

Indian Institute of Management Jammu

Old University Campus, Canal Road, Jammu - 180016

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Information under Right to Information Act, 2005

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

1.1	Background of this Handbook	Right to Information Act 2005 (RTI Act)
1.2	Objectives and purpose of this Handbook	To provide information about the Institute and sources of information
1.3	Users of this Handbook	General Public
1.4	Organization of the information in this Handbook	As per guidelines of the Ministry of Education, Government of India Institute: Indian Institute of Management Jammu
1.5	Definitions	Act: Right to Information Act, 2005
1.6	Contact Person	Mr. Vaibhav Gupta Central Public Information Officer (CPIO) Indian Institute of Management Jammu Old University Campus, Canal Road Jammu -180016 Phone: Email: pio@iimj.ac.in

For obtaining information under the RTI Act, 2005, a prescribed fee of Rs. 10/- should be paid by Cash/ Demand Draft (DD)/ Indian Postal Order (IPO) in favour of "Indian Institute of Management Jammu".

The Act provides for payment of Rs. 2/- per page for information on copies of documents to be supplied to the information seeker. Also, in case of soft copy of any records a charge of Rs. 50/- per CD is payable while providing the information. These charges are payable by the information seeker as applicable. The information seeker is advised to pay these applicable charges before the information is provided by the CPIO. This intimation will be sent within 30 days of receipt of request for information and will not tantamount to denial of information within 30 days, as prescribed under Act.

2. Particulars of Organisation, Functions and Duties

2.1 Establishment

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

2.2 Main activities/ functions of the Institute

The Main activities of IIM Jammu include 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 programs:

(a) **Ph.D Program in Management**

<http://www.iimj.ac.in/programs/doctoral-program/phd-program-glance>

(b) **Master of Business Administration**

<http://www.iimj.ac.in/programs/master-business-administration-mba/mba-glance>

(c) **Integrated Program in Management**

http://www.iimj.ac.in/programs/ipm/IPM_at_a_glance

(d) **Executive Master of Business Administration**

[linkhttp://www.iimj.ac.in/programs/emba/emba_glance](http://www.iimj.ac.in/programs/emba/emba_glance)

(e) **Executive Education**

<http://www.iimj.ac.in/management-development-programme>

(f) **Faculty Development Programs**

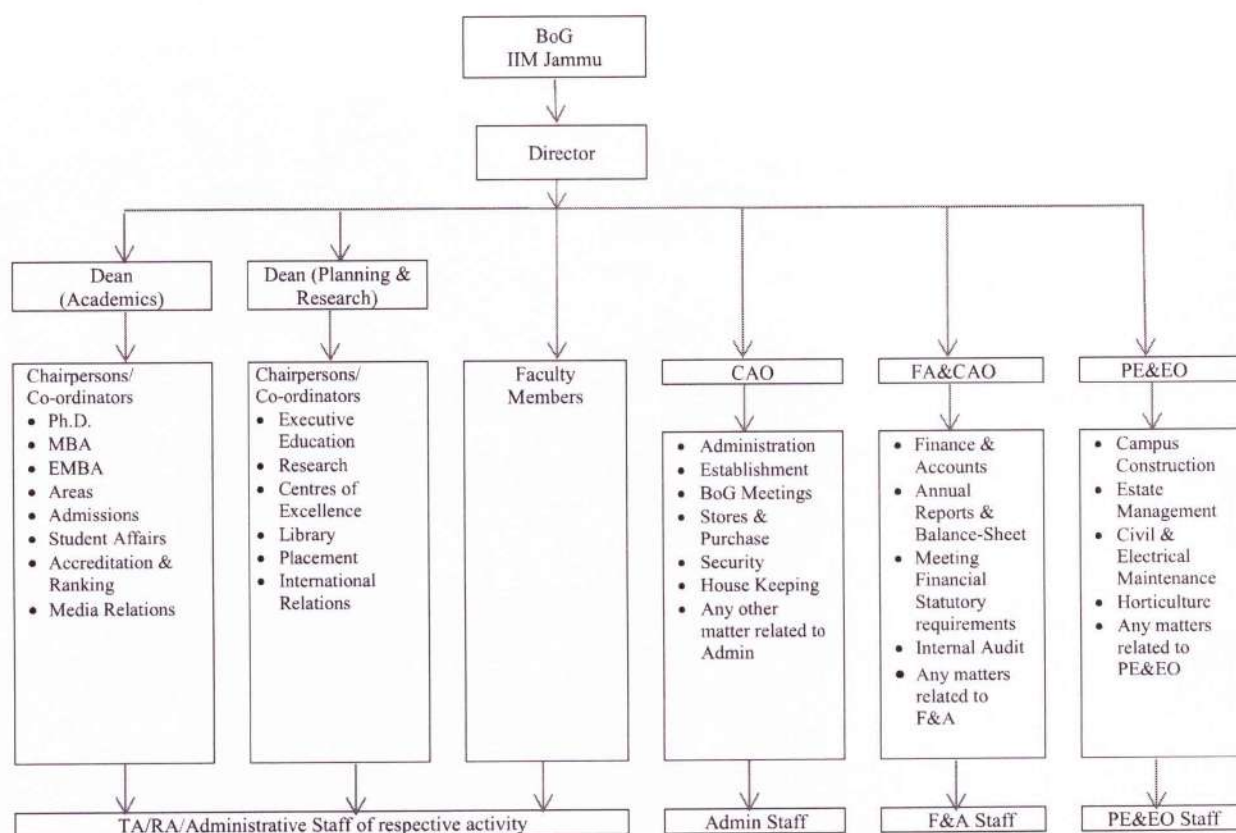
<http://www.iimj.ac.in/executive-program/faculty-development-program>

