IIM
SHILLONG

DISCLOSURE OF INFORMATION

UNDER

RTI ACT, 2005

Umsawli, Shillong – 793018, Meghalaya, India
Phone No. 0364-2308000, 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.	14
Section 4(1)(b)(iv)	The norms set by it for the discharge of its functions	15
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	16
Section 4(1)(b)(vi)	Statement of the categories of documents that are held by it or under its control	17
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	18
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	19
Section 4(1)(b)(ix)	Directory of Faculty, Officers and Staff	20
Section 4(1)(b)(ix)	Dean and Chairpersons of various programs and activities	23
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	24
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	25
Section 4(1)(b)(xii)	Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs	26
Section 4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	27
Section 4(1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	28
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	29
Section 4(1)(b)(xvi)	Names, designations and other particulars of the Public Information Officers Public Information Officer & Appellate Authority	30

Under Section 4(1)(b)(i)

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) 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.

(d) SERVICES PROVIDED:

The following services are provided by the Institute:

- Teaching
- Research
- Consultancy

(e) ADDRESS AND CONTACT DETAILS:

Address for Correspondence:

Indian Institute of Management Shillong
Umsawli, Shillong – 793018
Meghalaya, India

Email IDs:

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

Phone Nos.:

1.	Reception:	Phone: 0364-2308000
2.	Director	Phone: 0364-2308005
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).

DEGREE PROGRAMS:

Post Graduate Program (PGP): Two years of Full-Time Residential Master of Business Administration (MBA)

To imbibe a holistic approach towards solving management problems, the Institute offers a two-year Master of Business Administration (MBA). The objective of this program 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 a PGP participant through innovative pedagogy. The PGP curriculum of the Institute provides a career path for corporate and societal leadership.

Executive Post Graduate Programs

- **Post Graduate Program for Executives (PGPEx): One-year Full-Time Residential Master of Business Administration for Executive (ExMBA)**

  PGPEX is designed for young executives having minimum work experience of 5 years. PGPEx is a rigorous curriculum that acquaint practicing managers with the transnational management philosophies that equip participants with adequate management knowledge and skills to captain businesses straddling across Global Markets. The objective of the program is to help in understanding corporate business practices and to equip the participants with the necessary knowledge, skills and attitude for decision making in a complex business environment.

- **Post Graduate Program for Working Executives: Two-year Part-Time Master of Business Administration for Working Executive (WE-MBA)**

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

DOCTORAL PROGRAMS:

Doctoral Program: Full-Time Residential Doctor of Philosophy (Ph.D.) in Management

Doctor of Philosophy (Ph.D) in Management, 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 a business environment. Ph.D. at IIM Shillong is interdisciplinary in nature.

Doctoral Program for Working Executives: Part-Time Doctor of Philosophy (Ph.D Working Executives) in Management

Ph.D (Working Executives) is a part-time Doctoral Program of the Institute, designed for those who are working in reputed research organizations, academic Institutes and industries. The aim of the program is to prepare the next generation of leading researchers while working in an organization. The Ph.D (Working Executives) is program of an independent, self-directed academic research degree, supported by a team of supervisors that makes an original contribution to knowledge.

CERTIFICATE PROGRAMS:

Short-term Certificate Programs:

- **Management Development Programs (MDPs)**

  MDPs are exclusively custom-designed programs for individual organizations or groups for executive learning. These programs are designed in collaboration with the clients and scheduled at a mutually convenient date and venue. The objective of the MDPs is to equip participants, in the focused short duration, with the advanced knowledge and skills in the evolving realities of business and management practices as well as applications; and also, in facilitating their personal growth and progression related to the future success of their respective organizations.

- **Faculty Development Programs (FDPs)**

  Faculty Development Programs enrich and chisel teaching and research skills in an ever-evolving world of management and allied areas. Current and prospective teachers from universities, degree colleges and institutes develop skills in preparing cases for their classes through exposure to the case-based method of teaching.

Long Term Certificate Programs

The institute offers various certificate programs in management of duration up to One year for diverse target groups with specific managerial skills for enhancing their management competencies. The long-duration programs are oriented towards providing working executives with more holistic learning covering all aspects of management education. The focus of these programs is to develop deep thinking and active decision-making abilities.

Under Section 4(1)(b)(ii)

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

- **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 may act as Secretary to the Board of Governors 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.

- **Joint General Manager (Finance):**
  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.

- **Deputy General Manager (Knowledge Services):**
  - 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 Programs.
  - 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.

