



Mayurbhanj Complex, Nongthymmai
Shillong – 793014, Meghalaya, India

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IIM
SHILLONG

Rajiv Gandhi
Indian Institute of Management

Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya, India
Phone No. 0364-2308000 Fax: 0364-2230041
Website: www.iimshillong.ac.in

1. Introduction (Basic Information under RTI Act, 2005)

1.1	Background of this Handbook	Right to Information Act, 2005 (RTI Act)
1.2	Objective and purpose of this handbook	To provide information about the Institute and sources of information
1.3	Users of this Handbook	General Public
1.4	Organization of the information in this Handbook	As per guidelines of the Ministry of HRD, Government of India. Institute: Rajiv Gandhi Indian Institute of Management, Shillong
1.5	Definitions	Act: Right to Information Act, 2005

2. Public Information Officer & Appellate Authority

Mr. Thomshaphrang Laloo

Officer (Academics)

Public Information Officer (PIO)

Rajiv Gandhi Indian Institute of Management Shillong
Nongthymmai, Mayurbhanj Complex, Shillong, Meghalaya

Phone: 0364-2308016

Email: thom@iimshillong.ac.in

Appellate Authority

Lt Col (Retd) Prashant P Kulkarni

Chief Administrative Officer (CAO)

Rajiv Gandhi Indian Institute of Management Shillong
Nongthymmai, Mayurbhanj Complex, Shillong, Meghalaya

Phone: 0364-2308020

Email: ptk@iimshillong.ac.in

3. Particulars of the Organization, Functions and Duties:

(a) ESTABLISHMENT

IIM Shillong has been set up with a vision of expansion and mobilization of facilities for offering good quality management education and research in the North Eastern region of India. The decision of coming up with an Indian Institute of Management in the North East was unanimously taken by the Union Minister of Human Resource Development along with the Chief Ministers of the North Eastern States in the Review Meeting held at Shillong during June 2004. Shillong was drafted as the permanent location for the institute after consultation between the Ministry of Development of North Eastern Region (DONER) and the Chief Ministers of States of the region.

(b) VISION, MISSION, OBJECTIVES AND CORE VALUES

❖ Vision

To become an internationally recognized management Institute with a global outlook grounded in Indian values.

❖ Mission

To generate and disseminate knowledge in all aspects of management education for sustainable development and to develop innovative leaders with strong ethical values.

❖ Objectives

- To impart all-round education to meet the demands for well-trained, high caliber, innovative, socially responsible, environmentally conscious and compassionate management professionals.
- To undertake conceptual and applied research with a multi-disciplinary approach.
- To enhance skills, competences and decision making abilities of the practicing management professionals through continuing management education.
- To provide consultative services for addressing management issues and challenges of organizations.
- To train the people of North-Eastern Region of India to enhance their employability and entrepreneurial capabilities.
- To collaborate and establish linkages with organizations or institutions for mutual enrichment.

❖ Core Values

- Openness to new ideas and experiences
- Intellectual freedom
- Self-experimentation and creative pursuit
- Adherence to fair, just and ethical practices
- Compassion for others

(c) GOVERNANCE CULTURE

Institute believes in building a work culture which is supported by a learning work climate self-governed by its faculty members. The academic matters along with the administration of academic and supportive activities are looked after by faculty members of the Institute. Positions of the Deans and the Chairpersons are on rotational basis. Chairpersons are empowered to take decisions collectively through respective committees. Faculty members have substantial freedom in teaching and research activities within the mandate of the Institute.

(d) **ACADEMIC PROGRAMMES OFFERED:**

RGIIM Shillong offers the following Academic programmes:

- ❖ **Two years Full Time Post Graduate Programme in Management (PGDM)**
With a view to imbibe a holistic approach towards solving management problems, Institute offers a tailor-made two-year Post Graduate Diploma in Management (PGDM). The objective of this programme is to develop thought leaders for an economically and ecologically sustainable society and the planet. The Institute offers ample opportunities for all round development of an individual through an innovative pedagogy. The PGDM curriculum of the Institute provides a career path for corporate and societal leadership.
- ❖ **Fellowship Programme in Management (FPM)**
FPM, the Doctoral Programme of Institute, aims at producing researchers who can take up independent and original research with a view to provide cutting edge solutions to larger systemic and managerial problems. It focuses on developing new knowledge and its applicability in different facets of management; both in academics as well as in business environment. FPM at IIM Shillong is interdisciplinary in nature.
- ❖ **One year Full Time Post Graduate Programmes for Executives (PGPEX)**
These programmes are designed for young executives across areas and geographies. The objectives of these programmes are to help in understanding the corporate business practices and to equip the participants with necessary knowledge, skills and attitude for decision making in a complex business environment.
- ❖ **Management Development Programmes (MDPs)**
The objective of the MDPs is to reequip managerial competencies through short term capacity development programmes for corporate executives and public administrators. These programmes are designed to reflect the evolving realities of business and management practices, and their applications so as to enhance the knowledge and skills of the participants in facilitating their contributions to the future growth of their organizations. The purpose would be reenergizing organizations with contemporary managerial acumen for better performances.
- ❖ **Certificate Programmes**
Institute offers various certificate programmes in management for diverse target groups with specific managerial skills for enhancing their management competencies.
- ❖ **Centre for Development of North Eastern Region (CEDNER)**
The Centre for Development of North Eastern Region (CEDNER) has been created to respond to the region specific needs and aspirations of the communities through training, research and capacity development programmes. The Centre offers to the young entrepreneurs, executives and officers of the region to avail of the opportunities of training in skill development in various facets of their business and entrepreneurial activity.

(e) **About the Logo**

The logo of IIM Shillong uses color and imagery from nature - the sun, the sky and the mountains. The portrayal of the sun with its rays spreading across in the half circle above indicates progress and light. Within the yellow circle, mountains are shown, to indicate the location of the institute. The blue color stands for the sky. The definite linear lines at the bottom of the circle suggest that the energy can be channelized. This can also be compared to the skill of the students, which would be enhanced and guided properly.



(f) **SERVICES PROVIDED:**

The following services are provided by the Institute:

1. Teaching
2. Research
3. Consulting

(g) **ADDRESS AND CONTACT DETAILS:**

Address for Correspondence:

Rajiv Gandhi Indian Institute of Management Shillong
Mayurbhanj Complex, Nongthymmai
Shillong, Pin Code – 793014
Meghalaya, India

Email IDs:

1. Director director@iimshillong.ac.in
2. Chief Administrative Officer cao@iimshillong.ac.in

Phone & Telefax Nos.:

1. Reception: Phone: 0364-2308000
2. Director Phone: 0364-2308005 Fax: 0364-2230041
3. CAO Phone: 0364-2308020 Fax: 0364-2537537

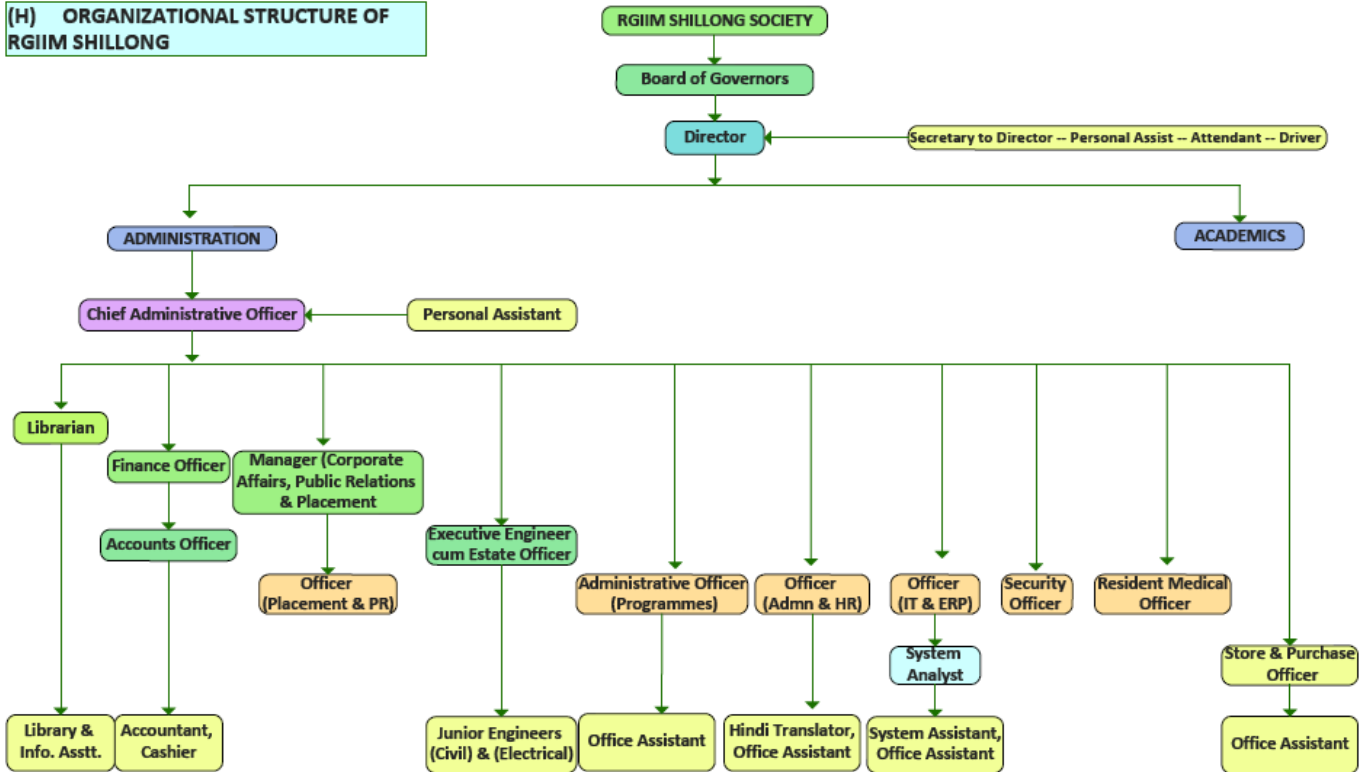
(h) **INSTITUTE WORKING HOURS:**

The Institute working hours is from 9.00am to 5.30pm (Monday to Friday)

