

Information under Right to Information Act, 2005

INDEX

Statutory Information Under RTI, 2005

1. Introduction (Basic Information under RTI Act, 2005)
2. Particulars of Organization, Functions and Duties
 - (a) Establishment
 - (b) Mission
 - (c) Objectives
 - (d) Main activities/functions of the Institute
 - (e) Services being provided by the Institute
 - (f) Address of the Institute
 - (g) Institute working hours
3. Powers and Duties of Officers and Employees
4. Rules, regulations and instructions used
 - (a) Memorandum of Association of RGIIM
 - (b) Rules and Regulations
5. Mode of Public Participation
6. Official documents and their availability
7. Board of Governors
8. Sub-Committees
9. Public Information Officer
10. Procedure followed in decision-making process
11. List of Faculty
 - (a) Alphabetical wise
 - (b) Department/area/subject wise
12. Contact numbers and e-mail address of Faculty, Officers and Staff.
13. Pay structure of Institute Staff
14. The Budget Allocated
15. Available Scholarship
16. Concessions availed by the Institute
17. Norms/Standards
18. Information available in Electronic Form
19. Means, methods and facilities available to citizens for obtaining information
20. Other Useful Information

Information under Right to Information Act, 2005

Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya, India
Phone No. 0364-2534516, 2534526 Fax: 0364-2230041,
Website: www.iimshillong.in

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

1.1	Background of this Handbook	Right to Information Act, 2005 (RTI Act)
1.2	Objective and purpose of this handbook	To provide information about the Institute and sources of information
1.3	Users of this Handbook	General Public
1.4	Organization of the information in this Handbook	As per guidelines of the Ministry of HRD, Government of India Institute: Rajiv Gandhi Indian Institute of Management, Shillong
1.5	Definitions	Act: Right to Information Act, 2005
1.6	Contact Person	Mr. Thomshaphrang Laloo, Administrative Officer (Programme) Public Information Officer (PIO) Rajiv Gandhi Indian Institute of Management Shillong Nongthymmai, Mayurbhanj Complex, Shillong, Meghalaya Phone: 0364-2308056 Email: tl@iimshillong.in

Information under Right to Information Act, 2005

2. Particulars of Organization, Functions and Duties:

(a) Establishment

About IIM Shillong

IIM Shillong has been set up with a vision of expansion and mobilisation of facilities for offering good quality management education and research in the North Eastern region of India. The decision of coming up with an Indian Institute of Management in the North East was unanimously taken by the Union Minister of Human Resource Development along with the Chief Ministers of the North Eastern States in the Review Meeting held at Shillong during June 2004. Shillong was drafted as the permanent location for the institute after consultation between the Ministry of Development of North Eastern Region (DONER) and the Chief Ministers of States of the region.

The **Rajiv Gandhi Indian Institute of Management (RGIIM)** offers a comprehensive two years Post-Graduate Diploma in Management Programme (PGDM). The course has been designed to provide a holistic approach towards addressing business problems of the new millennium and beyond. The Institute aims to develop unbeatable leaders for an economically and ecologically sustainable society, with the help of a unique curriculum that comprises a mix of compulsory and elective courses, supplemented by specialized courses on industry sectors.

(b) The Mission

The Mission of RGIIM is to create an Institution of excellence having a national character while also considering the needs and aspirations of the people of the region.

(c) Objectives

- To provide learning facilities to men and women of exceptional calibre for pursuing careers in management or becoming teachers and researchers in different management fields.
- To promote knowledge through research, applied and conceptual, relevant to management, and to disseminate such knowledge through publications.
- To participate in and contribute to the formulation of public policy, which would provide answers to questions of social importance.
- To enhance the decision-making skills and the administrative competence of practising managers and assist organizations to solve their managerial problems by providing them with consulting services based on actual requirements.
- To collaborate with other institutions in India and abroad with a view to further professionalising management education and assisting in institution building, in a meaningful manner.

(d) Main activities/functions of the Institute

RGIIM's activities comprise teaching, management development, research, consulting.

The RGIIM has set itself a target of carrying out the following programmes:

- Post-graduate Diploma in Business Management (PGDBM)
- Fellowship Programme in Management (FPM)
- Management Development Programme (MDPs)

Information under Right to Information Act, 2005

Besides these programme, it plans to focus on:

- Tourism and Hospitality Management
- Management of teleservices and telemedicine
- Management of information systems and technology
- Subjects of local relevance such as tourism, horticulture, hydel power etc.

1. The Post-Graduate Programme in Management

The Institute offers the Post-Graduate Programme in Management [PGP], a two-year full time residential programme for graduate students from all disciplines who aspire to choose a career in management.

The Post-Graduate Programme has commenced from the academic session 2008-'09 (in the temporary accommodation) at "Mayurbhanj Palace", which has been renovated by State Government for the purpose. A flagship programme called Post-Graduate Diploma in Management (PGDM) with an annual student intake capacity of 60 in the first year has also been implemented. The Institute plans to enhance it to 120 seats in the third year and 180 seats in the sixth year respectively. The Government of Meghalaya has disbursed about 120 acres of land free of cost for setting up the permanent campus of RGIIM at Umsawli, Mawdiangdiang, Shillong.

A cohesive network of academicians, intellectuals and industry professionals drawn from across the globe makes RGIIM a centre of quality management education. The students from many corners of the country look forward to acquiring their management training from here. A quick impetus in the infrastructural upliftment of the region rests on the shoulders of the Institute. It would assist the government to take a big step forward to execute one of its prime plan agenda, the promotion of a sustainable and balanced development of the nation.

The Post Graduate Programme in Management is designed to develop professional managers who can shoulder varied responsibilities in organizations in different sectors of our economy. The objectives of the programme are to enable its graduates to:

- Understand the socio-economic, political, technological and ecological environment of modern societies and their characteristic values;
- Acquire the prevailing state-of-the-art knowledge and skills in the basic discipline and functional areas of management;
- Develop analytical and innovative attitudes and skills so as to facilitate change and increase the effectiveness and efficiency of organizational systems; and
- Develop values and proactive attitudes for societal problems and work for its well being.

2. Fellowship Programme in Management (FPM) (Proposed)

The Fellowship Programme in Management is a Doctoral Programme. Its objective is to provide students with necessary skills to identify and research complex issues in the field of management. FPM seeks candidates with brilliant academic backgrounds, intellectual curiosity and discipline needed to make scholarly contribution.

3. Management Development Programmes (MDPs)

The Management Development Programme (MDP) is another major academic activity at the Institute. It provides innovative and practical ideas about critical management challenges facing the administrators. The programme

Information under Right to Information Act, 2005

encourages participants to think beyond the scope of their own disciplines and areas of responsibility to become better leaders of their field of activity.

The MDPs are designed with the objective of providing insights into managerial concepts and techniques relevant for formulating and implementing strategies in functional areas, and an overall perspective for decision making by integrating functional and general management approaches.

Moreover, the MDPs are designed to address specialized needs in areas such as business policy, communications, economics, finance, marketing, organizational behaviour, personnel and industrial relations, production and quantitative methods, information systems, agriculture, public systems, health and education. These MDPs enable participants gain insights into managerial concepts and techniques for formulating and implementing strategies and enhance their overall perspective for effective managerial decision-making.

In response to the growing challenges of environmental degradation through business operations, the Institute is looking at Sustainable Business Management and Education as a key thrust area aimed at integrating environmental stewardship into business strategy, operations and product designs. The response of the corporate, government and non-government sectors to MDPs has been very encouraging.

4. Short Term Courses

For enhancing managerial acumen of the local people RGIM has set up **Accelerated Learning Centre (ALC)**.

By leveraging strong network of academicians, intellectuals and industry professionals drawn from across the country, ALC is envisaged to train the talented educated youth, business executives, officers and entrepreneurs of the country for imparting them with professional knowledge, live skills and also to motivate them to participate in the globalised economy.

