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

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

2. Public Information Officer & Appellate Authority

Mr. Thomshaphrang Laloo
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Public Information Officer (PIO)
Indian Institute of Management Shillong
Nongthymmai, Mayurbhanj Complex, Shillong, Meghalaya
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Appellate Authority

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Chief Administrative Officer (CAO)
Indian Institute of Management Shillong
Nongthymmai, Mayurbhanj Complex, Shillong, Meghalaya
Phone: 0364-2308020
Email: cao@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:

IIM 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. Consultancy

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

**Address for Correspondence:**
Indian Institute of Management Shillong
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**Email IDs:**
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2. Chief Administrative Officer cao@iimshillong.ac.in

**Phone & Telefax Nos.:**
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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).
Information under RTI Act, 2005

(i) ORGANISATIONAL STRUCTURE

Board of Governors

Director

Secretary to Director, Per. Asst., Attendat, Driver

ADMINISTRATION

Chief Administrative Officer

Personal Assistant

Librarian

Finance Officer

Manager (CA, P & PR)

Accounts Officer

Executive Engineer – Estate Officer

Admin. Officer (P & PR)

Admin. Officer (A & HR)

Officer (IT & ERP)

Officer (Academics)

Security Officer

Resident Medical Officer

Store & Purchase Officer

Library Info. Asst.

Accountant, Cashier

Junior Engineers (Civil) & (Electrical)

Office Asstt., Hindi Translit.

System Analyst

System Assistant

Office Assistant

ACADEMICS

Academic Council

Chaired by Director

Dean (Alumni & Ext. Relations)

Dean (Research)

Dean (Academics)

Supporting Officer/Staff

MDP & Consultancy

IT, ERP & Website

Student Affairs, P & PR

Admissions

Library

Incubation Centre

CEDNER

Research & Publication

FPM (Chaired by Faculty)

PGP Ex (Chaired by Faculty)

PGP (Chaired by Faculty)

Supporting Officer/Staff

Supporting Officer/Staff

Supporting Officer/Staff

Supporting Officer/Staff

Supporting Officer/Staff

Supporting Officer/Staff

Supporting Officer/Staff

Supporting Officer/Staff
4. **Members of the Board of Governors:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri Shishir Kumar Bajoria</td>
<td>Chairman, Board of Governors, IIM Shillong</td>
</tr>
<tr>
<td>2</td>
<td>Shri R. Subrahmanyam, IAS</td>
<td>Secretary, Department of Higher Education, Ministry of Human Resource Development</td>
</tr>
<tr>
<td>3</td>
<td>Shri Atul Chandrakant Kulkarni</td>
<td>Management Consultant, Director, Eurasia Special Technologies Ltd</td>
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<tr>
<td>4</td>
<td>Shri Nitin Sharma</td>
<td>General Manager, India &amp; SAARC, Dormakaba, Member of Dormakaba Group</td>
</tr>
<tr>
<td>5</td>
<td>Shri Ashwin C. Shroff</td>
<td>Chairman and Managing Director, Excel Industries Limited</td>
</tr>
<tr>
<td>6</td>
<td>Dr Paula Sengupta</td>
<td>Associate Professor, Rabindra Bharati University</td>
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<tr>
<td>7</td>
<td>Shri W. M. S Pariat, IAS (Retd)</td>
<td>Former Chief Secretary, Govt. of Meghalaya</td>
</tr>
<tr>
<td>8</td>
<td>Shri D. P. Wahlang</td>
<td>Principal Secretary, Education Department, Govt. of Meghalaya</td>
</tr>
<tr>
<td>9</td>
<td>Prof Keya Sengupta</td>
<td>Director In-charge, IIM Shillong</td>
</tr>
<tr>
<td>10</td>
<td>Prof Basav Roychoudhury</td>
<td>Associate Professor, IIM Shillong</td>
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<td>11</td>
<td>Prof Natalie W. Kharkongor</td>
<td>Associate Professor, IIM Shillong</td>
</tr>
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<td>12</td>
<td>Shri Ashutosh Dikshit,</td>
<td>Alumni, IIM Shillong</td>
</tr>
<tr>
<td>13</td>
<td>Ms. Upasana Agarwal</td>
<td>Alumni, IIM Shillong</td>
</tr>
</tbody>
</table>
### Contact numbers and E-mail addresses of Faculty, Officers and Staff.