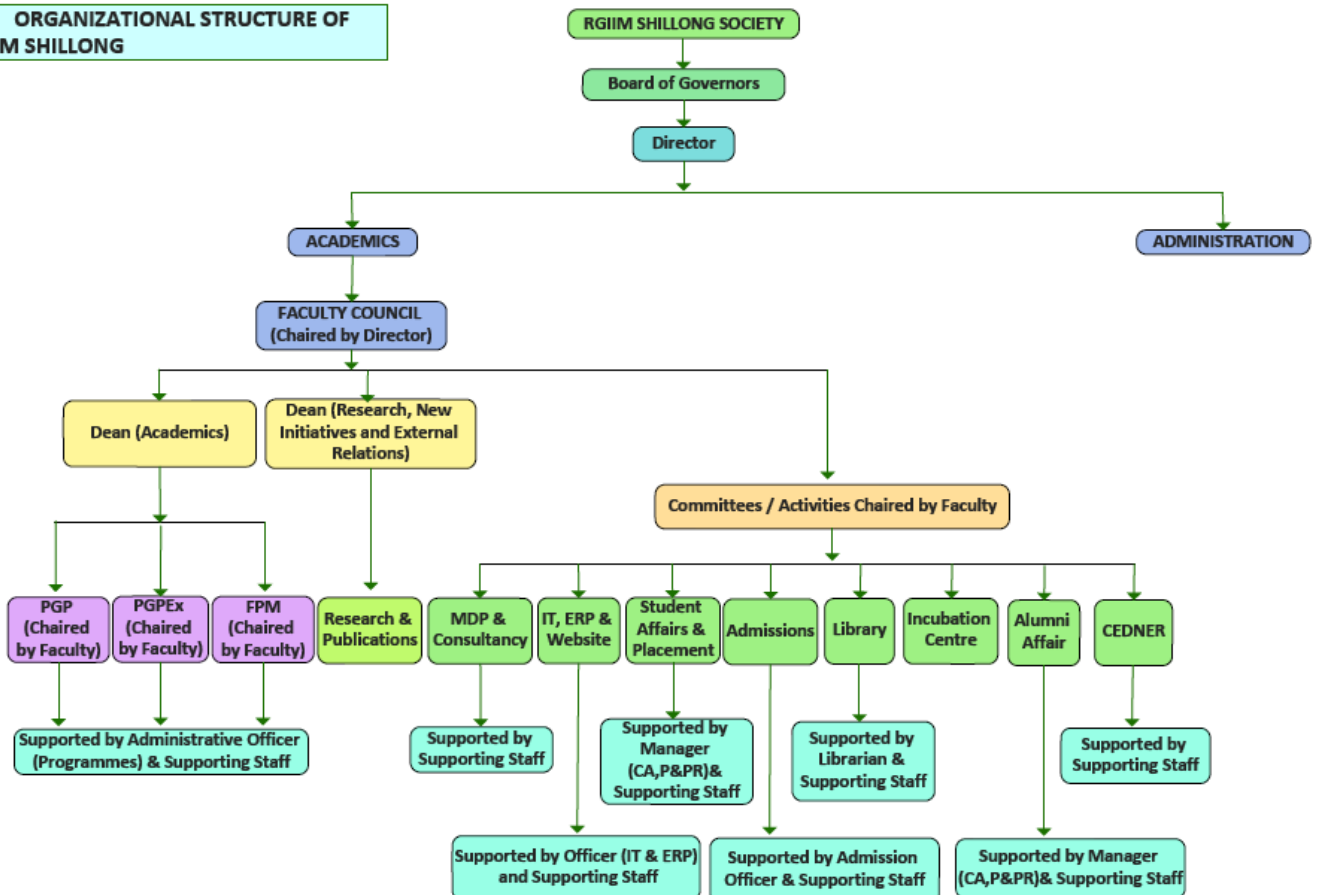
The Institute remains closed on Saturdays, Sundays, Closed Holidays (as per selected holiday list of the Government of India) and Local holidays (as per selected holiday list of the State Government of Meghalaya).

(i) ORGANIZATIONAL STRUCTURE:

(H) ORGANIZATIONAL STRUCTURE OF RGIIM SHILLONG



(H) ORGANIZATIONAL STRUCTURE OF RGIIM SHILLONG



4. Duties and Responsibilities of Officers and Staff of the Institute:

1. Chief Administrative Officer

The Chief Administrative Officer is responsible for supervising, coordinating and executing all administrative functions of the Institute. He/she is accountable and reports to the Director of the Institute. In addition, he/she acts as Member Secretary of Building and Works Committee and Secretary to the Board of Governors (BoG)/Society or any other committees /subcommittees of the Board/Society. He/she is also responsible for making correspondence with the Ministry and other departments, or any other responsibilities as assigned.

2. Librarian

- Establish and implement library and information policies and procedures.
- Develop and manage convenient, accessible library and information services.
- Establish and manage the budget for library and information services, technology and media.
- Manage online resources, assessment and maintenance of records for the same.
- Manage procurement of books, journals, periodicals etc and maintain records for the same.
- Procurement of Cases for Academic Programmes.
- Analyze and evaluate library and information services, technology and media service requirements.
- Prepare reports related to library and information services, technology and media services, resources and activities.
- Monitoring of the VTLS Virtual and RFID Library Management System.
- Any other responsibilities as assigned.

3. Finance Officer

Overall incharge of Finance and Accounts Office and is responsible for maintenance of accounts, disbursement, investment, statutory auditing, preparing budget estimates and tax and other statutory requirements or any other responsibilities as assigned.

4. Manager (Corporate Affairs, Placement & Public Relations)

- Overall in charge of the Corporate Affairs, Placement & Public Relations of the Institute.
- Liaise with the Corporates, PSUs, Multinational Companies, Government organisations for various public relation and related activities.
- Liaise with PR agencies and media on media relations.
- Building relations with the corporate and the government
- Interaction with company executives for Summer Internship and Final Placement.
- Company visit and arrangement of Corporate Talk for students.
- Evaluate performance of the students and make recommendations for personal growth.
- Motivate students to achieve peak productivity and performance.
- Plan and administer an academic placement and recruitment program.
- Coordinate with students, potential students, alumni, staff, and faculty on career related issues of the students.
- Plan, schedule, and deliver presentations on career development, career skills, and career opportunities.

- Oversee day to day placement, career development and PR related activities.
- Coordinate PR related activities with faculty, students, and the business community.
- Coordinate and collaborate with other placement offices.
- Represent the organization at various community and / or business meetings; promote existing and new programs and / or policies.
- Maintain contact with employers to obtain information on job opportunities, to develop and enhance working relationships, and to facilitate placement of students.
- Maintain a database of employment possibilities and resources.
- Assist students in the job search and advise them on procedures for obtaining employment.
- Coordinate or provide training in writing resumes, completing applications and interviewing.
- Ensure strict confidentiality of student records.
- Coordinate all the Alumni related activities.
- Carry out the duties assigned by the Director/Chairperson Student Affairs, Placement and PR/Chief Administrative Officer.
- Carry out any other duties as assigned

5. Executive Engineer cum Estate Officer

- Responsible for overall planning, implementation of decisions and supervision in respect of:
 - maintenance of buildings
 - maintenance and development of lawns, gardens and other open spaces
 - looking after various civic amenities such as water supply, electricity, roads, drainage and sanitation
- Custodian as estate officer of the land, buildings and all the civil and electrical assets except furniture.
- Any other responsibilities as assigned.

6. Accounts Officer

- Will work under the supervision of the Finance Officer / Chief Administrative Officer.
- Assist and work in tandem with the Finance Officer with regard to all audit obligations of the Institute.
- Check & control the entire process of purchase of stores and advice the Administration.
- Follow-up with the various statutory and legal requirements like IT, VAT, ST, PT etc. in connection with finance and accounting functions of the Institute as per existing rule in force.
- Monitor the accounting activities independently on assigned job of the staff in carrying out the day to day work of the Accounts office.
- Prepare the Statement of Annual Accounts & Budget of the Institute, Bank Reconciliation & liaise with banks etc. taking the direct help of Accountant and Cashier within the stipulated period as per Government of India guidelines.
- Maintain internal control and to review the monthly progressive statement of receipts and expenditure, advances & adjustments thereof and control on expenditure as per budgetary allocation etc. for information to the authority.
- Carry out the duties as assigned.

7. Resident Medical Officer

- Will be in charge of the Wellness Centre at Institute's campus.
- Will look after all administrative work of Institute Well Centre.
- To provide 24 hours medical attention to employees and students of the Institute.
- To provide health related advice to the Institute functionaries.
- To maintain medical records of Institute's employees and students who had undertaken medical consultation.
- To liaise with approved hospitals for medical treatment of the employees and students of the Institute.
- Verify and countersign all the reimbursement Medical bills of the Institute's employees.
- To ensure availability of essential medicinal stock in the Wellness Centre for providing immediate treatment/first aid, etc.
- To ensure sanitation is maintained in the campus and take rounds of hostels, mess, kitchen, etc. and submit monthly report of the same.
- Any other duties as assigned.

8. Officer (Administration & HR)

- Will look after all administrative and personnel matters of Institute.
- Maintain and verify the leave records of employees and other service matters.
- Liaise with other external departments etc. for the requirements of the Institute.
- Supervise and look after the day to day administrative work and requirements.
- Ensure timely submission of reports etc.
- Look after all recruitment process in the Institute.
- Carry out the duties assigned by the Chief Administrative Officer.
- Any other responsibilities as assigned.

9. Officer (Academics)

- Responsible for providing administrative support to various academic programmes of the Institute, starting from joining in the programmes.
- Keeping track of students' profile.
- Scheduling of classes, examinations etc.
- Keeping record of grades of students.
- Communication with teaching faculty.
- Communication with students.
- Organizing review meetings.
- Declaration of results after the approval of the competent authority.
- Arrangement of seminars, convocation and other functions of the Institute.
- Carry out the duties as assigned by Dean (Academics)/ Dean (Research, New Initiatives and External Relations)/ Chairperson (PGP)/Chairman (FPM)/ Chairperson (PGPEX)/ Chairperson CEDNER.
- Any other responsibilities as assigned.

10. Officer (IT & ERP)

- Responsible for overall planning, implementation of decisions and supervision in respect of IT and ERP and Institute Website related matters in the Institute.