- **Centre Head (Dr APJ Abdul Kalam Centre for Policy Research & Analysis)**
  - Will be the overall head of the Dr APJ Abdul Kalam Centre for Policy Research and Analysis of the Institute.
  - Responsible for providing all Academic & Administrative support for the activities of the Centre.
  - Responsible to plan and execute projects/consultancy/programs in the NE region.
  - Liaise and connect with Government, PSUs, Corporates etc. for programs, projects, research and analysis.
  - Network with various institutes throughout North-East India and establish an institutional network to provide the knowledge breakup.
  - Carry out any other duties as assigned by the Director of the Institute

- **Deputy General Manager (Corporate Affairs & Public Relations)**
  - To design and implement overall Branding and PR strategy of the Institute.
  - Overall in charge of the Corporate Affairs & Public Relations and Social Media of the Institute.
  - Liaise with the Corporates, PSUs, Multinational Companies, Government organizations for various public relation and related activities.
  - Will be the point of contact for Institute PR agency.
  - Liaise with PR agencies and media on media relations.
  - Company visit and arrangement of Corporate Talks.
  - Carry out the duties assigned by the Director.

- **Senior Manager (Infrastructure)**
  - 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.

- **Senior Manager (Accounts):**
  - Will work under the supervision of the JGM(Finance)/ Chief Administrative Officer.
  - Assist and work in tandem with the JGM(Finance) 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 progress 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.

- **Senior Manager (Audit):**
  - 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 compiled with.
  - Will oversee pre, internal, statutory, and C&AG audits and ensure compliance of guidelines.
  - Assist JGM(Finance) in preparing replies to audit paras.
  - Prepare, disseminate, and ensure awareness of compliance guidelines to the user departments.
  - Any other responsibilities as assigned.

- **Senior 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.

- **Manager (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.

- **Manager (Academics):**
  - Responsible for providing administrative support to various academic programs of the Institute, starting from joining in the programs.

- 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)/Chairperson (Doctoral Program)/ Chairperson (PGPEX).
- Any other responsibilities as assigned.

- **Manager (Student Affairs & Placement):**
  - Will work under the supervision of the Chairperson-Student Affairs
  - Will look after all activities related to Student Affairs /Clubs/Committees/Programs etc.
  - Liaise with the Corporates, PSUs, Multinational Companies, Government organisations for placement related activities.
  - 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 Placement 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 Chief Administrative Officer
  - Carry out any other duties as assigned.

- **Manager (Executive Education)**
  - Responsible for providing administrative support to the Certificate Programs, MDPs & Consultancy and other such programs 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 program.
  - 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.

- **Manager (Security)**
  - 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.

- **Manager (IT Infrastructure)**
  - 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/Director
  - Any other responsibilities as assigned.

- **Manager (Stores)**
  - 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.

- **Manager (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

- **Manager (Admission)**
  - Assist the Admissions Committee for admissions to various regular programs (of one year or more duration)
  - Communicate with other IIMs on the admissions related matter
  - Communicate with candidates/leads to enhance the pool of applicants
  - Arrange venues for conduct of admission process
  - Responsible for logistics related to conduct of admission process
  - Assist the admission teams/panels for conduct of admission related processes
  - Process payment of bills to service providers for the admission process
  - Maintain records of the entire admission process and respond to RTI related to admissions
  - Assist Admissions Committee in data analysis of admissions related data
  - Work on the IT module(s) related to Admissions Processes
  - Carry out the duties as assigned by Chairperson (Admissions)

- **Senior Executive Associate to Director**
  - Overall supervision of the Director's Secretariat.
  - Maintain Director's meeting agenda and prepare minutes of each meeting.
  - Planning and scheduling appointments, meetings, conferences of the Director.
  - Receive and screen phone calls and redirect them when appropriate.
  - Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
  - Make all travel and logistical arrangements of the Director.
  - Handle confidential documents ensuring they remain secure.
  - Maintain electronic and paper records ensuring information is organized and easily accessible
  - Devising and maintaining office systems, including data management and filing of records and documents.
  - Welcoming visitor and Scheduling meetings of visitors with the Director.
  - Organizing and maintaining diaries and making appointments.
  - 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.

- **Joint Executive Associate**
  - 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.

- **Staff Nurse**
  - To provide emergency First Aid and relief.
  - Monitor patient's condition and assess their needs to provide the best possible care and advice;
  - Observe and interpret patient's symptoms and communicate them to the Medical Officer;
  - Collaborate with Medical Officer to devise individualized care plans for patients;
  - Perform routine procedures (blood pressure measurements, administering injections etc.) and fill in patients' charts/record etc;
  - Adjust and administer patient's medication and provide treatments according to Medical Officer's orders;
  - Inspect the facilities and act to maintain excellent hygiene and safety (decontaminating equipment, sanitizing surfaces, preparing beds etc.) in the Wellness centre;
  - Maintain stock of medicines, equipment etc. in the Wellness centre;
  - Provide instant medical care in emergencies;
  - Foster a supportive and compassionate environment to care for patients;
  - Any other task as assigned from time to time

- **Assistant Manager (Accounts)**
  - 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 JGM (Finance) and SM(Accounts).
  - Carry out the duties as assigned.