The Institute is offering a series of practice oriented management development courses at various levels through its Accelerated Learning Center (ALC). The first program offered was the **Certificate Course Retail Management (CRM)** which aimed at moulding the young talented youth of North East and other parts of the country to participate in the service economy. The second programme offered was in **Sustainable Enterprise and Retail Management (SERM)**

SERM course is focusing on bringing people together to learn how to build and lead thriving sustainable enterprises that are in and for the world from India. By sustainable we mean being able to generate and regenerate the natural, social, human, manufactured, and financial capital for both short and long-term prosperity, we tap the emerging opportunities in the modern India. SERM also attempts to zero down the challenges that inhibit sustainable innovations in product process, services and even in Business Models from managerial mindsets to standard operating procedures in the world of retailing.

Mentors of ALC are of the opinion that the participants of the course will see business and social problems as business opportunities not as a cost of doing business. ALC has further emphasized that organized retailing is the best option for anyone to startup business as the sector is projected to grow 13% annually and expected to touch the annual turnover of \$590 billion by 2011/2012 from the present \$322 billion.

The participants of Accelerated Learning Center Program have also taking up part time projects with RNB Groups and COSMOS Retail during the course of study while attending the lectures. During Project works students are engaged to develop a deep theoretical and practical understanding of a complex set of interrelated economic, social, and environmental issues. ALC also focuses on building the skills and capabilities needed to formulate and implement practical, operational solutions that have value in today's marketplace. Combining the

Information under Right to Information Act, 2005

business and retailing expertise of the IIM Shillong, the Center is attempting to advance the global knowledge base in sustainable enterprise and retail management.

ALC also maintains a global network engaged in corporate research and field work focused on strategy formulation and implementation in two domains: sustainable innovation and the enterprise management in the domain of organized retailing. By combining the business and retailing expertise ALC, is attempting to advance global knowledge base in Sustainable Enterprise and Retail Management. SERM course applies innovative pedagogy through e-books, **Web Exercises, video case studies, corporate lectures and training** in the verticals of Sustainable Innovations and Enterprise Management in the domain of Retailing for the SERM Course.

Upcoming Courses

ALC has offered Advanced Course on Relationship Marketing in the 10 module capsule format for a period of six months with vertical domain specialization of Software, Retailing, Telecom, BFSI, Airlines and PC industry. The course includes 2 months industry on the job projects and lectures from the corporate and professors from IIM and abroad.

(e) Services being provided by the Institute

1. Teaching
2. Research
3. Consulting

Information under Right to Information Act, 2005

(f) **Address of the Institute**

Rajiv Gandhi Indian Institute of Management Shillong
Mayurbhanj Complex, Nongthymmai, Shillong – 793014
Meghalaya, India

(g) **Institute working hours**

Teaching: (as per academic calendar)

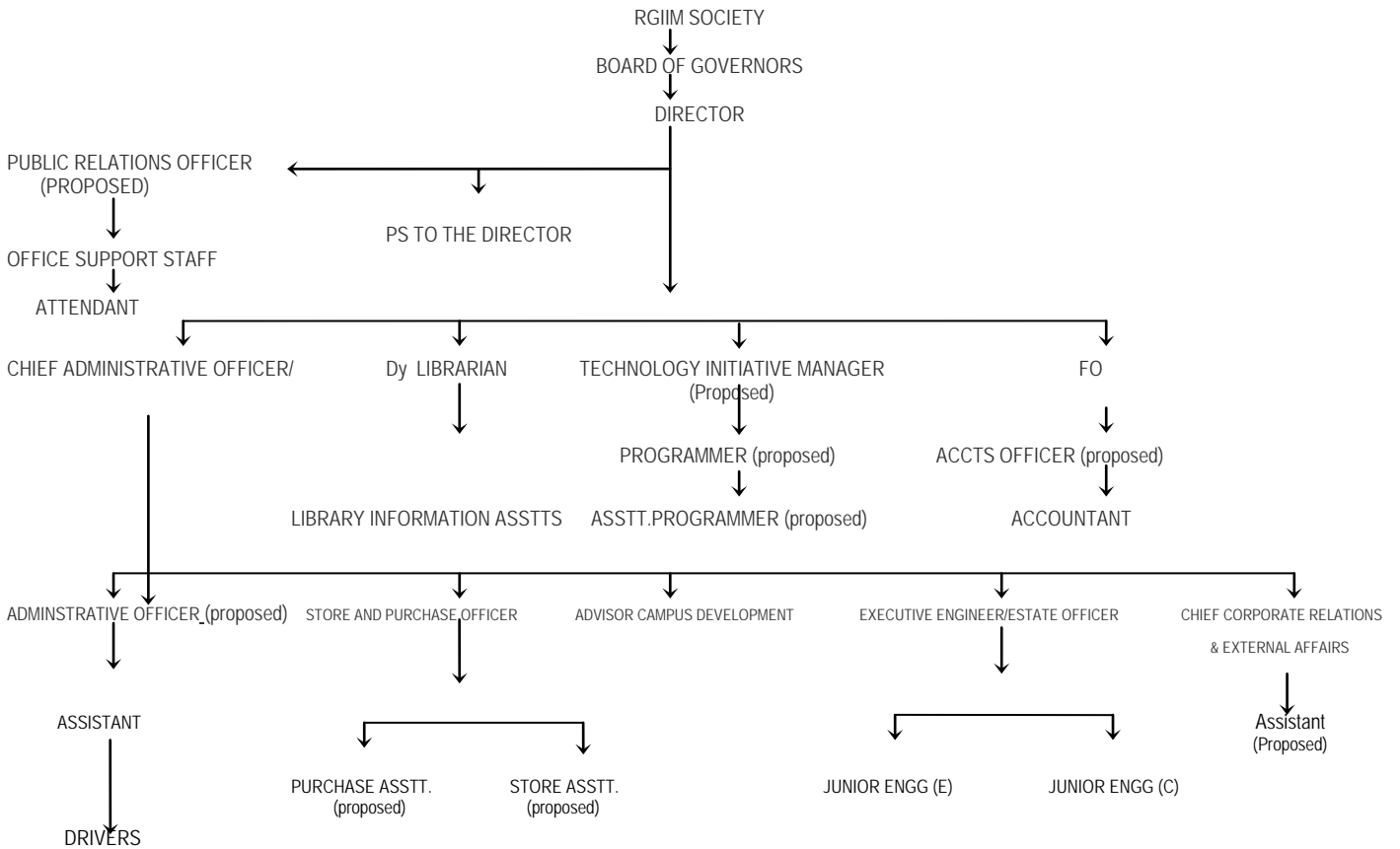
Administration: 9.00am to 5.30pm (Monday to Friday)

Saturday and Sunday – Holidays

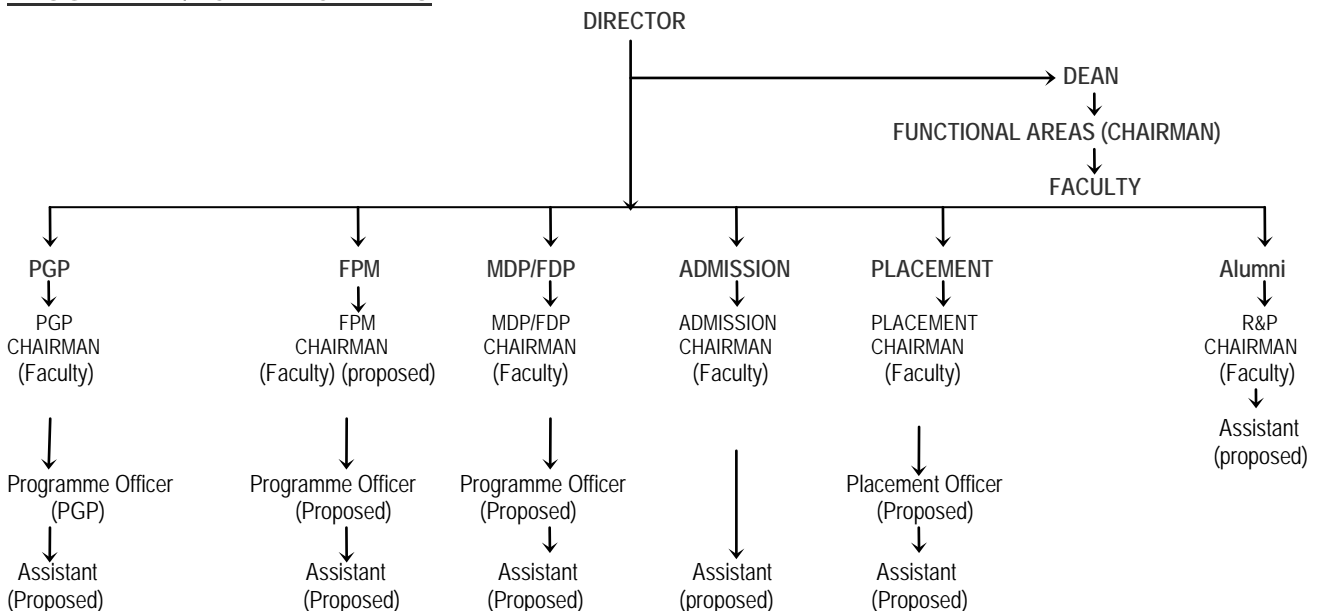
Information under Right to Information Act, 2005