- Assist in developing and deploying methodologies and procedures in the IT/ERP/ Website process.
- Apply communication, analytical and problem-solving skills to help the Institute streamline the administrative, accounting processes and procedures on ERP.
- Developing and implementing training plans for all IT/ ERP/ Website users.
- Assist in developing a role-based training curriculum and designing training materials for end users.
- Carry out the duties assigned by Chairperson, IT, ERP and Website Committee/ Chief Administrative Officer.
- Custodian of various software and administrator passwords and will be responsible to ensure that confidentiality of the said passwords is maintained and that no piracy of the software procured by the Institute ever takes place.
- Any other responsibility as assigned.

11. Officer (Placement & PR)

- Will work under the supervision of the Manager (Corporate Affairs, Placement and PR).
- Liaise with the Corporates, PSUs, Multinational Companies, Government organisations for various public relation and related activities.
- Liaise with PR agencies and media on media relations.
- Interaction with company executives for Summer Internship and Final Placement.
- Company visit and arrangement of Corporate Talk for students.
- Maintain contact with employers to obtain information on job opportunities, to develop and enhance working relationships, and to facilitate placement of students.
- Maintain a database of employment possibilities and resources.
- Assist students in the job search and advise them on procedures for obtaining employment.
- Coordinate or provide training in writing resumes, completing applications and interviewing.
- Ensure strict confidentiality of student records.
- Undertake travels for career development and PR activities as per the Institute requirements.
- Maintain and record the placement statistics of students.
- Maintain all records as per administrative requirements of the Institute.
- Carry out the duties assigned by Chairperson- Student Affairs and Placement and PR/Manager (Corporate Affairs, Placement and PR) /Chief Administrative Officer.
- Carry out any other duties as assigned.

12. Store and Purchase Officer

- Inviting tenders/quotations from approved vendors/suppliers.
- Preparation of comparative statements, purchase order etc.
- Preparation of list of vendors/suppliers.
- Purchase of consumable items, stationery & printing, capital items etc.
- Purchase of technical items like Computers and other equipment.
- Verification of all items received.
- Maintenance of Stock Register and Asset Register for all items received.
- Maintaining records of all stocks issued.
- Verification and forwarding of Bills for payment.

- Prepare budget in respect of stores for all consumables and capital items.
- Quality Control.
- Stock verification.
- Carry out the duties assigned by Chief Administrative Officer.
- Any other responsibilities as assigned.

13. Security Officer

- To look after all security arrangements in and around the campus.
- To handle the security personnel of the Institute, supervise their work and submit a monthly report to Chief Administrative Officer.
- To supervise patrolling around the campus and to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- To answer to alarms and investigate disturbances.
- To monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- To write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- To liaise with police/fire department in cases of emergency, such as fire or presence of unauthorized persons.
- To look after the house keeping services of the Institute
- To carry out any other duties as assigned.

14. System Analyst

- Responsible for smooth running of all Information Technology and Communication devices of the Institute and maintain stock of all IT equipments and devices. The IT system of the Institute is expected to function with minimum MTBF (Mean Time between Failures) and to ensure that the system does not have a setback.
- Responsible for liaison between the service and support personnel from different vendors to ensure the smooth running of the IT infrastructure.
- Conducting user training on all IT and communication devices and is expected to assist the IT Committee in procuring IT and Communication infrastructure.
- Access to various software and administrator passwords and will be responsible to ensure that confidentiality of the said passwords is maintained and that no piracy of the software procured by the Institute ever takes place.
- Suggest from time to time the areas that require up-gradation and will be responsible to take regular backup of the data.
- Carry out the duties as assigned by Chairperson IT, ERP and Website Committee/Officer (IT and ERP).
- Any other responsibilities as assigned.

15. Secretary to the Director

- Overall supervision of the Director's Secretariat.
- Devising and maintaining office systems, including data management and filing of records and documents.
- Arranging travel and accommodation for the Director.
- Scheduling meetings of the Director and provide general assistance during presentations, meetings etc.

- Screening telephone calls, enquiries and requests.
- Scheduling meetings of visitors with the Director.
- Organizing and maintaining diaries and making appointments.
- Dealing with incoming email, faxes and post.
- Taking dictation and minutes.
- Producing documents, briefing papers, reports and presentations to the Director as and when required.
- Making oneself available as and when required apart from normal office hours.

16. Junior Engineer

- Responsible for looking after all civil/electrical works in the Institute.
- Supervision of works carried out by the contractors.
- Preparation of drawing, estimates etc. of various works of the Institute.
- Supervision and maintenance of gensets, transformers and other installations in the Institute.
- Carry out the duties assigned by Executive Engineer cum Estate officer
- Any other responsibilities as assigned.

17. Accountant

- Maintenance of Accounts.
- Preparation of Budget estimates.
- Processing of bills, investments.
- Finalization of accounts.
- Fund management of research/consultancy/projects.
- Fulfilling audit requirements of various auditors etc.
- Assisting Finance Officer and Accounts Officer.
- Carry out the duties as assigned.

18. Hostel Manager

- Frame policy on the running of the hostels, messes and other facilities within the hostel.
- Ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
- Maintain daily record of the resident students such as students present each day, students absent from the Hostel together with reasons for absence.
- Oversee health, hygiene and general life of the students in the Hostel.
- Ensure that the students observe the Hostel Rules and Regulations and discipline in accordance with the rules framed.
- Report all cases of misbehavior, indiscipline and illness of students residing in the hostels.
- Ensure safe custody and maintenance of such properties of the hostel for their repairs.
- Allotment of rooms and maintain Resident Student's Register.
- Periodically verify the furniture and fittings of the Hostel with the assistance of the Store & Purchase Officer and take action for their repairs/replacement for obtaining additional furniture.
- Carry out the duties as assigned by Hostel Wardens/Chief Administrative Officer.
- Any other responsibilities as assigned.

19. Personal Assistant

- Taking dictation and typing the same.
- Drafting notes, letters etc. for internal and external correspondence.
- Preparation of reports etc. assigned from time to time.
- Arrangement of travel plans etc.
- Maintenance of proper records, registers, files etc.
- Any other responsibilities as assigned.

20. Library Information Assistant

- Cataloguing of books & Classification
- Maintenance of circulation and membership records
- Preparing and maintaining various statistics
- Receiving day to day periodicals from vendors, stock taking and sending to Librarian
- Sending periodical reminders for missing issue and delay
- Recording the subscription records in Library Software.
- Data entry of old bound volumes.
- Preparing monthly statistical statements of journal section.
- Carry out the duties as assigned by the librarian
- Any other responsibilities as assigned.

21. Office Assistant

- Assisting in all administrative matters of the section where he / she is posted.
- Any other work as assigned from time to time.

22. Cashier

- Receive and payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits.
- Writing of cash books, BRS, filling of VAT and TDS challans etc.
- Carry out the duties as assigned by FO
- Any other work as assigned.

23. System Assistant

- Maintaining the stock of all the IT related equipment.
- Responsible for hardware and software maintenance of PCs, Laptops, Projectors, Printers and Scanners. Timely updates and upgrades of the said equipment.
- Basic network troubleshooting, monitoring and reporting to Officer (IT and ERP).
- Handle various software and administrator passwords and will be responsible for ensuring that the confidentiality of the said passwords is maintained and that no piracy of the software procured by the institute ever takes place.
- Looking after the Institute's telecom system.
- To make sure that equipment in the classrooms which include PCs, Laptops, Projectors, Interactive Boards and Sound system are in working condition and to notify if there are any issues.
- Carry out activities assigned by Chairperson (IT, ERP and Website Committee) / Officer (IT and ERP).
- Carry out the activities as assigned.

24. Hindi Translator

- Correspondence, submission of reports/returns, collection of information etc. and maintenance and up keep of records regarding Hindi.
- Initiating follow up action on plans and programmes of the Government/Institute and decision taken or instructions issued for implementing Hindi in the official use.
- To translate various publications/documents of the Institute in Hindi as and when required by the Institute.
- Translation of day to day official letters, office orders, departmental orders etc., from English to Hindi and vice versa as and when required.
- Assisting in organizing training programmes, workshops, seminars, conferences, meeting on Hindi implementations.
- To attend to all the work related to implementation of Official language.
- Developing aid and help material for increasing use of Hindi in the Institute's functioning.
- Maintaining files and records relating to Hindi.
- Carry out activities assigned by Chief Administrative Officer.
- Carry out duties as assigned.

25. Attendant (as Computer Assistant)

- Take up data entry work entrusted by different departments.
- Day to day program work.
- Operating of photocopier, fax etc.
- Supervision of cleaning office room, class room, office equipment.
- Periodical arrangement of files.
- Movement of papers, files etc. to various departments/officers.
- Carry out duties as assigned.

26. Driver

- Responsible for carrying out duties assigned from time to time by the Institute.
- Carry out night and day duties as and when required.
- Undertake frequent and long journeys as and when required.
- Maintenance of logbooks and documents of the vehicles.
- Ensure proper and regular servicing, maintenance of vehicles and report to the Officer (Admin & HR) regarding any repair required.
- Carry out duties as assigned.

5. Memorandum of Association, Rules and Regulations of RGIIM Shillong:

(a) Memorandum of Association of RGIIM

1. PREAMBLE

WHEREAS the Government of India is desirous of setting up an autonomous Institute in the North Eastern State of Meghalaya by the name Rajiv Gandhi Indian Institute of Management Shillong in order to meet the increasing demand for well trained high caliber management professionals necessitated by accelerated pace of economic and industrial growth.

AND WHEREAS it is considered expedient to provide it a legal entity by getting it registered under Societies Registration Act 1860 as applicable to the State of Meghalaya in order to achieve the aforesaid objectives.

2. NAME OF THE INSTITUTE

The name of the Institute shall be Rajiv Gandhi Indian Institute of Management, Shillong herein after referred to as the 'Institute'.

3. SITUATION OF REGISTERED OFFICE

The Registered office of the Institute shall be situated at Shillong.

4. DEFINITIONS

In this Memorandum of Association and the rules made thereunder unless the context otherwise signifies:

- a) 'Institute' shall mean the Rajiv Gandhi Indian Institute of Management, Shillong,
- b) 'Society' shall mean the Rajiv Gandhi Indian Institute of Management, Shillong.
- a. 'Central Government' shall mean the Department of Higher Education in the Ministry of Human Resource Development, Government of India,
- c) 'State Government' shall mean the Government of Meghalaya,
- a. 'Board' shall mean the Board of Governors of Rajiv Gandhi Indian Institute of Management, Shillong.

