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## INDIAN INSTITUTE OF MANAGEMENT JAMMU

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### **Proactive Disclosure**

### **Under**

### **Right to Information Act 2005**



(Updated on 4<sup>th</sup> September 2023)

## INDIAN INSTITUTE OF MANAGEMENT, JAMMU

### About IIM Jammu:

The Indian Institute of Management (IIM) brand has now become synonymous to innovation, talent and zeal for success and contribution in management. Government of India established IIM Jammu in Jammu and Kashmir in 2016. IIM Jammu inaugurated its Off-Campus at Srinagar on January 24, 2020. From very beginning, IIM Jammu has set high standards for outstanding value-based quality education, high quality research, executive education, consultancy and strong corporate as well as international linkages. IIM Jammu encourages contemporary research concentrating on regional, national and global issues.

IIM Jammu offers following programmes:

- **Doctoral Programme:**

PhD Programme in Management

- **Post-Graduate Programme:**

Master of Business Administration (MBA)

MBA (Hospital Administration and Health Care Management) with AIIMS Jammu and IIT Jammu

Dual Degree Program-Bachelor of Technology (B. Tech) with IIT Jammu and Master of Business Administration (MBA) with IIM Jammu.

Integrated Program in Management (IPM)

Executive MBA (EMBA) (Blended Mode)

- **Executive Education:**

Open Programmes

In-company Programmes

Advance Management Programmes

On-line Certificate Programmes

- **Faculty Development Programmes**

Academic Leadership Programme

Faculty Development Programme

Quality Improvement Programme

**For more details refer to:**

1. Indian Institute of Management Act 2017 -
2. Indian Institute of Management Rules 2018
3. Indian Institute of Management Jammu Regulations 2021

Link - <https://www.iimj.ac.in/act-and-regulations>

## **1.1 Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]**

### **1.1.1 Name and address of the Organization**

Name : Indian Institute of Management Jammu

Address: IIM Jammu, Old University Campus, Canal Road, Jammu-180016.

### **1.1.2 Head of the organization**

Prof. B. S. Sahay, Director, IIM Jammu.

Link - <https://www.iimj.ac.in/institute/director-messages>

### **1.1.3 Vision, Mission, and Values**

- **Vision**

To develop leaders and entrepreneurs who can perform globally to make a valuable difference to the Society and the Corporate world.

- **Mission**

To position IIM Jammu as one of the top business schools in India embedded with a global outlook with a regional and national focus.

To be known as a business school par excellence for outstanding value-based quality education, high-quality research, executive education, consultancy, and strong corporate as well as international linkages.

To create a B-School, which will serve the humanity, the society, the state, and the nation for economic growth and prosperity.

- **Core Values:**

Indian Ethos and Business Ethics

Excellence

Innovation & Entrepreneurship

Integrity

Collaboration

Link - <https://www.iimj.ac.in/institute/our-vision-mission-and-core-values>

### **1.1.4 Function and duties**

The Function and Duties are as per IIM Act and IIM Jammu rules. The main functions / duties of IIM Jammu are comprised of teaching, management development, research, consulting etc. Its major educational programs are as follows:

- **Doctoral Programme**

- PhD Programme in Management (Full Time/For working Professional)

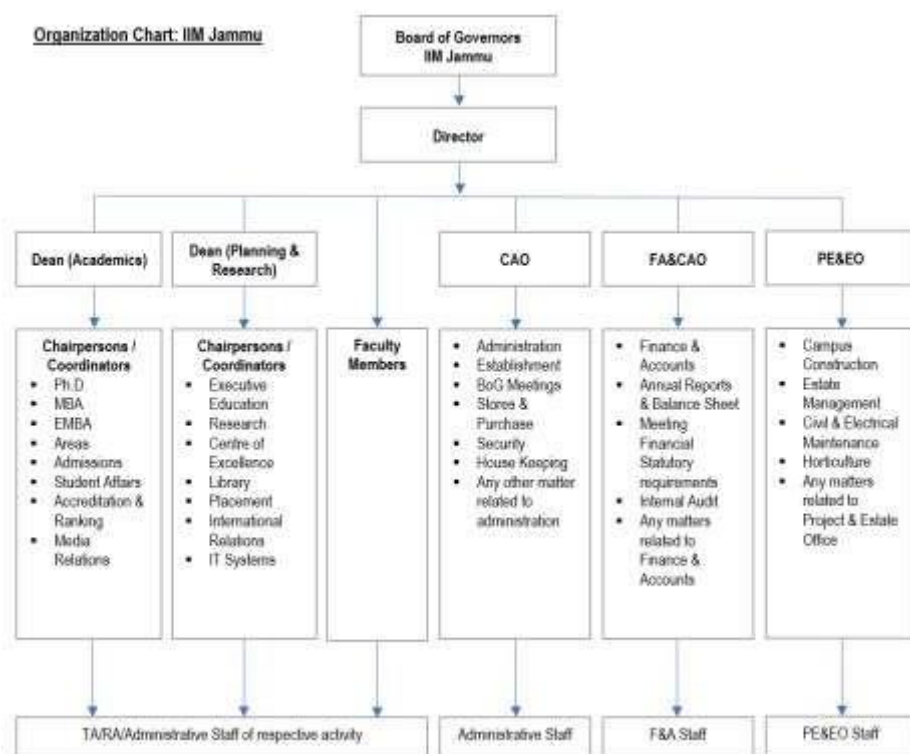
- **Post-Graduate Programme**

- Master of Business Administration (MBA)

- MBA (Hospital Administration and Health Care Management) with AIIMS Jammu and IIT Jammu
- Dual Degree Program-Bachelor of Technology (B. Tech) with IIT Jammu and Master of Business Administration (MBA) with IIM Jammu.
- Integrated Program in Management (IPM)
- Executive MBA (EMBA) (Blended Mode)
- **Executive Education**
  - Open Programmes
  - In-company Programmes
  - Advance Management Programmes
  - On-line Certificate Programmes
- **Faculty Development Programmes**
  - Academic Leadership Programme
  - Faculty Development Programme
  - Quality Improvement Programme

Link - <https://www.iimj.ac.in/institute/about-iimj>

### 1.1.5 Organization Chart



Link - <https://www.iimj.ac.in/organisation-structure>

Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.

<b>Sr. No.</b>	<b>HoDs/Committee / Area Heads etc.</b>
1.	Dean (Academics)
2.	Chairperson - Placement
3.	Chairperson - Research
4.	Chairperson - IT
5.	Chairperson - Accreditation
6.	Chairperson - Student Affairs
7.	Chairperson - Admissions
8.	Chairperson - Alumni Committee
9.	Chairperson - Anandam
10.	Chairperson - Corporate Communication Committee
11.	Chairperson - Executive Education
12.	Chairperson – Srinagar Off Campus
13.	Chairperson - Center for Entrepreneurship & Innovation
14.	Admissions Committee
15.	Placement Committee
16.	Student Affairs Committee
17.	Alumni Affairs Committee
18.	Doctoral Program Committee
19.	Media and Public Relations Committee
20.	Executive Education Committee
21.	Information and Instructional TechnologyResources Committee
22.	Library Committee
23.	Local Purchase Committee/s
24.	Performance Evaluation Committee
25.	Tender Committee
26.	IT Advisory Committee
27.	Other committee/s as constituted by the Competent Authority

## **1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]**

### **1.2.1 Powers and duties of officers (administrative, financial and judicial)**

#### **Board of Governors (BoG)**

The Board of Governors of IIM Jammu has followings powers as per Section 11 (2) of IIM Act 2017:

- (a) To take decisions on questions of policy relating to the administration and working of the Institute;
- (b) to examine and approve the annual budget estimates of the Institute;
- (c) to examine and approve the plan for development of the Institute and to identify sources of finance for implementation of the plan;
- (d) to establish departments, faculties or schools of studies and initiate programmes or courses of study at the Institute;
- (e) to set-up centres of management studies and allied areas within the country under intimation to the Central Government;
- (f) to grant degrees, diplomas and other academic distinctions or titles, and to institute and award fellowships, scholarships, prizes and medals;
- (g) to confer honorary degrees in such manner as may be specified by the regulations;
- (h) to grant honorary awards and other distinctions;
- (i) to create academic, administrative, technical and other posts and to make appointments thereto:

Provided that the cadre, the pay scales, allowances and term of employment of such posts shall be such as may be determined by the Central Government;

- (j) to determine, by regulations, the number and emoluments of such posts and to define the duties and conditions of services of the academic, administrative, technical and other staff;
- (k) to set-up centres of management studies and allied areas outside India in accordance with guidelines laid down by the Central Government from time to time and in accordance with the provisions of the laws for the time being in force in such foreign country;
- (l) to pay, variable pay to the Director of the Institute on the basis of performance objectives as may be specified by the regulations;
- (m) to specify by regulations, the fees to be charged for courses of study and examinations in the Institute;
- (n) to specify by regulations the manner of formation of department of teaching;
- (o) to specify by regulations the institution of fellowships, scholarships, exhibitions, medals and prizes;
- (p) to specify by regulations the qualifications, classification, terms of office and method of appointment of the academic, administrative, technical and other staff of the Institute;
- (q) to specify by regulations the constitution of pension, insurance and provident funds for the benefit of the academic, administrative, technical and other staff;
- (r) to specify by regulations, the establishment and maintenance of buildings;
- (s) to specify by regulations, the conditions of residence of students of the Institute and levying of fees for residence in the halls and hostels and of other charges;
- (t) to specify by regulations, the manner of authentication of the orders and decisions of the Board;
- (u) to specify by regulations, the quorum for meetings of the Board, the Academic Council or any Committee, and the procedures to be followed in the conduct of their business;
- (v) to specify by regulations, the financial accountability of the Institute; and
- (w) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or the rules made thereunder.

