



**DISCLOSURE OF INFORMATION
UNDER
RTI ACT, 2005**

Umsawli, Mawpat, Shillong – 793018, Meghalaya, India
Phone No. 0364-2308000 Fax: 0364-2230041
Website: www.iimshillong.ac.in

CONTENTS

Section	Particulars	Page No.
Section 4(1)(b)(i)	Particulars of the Organization, Functions and Duties	3
Section 4(1)(b)(ii)	The powers and duties of its officers and employees	7
Section 4(1)(b)(iii)	Procedure followed in the decision making process, including channels of supervision and accountability.	16
Section 4(1)(b)(iv)	The norms set by it for the discharge of its functions	17
Section 4(1)(b)(v)	Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	18
Section 4(1)(b)(vi)	Statement of the categories of documents that are held by it or under its control	19
Section 4(1)(b)(vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	20
Section 4(1)(b)(viii)	Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	21
Section 4(1)(b)(ix)	Directory of its officers and employees	22
Section 4(1)(b)(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	25
Section 4(1)(b)(xi)	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	26
Section 4(1)(b)(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	27
Section 4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	28
Section 4(1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	29
Section 4(1)(b)(xv)	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	30
Section 4(1)(b)(xvi)	Names, designations and other particulars of the Public Information Officers Public Information Officer & Appellate Authority	31

1. 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

❖ Institute Governance and Management

IIM Shillong is governed by a Board of Governor and is managed by several Executive Committees, Finance Committee and a Grievance Committee

(c) **ACADEMIC PROGRAMMES OFFERED:**

IIM Shillong offers the following Academic programmes:

❖ **Master in Business Administration Programme**

The two year, full time, residential Post Graduate Program in Management (PGPM) programme leading to the degree of Master of Business Administration (MBA) is designed to help in imbibing a holistic approach towards solving business and management problems. The programme participants are envisaged to develop analytical and creative thinking abilities and build leadership skills for managing and leading in a dynamic and innovative global environment.

The PGPM curriculum comprises of a blend of core and elective courses, assorted from different functional as well as cross functional areas. The Institute offers ample opportunities for all round development of an individual through a pedagogy structured towards active experiential learning and participant oriented case methodology. It includes a number of seminars and a capstone course designed by industry experts and eminent academicians from India and abroad. The Institute regularly updates its curriculum to reflect cutting edge changes in the business environment and the requirements of the society at large

❖ **Post Graduate Program for Executives (Managing Business in Emerging Economies)**

The Institute designed a Post Graduate Program for Executives, a rigorous curriculum which acquainted practicing managers with the transnational management philosophy that equipped them with adequate management knowledge and skills to captain businesses straddling Indian and International markets. In pursuance to develop managerial excellence, after erudition of Indo-International cross-cultural environment for the successful seven batches, now the Institute broadens the scope of the program to the Post Graduate Program for Executives (Managing Business in Emerging Economies) PGPEX (MBEE), which magnifies the learning opportunities beyond and focuses on inclusive and sustainable business opportunities across Emerging Markets.

❖ **Master in Business Administration (Working Executives)**

This is a Master Degree program exclusively for the working executives and classes are conducted on the weekends (Saturday and Sunday) at Guwahati. The objective of the Masters in Business Management (Working Executives) program is to help in-service professionals to enhance their professional competence. The program would guide participants to discover and develop their potential and help them to assume greater responsibilities and higher managerial roles in their careers.

❖ **Ph.D Programme:**

Through the program the Institute aims to develop a cadre of management thought leaders who are willing to commit themselves to strive for managerial excellence and such values for a Sustainable world. The program is a well-crafted rigorous process of inter-disciplinary training in all functions of management and hosts candidates who want to further their quest for knowledge and produce globally recognized research outcomes.

❖ **Ph.D (Working Professionals)**

PhD (Working Professionals) at IIM Shillong is an unique doctoral programme in management for working professionals that envisages to expand the research frontiers of working professionals. This doctoral programme aims to produce graduates skilled in research with both a theoretical and practical understanding of the complex problems facing today's organizations and management professionals. This programme also provides its participants with an excellent opportunity to contribute to the field of management sciences by offering an interdisciplinary and holistic perspective to defining and solving management related problems in the domains of management.