5. MAIN OBJECTS

To establish set up run and carry on the Administration and Management of the Rajiv Gandhi Indian Institute of Management Shillong and in particular to perform the following functions inter-alia:

- a) To organize and provide education and training in one or more aspects of management and related subjects including on such thrust area consistent with management skill formation as may be thought fit by the Institute to interested persons from Industry, Corporate and Non-Corporate sector. Governmental, Public and Private sector institutions, bodies and associations connected with Industry and Commerce and individuals interested in making or developing their career in Management in such a way as to equip them thoroughly to practice the art and profession of Management in which they have been trained with appropriate cases to prepare and instruct others in the principles and practices of management:

- b) To select outstanding and talented mature candidates for careers leading to management responsibility and groom them suitably to take up such responsibilities:
- c) To award diplomas, certificates and other academic or professional distinctions to candidates trained, and to prescribe standards of proficiency for and conformity thereto before the award of such diplomas. certificates and other distinctions:
- d) To undertake on its own and/or in collaboration with other educational and research institutions, research for the promotion and development of scientific management and delineation of standards thereon.
- e) To collect, analyze, collate, tabulate and circulate data, statistics, information etc. relating to or connected with any discipline of management;
- f) To ascertain and publish law, rules, practices and procedures relating to matters connected with management;
- g) To organize, hold and conduct meetings, group discussions, lectures, speeches, workshops, research projects, seminars, conferences, study programmes for the purpose of exchange and dissemination of information and ideas.

6. ANCILLARY OBJECTS

With a view to promote the foregoing objects, the Institute shall have the following ancillary and incidental objectives:

- a) To acquire by way of lease, sublease, gift, purchase, exchange, hire or in any other manner, any movable or immovable properties and any rights or privileges necessary or convenient for the purposes of the Institute and to construct, erect, alter, improve and maintain any building and to construct, improve, alter, demolish or repair buildings and to manage, develop, sell, let, dispose off mortgage, or otherwise deal with all or any part of the assets and rights of the Institute with a view to achieve the objects of the Institute provided that prior approval of the Central Government shall be obtained for the acquisition and sale of immovable property anywhere in India or abroad;
- b) To accept grants of money equipment, land, buildings, donation, gifts, subscriptions and other assistance from the State Central Government or from any other source approved by the Central Government and to conform to the conditions on which such grants, other payments and assistance may be received, provided that no benefaction shall be accepted by the Institute, which in its opinion involves conditions or obligations contrary to the objects or the Institute:
- c) To establish, equip and maintain any laboratory, research centre, data bank, library, museum, workshop, Centre, organization, and such other facilities as are necessary for carrying out the objects of the Institute:
- d) To levy fees or other charges for training and or other services/facilities provided by the Institute at such nominal or other rates as specified by the Board;
- e) To prepare, print, publish, issue, acquire and circulate books, papers,-periodicals, exhibits, films, slides, video tapes, circulars and engage in other literary activities connected with or having a bearing on the objects of the Institute:
- f) To assist, guide or collaborate with other organizations or institutions in India or any part of the world having objects wholly or partly similar to these of the Institute in such manner as may be conducive to the attainment of the objects of the Institute; however in respect of agreements involving foreign collaboration, prior approval of the Central Government shall be obtained:
- g) To negotiate contracts on behalf of the Institute and vary and rescind such contracts;
- h) To enter into any arrangement with any Government, Government Authority, municipal or local authority or otherwise that may be conducive to the objects of the Institute and to obtain from any such authority rights, privileges and concessions which the Institute may think desirable to

obtain and to carry out exercise and comply with such arrangement, rights privileges and concessions.

- i) To borrow, raise or secure the payment of any money on such terms and conditions and on such security may be deemed fit and proper provided they are not inconsistent with the objects of the Institute:
- j) To institute and award fellowships, scholarships, prizes and medals in accordance with the Rules & Bye-laws:
- k) To create patron-ship, affiliation and other classes of professional or technical membership or office as the Board may consider necessary;
- l) To make Rules and Bye-laws for the conduct of affairs of the Society and to add, to amend, vary or rescind them from time to time with the approval of the Central Government.
- m) To procure recognition for the Institute vis-a-vis its objects in India and abroad.
- n) To provide such boarding and lodging facilities to the students, scholars, faculty and staff of the institute as may be deemed desirable by the Board;
- o) To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objects

7. INSTITUTE TO BE OPEN TO ALL PERSONS

- a) The Institute shall be open to all persons of either sex, and of whatever race, creed, caste or class and no test or conditions shall be imposed as to religious belief or profession in admitting students or appointing members, teachers and other staff of the Institute.
- b) No benefaction shall be accepted by the Institute which in its opinion involves condition or obligations contrary to the spirit and object of the above paragraph.

8. POWERS OF CENTRAL GOVERNMENT

The Central Government may at any time appoint one or more persons to review the work and progress of the Society and the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Central Government may stipulate in this behalf. Upon receipt of such report, the Central Government may take such action and issue such direction as it may consider necessary in respect of any of the matters dealt with in the report and the Society and the Institute shall be bound to comply with such directions.

9. APPLICATION ON INCOME

All the incomes, earnings, movable and immovable property of the Institute howsoever derived shall be solely utilized and applied towards the promotion of its aims and objects set forth in this Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Central Government to such limitations, as the Central Government may from time to time impose. No part of the income and property of the Institute shall be paid or transferred directly or indirectly by way of dividend bonus share or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Institute or to any of them or to any persons claiming through them provided that nothing herein contained shall prevent the payment in good faith of remuneration or other payments to any member thereof or any person in return for any services rendered to the Institute or for travelling allowance, halting or other similar charges. No member of the Institute shall have any personal claim on any movable or immovable property of the Institute or make profits whatsoever by virtue of this membership.

10. BOARD OF GOVERNORS

The names, addresses occupations and designations of the present members of the Board of Governors of the Institute, to whom, by the Regulations of the Institute, the management of its affairs is entrusted as required under section of the Societies Registration Act, 1860 as applicable to the State of Meghalaya are as hereunder. [as per composition of the Board]

11. ASSOCIATION CLAUSE

We the several persons whose names and addresses are given below having associated ourselves for the purpose of forming a society, namely RAJIV GANDHI INDIAN INSTITUTE OF MANAGEMENT SHILLONG and set our several and respective hands unto and form ourselves into a Society under the Societies Registration Act of 1860 as applicable to the State of Meghalaya and as amended by the State Legislature from time to time in pursuance of this Memorandum of Association of the Institute this day of

Sl.	Name and Address	Occupation	Signature
1	Shri. R. P. Agrawal, Secretary Department of Higher Education, Ministry of HRD, New Delhi.	Secretary to the Government of India	Sd/
2	Shri. R. Chatterjee, Chief Secretary to the Government of Meghalaya, Shillong	Chief Secretary, Government of Meghalaya	Sd/
3	Dr. Pramod Tandon, Vice Chancellor, North Eastern Hill University NEHU, Shillong	Vice Chancellor, North Eastern Hill University, Shillong	Sd/
4	Shri. S.K. Ray Joint Secretary & Financial Advisor (HRD), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi	Joint Secretary & Financial Advisor (HRD), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi	Sd/
5	Dr. K. Narayana Rao Member Secretary, AICTE I.G. Sports Complex, I.P Estate, New Delhi – 110 002	Member Secretary, AICTE	Sd/
6	Smt. R.V. Suchiang, Principle Secretary, Technical Education	Government of Meghalaya	Sd/
7	Shri. Ravi Mathur, Joint Secretary (Technical) Department of Higher Education, Ministry of HRD, Shastri Bhawan New Delhi	Department of Higher Education, Ministry of HRD	Sd/

I witness the signature from 1 to 7 above.

(b). RULES AND REGULATIONS

1. TITLE:

The Rules and Regulation may be called the Rules and Regulations of the **RAJIV GANDHI INDIAN INSTITUTE OF MANAGEMENT, SHILLONG.**

2. DEFINITIONS:

In these Rules and Regulations the following words and expressions shall have the meaning assigned against them unless the context otherwise signifies.

- (a) Chairman: Chairman of the Board of Governors_
- (b) Board: The Board of Governors of the Institute.
- (c) Director: The Director of the Institute.
- (d) Rules: Rules and Regulations of the Institute.
- (e) Financial Year: The Financial Year of the Institute shall be from 1st day of April to 31st day of March of the subsequent year.

3. AUTHORITIES OF THE INSTITUTE:

- (a) The Board of Governors,
- (b) The Chairman
- (c) The Director
- (d) The Chief Administrative Officer
- (e) Finance Committee
- (f) Building &. Works Committee
- (g) Such other authorities including but not limited to Committee(s) appointed or nominated by the Board.

4. MEMBERSHIP

- a) The Institute shall consist of the following members:
 - (i) The Chairman or the Board.
 - (ii) The Members of the Board of Governors
 - (iii) Not more than 4 members nominated appointed by the State Government other than those already on the Board.
 - (iv) Not more than 4 members nominated/appointed by the Central Government to represent Industry, Trade, Commerce and Academia other than those already on Board.
 - (v) To expert members each from approved thrust areas of the Institute to be nominated by the Chairman in consultation with the Director.
 - (vi) Not more than two member being ex-Chairman and Directors of the Institute.
 - (vii) Such other members who may be admitted to life Membership of the Institute and fulfilling such requirements as may be specified in the bye- laws to be framed by the Board for the purpose.

Membership not to fall below seven

- b) The membership of Institute shall not be less than seven.

Roll of members

- c) The Institute shall keep a roll of members giving the addresses and occupations and every member shall sign the same.

Address of a Member

- d) If a member of the Institute shall change his address, he shall notify to the Registrar his new address, but if he fails to notify such address, his address as recorded on the roll of

the members shall be deemed to be his address.

Membership Co-Terminus

- e) Where a member of the Institute being ex-officio member. i.e. becomes such a member by reason of the office he holds, his membership shall terminate when he ceases to hold Government Nominees membership during the pleasure of the Government

Government Nominees' membership during the pleasure of the Government

- f) A member of the Institute representing the State or the Central Government shall continue to be such member during the pleasure of the concerned Government.

