

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

Update on January 9, 2018

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Particulars of the Institute, Functions and Duties of the Department

Established in 1996, Indian Institute of Management Indore (IIM Indore) is the sixth in the family of state-supported management schools. The location of the Institute was chosen by Government of India to give an impetus to management education in central India. Since its inception, IIM Indore has been acting as a pioneer in the field of management education, interfacing with the industry, government sector and PSUs. IIM Indore is registered as a Society under Societies Registration Act, 1973. It is promoted, nurtured and funded by the Ministry of Human Resource Development, Government of India.

Situated atop a scenic hillock, the 193 acre campus provides an ideal backdrop for contemplative learning. IIM Indore has infrastructure ranging from a residential campus, state-of-the-art sports complex and hostels, a strong IT backbone and the latest in teaching aids and rich learning resources. The geographical proximity to the fastest growing industrial belt in India and the presence of Special Economic Zones around Indore provide the right environment for giving hands-on experience to the students as well as enabling the industry to make use of the wealth of management expertise available in the Institute.

IIM Indore's vision is:

- To have a dominant presence in all segments of management education in India and overseas;
- To illustrate and experience the uniqueness of embedding a business school in a social science setting;
- To propagate, assimilate and develop contemporary innovative management practices and systems to contribute to social capitalism;
- To evolve as a contextually relevant business school with world-class academic standards and,
- To emerge as one among the Top 5 management institutes in the country at the earliest.

IIM Indore believes that the essence of management lies in managing one's own ambitions and responding to emerging opportunities. A strong theoretical foundation is the basis of good corporate practice. This, coupled with grounding in management, is the underlying theme of the academic programmes. Experiential learning, IT orientation and social sensitivity are some of the unique features of IIM Indore's academic programmes.

The academic courses offered by IIM Indore, aimed at students and participants from the industry, are listed below:

A. Academic Programmes

- Post Graduate Programme in Management (PGP)
- Post Graduate Programme in Management, Mumbai (PGP-Mumbai)
- Executive Post Graduate Programme in Management (EPGP)
- Fellow Programme in Management (FPM)
- Post Graduate Programme in Management-MX, Mumbai (PGPMX-Mumbai)
- Fellow Programme in Management-Industry (FPM Industry)
- Five Year Integrated Programme in Management (IPM)
- Faculty Development Programme

B. Executive Programmes

- Management Development Programme (MDP)
- Post Graduate Programme in Management-MX, Mumbai (PGPMX-Mumbai)
- Executive Post Graduate Programme in Management (EPGP)
- Customised Programmes
- Certificate Course in Business Management for Defense Officers (CCBMDO)
- Virtual Learning Programme for Executives (VLPE)

Details of the above programmes are available at www.iimidr.ac.in

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.

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

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE DEPARTMENT

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 the be convened meeting of the various bodies of the Institute.

2. 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, EPGP/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): CAO 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. The CAO duties and powers include:

- 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 in-charge 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.

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 ex-officio 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 managing Academic & Administrative activities of the Institute 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.

12. 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. 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.

13. 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

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

15. 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, dispatch, preparation of arrears and other statements, supervision of correction of reference books and sub mission of routine and simple drafts etc.

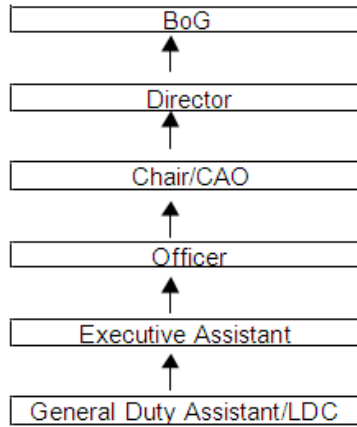
SUB CLAUSE (iii) OF SECTION 4(1)(b) OF THE RTI ACT, 2005

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/ General Duty/ Assistant/ Lower Division Clerk and on important papers, at higher levels e.g., Faculty/Officer. Normal Channel of submission of papers is:



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.

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. No.	Area/Dept.	Acts, Rules, Regulations, Instructions, Manuals/ Records used for Discharging functions
1	Admissions	Admissions Manual, Minutes of the CAT Group Meetings/ guidelines/ Admissions & Financial Committee meetings/ PGP Manual
2	Estate	CPWD Manual
3	Executive PGP	EPGP Student's Manual; EPGP Academic Manual
4	Finance and Accounts	Accounts Manual, Institute Standing Instructions, Audit Manual, Reports & recommendations of CAG/ Internal Audit/ IIMI Personnel Policy Manual
5	FPM	FPM Manual, Minutes Committee meetings
6	FDP	Programme Guide
7	IT	E-Registration Record, e-Complaint register, e-website updation; IT policy
8	MDP	MDP Manual