Other Programmes:

❖ **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.




(d) **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.

(e) **SERVICES PROVIDED:**

The following services are provided by the Institute:

-  Teaching
-  Research
-  Consultancy



Disclosure of Information Under Section 4(1)(b) of the RTI Act, 2005

(f) ADDRESS AND CONTACT DETAILS:

Address for Correspondence:

Indian Institute of Management Shillong
Umsawli, Mawpat
Shillong – 793018
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

(g) 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).

4. The powers and duties of its officers and employees:

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. He/she is also responsible for making correspondence with the Ministry and other departments, or any other responsibilities as assigned.

2. **Finance Officer:**

Overall in charge 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.

3. **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.

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

- Overall in charge of the Corporate Affairs, Placement & Public Relations and Social Media of the Institute.
- Liaise with the Corporates, PSUs, Multinational Companies, Government organizations 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.
- 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 Dean Alumni and External Relations / Chairperson Student Affairs, Placement/ 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.
- Provision of Accommodation for Staff and Students.
- Custodian as estate officer of the land, buildings and all the civil and electrical assets except furniture.
- Carry out the duties assigned by the Director / Chief Administrative Officer.
- 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.
- Preparation of the Outcome Budget and implementation of PFMS.
- Carry out the duties as assigned.

7. **Audit Officer**

- Audit, review and evaluate the internal system of management control and assess their adequacy and effectiveness.
- Assist the Institute in improvement of Internal Controls and review administrative procedures.

- Inspect, examine and audit bills received by the Accounts Section.
- Examine the cases having financial implications, received from different departments.
- Assist the authorities in interpretation of Service Rules especially where public money is involved.
- Ensure that General Financial Rules of Government of India and other rules & regulations of the Institute are complied with.
- Will oversee pre, internal, statutory, and C&AG audits and ensure compliance of guidelines.
- Assist Finance Officer in preparing replies to audit paras
- Prepare, disseminate, and ensure awareness of compliance guidelines to the user departments.
- Any other responsibilities as assigned.

8. **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.
- Will be required to stay in the campus 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.

9. **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 the upkeep of Transport of the Institute.
- 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.

10. **Administration 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.
- Scholarships of Students.

- Insurance claims of Students.
- 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)/ Chairperson (PGP)/Chairman (FPM)/ Chairperson (PGPEX/ Chairperson CEDNER/ Chief Administrative Officer.
- Any other responsibilities 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. **Administration Officer (Web Enabled Education & Outreach Programme)**

- Responsible for overall planning, implementation of decisions and supervision in respect of Web Enabled Education and Outreach Programmes in the Institute.
- Assist in developing and deploying methodologies and procedures in the Web Enabled Education and Outreach Programmes.
- Apply communication, analytical and problem-solving skills to help the Institute streamline the processes and procedures on Web Enabled Education and Outreach Programmes.
- Developing and implementing plans/programme for all Web Enabled Education and Outreach Programmes users.
- Assist in developing a role-based curriculum and designing materials for end users.
- Carry out the duties assigned by Chairperson (Web Enabled Education and Outreach Programmes)/Chief Administrative Officer.
- Custodian of various software and administer passwords pertaining to Web Enabled Education and Outreach Programmes 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.

13. **Administration Officer (Executive Education and Professional Practice)**

- Responsible for providing administrative support to the Certificate Programmes, MDPs & Consultancy and other such programmes of the Institute.
- Keeping track of students/ participants/clients profile.
- Scheduling of classes, courses, examinations etc.
- Keeping record of grades of students/participants.
- Communication with teaching faculty.
- Communication with students/participants/clients.
- Organizing review meetings.
- Declaration of results after the approval of the competent authority.
- Arrangement of seminars, convocation and other functions of the Institute related to the Executive Education programme.
- Providing support and taking care of all the arrangement related to MDPs etc.
- Carry out the duties as assigned by Chairperson MDP and Chief Administrative Officer.
- Any other responsibilities as assigned.

14. **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.

15. **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
- Carry out the duties assigned by the Director/ Chief Administrative Officer.

16. System Analyst

- Responsible for smooth running of all Information Technology and Communication devices of the Institute and maintain stock of all IT equipment 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.