Cessation of Membership

- g) A member of the Institute shall cease to be such a member if he
 - (a) resigns his membership or
 - (b) becomes of unsound mind or
 - (c) becomes insolvent, or
 - (d) is convicted of a criminal offence involving moral turpitude, or
 - (e) if he is removed by the State/Central Government from the membership of the Institute on the recommendation of the Board for disorderly behaviour or misconduct whereby the prestige and honour of the Institute may be lowered, or
 - (f) if except in the case of the Director of the Institute he accepts a full time appointment in the Institute.

General Body

- h) All the member of the Institute shall constitute General Body of the Institute.

5. GENERAL MEETING OF THE SOCIETY

Annual General Meeting

- a) Within six months from the close of each financial year, the Institute shall meet on such date as may be decided by the Board to consider and adopt the annual report and audited accounts of the Institute and the working of the Institute during the previous year.

Special General Meeting

- b) The Institute shall meet whenever the chairman thinks fit provided that the Director shall call a meeting of the Institute upon a written requisition of not less than seven members or one-tenth of the existing members (fraction rounded off to the next higher number) whichever is more. In addition the Institute shall meet whenever the Director recommends the same for transaction of urgent business and also whenever so directed by the Central Government for any specific purpose.
- c) For every meeting of the Institute at least fourteen days clear notice shall be given to the members excluding the day of posting and the day of the meeting. However, in the case of any urgency, the Director with the permission of the Chairman is empowered to call a meeting of the members of the Institute at a shorter notice.

Quorum

- d) One-third of the existing members including the Chairman shall constitute the quorum at any meeting of the Institute. Any fraction being rounded off to the next higher Humber.

Adjournment

- e) Where a quorum is not present within thirty minutes of the time notified for the commencement of meeting, the meeting
 - (i) if called on the requisition of the members shall stand dissolved,
 - (ii) in any other case shall be adjourned to the same day. Time and place the following week and the members present at the adjourned meeting shall form the quorum. Notwithstanding rule 5(d) herein.

Decision by Majority

- f) In case of a difference of opinion amongst the members the opinion of the majority shall prevail.

Meeting to be presided by

- g) Every meeting of the Institute shall be presided over by the Chairman, and in his absence, the meeting shall be presided over by a member of the Board of Governors chosen from amongst themselves by the Board members present at the meeting.

Voting Rights

- h) Each member or the Institute including the Chairman shall have one vote and if there be an equality of votes on any Question to be determined by the Institute, the Chairman of the meeting in addition to his own right as a member shall have and exercise a casting vote to decide the issue.

6. BOARD OF GOVERNORS

Extent of Board's Power

- (a) The general superintendence, direction and control of the affairs of the Institute and its income and property shall be vested in the Governing Body of the Institute which shall be called the Board of Governors. Hereinafter referred to as the "The Board".

Composition of the Board

- b) The Board shall be composed of the following members:
 - (1) Chairman to be appointed by Central Government who shall be an eminent educationists Industrialist or outstanding practitioner of management.
 - (2-3) Two representatives of the Central Government nominated by the Ministry of Human Resources Development, Department of Higher Education. Should any member representing an Officer of a Ministry of the Central or the State Government is unable to attend a meeting of the Society or the Board, he/she shall be at liberty to appoint an authorize a representative to take his/her place at that meeting of the Society or the Board and such representative shall have all the rights and privileges of a member of the Society or the Board of that meeting.
 - (4-5) Two management professionals to be nominated by the Central Government.
 - (6-9) Four persons to be nominated by Central Government to represent Industry, Trade, Commerce and the thrust areas of the Institute.
 - (10) One representative of the State Government of Meghalaya.
 - (11-13) Three representatives of the State Governments of North Eastern States other than Meghalaya on rotation basis.
 - (14) Vice-Chancellor of the North Eastern Hill University, Shillong.
 - (15) Director of the Institute who shall be ex-officio member of the Board.

- (16) One Nominee of the All India Council of Technical Education(AICTE)
- (17) Director, Indian Institute of Technology, Guwahati
- (18-19) Two professors of the Institute by rotation for two years in order of seniority.
- (20) One member to be co-opted by the Chairman in consultation with the Director.

Strength of the Board

- c) Provided that the total strength of the Board of Governors shall not exceed 20 and shall not be less than 7 at any time.

Term of the Board

- d) The term of the Board of Governors shall be five years (except for such members or the Board where otherwise provided herein) at the end of which the Central Government shall reconstitute the Board. The existing members of the Board shall be eligible for re-appointment or re- nomination.

Membership Co-terminus with the office held

- e) Where a member of the Board becomes such member by reason of the office he holds his membership shall terminate when he ceases to hold that office.

Nominee of State/Central Government at Pleasure

- f) A member of the Board nominated or appointed by the State/Central Government in terms of clause (b) of this Rule may be removed by the State/Central Government at its pleasure even before the expiry of the tenure of such member.

Cessation of Membership

- g) A member of the Board shall cease to be such a member if he (a) dies or (b) resigns his membership or (c) becomes of unsound mind (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) if he is removed by the State/Central Government from the membership of the Board in terms of clause (l) of this rule or (g) if, except in the case of the Director of the Institute he accepts a full time appointment in the State or (h) if he fails to attend three consecutive meetings of the Board without leave or the Board.

Resignation of Chairman

- h). The Chairman may resign his office by a letter addressed to the Central Government and who shall forward it to the appointing /nominating authority with his remarks, and such resignation shall take effect from the date it is accepted by such authority.

Resignation of the Members of the Board

- i) A member of the Board may resign his office by a letter addressed to the Chairman who shall forward it to the appointing/nominating authority with his remarks, and such resignation shall take effect from the date it is accepted by such authority.

Filling in of Casual Vacancy in the Board

- j) Any casual vacancy in the Board shall be appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination in terms of these rules and the member so appointed or nominated to fill such casual vacancy shall hold office for the remainder of the terms if any of the member in whose place he has been appointed or nominated.

Powers and duties of the Board

- k) Subject to the Memorandum of Association and these Rules but without prejudice to the generality of powers and duties, the Board shall have full functional autonomy and shall exercise the following powers inter-alia.
- (i) Take decision (In questions of policy relating to the administration and working of the Institute.
 - (ii) Consider and approve programmes of the Institute within the scope of the objectives of the Institute and within the scope of budget.
 - (iii) To prescribe and conduct courses of study, training and research in management and allied subjects.
 - (iv) To prescribe rules 2nd guidelines for consultancy work to be undertaken by the Institute and where necessary to identify standards thereon.
 - (v) To consider and approve eligibility conditions, durations, selection process, contents and financial outlays for academic and professional courses, training programs, research, projects, promotional campaigns and development projects.
 - (vi) To lay down standards of proficiency to be demonstrated before the award of diplomas, certificates and other distinctions in respect of the courses offered by the Institute.
 - (vii) With the prior approval of the Central Government frame Rules and Regulations and Bye-laws for the conduct of the affairs of the Institute and to add to amend or repeat the same from time to time.
 - (viii) Consider, approve and authorize operation of the Fund of the Institute
 - (ix) Consider and pass resolutions on the Annual Report and Annual Accounts of the Institute and submit them to the Central Government.
 - (x) Approve the budget estimates of the Institute.
 - (xi) Draw up development plans of the Institute.
 - (xii) Appoint Committees or Sub-Committees by whatever name called comprising member(s) of the Board and such experts as may be nominated by it for specific tasks, for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Institute.
 - (xiii) Institute and award fellowships, scholarships, prizes and models.
 - (xiv) Create permanent, temporary, ad-hoc or contractual posts for the Institute, lay down terms and conditions of service of such employees and method of appointments thereto in accordance with the instructions issued by the Central Government from time to time in this regard. Provided further that the appointment of the post of Director. and any other post if specifically directed by the Central Government shall be made with the prior approval of the Central Government.
 - (xv) Cooperate and collaborate with other State level, National and/or foreign institutions/international organizations in the pursuit of its objectives provided that prior approval of the Central Government shall be obtained for foreign institutions and international organisations.
 - (xvi) Acquire by gift, purchase, exchange lease hire or otherwise any property movable or immovable and to construct, improve/alter demolish or repair buildings, work and constructions as may be necessary or convenient for carrying on the activities of the Institute provided that the prior approval of the Central Government is obtained for the acquisition of immovable property.
 - (xvii) Deal with any property belonging to or vested in the Institute so as to suit its best interest provided that prior approval of the Central Government is obtained for transfer of any immovable property.
 - (xvii) Negotiate, enter into and make contracts and deeds on behalf of the Institute.
 - (xviii) Delegate such of its powers to the Chairman and/or Director and through them or

directly to other members of staff of the Institute or any Committee or subcommittee appointed by it as it may consider necessary or desirable.

- (xix) Solicit and receive grants, gifts, donations or other contributions from the State/Central Government or from any other Source, approved by the Central Government provided that no benefaction shall be accepted by the Institute which involves conditions or obligations contrary to the objectives of the Institute.
- (xvi) To do all such acts and things as are incidental or conducive to the discharge of its functions and attainment of any of the objects specified in the Memorandum of Association.

7. MEETINGS OF THE BOARD

Board Meeting once in three months

- a) The Board shall ordinarily meet once in every three months provided that the Chairman or Director with the permission of Chairman: may whenever he thinks fit or on a written requisition of not less than one-third of the existing members of the Board (fraction being rounded off to the next higher number) call for a meeting. Not less than seven days notice shall be given for every meeting of the Board. In case of urgency the Chairman or Director with the permission of Chairman may call for, a meeting at a shorter notices. A copy of the proceedings of every meeting shall be furnished to the Central Government and the State Government as soon as practicable after the meeting.

Quorum for Board Meetings

- b) One-fourth of the existing strength of the Board including the Chairman or five members, whichever is higher shall constitute a quorum for any meeting of the Board any fraction being rounded off to the next higher number.

Decision by Majority

- c) In case of difference of opinion among the members. The opinion of the majority shall prevail.

Votes of Board Members and Casting Vote to Chairman

- d) Each member of the Board including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Board. The Chairman of the meeting shall in addition to his own vote have an exercise a casting vote to decide the issue.

Meetings to be presided by

- e) Every meeting of the Board shall be presided over by the Chairman and in his absence by one of the members chosen from amongst the Board members present at the meeting.

Resolution by Circulation

- f) Any resolution may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval on such resolutions shall be as effective and binding as if such resolution had been passed at a meeting of the Board.

8. FINANCE COMMITTEE

(a) Composition

The Finance Committee shall consist of such persons out of members of the Board and/or otherwise as may be nominated by the Board.