#### **Director**

The following are the powers and functions of the Director, IIM Jammu under section XX of Indian Institute of Management Jammu Regulations 2021:

- (a) The Director shall have the power to appoint Faculty members as Assistant Professor, Associate Professor, full Professor, Professor of Practice, Adjunct Professor or Visiting Professor. Retired Professors may be appointed as Professor Emeritus or Honorary Professor, and other such academic posts.
- (b) The Director shall have the power to appoint non-teaching staff including consultant, professional, research associates or management trainee needed for the smooth functioning of the institute, at the appropriate level and fix their remuneration and other terms and conditions.
- (c) He shall have the powers to permit members of academic, technical and administrative staff for research, training or for a course of instruction or for any other purpose considered fit by him, within India or abroad, subject to such terms and conditions as may be deemed fit and proper.
- (d) He shall be the 'Disciplinary Authority' for all the employees, as further elaborated in the Conduct Rules in the Schedule B.
- (e) He shall submit the annual reports, annual budget proposals, annual accounts and annual audit reports to the Board.
- (f) Subject to the budget provisions and further subject to the powers delegated by the Board of Governors from time to time, the Director shall have powers to (i) incur expenditure for running the Institute, (ii) re-appropriate funds with respect to different items constituting the recurring budget up to fixed limits without involving any recurring liability, (iii) waive the recovery of excess payment, if any, subject to the condition that such excess payment is not a result of misrepresentation of the employee, (iv) write off the irrecoverable losses.
- (g) He shall have the powers to approve remission or reduction of licence fee for building(s) rendered wholly or partially unsuitable.
- (h) He shall have all the powers of a head of department for the purposes of rules in the account code, the fundamental and supplementary rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the activities of the Institute.
- (i) He shall have powers to approve and sanction expenditures relating to purchases, services contracts such as housekeeping, security, outsourced manpower, and also advance payment to suppliers or other parties.
- (j) If for any reason, the Chief Administrative officer is temporarily absent, for a period not exceeding one month, the Director shall assign to any member of staff of the Institute, any of the functions of the Chief Administrative officer as deems fit.
- (k) All contracts for and on behalf of the Institute, except the one between the Institute and the Director, shall, when authorised by a resolution of the Board passed in that behalf, be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- (l) The Director may, at his discretion, constitute such Committees as may be considered appropriate.
- (m) To provide incentives to staff and faculty based on performance, additional responsibilities, institution building activities.
- (n) To enter into academic and research partnerships/collaboration with international and national institutes/ universities for student exchanges, faculty exchanges, dual degree programs, creation of research centres.
- (o) To accept externally funded research projects, consultancy assignments, endowments for the institute, grants and collaborative partnerships with public and private sector corporations..
- (p) To define, specify and prescribe rules and procedures, manuals, etc., to regulate the working of the functional areas and responsibilities of officers and staff in the organization;
- (q) To take such measures as are necessary in exigencies in matters not herein specifically provided for, in the overall interest of the institute.
- (r) To exercise financial powers as approved by the board from time to time;
- (s) Any other power and functions of the Board may be delegated to the Director by the board from time to time through resolutions;



- (t) The Board may delegate such powers and functions of the Board to the Director as it may fit for Academics, Executive Education, Faculty Appointment, Personal, Financial, Purchase of Capital or Revenue nature.
- (u) General Financial Rules of Government of India are followed while exercising financial powers.

### **Chief Administrative Officer (CAO)**

Chief Administrative Officer is required to lead a team of officers in the Institute and guide them in their day-to-day activities and coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services. He/ she will be responsible for conducting the Board meetings and follow-ups. He/ she acts as the First Appellate Authority under the RTI Act, 2005.

### **Statutory/ Administration**

- (a) To assist the Director in the day-to-day functioning of the Institute and to attend to visitors, foreigners visiting the Institute, public relations etc.
- (b) Overall in charge of administrative functions, responsible to Director.
- (c) Non-member Secretary of the Board.
- (d) Custodian of all records of the Institute property including all the assets and funds of the Institute.
- (e) To exercise administrative and financial powers delegated by the Board.
- (f) To exercise powers of the Disciplinary Authority as per delegation of authorities.
- (g) All HR related matters starting from advertisement to retirement of the employees.
- (h) Legal/ statutory matters.
- (i) Appellate Authority in the RTI matters of IIM Jammu.
- (j) To prepare the annual reports of the Institute.
- (k) To attend to Lok Sabha/ Rajya Sabha questions and Parliamentary Committees.
- (l) Appointing authority of the Administrative Staff as per the delegation of authority by the Board/ Director.
- (m) Liaison with state and union authorities.

### **Financial**

- (n) To examine the budget proposals of the Institutes.
- (o) Budgetary control of expenditure, income etc.
- (p) Generally, to exercise the administrative powers as delegated by the Board and Director from time to time and to make correspondence with Department of Ministry/ State Govt. etc.
- (q) To issue financial sanctions within the approved budget to purchase various items and for maintenance and repair of the items.

### **Academic/ Programs**

- (r) Responsible for coordination / arrangements of annual convocation and conferences.

### **Others**

- (s) Overall supervision and responsible for Estate, Transport, Security, Stores & Purchase, Management Development Centre, International Management Development Centre, Community Health, Community Welfare, Students Hostels, Land etc.
- (t) Implementation of various other guidelines and orders received from the Govt. of India.
- (u) Any other function as decided by the Director.

### **Librarian**

To set up and manage the library of the Institute, organise electronic resources, software, and assist the faculty and students to secure books, articles and other teaching and research materials. To plan and implement the administrative and budgetary functions of library and information services. Liaising with departmental academic staff, external organisations and book suppliers.



Any other relevant work assigned by the Competent Authority from time to time. Following are the key responsibilities of Librarian:

- (a) Overall Library Management.
- (b) Plan and implement the administrative and budgetary functions of library and information services
- (c) Allocation of library staff job descriptions and library staff development.
- (d) General Administration of the Library.
- (e) Coordinate with Library Committee.
- (f) Reference Services.
- (g) Conduct Library Orientation sessions for students, faculty and others.
- (h) Implementation of IT applications in the library.
- (i) Interface with students regarding library services as well as external library interface.

#### **Project Engineer cum Estate Officer (PE&EO)**

He/ She is In-charge of campus construction and maintenance. Coordinate with external agencies including architects, contractors, Municipal Corporation, CPWD, Forest Department and other agencies for the smooth functioning of the construction activities and completion of the permanent campus in time. Also responsible for all planning and maintenance of activities in terms of facilities on the campus etc.

- (a) Handling projects of Campus Construction at IIM Jammu including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.
- (b) Identifying scope of work as per the DPR and requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.
- (c) To submit required progress report regularly for the works under their charge to their superiors, any other function that may be assigned by the Director from time to time.
- (d) Completely track the performance, specially to analyse the successful completion of its various stages as per project planning.
- (e) Check whether the project have been staffed properly that too people with adequate expertise, knowledge and experience.
- (f) Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction Planning.
- (g) Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.
- (h) Maintain all records, documents and photographs etc. of the project, carryout periodic evaluation of the projects and prepare quarterly project reports.
- (i) Handle all estate related aspects in close coordination with the Administration.

#### **Financial Adviser & Chief Accounts Officer (FA&CAO)**

To manage the accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerised accounting, budgeting & control systems.

- (a) Proper maintenance of accounts, disbursement, investment.
- (b) Attending to CAG and other statutory audit, respond to CAG queries.
- (c) Co-ordination with Auditors (statutory, pre-audit, CAG).
- (d) Handle investments of the Institute, including disinvestments from bonds of state level undertakings guaranteed by respective State Govt.
- (e) Prepare Budget Estimate and Revised Estimate.
- (f) Correspondence with Income Tax Department regarding Exemption/ Returns.
- (g) Proper maintenance and finalisation of accounts.
- (h) Accounts under FCRA.

- (i) Treasury management.
- (j) All statutory deductions and payments thereof.

### **System Manager**

To manage the IT infrastructure of the Institute. The IT infrastructure will include large scale networks, hardware, software and related services.

- (a) Manage the IT development initiatives and IT Infrastructure at the Institute.
- (b) Bringing new technologies to the campus and integrate the technologies with specific needs of the Institute.
- (c) Maintaining appropriate documents and records related to IT Infrastructure, facilities and usage.
- (d) Overall In-charge of Computer Centre.
- (e) Service and Maintenance of various computer hardware and software and network components
- (f) Google e-mails list and Network connectivity management.

### **Placement Officer**

Interaction with company executives for Summer Internship and Final Placement. Company visit and arrangement of Corporate Talk for students.

- (a) Overall supervision of the Placement Office.
- (b) Facilitate placement activities for different programs including summer placements.
- (c) Coordinate with the students, faculty coordinator and recruiters.

### **Administrative Officer (Academics/ Programs)**

To look after all the academic/ admission activities at the Institute. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials.

- (a) Overall supervision of the PGP Office.
- (b) Preparation of Academic Calendar and Preparation of term-wise timetable.
- (c) Arrangements for the Preparatory Program and Orientation Program.
- (d) Communication with Area Chairpersons and obtaining Area Teaching Plans, Course announcements to students.
- (e) Monitoring leave of absence of students regularly and intimation to the instructions concerned.
- (f) Issue of grade sheets at the end of each term to the students.
- (g) Making arrangement the examinations for students.
- (h) Preparation of grades.
- (i) Counseling of students.
- (j) Students Exchange Program related matters.
- (k) International Exchange Agreements.
- (l) To contact the candidates offered the admission under Differently Abled category in advance for their awareness of Equal Opportunity Office of the Institute.
- (m) To provide all the information regarding PGP office to the management or to reply Government letters.

### **Administrative Officer (Administration)**

Administrative Officer will provide administrative support for all the activities of the Institute to the Chief Administrative Officer. The Administrative Officer is required to do day-to-day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services.

- (a) To look after all the administrative activities at the Institute.

- (b) Contract Management, Tendering Process and Advertisement (Tender).
- (c) Purchase process (including purchase through GeM).
- (d) Printing of stationary and other items.
- (e) Ensure GFR 2017, FR&SR and relevant Central Government rules & procedures.
- (f) Ensure budgetary control and monitor all types of purchases.
- (g) Liaison with E-Procurement portal authorities including GEM authority.
- (h) Liaison with the Agency providing support for e-Tendering operations.
- (i) Any other work assigned by CAO.

#### **Administrative Officer (Public Relation & Administration)**

Administrative Officer- Public Relation and Administration will provide PR support for all the activities of the Institute. The Officer is required to do day-to-day activities and to coordinate with the academic and administrative activities including media planning and management, branding and promotion, publications, social media promotion, and networking etc.

- (a) Organize and oversee PR activities and ensure effective communication with stakeholders, media and the public.
- (b) Develop PR campaigns and media relations strategies.
- (c) Preparing press releases, keynote speeches and promotional material & publications (brochures, videos, social media posts etc).
- (d) Building positive relationships with stakeholders, media and the public.
- (e) Should have a creative mind and excellent written and communication skills.
- (f) Confident in public speaking and project management abilities.
- (g) Track media coverage, prepare and submit PR reports.
- (h) Excellent organizational skills and problem-solving aptitude.