(h). Organizational Structure

ORGANISATION CHART OF RAJIV GANDHI INDIAN INSTITUTE OF MANAGEMENT SHILLONG



PROGRAMME/ACADEMIC AREAS



Information under Right to Information Act, 2005

3. Powers and Duties of Officers and Employees

I. Chief Administrative Officer

- 1 Overall in-charge of administrative functions, responsible to Director/ Board/ Society.
- 2 Non-member Secretary of the Board.
- 3 Non-member Secretary of the Finance Committee of the Board.
- 4 Non-member Secretary of the Personnel Committee of the Board.
- 5 Member Secretary of the Building Committee of the Board.

III. Administrative Officer (Programme)

1. Reproduction and distribution of case materials for PGP/ MDP and other programme participants;
2. Contact instructors for material list and arrange for their reproduction;
3. Books to be bought for various courses.
4. Obtaining case materials.
5. Registration of cases and filing of master copy along with the registration papers.
Overall supervision of the PGP Office
6. Preparation of Academic Calendar
7. Arrangements for the Preparatory Programme and Orientation Programme
8. Communication with Area Chairpersons and obtaining Area Teaching Plans, Course announcements to students.
9. Preparation of term-wise timetable.
10. Monitoring leave of absence of students regularly and intimation to the instructions concerned.
11. Issue of grade sheets at the end of each term to the students.
12. Making arrangement the Preparatory/Orientation programmes
13. Registration students in each term
14. Administration of Industry Scholarship
15. Interacting with the students and solving their academic problems
16. Helping PGP Chairperson to conduct the overall activities of PGP
17. Scheduling of Classes
18. Making arrangement the examinations for students
19. Preparation of grades
20. Counseling of students

IV. Technology Initiative Manager

Provide computer facility to all faculty & staff members, administrative offices, classrooms and overall in charge of the computer support system in the Institute, its procurement, maintenance etc.

V. Finance & Accounts Officer

1. Head of the Finance & Accounts Office; proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG audit etc.
2. Respond to CAG queries
3. Co-ordination with Auditors
4. Handle investments of the Institute, including disinvestments from bonds of state level undertakings guaranteed by respective State Govt.
5. Prepare Budget Estimates and Revised Estimates
6. Correspondence with Income Tax Department regarding Exemption/ Returns

Information under Right to Information Act, 2005

VI. Accounts Officer

Accounts Officer provides the compliance of various statutory and legal requirements in connection with the Finance & Accounting functions of the Institute and help the Finance & Accounts Officer in carrying out the day to day business of that office.

VII. Stores and Purchase Officer

1. Purchase of mess items, stationery & printing, capital items etc.
2. Purchase of technical items like Computers and other equipments.
3. Inviting tenders/quotations from approved vendors
4. Issue/Maintaining records of all issues
5. Prepare budget in respect of Stores for non-mess items, mess items and capital items
6. All materials received shall be examined counted.
7. Prepare a list of Vendors.
8. Quality Control
9. Take care of all housekeeping services.
10. Make available Institute facilities for organizing meetings etc.
11. Provide Audio Visual facilities to user.
12. Coordination with various sections.
13. Provide seating arrangement for Faculty/ TAA, RA and project staff.

VIII. Executive Engineer –cum- Estate Officer

1. Taking care of the construction and maintenance of all Institute buildings and fixtures and also plan for the preventive maintenance.
2. In charge of new campus construction. Close liaison with the architects, contractor, Municipal Corporation and other agencies for the smooth functioning of the construction activities and completion of the buildings in time so that the Institute can start its new activities as scheduled.
3. In Charge of the Estate, Telephone, Transport, Security, Estate Development and Maintenance. Also responsible for all planning activities in terms of new facilities on the campus, planning for various types of maintenance etc.

IX. Manager Admissions (Chairman)

1. Processing applications for Post Graduate Programmes
2. Conducting Common Admission Test (CAT) in coordination with other IIMs
3. Processing test results, preparing short list for GD and interviews, interview scores, final list of selected candidates
4. Correspondence with selected candidates in the form of offer of admission letters.

X. Programme Officer MDP/FDP

1. Prepare programme schedule/budget of the programme, communications with participants.
2. Coordinate all the activities of the programme.
3. Provide accommodation and messing facilities for participants attending various Management Development Programmes
4. Liaison with participants/faculty and various department in the Institute.
5. Marketing to Management Development Programme.

XI. Chief Corporate Relations & External Affairs

1. Takes care of all media related activities of the Institute as well as to take care of the Institute guests including Placement of Students.

Information under Right to Information Act, 2005

2. Facilitates professional development and employment search support with a demonstrated understanding of employer needs and expectations, generally, and as they relate to specific industries.
3. Maintains accurate and confidential student records.
4. Works closely and regularly with students to identify interests, skills, needs, employment barriers, and available resources, and responds to all student questions or requests regarding placement support.
5. Coordinates mock employment interviews with every program graduate.
6. Works closely with departments to maintain and report students' employment progress, and provides timely tracking of graduate placements, including the generation of placement reports.
7. Provides timely follow-up with students, graduates, and/or employers and potential employers to obtain placement outcomes, and exhibits persistence in attempts to contact graduates for current employment information (via telephone, e-mail or other communication methods.)
8. Networks, establishes, and maintains relationships to obtain job leads and facilitate employment opportunities for students and graduates.
9. Refers students to prospective employers for employment opportunities, and maintains documentation of student referrals.
10. Follows established procedures and guidelines.
11. Other duties as assigned.
12. Arrange summer projects for students, develop Clients for placing students, Good industry network skills.
13. Supervise directly or indirectly students during Placement activities.

XII. Junior Engineer (Electrical)

Assisting the Executive Engineer in all matters relating to electrical supply in the Institute, maintenance of all electrical and electronic gadgets, air conditioners, water supply to the campus etc.

XIII. Junior Engineer (Civil)

Assisting the Executive Engineer in all matter relating to construction, maintenance, repair of buildings of the Institute, water supply, etc.

XIV. Personal Secretary to the Director

Works in the Director's Office to take care of and monitor all matters of the Institute where the Director's special attention is required.

XV. Librarian

1. Overall supervision of the Library.
2. Help people doing research to find the information they need.
3. Providing direction on the use of databases and other electronic information resources.
4. Obtaining specialized materials from other sources.
5. Providing access to and care of delicate and expensive materials.
6. Ordering library materials and database subscriptions, computers and other equipments.
7. Supervising the cataloguing and physical processing of new materials.
8. Acquisition, collection development, organization, preservation and cataloguing of periodicals.
9. Monitoring the selection of books and electronic resources.
10. Developing and maintaining library systems, including the library catalogue and related systems.
11. Assisting researchers in their search for scientific and technical documentation.
12. Manage the database and libraries license.
13. Instructing library users on how to find, evaluate and use information effectively.

Information under Right to Information Act, 2005

4. Rules, Regulations and instructions used

(a) Memorandum of Association of RGIM

1. PREAMBLE

WHEREAS the Government of India is desirous of setting up an autonomous Institute in the North Eastern State of Meghalaya by the name Rajiv Gandhi Indian Institute of Management Shillong in order to meet the increasing demand for well trained high caliber management professionals necessitated by accelerated pace of economic and industrial growth.