17. 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.

18. Centre Coordinator (for Dr APJ Abdul Kalam Centre for Policy Research and Analysis)

- Responsible for providing administrative support to Dr APJ Abdul Kalam Centre for Policy Research and Analysis of the Institute
- To plan and execute projects in the region, especially in development planning
- To undertake action research and analysis
- To network with various institutes throughout North-East India and establish an institutional network to provide the knowledge breakup.
- Liaise with Government, PSUs, Corporates and all other stakeholders
- Carry out any other duties as assigned by the Institute

19. 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.

20. 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.

21. 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.

22. Office Assistant

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

23. Cashier

- 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.
- 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.

24. Library Information Assistant / Library 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.

25. 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.

26. Junior Engineer (Civil) / Junior Engineer (Electrical)

- 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.

27. 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.

28. Hostel Manager

- Assist wardens in framing 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.

29. Receptionist

- Welcome visitors in person or on the telephone; answering or referring inquiries.
- Directs calls by maintaining employee and department directories.
- Allot duties to Drivers for official duty.
- Allotment of accommodation for Guests etc. and maintaining proper records of the same.
- Handle incoming & outgoing letters, correspondences, couriers etc.
- Maintaining of record/register for incoming & outgoing letters, correspondences etc.
- Any other duties as assigned.

30. Attendant

- 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.

31. 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.

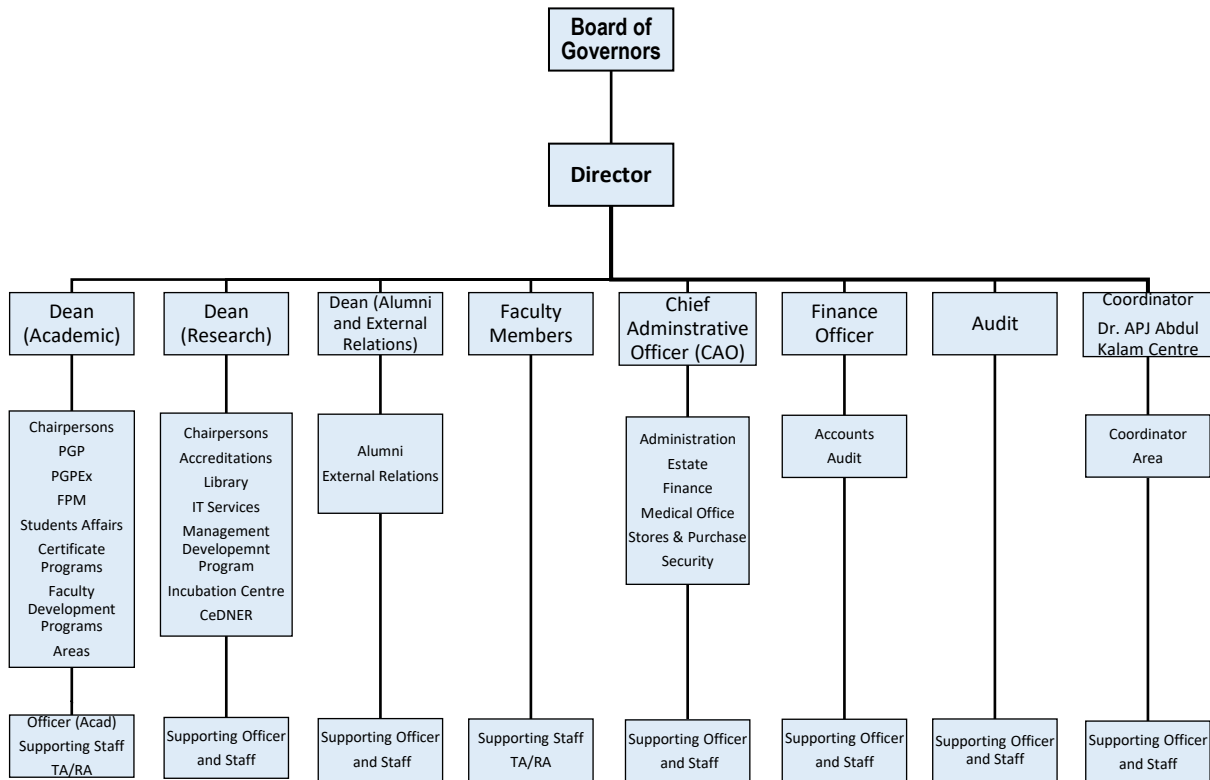
32. Multi-Tasking Assistant

- Responsible for carrying out duties as assigned by the Institute.

