respect of the area/department
10. Press Releases issued from time to time

S/N	Area/Dept	Documents Held
1 2	Admissions	CAT candidate application, selected list CAT income & Expenditure statement Registers for receipts & dispatch
3 4	Engineering & Estate Executive PGP	Campus drawing, tender documents, Registers for receipts & dispatch EPGP participants list, original certificates of present batch, Registers for receipts & dispatch
5	Finance and Accounts	Registers for receipts & dispatch
6	FPM, F&PC	Registers for receipts & dispatch
7	IT	Registers for receipts & dispatch
8	MDP	Registers for receipts & dispatch
9	Personnel &	Recruitment Data

	Administration	Service records of employees Orders of appointment, transfer, separation, forwarding of applications, service agreement Minutes of various selection committee meetings foreign visits of Officers of the Department and of members of official delegations deputed by the Department. Contract agreements Leave records, Salary input, lease agreement details, Reports of various commissions Official Language Implementation Logbooks of Institute vehicles Registers for receipts & dispatch
10	PGP	List of PGP participants, original certificates of present batch Registers for receipts & dispatch
11	Placement	Registers for receipts & dispatch
12	Purchase	List of items purchased, asset register, work orders Tender documents Minutes of Purchase Committee meeting Registers for receipts & dispatch
13	Students' Affairs	Registers for receipts & dispatch

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR
CONSULTATION WITH, OR REPRESENTATION BY, THE
MEMBERS OF THE PUBLIC IN RELATION TO THE
FORMULATION OF DEPARTMENT'S POLICY OR
IMPLEMENTATION THEREOF**

Draft policy documents under consideration and reports of the Committee will be placed in the Institute website from time to time.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (viii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**STATEMENT OF BOARDS, COUNCILS, COMMITTEES OR OTHER BODIES
CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS A PART OF
THE DEPARTMENT OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO
WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND
OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF
SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (viii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Statement of Boards, Councils, Committees or other Bodies consisting of two or more persons constituted as a part of the Department or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

<i>Committee</i>	<i>Whether meeting of these Committees open to public</i>	<i>Whether minutes of the meetings accessible for public</i>
Board of Governor	No	Subject to provision of RTI Act
Finance & Personnel Committee	No	Subject to provision of RTI Act
PGP	No	Subject to provision of RTI Act
Executive Education	No	Subject to provision of RTI Act
Admissions and Financial Aid Committee	No	Subject to provision of RTI Act
Publication Committee	No	Subject to provision of RTI Act
Placement Committee	No	Subject to provision of RTI Act
Library & Information Services (including Web)	No	Subject to provision of RTI Act
Media Communications Committee	No	Subject to provision of RTI Act
Hostel & Student Affairs	No	Subject to provision of RTI Act
Purchase Committee	No	Subject to provision of RTI Act
Construction Committee	No	Subject to provision of RTI Act
Faculty Council	No	Subject to provision of RTI Act

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ix)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**DIRECTORY OF OFFICERS AND EMPLOYEES
OF THE INSTITUTE**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (x)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Regular Staff