AND WHEREAS it is considered expedient to provide it a legal entity by getting it registered under Societies Registration Act 1860 as applicable to the State of Meghalaya in order to achieve the aforesaid objectives.

2. NAME OF THE INSTITUTE

The name of the Institute shall be Rajiv Gandhi Indian Institute of Management, Shillong herein after referred to as the 'Institute'.

3. SITUATION OF REGISTERED OFFICE

The Registered office of the Institute shall be situated at Shillong.

4. DEFINITIONS

In this Memorandum of Association and the rules made thereunder unless the context otherwise signifies:

- a) 'Institute' shall mean the Rajiv Gandhi Indian Institute of Management, Shillong,
- b) 'Society' shall mean the Rajiv Gandhi Indian Institute of Management, Shillong.
- a. 'Central Government' shall mean the Department of Higher Education in the Ministry of Human Resource Development, Government of India,
- c) 'State Government' shall mean the Government of Meghalaya,
- a. 'Board' shall mean the Board of Governors of Rajiv Gandhi Indian Institute of Management, Shillong.

5. MAIN OBJECTS

To establish set up run and carry on the Administration and Management of the Rajiv Gandhi Indian Institute of Management Shillong and in particular to perform the following functions inter-alia:

- a) To organize and provide education and training in one or more aspects of management and related subjects including on such thrust area consistent with management skill formation as may be thought fit by the Institute to interested persons from Industry, Corporate and Non-Corporate sector. Governmental, Public and Private sector institutions, bodies and associations connected with Industry and Commerce and individuals interested in making or developing their career in Management in such a way as to equip them thoroughly to practice the art and profession of Management in which they have been trained with appropriate cases to prepare and instruct others in the principles and practices of management:

Information under Right to Information Act, 2005

- b) To select outstanding and talented mature candidates for careers leading to management responsibility and groom them suitably to take up such responsibilities:
- c) To award diplomas, certificates and other academic or professional distinctions to candidates trained, and to prescribe standards of proficiency for and conformity thereto before the award of such diplomas. certificates and other distinctions:
- d) To undertake on its own and/or in collaboration with other educational and research institutions, research for the promotion and development of scientific management and delineation of standards thereon.
- e) To collect, analyze, collate, tabulate and circulate data, statistics, information etc. relating to or connected with any discipline of management;
- f) To ascertain and publish law, rules, practices and procedures relating to matters connected with management;
- g) To organize, hold and conduct meetings, group discussions, lectures, speeches, workshops, research projects, seminars, conferences, study programmes for the purpose of exchange and dissemination of information and ideas.

6. ANCILLARY OBJECTS

With a view to promote the foregoing objects, the Institute shall have the following ancillary and incidental objectives:

- a) To acquire by way of lease, sublease, gift, purchase, exchange, hire or in any other manner, any movable or immovable properties and any rights or privileges necessary or convenient for the purposes of the Institute and to construct, erect, alter, improve and maintain any building and to construct, improve, alter, demolish or repair buildings and to manage, develops, sell, let, dispose off mortgage, or otherwise deal with all or any part of the assets and rights of the Institute with a view to achieve the objects of the Institute provided that prior approval of the Central Government shall be obtained for the acquisition and sale of immovable property anywhere in India or abroad;
- b) To accept grants of money equipment, land, buildings, donation, gifts, subscriptions and other assistance from the State Central Government or from any other source approved by the Central Government and to conform to the conditions on which such grants, other payments and assistance may be received, provided that no benefaction shall be accepted by the Institute, which in its opinion involves conditions or obligations contrary to the objects of the Institute:
- c) To establish, equip and maintain any laboratory, research centre, data bank, library, museum, workshop, Centre, organization, and such other facilities as are necessary for carrying out the objects of the Institute:
- d) To levy fees or other charges for training and or other services/facilities provided by the Institute at such nominal or other rates as specified by the Board;
- e) To prepare, print, publish, issue, acquire and circulate books, papers, -periodicals, exhibits, films, slides, video tapes, circulars and engage in other literary activities connected with or having a bearing on the objects of the Institute:
- f) To assist, guide or collaborate with other organizations or institutions in India or any part of the world having objects wholly or partly similar to these of the Institute in such manner as may be conducive to the attainment of the objects of the Institute; however in respect of agreements involving foreign collaboration, prior approval of the Central Government shall be obtained:
- g) To negotiate contracts on behalf of the Institute and vary and rescind such contracts;
- h) To enter into any arrangement with any Government, Government Authority, municipal or local authority or otherwise that may be conducive to the objects of the Institute and to obtain from any such authority rights, privileges and concessions which the Institute may think desirable to obtain and to carry out exercise and comply with such arrangement, rights privileges and concessions.
- i) To borrow, raise or secure the payment of any money on such terms and conditions and on such security may be deemed fit and proper provided they are not inconsistent with the objects of the Institute:
- j) To institute and award fellowships, scholarships, prizes and medals in accordance with the Rules & Bye-laws:

Information under Right to Information Act, 2005

- k) To create patron-ship, affiliation and other classes of professional or technical membership or office as the Board may consider necessary;
- l) To make Rules and Bye-laws for the conduct of affairs of the Institute and to add or amend vary or rescind them from time to time with the approval of the Central Government.
- m) To procure recognition for the Institute vis-a-vis its objects in India and abroad.
- n) To provide such boarding and lodging facilities to the students, scholars, faculty and staff of the institute as may be deemed desirable by the Board;
- o) To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objects

7. INSTITUTE TO BE OPEN TO ALL PERSONS

- a) The Institute shall be open to all persons of either sex, and of whatever race, creed, caste or class and no test or conditions shall be imposed as to religious belief or profession in admitting students or appointing members, teachers and other staff of the Institute.
- b) No benefaction shall be accepted by the Institute which in its opinion involves condition or obligations contrary to the spirit and object of the above paragraph.

8. POWERS OF CENTRAL GOVERNMENT

The Central Government may at any time appoint one or more persons to review the work and progress of the Society and the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Central Government may stipulate in this behalf. Upon receipt of such report, the Central Government may take such action and issue such direction as it may consider necessary in respect of any of the matters dealt with in the report and the Society and the Institute shall be bound to comply with such directions.

9. APPLICATION ON INCOME

All the incomes, earnings, movable and immovable property of the Institute howsoever derived shall be solely utilized and applied towards the promotion of its aims and objects set forth in this Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Central Government to such limitations, as the Central Government may from time to time impose. No part of the income and property of the Institute shall be paid or transferred directly or indirectly by way of dividend bonus share or otherwise howsoever by way or profit to the persons who at any time are or have been members of the Institute or to any of them or to any persons claiming through them provided that nothing herein contained shall prevent the payment in good faith of remuneration or other payments to any member thereof or any person in return for any services rendered to the Institute or for travelling allowance, halting or other similar charges. No member of the Institute shall have any personal claim on any movable or immovable property of the Institute or make profits whatsoever by virtue of this membership.

10. BOARD OF GOVERNORS

The names, addresses occupations and designations of the present members of the Board of Governors of the Institute, to whom, by the Regulations of the Institute, the management of its affairs is entrusted as required under section of the Societies Registration Act, 1860 as applicable to the State of Meghalaya are as hereunder. [as per composition of the Board]

11. ASSOCIATION CLAUSE

Information under Right to Information Act, 2005

We the several persons whose names and addresses are given below having associated ourselves for the purpose of forming a society, namely RAJIV GANDHI INDIAN INSTITUTE OF MANAGEMENT SHILLONG and set our several and respective hands unto and form ourselves into a Society under the Societies Registration Act of 1860 as applicable to the State of Meghalaya and as amended by the State Legislature from time to time in pursuance of this Memorandum of Association of the Institute this day of