Under Section 4(1)(b)(iii)

5. Procedure followed in the decision making process, including channels of supervision and accountability.

The Institute has a Chairman of the Board of Governors, Director, Deans, Chairpersons for each Academic Programme, 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.



[Under Section 4\(1\)\(b\)\(iv\)](#)

6. The norms set by it for the discharge of its functions;

The Board of Governors of the Institute is the Principal Executive Body and is responsible for the general superintendence, direction and control of the affairs of the Institute and has the power to frame or amend or modify or rescind the regulations governing the affairs of the Institute to achieve the objects of the Institute.

The Academic Council is the Principal Academic Body of the Institute. The Academic Council exercises such other powers and perform such other functions as may be conferred upon it, by the IIM Act, 2017 or by the regulations or by the Board.

The Board may, constitute such committees and other authorities of the Institute and specify the duties and functions of each such committees and authorities by regulations.

Further, the Board may constitute such *ad hoc* committees as it may deem fit, for proper management of affairs of the Institute.

[Under Section 4\(1\)\(b\)\(v\)](#)

7. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

1. The IIM Act, 2017

The IIM Act received the assent of the President on the 31st December, 2017 and was published in the Gazette of India as **The Indian Institutes of Management Act, 2017**.

[\(Click here to view the IIM Act 2017\)](#)

2. The IIM Rules, 2018

In exercise of the powers conferred by section 34 of the Indian Institutes of Management Act, 2017 (33 of 2017) the Central Government, hereby makes the following rules, namely the **Indian Institutes of Management Rules, 2018** which was published in the Gazette of India on 6th December 2018.

[\(Click here to view the IIM Rules 2018\)](#)

3. Handbook of Administrative Matters 2020

(Circulated internally in the Institute intranet)

4. Handbook of Academic Matters 2020

(Circulated internally in the Institute intranet)

5. The Institute also follows other Government of India Rules and Regulations if not specifically covered in any of the above.

[Under Section 4\(1\)\(b\)\(vi\)](#)

- 8. Statement of the categories of documents that are held by it or under its control**
 - 1. IIM Act 2017 & IIM Rules 2018**
 - 2. Handbook of Administrative Matters 2020**
 - 3. Handbook of Academic Matters 2020**
 - 4. IIM Shillong information brochure**
 - 5. Annual Reports**
 - 6. Annual Accounts**
 - 7. Handbook for various Academic Programmes of the Institute**
 - 8. Calendar of Programmes**
 - 9. Any other relevant information sought by general public will be furnished if available.**

Under Section 4(1)(b)(vii)

9. Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Members of the Board of Governors:

1	Shri Shishir Kumar Bajoria Chairman Board of Governors, IIM Shillong
2	Ms. Neeta Prasad JS(Mgt, ICC & Policy), Ministry of Education
3	Shri D. P. Wahlang Additional Chief Secretary, Govt. of Meghalaya Govt. of Meghalaya
4	Shri Atul Chandrakant Kulkarni Management Consultant Director, Eurasia Special Technologies Ltd
5	Shri Nitin Sharma General Manager, India & SAARC, Dorsetkaba, Member of Dormakaba Group
6	Shri Maneesh Jaikrishna Vice President - Indian Subcontinent, Dubai, Eastern & Southern Africa SITA
7	Dr Paula Sengupta Associate Professor, Rabindra Bharati University
8	Shri B.K. Dey Sawian, IPS (Retd) Former Secretary (Security) Union Cabinet Secretariat & Former DGP, Meghalaya Police
9	Prof D P Goyal Director IIM Shillong
10	Prof Basav Roychoudhury Professor & Secretary Board of Governors IIM Shillong
11	Prof Natalie W. Kharkongor Associate Professor IIM Shillong
12	Shri Ashutosh Dikshit CxO Advocacy and Executive Marketing - Senior Manager EMEA, Amazon Web Services & Alumnus, IIMS
13	Ms. Upasna Agarwal Commercial Advisor, Shell India & Alumni, IIMS

[Under Section 4\(1\)\(b\)\(viii\)](#)

- 10. Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

Participation in the Meetings of the Board of Governors and other Committees constituted by the Board or other Committees of the Institute constituted by the Director are restricted only to the members duly nominated.