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<th>Sl</th>
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<th>Landline No.</th>
<th>E-mail</th>
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</thead>
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</tr>
</tbody>
</table>

### Office numbers, E-mail addresses of Officers and Staff.

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<tr>
<th>Sl</th>
<th>Name</th>
<th>Designation</th>
<th>Landline No.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lt Col (Retd) Prashant P Kulkarni</td>
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<tr>
<td></td>
<td>Name</td>
<td>Designation</td>
<td>Phone</td>
<td>Email</td>
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<td><a href="mailto:cdk@iimshillong.ac.in">cdk@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>21</td>
<td>Mr. Longmanbha Thangkhiew</td>
<td>Accountant</td>
<td>+91 364 230 8031</td>
<td><a href="mailto:lmt@iimshillong.ac.in">lmt@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>22</td>
<td>Mrs. Patricia Kharpuri</td>
<td>Cashier</td>
<td>+91 364 230 8115</td>
<td><a href="mailto:pbk@iimshillong.ac.in">pbk@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>23</td>
<td>Mr. Narayan Chhetry</td>
<td>System Assistant</td>
<td>+91 364 230 8100</td>
<td><a href="mailto:nct@iimshillong.ac.in">nct@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>24</td>
<td>Ms. Parbati Pyngrope</td>
<td>Hindi Translator</td>
<td>+91 364 230 8023</td>
<td><a href="mailto:pp@iimshillong.ac.in">pp@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>25</td>
<td>Mr. Wanpynbiangbha K Shylla</td>
<td>Office Assistant</td>
<td>+91 364 230 8080</td>
<td><a href="mailto:wcs@iimshillong.ac.in">wcs@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>26</td>
<td>Mr. Kennedy Pdah</td>
<td>Office Assistant</td>
<td>+91 364 230 8023</td>
<td><a href="mailto:kdp@iimshillong.ac.in">kdp@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>27</td>
<td>Mrs. Arpita P Choudhury</td>
<td>Office Assistant</td>
<td>+91 364 230 8121</td>
<td><a href="mailto:apc@iimshillong.ac.in">apc@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>28</td>
<td>Ms. Ridahanh Dhar</td>
<td>Office Assistant</td>
<td>+91 364 230 8070</td>
<td><a href="mailto:rhd@iimshillong.ac.in">rhd@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>29</td>
<td>Mr. Badonbor Kharmon</td>
<td>Office Assistant</td>
<td>+91 364 230 8024</td>
<td><a href="mailto:bk@iimshillong.ac.in">bk@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>30</td>
<td>Mr. Arkie Khongwar</td>
<td>Office Assistant</td>
<td>+91 364 230 8022</td>
<td><a href="mailto:ak@iimshillong.ac.in">ak@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>31</td>
<td>Ms. Jessyca Laloo</td>
<td>Office Assistant</td>
<td>+91 364 230 8056</td>
<td><a href="mailto:jcl@iimshillong.ac.in">jcl@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>32</td>
<td>Mr. Donald P Jyrwa</td>
<td>Office Assistant</td>
<td>+91 364 230 8031</td>
<td><a href="mailto:dpj@iimshillong.ac.in">dpj@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>33</td>
<td>Mr. Simon Marbaniang</td>
<td>Office Assistant</td>
<td>+91 364 230 8039</td>
<td><a href="mailto:smb@iimshillong.ac.in">smb@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>34</td>
<td>Mr. Siddharth Jain</td>
<td>Office Assistant</td>
<td>+91 364 230 8000</td>
<td><a href="mailto:sj@iimshillong.ac.in">sj@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>35</td>
<td>Mr. Khrawkupar Pyrbot</td>
<td>Computer Assistant</td>
<td>+91 364 230 8018</td>
<td><a href="mailto:kpb@iimshillong.ac.in">kpb@iimshillong.ac.in</a></td>
</tr>
<tr>
<td>36</td>
<td>Mr. Syrpalin Kynshikhar</td>
<td>Driver</td>
<td>+91 364 230 8000</td>
<td><a href="mailto:skk@iimshillong.ac.in">skk@iimshillong.ac.in</a></td>
</tr>
</tbody>
</table>