Emp. No.	Name	Phone (Office)	E-mail
2121	Prof. N Ravichandran	2439501	nravi@iimidr.ac.in
2099	Prof. DL Sunder	2439522	sunder@iimidr.ac.in
2111	Prof. Ganesh Kumar N	2439552	ganesh@iimidr.ac.in
2094	Prof. Lalitha Sreenath	2439548	lalitha@iimidr.ac.in
2095	Prof. MR Sreenath	2439551	sreenath@iimidr.ac.in
2077	Prof. Pawan Kumar Singh	2439539	pawan@iimidr.ac.in
2012	Prof. VK Gupta	2439516	vkgupta@iimidr.ac.in
2115	Prof. Yogesh Maheshwari	2439521	maheshwari@iimidr.ac.in
2117	Prof. Ashok Kumar	2439513	ashok@iimidr.ac.in
2069	Prof. Abha Chatterjee	2439527	abha@iimidr.ac.in
2056	Prof. Ashish Sadh	2439528	ashish@iimidr.ac.in
2100	Prof. Dipayan Dutta Chaudhuri	2439511	dipayan@iimidr.ac.in
2114	Prof. Kamal Kishore Jain	2439515	kamal@iimidr.ac.in
2003	Prof. LV Ramana	2439573	ramana@iimidr.ac.in
2091	Prof. Md Ashraf Rizvi	2439529	ashrafizvi@iimidr.ac.in
2063	Prof. Subhamony Dey	2439526	shubhamoy@iimidr.ac.in
2119	Prof. Sumit Kumar Ghosh	2439523	skghosh@iimidr.ac.in
2116	Prof. Vrajlal Sapovadia	2439531	sapovadia@iimidr.ac.in
2066	Prof. B Hariprasad	2439519	hariprasad@iimidr.ac.in
2096	Prof. GR Chandrasekhar	2439554	grchandra@iimidr.ac.in
2098	Prof. Neeraj Dwivedi	2439546	neerajd@iimidr.ac.in
2092	Prof. PK Panigrahi	2439547	prabin@iimidr.ac.in
2079	Prof. Prashant Salwan	2439541	psalwan@iimidr.ac.in
2078	Prof. S Venkataramanaiah	2439540	svenkat@iimidr.ac.in
2097	Prof. Sabita Mahapatra	2439533	sabita@iimidr.ac.in
2071	Prof. UK Bhattacharya	2439532	utpalb@iimidr.ac.in
2107	Prof. A Kanakaraj	2439553	kanagaraj@iimidr.ac.in
2105	Prof. Keyur B Thaker	2439537	keyurt@iimidr.ac.in
2110	Prof. Pradyumna Dash	2439530	pradyumna@iimidr.ac.in
2122	Prof. Sushanta K Mishra	2439520	sushantam@iimidr.ac.in
2123	Prof. Vinayasingh Chawan	2439545	vinaysingh@iimidr.ac.in
2131	Prof. Rohit Kapoor	2439536	rohitk@iimidr.ac.in
2132	Prof. Subhabrata Basu	2439566	sbasu@iimidr.ac.in
2133	Prof. Hemalatha Chandrashekhar	2439572	hemalatha@iimidr.ac.in
2134	Prof. Ranjeet Nambudiri	2439535	ranjeet@iimidr.ac.in
2135	Prof. Nisha Nair	2439570	nisha@iimidr.ac.in

2136	Prof. Has Mukh Gajjar	2439574	hasmukh@iimidr.ac.in
2137	Prof. SM Govindaluri	2439657	smgovinda@iimidr.ac.in
2007	Mr. KN Maniyan	2439604	mani@iimidr.ac.in
2036	Mr. Salim Shaikh	2439630	shaikh@iimidr.ac.in
2059	Mr. KR Unni	2439760	unnikr@iimidr.ac.in
2032	Mr. Ghanshyam P. Shriwas	2439609	ghanshyam@iimidr.ac.in
2104	Mr. Jigar Kantharia	2439661	kantharia@iimidr.ac.in
2108	Mr. Ajay Kumar Dash	2439614	dash@iimidr.ac.in
2127	Mr. Sateshwar Vaidya	2439619	vaidya@iimidr.ac.in
2128	Mr. N Janardhana Rao	2439635	njana@iimidr.ac.in
2125	Mr. Ram Kumar Dangi	2439626	rkdangi@iimidr.ac.in
2044	Mr. Armstrong Andrews	2439685	andrews@iimidr.ac.in
2043	Mr. Abhay Kulkarni	2439661	abhayk@iimidr.ac.in
2045	Mr. Anil Kaushal	2439641	anilk@iimidr.ac.in
2057	Ms. Evelyn Jobe	2439650	evelynj@iimidr.ac.in
2080	Mr. Piyush Trivedi	2439640	ptrivedi@iimidr.ac.in
2126	Mrs. Santhi Janardhanan	2439501	santhij@iimidr.ac.in
2129	Mr. Shreeman Ghosh	2439608	shreeg@iimidr.ac.in
2009	Mrs. Anusha Bhatia (Neetu)	2439670	neetu@iimidr.ac.in
2010	Mr. KP Radhakrishnan	2439504	rkrishnan@iimidr.ac.in
2018	Mr. Rakesh Kaushal	2439612	electrician@iimidr.ac.in
2019	Mr. Rameshwar Panchal	2439617	-
2020	Mr. Anup R. Malleri	2439651	anoop@iimidr.ac.in
2025	Mr. Anil Patel (under suspension)	-	-
2028	Mr. Keshav Kumar Dharma	2439617	electrician@iimidr.ac.in
2029	Mr. Radheshyam Verma	-	-
2030	Mr. Satyendra Singh Rawat	2439666	satendra@iimidr.ac.in
2046	Mr. Premji Kumar K.K.	2439750	prem@iimidr.ac.in
2050	Mr. Rambharose Malviya	-	-
2081	Mr. Gopal Singh Jadon	2439627	gopalj@iimidr.ac.in
2083	Mr. Pradeep Kumar Kerketta	2439750	pradeepk@iimidr.ac.in
2101	Mr. Vilas	2439625	vilasn@iimidr.ac.in
2102	Mr. Roshan Bhatia	2439608	roshanb@iimidr.ac.in
2124	Mr. Jayprakash J Sadhu	2439627	jsadhu@iimidr.ac.in
2024	Mr. Ajay Mandal	-	-
2026	Mr. Chaman Singh Negi	2439504	-
2027	Mr. Dinesh Singh Negi	2439650	-
2035	Mr. Arun K. Singh	2439666	-