(b) Powers and Duties

The Finance Committee shall generally assist the Board by way of recommendations on the budget of the Institute. The Committee shall perform the following functions:

- (i) Examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations of the Board.
- (ii) Give its views and make its recommendations to the Board either on the initiative of the Board or of the Director or on its own initiative on any financial question affecting the Institute.
- (iii) Shall perform such other functions and duties as may be assigned to it by the Board

9. BUILDING AND WORKS COMMITTEE

(a) Composition

The Building and Works Committee shall consist of such persons out of members of the Board and/or otherwise as may be nominated by the Board.

- (i) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
- (ii) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the grant placed at its disposal for the purpose.
- (iii) It shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- (iv) It shall be responsible- for making technical scrutiny as may be considered necessary by it.
- (v) It shall have the power to settle rates not covered, by the tender and settle claims and disputes with contractors.
- (vi) It shall perform such other functions and duties as may be assigned to it by the Board.

10. DIRECTOR

Appointment and terms of appointment:

- a) The appointment to the post of Director shall be made according to such procedures and on such terms and conditions as may be decided by the Central Government.

Casual Vacancy

- b) In the event of the post of Director remaining vacant for any reason it shall be open to the Board to authorize any ex - officio member or senior officer of the Institute with the prior approval of Central Government to exercise such powers. Actions and duties of the Director as the Board may deem fit, till a Director is duly appointed.

11. FUNCTIONS AND DUTIES OF DIRECTOR

- (a) Subject to the supervision, superintendence and control of the Board of Governors the Director shall be the principal academic and executive officer of the Institute and shall be responsible for the day to day management of its activities and overall academic functioning and administration of the Institute. He shall discharge these responsibilities in accordance with the rules and regulations and b of the Institute. In case of an emergency, he may take such action as may be necessary with the approval of the Chairman and report to the Board, at its next meeting. It shall be the responsibility of the Director to see that all money is spent for the purpose for which they are granted or allotted. He shall be the custodian of the records and such other property of the Institute as the Board may commit to his charge.

- (b) Subject to the provisions of these Rules and Regulations, and the bye-laws made there under, the Director shall, inter-alia exercise the following functions and powers, namely:
- (i) All expenditure within the budget grant shall be approved and sanctioned by the Director, or a member of the staff to whom he may delegate this power with the approval of the Board provided that such expenditure does not exceed the limits specified in the byelaws, if any. The Director shall also have the power to make re-appropriation subject to the following conditions:
 - Re-appropriation to augment the provisions under the head "Salaries and Allowances" shall require the prior consent of the Board.
 - No re-appropriation shall be made from Capital to Revenue Head and vice-versa: without the prior approval of the Board.
 - Re-appropriations within the heads of capital Expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Board.
 - (ii) Submit the accounts, the budget estimates and other proposals of the Institute to the Board for its consideration.
 - (iii) Conduct all official correspondence on behalf of the Institute and the Board.
 - (iv) Convene meetings of the Board with the approval of the Chairman.
 - (v) Keep or cause to be kept proper records and minutes of the proceedings of the Board Meetings and the General Meeting of the Institute and be responsible for implementation of the resolutions passed by the Board,
 - (vi) Assign tasks to the staff members of the Institute, manage the undertaking of these tasks, and exercise overall control including disciplinary control.
 - (vii) To participate or nominate members of staff to participate in national conferences and in international conferences in the areas of interest of the Institute.
 - (viii) Execute all contracts: deeds and assurances of property made on behalf of the Institute after obtaining the approval of the Board.
 - (ix) Draw, make accept, endorse, cheques, notes or other negotiable instruments for the purpose of the Institute in terms of delegation by the Board.
 - (x) Re-delegate some of his powers to any of his subordinates with the prior approval of the Board.
 - xi) Exercise such other powers as may be assigned to him by these Rules and Regulations and Bye-Laws framed there under.

12. CAO OF THE INSTITUTE

Powers and Duties

The CAO shall act under the administrative control of Director and shall:

- (i) act as Secretary to the Board of Governors.
- (ii) be responsible for all the meetings of the Board and various committees and sub-Committees.
- (iii) be responsible for keeping records and minutes of all meetings of the General body, Board and various Committees and Sub-Committees.
- (iv) act as confidential, constitutional and continuing adviser of the Director and the Institute as a whole.
- (v) correspond on behalf of the Institute.
- (vi) be responsible for safe custody of all documents and records relating to the Institute.

13. FUNCTIONS AND POWERS OF OTHER AUTHORITIES AND OFFICERS

The powers and duties of the authorities and officers other than those mentioned in these rules

shall be as specified by the Board or in the Bye-laws framed for the purpose.

14. REMUNERATION AND ALLOWANCES

The members of the Board or any Committee of the Institute shall be entitled to such remuneration and allowances from the Institute as may be approved by the Central Government from time to time.

15. INSURANCE AND PROVIDENT FUND

The Institute shall constitute for the benefit of the employees, including the Director in such manner and subject to such conditions as may be prescribed by the Bye-Laws, such Insurance. Provident Fund and other employee's welfare schemes, as it may deem fit. These shall be generally in consonance with similar schemes and facilities available to the employees of the Central Government.

16. INDEMNITY

- a) The Honorary Officers members or the Board. Members of Committees/Sub-Committees Director. Auditors. Secretary and other senior staff of the Institute may be indemnified out of the funds of the Institute against any expenses or liability included by them in or about the discharge of their respective duties.
- b) No honorary officer or member of the Board or member of a committee of the Institute or member of sub-committee shall be liable for any act other than his own or for signing any receipt or other document or for doing any other act to the sake of conformity only, or for any loss or expels which may be occasioned to the Institute, otherwise than as a direct result of his own negligence or willful mis-conduct.

17. FINANCES AND REVENUES

- a) The Institute shall maintain a Fund to which shall be credited:
 - (i) All moneys provided by the Central Government, State Government or any other State Government or local authority.
 - (ii) All fees and other charges received by the Institute.
 - (iii) All moneys received by the Institute by way of grants, gifts, donations or other contributions from member individuals, firms, companies, local authorities, corporations etc.
 - (iv) All money received by the Institute in any other manner or from any other source.
- b) All moneys credited to the Fund shall be deposited in such scheduled banks an accounted for in such manner as the Board may decide.
- c) The Fund and property of the Institute howsoever, derived, shall be applied only toward the attainment of the objects as specified in the Memorandum of Association of the Institute.

18. OPERATION OF BANK ACCOUNT

The banks accounts or the Institute shall be kept in the name of the Institute and shall be operated upon jointly by any two officers as may be designated by the Board.

19. ACCOUNTS AND AUDIT

- a) The CAO under directions from the Director shall prepare an Annual Statement of Accounts in such form as may be worked out by the Board and approved by the Central Government.

- b) The Accounts of the Institute shall be audited annually by the Auditor General of India or any other authority as may be decided by the Central Government and any expense incurred in connection therewith shall be payable by the Board.
- c) The accounts of the Institute as audited and certified by the Auditors shall be forwarded annually to the Central Government.

20. ANNUAL REPORT

Within six months of the close of every financial year, the Board shall submit to the Central Government an annual report on the working of the Institute during the previous year, the audited statement or accounts showing the receipts and expenditure for the previous year together with the Audit Report.

21. BUDGET

The annual budget of the institute shall be drawn up by the Director in a form as prescribed by the Government. It shall be considered and adopted by the Board with or without modification.

22. BYE LAWS

The Board shall with the previous approval of the Central Government frame, amend or repeal bye-laws not inconsistent with these rules for the administration and management of the affairs of the Institute and in particular to provide for following matters:

- a) the preparation of budget estimates, the sanctioning of expenditure, making and execution of contracts, maintenance of accounts:
- b) the classification and procedure for appointment of officers and staff of the Institute:
- c) the terms and tenure of appointment, terms of deputation and contractual service rules of discipline and other conditions of service of the officers & staff of the Institute;
- d) the terms and conditions governing deputation of officers and staff into and out of the Institute:
- e) conduct of business by the Board and the committees constituted by it, the powers and functions of such committees and the terms of office of their membership;
- f) the constitution of insurance, provident fund and other schemes for the benefit of the employees of the Institute
- g) fixation of fees and other charges for courses, training and other facilities provided by the Institute:
- h) the terms and conditions governing fellowships, scholarships, stipends, medals and prizes etc.
- i) the qualifications of teachers of the Institute:
- j) the authentication of the orders and decisions of the Board:
- k) matters relating to hostel and halls of residence including disciplinary control therein:
- l) such other matters as may be necessary for the administration of the affairs of the Institute including those which by these rules are to be or may be prescribed by the Byelaws.

23. BOOKS CERTIFICATES AND FORMS

Minutes shall be made in proper books of all resolutions and proceedings of General Meetings, meeting of the Board, meetings of the Committees and every minutes signed by the Chairperson of the meeting at which it relates or by the Chairperson of subsequent meeting shall be sufficient evidence of the facts therein stated.

24. SEAL OF THE INSTITUTE

The Board shall provide a seal of the Institute and also provide for its safe custody and the seal shall never be used except by the authority of the Board previously given. One member of the Board shall sign every instrument to which the seal is affixed, and every such instrument shall

be countersigned by the Director or some other person appointed by the Board.

25. ACTS AND PROCEEDINGS NOT TO BE INVALIDATED BY VACANCIES ETC.

- a) any vacancy or defect in the election, nomination or appointment of a person acting as a Member thereof; or
- b) any irregularity in its procedure not affecting the merits of the case.

26. LEGAL PROCEEDINGS

The Institute may sue or be sued in the name of the Director or such person as shall be determined by the Rules and Regulations of the Institute and in default of such determination, such person as shall be appointed by the Board.

27. ANNUAL LIST

- a) Every year a list of office bearers and members of the Board shall be filed in the office of the Registrar of Societies. As required under section of, the Societies Registration Act, 1860.
- b) Any change in the personnel on the list filed under Section 4 of the Societies Registration Act, 1860 shall be intimated to the Registrar of Society within two months of such change.

28. DISSOLUTION

The Institute shall be dissolved in accordance with procedure laid down under section 13 and 14 of the Societies Registration Act. 1860. If on dissolution of the Institute there shall remain after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be dealt with in such manner as the central Government may decide.