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

- **Assistant Manager (Cash)**
  - 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 JGM (Finance) and SM (Accounts).
- 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.

- **Assistant Manager (Informatics)**
  - 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 DGM (Knowledge Services)
  - 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 DGM (Knowledge Services)
  - Any other responsibilities as assigned.

- **Assistant Manager (Rajbhasha)**
  - 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 programs 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 programs, 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.

- **Assistant Manager (Civil) / Assistant Manager (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.

- **Assistant Manager (IT Infrastructure)**
  - 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.

- **Assistant Manager (Hostels)**
  - 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 Manager (Stores) 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.

- **Assistant Manager (Horticulture)**
  - Responsible for the cultivation and growth of wide range of indoor and outdoor plants, flowers, trees, orchids, bonsai, fruits, vegetables etc. in the campus.
  - To look after soil composition, irrigation methods, pest control techniques for plant growth.
  - Evaluating plants for signs of stress, disease, or other problems
  - Planting and maintaining plants in nurseries.
  - To look after new planting designs, layouts and landscaping in different areas around the campus.
  - Train, instruct and supervise staff in horticulture techniques.
  - Perform Administrative tasks including record keeping and budgeting.
  - Any other duties as assigned from time to time
  - Carry out the duties as assigned by CAO/Director

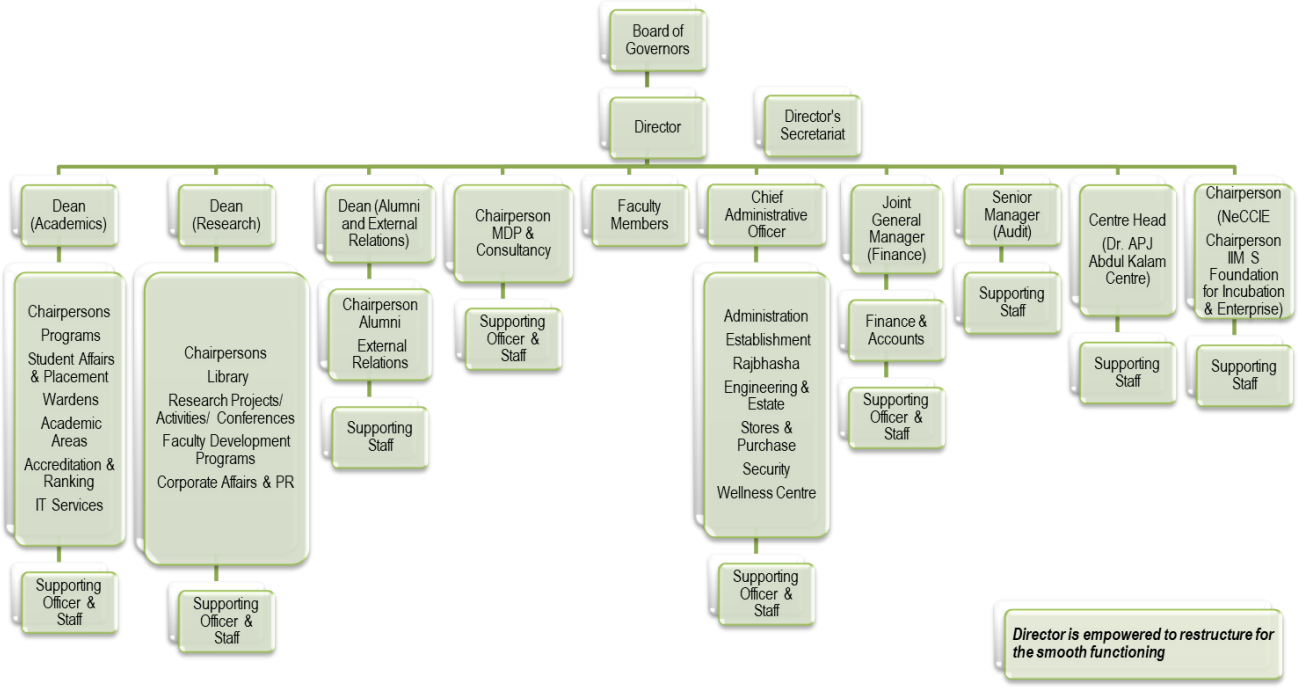
- **Multi Skilled Staff (Driver)**
  - Responsible for carrying out duties assigned from time to time by the Institute.
  - Carry out night and day duties as and when required.
  - Undertake frequent and long journeys as and when required.
  - Maintenance of logbooks and documents of the vehicles.
 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

- **Multi Skilled Staff**
  - Responsible for carrying out duties as assigned by the Institute.
  - Take up data entry work entrusted by different departments.
  - Day to day program work.
  - Operating of photocopier, fax etc.
  - Supervision of cleaning office room, classroom, office equipment.
  - Periodical arrangement of files.
  - Movement of papers, files etc. to various departments/officers.
  - Carry out duties as assigned.