The option to employ Faculty/Staff on contract for specified period in the specific areas is being utilized from time to time.
### 6. Pay Structure of Institute employees

<table>
<thead>
<tr>
<th>Sl</th>
<th>Designation</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director</td>
<td>Rs. 2,25,000/- (fixed)</td>
</tr>
<tr>
<td>2</td>
<td>Professor</td>
<td>Level 14A of Faculty Pay Matrix</td>
</tr>
<tr>
<td>3</td>
<td>Associate Professor</td>
<td>Level 13A2 of Faculty Pay Matrix</td>
</tr>
<tr>
<td>4</td>
<td>Assistant Professor Grade-I</td>
<td>Level 12 of Faculty Pay Matrix</td>
</tr>
<tr>
<td>5</td>
<td>Assistant Professor Grade-II</td>
<td>Level 10 of Faculty Pay Matrix</td>
</tr>
<tr>
<td>6</td>
<td>Chief Administrative Officer</td>
<td>Level 13A2 of Faculty Pay Matrix</td>
</tr>
<tr>
<td>7</td>
<td>Librarian</td>
<td>Level 12 of Faculty Pay Matrix</td>
</tr>
<tr>
<td>8</td>
<td>Finance Officer, Manager (Corporate Affairs, Placement &amp; Public Relations)</td>
<td>Level 12</td>
</tr>
<tr>
<td>9</td>
<td>Executive Engineer cum Estate Officer, Accounts Officer</td>
<td>Level 11</td>
</tr>
<tr>
<td>10</td>
<td>Resident Medical Officer</td>
<td>Level 10</td>
</tr>
<tr>
<td>11</td>
<td>Officer (Academic), Administration Officer (Administration &amp; HR), Administration Officer (Placement &amp; PR), Officer (IT &amp; ERP), Security Officer, System Analyst, Stores &amp; Purchase Officer</td>
<td>Level 10</td>
</tr>
<tr>
<td>12</td>
<td>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</td>
<td>Level 6</td>
</tr>
<tr>
<td>13</td>
<td>Attendant (As Computer Assistant), Driver</td>
<td>Level 2</td>
</tr>
</tbody>
</table>

Plus all allowances applicable to Central Government employees stationed at Shillong.
7. **IIM Bill 2017**: (Click here to view the IIM Bill 2017)

The Indian Institutes of Management Bill, 2017 contains the following:

**CHAPTER – I**
**PRELIMINARY**
1. Short title and commencement.
2. Declaration of certain institutions as institutions of national importance.
3. Definitions.

**CHAPTER – II**
**THE INSTITUTES**
4. Incorporation of Institutes.
5. Effect of incorporation of institutions.
6. Objects of Institutes.
7. Powers and functions of Institute.
8. Institutes to be open to all irrespective of sex, race, creed, caste or class.
9. Institute to be not-for-profit legal entity.

**CHAPTER – III**
**THE AUTHORITIES OF INSTITUTES**
10. Board of Governors.
11. Powers and functions of Board.
12. Term of office of, vacancies among, and allowances payable to members of Board.
13. Resignation of Chairperson.
16. Director.
17. Initiation of inquiry.
18. Custodian of records, etc.
19. Role of members of Society.
20. Committees and other authorities.

**CHAPTER – IV**
**ACCOUNTS AND AUDIT**
22. Fund of Institute.
23. Accounts and audit.
24. Books of account to be maintained by Institute.
25. Appointment of auditors.
26. Annual report of Director.
27. Board to consider statement of accounts.

**CHAPTER – V**
**COORDINATION FORUM**
29. Establishment of Coordination Forum.
30. Functions of Coordination Forum.
CHAPTER – VI  MISCELLANEOUS
31. Acts and proceedings not to be invalidated by vacancies, etc.
32. Returns and information to be provided to Central Government.
33. Institute to be public authority under Right to Information Act.
34. Power of Central Government to make rules.
35. Regulations how made.
36. Ordinances how made.
37. Rules and regulations to be laid before Parliament.
38. Power to remove difficulties.