29. ALTERATION OF MEMORANDUM OF ASSOCIATION AND RULES, REGULATIONS

1. Whenever it shall appear to the Board of Governors of the Institute that it is advisable to alter, extend or abridge such purpose or for other purpose specified in the Societies Registration Act. 1860 (Act No. XXI of 1860) the Board of Governors. With the approval of Central Government, may submit the proposition to the members of the Institute in a written or printed report, and may convene special general meeting for the consideration thereof according to the rules and regulations. No such proposition shall be deemed to have been approved unless such report has been delivered or sent by registered post to every member of the Institute 21 days previous to the date of the special General Meeting convened by the Board of Governors for the consideration thereof and unless such proposition shall have been agreed to by the 'Votes cast in favour of the propositions by members being entitled so to do, and such votes are not less than three times the members of votes if any, cast against the resolution by members so entitled and voting and confirmed by a similar majority of votes at second special general meeting convened by the Board of Governors after an interval of 30 days after the meeting.
2. Whenever it shall appear to the Board of Governors of the Institute to amend the name and rules and regulations of the Institute the Board of governors. With the approval of the Central Government may submit the proposal to a special general meeting convened for the purpose of which notice shall have been delivered or sent by registered post to every member of the Institute 21 days previous to date of the special general meeting and the resolution proposing the amendments is passed by the votes cast in favour of the resolution by members who are entitled to do so and votes, if any cast against the resolution by members so entitles and voting.

30. AUTHENTICATION

For the purpose of Section 6 of the Registration of Societies Act, the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

We the undersigned being the members of the Society/Board of Governors certify that this is a correct copy of the Rules and Regulations of the **RAJIV GANDHI INDIAN INSTITUTE OF MANAGEMENT, SHILLONG**

Sl. No.	Name and Address	Occupation	Signature
1	Shri. R. P. Agrawal, Secretary Department of Higher Education, Ministry of HRD, New Delhi.	Secretary to the Government of India	Sd/-
2	Shri. R. Chatterjee, Chief Secretary to the Government of Meghalaya, Shillong	Chief Secretary, Government of Meghalaya	Sd/
3	Dr. Pramod Tandon, Vice Chancellor, North Eastern Hill University NEHU, Shillong	Vice Chancellor, North Eastern Hill University, Shillong	Sd/
4	Shri. S.K. Ray Joint Secretary & Financial Advisor (HRD), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi	Joint Secretary & Financial Advisor (HRD), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi	Sd/
5	Dr. K. Narayana Rao Member Secretary, AICTE I.G. Sports Complex, I.P Estate, New Delhi – 110 002	Member Secretary, AICTE	Sd/
6	Smt. R.V. Suchiang, Principle Secretary, Technical Education	Government of Meghalaya	Sd/
7	Shri. Ravi Mathur, Joint Secretary (Technical) Department of Higher Education, Ministry of HRD, Shastri Bhawan New Delhi	Department of Higher Education, Ministry of HRD	Sd/

6. Mode of Public Participation

The Institute encourages public participation and guidance through members representing them in the Board of Governors.

7. Official documents and their availability

- (a) Memorandum of Association
- (b) RGIIM Shillong information brochure
- (c) Annual Reports & Annual Accounts
- (d) Management Development Programme brochure
- (e) PGP Students' Handbook
- (f) PGPEX Students' Handbook
- (g) Calendar of Programmes
- (h) Any other relevant information sought by general public will be furnished if available.

8. Members of the Board of Governors:

1	Shri Kewal Kumar Sharma, IAS Chairman Board of Governors, RGIIM Shillong (Nominated as Chairman wef 03 August 2017 till appointment of Regular Chairman of RGIIM Shillong)	11	Shri Sushil Kumar, IAS, Secretary Education (Higher) Government of Tripura
2	Shri Kewal Kumar Sharma, IAS Secretary Department of Higher Education Ministry of Human Resource Development	12	Shri F P Solo, IAS Commissioner and Secretary Higher and Technical Education Government of Nagaland
3	Smt. Darshana M Dabral Joint Secretary & Financial Adviser Department of Higher Education Ministry of Human Resource Development	13	Shri Benjamin, IDAS Commissioner and Secretary Higher and Technical Education Government of Mizoram
4	Dr Monisha Behal Chairperson North East Network	14	Prof Sri Krishna Srivastava Vice Chancellor North Eastern Hill University
5	Dr Sanjoy Hazarika Director Centre for North East Studies and Policy Research	15	Prof Anil D Sahasrabudhe Chairman AICTE
6	Prof Vinayshil Gautam (Founder Director: IIM K; First Head, Management Department: IIT D)	16	Prof Gautam Biswas Director Indian Institute of Technology Guwahati
7	Shri Tarun Das Founding Trustee Aspen Institute India	17	Shri Arjun Malhotra
8	Prof Dinesh Kumar Pandiya Pro- Vice Chancellor Assam University	18	Prof Amitabha De Director RGIIM Shillong
9	Shri Sabyasachi Hajara Former CMD Shipping Corporation of India	19	Prof Basav Roychoudhury Associate Professor RGIIM Shillong
10	Shri Y. Tsering, IAS Chief Secretary Govt. of Meghalaya	20	Prof Rohit Dwivedi Associate Professor RGIIM Shillong

9. Members of the RGIM Society:

1	Shri Kewal Kumar Sharma, IAS Chairman Board of Governors, RGIM Shillong (Nominated as Chairman wef 03 August 2017 till appointment of Regular Chairman of RGIM Shillong)
2-19	All Members of the Board of Governors, RGIM Shillong
20	Shri W. R. Lyngdoh Secretary Education Department, Govt. of Meghalaya
21	Shri A.K. Tigidi, IAS (Retd) Ex-Chairman Meghalaya Public Service Commission
22	Shri Rishan Rapsang MD Rapsang Group of Industries
23	Shri Ram Singh, IAS Director Higher and Technical Education, Govt. of Meghalaya
24	Shri Harsh Neotia MD Ambuja Cement
25	Dr Ajit Ranade Chief Economist Aditya Birla Group
26	Shri Rajiv Lall MD COOD IDFC Projects Ltd.
27	Shri P. Elango Chairman Cairn Institute
28	Ms Sujata Dev MD, Third Generation Mobile Pvt Ltd. and Chairperson National Committee M&E, ASSOCHAM
29	Prof Ashoke K. Dutta Former Director, RGIM Shillong
30	Shri Rathindra Nath Datta Former Chairman, BOG, RGIM Shillong

10. Procedure followed in decision-making process

The Institute has a Chairman, Board of Governors, Director, Dean, and Chairpersons for each Academic Programme and Centres, Chief Administrative Officer, who carry out the various functions of the Institute as per procedures laid down in the Rules of the Institute. The decision is communicated to public by announcements, advertisements and through website. The final authority to the decision is the Director, Chairman, Board of Governors and RGIIM Society. The Institute takes decision regarding academic matters, students' affairs, staff affairs, finance, facilities of the Institute and infrastructure.

11. Contact numbers and E-mail addresses of Faculty, Officers and Staff.

SI	Name	Designation	Landline No.	E-mail
1	Dr. Amitabha De	Director	+91 364 230 8001	ad@iimshillong.ac.in
2	Dr. Achyanta Kumar Sarmah	Assistant Professor on Contract	+91 364 230 8058	aks@iimshillong.ac.in
3	Dr. Anurag Dugar	Assistant Professor	+91 364 230 8083	adr@iimshillong.ac.in
4	Dr. Arindum Mukhopadhyay	Assistant Professor on Contract	+91 364 230 8047	am@iimshillong.ac.in
5	Dr. Basav Roychoudhury	Associate Professor	+91 364 230 8040	brc@iimshillong.ac.in
6	Dr. Bidyut J Gogoi	Consultant on Contract	+91 364 230 8094	bjg@iimshillong.ac.in
7	Dr. Debasisha Mishra	Assistant Professor on Contract	+91 364 230 8077	dbm@iimshillong.ac.in
8	Dr. Harsh Vardhan Samalia	Assistant Professor	+91 364 230 8003	hvs@iimshillong.ac.in
9	Dr. Keya Sengupta	Professor & Dean (Academics)	+91 364 230 8046	ks@iimshillong.ac.in
10	Dr. Mousumi Bhattacharya	Assistant Professor	+91 364 230 8004	msb@iimshillong.ac.in
11	Dr. Nalini Prava Tripathy	Professor & Dean (Research, New Initiatives & External Relations)	+91 364 230 8037	nt@iimshillong.ac.in
12	Dr. Natalie West Kharkongor	Associate Professor	+91 364 230 8045	nwk@iimshillong.ac.in
13	Dr. Neelam Rani	Assistant Professor	+91 364 230 8044	nr@iimshillong.ac.in
14	Dr. P Saravanan	Associate Professor	+91 364 230 8034	psn@iimshillong.ac.in
15	Dr. Pradip H Sadarangani	Associate Professor	+91 364 230 8041	ps@iimshillong.ac.in
16	Dr. Rohit Dwivedi	Associate Professor	+91 364 230 8042	rd@iimshillong.ac.in
17	Dr. Rohit Joshi	Assistant Professor	+91 364 230 8099	rj@iimshillong.ac.in
18	Dr. Sanjeeb Kakoty	Associate Professor	+91 364 230 8008	sky@iimshillong.ac.in
19	Dr. Sanjita Jaipuria	Assistant Professor on Contract	+91 364 230 8038	sj@iimshillong.ac.in
20	Dr. Sanjoy Mukherjee	Associate Professor	+91 364 230 8053	smj@iimshillong.ac.in
21	Dr. Santosh K Prusty	Assistant Professor	+91 364 230 8043	skp@iimshillong.ac.in
22	Dr. Shankar Purbey	Assistant Professor	+91 364 230 8027	sp@iimshillong.ac.in
23	Dr. Sharad Nath Bhattacharya	Assistant Professor	+91 364 230 8032	snb@iimshillong.ac.in
24	Dr. Sonia Nongmaithem	Assistant Professor	+91 364 230 8050	sn@iimshillong.ac.in
25	Dr. Tapas Kumar Giri	Associate Professor	+91 364 230 8052	tkg@iimshillong.ac.in