Sr No.	Name and Address	Occupation	Signature
1	Shri. R. P. Agrawal, Secretary Department of Higher Education, Ministry of HRD, New Delhi.	Secretary to the Government of India	Sd/
2	Shri. R. Chatterjee, Chief Secretary to the Government of Meghalaya, Shillong	Chief Secretary, Government of Meghalaya	Sd/
3	Dr. Pramod Tandon, Vice Chancellor, North Eastern Hill University NEHU, Shillong	Vice Chancellor, North Eastern Hill University, Shillong	Sd/
4	Shri. S.K. Ray Joint Secretary & Financial Advisor (HRD), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi	Joint Secretary & Financial Advisor (HRD), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi	Sd/
5	Dr. K. Narayana Rao Member Secretary, AICTE I.G. Sports Complex, I.P Estate, New Delhi – 110 002	Member Secretary, AICTE	Sd/
6	Smt. R.V. Suchiang, Principle Secretary, Technical Education	Government of Meghalaya	Sd/
7	Shri. Ravi Mathur, Joint Secretary (Technical) Department of Higher Education, Ministry of HRD, Shastri Bhawan New Delhi	Department of Higher Education, Ministry of HRD	Sd/

I witness the signature from 1 to 7 above

Information under Right to Information Act, 2005

(b). RULES AND REGULATIONS

1. TITLE:

The Rules and Regulation may be called the Rules and Regulations of the **RAJIV GANDHI INDIAN INSTITUTE OF MANAGEMENT, SHILLONG.**

2. DEFINITIONS:

In these Rules and Regulations the following words and expressions shall have the meaning assigned against them unless the context otherwise signifies.

a) Chairman: Chairman of the Board of Governors_

b) Board: The Board of Governors of the Institute.

c) Director: The Director of the Institute.

d) Rules: Rules and Regulations of the Institute.

e) Financial Year: The Financial Year of the Institute shall be from 1st day of April to 31st day of March of the subsequent year.

3. AUTHORITIES OF THE INSTITUTE:

a) The Board of Governors,

b) The Chairman

c) The Director

d) The Chief Administrative Officer

e) Finance Committee

f) Building & Works Committee

g) Such other authorities including but not limited to Committee(s) appointed or nominated by the Board.

4. MEMBERSHIP

a) The Institute shall consist of the following members:

i. The Chairman or the Board.

ii. The Members of the Board of Governors

iii. Not more than 4 members nominated appointed by the State Government other than those already on the Board.

iv. Not more than 4 members nominated/appointed by the Central Government to represent Industry, Trade, Commerce and Academia other than those already on Board.

v. To expert members each from approved thrust areas of the Institute to be nominated by the Chairman in consultation with the Director.

vi. Not more than two member being ex-Chairman and Directors of the Institute.

vii. Such other members who may be admitted to life Membership of the Institute and fulfilling such requirements as may be specified in the bye- laws to be framed by the Board for the purpose.

Information under Right to Information Act, 2005

Membership not to fall below seven

- b) The membership of Institute shall not be less than seven.

Roll of members

- c) The Institute shall keep a roll of members giving the addresses and occupations and every member shall sign the same.

Address of a Member

- d) If a member of the Institute shall change his address, he shall notify to the Registrar his new address, but if he fails to notify such address, his address as recorded on the roll of the members shall be deemed to be his address.

Membership Co-Terminus

- e) Where a member of the Institute being ex-officio member. i.e. becomes such a member by reason of the office he holds, his membership shall terminate when he ceases to hold Government Nominees membership during the pleasure of the Government

Government Nominees' membership during the pleasure of the Government

- f) A member of the Institute representing the State or the Central Government shall continue to be such member during the pleasure of the concerned Government.

Cessation of Membership

- g) A member of the Institute shall cease to be such a member if he
- (a) resigns his membership or
 - (b) becomes of unsound mind or
 - (c) becomes insolvent, or
 - (d) is convicted of a criminal offence involving moral turpitude, or
 - (e) if he is removed by the State/Central Government from the membership of the Institute on the recommendation of the Board for disorderly behaviour or misconduct whereby the prestige and honour of the Institute may be lowered, or
 - (f) if except in the case of the Director of the Institute he accepts a full time appointment in the Institute.

General Body

- h) All the member of the Institute shall constitute General Body of the Institute.

5. GENERAL MEETING OF THE SOCIETY

- a) Within six months from the close of each financial year, the Institute shall meet on such date as may be decided by the Board to consider and adopt the annual report and audited accounts of the Institute and the working

Information under Right to Information Act, 2005

of the Institute during the previous year.

Special General Meeting

b) The Institute shall meet whenever the chairman thinks fit provided that the Director shall call a meeting of the Institute upon a written requisition of not less than seven members or one-tenth of the existing members (fraction rounded off to the next higher number) whichever is more. In addition the Institute shall meet whenever the Director recommends the same for transaction of urgent business and also whenever so directed by the Central Government for any specific purpose.

c) For every meeting of the Institute at least fourteen days clear notice shall be given to the members excluding the day of posting and the day of the meeting. However, in the case of any urgency, the Director with the permission of the Chairman is empowered to call a meeting of the members of the Institute at a shorter notice.

Quorum

d) One-third of the existing members including the Chairman shall constitute the quorum at any meeting of the Institute. Any fraction being rounded off to the next higher Humber.

Adjournment

e) Where a quorum is not present within thirty minutes of the time notified for the commencement of meeting, the meeting

- (i) if called on the requisition of the members shall stand dissolved,
- (ii) in any other case shall be adjourned to the same day. Time and place the following week and the members present at the adjourned meeting shall form the quorum. Notwithstanding rule 5(d) herein.

Decision by Majority

f) In case of a difference of opinion amongst the members the opinion of the majority shall prevail.

Meeting to be presided by

g) Every meeting of the Institute shall be presided over by the Chairman, and in his absence, the meeting shall be presided over by a member of the Board of Governors chosen from amongst themselves by the Board members present at the meeting.

Voting Rights

h) Each member or the Institute including the Chairman shall have one vote and if there be an equality of votes on any Question to be determined by the Institute, the Chairman of the meeting in addition to his own right as a member shall have and exercise a casting vote to decide the issue.

Information under Right to Information Act, 2005

6. BOARD OF GOVERNORS

Extent of Board's Power

The general superintendence, direction and control of the affairs of the Institute and its income and property shall be vested in the Governing Body of the Institute which shall be called the Board of Governors. Hereinafter referred to as the "The Board".

Composition of the Board

b) The Board shall be composed of the following members:

- (1) Chairman to be appointed by Central Government who shall be an eminent educationists Industrialist or outstanding practitioner of management.
- (2-3) Two representatives of the Central Government nominated by the Ministry of Human Resources Development. Department of Higher Education.
- (4-5) Two management professionals to be nominated by the Central Government.
- (6-9) Four persons to be nominated by Central Government to represent Industry, Trade, Commerce and the thrust areas of the Institute.
- (10) One representative of the State Government of Meghalaya.
- (11-13) Three representatives of the State Governments of North Eastern States other than Meghalaya on rotation basis.
- (14) Vice-Chancellor of the North Eastern Hill University, Shillong.
- (15) Director of the Institute who shall be ex-officio member of the Board.
- (16) One Nominee of the All India Council of Technical Education(AICTE)
- (17) Director, Indian Institute of Technology, Guwahati
- (18-19) Two professors of the Institute by rotation for two years in order of seniority.
- (20) One member to be co-opted by the Chairman in consultation with the Director.

Strength of the Board

c) Provided that the total strength of the Board of Governors shall not exceed 20 and shall not be less than 7 at any time.

Term of the Board

d) The term of the Board of Governors shall be five years (except for such members or the Board where otherwise provided herein) at the end of which the Central Government shall reconstitute the Board. The existing members of the Board shall be eligible for reappointment or re-nomination.

Information under Right to Information Act, 2005

Membership Co-terminus with the office held

e) Where a member of the Board becomes such member by reason of the office he holds his membership shall terminate when he ceases to hold that office.

Nominee of State/Central Government at Pleasure

f) A member of the Board nominated or appointed by the State/Central Government in terms of clause (b) of this Rule may be removed by the State/Central Government at its pleasure even before the expiry of the tenure of such member.

Cessation of Membership

g) A member of the Board shall cease to be such a member if he (a) dies or (b) resigns his membership or (c) becomes of unsound mind (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) if he is removed by the State/Central Government from the membership of the Board in terms of clause (l) of this rule or (g) if, except in the case of the Director of the Institute he accepts a full time appointment in the State or (h) if he fails to attend three consecutive meetings of the Board without leave or the Board.