THE SCHEDULE.
8. **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) or any other committees /subcommittees of the Board. 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.
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. **Administration 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. Administration 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, filing 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.
9. **Mode of Public Participation**

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

10. **Official documents and their availability**

   (a) IIM Bill 2017
   (b) IIM 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.

11. **Procedure followed in decision-making process**

The Institute has a Chairman, Board of Governors, Director, Deans, 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 and the Board of Governors. The Institute takes decision regarding academic matters, students’ affairs, staff affairs, finance, facilities of the Institute and infrastructure.

12. **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.
13. 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.

14. 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.

15. Information available in Electronic Form
    All relevant information about Institute activities is available in our website.

16. Means, methods and facilities available to citizens for obtaining information
    Citizens can obtain relevant information from the institute functionaries who are heading different offices.
17. **Budget Allocated**

Revised Budget Estimates for 2016-17 (Rupees in Lakhs) are given below:

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Head of Account</th>
<th>B.E for 2016-17</th>
<th>R.E for 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>A. REVENUE EXPENDITURE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Faculty Salaries</td>
<td>577.00</td>
<td>663.55</td>
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<td>Non Academic Salaries</td>
<td>265.00</td>
<td>304.75</td>
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<tr>
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<td>Faculty and staff benefits</td>
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<td></td>
<td>Salary prov. 7th pay</td>
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<td><strong>Sub Total</strong></td>
<td><strong>1406.5</strong></td>
<td><strong>1689.70</strong></td>
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<td>Other Administrative Expenses</td>
<td>681.67</td>
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<td>5</td>
<td>Repair and Maintenance of Building</td>
<td>187.00</td>
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<td>Expenses on Post-Graduate Programme</td>
<td>506.89</td>
<td>501.93</td>
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<td>7</td>
<td>Scholarship to P.P.G. Students</td>
<td>97.50</td>
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<td>8</td>
<td>Management Development Programme</td>
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<td>9</td>
<td>Consultancy &amp; Research Projects</td>
<td>45.00</td>
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<td>10</td>
<td>Expenses on the meeting of Boards and Society etc.</td>
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<td>11</td>
<td>Expenses on Seminar/Conferences</td>
<td>20.00</td>
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<td>T.A to Staff/faculty</td>
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<td>14</td>
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<td>T.A &amp; other Expenses on Foreign programme</td>
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<td><strong>1730.16</strong></td>
<td><strong>1768.04</strong></td>
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<td><strong>TOTAL A.</strong></td>
<td><strong>3136.66</strong></td>
<td><strong>3547.74</strong></td>
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<td><strong>B. CAPITAL EXPENDITURE</strong></td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Furniture (Office, Hostels, Library, Faculty Quarters)</td>
<td>20.00</td>
<td>50.00</td>
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<tr>
<td>2</td>
<td>Equipment</td>
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<td>40.00</td>
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<td>3</td>
<td>Library books/Journals, periodicals database</td>
<td>487.80</td>
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<td>Sports recreation equipment</td>
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<td>5</td>
<td>I.T. implementation</td>
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<td>Vehicles</td>
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<td>7</td>
<td>Temporary Campus</td>
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<td>Medical Facility Equipment</td>
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<td><strong>PERMANENT CAMPUS</strong></td>
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<td></td>
<td><strong>(i) Cost of phase I</strong></td>
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<tr>
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<td>(a) Road</td>
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<td>(b) External services</td>
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<td>(e) IT and communication equipment</td>
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<td>(f) Electrical works</td>
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<td>(g) Building</td>
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<td>(k) Roads</td>
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<tr>
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<td>(l) Electrical services</td>
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<td>(m) IT communication &amp; Equipment</td>
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<td>(n) Water works</td>
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<td>(o) Consultant fees</td>
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<td><strong>TOTAL: (A+B)</strong></td>
<td><strong>30179.02</strong></td>
<td><strong>17842.12</strong></td>
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</table>
18. Other Useful Information
   Information often required by students, staff and citizens are available on the website of the Institute: www.iimshillong.ac.in