2.3 Services being provided by the Institute

- Teaching
- Research (<http://www.iimj.ac.in/research-papers>)
- Consultancy

2.3 Organisational Structure

The organisational structure of the Institute is given below:



2.4 Address of the Institute

Indian Institute of Management Jammu
Old University Campus, Canal Road
Jammu – 180016, India

2.5 Institute working hours

Teaching : As per Academic Calendar
Administration : Monday - Friday (09:30 AM - 06:00 PM)
Weekly Off : Saturday and Sunday

Library

Days	Issue/ Return of Books	Reading and Consultation
Monday - Saturday	10:00 AM - 06:00 PM	09:30 AM - 06:00 PM

2.6 Public Holidays

Holiday Calendar is promulgated by IIM Jammu based on Central Government Rules and circulated to all departments and employees. Please see the below link.
http://www.iimj.ac.in/sites/default/files/2021-06/Holiday_List_2021.pdf

3. Powers and Duties of Officers and Staff

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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

3.6 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.

3.7 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.

3.8 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.

3.9 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.

3.10 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.

3.11 Assistant Librarian

To assist the Librarian in offering the library services to the Faculty and the students, to assist the faculty 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.

- (e) Monitoring and implementing of library budget.
- (f) Circulation Management.
- (g) Statistics (compiling and maintaining all library transactions statistics).
- (h) Periodicals and Databases.
- (i) Inter Library Loan/ Reference.
- (j) Library Trainee and Professional Staff Management.
- (k) Library security and premises management.
- (l) Library orientation for external members.
- (m) Acquisition of Books, Acquisition Statistics.
- (n) Shelf and staff area management.
- (o) Organising Book Exhibitions.
- (p) Other work as assigned by the Librarian.

3.12 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.

3.13 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.

3.14 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.

3.15 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

3.16 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.

3.17 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

3.18 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.

3.19 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.

3.20 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

3.21 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.

3.22 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.

3.23 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

3.24 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

3.25 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.

3.26 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.

4. Rules, Regulations and Instructions Used

4.1 Indian Institutes of Management Act, 2017

4.2 Indian Institute of Management Jammu

IIM Jammu follows its own service rules which is governed by HR Manual and Service Rules of IIM Jammu. In addition, IIM Jammu has own Accounts Manual, Store and Purchase manual and Audit Manual

4.3 Government of India guidelines/ norms/ orders/ procedures issued from time to time As per the instructions/ guidelines issued by Ministry of Education, Govt. of India.