#### **Finance and Accounts Officer**

To independently manage the Finance and Accounts Office. Knowledge of GFR 2017, Procurement of Consultancy and Other Services 2017, GST/TDS tax compliances, filling of TDS/GST returns is must. The officer should have knowledge of Government financial, accounting, taxation & audit rules and procedures. He/She should be well versed with General Financial Rules (GFR) and FR & SR of GoI and possess thorough knowledge of updated Tally software.

- (a) Responsible for maintenance of accounts, disbursement, investment.
- (b) Handling Statutory auditing and CAG audit.
- (c) Preparing budget, estimates, etc.
- (d) Tax/GST and other statutory requirements.

#### **Assistant Librarian**

To assist the Librarian in offering the library services to the Faculty, Staff and the Students, to assist the faculty, Staff and Students to secure books, articles and other teaching and research materials. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. Liaising with departmental academic staff, external organizations and book suppliers. Upkeep of Library records and equipment.

- (a) Monitoring and implementing of library budget.
- (b) Circulation Management.
- (c) Statistics (compiling and maintaining all library transactions statistics).
- (d) Periodicals and Databases.
- (e) Inter Library Loan/ Reference.
- (f) Library Trainee and Professional Staff Management.
- (g) Library security and premises management.
- (h) Library orientation for external members.
- (i) Acquisition of Books, Acquisition Statistics.
- (j) Shelf and staff area management.

- (k) Organising Book Exhibitions.
- (l) Other work as assigned by the Librarian.

### **Web Designer**

Creation of design assets (images/ videos) for IIM Jammu web applications. Designing and Testing of entire website features from UX/UI perspective and escalation of any issues/ suggestions for improvements. Conceptualise and execute digital/ physical marketing collaterals such as banners, emailers, gifs, videos etc. based on requirements. Provide design assets to IT team for implementation planning and information architecture for website. Maintain aesthetics and responsiveness of the website on all screen size. Design visual imagery for website and ensuring that they are in line with branding of IIM Jammu.

- (a) Overall website management, aligned with the Institute's objectives and requirements.
- (b) Execution of Communications plans through website.
- (c) Creating mailers/ newsletter and managing on-line (web) communications/ promotions.
- (d) Designing and revamping the branding, including presentations, websites, collaterals, and other communication materials etc.
- (e) Update the Students, Faculty, Staff and Associates with Institute's news and activities.
- (f) Be involved in producing publications such as newsletters, leaflets and annual reports.

### **Assistant Administrative Officer (Hindi Language and Administration)**

To provide administrative support for all the activities of the Institute to the Chief Administrative Officer. The Assistant Administrative Officer is required to do day-to-day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services.

- (a) Monitoring and Implementation of the Official Language.
- (b) Translation of IIM Jammu official manuals, documents, website etc. in Hindi language.
- (c) Conducting Hindi workshops and Training programs.
- (d) Support/ Training to staff members for usage of Hindi language.
- (e) Undertake inventory management covering entire range of allied activities namely logistics, stores, spares, and service inventory.
- (f) Event Management, Transportation and Housekeeping
- (g) Pantry, Mess and Guest House Management
- (h) Undertake periodical physical stock taking of inventory.

### **Assistant Administrative Officer (Establishment)**

To Assist Chief Administrative Officer in day-to-day functioning of general administration of the Institute and offering services to faculty / staff related to Personnel and Establishment matters of the Institute. This includes responsibilities of recruitment, roster preparation, salary & benefits administration, Conduct Rules and disciplinary matters, statutory compliance of various labour laws; compliance of reservation guidelines/ directives pertaining to SC/ST/OBC & Physically handicapped employees; Management of office support services of outsourcing contracts etc.

In-charge – Establishment & responsible for following functions & activities.

- (a) Human Resources Management
- (b) Recruitment activities and Advertisement
- (c) Salaries and Benefits
- (d) Claims
- (e) Conduct Rules and Discipline
- (f) Roster preparation
- (g) Service Books
- (h) RTIs
- (i) Leave Management
- (j) MoE Issues

- (k) Legal Issues
- (l) Other duties as assigned by superiors.

### **Secretary to Director**

To perform secretarial and related functions for the Director's office and to assist him in day to day activities. Dealing with enquiries, appointments and planning Director's diary. Organising and attending meetings; taking note of minutes. Replying the mails, travel arrangements and accommodation when necessary. Organising and maintaining Director's Office system. Any other related works of Director's Office assigned time to time.

- (a) Overall supervision of the Director's Office.
- (b) Scheduling and maintaining Director's day-to-day events/ meetings etc.
- (c) Other work as assigned by the Director.

### **Assistant System Manager**

To assist in management of IT services/ Computer Services, covering networking, hardware maintenance, web/ portal, intranet services besides application development aspects for workflows/ ERP systems. Assists the Systems Manager in maintaining all IT systems and equipment, maintaining hardware, cabling systems, networks, software, campus wi-fi and other technical issues. Provides users basic training support in use of common PC software. Installing equipment and configuring the network, troubleshooting and solving network related issue, improve the resilience of existing setup. Follow directives of management to ensure adherence to all the IT policies by all the IT users of IIM Jammu.

- (a) Manage Learning Management System
- (b) Designing and maintenance of various Computer Applications
- (c) Supervise Computer Centre System Infrastructure

In addition to above, Refer to HR Policy & Service Rules of IIM Jammu – available on our website.

Link – <https://www.iimj.ac.in/manuals>

## **1.2.2 Power and duties of other employees**

### **Sr. Library & Information Assistant**

To assist the Librarian in offering the library services to the Faculty and the students. To assist in acquiring, organising, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. To upkeep Library records and equipment.

- (a) Assistance in Online and Offline Database management
- (b) E-Journals (Discovery & A-Z)
- (c) Assisting individual students/ AAs/ RAs for databases & e-journals
- (d) New arrivals (books, journals & news)
- (e) Display of faculty publications (books & journals articles) and Library notice board
- (f) Self-operated Photocopy machine
- (g) Library website, IR & OPAC
- (h) Preparing posters for services and databases to aware the users about the same
- (i) Display the reference guidelines & how to use the database on notice board and web
- (j) Organise book and publisher exhibitions
- (k) Assisting individual Faculty & Ph.D Scholars for online and offline databases & e-journals
- (l) Create payment request (Preparing JV, Verification of all details i.e., price, invoice date, GOC and RBI rate, etc.

### **Accountant**

Preparation of asset, liability, and capital account entries by compiling and analysing account information. Accountable for various financial functions such as maintenance of accounts,

processing of bills, budgeting, investments and audit coordination etc. Any other relevant work assigned by the Competent Authority from time to time. Proficiency in accounting management software such as Tally/ ERP.

- (a) Proper maintenance of accounts
- (b) Finalisation of accounts
- (c) Accounts under FCRA
- (d) Treasury management
- (e) Audit (statutory, pre-audit, CAG)
- (f) All statutory deductions and payments thereof
- (g) Providing data to competent authorities as and when required

### **Junior Engineer (Civil)**

Identifying the scope of work as per the requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work. Junior Engineers to be responsible for all matters connected with the efficient management of the Section, conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them.

- (a) To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained,
- (b) To maintain muster rolls, record of work, establishments and imprest cash accounts properly.
- (c) Responsible for keeping account of the measurement books issued to them.
- (d) To record measurement in measurement books of all works done by contractors and supplies received from all the sources, preparation and submission of bills in prescribed forms for payment.
- (e) To preserve and take care of tools, plants, and stock etc. kept in their charge.
- (f) To submit budget, accounts and prescribed returns, etc. in time.
- (g) To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- (h) To prepare initial designs for components of projects.
- (i) To submit required progress report regularly for the works under their charge to their superiors
- (j) Take care of all housekeeping services.
- (k) Coordination and support for construction, repair and maintenance of Institute's assets, building and machinery etc.
- (l) Coordination with various sections/ departments.
- (m) Provide facility arrangement for Faculty, Staff and others.
- (n) Provide all logistics support to the Institute and its activities/ programs.
- (o) Take care of different meetings, seminars, conferences etc.
- (p) Upkeep entire campus including hostel, guest house, cafeteria etc.
- (q) Any other function that may be assigned from time to time.

### **Office Assistant**

To assist the concerned officials of the general administration, purchase, personnel, hostel administration and other Institutional activities. Responsible for maintaining office filing and record keeping systems, records, confidential files and other related information for department needs, maintaining of inventory of office supplies and orders as necessary. Any other related works assignment time to time by the competent authority.

- (a) Supporting the activities carried out by the department.
- (b) Establish excellent working relationships with clients of executive education, faculty, commercial services, and fellow team members; to set expectations and facilitate ongoing communications.



- (c) Maintaining records/ reports of all team activity, compiling data for Annual/ quarterly reports.
- (d) Assisting in developing strategies for growth of the team through market research, and working on execution of the plans.
- (e) Working closely with departmental heads towards over-seeing various activities of the team, and the daily working of the schedules.
- (f) Correspondent for all meetings/ documents/ projects with regard to department.

### **IT & Systems Assistant**

To manage the IT infrastructure, Enterprise Data Centre Technologies of the Institute including the hostel. The IT infrastructure will include Large Scale Networking and Security Services Management, Database and Repository Management System, Server and Cloud Computing, Audio, Video and Learning Management Systems and related services.

- (a) Management of the content updates for websites
- (b) Management of the data for applications
- (c) Management of the various content types (emails, social media posts, blogs etc.)
- (d) Develop, maintain and test the application software. This includes admissions portal, feedback system etc.
- (e) Managing all the activities during the admission/ placement season which requires technical involvement.
- (f) Recommend improvements to existing software programs as necessary
- (g) Coordinate with Computer Centre staff for all kind of tasks
- (h) Perform other related duties as assigned by the Supervisor or Manager

### **Store and Purchase Assistant**

To manage the Purchase/ stores functions of the Institute, maintain records of goods ordered and received. Locate vendors of materials, equipment, or supplies, and interview them to determine product availability and terms of sales. Prepare and process requisitions and purchase orders for supplies and equipment. Control purchasing department budgets. Review purchase order claims and contracts for conformance to Institute policy. Analyse market and delivery system to assess present and future material availability. The person should have thorough knowledge of GFR.

- (a) Undertake inventory management covering entire range of allied activities namely logistics, stores, spares, and service inventory.
- (b) Carry out material planning as per Institute's requirements.
- (c) Ensure regular and timely availability of material to meet project requirements.
- (d) Undertake periodical physical stock taking of inventory.
- (e) Ensure budgetary control and monitor all types of purchases.
- (f) Liaison with E-Procurement portal authority.
- (g) Liaison with GEM authority.
- (h) Liaison with agencies providing support for e-Tendering operations.
- (i) Carry out material planning as per Institute's requirements.
- (j) Ensure regular and timely availability of material to meet project requirements.