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 Program, 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 (Amendment) Act, 2023**
   The Indian Institutes of Management (Amendment) Act, 2023 (23 of 2023) was issued vide Gazette Notification dated 16 August 2023.
   (Click here to view the IIM (Amendment) Act 2023)

3. **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)

4. **The IIM Shillong Regulations, 2021**
   In exercise of the powers conferred by section 35 of the Indian Institutes of Management Act, 2017 (33 of 2017) the Board of Governors of Indian Institute of Management Shillong hereby makes the following Regulations, namely the **Indian Institutes of Management Shillong Regulations, 2021** which was published in the Gazette of India on 10 February 2022.
   (Click here to view the IIM Shillong Regulations 2021)

5. **Handbook of Administrative Matters 2024**
   (Circulated internally in the Institute intranet)

6. **Handbook of Academic Matters 2024**
   (Circulated internally in the Institute intranet)

7. **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
2. IIM Rules 2018
3. IIM Shillong Regulations 2021
4. Handbook of Administrative Matters 2024
5. Handbook of Academic Matters 2024
6. IIM Shillong information brochure
7. Annual Reports
8. Annual Accounts
9. Handbook for various Academic Programs of the Institute
10. Calendar of Programs
11. 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 Head of S K Bajoria Group
2	**Dr. KM Praphullachandra Sharma, IFS** Joint Secretary (International Cooperation & Management), MoE, GoI, New Delhi
3	**Shri. Vijay Kumar Mantri, IAS** Commissioner & Secretary Education Department Govt. of Meghalaya
4	**Shri Atul Chandrakant Kulkarni** Management Consultant Director, Eurasia Special Technologies Ltd.
5	**Dr. Nitin Sharma** Regional Solution Sales Director South Asia AS APAC, Dormakaba Private Limited
6	**Prof. Arun Mohan Sherry** Director IIM Shillong
7	**Prof. Rohit Dwivedi** Professor IIM Shillong
8	**Prof. Mousumi Bhattacharya** Associate Professor IIM Shillong
9	**Smti. Esha Arora** SVP Marketing, Info Edge India Ltd. Alumnus, IIM Shillong
10	**Shri Vivek Singh** Alumnus, IIM Shillong

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.

Under Section 4(1)(b)(ix)

11. Directory of its Faculty, Officers and Staff

(a) Director

Sl	Name	Designation	Landline No.	E-mail
1	**Dr. Arun Mohan Sherry**	Director	+91 364 230 8005	director@iimshillong.ac.in