4.4 Delegation of Powers to Director and Sub-delegation - As per the guidelines mentioned in IIM Jammu Regulations, Accounts Manual, HR Manual and other relevant manuals of the Institute.

(i) Delegation of Powers and Functions of the Board to the Director:

The Director shall be the Chief Executive Officer of the Institute and shall provide leadership to the Institute and be responsible for implementation of the decisions of the Board.

The following are the powers and functions of the Director:

- (a) The Director shall have the power to appoint Faculty members as Assistant Professor, Associate Professor or full Professor on a regular or contract or contract on regular scale, as a Professor of Practice, as an Adjunct Professor or as a 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 'Competent Authority' for all the employees.
- (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 CAO 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 CAO as he or she 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) The Director may, with the approval of the Board delegate any of the powers, vested in him by the Act, rules and regulations to one or more members of the academic or administrative staff of the Institute.
- (n) To provide incentives to staff and faculty based on performance, additional responsibilities, institution building activities, etc.
- (o) 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, etc.
- (p) To accept externally funded research projects, consultancy assignments, endowments for the institute, grants and collaborative partnerships with public and private sector corporations, etc.
- (q) 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;
- (r) To take such measures as are necessary in exigencies in matters not herein specifically provided for, in the overall interest of the institute.
- (s) To exercise financial powers as approved by the board from time to time;
- (t) Any other power and functions of the Board may be delegated to the Director by the board from time to time through resolutions;
- (u) 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, etc.
- (v) To sub-delegate powers to other officers and functionaries of the institute, and take necessary actions as deemed appropriate, for the smooth and efficient functioning of the institute.

(ii) Financial Delegation of Powers for signing the financial instruments:

- (a) The financial delegation of power flows from Board to the Director which is further sub-delegated to the Director/ Deans/ CAO as explained earlier in organisation structure of the Institute.
- (b) All transactions of financial nature shall strictly be approved by competent authority as per Delegation of Powers.

5. Mode of Public Participation

The Institute encourages public participation and guidance through members of IIM Jammu Board of Governors.

6. Official Documents and their Availability

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

7. Board, Sub-committees and other Bodies

7.1 Board of Governors

<http://www.iimj.ac.in/institute/board-governors>

Sl. No.	Name and Association	Designation
1	Mr. Milind Pralhad Kamble, Padma Shri CMD, MPK Group of Companies & Founder of DICCI, Pune	Chairman
2	Ms. Neeta Prasad Joint Secretary (Management) Ministry of HRD, Govt. of India, Delhi	Member
3	Ms. Anita Bhogle Prosearch Consultants, Mumbai	Member
4	Ms Sushma Chauhan Commissioner Secretary Higher Education Department Govt. of J&K	Member
5	Mr. Anand Kripalu Managing Director & CEO, Member Diageo Global Executive Committee, Mumbai	Member
6	Mr. Mukund Walvekar Ex. Managing Director & CEO, Acer Ltd., Bengaluru	Member
7	Mr. Ranjit Singh Ex. Managing Director Kalpataru Power Transmission Ltd., Delhi	Member
8	Dr. Shalini Lal Founder Infinity OD, Delhi	Member
9	Mr. Lalit Kumar Naik Director Noveltech Feeds Pvt. Ltd., Mumbai	Member
10	Mr. Vijay Gambhire CEO, Sirpur Paper Mills, JK Papers Ltd Hyderabad	Member
11	Prof. B. S. Sahay Director IIM Jammu	Member
12	Cmdr Kesavan Baskaran (R) Chief Administrative Officer IIM Jammu	Secretary

The Board meets at least four times a year.

7.2 Sub-Committees of the IIM Jammu Board:

Some Key Committees are as Follows:

7.2.1 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:

- The financial reporting and budgeting processes,
- The system of internal controls and risk assessment,
- 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.

7.2.2 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 negotiation 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 immovable 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.

7.2.3 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.

7.2.4 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 Centers of Research and the manner of functioning of the areas or centres.

8. Public Information Officer, First Appellate Authority

Central Public Information Officer	Mr. Vaibhav Gupta Indian Institute of Management Jammu Phone: E-mail: pio@iimj.ac.in
First Appellate Authority	Cmdr Kesavan Baskaran (R) Indian Institute of Management Jammu Phone: +91-191-2585835 E-mail: cao@iimj.ac.in

9. Procedure followed in decision-making process

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.

