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भारतीय प्रबंध संस्थान शिलाँग  
Indian Institute of Management Shillong

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: 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)**  
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)**  
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  
Mayurbhanj Complex, Nongthymmai  
Shillong, Pin Code – 793014  
Meghalaya, India

**Email IDs:**

1. Director [director@iimshillong.ac.in](mailto:director@iimshillong.ac.in)
2. Chief Administrative Officer [cao@iimshillong.ac.in](mailto:cao@iimshillong.ac.in)

**Phone & Telefax Nos.:**

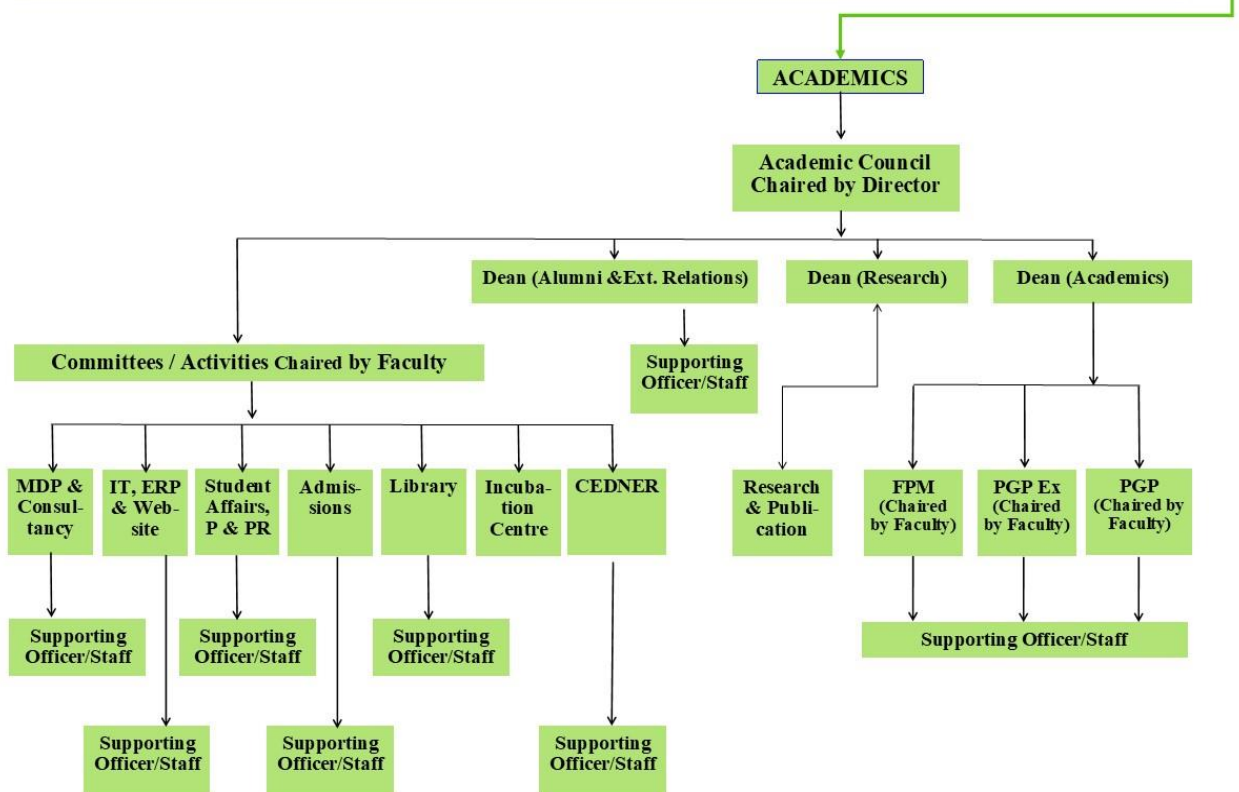
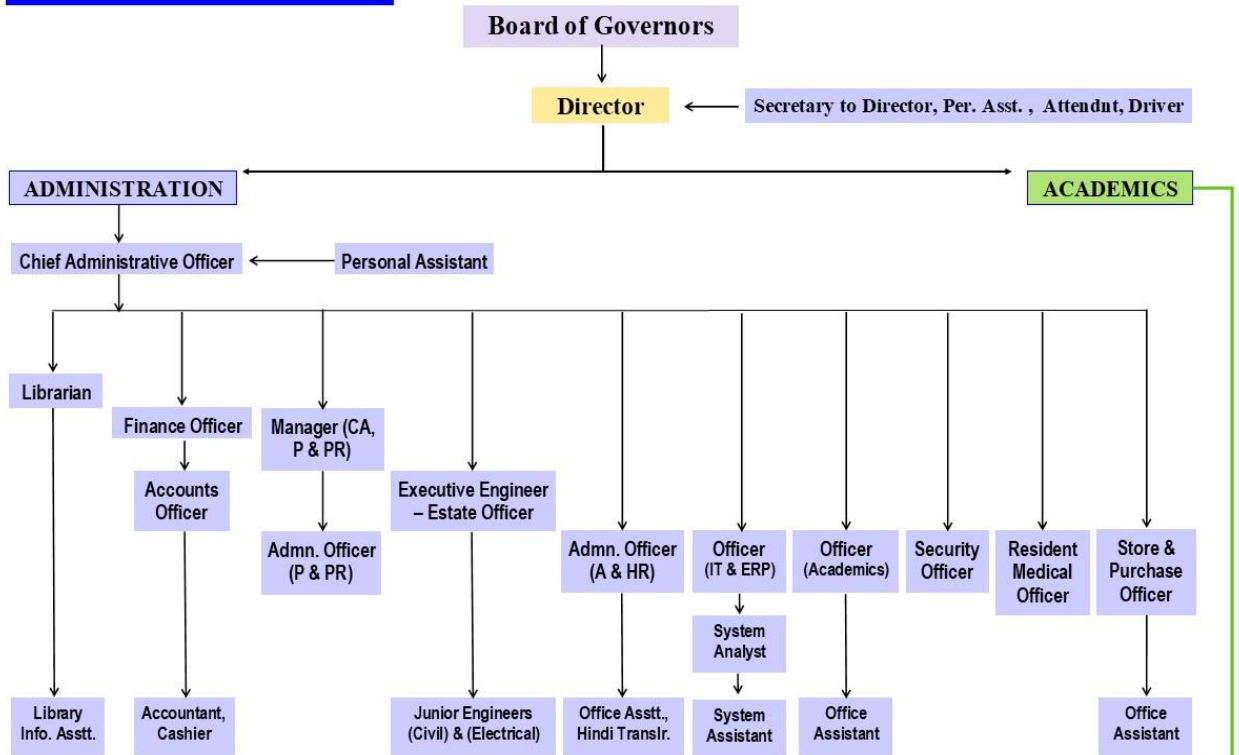
1. Reception: Phone: 0364-2308000
2. Director Phone: 0364-2308005 Fax: 0364-2230041
3. CAO Phone: 0364-2308020 Fax: 0364-2537537