Contractual Staff

Emp. No.	Name	Phone (Office)	E-mail
1147	Mr. S Santhanam	2439753	santhanam@iimidr.ac.in
1159	Mr. KR Pillai	2439670	pillai@iimidr.ac.in
1057	Dr. Baldev Dembani	2439782	dambani@iimidr.ac.in
-	Dr. Heera Gupta	2439782	hiragupta@iimidr.ac.in
-	Mr. Jagdish Chandra Guru	-	-
1163	Mr. Siyyadri Ashok Kumar	-	akumar@iimidr.ac.in
1164	Mr. Saiyad Farook Ali	-	farooks@iimidr.ac.in
1131	Mr. Rajesh Babu Khare	2439619	rajeshk@iimidr.ac.in
1130	Mr. Umesh Nigam	2439617	umeshn@iimidr.ac.in
1136	Ms. Aradhana Joshi	2439516	aradhanaj@iimidr.ac.in
1140	Mr. Shivam Toria	2439632	shivamt@iimidr.ac.in
1143	Ms. Ruchi Jain	2439517	ruchij@iimidr.ac.in
1144	Mrs. Parnika More	2439759	parnikam@iimidr.ac.in
1145	Mr. Amit Kumar Nagar	2439638	amitn@iimidr.a.c.in
1146	Mr. Rahul Bairagi	2439638	rahulb@iimidr.ac.in
1165	Ms. Ankur Jain	-	ankurj@iimidr.ac.in
1166	Ms. Rachna Ojha	-	rachana@iimidr.ac.in
1167	Ms. Jyotsna Sharma	-	jyotsnas@iimidr.ac.in
1168	Ms. Priyanka Tirpude	-	priyankat@iimidr.ac.in
1123	Mr. Abharajit Chatterjee	2439581	abhrajitc@iimidr.ac.in
1125	Ms. Sonia Vishwakarma	2439550	soniyav@iimidr.ac.in
1128	Mrs. Shreya Biswas	2439581	shreyab@iimidr.ac.in
1129	Mr. Gaurav Sharma	2439577	gauravs@iimidr.ac.in
1137	Mr. Bibhu Prasad Kar	2439507	bibhuprasad@iimidr.ac.in
1148	Mr. Anik Choudhury	2439577	anikc@iimidr.ac.in
1150	Ms. Asea Sharaf Qidwai	2439550	asea@iimidr.ac.in
1151	Ms. Charu Pathak	-	charup@iimidr.ac.in
1153	Ms. Vidhya Sethi	-	vidhyas@iimidr.ac.in
1154	Mr. Arbind Kumar	-	arbindk@iimidr.ac.in
1156	Ms. Priyanka Soni	2439550	priyankasoni@iimidr.ac.in
1157	Mr. Ravi Changle	-	rchange@iimidr.ac.in
1160	Mrs. Sopnamayee Acharya	-	sopnamayee@iimidr.ac.in
1161	Mr. Koteswara Rao Gadda	-	gkrao@iimidr.ac.in
1162	Ms. Ankita Sharma	2439549	ankitas@iimidr.ac.in
1169	Ms. Pooja Joshi	-	poojaj@iimidr.ac.in
1121	Ms. Neeta Nema	-	neetan@iimidr.ac.in
1122	Ms. Shweta Gupta	-	shwetag@iimidr.ac.in
1126	Ms. Meenakshi Nema	-	meenakshin@iimidr.ac.in
1142	Mr. Surendra Singh	-	surendras@iimidr.ac.in
1149	Ms. Aswati Sasikumar	-	aswatis@iimidr.ac.in
1133	Mr. Virendra Balon	-	virendrab@iimidr.ac.in