(b) Faculty

Sl	Name	Designation	Landline No.	E-mail
1	**Dr. Nalini Prava Tripathy**	Professor	+91 364 230 8037	nalini@iimshillong.ac.in
2	**Dr. Pradip H Sadarangani**	Professor	+91 364 230 8041	pradip@iimshillong.ac.in
3	**Dr. Basav Roychoudhury**	Professor	+91 364 230 8040	basav@iimshillong.ac.in
4	**Dr. Rohit Joshi (on Lien at Corvinus University of Budapest)**	Professor	+91 364 230 8099	rohitjoshi@iimshillong.ac.in
5	**Dr. Sanjoy Mukherjee**	Professor	+91 364 230 8053	sanjoy@iimshillong.ac.in
6	**Dr. Rohit Dwivedi**	Professor	+91 364 230 8042	rohitdwivedi@iimshillong.ac.in
7	**Dr. Sanjeeb Kakoty**	Professor	+91 364 230 8008	skakoty@iimshillong.ac.in
8	**Dr. Sharad Nath Bhattacharya**	Professor	+91 364 230 8032	sharad@iimshillong.ac.in
9	**Dr. Neelam Rani**	Professor	+91 364 230 8044	neelam@iimshillong.ac.in
10	**Dr. Parijat Upadhyay**	Professor	+91 364 230 8036	parijat@iimshillong.ac.in
11	**Dr.Madhurima Deb**	Professor	+91 364 230 8148	madhurima@iimshillong.ac.in
12	**Dr. Vibhas Amawate**	Associate Professor	+91 364 230 8071	vibhas@iimshillong.ac.in
13	**Dr. Mousumi Bhattacharya**	Associate Professor	+91 364 230 8004	mousumi@iimshillong.ac.in
14	**Dr. Teidorlang Lyngdoh**	Associate Professor	+91 364 230 8066	teidorlang@iimshillong.ac.in
15	**Dr. Bidyut J Gogoi**	Associate Professor	+91 364 230 8094	bidyut@iimshillong.ac.in
16	**Dr. Sanjita Jaipuria**	Associate Professor	+91 364 230 8038	sanjita@iimshillong.ac.in
17	**Dr. Subhadip Mukherjee**	Associate Professor	+91 364 230 8049	subhadip@iimshillong.ac.in
18	**Dr. Pradeep Kumar Dadabada**	Associate Professor	+91 364 230 8027	pradeepdadabada@iimshillong.ac.in
19	**Dr. Debasisha Mishra**	Associate Professor	+91 364 230 8077	debasisha@iimshillong.ac.in
20	**Dr. Kailash Choudhary**	Associate Professor	+91 364 230 8047	kailash@iimshillong.ac.in
21	**Dr. Pratap Chandra Mandal**	Associate Professor	+91 364 230 8015	pratap@iimshillong.ac.in
22	**Dr. Ashutosh B. Murti**	Associate Professor	+91 364 230 8069	ashutosh@iimshillong.ac.in
23	**Dr. Sitanshu Sekhar Das**	Associate Professor	+91 364 230 8078	sitanshu@iimshillong.ac.in
24	**Dr. Achinta Kr Sarmah**	Assistant Professor Grade- I	+91 364 230 8058	achinta@iimshllong.ac.in
25	**Dr. Vishakha Bansal**	Assistant Professor Grade- I	+91 364 230 8026	vishakha@iimshillong.ac.in
26	**Dr. Priya Alat**	Assistant Professor Grade- I	+91 364 230 8033	priya@iimshillong.ac.in
27	**Dr Ravi Shankar Bhakat**	Assistant Professor Grade- I	+91 364 230 8051	ravi@iimshillong.ac.in
28	**Dr Pradeep Rathore**	Assistant Professor Grade- I	+91 364 230 8003	pradeeprathore@iimshillong.ac.in
29	**Dr. Krantiraditya Dhalmahapatra**	Assistant Professor Grade- I	+91 364 230 8043	krantiraditya@iimshillong.ac.in
30	**Dr. Varnita Srivastava**	Assistant Professor Grade- I	+91 364 230 8059	varnita@iimshillong.ac.in
31	**Dr. Sheetal**	Assistant Professor Grade- I	+91 364 230 8083	sheetal@iimshillong.ac.in
32	**Dr. Yadav Vinay Surendra**	Assistant Professor Grade- I	+91 364 230 8045	vinay@iimshillong.ac.in
33	**Dr. Abhinav Kumar Sharma**	Assistant Professor Grade- I	+91 364 230 8073	abhinav@iimshillong.ac.in
34	**Dr. Nikhil Dhakate**	Assistant Professor Grade- I	+91 364 230 8030	nikhil@iimshillong.ac.in
35	**Dr Sourav Rauniyar**	Assistant Professor Grade- I	+91 364 230 8134	sourav@iimshillong.ac.in
36	**Dr. Devansh Pandey**	Assistant Professor Grade- II	+91 364 230 8112	devansh@iimshillong.ac.in
37	**Dr. Chayasmita Deka**	Assistant Professor Grade- II	+91 364 230 8091	chayasmita@iimshillong.ac.in
38	**Dr. Sanjay Kumar**	Assistant Professor Grade- II	+91 364 230 8034	sanjay@iimshillong.ac.in

39	**Dr. Pratik Rai**	Assistant Professor Grade- II	+91 364 230 8129	pratik@iimshillong.ac.in
40	**Dr. Alacrity Muksor**	Assistant Professor Grade- II	+91 364 230 8116	alacrity@iimshillong.ac.in
41	**Dr. Nagendra Kumar**	Assistant Professor Grade- II	+91 364 230 8135	nagendra@iimshillong.ac.in
42	**Dr. Santushti Gupta**	Assistant Professor Grade- II	+91 364 230 8000	santushti@iimshillong.ac.in
43	**Dr. Pragha P**	Assistant Professor Grade- II	+91 364 230 8000	pragha@iimshillong.ac.in
44	**Dr. Jahnavi Patky**	Assistant Professor Grade- II	+91 364 230 8000	jahnavi@iimshillong.ac.in
45	**Dr. Sampada Tiwari**	Assistant Professor Grade- II	+91 364 230 8000	sampada@iimshillong.ac.in