10. Faculty and Officers List with Contact Details

10.1 Faculty Directory:

(<http://www.iimj.ac.in/faculty-profile>)

Sl. No.	Name	Designation	Email ID
1	Prof. B.S. Sahay	Director	director@iimj.ac.in
2	Prof. Jabir Ali	Professor	jabirali@iimj.ac.in
3	Prof. Manoj Kumar	Professor	mkumar@iimj.ac.in
4	Dr. Nitin Upadhyay	Associate Professor	nitin@iimj.ac.in
5	Dr. Pankaj Agarwal	Associate Professor	pankaj@iimj.ac.in
6	Dr. Aakash Kamble	Assistant Professor	aakash@iimj.ac.in
7	Dr. Abhishek Srivastava	Assistant Professor	abhishek@iimj.ac.in
8	Dr. Ajinkya Navare	Assistant Professor	ajinkya@iimj.ac.in
9	Dr. Archana Sharma	Assistant Professor	archana@iimj.ac.in
10	Dr. Ateeque Shaikh	Assistant Professor	ateeque@iimj.ac.in
11	Dr. Baljeet Singh	Assistant Professor	baljeet@iimj.ac.in
12	Dr. Kulwinder Kaur	Assistant Professor	kulwinder@iimj.ac.in
13	Dr. Mahesh Gadekar	Assistant Professor	mahesh@iimj.ac.in
14	Dr. Mamta Tripathi	Assistant Professor	mtripathi@iimj.ac.in
15	Dr. Minakshi Kumari	Assistant Professor	minakshi@iimj.ac.in
16	Dr. Muqbil Burhan	Assistant Professor	mburhan@iimj.ac.in
17	Dr. Nageswara Reddy Kondreddy	Assistant Professor	nageswara@iimj.ac.in
18	Dr. Pooja Kumari	Assistant Professor	pooja@iimj.ac.in
19	Dr. Rashmi Ranjan Parida	Assistant Professor	rrparida@iimj.ac.in
20	Dr. Rohan Mukherjee	Assistant Professor	rohan@iimj.ac.in
21	Dr. Ruchi Sehgal	Assistant Professor	ruchi@iimj.ac.in
22	Dr. Sarbjit Singh	Assistant Professor	ssingh@iimj.ac.in
23	Dr. Sujeet Kumar Singh	Assistant Professor	sujeet@iimj.ac.in
24	Dr. Sumant Kumar Bishwas	Assistant Professor	sumant@iimj.ac.in
25	Dr. Vaseem Akram	Assistant Professor	vakram@iimj.ac.in
26	Dr. Vijay Kuriakose	Assistant Professor	vijay@iimj.ac.in

10.2 Officers Directory:

Sl. No.	Name	Designation	Email ID
1	Cmdr. Kesavan Baskaran (R)	CAO	cao@iimj.ac.in
2	Mr. Rakesh K Shami	Project Engineer	peeo@iimj.ac.in
3	Mr. Shailesh K Lohiya	Librarian	librarian@iimj.ac.in
4	CA Rajat Jain	FA&CAO	Fa-cao@iimj.ac.in
5	Mr. Rajni Ranjan	Placement Officer	rajniranjan@iimj.ac.in
6	Mr. Vaibhav Gupta	AO-Admin	ao.admin@iimj.ac.in
7	Mr. Arup Bhattacharya	AO-Program	ao.programs@iimj.ac.in
8	Mr. Nadeem Y. Zargar	AO-Admin	ao-admin@iimj.ac.in
9	CA Mandeep Kaur Bijral	Asst. Accounts Officer	aao@iimj.ac.in
10	Mr. Abhay Avichal	Secretary to Director	diroffice@iimj.ac.in

Sl. No.	Name	Designation	Email ID
11	Mr. J Ramanjaneyulu	Web Designer	web-designer@iimj.ac.in
12	Mr. Shivashish Tripathi	AAO-HL & Admin	aao.hl-admin@iimj.ac.in
13	Mr. Jayaprakash Sivasamy	Asst. Librarian	asst.librarian@iimj.ac.in
14	Mr. Asif Khan	Asst. System Manager	asst.system-manager@iimj.ac.in