### **Upper Divisional Clerk (UDC)**

- (a) Record keeping – filing, documentation, entries of departmental incoming/ outgoing documents, indexing.
- (b) Drafting/ Typing MoMs / Letters / Documents as directed by the Supervisory Officer/ HoD
- (c) Handling routine documents / registers
- (d) Preparation of IOC for various approvals and processing monthly bills, rents, claims, reimbursements and advance settlement (if any).
- (e) Statutory compliances (if any)
- (f) Draft communications in accordance with the decision on the file.
- (g) Maintenance of departmental Expenditure control register.
- (h) Service Book and Leave Record Management.



- (i) Preparing and processing vouchers, credit & debit entries, accounts ledgers, statements, etc.
- (j) Any other work assigned by the supervisory officers of the concerned section and Administrative Officer from time to time.

#### **Hostel Supervisor (Male/ Female)**

- (a) Providing ideal care by way, counselling and high standards of safety and in the hostel.
- (b) Monitor the quality of food being provided in the messes
- (c) To facilitate their holistic development – physical, mental, and intellectual
- (d) Ensure safety and security of all boarders at all times.
- (e) To ensure maintenance of discipline in and around the Hostel
- (f) To ensure an atmosphere of peace and harmony of all the inmates on campus
- (g) To ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
- (h) To ensure housekeeping and cleaning of the premises
- (i) Ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel block
- (j) Responsible for addressing medical/social and personal emergencies of all students. Accompany students to the hospital in case of serious illness or injury.
- (k) Be a point of contact with parents, who are kept informed by reports and informal contact
- (l) To issue “Outstation form” to students who are going home etc. Collect the filled-up form and hence maintain a record of the absence of the students from the campus.
- (m) Liaise with Student Affairs office for distribution of information and documents to students
- (n) To ensure the completion of maintenance activities in time by interacting with the maintenance division. If required escalating the matter at warden or chief warden based on the requirement
- (o) To ensure that the caretakers are reporting in time and doing the assigned duties

#### **Lower Divisional Clerk (LDC)**

- (a) Central Dak receipt, maintenance of dispatch diary and dispatch work with maintenance of stamp account.
- (b) Keeping note of movement of files passed by HO & Scrutiny of Dak received and allotment of letters to different sections with approval of HO.
- (c) Typing of letters assigned by the department Officer.
- (d) Submission of routine and simple drafts.
- (e) Typing of monthly reports, quarterly reports, annual report/ half yearly report/ project report required periodically.
- (f) Liaison for appointments, meetings and other engagements
- (g) Duties in respect of recording, indexing, periodical weeding of unwanted papers.
- (h) Preparation, up-keep and maintenance of relevant department registers.
- (i) Any other work assigned by the supervisory officers of the concerned section and Administrative Officer from time to time

#### **Electrician**

- (a) Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- (b) Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Connect wires to circuit breakers, transformers, or other components.
- (c) Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- (d) Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- (e) Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.

- (f) Assistance during emergencies by operating floodlights and generators, placing flares, and driving needed vehicles.
- (g) Perform duties such as maintaining records and files, preparing reports and ordering supplies and equipment.

### **Research Associates/ Trainees**

- (a) Research Associate: To assist faculty members in academic and research activities.
- (b) Library Trainee: To assist the Librarian in offering library services to the faculty and the students and documentation of library activities.
- (c) Management Trainee: To assist in administrative/ academic activities of the Institute.
- (d) Accounts Trainee: To assist in financial functions of the Institute. Operate accounting software maintain records, invoices etc.
- (e) IT Trainee: To assist in IT management of the Institute. Operate the IT assets and timely maintenance of the systems.

In addition to above, Refer to HR Policy & Service Rules of IIM Jammu – available on our website.

Link – <https://www.iimj.ac.in/manuals>

### **1.2.3 Rules/ orders under which powers and duty are derived**

- a) As per Indian Institute of Management Act 2017, Indian Institute of Management Rules 2018, Indian Institute of Management Jammu Regulations 2021, As per Regulations approved by BOG- IIM Jammu – available on our website

Link – <https://www.iimj.ac.in/act-and-regulations>

- b) As per HR Policy of IIM Jammu.

Link – <https://www.iimj.ac.in/sites/default/files/manuals/HRPolicyandServiceRulesFinal.pdf>

- c) As per the Notices/Orders issued by IIM Jammu time to time.

### **1.2.4 Exercised**

- a) As per Indian Institute of Management Act 2017, Indian Institute of Management Rules 2018, Indian Institute of Management Jammu Regulations 2021, As per Regulations approved by BOG- IIM Jammu – available on our website

Link – <https://www.iimj.ac.in/act-and-regulations>

- b) As per the Notices/Orders issued by IIM Jammu time to time.

### **1.2.5 Work allocation**

- a) As per Indian Institute of Management Act 2017, Indian Institute of Management Rules 2018, Indian Institute of Management Jammu Regulations 2021, As per Regulations & Manuals/s approved by BOG- IIM Jammu – available on our website.

Link – <https://www.iimj.ac.in/act-and-regulations>

Link – <https://www.iimj.ac.in/manuals>

- b) As per HR Policy of IIM Jammu.

Link – <https://www.iimj.ac.in/sites/default/files/manuals/HRPolicyandServiceRulesFinal.pdf>

- c) As per the Notices/Orders issued by IIM Jammu time to time.

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### **1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]**

#### **1.3.1 Process of decision making Identify key decision-making points**

As per the Organization Chart and delegation of financial powers. The decisions are at different levels mainly at BoG/Director/Deans/HoDs of various Offices/Sections of the Institute. All policy matters are decided at the level of BoGs/Academics Council/Director/Committee(s).

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

#### **1.3.2 Final decision-making authority**

The Director, Chairman, and Board of Governors of IIM Jammu.

#### **1.3.3 Related provisions, acts, rules etc.**

a) As per Indian Institute of Management Act 2017, Indian Institute of Management Rules 2018, Indian Institute of Management Jammu Regulations 2021

Link – <https://www.iimj.ac.in/act-and-regulations>

b) As per the Rules and Regulations approved by BOG- IIM Jammu – available on our website.

Link – <https://www.iimj.ac.in/manuals>

c) As per the Notices/Orders issued by IIM Jammu time to time.

#### **1.3.4 Time limit for taking decisions, if any**

The time limit for taking decisions varies from various offices/sections/programme/project(s) of the Institute and routine functions are time bound nature and disposed of within the timeframe of IIM Jammu.

#### **1.3.5 Channel of supervision and accountability**

The IIM Jammu follows the channel of supervision as per Organization hierarchy / Chart and delegation of financial powers and as per allocation of work (BoGs to Director to HoDs to Faculty and Staff).

In addition, the Organizational Chart shows the Channel of Supervision & Accountability of IIM Jammu. The academic functions are headed by Chairpersons/Area Head/s, who supervises the respective functions of the programs/offices/sections assigned to them and reports to the Dean/Director of IIM Jammu.

In administration and Accounts Section, Administrative Officer/Accounts Officer supervise the work of the staff of their sections and reports to the Director/Dean/Chairperson/CAO/FA&CAO (as the case may be). For details, please refer to the Organizational Chart/structure.

Every Employee is accountable towards the duties assigned by the authorities time to time.

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## **1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]**

### **1.4.1 Nature of functions/ services offered**

The Nature of functions/services offered are given below:

- Teaching,
- Management,
- Development,
- Research,
- Consultancy.

### **1.4.2 Norms/ standards for functions/ service delivery**

The norms /standards for various functions of IIM Jammu are as per GoI Norms and Rules/Regulations approved by the Competent Authority of the Institute.

The normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the Institute while executing various activities/ programmes i.e. routine functions, proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/approvals are implemented.

### **1.4.3 Process by which these services can be accessed**

As per the IIM Act 2017, IIM Jammu rules and Regulations.

As per the nature of duties, different approach is followed while providing access to the services related to Institute functions and activities. Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the Institute.

### **1.4.4 Time-limit for achieving the targets**

As per the Academic Calendar of IIM Jammu. available on our website.

Link – <https://www.iimj.ac.in/programs/post-graduate-program-pgp/academic-calendar>

Link – <https://www.iimj.ac.in/academic-calendar-mba>

Link – [https://www.iimj.ac.in/programs/ipm/academic\\_calendar](https://www.iimj.ac.in/programs/ipm/academic_calendar)

Link – [https://www.iimj.ac.in/programs/emba/academic\\_calendar](https://www.iimj.ac.in/programs/emba/academic_calendar)

Link – <https://www.iimj.ac.in/emba-cam-calendar>

All routine functions, duties assigned, and target set, routine correspondence, etc. are of time bound nature and disposed of within the given time limit by the Competent Authority of the Institute.

### **1.4.5 Process of redress of grievances**

All aggrieved students, staff, faculty, and others may approach to the Internal Complaint Committee (ICC) of the Institute in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal.

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## **1.5 Rules, regulations, instructions manual and records for discharging functions** **[Section 4(1)(b)(v)]**

### **1.5.1 Title and nature of the record/ manual /instruction.**

The details are made available on the Institute website as follows:

- a) As per Indian Institute of Management Act 2017, Indian Institute of Management Rules 2018, Indian Institute of Management Jammu Regulations 2021

Link – <https://www.iimj.ac.in/act-and-regulations>

- b) As per Regulations & Manual approved by BOG- IIM Jammu – available on our website.

Link – <https://www.iimj.ac.in/act-and-regulations>

Link – <https://www.iimj.ac.in/manuals>

### **1.5.2 List of Rules, regulations, instructions manuals and records.**

The details are made available on the Institute website as follows:

- a) As per Indian Institute of Management Act 2017, Indian Institute of Management Rules 2018, Indian Institute of Management Jammu Regulations 2021

Link – <https://www.iimj.ac.in/act-and-regulations>

- b) As per Regulations & Manual approved by BOG- IIM Jammu – available on our website.

Link – <https://www.iimj.ac.in/act-and-regulations>

Link – <https://www.iimj.ac.in/manuals>

- c) In addition to above below listed records are available on institute website – <https://www.iimj.ac.in> .