(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) ORGANISATIONAL STRUCTURE**



#### 4. Members of the Board of Governors:

1	<b>Shri Shishir Kumar Bajoria</b> Chairman Board of Governors, IIM Shillong
2	<b>Shri R. Subrahmanyam, IAS</b> Secretary Department of Higher Education Ministry of Human Resource Development
3	<b>Shri Atul Chandrakant Kulkarni</b> Management Consultant Director, Eurasia Special Technologies Ltd
4	<b>Shri Nitin Sharma</b> General Manager, India & SAARC, Dorsetkaba, Member of Dormakaba Group
5	<b>Shri Ashwin C. Shroff</b> Chairman and Managing Director, Excel Industries Limited
6	<b>Dr Paula Sengupta</b> Associate Professor, Rabindra Bharati University
7	<b>Shri W. M. S Pariat, IAS (Retd)</b> Former Chief Secretary Govt. of Meghalaya
8	<b>Shri D. P. Wahlang</b> Principal Secretary, Education Department, Govt. of Meghalaya
9	<b>Prof Keya Sengupta</b> Director In-charge IIM Shillong
10	<b>Prof Basav Roychoudhury</b> Associate Professor IIM Shillong
11	<b>Prof Natalie W. Kharkongor</b> Associate Professor IIM Shillong
12	<b>Shri Ashutosh Dikshit,</b> Alumni, IIM Shillong
13	<b>Ms. Upasana Agarwal</b> Alumni, IIM Shillong