11. Pay Structure of the Institute Staff

Pay Structure as per 7th CPC

Sl. No.	Designation	Pay Level
1	Director	17
2	Professor	14A
3	Associate Professor	13A2
4	Assistant Professor-I	13A1
5	Assistant Professor-II	12
6	Assistant Professor-II	11
7	Assistant Professor-II	10
8	CAO/ PE&EO/ Librarian	12
9	FA & CAO/ System Manager / Placement Officer	11
10	Administrative Officer (Administration/ Academics/ Program/ Purchase)/ PR & Administrative Officer / F&A Officer/	10
11	Asst. System Manager/ Asst. Accounts Officer/ Asst. Admin Officer (HL & Admin)/ Secretary to Director/ Web Designer/ Asst. Librarian	8
12	Sr. Library & Information Asst./ Accountant/ JE (Civil)/ Office Asst./ IT & System Asst./ Store & Purchase Asst.	6
13	Hostel Supervisor (Men/ Women)/ Driver/ UDC	4
14	LDC/ Electrician	2

12. Budget Allocated

The Budget Estimates (BE) 2021-22 is as follows:

Particulars	BE (2021-22) (Rs. in lakhs)
Revenue Expenditure	4185.28
Capital Expenditure	651.23
Total	4836.51

13. Financial Assistance & Scholarships

13.1 Financial Assistance & Scholarships

The Institute provides adequate financial aid opportunities so that no student is prevented from pursuing the Program due to financial constraints. Schemes include the following:

(i) Need-cum-Merit Scholarship:

IIM Jammu has instituted a Financial Assistance Scheme after due deliberations and approval of the Board of IIM Jammu has been obtained. This assistance scheme will be Need-Cum-Merit basis, for which the requisite processes and procedure is described below:

- The need-based scholarship scheme will be extended to second year financially weak meritorious students who have a minimum CGPA of 7.00 at the end of first year without any D or F grade.
- The economic criteria for the assistance: Gross Annual Family Income (parents, self and spouse) below Rs. 2,00,000/- will get 100% tuition fee waiver, Rs. 2,00,001/- to Rs. 2,50,000/- will get 50% tuition fee waiver, Rs. 2,50,001/- to Rs. 3,00,000/- will get 25% tuition fee waiver. If the gross annual family income exceeds Rs. 3,00,000/-, the student will not get any financial assistance.
- The upper limit of the number of recipients of the assistance in any year will not exceed 10% of the Batch Strength.
- There should not be any case of indiscipline against the student during his/ her study period at IIM Jammu.
- The student must not be availing any scholarship/ financial assistance/ support from any other sources.
- The student needs to fulfil the above-mentioned criteria throughout the second year to continue to get the benefit.

(ii) SC/ ST Scholarships

IIM Jammu has initiated discussions with Ministry of Social Justice and Empowerment/ Ministry of Tribal Affairs for providing such benefits to deserving students. Hopefully this opportunity will be available in due course.

(iii) Minority Scholarship

Deserving Minority students (based on family income) may be eligible for Minority Scholarship from their respective State Governments.

(iv) Loan Schemes

The Institute makes necessary arrangements with bank(s) to provide loans for all needy students to finance the educational expenses at IIM Jammu. Interested students may apply for the loan. The Institute will only recommend the name of the student to the loaning organization. Procurement and repayment of loans will be made by mutual agreement between the student and loaning organization. The Institute does not bear any financial or other obligation connected with the loan.

13.2 Financial Assistance for Ph.D Scholars

All resident Indian scholars admitted to the Program are provided financial assistance, Fellowship, and various other grants.