### **1.5.3 Acts/ Rules manuals etc.**

The details are made available on the Institute website as follows:

- a) As per Indian Institute of Management Act 2017, Indian Institute of Management Rules 2018, Indian Institute of Management Jammu Regulations 2021

Link – <https://www.iimj.ac.in/act-and-regulations>

- b) As per Regulations & Manual approved by BOG- IIM Jammu – available on our website.

Link – <https://www.iimj.ac.in/act-and-regulations>

Link – <https://www.iimj.ac.in/manuals>

### **1.5.4 Transfer policy and transfer orders**

IIM Jammu is an autonomous body and teaching / non-teaching employee can transfer to the other campus of the Institute. Internal transfer/movement (s) are decided by the Competent Authority as per requirement of the Institute.

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## **1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]**

### **1.6.1 Categories of documents**

- (a) IIM Act 2017
- (b) IIM Rules 2018
- (c) IIM Jammu Regulation 2021
- (d) IIM Jammu Brochures
- (e) Annual Report – English/ Hindi
- (f) Research and Publication Report
- (g) Long duration Program Brochures
- (h) Executive Development Program Brochures
- (i) Academic Calendar
- (j) Accounts Manual
- (k) Store and Purchase Manual
- (l) HR Manual and Service Rules
- (m) IIM Jammu Regulations
- (n) Placement Brochure
- (o) Admission Brochure
- (p) Admission Policy Document
- (q) MBA Handbook
- (r) PhD Handbook
- (s) IPM Handbook
- (t) EMBA (Blended Mode) Handbook
- (u) Any other relevant information sought by general public.

### **1.6.2 Custodian of documents/categories**

Respective Heads/In-charges of various Offices/Sections/Programs/Projects are the custodian of different kind of documents/categories of records of IIM Jammu.

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## **1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]**

### **1.7.1 Name of Boards, Council, Committee etc.**

<b>S/N</b>	<b>Name and Association</b>	<b>Designation</b>
1	Dr. Milind Pralhad Kamble, Padma Shri CMD, MPK Group of Companies & Founder of DICCI, Pune	Chairman
2	Mr PK Banerjee (ISS) JS (Management, MC & Scholarship) Ministry of Education, Govt. of India	Member
3	Mr. Alok Kumar Principal Secretary, HED, Govt. of J & K	Member
4	Mr. Anand Kripalu Managing Director & CEO, Member Diageo Global Executive Committee, Mumbai	Member
5	Mr. Lalit Kumar Naik Director, Noveltch Feeds Pvt. Ltd., Mumbai	Member
6	Ms. Soma Mondal Ex Chairman Steel Authority of India Limited	Member
7	Mr. Ranjit Singh Ex. Managing Director Kalpataru Power Transmission Ltd., Delhi	Member
8	Dr. Suresh T Salunke CEO, Tata Precision Industries	Member
9	Mr. Vijay Gambhire CEO, Sirpur Paper Mills , JK Papers Ltd Hyderabad	Member
10	Mr. Indraneel Chitale Partner, Chitale Group	Member
11	Prof. B. S. Sahay Director, IIM Jammu	Member
12	Prof. Jabir Ali Professor & Dean (Academics) IIM Jammu	Member
13	Cmdr Kesavan Baskkaran (R) Chief Administrative Officer, IIM Jammu	Secretary

Link – <https://www.iimj.ac.in/institute/board-governors>

The board meets at least four times a year.



### **Sub-Committees of the IIM Jammu Board:**

Some Key Committees of IIM Jammu are as Follows:

#### **Finance & Audit Committee (FAC) :**

The Board of Governors constituted “Finance & Audit Committee” to look after the Financial function of the Institute.

#### **Role and Purpose of the Finance & Audit Committee**

The primary function of the Finance & Audit Committee is to assist the Board of Governors in fulfilling its oversight responsibilities for:

- (a) The financial reporting and budgeting processes,
- (b) The system of internal controls and risk assessment,
- (c) The compliance with legal and regulatory requirements,
- (d) The qualifications, independence, and performance of the internal audit function.
- (e) Compliance observations of Comptroller & Auditor General (CAG) Audit (external Auditor appointed by MHRD)
- (f) Approvals of non-budget and other expenditure as per the delegation of Financial Process.

#### **Constitution of the Finance & Audit Committee:**

- (a) Each member of the Finance & Audit Committee shall be a Member of the BoG of IIM Jammu.
- (b) Finance and Audit Committee will comprise the following members:
  - Chairman of the Committee – One of the Board Member
  - Three members of the BoG
  - Director, IIM Jammu
- (c) Financial Advisor & Chief Accounts Officer of the Institute shall act as Member Secretary of the Committee and will be the non-voting member of the committee.

#### **Authority of the Finance & Audit Committee:**

The Committee's authority comes from the Board. The Committee has the authority to approve budget including revised budget and annual financial statement and also the deviations in budget estimates and budgeted expenditure, investments, lending, borrowing and direct the Internal Audit Department/ Internal Auditor to conduct an audit, review, and/ or a special investigation into any matters within the scope of the Committee's responsibility.

The Committee is empowered to:

- (a) Have access to all activities, records, property, and personnel of the Institute in discharge of their duties.
- (b) Suggest sources of earning and application thereof for approval of BoG.
- (c) Approve the use of outside accountants, consultants or others retained by the Institute to assist in conducting audits, reviews, and/or special investigations.
- (d) Approve, Review and recommend appropriate budget and financing for IIM Jammu as part of the budget approval process.
- (e) Consider & pass any resolution on the annual report, the annual accounts and financial statement for consideration of the Board.
- (f) Review, propose, adopt vary or rescind from time to time provisions of Rules, codes, manuals and having financial implications and significant accounting policies with approval of BoG.
- (g) Delegate authority to the subcommittees/Director or any other functionary of the Institute as per institutional needs.
- (h) Approve & retain with Board approval, independent counsel/ accountants, or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- (i) Perform such additional functions & carry out such duties as assigned by BoG.
- (j) Approve fee structure and major contracts exceeding Rs. 25 lakhs in each case

- (k) The Committee will have the resources and authority necessary to discharge its duties and responsibilities.
- (l) Approve expenditure which is not included in the annual budget.

### **Responsibilities of the Finance & Audit Committee**

The Finance and Audit Committee is accountable to the Board for carrying out the following responsibilities in relation to management of funds, including fees & other charges, grants, deposits, gifts, donations bequests benefactions, etc. and the expenditure incurred on affairs of the Institute:

#### **(a) Budgeting**

- 1) Review and approve the annual budgets including the revised budget.
- 2) Monitor performance against the budget periodically.
- 3) Review, recommend and approve funding, investments, and expenditure.

#### **(b) Financial Statements**

- 1) Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory initiatives, and understand their impact on financial statements.
- 2) Review significant financial reporting issues and judgments made in connection with the preparation of the financial statements.
- 3) Review with the external auditors the results of the internal/ external audit, including any difficulties encountered.
- 4) Discuss the annual audited financial statements and the auditors.
- 5) While the Committee has the responsibilities and the authority as set forth in this Charter, it is not the responsibility of the Committee to plan or conduct individual audits, reviews and/or investigations.

#### **(c) Risk and Internal Controls**

- 1) Discuss with BoG the major policies with respect to risk assessment and risk management.
- 2) Consider the effectiveness of the internal control environment.
- 3) Understand the scope of internal and external auditors' reviews of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with Institute responses.
- 4) Review any disclosures made about significant deficiencies in the design or operation of internal controls or any fraud that involves employees who have a significant role in the internal controls.

#### **(d) Internal Audit**

- 1) Review and concur the appointment, replacement, or dismissal of Internal Auditor.
- 2) Annually review the performance of Internal Auditor, the charter, plans, activities, staffing, and organizational structure of the internal audit function.
- 3) Review and approve the annual report; the quarterly & annual audit reports, compliance reports and discuss overall results with the Internal Auditor.
- 4) Review the effectiveness of the internal audit function, including compliance with the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics of The Institute of Internal Auditors. This may be accomplished through a Quality Assurance and Improvement Program as required by the IIA/CAG.

#### **(e) CAG Audit**

- 1) Review the observations made by CAG Audit and report the same to the BoG with recommendations for remedial measures.
- 2) Guide and review the Compliance Report submitted by the Institute.

**(f) Compliance**

- 1) Review the effectiveness of the system of accounting being followed and the books of accounts being maintained.
- 2) Review the effectiveness of the system for monitoring compliance with laws, policies and regulations.
- 3) Review the results of investigations resulting from instances of noncompliance.
- 4) Review the findings of any examinations by regulatory agencies, and any auditor observations on management of finances.
- 5) Encourage continuous improvement of and foster adherence to, the IIM Jammu policies, procedures, and practices at all levels.

**(g) Communication & Reporting**

Regularly report to the Board about Committee activities and issues that arise with respect to:

- 1) The quality or integrity of the financial statements of IIM Jammu.
- 2) The compliance with legal or regulatory requirements.
- 3) The performance of the Internal Auditors.
- 4) The performance of the internal audit division of the Institute.

**Campus Construction Committee:**

The Board of Governors constituted “Campus Construction Committee” to look after the establishment of the Institute. The periodic upkeep and maintenance aspects of the campus building would be undertaken by the Institute subject to periodical review and monitoring by Campus Construction Committee.

**Role and Purpose of the Campus Construction Committee:**

The primary function of the Campus Construction Committee is to assist the Board of Governors in fulfilling its oversight responsibilities for:

- (a) Planning & construction activities in the proposed new campus as well as in the existing campus.
- (b) Coordination with other committees constituted by the Board and maintenance of strong, positive working relationship with the management.
- (c) Develop an annual plan responsive to the needs of the institute. The annual plan shall consist of providing inputs for construction activities, phase wise construction plan & quality aspects.
- (d) Finalization of Technical Consultants including Architects and Project Management Consultant, Contractors, Independent technical experts.
- (e) Monitoring activities of Technical Consultants, Project Implementation Unit, review of schedule of construction & completion and any other specific task assigned by the BoG.
- (f) Approval to estimates of various repairs & maintenance work under specific powers of the Committee.
- (g) The committee shall also recommend the technical and financial requirements of various works undertaken for review and approval of the Board.

**Constitution of the Campus Construction Committee:**

- (a) Each member of the Campus Construction Committee shall ordinarily be a Board Member of the Governing Body of IIM Jammu.
- (b) Campus Construction Committee will comprise of following members:
  - 1) Chairman of the Construction Committee: Director, IIM Jammu
  - 2) Four members of the BoG
- (c) Project Engineer and Estate Officer (PEEO) of the Institute shall act as Member -Secretary of the Committee and will be the non-voting member of the committee. In his absence, Chief Administrative Officer (CAO) shall act as Member -Secretary of the Committee and will be the non-voting member of the committee.
- (d) The Committee is empowered to associate any expert in field of Construction/ Electrical/ Design/ Architecture/ other expert to attend any meeting including special meetings, if any.