(c) Officers and Staff

Sl	Name	Designation	Landline No.	email
1	**Col. Dinesh Adhikari**	Chief Administrative Officer	+91 364 230 8020	dinesh@iimshillong.ac.in
2		Joint General Manager (Finance)	+91 364 230 8010	
3	**Mr. Hemango K Dutta**	Joint General Manager (Corporate Affairs)	+91 364 230 8055	hemango@iimshillong.ac.in
4	**Mr. Sunshine Marbaniang**	Deputy General Manager (Infrastructure)	+91 364 230 8014	sunshine@iimshillong.ac.in
5	**Mrs. Golda L Saiborne**	Deputy General Manager (Accounts)	+91 364 230 8019	golda@iimshillong.ac.in
6	**Dr. Ningombam Sanjeev Kumar**	Centre Head (Dr. APJ Abdul Kalam Centre for Policy Research and Analysis)	+91 364 230 8097	sanjeev@iimshillong.ac.in
7	**Dr. Richa Sharma**	Senior Medical Officer	+91 364 230 8082	richa@iimshillong.ac.in
8	**Mr. Alvin Anthony Nongtraw**	Senior Manager (Administration & HR)	+91 364 230 8025	alvin@iimshillong.ac.in
9	**Mr. Merlvin Jude Mukhim**	Senior Manager (Student Affairs & Placement)	+91 364 230 8054	merlvin@iimshillong.ac.in
10	**Mr. Zicco D Shira**	Senior Manager (IT Infrastructure)	+91 364 230 8150	zicco@iimshillong.ac.in
11	**Mr. Banteilang Syiemiong**	Senior Manager (IT Infrastructure)	+91 364 230 8200	banteilang@iimshillong.ac.in
12	**Mr. Colin W R Sohkhlet**	Senior Manager (Stores)	+91 364 230 8012	colin@iimshillong.ac.in
13	**Ms. Emica Khonglah**	Senior Manager (Academics)	+91 364 230 8048	emica@iimshillong.ac.in
14	**Mr. Athozo Tase**	Manager (Executive Education)	+91 364 230 8072	athozo@iimshillong.ac.in
15	**Wg. Cdr. K Nandeshori Devi**	Manager (Security)	+91 364 230 8002	nandeshori@iimshillong.ac.in
16	**Mr. Sudhinraj R**	Senior Executive Associate to Director	+91 364 230 8005	sudhinraj@iimshillong.ac.in
17	**Mr. Suklang Khyriem**	Associate Manager (Civil Infrastructure)	+91 364 230 8013	suklang@iimshillong.ac.in
18	**Mr. Cliff Dkhar**	Associate Manager (Informatics)	+91 364 230 8060	cliff@iimshillong.ac.in
19	**Mr. Longmanbha Thangkhiew**	Associate Manager (Accounts)	+91 364 230 8031	longmanbha@iimshillong.ac.in
20	**Mrs. Patricia Kharpuri**	Associate Manager (Cash)	+91 364 230 8017	patricia@iimshillong.ac.in
21	**Mrs. Ibanrikordor L Nongbri**	Associate Manager	+91 364 230 8063	ibanrikordor@iimshillong.ac.in
22	**Mr. Narayan Chhetry**	Associate Manager (IT Infrastructure)	+91 364 230 8100	narayan@iimshillong.ac.in
23	**Ms. Parbati Pyngrope**	Associate Manager (Hindi)	+91 364 230 8023	parbati@iimshillong.ac.in
24	**Mrs. Arpita P Choudhury**	Associate Manager	+91 364 230 8011	arpita@iimshillong.ac.in
25	**Mr. Arkie Khongwar**	Associate Manager	+91 364 230 8006	arkie@iimshillong.ac.in
26	**Mr. Badonbor Kharmon**	Associate Manager	+91 364 230 8024	badonbor@iimshillong.ac.in
27	**Mrs. Jessyca Laloo**	Associate Manager	+91 364 230 8056	jessyca@iimshillong.ac.in
28	**Mr. Trailokya Das**	Associate Manager (Electrical Infrastructure)	+91 364 230 8096	trailokya@iimshillong.ac.in
29	**Mr. Kennedy Pdah**	Associate Manager	+91 364 230 8021	kennedy@iimshillong.ac.in
30	**Mr. Sanjib Kumar Mishra**	Associate Manager (Accounts)	+91 364 230 8085	sanjibmishra@iimshillong.ac.in
31	**Mr. Donald P Jyrwa**	Associate Manager	+91 364 230 8062	donald@iimshillong.ac.in
32	**Mr. Siddharth Jain**	Associate Manager	+91 364 230 8056	siddharth@iimshillong.ac.in
33	**Mr. Simon Marbaniang**	Associate Manager	+91 364 230 8052	simon@iimshillong.ac.in
34	**Mrs. Ridahun Dhar**	Assistant Manager	+91 364 230 8084	ridahun@iimshillong.ac.in
35	**Ms. Sahana Sunn**	Staff Nurse	+91 364 230 8081	sahana@iimshillong.ac.in
36	**Mr. Sripathi Venugopal**	Assistant Manager (Horticulture)	+91 364 230 8180	venugopal@iimshillong.ac.in
37	**Mr. Tanum Saraf**	Assistant Manager (Accounts)	+91 364 230 8136	tanum@iimshillong.ac.in
38	**Mr. Ananta Nath**	Assistant Manager	+91 364 230 8084	ananta@iimshillong.ac.in
39	**Mr. Redsing Khasain Shabong**	Assistant Manager	+91 364 230 8062	redsing@iimshillong.ac.in
40	**Mr. Santhosh M S**	Assistant Manager	+91 364 230 8000	santhosh@iimshillong.ac.in
41	**Mr. Mohd Azeem**	Assistant Manager	+91 364 230 8156	azeem@iimshillong.ac.in
42	**Mrs. Nakita L Marbaniang**	Assistant Manager	+91 364 230 8187	nakita@iimshillong.ac.in
43	**Mr Sudhir Shah**	Assistant Manager (IT Infrastructure)	+91 364 230 8050	sudhir@iimshillong.ac.in
44	**Mr. Khrawkupar Pyrbot**	Senior Multi Skilled Assistant	+91 364 230 8018	khrawkupar@iimshillong.ac.in