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (x)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**MONTHLY REMUNERATION RECEIVED BY EACH OF
DEPARTMENT'S OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS
PROVIDED IN ITS REGULATIONS.**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (x)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Monthly remuneration received by each of Department's Officers and Employees including the system of compensation as provided in its regulations.

Regular Staff

Emp. No.	Name	Designation	Pay Scale
2121	Prof. N Ravichandran	Director	80000 (Fixed)
2099	Prof. DL Sunder	Professor	37400-67000, GP 10500
2111	Prof. Ganesh Kumar N	Professor	37400-67000, GP 10500
2094	Prof. Lalitha Sreenath	Professor	37400-67000, GP 10500
2095	Prof. MR Sreenath	Professor	37400-67000, GP 10500
2077	Prof. Pawan Kumar Singh	Professor	37400-67000, GP 10500
2012	Prof. VK Gupta	Professor	37400-67000, GP 10500
2115	Prof. Yogesh Maheshwari	Professor	37400-67000, GP 10500
2117	Prof. Ashok Kumar	Visiting Professor	37400-67000, GP 10500
2069	Prof. Abha Chatterjee	Associate Professor	37400-67000, GP 9500
2056	Prof. Ashish Sadh	Associate Professor	37400-67000, GP 9500
2100	Prof. Dipayan Dutta Chaudhuri	Associate Professor	37400-67000, GP 9500
2114	Prof. Kamal Kishore Jain	Associate Professor	37400-67000, GP 9500
2003	Prof. LV Ramana	Associate Professor	37400-67000, GP 9500
2091	Prof. Md Ashraf Rizvi	Associate Professor	37400-67000, GP 9500
2063	Prof. Subhamony Dey	Associate Professor	37400-67000, GP 9500
2119	Prof. Sumit Kumar Ghosh	Associate Professor	37400-67000, GP 9500
2116	Prof. Vrajlal Sapovadia	Associate Professor	37400-67000, GP 9500
2066	Prof. B Hariprasad	Assistant Professor	15600-39100, GP 9000
2096	Prof. GR Chandrasekhar	Assistant Professor	15600-39100, GP 9000
2098	Prof. Neeraj Dwivedi	Assistant Professor	15600-39100, GP 9000
2092	Prof. PK Panigrahi	Assistant Professor	15600-39100, GP 9000
2079	Prof. Prashant Salwan	Assistant Professor	15600-39100, GP 9000
2078	Prof. S Venkataramanaiah	Assistant Professor	15600-39100, GP 9000
2097	Prof. Sabita Mahapatra	Assistant Professor	15600-39100, GP 9000
2071	Prof. UK Bhattacharya	Assistant Professor	15600-39100, GP 9000
2107	Prof. A Kanakaraj	Assistant Professor	15600-39100, GP 8000
2105	Prof. Keyur B Thaker	Assistant Professor	15600-39100, GP 8000
2110	Prof. Pradyumna Dash	Assistant Professor	15600-39100, GP 8000
2122	Prof. Sushanta K Mishra	Visiting Assistant Professor	Consolidate Rs. 48312/-
2123	Prof. Vinayasingh Chawan	Visiting Assistant Professor	Consolidate Rs. 48312/-
2131	Prof. Rohit Kapoor	Visiting Assistant Professor	Consolidate Rs. 48312/-
2132	Prof. Subhabrata Basu	Visiting Assistant Professor	Consolidate Rs. 50292/-
2133	Prof. Hemalatha Chandrashekar	Visiting Assistant Professor	Consolidate Rs. 48312/-
2134	Prof. Ranjeet Nambudiri	Visiting Assistant Professor	Consolidate Rs. 50292/-
2135	Prof. Nisha Nair	Visiting Assistant Professor	Consolidate Rs. 50292/-
2136	Prof. Hasmukh Gajjar	Visiting Assistant Professor	Consolidate Rs. 50292/-
2137	Prof. SM Govindaluri	Visiting Assistant Professor	Consolidate Rs. 50292/-
2007	Mr. KN Maniyan	Accounts Officer	15600-39100, GP 5400