Resignation of Chairman

i) The Chairman may resign his office by a letter addressed to the Central Government and who shall forward it to the appointing /nominating authority with his remarks, and such resignation shall take effect from the date it is accepted by such authority.

Resignation of the Members of the Board

i) A member of the Board may resign his office by a letter addressed to the Chairman who shall forward it to the appointing/nominating authority with his remarks, and such resignation shall take effect from the date it is accepted by such authority.

Filling in of Casual Vacancy in the Board

j) Any casual vacancy in the Board shall be appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination in terms of these rules and the member so appointed or nominated to fill such casual vacancy shall hold office for the remainder of the terms if any of the member in whose place he has been appointed or nominated.

Powers and duties of the Board

k) Subject to the Memorandum of Association and these Rules but without prejudice to the generality of powers and duties, the Board shall have full functional autonomy and shall exercise the following powers inter-alia.

- (i) Take decision (In questions of policy relating to the administration and working of the Institute.
- (ii) Consider and approve programmes of the Institute within the scope of the objectives of the Institute and within the scope of budget.

Information under Right to Information Act, 2005

- (iii) To prescribe and conduct courses of study, training and research in management and allied subjects.
- (iv) To prescribe rules 2nd guidelines for consultancy work to be undertaken by the Institute and where necessary to identify standards thereon.
- (v) To consider and approve eligibility conditions, durations, selection process, contents and financial outlays for academic and professional courses, training programs, research, projects, promotional campaigns and development projects.
- (vi) To lay down standards of proficiency to be demonstrated before the award of diplomas, certificates and other distinctions in respect of the courses offered by the Institute.
- (vii) With the prior approval of the Central Government frame Rules and Regulations and Bye-laws for the conduct of the affairs of the Institute and to add to amend or repeat the same from time to time.
- (viii) Consider, approve and authorize operation of the Fund of the Institute
- (ix) Consider and pass resolutions on the Annual Report and Annual Accounts of the Institute and submit them to the Central Government.
- (x) Approve the budget estimates of the Institute.
- (xi) Draw up development plans of the Institute.
- (xii) Appoint Committees or Sub-Committees by whatever name called comprising member(s) of the Board and such experts as may be nominated by it for specific tasks, for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Institute.
- (xiii) Institute and award fellowships, scholarships, prizes and medals.
- (xiv) Create permanent, temporary, ad-hoc or contractual posts for the Institute, lay down terms and conditions of service of such employees and method of appointments thereto in accordance with the instructions issued by the Central Government from time to time in this regard. Provided further that the appointment of the post of Director. and any other post if specifically directed by the Central Government shall be made with the prior approval of the Central Government.
- (xv) Cooperate and collaborate with other State level, National and/or foreign institutions/international organizations in the pursuit of its objectives provided that prior approval of the Central Government shall be obtained for foreign institutions and international organisations.
- (xvi) Acquire by gift, purchase, exchange lease hire or otherwise any property movable or immovable and to construct, improve/alter demolish or repair buildings, work and constructions as may be necessary or convenient for carrying on the activities of the Institute provided that the prior approval of the Central Government is obtained for the acquisition of immovable property.
- (xvii) Deal with any property belonging to or vested in the Institute so as to suit its best interest provided that prior approval of the Central Government is obtained for transfer of any immovable property.
- (xviii) Negotiate, enter into and make contracts and deeds on behalf of the Institute.
- (xviii) Delegate such of its powers to the Chairman and/or Director and through them or directly to other members of staff of the Institute or any Committee or subcommittee appointed by it as it may consider necessary or desirable.
- (xix) Solicit and receive grants, gifts, donations or other contributions from the State/Central Government or from any other Source, approved by the Central Government provided that no benefaction shall be accepted by the Institute which involves conditions or obligations contrary to the objectives of the Institute.
- (xvi) To do all such acts and things as are incidental or conducive to the discharge of its functions and attainment of any of the objects specified in the Memorandum of Association.

Information under Right to Information Act, 2005

7. MEETINGS OF THE BOARD

a) The Board shall ordinarily meet once in every three months provided that the Chairman or Director with the permission of Chairman: may whenever he thinks fit or on a written requisition of not less than one-third of the existing members of the Board (fraction being rounded off to the next higher number) call for a meeting. Not less than seven days notice shall be given for every meeting of the Board. In case of urgency the Chairman or Director with the permission of Chairman may call for, a meeting at a shorter notices. A copy of the proceedings of every meeting shall be furnished to the Central Government and the State Government as soon as practicable after the meeting.

Quorum for Board Meetings

b) One-fourth of the existing strength of the Board including the Chairman or five members, whichever is higher shall constitute a quorum for any meeting of the Board any fraction being rounded off to the next higher number.

Decision by Majority

c) In case of difference of opinion among the members. The opinion of the majority shall prevail.

Votes of Board Members and Casting Vote to Chairman

d) Each member of the Board including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Board. The Chairman of the meeting shall in addition to his own vote have an exercise a casting vote to decide the issue.

Meetings to be presided by

e) Every meeting of the Board shall be presided over by the Chairman and in his absence by one of the members chosen from amongst the Board members present at the meeting.

Resolution by Circulation

f) Any resolution may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval on such resolutions shall be as effective and binding as if such resolution had been passed at a meeting of the Board.

8. FINANCE COMMITTEE

(a) Composition

The Finance Committee shall consist of such persons out of members of the Board and/or otherwise as may be nominated by the Board.

Information under Right to Information Act, 2005

(b) Powers and Duties

The Finance Committee shall generally assist the Board by way of recommendations on the budget of the Institute. The Committee shall perform the following functions:

- (i) Examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations of the Board.
- (ii) Give its views and make its recommendations to the Board either on the initiative of the Board or of the Director or on its own initiative on any financial question affecting the Institute.
- (iii) Shall perform such other functions and duties as may be assigned to it by the Board

9. BUILDING AND WORKS COMMITTEE

(a) Composition

The Building and Works Committee shall consist of such persons out of members of the Board and/or otherwise as may be nominated by the Board.

- (i) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
- (ii) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the grant placed at its disposal for the purpose.
- (iii) It shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- (iv) It shall be responsible- for making technical scrutiny as may be considered necessary by it.
- (v) It shall have the power to settle rates not covered, by the tender and settle claims and disputes with contractors.
- (vi) It shall perform such other functions and duties as may be assigned to it by the Board.

10. DIRECTOR

a) The Director shall be appointed by the Board with the prior approval of the Central Government. The Director shall hold office for such period not exceeding five years at a time and on such terms and conditions as may be decided by Central Government.

Casual Vacancy

b) In the event of the post of Director remaining vacant for any reason it shall be open to the Board to authorize any ex - officio member or senior officer of the Institute with the prior approval of Central Government to exercise such powers. Actions and duties of the Director as the Board may deem fit, till a Director is duly appointed.

11. FUNCTIONS AND DUTIES OF DIRECTOR

(a) Subject to the supervision, superintendence and control of the Board of Governors the Director shall be the principal academic and executive officer of the Institute and shall be responsible for the day to day management of its activities and overall academic functioning and administration of the Institute. He shall discharge these

Information under Right to Information Act, 2005

responsibilities in accordance with the rules and regulations and b of the Institute. In case of an emergency, he may take such action as may be necessary with the approval of the Chairman and report to the Board, at its next meeting. It shall be the responsibility of the Director to see that all money is spent for the purpose for which they are granted or allotted. He shall be the custodian of the records and such other property of the Institute as the Board may commit to his charge.

(b) Subject to the provisions of these Rules and Regulations, and the bye-laws made there under, the Director shall, inter-alia exercise the following functions and powers, namely:

(i) All expenditure within the budget grant shall be approved and sanctioned by the Director, or a member of the staff to whom he may delegate this power with the approval of the Board provided that such expenditure does not exceed the limits specified in the byelaws, if any. The Director shall also have the power to make re-appropriation subject to the following conditions:

- Re-appropriation to augment the provisions under the head "Salaries and Allowances" shall require the prior consent of the Board.

- No re-appropriation shall be made from Capital to Revenue Head and vice-versa: without the prior approval of the Board.