		Personnel Policy Manual, Minutes of Purchase & Personnel Committee meeting
		The Employment Exchange (Compulsory Notifications of Vacancies) Act 1959;
		The Contract Labour (Regulation & Abolition) Act, Employees Provident Fund and Miscellaneous Provisions Act, 1952
		The Payment of Gratuity Act, 1972
9	Personnel & Administration	The Employees' State Insurance Act The Apprentice Act 1961The Apprentice Rules, 1991
		The Payment of Wages Act, 1936
		The Minimum Wages Act, 1948
		The Payment of Bonus Act, 1965
		The Maternity Benefit Act, 1961
		The Motor Transport Workers Act, 1961
		The Workmen's Compensation Act, 1923
		The Trade Unions Act 1926
10	PGP	PGP Manual, Hostel Manual
11	Placement	Placement Manual
12	Projects	CPWD Manual, Minutes of the Construction Committee
13	Stores & Purchase	Purchase Manual, Minutes of Purchase & Personnel Committee meeting, Purchase Manual
14	Students' Affairs	Hostel Manual, Minutes of the Hostel Committee
15	Reception	Reception Manual
16	Transport	Rules & regulations framed for drivers

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. No.	Area/Dept.	Documents Held
1	Admissions	CAT candidate application, selected list CAT income & Expenditure statement Registers for receipts & dispatch
2	Engineering & Estate	Campus drawing, tender documents, Registers for receipts & dispatch
3	Executive PGP	EPGP participants list, original certificates of present batch, Registers for receipts & dispatch
4	Finance and Accounts	Registers for receipts & dispatch
5	FPM, F&PC	Registers for receipts & dispatch
6	IT	Manual/ CD/instruction booklets
7	MDP	Registers for receipts & dispatch
8	Personnel & Administration	Recruitment Data. 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.
9	PGP	List of PGP participants, original certificates of present batch; Registers for receipts & dispatch
10	Placement	Registers for receipts & dispatch
11	Stores & Purchase	List of items purchased, asset register, work orders Tender documents; Minutes of Purchase Committee Registers for receipts & dispatch
12	Students' Affairs	Registers for receipts & dispatch
13	Transport	Vehicle register, petrol & diesel consumption register, petrol & diesel requisition book

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 member 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. (www.iim.dr.ac.in)

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.

Indian Institute of Management Indore -

Board of Governors

Society Members

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.

Committee	Whether meeting of these Committees open to public	Whether minutes of the meetings accessible for public
Board of Governor	No	Subject to provision of RTI Act
Finance & Personnel Committee	No	Subject to provision of RTI Act
PGP & AAs	No	Subject to provision of RTI Act
Executive PGP	No	Subject to provision of RTI Act
Admissions and Financial Aid Committee	No	Subject to provision of RTI Act
MDP Committee (including Consultancy and In-Company programmes)	No	Subject to provision of RTI Act
Research & Publication Committee (Including Fellow Programme, Journal, Case Unit, Academic Fellow	No	Subject to provision of RTI Act
Placement Committee (including Alumni and Experiential learning)	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

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

Directory of Officers and Employees of the Institute:

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

Monthly Remuneration and Date of Joining Received by Each of Department's Officer's and Employees, Including the System of on as Provided in Its Regulations

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

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

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

Particulars of Recipients of Concession, Permits or Authorization Grant ED by IT.

The Institute's income is exempt under section 10 (23C) (iiiab) of the Income Tax act, 1961.

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

Details in respect of the information n, 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

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

Particulars of Facilities Available to Citizen 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-453556. Working Hours of Reception Counter are from 9.00 am to 5.30 pm on all working days.

The Facilitation Counter provides, interalia, 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/ forms etc. (related to the programmes of the Institute), and information on their status of disposal.

SUB CLAUSE (xv) 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:

Public Information Officer

Name	STD Code	Phone No. Office	Home	Fax	Email	Address
Mr. Jainath Yadav	0731	24397629		2439800	jainathy@iimidr.ac.in	Indian Institute of Management Indore,Prabhandh Shikhar, Rau-Pithampur Road, Indore 453556, MP

Name	STD Code	Phone No. Office	Phone No. Home	Fax	Email	Address
Colonel Gururaj Gopinath Pamidi (Retired)	0731	2439603		2439800	cao@iimidr.ac.in	Indian Institute of Management Indore, Prabhandh Shikhar, Rau-Pithampur Road, Indore 453556, MP

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 is 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 or Indian Postal Order drawn on "Indian Institute of Management Indore" payable at Indore.

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.

APPLICATION FORM FOR INFORMATION

(To be filled in Hindi/ English)

To

The Public Information Officer
IIM Indore, Prabhindh Shikhar
Rau-Pithampur Road
Indore 453556, Madhya Pradesh

1. Particulars of Applicant:

- a) Full name of the applicant:.....
- b) Address with Phone Number/Email:.....

2. Particulars of Information required:.....

- a. Subject-matter of information:.....
- b. The period to which the information required:.....
- c. Description of the information required.....
- d. Whether the information is required by post or in person.....

3. Form/format in which the Information sought :

- a. Photocopy.....
- b. Floppy/ CD, etc.,.....
- c. Inspection of Records :.....

4. a. Does the request pertain to inspection of record?

Yes/ No.

b. If yes, the number of days the applicant may take in inspecting the relevant record:

5. Whether belongs to BPL category, have you furnished the proof of the same I state that the information sought does not fall within the restrictions contained in Section 6

6. Act, and to the best of my knowledge it pertains to your office.....

7. Details of fee paid:.....

Date & Place:

Signature of the applicant

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.