(i) Financial Assistance

Scholars are provided with a fellowship stipend of Rs. 35,000/- per month during the first and the second year. For the third and Fourth year of the Program, a stipend of Rs. 40,000/- per month will be provided. Under exceptional circumstances and on the recommendation of TAC, extension may be granted by the DRC for a period of maximum ONE (1) year after the completion of fourth year. However, during extension the scholar will not get any

financial assistance from the Institute. The decision for the same will be taken by the Ph.D. Committee. The Tuition Fee, Library Fee, Computer Fee, and Hostel Fee are fully waived for scholars selected for the Ph.D. program at IIM Jammu

(ii) Caution Money

The scholars have to pay a one-time Alumni Association fee of Rs. 6,000/- at the time of acceptance of offer for Alumni Membership. Selected candidates need to pay a caution deposit of Rs. 30,000/- at the time of acceptance of the offer. Caution money is refundable after adjusting dues, if any, at the time of leaving the Institute after completion of the Program.

(iii) Grants

The Ph.D. students are entitled to the following grants.

- (a) A one-time Computer Grant to purchase PC/ Laptop of Rs. 50,000/-.
- (b) Cumulative Conference Grant up to Rs. 2,00,000/- during the Ph.D. program after completion of the comprehensive exam for attending one international Conference, up to two National Conferences, and one Doctoral Consortium Seminar. In lieu of the International Conference, one may wish to visit a foreign university to do some research work.
- (c) A yearly contingency grant of Rs. 40,000/- per year. The use of the contingency grant requires prior ratification from Chairperson (Ph.D. Program) on the recommendation of the Thesis Advisory Committee (TAC) Chair. The contingency grant can be accumulated to four years, and a scholar may choose to use it for attending one more International Conference/ Summer school. The grant can be used for the following purposes:
 - For attending research workshops
 - Fieldwork in connection with thesis work for the entire duration of the Program (including extension). Only Travel and Accommodation will be allowed. No DA will be given for fieldwork/ data collection. DA is permitted solely for attending the International / National Conference.
 - Purchase of books, photocopy, printing, stationery, consumables (such as pen drive, hard disk, software, etc.), and accessories (such as voice recorder/ e-book reader)
 - Support for thesis binding & printing, copy-editing of paper, transcription, and coding
 - Subscription to journal/ magazines; Annual Membership fee (scholar rates) for one national and one international professional society during the third and fourth years.
 - Yearly health insurance premium from the institute's empanelled health insurance provider.
 - The leftover contingency grant, if any, after four years can be carried forward during the extension period.

(iv) Important Note

- (a) Free hostel accommodation will be made available to scholars. In case, hostel accommodation is not available; the scholar will be reimbursed @ Rs. 5,000/- per month towards alternative accommodation.
- (b) The institute reserves the right to charge any other fees from the scholars or increase the fees if considered necessary. Due notice would be given while making such changes.
- (c) Self-sponsored/ NRIs/ foreign candidates will be required to bear all the expenses, including tuition fees.

14. Concessions/ Exemptions received by the Institute

- (a) The IIM Jammu is notified as an Institution of National Importance under section 80G(2)(a)(iii) of Income-tax Act 1961 (*applied for*)
- (b) The institute's income is exempt from Income Tax under section 10(23C)(vi) of the Income-tax Act, 1961.

15. Norms/ Standards

Norms and standards for various programs of the Institute are set by the respective Academic Committees which also monitors progress and achievements of students undertaking various academic programs. PGP and PhD Manuals are published and are available on the website.

16. Information Available in Electronic Form

All relevant information about Institute activities are available in our website.

17. Means, Methods and Facilities Available to Citizens for Obtaining Information

Citizens can obtain relevant information from the institute functionaries who are chairing different offices/ departments.

18. Grievance Redressal

The Institute is committed to providing a productive and conducive work environment where grievances are dealt with fairly and promptly. It aims to facilitate a work culture where no grievances exist and also help in improving performance and productivity of each of the employees of the Institute.

18.1 Faculty Grievance Redressal

Faculty Grievance Redressal Cell (FGRC) shall consist of three members with the Director as Chairman, and two members from HR Committee.

Faculty members are advised to approach this committee for grievance (with regard to service matters) redressal if any. After receiving a representation, the cell may hear the faculty in person or decide his/her representation in accordance with the rules applicable and attempt to address the redressal within 30 working days.

- If unsatisfied, the aggrieved faculty member may make a final appeal to the BoG.
- Grievances related to any of the members of the FGRC will be referred to the HR Committee of the BoG directly.
- Depending on the matter under discussion on a case to case basis, if need be, the Director will excuse himself from the meeting to ensure a fair redressal of the grievances.