11. Directory of its officers and employees

(a) Director				
SI	Name	Designation	Landline No.	E-mail
1	Dr. Dharam Paul Goyal	Director	+91 364 230 8005	director@iimshillong.ac.in
(b) Faculty				
SI	Name	Designation	Landline No.	E-mail
1	Dr. Nalini Prava Tripathy	Professor	+91 364 230 8037	nt@iimshillong.ac.in
2	Dr. Pradip H Sadarangani	Professor	+91 364 230 8041	ps@iimshillong.ac.in
4	Dr. Basav Roychoudhury	Professor	+91 364 230 8040	brc@iimshillong.ac.in
3	Dr. Sanjoy Mukherjee	Associate Professor	+91 364 230 8053	smj@iimshillong.ac.in
5	Dr. Rohit Dwivedi	Associate Professor	+91 364 230 8042	rd@iimshillong.ac.in
6	Dr. Natalie West Kharkongor	Associate Professor	+91 364 230 8045	nwk@iimshillong.ac.in
7	Dr. Sanjeeb Kakoty	Associate Professor	+91 364 230 8008	sky@iimshillong.ac.in
8	Dr. Rohit Joshi	Associate Professor	+91 364 230 8099	rj@iimshillong.ac.in
9	Dr. Sharad Nath Bhattacharya	Associate Professor	+91 364 230 8032	snb@iimshillong.ac.in
10	Dr. Neelam Rani	Associate Professor	+91 364 230 8044	nr@iimshillong.ac.in
11	Dr. Vibhas Amawate	Associate Professor	+91 364 230 8071	vibhas@iimshillong.ac.in
12	Dr. Mousumi Bhattacharya	Associate Professor	+91 364 230 8004	msb@iimshillong.ac.in
13	Dr. Parijat Upadhyay	Associate Professor	+91 364 230 8036	parijat@iimshillong.ac.in
14	Dr. Debasisha Mishra	Assistant Professor Grade- I	+91 364 230 8077	dbm@iimshillong.ac.in
15	Dr. Bidyut J Gogoi	Assistant Professor Grade- I	+91 364 230 8094	bjg@iimshillong.ac.in
16	Dr. Sanjita Jaipuria	Assistant Professor Grade- I	+91 364 230 8038	sj@iimshillong.ac.in
17	Dr. Pratap Chandra Mandal	Assistant Professor Grade- I	+91 364 230 8015	pcm@iimshillong.ac.in
18	Dr. Ashutosh B. Murti	Assistant Professor Grade- I	+91 364 230 8069	ashutosh@iimshillong.ac.in
19	Dr. Ridhi Arora	Assistant Professor Grade- I	+91 364 230 8003	ridhi.arora@iimshillong.ac.in
20	Dr. Achinta Kr Sarmah	Assistant Professor Grade- I	+91 364 230 8058	aks@iimshillong.ac.in
21	Dr. Prasanta Kr. Chopdar	Assistant Professor Grade- I	+91 364 230 8046	prasanta@iimshillong.ac.in
22	Dr. Atul Mehta	Assistant Professor Grade- I	+91 364 230 8030	amt@iimshillong.ac.in
23	Dr. Kailash Choudhary	Assistant Professor Grade- I	+91 364 230 8047	kailash@iimshillong.ac.in
24	Dr. Subhadip Mukherjee	Assistant Professor Grade- I	+91 364 230 8049	subhadip@iimshillong.ac.in
25	Dr. Vishakha Bansal	Assistant Professor Grade- I	+91 364 230 8026	vishakha@iimshillong.ac.in
26	Dr. Pradeep Kumar Dadabada	Assistant Professor Grade- I	+91 364 230 8027	pkd@iimshillong.ac.in
27	Dr. P Murugan	Assistant Professor Grade- I	+91 364 230 8050	murugan@iimshillong.ac.in
28	Dr. Gurpreet Kour	Assistant Professor Grade- I on Contract	+91 364 230 8033	gurpreet@iimshillong.ac.in
29	Dr. Biplob Bhattacharjee	Assistant Professor Grade- I on Contract	+91 364 230 8043	biplab@iimshillong.ac.in
30	Dr. Chacko J. Kuttisseril	Assistant Professor Grade- I on Contract	+91 364 230 8073	chacko@iimshillong.ac.in
31	Dr. Salman Siddeeqe Ali	Assistant Professor Grade- I on Contract	+91 364 230 8030	salman@iimshillong.ac.in