2036	Mr. Salim Shaikh	Officer (Stores & Purchase)	15600-39100, GP 5400
2059	Mr. KR Unni	Personnel Officer	15600-39100, GP 5400
2032	Mr. Ghanshyam P. Shriwas	Officer	15600-39100, GP 5400
2104	Mr. Jigar Kantharia	Officer	15600-39100, GP 5400
2108	Mr. Ajay Kumar Dash	Officer	15600-39100, GP 5400
2127	Mr. Sateshwar Vaidya	Estate Officer	15600-39100, GP 5400
2128	Mr. N Janardhana Rao	Officer	15600-39100, GP 5400
2125	Mr. Ram Kumar Dangi	Assistant Librarian	15600-39100, GP 5400
2044	Mr. Armstrong Andrews	Executive Assistant	9300-34800, GP 4200
2043	Mr. Abhay Kulkarni	Executive Assistant	9300-34800, GP 4200
2045	Mr. Anil Kaushal	Computer Professional	9300-34800, GP 4600
2057	Ms. Evelyn Jobe	PS to Director	9300-34800, GP 4200
2080	Mr. Piyush Trivedi	Computer Professional	9300-34800, GP 4600
2126	Mrs. Santhi Janardhanan	Executive Assistant	9300-34800, GP 4200
2129	Mr. Shreeman Ghosh	Accountant	9300-34800, GP 4200
2009	Mrs. Anusha Bhatia (Neetu)	General Duty Assistant	5200-20200, GP 2800
2010	Mr. KP Radhakrishnan	Stenographer	9300-34800, GP 4200
2018	Mr. Rakesh Kaushal	Electrician	5200-20200, GP 1900
2019	Mr. Rameshwar Panchal	Carpenter	5200-20200, GP 1900
2020	Mr. Anup R. Malleri	General Duty Assistant	5200-20200, GP 2800
2025	Mr. Anil Patel (under suspension)	Driver	5200-20200, GP 1900
2028	Mr. Keshav Kumar Dharma	Electrician	5200-20200, GP 1900
2029	Mr. Radheshyam Verma	Driver	5200-20200, GP 1900
2030	Mr. Satyendra Singh Rawat	Lower Division Clerk	5200-20200, GP 1900
2046	Mr. Premji Kumar K.K.	General Duty Assistant	5200-20200, GP 2800
2050	Mr. Rambharose Malviya	Driver	5200-20200, GP 1900
2081	Mr. Gopal Singh Jadon	Library Professional Assistant	9300-34800, GP 4200
2083	Mr. Pradeep Kumar Kerketta	General Duty Assistant	5200-20200, GP 2800
2101	Mr. Vilas	Library Professional Assistant	9300-34800, GP 4200
2102	Mr. Roshan Bhatia	Accounts Assistant	5200-20200, GP 2400
2124	Mr. Jayprakash J Sadhu	Library Professional Assistant	9300-34800, GP 4200
2024	Mr. Ajay Mandal	Office Attendant	4440-7440, GP 1300
2026	Mr. Chaman Singh Negi	Office Attendant	4440-7440, GP 1300
2027	Mr. Dinesh Singh Negi	Office Attendant	4440-7440, GP 1300
2035	Mr. Arun K. Singh	Office Attendant	4440-7440, GP 1300