45	**Mr. Syrpailin Kynshikhar**	Senior Multi Skilled Assistant	+91 364 230 8000	syrpailin@iimshillong.ac.in
46	**Mrs. Baby Paul**	Multi Skilled Staff	+91 364 230 8056	baby@iimshillong.ac.in
47	**Mr. Pyndaplang Rymbai**	Multi Skilled Staff (Driver)	+91 364 230 8000	pyndaplang@iimshillong.ac.in
48	**Mrs. Wallamakor Kharsyad**	Multi Skilled Staff	+91 364 230 8057	wallamakor@iimshillong.ac.in
49	**Mr. Albert Kharkongor**	Multi Skilled Staff	+91 364 230 8087	albert@iimshillong.ac.in
50	**Mrs. Ibadabiang Wankhar**	Multi Skilled Staff	+91 364 230 8064	ibadabiang@iimshillong.ac.in
51	**Mrs. Larisha Lyngdoh**	Multi Skilled Staff	+91 364 230 8070	larisha@iimshillong.ac.in
52	**Mrs. Rozy Lating**	Multi Skilled Staff	+91 364 230 8000	rozy@iimshillong.ac.in
53	**Mrs. Arpita Giri**	Multi Skilled Staff	+91 364 230 8039	arpitagiri@iimshillong.ac.in
54	**Mrs. Mary A Nongspung**	Multi Skilled Staff	+91 364 230 8000	mary@iimshillong.ac.in
55	**Mr. Abhijit Deb**	Multi Skilled Staff	+91 364 230 8190	abhijit@iimshillong.ac.in
56	**Mr. Charles Lating**	Multi Skilled Staff	+91 364 230 8000	charles@iimshillong.ac.in
57	**Mr. Comingstone Khongkai**	Multi Skilled Staff	+91 364 230 8000	comingstone@iimshillong.ac.in
58	**Mr. Slanding Sohshang**	Multi Skilled Staff	+91 364 230 8000	slanding@iimshillong.ac.in
59	**Mrs. Bansara B Passah**	Multi Skilled Staff	+91 364 230 8190	bansara@iimshillong.ac.in

Under Section 4(1)(b)(ix)

12. Deans and Chairpersons of various programs and activities:

Sl. No.	Deans	Name of Faculty
1	Dean - External Relations	Prof. Naliniprava Tripathy
2	Dean - Academics	Prof. Basav Roychoudhury
3	Dean - Alumni & Innovation	Prof. Rohit Dwivedi
3	Dean - Research	Prof. Neelam Rani

Sl. No.	Chairperson	Name of Faculty
1	Chair-PGP	Prof. Mousumi Bhattacharya
2	Chair-Executive PGP	Prof. Kailash Choudhury
3	Chair-Doctoral Programs	Prof. Parijat Upadhyay
4	Chair - IPM	Prof Vinay Surendra Yadav
5	Chair-MDP, Certificate Program & Consultancy	Prof.Subhadip Mukherjee
6	Chair-Admissions	Prof Ashutosh Murti
7	Chair-Student Affairs	Prof. Bidyut Gogoi
8	Chair-External Relations	Prof. Teidorlang Lyngdoh
9	Chair- Alumni	Prof. Sanjeeb Kakoty
10	Chair-Research	Prof. Sanjita Jaipuria
11	Chair-Knowledge Centre & Information Services	Prof. Achinta Kumar Sarmah
12	Chair-IT Services	Prof. Pradeep Rathore
13	Chair-Accreditation & Rankings	Prof. Priya Alat
14	Chair-Public Relations	Prof. Abhinav Kumar Sharma
15	Chair-Placement	Prof. Sharad Nath Bhattacharya
16	Chair-NECCIE	Prof. Teidorlang Lyngdoh