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

SI	Name	Designation	Landline No.	E-mail
1	<b>Dr. Keya Sengupta</b>	Director In-charge, Professor, Dean (Academics) & Dean (External Relations)	+91 364 230 8001	ks@iimshillong.ac.in
2	<b>Dr. Achyanta Kumar Sarmah</b>	Assistant Professor Grade-II	+91 364 230 8058	aks@iimshillong.ac.in
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6	<b>Dr. Basav Roychoudhury</b>	Associate Professor	+91 364 230 8040	brc@iimshillong.ac.in
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12	<b>Dr. Nalini Prava Tripathy</b>	Professor & Dean (Research)	+91 364 230 8037	nt@iimshillong.ac.in
13	<b>Dr. Natalie West Kharkongor</b>	Associate Professor	+91 364 230 8045	nwk@iimshillong.ac.in
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20	<b>Dr. Sanjeeb Kakoty</b>	Associate Professor	+91 364 230 8008	sky@iimshillong.ac.in
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24	<b>Dr. Shankar Purbey</b>	Associate Professor	+91 364 230 8027	sp@iimshillong.ac.in
25	<b>Dr. Sharad Nath Bhattacharya</b>	Assistant Professor Grade-I	+91 364 230 8032	snb@iimshillong.ac.in
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27	<b>Dr. Tapas Kumar Giri</b>	Associate Professor	+91 364 230 8052	tkg@iimshillong.ac.in

SI	Name	Designation	Landline No.	email
1	<b>Lt Col (Retd) Prashant P Kulkarni</b>	Chief Administrative Officer	+91 364 230 8020	ptk@iimshillong.ac.in
2	<b>Dr Sudhir Kumar Jena</b>	Librarian	+91 364 230 8007	skj@iimshillong.ac.in
3	<b>Mr Hemango K Dutta</b>	Manager (Corporate Relations, Placement & Public Relations)	+91 364 230 8055	hkd@iimshillong.ac.in
4	<b>Mr Manoranjan Debnath</b>	Finance Officer	+91 364 230 8010	fo@iimshillong.ac.in
5	<b>Mr Sunshine Marbaniang</b>	Executive Engineer cum Estate Officer	+91 364 230 8014	sm@iimshillong.ac.in
6	<b>Mrs Golda L Saiborne</b>	Accounts Officer	+91 364 230 8019	gls@iimshillong.ac.in
7	<b>Mr Thomshaphrang Laloo</b>	Officer (Academics)	+91 364 230 8016	thom@iimshillong.ac.in



8	<b>Mr Alvin Anthony Nongtraw</b>	Administration Officer (Administration & HR)	+91 364 230 8122	aan@iimshillong.ac.in
9	<b>Mr Merlvin Jude Mukhim</b>	Administration Officer (Placement & PR)	+91 364 230 8054	mjm@iimshillong.ac.in
10	<b>Mr Manish Kumar Sinha</b>	Officer (IT & ERP)	+91 364 230 8080	mks@iimshillong.ac.in
11	<b>Capt (Retd) Ravi Rao</b>	Security Officer	+91 364 230 8002	rvr@iimshillong.ac.in
12	<b>Mr Zicco D Shira</b>	System Analyst	+91 364 230 8200	zic@iimshillong.ac.in
13	<b>Mr Bantelang Syiemiong</b>	System Analyst	+91 364 230 8200	bs@iimshillong.ac.in
14	<b>Mr Colin W R Sohkhet</b>	Store and Purchase Officer	+91 364 230 8012	cwr@iimshillong.ac.in
15	<b>Mr Suklang Khyriem</b>	Junior Engineer (Civil)	+91 364 230 8013	sk@iimshillong.ac.in
16	<b>Mr Trailokya Das</b>	Junior Engineer (Electrical)	+91 364 230 8098	td@iimshillong.ac.in
17	<b>Mrs Mallika B Roy</b>	Secretary to the Director	+91 364 230 8005	mbr@iimshillong.ac.in
18	<b>Mrs Ibanrikordor L Nongbri</b>	Personal Assistant	+91 364 230 8067	iln@iimshillong.ac.in
19	<b>Mr Subhankar P Deb</b>	Personal Assistant	+91 364 230 8022	spd@iimshillong.ac.in
20	<b>Mr Cliff Dkhar</b>	Library Information Assistant	+91 364 230 8057	cdk@iimshillong.ac.in
21	<b>Mr Longmanbha Thangkhiew</b>	Accountant	+91 364 230 8031	lmt@iimshillong.ac.in
22	<b>Mr Sanjeeb Kumar Mishra</b>	Accountant	+91 364 230 8017	skm@iimshillong.ac.in
23	<b>Mrs Patricia Kharपुरi</b>	Cashier	+91 364 230 8115	pbk@iimshillong.ac.in
24	<b>Mr Narayan Chhetry</b>	System Assistant	+91 364 230 8100	nct@iimshillong.ac.in
25	<b>Ms Parbati Pyngrope</b>	Hindi Translator	+91 364 230 8023	ppg@iimshillong.ac.in
26	<b>Mr Wanpynbiangbha K Shylla</b>	Office Assistant	+91 364 230 8080	wks@iimshillong.ac.in
27	<b>Mr Kennedy Pdah</b>	Office Assistant	+91 364 230 8023	kdp@iimshillong.ac.in
28	<b>Mrs Arpita P Choudhury</b>	Office Assistant	+91 364 230 8121	apc@iimshillong.ac.in
29	<b>Ms Ridahun Dhar</b>	Office Assistant	+91 364 230 8070	rhd@iimshillong.ac.in
30	<b>Mr Badonbor Kharmon</b>	Office Assistant	+91 364 230 8024	bk@iimshillong.ac.in
31	<b>Mr Arkie Khongwar</b>	Office Assistant	+91 364 230 8022	ak@iimshillong.ac.in
32	<b>Ms Jessyca Laloo</b>	Office Assistant	+91 364 230 8056	jcl@iimshillong.ac.in
33	<b>Mr. Donald P Jyrwa</b>	Office Assistant	+91 364 230 8031	dpj@iimshillong.ac.in
34	<b>Mr. Simon Marbaniang</b>	Office Assistant	+91 364 230 8039	smb@iimshillong.ac.in
35	<b>Mr. Siddharth Jain</b>	Office Assistant	+91 364 230 8000	sij@iimshillong.ac.in
36	<b>Mr Khrawkumar Pyrbot</b>	Computer Assistant	+91 364 230 8018	kp@iimshillong.ac.in
37	<b>Mr Syrpailin Kynshikhar</b>	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.*