18.2 Non-Faculty Grievance Redressal

Non-Faculty having grievance with regard to the service matters or regarding any other allied matter, may make a representation in writing to the CAO, for appropriate redressal.

Non-Faculty Grievance Redressal Cell (NFGRC) shall comprise Dean as Chairman, one faculty member nominated by Director and CAO.

The staff member, who is dissatisfied with the decision of the aforesaid Cell, may make an appeal to the Director whose decision will be final.

19. Other Useful Information

General information regarding facilities provided to general public can be obtained from the following sources:

- (a) Printed Brochure: available on request
- (b) Information often required by citizens, students and staff are available on the website of the Institute: <http://www.iimj.ac.in> which is under frequent updation.
- (c) Library is not for general public. However, basic information about library can be obtained from our website: <http://www.iimj.ac.in/institute/library>
- (d) HR Policy and Service Rules of the Institute (On website)
- (e) Retention of Document (As per Central Govt. rules)
- (f) In addition, public can get relevant information from the following functionaries in the Institute:
 - Chief Administrative Officer
 - Central Public Information Officer

20. Annual Report

- 2018-19
- 2017-18
- 2016-17

http://www.iimj.ac.in/iimj_annual_reports

21. FCRA Disclosure

NIL

22. Faculty Recruitment Policy at IIM Jammu

22.1 Introduction

Faculty members may be appointed as Assistant Professor, Associate Professor or full Professor on a regular or contract, as a Professor of Practice, as an Adjunct Professor or as a Visiting Professor. Retired Professors may be appointed as Professor Emeritus or Honorary Professor. Foreign Professors may be appointed on short term or long-term contract as Adjunct Professor from Universities/ Institutions across the globe.

As per Ministry of Education, Government of India, the ratio of faculty and students will be 1:10. The process of recruitment includes:

- (a) Invitations of applications;
- (b) Preliminary assessment of the suitability of the candidates;
- (c) Invitation to applicants for a faculty seminar and interview;
- (d) Assessment by Faculty Selection Committee and recommendation to the Director; and
- (e) Decision on recruitment by the Director.

22.2 Faculty Recruitment Process

- (a) Advertisement in national newspaper/ IIM Jammu website/ other national or international websites of professional bodies.
- (b) On-line Applications in the prescribed format will be sorted out Area-wise. Area-wise Application List will be compiled by the Director Office.
- (c) Summary of applications along with the application form and the screening form will be sent to Application Screening Committee constituted by the Director.
- (d) The Application Screening Committee will send back all the applications including accepted and rejected applications along with a covering note, summary of shortlisting made and comment on each application in the prescribed format
- (e) Director will review the recommendations of the Screening Committee and final short-listed candidates will be called for the seminar presentation and interview. Director Office/ CAO will send invitation letters/ e-mails to all short-listed candidates.
- (f) All candidates appearing for the faculty seminar and interview will be required to bring a set of self-assessed copies of certificates/ degrees in support of their academic qualifications and experience.
- (g) Presentation will be made by the short-listed candidates in their respective research areas of interest to Faculty Selection Committee. Faculty Selection Committee will give marks on Research Seminar and Interview Evaluation Sheet on a prescribed format. This will be compiled by the Director's office and same should be made available to the Faculty Selection Committee.
- (h) Marks of each members of the Faculty Selection Committee will be compiled in the Final Composite Evaluation Sheet.
- (i) The composition (for faculty positions) of the Faculty Selection Committee will include:
 - (1) Director, IIM Jammu – Chairman of the Faculty Selection Committee.
 - (2) One Member from the BoG, IIM Jammu.
 - (3) Two External Expert of the rank of Full Professor/ Retired Professor from IIMs/ IITs/ any top institution in the field of specialisation.The quorum for the Faculty Selection Committee is three, out of which Director's presence is a must.
- (j) In each Subject Area, two experts of the rank of Full Professor/ Retired Professors of IIMs/ IITs/ any top institution will be invited by the Director in the Faculty selection.
- (k) Each Panel Member of the Faculty Selection Committee need to give a declaration in writing in the prescribed format certifying that none of his/ her family member/ relative/ doctoral student is appearing for Faculty Research Seminar and Interview at IIM Jammu before the Faculty Selection Committee for the recruitment of faculty positions. In case one or more

applicants are known to any panel member, that panel member will rescue from the Selection Committee for those candidates.