Contractual Staff

Emp. No.	Name	Designation	Consolidated Emoluments (Rs./month)
1147	Mr. S Santhanam	Senior Officer	30000/-
1159	Mr. KR Pillai	Senior Officer	25000/-
1057	Dr. Baldev Dembani	Consultant Doctor	30000/-
-	Dr. Heera Gupta	Consultant Doctor	15000/-
-	Mr. Jagdish Chandra Guru	Project Consultant	35000/- + 10000/- Conveyance Allowance
1163	Mr. Siyyadri Ashok Kumar	Engineer (Civil)	22000/-
1164	Mr. Saiyad Farook Ali	Engineer (Civil)	25000/-
1131	Mr. Rajesh Babu Khare	Jr. Engineer (Civil)	19290/-
1130	Mr. Umesh Nigam	Jr. Engineer (Electrical)	19290/-
1136	Ms. Aradhana Joshi	Gen. Admin. Assistant	10000/-
1140	Mr. Shivam Toria	Gen. Admin. Assistant	10000/-

1143	Ms.	Ruchi Jain	Gen. Admin. Assistant	13000/-
1144	Mrs.	Parnika More	Gen. Admin. Assistant	15000/-
1145	Mr.	Amit Kumar Nagar	Gen. Admin. Assistant	12000/-
1146	Mr.	Rahul Bairagi	Gen. Admin. Assistant	12000/-
1165	Ms.	Ankur Jain	Gen. Admin. Assistant (Trainee)	8000/-
1166	Ms.	Rachna Ojha	Gen. Admin. Assistant (Trainee)	8000/-
1167	Ms.	Jyotsna Sharma	Gen. Admin. Assistant (Trainee)	8000/-
1168	Ms.	Priyanka Tirpude	Gen. Admin. Assistant (Trainee)	8000/-
1123	Mr.	Abharajit Chatterjee	Editorial Team	15000/-
1125	Ms.	Sonia Vishwakarma	Academic Associate Trainee	14000/-
1128	Mrs.	Shreya Biswas	Academic Associate Trainee	14000/-
1129	Mr.	Gaurav Sharma	Academic Associate Trainee	17000/-
1137	Mr.	Bibhu Prasad Kar	Academic Associate Trainee	20000/-
1148	Mr.	Anik Choudhury	Academic Associate Trainee	14000/-
1150	Ms.	Asea Sharaf Qidwai	Academic Associate Trainee	14000/-
1151	Ms.	Charu Pathak	Academic Associate Trainee	12000/-
1153	Ms.	Vidhya Sethi	Academic Associate Trainee	14000/-
1154	Mr.	ArbindKumar	Academic Associate Trainee	14000/-
1156	Ms.	Priyanka Soni	Academic Associate Trainee	12000/-
1157	Mr.	Ravi Changle	Academic Associate Trainee	13500/-
1160	Mrs.	Sopnamayee Acharya	Academic Associate Trainee	15000/-
1161	Mr.	Koteswara Rao Gadda	Academic Associate Trainee	17000/-
1162	Ms.	Ankita Sharma	Academic Associate Trainee	12000/-
1169	Ms.	Pooja Joshi	Academic Associate Trainee	12000/-
1121	Ms.	Neeta Nema	Apprentice Trainee	7000/-
1122	Ms.	Shweta Gupta	Apprentice Trainee	7000/-
1126	Ms.	Meenakshi Nema	Apprentice Trainee	7000/-
1142	Mr.	Surendra Singh	Apprentice Trainee	7000/-
1149	Ms.	Aswati Sasikumar	Apprentice Trainee	7000/-
1133	Mr.	Virendra Balon	Project Associate	15000/-

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**BUDGET ALLOCATED TO EACH AGENCY
(PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND
REPORTS ON DISBURSEMENTS MADE)**

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**BUDGET ALLOCATED (PARTICULARS OF ALL PLANS,
PROPOSED EXPENDITURES AND REPORTS ON
DISBURSEMENTS MADE)**