- (e) Collectively, members of the Committee should have professional experience and expertise in the fields of administration, construction, engineering projects, and project & contract management.
- (f) However, the lack of above shall not invalidate the member or affect the actions taken by the Committee.
- (g) A quorum shall consist of three committee members present in person including by tele-conferencing or video –conferencing etc.
- (h) Chairman, BOG may attend any meeting of the committee at his discretion.

#### **Authority of the Campus Construction Committee:**

The Committee's authority comes from the Board. The Committee has the authority to approve estimates of estimates,/accord of technical sanction to detailed estimates, authorizing excess of estimates, acceptance of lowest tender, acceptance of single tender, award of work by negation with lowest tenderer, acceptance of a tender other than lowest, award of work without call of tenders, execution of agreement, accord of sanction to extra/ substituted items, grant of extension of time, passing of bills, purchase of materials against sanctioned estimates/ allocation of emergent work as per delegation of power for works by the BoG. The Committee is empowered to:

- (a) Have access to all construction activities, records, property, and personnel of the Institute in discharge of their duties. The committee shall have access to key functionaries of the institute related to construction activities including budget documents for construction.
- (b) Understand the scope of the Institute requirements, define the scope of Work/ job to be assigned to Technical Consultants including Project Management Consultants and Contractors.
- (c) Consider, Approve & pass any resolution on any formulation of project, plans drawing & design, scope of the work/ project, quality of construction as per delegation of authority and those to be put-up for approval of the Board.
- (d) Approve the engagement of outside consultants or contractors or others retained by the Institute to assist in preparation of construction repairs & maintenance plans, drawings designs, BoQs, tenders, and execution of work, monitoring and evaluation, reviews of progress, audit and/or special investigations.
- (e) Discuss and guide the Institute functionaries on the major policies with respect to risk assessment and risk management in relation to the construction plans & activities.
- (f) Consider and recommend acquisition/ disposal of immoveable properties for the Institute for approval of the Board.
- (g) Review of job performed by the Technical Consultants and suggest remedial measures for encountering the problems and difficulties in the execution of on-going project work in order to speed up the progress.
- (h) Review, reporting, significant findings of the experts on monitoring & evaluation, together with Institute responses.
- (i) Review any disclosures made about significant deficiencies in the design or operation of internal controls or any fraud that involves employees who have a significant role in the internal controls.
- (j) Apprise BoG regarding the progress of the works.
- (k) Review, propose, adopt, vary or rescind from time to time provisions of Rules, codes, manuals having implications pertaining to construction and significant construction accounting policies with approval of BoG.
- (l) Delegate authority to subcommittees/ Director or any other functionary of the Institute as per institutional needs.
- (m) Approve & retain with Board approval, independent counsels/ accountants, technical auditors or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- (n) Perform such additional functions & carry out such duties as assigned by BoG.
- (o) Approval of the budget and expenditure including payment to concerned parties related to construction as per delegation of Powers.

- (p) Review, discuss and assess the performance of Committee as well as its role and responsibilities. The committee may seek advice and suggestions from BoG.
- (q) The Committee will have the resources and authority necessary to discharge its duties and responsibilities.

### **Responsibilities of the Campus Construction Committee:**

The Campus Construction Committee is accountable to the Board for carrying out the following responsibilities in relation to finalization of plans for construction, repairs & maintenance activities and review of monitoring, supervision and evaluation of construction activities of the Institute:

#### **(a) Project Planning & Budgeting:**

- 1) Review significant construction and reporting issues, including complex or unusual items of construction and highly judgmental areas, and recent professional and regulatory initiatives and understand their impact.
- 2) Review and access the issues related to development of campus & construction activities.

#### **(b) Project Execution**

- 1) Finalisation of appointment of Technical consultants for Campus Design (Architects and Project Management Consultant) and contractors for comprehensive development of New Campus of IIM Jammu.
- 2) Approve & retain with Board approval, independent counsel or technical experts, or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- 3) Monitor progress of work, quality performance and expenditure against budget periodically.
- 4) Review of project implementation with the external technical experts including regulatory authorities and difficulties encountered.

#### **(c) Project Monitoring & Control**

- 1) Finalization & Appointment of Contractors for construction works including repairs and maintenance works as per financial delegation.
- 2) Review of the progress of the work with the PMC engineers and architects, technical consultants, independent experts etc.
- 3) Consider the effectiveness of the internal control's environment.

#### **(d) Compliance**

- 1) Review the effectiveness of the system for monitoring compliance with laws, policies and regulations, Review the results of investigations resulting from instances of noncompliance.
- 2) Review the findings of any examinations by Technical experts, regulatory agencies, and any auditor observations on management and execution of construction/ maintenance activities.
- 3) Encourage continuous improvement of, and foster adherence to, the IIM Jammu policies, procedures, and practices at all levels.
- 4) Review the observations made by CAG Audit/Independent Technical Experts on construction & maintenance activities and report the same to the BoG with recommendations for remedial measures.
- 5) Guide and review the Compliance Report submitted by the Institute.

## **HR Committee:**

This committee deals with selection, recruitment and other HR related functions of the Institute.

### **Role and Purpose of the HR Committee:**

The primary function of the HR Committee is to assist the Board of Governors in fulfilling the following responsibilities:

- (a) Assist the Board of Governors, IIM Jammu in fulfilling its responsibilities as stewards of IIM Jammu (the Institute) by advising the Board on the effective implementation and application of sound human resource policies that are aligned with the organization's values, vision, mission and aspirations.
- (b) Recommend to the Board for its consideration relating to the Institute's Human Resource Policy and Service Rules. The Committee shall appraise the annual performance of the faculty and the Staff and lead the annual evaluation thereof.
- (c) Carryout any other related initiatives as may be necessary or desirable to enhance performance of the Management and the employees of the Institute but limited to learning and development.

### **Constitution of the HR Committee:**

- (a) The Committee shall be comprised of following five members including Chairman of the Committee. The Chair of the Board may participate in any meeting at his discretion.
- (b) HR Committee will comprise of following members:
  - 1) Chairman of the Committee: Director, IIM Jammu
  - 2) Four members of the BoG
- (c) The Committee members shall be appointed by the Board. Each member shall continue as a member until a successor is appointed, unless the member resigns, or is removed by resolution of the Board or otherwise ceases to be a member of the Board.
- (d) Where a vacancy occurs at any time in the membership of the Committee, it may be filled by the Chairman, BoG until the next duly called Board meeting, and shall be filled by the Chairman if the membership of the Committee is less than four members as a result of the vacancy.
- (e) If the Chair of the Committee is not present at any meeting of the Committee, the Chair of the meeting shall be chosen by the Committee from among the members present. The CAO of the Institute shall be the Electoral Officer.
- (f) The Chair presiding at any meeting of the Committee shall have a vote in all matters considered by the Committee. In the event of a tie the Chairman will have a casting vote.
- (g) The Committee shall assist in deliberations required for the fulfilment of the Board's mandate and those specific responsibilities and duties assigned to the Committee; however, unless specifically stated otherwise, the Committee shall act in advisory capacity only, recommending decisions to the Board for approval.

### **Authority of the HR Committee:**

The Committee's authority comes from the Board. The Committee is empowered to:

- (a) Approve all policy matters pertaining to human resource management, procedural codes, manuals governing recruitment, general conditions of service of IIM Jammu employees, welfare measures, grievance redressal, wage/salary structure and compensations as per GoI instructions, office procedures and review performance of IIM Jammu employees.
- (b) The committee is also authorized to have access to all HR activities, records, property, and personnel of the Institute in discharge of their duties and direct the Institute to conduct reviews. The committee shall also have access to key functionaries of the institute related to human resources management.
- (c) Have access to all activities, records, property, and personnel of the Institute in discharge of their duties.
- (d) Suggest sources of earning and application thereof for approval of BoG.



- (e) Understand the scope of the Institute requirements to provide steady stream of professionally competent faculty and support staff
- (f) Consider review & pass any resolution recommending delegation of administrative powers to Director of the Institute for approval of the Board.
- (g) Approve & recommend annual review of performance of faculty, officers and staff for approval of the BoG.
- (h) Develop grievance redressing mechanism of faculty and staff.
- (i) Delegate authority to sub-committees/Director or any other functionary of the Institute as per institutional needs.
- (j) Approve & retain with Board approval, independent counsel / accountants / HR experts or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- (k) Perform such additional functions & carry out such duties as assigned by BoG.
- (l) The Committee will have the resources and authority necessary to discharge its duties and responsibilities.

#### **Responsibilities of the HR Committee:**

The Committee shall have the following duties and responsibilities in respect of HR:

- (a) Ensure effective human resources policies and strategies that support the Institute's Values, Vision, Mission and Aspirations.
- (b) Review, and wherever required, report to the Board best practices, trends, new technologies and current emerging public policy issues in HR matters including but not limited to Occupational Health and Safety.
- (c) Ensure the review of the performance of all employees of the Institute excluding Director and annually guide the evaluation performance parameters.
- (d) Review and recommend the total compensation guidelines and philosophies covering salary, bonus, long term incentives and benefits for management and for the faculty & staff to the BoG.
- (e) Review and recommend to the Board approval of all agreements, pertaining to management of Administration & Establishment of the Institute.
- (f) Regularly review policies and programs relating to pension benefit plans and other welfare measures such as Medical Allowance, LTA, CEA Loans and Advances to employees of the Institute.
- (g) Review and recommend changes in honorarium/ remuneration of delegates and invitees attending various meetings of the Institutions.
- (h) Assess the learning and development needs of Faculty & Staff and recommend learning opportunities which can be used by the Institute to meet its needs for development.
- (i) Review its Terms of Reference on an annual basis and recommend any changes to the Board.
- (j) Recommend delegation of administrative powers and authority to the Director and any other officer of the Institute in order to ensure smooth functioning of the Institute.

#### **Support to the HR Committee:**

- (a) The Committee shall identify, through the Director/ CAO, the staff support required, and the kind and frequency of information required by the Committee.
- (b) The Committee shall have access to any and all books of records of the Institute required for the execution of the Committee's risk management obligations and, as necessary, shall discuss with appropriate Institute officers and employees, co-ordinated through the Director, such records and other relevant matters.
- (c) The Committee shall have the authority to request the Board; the retention of external advisors, experts or consultants, in order to properly discharge its duties and responsibilities.