- (l) Minutes of the decisions of the selection panel will be prepared and will be signed by all members of the Faculty Selection Committee.
- (m) Recommendation letters will be obtained in the prescribed format from the two referees mentioned by the candidates in the on-line application before issuing the offer letter.
- (n) Recommendation of the Faculty Selection Committee will be sent by the Director to the Chairman, Board of Governors for his approval. Appointment letters will be issued in duplicate by the Director to the selected candidates. The selected candidates will sign and return the duplicate copy indicating their acceptance of the offer of appointment and the date of joining.
- (o) The approval of the Chairman, BOG, IIM Jammu will be ratified in the Board Meeting.
- (p) The verification process at the time of Joining is compulsory for all positions (Regular/ Contract position on consolidated scale).
- (q) Appointment letters will be issued in duplicate by the Director to the selected candidates after getting approval of the Chairman, BoG, IIM Jammu.

23. Non-Faculty Recruitment Policy at IIM Jammu

Non-faculty members may be appointed on a regular position, deputation or on contract basis.

23.1 Recruitment Process

- (a) Advertisement will be given in the one national English newspaper, one regional English newspaper and one regional Hindi newspaper.
- (b) Detailed Advertisement giving details of the qualification, experience and job profile of each position will be posted at IIM Jammu web-site.
- (c) On-line applications received will be sorted out position-wise.
- (d) Summary of applications along with Application Forms, Application Screening Summary Sheet will be sent to Application Screening Committee duly constituted by Director.
- (e) **Process for Recruitment of Level-8 and above:**
 - The Application Screening Committee will prepare a list of short-listed candidates to be called for interview within seven days.
 - Director or his nominee will review the recommendations of the Application Screening Committee for level-8 and above.
 - Director Office/ Admin. Department will send interview letter through e-mail to all short-listed candidates for the Level-8 and above.
 - Short Listed candidates for the level-8 and above will appear for a personal interview before the Non-faculty Selection Committee.
 - Each Member of the Committee for Non-Faculty Selection will evaluate the performance of each candidate and will assign marks on a prescribed format.
 - Final Composite Evaluation Sheet will be prepared based on Evaluation Sheets by each member of the Non-Faculty Selection Committee immediately after the interview duly signed by the Director and all the Selection Committee Members.
 - Recommendations of the Selection Committee (pertaining to the Level-8 and above) will be placed before the Chairman, BoG for his approval.
 - IIM Jammu will do the reference check in writing from the referees.
 - The selection of the candidates will be ratified in the following Board Meeting.
 - Selected candidates will sign and return the duplicate copy intimating their acceptance of the offer of appointment and the date of joining within seven days.
 - If suitable candidate is not available, the candidate may be offered junior position or similar position on contract for one/ two years. His contract may be extended based on his satisfactory performance.
 - Appointment letters will be issued in duplicate by the Director to the selected candidates after getting approval of the Chairman, BoG, IIM Jammu.
- (f) **Process for Recruitment of Level-6 and below:**
 - The Application Screening Committee will send the comments along with a list of short-listed candidates for the level-6 and below, to be called for Written Test and Skill Test.
 - Director will appoint a Faculty or Officer to review the recommendations of the Application Screening Committee and the list of short-listed candidates for level-7 and below.
 - Written Test and Skill Test will be conducted by IIM Jammu or with the help of Officials from the Central/ State Government Institution/ Universities/ PSUs/ Organisations or any specified agency.
 - Recommendations of the Non-Faculty Selection Committee (pertaining to the category of Level-6 and below) will be compiled and placed before the Director for the approval.
 - Appointment letter will be issued only after obtaining the recommendation letter from the two referees.
 - Appointment letters will be issued by the Chief Administrative Officer (CAO) in duplicate based on the recommendation of the Selection Committee for level-6 and below.