Sl. No.	Area Coordinator	Name of Faculty
1	Economics & Public Policy	Prof.Subhadip Mukherjee
2	Finance & Control	Prof. Mousumi Bhattacharya
3	Information Systems & Analysis	Prof. Pradeep Kumar Dadabada
4	Marketing	Prof. Devansh Pandey
5	Operations & Quantitative Techniques	Prof. Krantiraditya Dhalmahapatra
6	Organisational Behaviour & Human Resources	Prof. Priya Alat
7	Strategy & Liberal Studies	Prof. Sheetal
8	Sustainability & Liberal Studies	Prof. Sanjeeb Kakoty

Sl. No.	Wardens	Name of Faculty
1	Wardens	Prof. Varnita Srivastava
		Prof. Sanjay Kumar
		Prof. Nikhil Dhakate

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

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

Sl	Designation	Revised as per VII CPC
1	• Director	Level 17
2	• Professor	Level 14A of Faculty Pay Matrix
3	• Associate Professor	Level 13A2 of Faculty Pay Matrix
4	• Assistant Professor Grade-I	Level 12 of Faculty Pay Matrix
5	• Assistant Professor Grade-II	Level 10 & 11 of Faculty Pay Matrix
6	• Chief Administrative Officer	Level 14
7	• Joint General Manager (Finance)	Level 13
8	• Centre Head (Dr. APJ Abdul Kalam Centre for Policy Research and Analysis)	Level 12 of Faculty Pay Matrix
9	• Deputy General Manager (Knowledge Services)	Level 12
10	• Deputy General Manager (Corporate Affairs & Public Relations)	Level 12
11	• Senior Manager (Infrastructure) • Senior Manager (Accounts) • Senior Manager (Audit)	Level 11
12	• Resident Medical Officer	Level 11 + NPA
13	• Accreditation Officer	Level 11 of Faculty Pay Matrix
14	• Manager (Academics) • Manager (Administration & HR) • Manager (Student Affairs & Placement) • Manager (Executive Education) • Manager (Security) • Manager (IT Infrastructure) • Manager (Stores) • Manager (Admission) • Manager (Dr. APJ Abdul Kalam Centre for Policy Research and Analysis) • Senior Executive Associate to Director	Level 10
15	• Assistant Manager (Informatics) • Assistant Manager (Rajbhasha) • Assistant Manager (IT Infrastructure) • Assistant Manager • Assistant Manager (Civil Infrastructure) • Assistant Manager (Electrical Infrastructure) • Assistant Manager (Accounts) • Assistant Manager (Horticulture) • Staff Nurse	Level 6
16	• Multi Skilled Staff	Level 2

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

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

14. 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	
	A. REVENUE EXPENDITURE	**R.E for 2024-25**	**B.E for 2025-26**
1	Establishment Expenses	2869.41	3710.00
2	Academics Expenses	4269.15	5158.85
3	Administrative & Operating Expenses	3014.57	3336.65
	(A) Sub Total	**10153.13**	**12205.49**
	B. CAPITAL EXPENDITURE		
1	Creation of Capital Assets (Campus Construction)	20183.97	11515.46
2	Other Capital Assets	0	0
	(B) Sub Total	20183.97	11515.46
	TOTAL: (A + B)	**30337.1**	**23720.95**

Under Section 4(1)(b)(xii)

15. Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs

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 Program for want of adequate financial resources.

Under Section 4(1)(b)(xiii)

16. 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)

17. 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)

18. 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/programs.

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)

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

(a) Public Information Officer (PIO)

Mr Nithin K, PIO
RTI queries related to Admissions
Manager (Admissions)

Mr Cliff Dkhar, PIO
All RTI queries except Admissions
Associate Manager (Knowledge Services)

Indian Institute of Management Shillong
Umsawli, Shillong – 793018, Meghalaya
Phone: 0364-2308054
Email: pio@iimshillong.ac.in

(b) Appellate Authority

Col. Dinesh Adhikari
Chief Administrative Officer
Indian Institute of Management Shillong
Umsawli, Shillong – 793018, Meghalaya
Phone: 0364-2308020
Email: cao@iimshillong.ac.in