(c) Officers and Staff				
Sl	Name	Designation	Landline No.	email
1	Mr. Pradip Pyne	Chief Administrative Officer	+91 364 230 8020	cao@iimshillong.ac.in
2	Mr. CMA Kuldeepak Sharma	Finance Officer	+91 364 230 8010	kuldeepak@iimshillong.ac.in
3	Dr. Sudhir Kumar Jena	Librarian	+91 364 230 8007	skj@iimshillong.ac.in
4	Mr. Hemango K Dutta	Manager (Corporate Relations, Placement & Public Relations)	+91 364 230 8055	hkd@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 Mohit	Audit Officer	+91 364 230 8091	mohitb@iimshillong.ac.in
8	Dr. Richa Sharma	Resident Medical Officer (on Contract)	+91 364 230 8081	doctor@iimshillong.ac.in
9	Mr. Thomshaphrang Laloo	Officer (Academics)	+91 364 230 8016	thom@iimshillong.ac.in
10	Mr. Alvin Anthony Nongtraw	Administration Officer (Admn. & HR)	+91 364 230 8025	aan@iimshillong.ac.in
11	Mr. Merlvin Jude Mukhim	Administration Officer (Placement & PR) & Security (incharge)	+91 364 230 8054	mjm@iimshillong.ac.in
12	Mr. Manish Kumar Sinha	Officer (IT & ERP)	+91 364 230 8080	mks@iimshillong.ac.in
13	Mr. Zicco D Shira	System Analyst	+91 364 230 8150	zic@iimshillong.ac.in
14	Mr. Banteilang Syiemiong	System Analyst	+91 364 230 8200	bs@iimshillong.ac.in
15	Mr. Colin W R Sohkhet	Store and Purchase Officer	+91 364 230 8012	cwr@iimshillong.ac.in
16	Ms. Emica Khonglah	Administration Officer (Academics)	+91 364 230 8048	ekh@iimshillong.ac.in
17	Mr. Athozo Tase	Administration Officer (Executive Education & Professional Practice)	+91 364 230 8048	athozo@iimshillong.ac.in
18	Dr. Meeta Kumar	Accreditation Officer	+91 364 230 8035	meeta.kumar@iimshillong.ac.in
19	Major Anju Bala	Security Officer	+91 364 230 8002	officer.security@iimshillong.ac.in
20	Mr. Wanpynbiangbha K Shylla	Office Assistant	+91 364 230 8079	wks@iimshillong.ac.in
21	Mr. Suklang Khyriem	Junior Engineer (Civil)	+91 364 230 8013	sk@iimshillong.ac.in
22	Mr. Cliff Dkhar	Library Information Assistant	+91 364 230 8057	cdk@iimshillong.ac.in
23	Mr. Longmanbha Thangkhiew	Accountant	+91 364 230 8031	lmt@iimshillong.ac.in
24	Mrs. Patricia Kharpuri	Cashier	+91 364 230 8017	pbk@iimshillong.ac.in
25	Mrs. Ibanrikordor L Nongbri	Personal Assistant	+91 364 230 8067	iln@iimshillong.ac.in
26	Mrs. Mallika B Roy	Secretary to the Director	+91 364 230 8005	mbr@iimshillong.ac.in
27	Mr. Narayan Chhetry	System Assistant	+91 364 230 8100	nct@iimshillong.ac.in
28	Ms. Parbati Pyngrope	Hindi Translator	+91 364 230 8023	ppg@iimshillong.ac.in
29	Mrs. Arpita P Choudhury	Office Assistant	+91 364 230 8121	apc@iimshillong.ac.in
30	Mr. Arkie Khongwar	Office Assistant	+91 364 230 8022	ak@iimshillong.ac.in
31	Mr. Badonbor Kharmon	Office Assistant	+91 364 230 8024	bk@iimshillong.ac.in
32	Ms. Jessyca Laloo	Office Assistant	+91 364 230 8056	jcl@iimshillong.ac.in
33	Mrs. Ridahun Dhar	Office Assistant	+91 364 230 8084	rhd@iimshillong.ac.in
34	Mr. Trailokya Das	Junior Engineer (Electrical)	+91 364 230 8098	td@iimshillong.ac.in
35	Mr. Kennedy Pdah	Office Assistant	+91 364 230 8021	kdp@iimshillong.ac.in
36	Mr. Subhankar P Deb	Personal Assistant	+91 364 230 8028	spd@iimshillong.ac.in
37	Mr. Sanjeeb Kumar Mishra	Accountant	+91 364 230 8017	skm@iimshillong.ac.in
38	Mr. Donald P Jyrwa	Office Assistant	+91 364 230 8031	dpj@iimshillong.ac.in
39	Mr. Siddharth Jain	Office Assistant	+91 364 230 8011	sij@iimshillong.ac.in