SI	Name	Designation	Landline No.	email
1	Lt Col (Retd) Prashant P Kulkarni	Chief Administrative Officer	+91 364 230 8020	ptk@iimshillong.ac.in
2	Dr Sudhir Kumar Jena	Librarian	+91 364 230 8007	skj@iimshillong.ac.in
3	Mr Hemango K Dutta	Manager (Corporate Relations, Placement & Public Relations)	+91 364 230 8055	hkd@iimshillong.ac.in
4	Mr Manoranjan Debnath	Finance Officer	+91 364 230 8010	fo@iimshillong.ac.in
5	Mr Sunshine Marbaniang	Executive Engineer cum Estate Officer	+91 364 230 8014	sm@iimshillong.ac.in
6	Mrs Golda L Saiborne	Accounts Officer	+91 364 230 8019	gls@iimshillong.ac.in
7	Mr Thomshaphrang Laloo	Administrative Officer (Programmes)	+91 364 230 8016	thom@iimshillong.ac.in
8	Mr Alvin Anthony Nongtraw	Officer (Administration & HR)	+91 364 230 8122	aan@iimshillong.ac.in
9	Mr Merlvin Jude Mukhim	Officer (Placement & PR)	+91 364 230 8054	mjm@iimshillong.ac.in
10	Mr Manish Kumar Sinha	Officer (IT & ERP)	+91 364 230 8080	mks@iimshillong.ac.in

11	Capt (Retd) Ravi Rao	Security Officer	+91 364 230 8002	rvr@iimshillong.ac.in
12	Mr Zicco D Shira	System Analyst	+91 364 230 8200	zic@iimshillong.ac.in
13	Mr Banteilang Syiemiong	System Analyst	+91 364 230 8200	bs@iimshillong.ac.in
14	Mr Colin W R Sohkhlet	Store and Purchase Officer	+91 364 230 8012	cwr@iimshillong.ac.in
15	Mr Suklang Khyriem	Junior Engineer (Civil)	+91 364 230 8013	sk@iimshillong.ac.in
16	Mr Trailokya Das	Junior Engineer (Electrical)	+91 364 230 8098	td@iimshillong.ac.in
17	Mrs Mallika B Roy	Secretary to the Director	+91 364 230 8005	mbr@iimshillong.ac.in
18	Mrs Ibanrikordor L Nongbri	Personal Assistant	+91 364 230 8067	iln@iimshillong.ac.in
19	Mr Subhankar P Deb	Personal Assistant	+91 364 230 8022	spd@iimshillong.ac.in
20	Mr Cliff Dkhar	Library Information Assistant	+91 364 230 8057	cdk@iimshillong.ac.in
21	Mr Longmanbha Thangkhiew	Accountant	+91 364 230 8031	lmt@iimshillong.ac.in
22	Mr Sanjeeb Kumar Mishra	Accountant	+91 364 230 8017	skm@iimshillong.ac.in
23	Mrs Patricia Kharपुरi	Cashier	+91 364 230 8115	pbk@iimshillong.ac.in
24	Mr Narayan Chhetry	System Assistant	+91 364 230 8100	nct@iimshillong.ac.in
25	Ms Parbati Pyngrope	Hindi Translator	+91 364 230 8023	ppg@iimshillong.ac.in
26	Mr Wanpyngbiangbha K Shylla	Office Assistant	+91 364 230 8080	wks@iimshillong.ac.in
27	Mr Kennedy Pdah	Office Assistant	+91 364 230 8023	kdp@iimshillong.ac.in
28	Mrs Arpita P Choudhury	Office Assistant	+91 364 230 8121	apc@iimshillong.ac.in
29	Ms Ridahun Dhar	Office Assistant	+91 364 230 8070	rhd@iimshillong.ac.in
30	Mr Badonbor Kharmon	Office Assistant	+91 364 230 8024	bk@iimshillong.ac.in
31	Mr Arkie Khongwar	Office Assistant	+91 364 230 8022	ak@iimshillong.ac.in
32	Ms Jessyca Laloo	Office Assistant	+91 364 230 8056	jcl@iimshillong.ac.in
33	Mr Khrawkumar Pyrbot	Computer Assistant	+91 364 230 8018	kp@iimshillong.ac.in
34	Mr Syrpailin Kynshikhar	Driver	+91 364 230 8000	skk@iimshillong.ac.in

The option to employ Faculty/Staff on contract for specified period in the specific areas is being utilized from time to time.

12. Pay Structure of Institute employees

SI	Designation	Revised
1	• Director	Rs. 80,000 (fixed)
2	• Professor	PB-4, Rs. 37400-67000 + AGP Rs. 10500/-
3	• Associate Professor	PB-4, Rs. 37400-67000 + AGP Rs. 9,500/-
4	• Assistant Professor	PB-3, Rs. 15600-39100 + AGP Rs. 8,000/-
5	• Assistant Professor on Contract	PB-3, Rs. 15600-39100 + AGP Rs. 6,000/- <i>(after 1 year of post PhD experience will move to AGP Rs. 7000/-)</i>
6	• Chief Administrative Officer	PB-4, Rs. 37400-67000 + AGP Rs. 9,000/-
7	• Librarian	PB-3 Rs. 15600-39100/- AGP Rs. 8000/-. <i>(With 3 years of experience at AGP of Rs. 8000/- and with PhD will move to PB-4 Rs. 37400 – 67000/- with AGP Rs. 9000/-)</i>
8	• Finance Officer • Manager (Corporate Affairs, Placement & Public Relations)	PB-3, Rs. 15600-39100 + GP Rs. 7,600/-
9	• Executive Engineer cum Estate Officer • Accounts Officer	PB-3, Rs. 15600-39100 + GP Rs. 6,600/-
10	• Resident Medical Officer	PB-3, Rs. 15600-39100 + GP Rs. 5,400/- (NPA as admissible)
11	• Officer (Academic) • Officer (Admn & HR) • Officer (Placement & PR) • Officer (IT & ERP) • Security Officer • System Analyst • Stores & Purchase Officer	PB-3, Rs. 15600-39100 + GP Rs. 5,400/-
12	• Secretary to the Director • Library Information Assistant • Personal Assistant • Hindi Translator • System Assistant • Office Assistant • Junior Engineer (Civil) • Junior Engineer (Electrical) • Accountant • Cashier • Hostel Manager	PB-2, Rs. 9300-34800 + GP Rs. 4,200/-
13	• Attendant (As Computer Assistant) • Driver	PB-1, Rs. 5200-20200 + GP Rs. 1800/-

Plus all allowances applicable to Central Government employees stationed at Shillong.

13. Budget Allocated

Revised Budget Estimates for 2015-16 (Rupees in Lakhs) are given below:

Sl.	Head of Account	B.E for 2016-17	R.E for 2016-17
A. REVENUE EXPENDITURE			
1	Faculty Salaries	577.00	663.55
2	Non Academic Salaries	265.00	304.75
3	Faculty and staff benefits	188.50	232.60
	Salary prov.7 th pay	376.00	488.80
	Sub Total	1406.5	1689.70
3	Other Administrative Expenses	681.67	603.69
4	Repair and Maintenance of Building	187.00	223.22
5	Expenses on Post-Graduate Programme	506.89	501.93
6	Scholarship to P.P.G. Students	97.50	125.00
7	Management Development Programme	30.00	30.00
8	Consultancy & Research Projects	45.00	45.00
9	Expenses on the meeting of Boards and Society etc.	10.00	10.00
10	Expenses on Seminar/Conferences	20.00	50.00
11	T.A to Visiting Faculty (PGP)	21.00	17.00
12	T.A to Staff/faculty	12.50	16.70
13	Expenses for Recruitment including T.A etc	46.60	45.50
14	Business conclave	12.00	15.00
15	T.A & other Expenses on Foreign programme	60.00	85.00
	Sub Total	1730.16	1768.04
	TOTAL A.	3136.66	3547.74
B. CAPITAL EXPENDITURE			
1	Furniture (Office, Hostels, Library, Faculty Quarters)	20.00	50.00
2	Equipment	10.00	40.00
3	Library books/Journals, periodicals ,database	467.80	250.00
4	Sports recreation equipment	50.00	100.00
5	I.T. implementation	544.56	199.00
6	Vehicles	0	20.00
7	Temporary Campus	80.00	587.14
8	Electrical installations	0	145.24
9	Medical Facility Equipment	15.00	5.00
	Sub Total	1187.36	1396.38
	Permanent Campus		
	(i) Cost of phase I		
	(a) Road	300.00	-
	(b) External services	1400.00	1000.00
	(c) STP& water works	900.00	-
	(d) Water Treatment plant	450.00	-
	(e) It and communication Equipment	2250.00	-
	(f) Electrical works	2650.00	-
	(g) Building	3150.00	4000.00
	Cost Of Phase II	80.00	-
	(h) Building	5800.00	4870.00
	(i) Land development	1000.00	2600.00
	(j) Landscaping	300.00	-
	(k) Roads	300.00	-
	(l) Electrical services	600.00	-
	(m) IT communication & Equipment	600.00	-
	(n) Water works	300.00	306.00
	(o) Consultant fees	225.00	212.00
	Creation of capital assets as per DPR	5550.00	-
	Sub Total	25855	12988.00
	TOTAL: B.	20305.00	14384.38
	TOTAL: (A.+B)	30179.02	17842.12

14. Scholarships:

1. Corpus Fund – Need Based Scholarship

The Institute has a Need Based Scholarship Scheme operated from its Corpus Fund for the PGP students coming from weak economic background who are in dire need of financial support. It is the endeavour of the Institute that such students should not be denied the opportunity to pursue the Post Graduate Programme for want of adequate financial resources.

2. Scholarship for SC & ST students:

The Institute also facilitates the application procedures through the National Scholarship Portal for SC & ST students to apply for the Scholarships from the Ministry of Social Justice and Empowerment and from the Ministry of Tribal Affairs, Government of India.

15. Concessions availed by the Institute

- (a) The Institute is registered under Section 12 AA of the Income-tax Act, 1961.
- (b) The Institute has exemption under Section 197(1) of the Income-tax Act, 1961 authorizing payment of income without deduction of tax at source in respect of income to be received by the Institute.

16. Norms/Standards

Norms and standards for various programmes of the Institute are set by the respective Academic Committees which also monitors progress and achievements of students undertaking various academic programmes.

17. Information available in Electronic Form

All relevant information about Institute activities is available in our website.

18. Means, methods and facilities available to citizens for obtaining information

Citizens can obtain relevant information from the institute functionaries who are heading different offices.

19. Other Useful Information

Information often required by students, staff and citizens are available on the website of the Institute: www.iimshillong.ac.in