- Re-appropriations within the heads of capital Expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Board.

(ii) Submit the accounts, the budget estimates and other proposals of the Institute to the Board for its consideration.

(iii) Conduct all official correspondence on behalf of the Institute and the Board.

(iv) Convene meetings of the Board with the approval of the Chairman.

(v) Keep or cause to be kept proper records and minutes of the proceedings of the Board Meetings and the General Meeting of the Institute and be responsible for implementation of the resolutions passed by the Board,

(vi) Assign tasks to the staff members of the Institute, manage the undertaking of these tasks, and exercise overall control including disciplinary control.

(vii) To participate or nominate members of staff to participate in national conferences and in international conferences in the areas of interest of the Institute.

(viii) Execute all contracts, deeds and assurances of property made on behalf of the Institute after obtaining the approval of the Board.

(ix) Draw, make accept, endorse, cheques, notes or other negotiable instruments for the purpose of the Institute in terms of delegation by the Board.

(x) Re-delegate some of his powers to any of his subordinates with the prior approval of the Board.

xi) Exercise such other powers as may be assigned to him by these Rules and Regulations and Bye-Laws framed there under.

Information under Right to Information Act, 2005

12. CAO OF THE INSTITUTE

Powers and Duties

The CAO shall act under the administrative control of Director and shall:

- (i) act as Secretary to the Board of Governors.
- (ii) be responsible for all the meetings of the Board and various committees and sub-Committees.
- (iii) be responsible for keeping records and minutes of all meetings of the General body, Board and various Committees and Sub-Committees.
- (iv) act as confidential, constitutional and continuing adviser of the Director and the Institute as a whole.
- (v) correspond on behalf of the Institute.
- (vi) be responsible for safe custody of all documents and records relating to the Institute.

13. FUNCTIONS AND POWERS OF OTHER AUTHORITIES AND OFFICERS

The powers and duties of the authorities and officers other than those mentioned in these rules shall be as specified by the Board or in the Bye-laws framed for the purpose.

14. REMUNERATION AND ALLOWANCES

The members of the Board or any Committee of the Institute shall be entitled to such remuneration and allowances from the Institute as may be approved by the Central Government from time to time.

15. INSURANCE AND PROVIDENT FUND

The Institute shall constitute for the benefit of the employees, including the Director in such manner and subject to such conditions as may be prescribed by the Bye-Laws, such Insurance. Provident Fund and other employee's welfare schemes, as it may deem fit. These shall be generally in consonance with similar schemes and facilities available to the employees of the Central Government.

16. INDEMNITY

- a) The Honorary Officers members or the Board. Members of Committees/Sub-Committees Director. Auditors. Secretary and other senior staff of the Institute may be indemnified out of the funds of the Institute against any expenses or liability included by them in or about the discharge of their respective duties.
- b) No honorary officer or member of the Board or member of a committee of the Institute or member of sub-committee shall be liable for any act other than his own or for signing any receipt or other document or for doing any other act to the sake of conformity only, or for any loss or expels which may be occasioned to the Institute, otherwise than as a direct result of his own negligence or willful mis-conduct.

17. FINANCES AND REVENUES

- a) The Institute shall maintain a Fund to which shall be credited:

Information under Right to Information Act, 2005

- (i) All moneys provided by the Central Government, State Government or any other State Government or local authority.
 - (ii) All fees and other charges received by the Institute.
 - (iii) All moneys received by the Institute by way of grants, gifts, donations or other contributions from member individuals, firms, companies, local authorities, corporations etc.
 - (iv) All money received by the Institute in any other manner or from any other source.
- b) All moneys credited to the Fund shall be deposited in such scheduled banks and accounted for in such manner as the Board may decide.
- c) The Fund and property of the Institute howsoever, derived, shall be applied only toward the attainment of the objects as specified in the Memorandum of Association of the Institute.

18. OPERATION OF BANK ACCOUNT

The bank accounts of the Institute shall be kept in the name of the Institute and shall be operated upon jointly by any two officers as may be designated by the Board.

19. ACCOUNTS AND AUDIT

- a) The CAO under directions from the Director shall prepare an Annual Statement of Accounts in such form as may be worked out by the Board and approved by the Central Government.
- b) The Accounts of the Institute shall be audited annually by the Auditor General of India or any other authority as may be decided by the Central Government and any expense incurred in connection therewith shall be payable by the Board.
- c) The accounts of the Institute as audited and certified by the Auditors shall be forwarded annually to the Central Government.

20. ANNUAL REPORT

Within six months of the close of every financial year, the Board shall submit to the Central Government an annual report on the working of the Institute during the previous year, the audited statement or accounts showing the receipts and expenditure for the previous year together with the Audit Report.

21. BUDGET

The annual budget of the institute shall be drawn up by the Director in a form as prescribed by the Government. It shall be considered and adopted by the Board with or without modification.

22. BYE LAWS

The Board shall with the previous approval of the Central Government frame, amend or repeal bye-laws not inconsistent with these rules for the administration and management of the affairs of the Institute and in particular to provide for following matters:

Information under Right to Information Act, 2005

- a) the preparation of budget estimates, the sanctioning of expenditure, making and execution of contracts, maintenance of accounts:
- b) the classification and procedure for appointment of officers and staff of the Institute:
- c) the terms and tenure of appointment, terms of deputation and contractual service rules of discipline and other conditions of service of the officers & staff of the Institute;
- d) the terms and conditions governing deputation of officers and staff into and out of the Institute:
- e) conduct of business by the Board and the committees constituted by it, the powers and functions of such committees and the terms of office of their membership;
- f) the constitution of insurance, provident fund and other schemes for the benefit of the employees of the Institute
- g) fixation of fees and other charges for courses, training and other facilities provided by the Institute:
- h) the terms and conditions governing fellowships, scholarships, stipends, medals and prizes etc.
- i) the qualifications of teachers of the Institute:
- j) the authentication of the orders and decisions of the Board:
- k) matters relating to hostel and halls of residence including disciplinary control therein:
- l) such other matters as may be necessary for the administration of the affairs of the Institute including those which by these rules are to be or may be prescribed by the Byelaws.

23. BOOKS CERTIFICATES AND FORMS

Minutes shall be made in proper books of all resolutions and proceedings of General Meetings, meeting of the Board, meetings of the Committees and every minutes signed by the Chairperson of the meeting at which it relates or by the Chairperson of subsequent meeting shall be sufficient evidence of the facts therein stated.

24. SEAL OF THE INSTITUTE

The Board shall provide a seal of the Institute and also provide for its safe custody and the seal shall never be used except by the authority of the Board previously given. One member of the Board shall sign every instrument to which the seal is affixed, and every such instrument shall be countersigned by the Director or some other person appointed by the Board.

25. ACTS AND PROCEEDINGS NOT TO BE INVALIDATED BY VACANCIES ETC.

- a) any vacancy or defect in the election, nomination or appointment of a person acting as a Member thereof; or
- b) any irregularity in its procedure not affecting the merits of the case.

26. LEGAL PROCEEDINGS

The Institute may sue or be sued in the name of the Director or such person as shall be determined by the Rules and Regulations of the Institute and in default of such determination, such person as shall be appointed by the Board.

27. ANNUAL LIST

- a) Every year a list of office bearers and members of the Board shall be filed in the office of the Registrar of Societies. As required under section of, the Societies Registration Act, 1860.

Information under Right to Information Act, 2005

- b) Any change in the personnel on the list filed under Section 4 of the Societies Registration Act, 1860 shall be intimated to the Registrar of Society within two months of such change.

28. DISSOLUTION

The Institute shall be dissolved in accordance with procedure laid down under section 13 and 14 of the Societies Registration Act, 1860. If on dissolution of the Institute there shall remain after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be dealt with in such manner as the central Government may decide.