Disclosure of Information Under Section 4(1)(b) of the RTI Act, 2005

40	Mr. Simon Marbaniang	Office Assistant	+91 364 230 8039	smb@iimshillong.ac.in
41	Mrs. Arpita Giri	Office Assistant (on Contract)	+91 364 230 8022	arpita.giri@iimshillong.ac.in
42	Mr. Khrawkumar Pyrbot	Computer Assistant	+91 364 230 8018	kp@iimshillong.ac.in
43	Mr. Syrpailin Kynshikhar	Driver	+91 364 230 8000	skk@iimshillong.ac.in

(d) Officers and Staff on Contract (on consolidated remuneration)

SI	Name	Officers and Staff on Contract	Landline No.	email
1	Dr. K I Singh	Part Time Medical Officer on Contract	+91 364 230 8081	ksh@iimshillong.ac.in
2	Mrs. Wallamakor Kharsyad	Library Assistant on Contract	+91 364 230 8057	wkd@iimshillong.ac.in
3	Mr. Albert Kharkongor	Office Assistant on Contract	+91 364 230 8087	alk@iimshillong.ac.in
4	Mrs. Ibadabiang Wankhar	Office Assistant on Contract	+91 364 230 8064	ipw@iimshillong.ac.in
5	Ms. Larisha Lyngdoh	Office Assistant on Contract	+91 364 230 8070	lrl@iimshillong.ac.in
6	Mrs. Rozy Lating	Receptionist on Contract	+91 364 230 8000	rzl@iimshillong.ac.in
7	Mrs. Mary A Nongspung	Supervisor on Contract	+91 364 230 8000	man@iimshillong.ac.in
8	Mr. Abhijit Deb	Attendant on Contract	+91 364 230 8022	abd@iimshillong.ac.in
9	Mr. Charles Lating	Attendant on Contract	+91 364 230 8028	clt@iimshillong.ac.in
10	Mr. Comingstone Khongkai	Attendant cum Despatcher on Contract	+91 364 230 8000	csk@iimshillong.ac.in
11	Mr. Balambourne A Basan	Driver on Contract	+91 364 230 8000	reception@iimshillong.ac.in
12	Mr. Pyndaplang Rymbai	Driver on Contract	+91 364 230 8000	reception@iimshillong.ac.in
13	Mr. Standing Sohshang	Driver on Contract	+91 364 230 8000	reception@iimshillong.ac.in

(e) Dr. APJ Abdul Kalam Centre for Policy Research and Analysis

SI	Name	Officers and Staff on Contract	Landline No.	email
1	Dr. Ningombam Sanjeev Kumar	Centre Coordinator (Dr. APJ Abdul Kalam Centre for Policy Research and Analysis)	+91 364 230 8097	apjcoordinator@iimshillong.ac.in
2	Dr. Bhaskar Kumar Kakati	Centre Manager on Contract	+91 364 230 8098	bkk@iimshillong.ac.in

Under Section 4(1)(b)(x)

12. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

SI	Designation	Revised as per VII CPC
1	<ul style="list-style-type: none"> • Director 	Level 17
2	<ul style="list-style-type: none"> • Professor 	Level 14A of Faculty Pay Matrix
3	<ul style="list-style-type: none"> • Associate Professor 	Level 13A2 of Faculty Pay Matrix
4	<ul style="list-style-type: none"> • Assistant Professor Grade-I 	Level 12 of Faculty Pay Matrix
5	<ul style="list-style-type: none"> • Chief Administrative Officer 	Level 14
6	<ul style="list-style-type: none"> • Finance Officer 	Level 13
7	<ul style="list-style-type: none"> • Librarian • Manager (Corporate Affairs, Placement & Public Relations) 	Level 12
8	<ul style="list-style-type: none"> • Executive Engineer cum Estate Officer • Accounts Officer • Audit Officer 	Level 11
9	<ul style="list-style-type: none"> • Resident Medical Officer 	Level 10 + NPA
10	<ul style="list-style-type: none"> • Officer (Academic) • Administration Officer (Administration & HR) • Administration Officer (Placement & PR) • Administration Officer (Executive Education & Professional Practice) • Administration Officer (Web Enabled Education & Outreach Programme) • Officer (IT & ERP) • Security Officer • System Analyst • Stores & Purchase Officer • Centre Coordinator (Dr. APJ Abdul Kalam Centre for Policy Research and Analysis) 	Level 10
11	<ul style="list-style-type: none"> • Secretary to the Director • Personal Assistant • Library Information Assistant • Hindi Translator • System Assistant • Office Assistant • Junior Engineer (Civil) • Junior Engineer (Electrical) • Accountant • Cashier • Hostel Manager • Receptionist 	Level 6
12	<ul style="list-style-type: none"> • Attendant • Driver • Multi-Tasking Assistant 	Level 2



Disclosure of Information Under Section 4(1)(b) of the RTI Act, 2005

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

Under Section 4(1)(b)(xi)

13. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Sl.	Head of Account	Rupees in Lakhs	
		R.E for 2019-20	B.E for 2020-21
	A. REVENUE EXPENDITURE		
1	Establishment Expenses	1549.78	2192.92
2	Academics Expenses	1008.51	1248.10
3	Administrative & Operating Expenses	1513.10	1865.27
	(A) Sub Total	4071.39	5306.32
	B. CAPITAL EXPENDITURE		
1	Permanent Campus Construction Assets	1953.00	11955.32
2	Permanent Campus other Capital Assets	1596.00	2933.76
3	Other Capital Assets	488.72	986.55
	(B) Sub Total	4037.72	15875.63
	TOTAL: (A + B)	8109.11	21181.95

[Under Section 4\(1\)\(b\)\(xii\)](#)

14. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

There are no subsidies provided by the Institute. However, 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.



[Under Section 4\(1\)\(b\)\(xiii\)](#)

15. Particulars of recipients of concessions, permits or authorizations granted by it.

The Institute is registered under Section 10(23C)(vi) of the Income-tax Act, 1961.



[Under Section 4\(1\)\(b\)\(xiv\)](#)

16. Details in respect of the information, available to or held by it, reduced in an electronic form

All relevant information about the Institute activities are regularly updated on the website of the Institute.

[Under Section 4\(1\)\(b\)\(xv\)](#)

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

Over and above the information available in the website, public can obtain relevant information from the institute functionaries who are heading different offices/programmes.

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).

Use of Library is restricted to the public except on prior permission.

[Under Section 4\(1\)\(b\)\(xvi\)](#)

**18. Names, designations and other particulars of the Public Information Officers
Public Information Officer & Appellate Authority**

(a) Public Information Officer (PIO)

Dr Sudhir Kumar Jena
Librarian
Indian Institute of Management Shillong
Umsawli, Mawpat, Shillong – 793018, Meghalaya
Phone: 0364-2308007
Email: pio@iimshillong.ac.in

(b) Appellate Authority

Shri. Pradip Pyne
Chief Administrative Officer
Indian Institute of Management Shillong
Umsawli, Mawpat, Shillong – 793018, Meghalaya
Phone: 0364-2308020
Email: cao@iimshillong.ac.in