Will be updated shortly.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
(INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS
OF BENEFICIARIES OF SUCH PROGRAMMES)**

Not applicable

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
(INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS
OF BENEFICIARIES OF SUCH PROGRAMMES)**

Not applicable

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xiii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS
OR AUTHORIZATIONS GRANTED BY IT**

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xiii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS
OR AUTHORIZATIONS GRANTED BY IT**

S/N Code	Beneficiary Name	Validity Period	Parent / Guardians	Address		
				District	City	Town / House No Village

Also provide the following information for concession

- Detail of the benefit given
- Distribution of benefits

Details will be updated shortly.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xiv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**DETAILS IN RESPECT OF THE INFORMATION,
AVAILABLE TO OR HELD BY THE
DEPARTMENT, REDUCED IN AN ELECTRONIC
FORM**

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xiv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Details in respect of the information, available to or held by
the Department, reduced in an electronic form**

Detailed information about the Institute is available on
the website www.iimidr.ac.in

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR
READING ROOM, IF MAINTAINED FOR PUBLIC USE**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Particulars of facilities available to citizens for
obtaining information, including the working
hours of a library or reading room, if maintained for public use**

A FACILITATION COUNTER of the Institute is functional at the Main Building Reception, Indian Institute of Management Indore, Prabhandh Shikhar, Rau- Pithampur Road, Indore 453331 .

Working Hours of
Reception Counter are from 9.00 am to 5.30 pm on all working days.

The Facilitation Counter provides, inter alia, the following services to citizens/

clients / customers:

- (1) Information regarding the Institute's programmes
- (2) Forms etc. of public use .
- (3) Receiving, acknowledging and forwarding the grievances / applications/ requests

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xvi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**NAMES, DESIGNATIONS AND OTHER PARTICULARS
OF THE PUBLIC INFORMATION OFFICERS**

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xvi)
 OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Names, designations and other particulars of
 the Public
 Information Officers**

In terms of Section 5(1) of the Right to Information Act, 2005, the following officer of the Institute's designated as Public Information Officer (PIO) in respect of the specific subject matters mentioned against the name:-

Name	STD Code	Phone No.		Fax	Email	Address
		Office	Home			
Unni KR	731	2439760, Ext.760	24961 13	2439 800	unnikr@iimidr.ac.in	Indian Institute of Management Indore, Prabhindh Shikhar, Rau - Pithampur Road, Indore 453331, MP

Appellate Authority

Name	STD Code	Phone No.		Fax	Email	Address
		Office	Home			
Prof. Kamal K Jain	731	24394515, Ext.515	24394 823	2439 800	kamal@iimidr.ac.in	Indian Institute of Management Indore, Prabhindh Shikhar, Rau - Pithampur Road, Indore 453331, MP

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xvi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

OTHER USEFUL INFORMATION

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xvi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

OTHER USEFUL INFORMATION

Related to seeking information

Application

Apply in writing in English or Hindi or in the official language of the area, to the PIO, specifying the particulars of the information sought for. Reason for seeking information are not required to be given;

Application Fee

A request for obtaining information under section (1) of the section 6 shall be accompanied by an application fee of Rs. 10/- (Rupees Ten only) by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the Institute.

Fee for Information

For providing the Information under sub -section (1) of the section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the Institute at the following rates:-

- a) Rs. 2/- (Rupees two only) for each page (in A-4 or A-3 size paper) created or copied;
- b) actual charges or cost price of a copy in larger size paper;
- c) actual cost of price for sample or models; and
- d) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof)."

For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the Institute at the following rates :-

- a) for information provided in diskette or floppy Rs. 50/- (Rupees Fifty only) per diskette or floppy; and
- b) for information provided in printed form at the price fixed for such publication or Rs.2/- (Rupees Two only) per page of photocopy for extracts from the publication.

Disclaimer While all efforts have been made to make this as authentic as possible, Indian Institute of Management Indore will not be responsible for any loss to any person caused by any shortcoming, defect, or inaccuracy in the information available on "website." Any discrepancy found may be brought to the notice of the Indian Institute of Management Indore.