### **Academic Council:**

This comprises all faculty members and is chaired by the Director. It is responsible to form policies related to academic activities.

#### **Powers of the Academic Council:**

- (a) To recommend to the Board the establishment, modification and closure of programs;
- (b) To recommend the establishment and closure of new Centres of Teaching, Research and Training;
- (c) To specify, review and modify the academic content of programs;
- (d) To specify the academic calendar of the Institute;
- (e) To frame guidelines for conduct of examinations, grading policy, and the standards for satisfactory completion of academic requirements for various programs;
- (f) To recommend to the Board the grant of degrees, diplomas, certificates, and academic distinctions or titles and medals;
- (g) To recommend to the Board the protocol of convocation.

Notwithstanding the above, the Chairman of the Academic Council may constitute such Sub-Committees of Academic Council for specific purposes as and when required. The Chairman of the Academic Council may accept in all or in part any of the recommendations of Academic Council or such sub-committees of Academic Council.

#### **Conduct of Academic Council Meetings:**

- (a) The Director shall preside over every meeting of the Academic Council. However, if the Director is not appointed, Dean (Academics) shall preside.
- (b) Dean (Academic) is the Convener of the meetings of Academic Council.
- (c) The Director may call an emergency meeting of the Academic Council at short notice to discuss urgent special issues.
- (d) Draft minutes of the proceedings of the Academic Councils shall be drawn by the Convener of the Academic Council and circulated to all members of the Academic Council, and placed, along with amendments if any, for approval at the next meeting of the Academic Council.

After the minutes are approved and signed by the Director, they shall be kept in the custody of Dean (Academic) along with all relevant records of the meetings of the Academic Council, which shall be open for inspection by the members of the Academic Council and Board of Governors.

#### **Manner of formation of department of teaching:**

The Director may establish, merge, or abolish one or more Academic areas or Center/s of Research and the manner of functioning of the areas or centres.

### **Other Committee/s of IIM Jammu:**

Local Purchase committee, Store & Purchase Committee, Internal Complaint Committee, Accreditation Committee, Departmental Promotion Committee, Performance Assessment Committee, Tender Committee, IT Advisory Committee etc.

### **1.7.2 Composition**

The composition of statutory committee/s are as per IIM Act, Rules & Regulations and Policies of IIM Jammu, the information is available on the Institute website as per link/s given below:

Link – <https://www.iimj.ac.in/act-and-regulations>

Link – <https://www.iimj.ac.in/manuals>

Other committees are constituted by the Competent Authority as per the requirement of IIM Jammu.

#### **1.7.3 Dates from which constituted**

Board of Governors constituted in 2018.

#### **1.7.4 Term/ Tenure**

As per GOI / IIM Rules and Regulations. Generally, the term is for 1 to 2 years based on the committee.

#### **1.7.5 Powers and functions**

It is as per IIM Act, Rules & Regulations applicable to IIM Jammu, as an autonomous Institution governed by act of Parliament called IIM, Act, 2017 and follows power and functions as provided thereunder.

#### **1.7.6 Whether their meetings are open to the public?**

The meetings are open only for members.

#### **1.7.7 Whether the minutes of the meetings are open to the public?**

Available for members, however, minute/s of the meeting/s are not open to public.

#### **1.7.8 Place where the minutes if open to the public are available?**

Not open to public, however minutes are available at CAO office, IIM Jammu.

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## **1.8 Directory of officers and employees [Section 4(1) (b) (ix)]**

### **1.8.1 Name and Designation:**

The directory / contact information of all faculty, officers, staff are available on Institute website.

Link - <https://www.iimj.ac.in/directory>

### **1.8.2 Telephone, Fax and Email ID:**

The contact details with email IDs are available on Institute website.

Link - <https://www.iimj.ac.in/directory>

## **1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]**

### **1.9.1 List of employees with Gross monthly remuneration**

The monthly remuneration received by all appointments are as per 7th CPC, and for other appointments like on contract / temporary are in accordance with GOI / IIM Jammu Rules.

### **1.9.2 System of compensation as provided in its regulations**

As per GOI/IIM Jammu Rules/ HR Policy

Link - <https://www.iimj.ac.in/manuals>

Link - <https://www.iimj.ac.in/act-and-regulations>

## **1.10 Name, Designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]**

### **1.10.1 Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority**

<b>Authority</b>	<b>Name &amp; Designation/s</b>
Central Public Information Officer	Mr. Vaibhav Gupta, Assistant Administrative Officer (Purchase)
First Appellate Authority	Cmdr Kesavan Baskkaran (R) Chief Administrative Officer

### **1.10.2 Address, Telephone Numbers and Email ID of each designated official.**

<b>Authority</b>	<b>Address, Telephone No. &amp; Email IDs</b>
Central Public Information Officer	Mr. Vaibhav Gupta Indian Institute of Management Jammu Phone: 0191 - 2585837 E-mail: <a href="mailto:pio@iimj.ac.in">pio@iimj.ac.in</a>
First Appellate Authority	Cmdr Kesavan Baskkaran (R) Indian Institute of Management Jammu Phone: +91-191-2585835 E-mail: <a href="mailto:cao@iimj.ac.in">cao@iimj.ac.in</a>

### **1.11 No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))**

#### **1.11.1 No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings**

Nil, no disciplinary action case till date.

#### **1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings**

Nil.

### **1.12 Programmes to advance understanding of RTI(Section 26)**

#### **1.12.1 Educational programmes**

All employees are encouraged to participate in workshops/trainings/seminars/program/webinars etc to enhance their knowledge and understanding of RTI Act 2005.

#### **1.12.2 Efforts to encourage public authority to participate in these programmes**

Yes, workshops/trainings/seminars/program/webinars are regularly attended by CPIO / FAA of IIM Jammu.

#### **1.12.3 Training of CPIO/APIO.**

Yes, encouraged periodically to participate and advance their their knowledge and understanding of RTI Act 2005.

#### **1.12.4 Update & Publish guidelines on RTI by the public Authorities Concerned**

Updated as on 4th September 2023.

### **1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]**

#### **1.13.1 Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]**

Transfer/s are depending upon the requirement of the Institute and orders are passed as per the decision/s of the Competent Authority, employees can be transferred within the Institute. Transfer orders are placed in the respective file/s.

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## **2. Budget and Programme:**

### **2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]**

#### **2.1.1 Total Budget for the public authority**

It is available under Annual Report/s of the Institute, available on the Institute website as per link given below.

Link – [https://www.iimj.ac.in/iimj\\_annual\\_reports](https://www.iimj.ac.in/iimj_annual_reports)

#### **2.1.2 Budget for each agency and plan & programmes**

The budget is proposed by the HoDs/Chairpersons/Section In-charges based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department.

#### **2.1.3 Proposed expenditures**

It is available under Annual Report/s of the Institute, available on the Institute website as per link given below.

Link – [https://www.iimj.ac.in/iimj\\_annual\\_reports](https://www.iimj.ac.in/iimj_annual_reports)

#### **2.1.4 Revised budget for each agency, if any**

It is available under Annual Report/s of the Institute, available on the Institute website as per link given below.

Link – [https://www.iimj.ac.in/iimj\\_annual\\_reports](https://www.iimj.ac.in/iimj_annual_reports)

#### **2.1.5 Report on disbursements made and place where the related reports are available**

It is available under Annual Report/s of the Institute, available on the Institute website as per link given below.

Link – [https://www.iimj.ac.in/iimj\\_annual\\_reports](https://www.iimj.ac.in/iimj_annual_reports)

## **2.2 Foreign and Domestic Tours (F.No. 1/8/2012- IR dt. 11.9.2012)**

### **2.2.1 Budget**

Budget as approved by the Board of Governors, IIM Jammu. Budget is met out from General Budget. No separate budget is allotted.

### **2.2.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit**

Budget as approved by the Board of Governors, IIM Jammu

**2.2.3 Information related to procurements-** (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.

Budget as approved by the Board of Governors, IIM Jammu

## **2.3 Manner of execution of subsidy programme [Section 4(i)(b) (xii) ]**

### **2.3.1 Name of the programme of activity**

Not Applicable

### **2.3.2 Objective of the programme**

Not Applicable

### **2.3.3 Procedure to avail benefits**

Not Applicable

### **2.3.4 Duration of the programme/ scheme**

Not Applicable

### **2.3.5 Physical and financial targets of the programme**

Not Applicable

### **2.3.6 Nature/ scale of subsidy /amount allotted**

Not Applicable

### **2.3.7 Eligibility criteria for grant of subsidy**

Not Applicable

### **2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)**

Not Applicable

## **2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**

Details are mentioned in Annual Report/s of the Institute, available on the Institute website as per link given below.

Link – [https://www.iimj.ac.in/iimj\\_annual\\_reports](https://www.iimj.ac.in/iimj_annual_reports)

### **2.4.1 Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions**

Not Applicable

#### **2.4.2 Annual accounts of all legal entities who are provided grants by public authorities**

Not Applicable

### **2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [SECTION 4(1) (B) (XIII)]**

#### **2.5.1 Concessions, permits or authorizations granted by public authority**

Not Applicable

**2.5.1 For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations**

Not Applicable

### **2.6 CAG & PAC Paras [F No. 1/6/2011- Ir Dt. 15.4.2013]**

**2.6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.**

Provided in Annual Report/s of the Institute, available on the Institute website as per link given below.

Link – [https://www.iimj.ac.in/iimj\\_annual\\_reports](https://www.iimj.ac.in/iimj_annual_reports)

### **3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [SECTION 4(1)(B)(VII)] [F NO 1/6/2011-IR DT. 15.04.2013]**

#### **3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens**

All information available on the Institute website accessed by the public:

Link – <https://www.iimj.ac.in>

**3.1.2 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants**



Available on appointment systems by intimation of concerned official, from 09:30 AM to 06:00 PM (Monday to Friday).

Through Institute website and RTI portal of Government of India or at email id of the institute (pio@iimj.ac.in) or to PIO of the institute.