## 6. Pay Structure of Institute employees

SI	Designation	Revised
1	• Director	Rs. 2,25,000/- (fixed)
2	• Professor	Level 14A of Faculty Pay Matrix
3	• Associate Professor	Level 13A2 of Faculty Pay Matrix
4	• Assistant Professor	Level 12 of Faculty Pay Matrix
5	• Assistant Professor on Contract	Level 10 of Faculty Pay Matrix <i>(after 1 year of post PhD experience will move to AGP Rs. 7000/- in Level 11 of Faculty Pay Matrix)</i>
6	• Chief Administrative Officer	Level 13A2 of Faculty Pay Matrix
7	• Librarian	Level 13A1 of Faculty Pay Matrix <i>(With 3 years of experience in PB-3 Rs. 15600-39100/- AGP Rs. 8000/- and with PhD will be placed in PB-4 Rs. 37400 – 67000/- with AGP Rs. 9000/-)</i>
8	• Finance Officer • Manager (Corporate Affairs, Placement & Public Relations)	Level 12
9	• Executive Engineer cum Estate Officer • Accounts Officer	Level 11
10	• Resident Medical Officer	Level 10
11	• Officer (Academic) • Administration Officer (Administration & HR) • Administration Officer (Placement & PR) • Officer (IT & ERP) • Security Officer • System Analyst • Stores & Purchase Officer	Level 10
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	Level 6
13	• Attendant (As Computer Assistant) • Driver	Level 2

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.
14. Academic Council.
15. Power and functions of Academic Council.
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**

21. Grants by Central Government.
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.
28. Annual report of Institute.

**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.
39. Transitional provisions.

**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.
- 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. 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, 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.

## 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:

Sl.	Head of Account	B.E for 2016-17	R.E for 2016-17
<b>A. REVENUE EXPENDITURE</b>			
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 <sup>th</sup> pay	376.00	488.80
	<b>Sub Total</b>	<b>1406.5</b>	<b>1689.70</b>
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
	<b>Sub Total</b>	<b>1730.16</b>	<b>1768.04</b>
	<b>TOTAL A.</b>	<b>3136.66</b>	<b>3547.74</b>
<b>B. CAPITAL EXPENDITURE</b>			
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
	<b>Sub Total</b>	<b>1187.36</b>	<b>1396.38</b>
	Permanent Campus		
	(i) <b>Cost of phase I</b>		
	(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
	<b>Cost Of Phase II</b>	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	-
	<b>Sub Total</b>	<b>25855</b>	<b>12988.00</b>
	<b>TOTAL: B.</b>	<b>20305.00</b>	<b>14384.38</b>
	<b>TOTAL: (A.+B )</b>	<b>30179.02</b>	<b>17842.12</b>

## 18. Other Useful Information

Information often required by students, staff and citizens are available on the website of the Institute: [www.iimshillong.ac.in](http://www.iimshillong.ac.in)