Also, various authorities as per contact details given below are available on appointment:

Link - <https://www.iimj.ac.in/office-address>

### **3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any**

NA

### **3.1.4 Public- private partnerships (PPP)- Detailed project reports (DPRs)**

NA

### **3.1.5 Public- private partnerships (PPP)- Concession agreements**

NA

### **3.1.6 Public- private partnerships (PPP)- Operation and maintenance manuals**

NA

### **3.1.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP**

NA

### **3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government**

NA

### **3.1.9 Public- private partnerships (PPP) -Information relating to outputs and outcomes**

NA

### **3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)**

NA

### **3.1.11 Public- private partnerships (PPP) - All payment made under the PPP project**

NA

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### **3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (C)]**

**3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year**

All information available on the Institute website as follows:

Link – <https://www.iimj.ac.in>

**3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process**

All information available on the Institute website as follows:

Link – <https://www.iimj.ac.in>

**3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy**

All information available on the Institute website as follows:

Link – <https://www.iimj.ac.in>

### **3.3 Dissemination Of Information Widely And In Such Form And Manner Which Is Easily Accessible To The Public [Section 4(3)]**

**3.3.1 Use of the most effective means of communication –**

Internet (website) / Email Communication / Institute website etc.

Link – <https://www.iimj.ac.in>

### **3.4 Form Of Accessibility Of Information Manual/ Handbook [Section 4(1)(B)]**

**3.4.1 Information manual/handbook available in Electronic format**

All information available on the Institute website as follows:

Link – <https://www.iimj.ac.in>

**3.4.2 Information manual/handbook available in Printed format**

Available at the Institute.

### **3.5 Whether information manual/ handbook available free of cost or not [Section 4(1) (B)]**

#### **3.5.1 List of materials available Free of cost**

The Institute Policies and manuals. Annual Report, Finance Report, RTI Information Manual, details of Faculty & Staff, IIM Act & Rules and other manuals can be downloaded free of cost from the institute's website.

Link – <https://www.iimj.ac.in>

#### **3.5.2 List of materials available at a reasonable cost of the medium**

All the information accessible as per RTI Act 2005, can be accessible from CPIO Office as per the provisions of RTI Act and its rules.

### **4.1 Language in which information manual/handbook available [F No. 1/6/2011-Ir Dt. 15.4.2013]**

#### **4.1.1 English**

Yes, available to public.

Link – <https://www.iimj.ac.in>

#### **4.1.2 Vernacular/ Local Language**

All information available on the website can be viewed in Hindi language also.

Link - <https://www.iimj.ac.in/hi/>

### **4.2 When was the information manual/handbook last updated? [Fno. 1/6/2011-Ir Dt 15.4.2013]**

#### **4.2.1 Last date of Annual updation**

Updated as on 4<sup>th</sup> September 2023

### **4.3 Information available in electronic form [Section 4(1)(B)(Xiv)]**

#### **4.3.1 Details of information available in electronic form**

All vital information for stakeholders is made available on our website.

Link – <https://www.iimj.ac.in>

#### **4.3.2 Name/ title of the document/record/ other information**

All important information for the stakeholder is available on the website.

Link – <https://www.iimj.ac.in>

#### **4.3.3 Location where available**

Institute Website - Link – <https://www.iimj.ac.in>

### **4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(B)(Xv)]**

The details are available on Institute Website - Link – <https://www.iimj.ac.in>

#### **4.4.1 Name & location of the faculty:**

Details may be obtained from CAO Office, IIM Jammu.

#### **4.4.2 Details of information made available**

The details are available on Institute Website - Link – <https://www.iimj.ac.in>

#### **4.4.3 Working hours of the facility**

09:30 AM to 06:00 PM (Monday to Friday)

#### **4.4.4 Contact person & contact details (Phone, fax email)**

Cmdr Kesavan Baskkaran (R), CAO, Indian Institute of Management Jammu Phone: +91-191-2585835, E-mail: [cao@iimj.ac.in](mailto:cao@iimj.ac.in)

### **4.5 Such other information as may be prescribed under Section 4(I)(B)(XVII)**

#### **4.5.1 Grievance redressal mechanism**

The details are available on Institute Website - Link – <https://www.iimj.ac.in>

#### **4.5.2 Details of applications received under RTI and information provided**

As per Annexure-A enclosed herewith.

#### **4.5.3 List of completed schemes/ projects/ Programmes**

The details are available on Institute Website - Link – <https://www.iimj.ac.in>

#### **4.5.4 List of schemes/ projects/ programme underway**

MGNF Program.

#### **4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract**

The details are available with Store & Purchase Office, IIM Jammu as well as uploaded on website.

Link - <https://www.iimj.ac.in/tender-and-notice>

#### **4.5.6 Annual Report**

Made available on website. Link – [https://www.iimj.ac.in/iimj\\_annual\\_reports](https://www.iimj.ac.in/iimj_annual_reports)

#### **4.5.7 Frequently Asked Question (FAQs)**

Please refer Annexure-B enclosed herewith.

#### **4.5.8 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter**

A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the Institute.

### **4.6 Receipt & Disposal of RTI Applications & Appeals [F. No 1/6/2011-IR dt. 15.04.2013]**

#### **4.6.1 Details of applications received and disposed.**

Please refer Annexure-A.

#### **4.6.2 Details of appeals received and orders issued**

Please refer Annexure-A.

### **4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]**

#### **4.7.1 Details of questions asked, and replies given.**

Available with CAO Office, IIM Jammu.

**5.1 Such other information as may be prescribed [F.No. 1/2/2016-Ir Dt. 17.8.2016, F No. 1/6/2011-Ir Dt. 15.4.2013]**

**5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015**

(a) Current:

Authority	Address, Telephone No. & Email IDs
Central Public Information Officer	Mr. Vaibhav Gupta Indian Institute of Management Jammu Phone: 0191 - 3510318 E-mail: <a href="mailto:pio@iimj.ac.in">pio@iimj.ac.in</a>
First Appellate Authority	Cmdr Kesavan Baskkaran (R), CAO Indian Institute of Management Jammu Phone: +91-191-2585835 E-mail: <a href="mailto:cao@iimj.ac.in">cao@iimj.ac.in</a>

(b) Earlier CPIO & FAAs:

Authority	Address, Telephone No. & Email IDs
Central Public Information Officer	Shri. M. L. Sharma, CAO Indian Institute of Management Jammu Phone: 0191 - 3510318 E-mail: <a href="mailto:pio@iimj.ac.in">pio@iimj.ac.in</a>
First Appellate Authority	The Director, Indian Institute of Management Jammu Phone: +91-191-2585835 E-mail: <a href="mailto:cao@iimj.ac.in">cao@iimj.ac.in</a>

**5.1.2 Details of third-party audit of voluntary disclosure –**

(a) **Dates of audit carried out**, 15<sup>th</sup> October 2022 for FY 2021-22

(b) **Report of the audit carried out- Available on website**

Link - <https://www.iimj.ac.in/right-information>

**5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers.**

(a) 01<sup>st</sup> April 2020.

(b) Cmdr Kesavan Baskkaran (R), CAO, Indian Institute of Management Jammu, Phone: +91-191-2585835, E-mail: [cao@iimj.ac.in](mailto:cao@iimj.ac.in)

**5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers**

- (a) From 1<sup>st</sup> April 2022
- (b)
  - 1. Cmdr Kesavan Baskkaran (R), CAO
  - 2. Mr. Vaibhav Gupta, AAO-Purchase & CPIO
  - 3. Mr. Dnyaneshwar Gudadhe, AAO-Establishment

**5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers**

- (a) From 1<sup>st</sup> April 2022
- (b)
  - 1. Cmdr Kesavan Baskkaran (R), CAO
  - 2. Mr. Vaibhav Gupta, AAO-Purchase & CPIO
  - 3. Mr. Dnyaneshwar Gudadhe, AAO-Establishment

**6.1 Item / information disclosed so that public have minimum resort to use of rti act to obtain information**

**6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information**

All important information pertaining to different stakeholder is shared on the Institute website as follows:

Link – <https://www.iimj.ac.in>

**6.2 Guidelines for Indian Government websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department Of Administrative Reforms And Public Grievances, Ministry Of Personnel, Public Affairs**

**6.2.1 Whether STQC certification obtained and its validity.**

No.

**6.2.2 Does the website show the certificate on the Website?**

No.



**Annexure – ‘A’**

**RTI Applications & Appeals at IIM Jammu**

**Public Authority:** Indian Institute of Management (IIM), Jammu

**(A) RTI APPLICATIONS & DISPOSAL**

**DURING THE PERIOD 01/04/2022 TO 31/03/2023**

<b>Opening balance as on: 01/04/2022</b>		<b>03</b>
<b>Receipt(s)</b>	Received during the Year (including cases transferred to other PAs)	65
	No. of application received as transfer from other PAs u/s 6(3)	99
<b>Total Receipt(s) as on :31/03/2023</b>		167
<b>Number of Applications on which action is taken</b>		158
<b>Closing Balance as on 31.03.2023</b>		9

**(B) RTI APPEALS & DISPOSAL**

**DURING THE PERIOD 01/04/2022 TO 31/03/2023**

<b>Opening balance as on: 01/04/2022</b>		<b>0</b>
<b>Receipt(s)</b>	Online Receipt(s)	9
<b>Total Receipt(s) as on :31/03/2023</b>		9
<b>Number of Appeals on which action is taken</b>		9
<b>Closing Balance as on 31.03.2023</b>		0

## **Annexure – ‘B’**

### **FREQUENTLY ASKED QUESTIONS (FAQs) ON RTI**

#### **Q.1. What is Information?**

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advice, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

#### **Q.2 What is a Public Authority?**

A "public authority" is any authority or body, or institution of self-government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government, or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

#### **Q.3 What is a Public Information Officer?**

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act 2005.

#### **Q.4 What is the Fee for Seeking Information from Central Government Public Authorities?**

A person who desires to seek some information from IIM Jammu is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Institute as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Institute against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

#### **Q.5 What is the Fee for the BPL applicant for Seeking Information?**

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

#### **Q.6 Is there any specific Format of Application?**

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

#### **Q.7 Is it required to give any reason for seeking information?**

The information seeker is not required to give reasons for seeking information.

#### **Q.8 Is there any provision for exemption from Disclosure of Information?**

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information

exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure outweighs the harm to the protected interest.

#### **Q.9 Is there any assistance available to the Applicant for filing RTI application?**

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

#### **Q.10 What is the Time Period for Supply of Information?**

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

#### **Q.11 Is there any provision of Appeal under the RTI Act?**

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

#### **Q.12 Is there any scope for second appeal under the RTI Act?**

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

#### **Q.13 Whether Complaints can be made under this Act? If yes, under what conditions?**

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

#### **Q.14 What is Third Party Information?**

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

#### **Q.15 What is the Method of Seeking Information?**

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

**Q.16 Is there any organization(s) exempt from providing information under RTI Act?**

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.

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Thank you!