29. ALTERATION OF MEMORANDUM OF ASSOCIATION AND RULES, REGULATIONS

1. Whenever it shall appear to the Board of Governors of the Institute that it is advisable to alter, extend or abridge such purpose or for other purpose specified in the Societies Registration Act, 1860 (Act No. XXI of 1860) the Board of Governors. With the approval of Central Government, may submit the proposition to the members of the Institute in a written or printed report, and may convene special general meeting for the consideration thereof according to the rules and regulations. No such proposition shall be deemed to have been approved unless such report has been delivered or sent by registered post to every member of the Institute 21 days previous to the date of the special General Meeting convened by the Board of Governors for the consideration thereof and unless such proposition shall have been agreed to by the 'Votes cast in favour of the propositions by members being entitled so to do, and such votes are not less than three times the members of votes if any, cast against the resolution by members so entitled and voting and confirmed by a similar majority of votes at second special general meeting convened by the Board of Governors after an interval of 30 days after the meeting.
2. Whenever it shall appear to the Board of Governors of the Institute to amend the name and rules and regulations of the Institute the Board of governors. With the approval of the Central Government may submit the proposal to a special general meeting convened for the purpose of which notice shall have been delivered or sent by registered post to every member of the Institute 21 days previous to date of the special general meeting and the resolution proposing the amendments is passed by the votes cast in favour of the resolution by members who are entitled to do so and votes, if any cast against the resolution by members so entitles and voting.

30. AUTHENTICATION

For the purpose of Section 6 of the Registration of Societies Act, the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

We the undersigned being the members of the Society/Board of Governors certify that this is a correct copy of the Rules and Regulations of the **RAJIV GANDHI INDIAN INSTITUTE OF MANAGEMENT, SHILLONG**

Information under Right to Information Act, 2005

Sr No.	Name and Address	Occupation	Signature
1	Shri. R. P. Agrawal, Secretary Department of Higher Education, Ministry of HRD, New Delhi.	Secretary to the Government of India	Sd/-
2	Shri. R. Chatterjee, Chief Secretary to the Government of Meghalaya, Shillong	Chief Secretary, Government of Meghalaya	Sd/
3	Dr. Pramod Tandon, Vice Chancellor, North Eastern Hill University NEHU, Shillong	Vice Chancellor, North Eastern Hill University, Shillong	Sd/
4	Shri. S.K. Ray Joint Secretary & Financial Advisor (HRD), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi	Joint Secretary & Financial Advisor (HRD), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi	Sd/
5	Dr. K. Narayana Rao Member Secretary, AICTE I.G. Sports Complex, I.P Estate, New Delhi – 110 002	Member Secretary, AICTE	Sd/
6	Smt. R.V. Suchiang, Principle Secretary, Technical Education	Government of Meghalaya	Sd/
7	Shri. Ravi Mathur, Joint Secretary (Technical) Department of Higher Education, Ministry of HRD, Shastri Bhawan New Delhi	Department of Higher Education, Ministry of HRD	Sd/

Information under Right to Information Act, 2005

5. Mode of Public Participation

The Institute encourages public participation and guidance through members representing them in the Board of Governors.

Information under Right to Information Act, 2005

6. Official documents and their availability

- (a) Memorandum of Association
- (b) RGIIM brochure
- (c) Annual Report
- (d) Management Development Programme brochure
- (e) Calendar of Programmes
- (f) Any other relevant information sought by general public is being furnished.

Information under Right to Information Act, 2005

7. Board of Governors

Sl. No.	Name and Address
Chairman	
1	Shri Rathindra Nath Datta Chairman, RGIIM Shillong Pricewaterhouse Coopers India Ltd. EC-42, Sector – I Salt Lake, Kolkata – 700064 E Mail: rathindranathdatta@yahoo.com Ph: 033 235800357
Members	
2	Smt Vibha Puri Das, IAS Secretary Department of Higher Education Ministry of Human Resource Development Government of India Shastri Bhavan, New Delhi - 110 001 Ph: 011 23386451 / 23382698 Fax: 011 23385807 E Mail: secy_dhe@nic.in
3	Prof. Pramod Tandon Vice Chancellor, NEHU Umshing, Mawlai Shillong – 793 022, Meghalaya Ph: 0364 2550101 Fax: 0364 2550076 E Mail: profptandon@yahoo.com
4	Shri Falguni Rajkumar, IAS(Retd.) Former Secretary to the Government of India F2486 Ansal's Palam Vihar Gurgaon, Haryana – 122017 Tel. No: 080 23538072, Fax: 080 22129923 Mob: 09880030055 E Mail: falgunirajkumar@yahoo.com
5	Prof. Ashok Kumar Dutta Director, Rajiv Gandhi Indian Institute of Management, Shillong Mayurbhanj Complex, Nongthymmai Shillong - 793014

Information under Right to Information Act, 2005

6	<p>Shri P.C. Sharma, IAS Chief Secretary, Govt. of Assam Assam Sachivalaya Block C, 3rd Floor Dispur, Guwahati – 781006, Ph: 0361 2261403 Fax: 0361 22611403 Mob: 09864061933, E Mail: psecy_it@assam.nic.in</p>
7	<p>Shri W M S Pariat, IAS Chief Secretary Government of Meghalaya Ph: 0364 2224801 Fax: 2225978 E Mail:</p>
8	<p>Shri Sanjiv Rangrass Member Technical, COO ITC Limited Virginia House 37, Chowringhee Road Kolkata – 700071 Ph: 9133 22889900, Mobile +91 9831055105 Direct +91 33 22882190, Fax: 033 22882257 E Mail: sanjiv.rangrass@itc.in</p>
9	<p>Shri S.K. Ray, IAS Financial Adviser (HRD) Department of Higher Education Ministry of Human Resource Development Government of India Shastri Bhavan, New Delhi – 110 001 Tel: 011 23382696(O) Fax: 011 23381355</p>
10	<p>Shri Arjun Malhotra CEO and Chairman Headstrong's Board of Directors 143 Golf Links New Delhi – 110003 (Mrs Bhansai : 1204255155) Arjun.malhotra@headstrong.com</p>
11	<p>Shri Ajay Kumar Rungta Chairman Rungta Enterprises And Director, Rungta Mines Ltd. 225/D, Acharya Jagdish Chandra Bose Rd. Kolkata – 700020</p>

Information under Right to Information Act, 2005

	Ph:033 2287 – 0253/0950 Fax: 033 2290 2439 E Mail: classicsteels@vsnal.com
12	Shri B.K. Das Managing Director Numaligarh Refinery Limited 147, Udayan, R.G.B. Road Guwahati – 781005 Ph: 0361 2203135 fax: 0361 2203152 Mob: 094350 54221 E Mail: bhupati.k.das@nrl.co.in
13	Prof. Gautam Barua Director IIT Guwahati Guwahati – 781039 Assam, India Ph: 0361 2582005/ 2690401 Fax: 0361 2690762/ 2692321 E Mail: gb@iitg.ernet.in
14	Shri Tabom Bam, IAS Chief Secretary Govt. of Arunachal Pradesh Civil Secretariat Itanagar – 791111 Ph: 0360 2212595 Fax: 0360 2212595 E Mail: cs_arunachal@nic.in
15	Dr. K. Narayan Rao Member Secretary, AICTE, 7 th Floor, Chanderlok Building New Delhi – 110001 Ph: 011 23724191 Fax: 011 23724193 E Mail: knasa2k7@aicte.ernet.in
16	Prof Keya Sengupta Professor RGIIM Shillong
17	Prof Durgesh Kumar Agrawal Associate Professor RGIIM Shillong

Information under Right to Information Act, 2005

8. Sub - Committees

RGIM Shillong is governed by faculty committees. Such Committees are appointed by the Director after taking feedback from the faculty on the appointment of each Activity Head/Chairperson of the Area

Sl. No.	Name of the Committee	Members of the Committee	Function of the Committee
1	Policy & Perspective Committee	Director (Chairperson) Dean, Chief Administrative Officer, All Area Chairpersons, All Activity Heads	This Committee serves as a bridge between the Faculty Council and the Director. It takes/approves policy decisions and also brings a medium term and long term perspective to bear on the decision making processes in the Institute.
2	Planning Committee	Dean (Chairperson), Chief Administrative Officer, Chair PGP, Library, Warden, MDP.	This Committee is responsible for the annual academic planning including deciding on the batch size of all the long duration programmes, coordination between programmes and the convocation procedures. (An augmented planning Committee also served as the Accreditation Committee for preparing this Self Assessment Report).
3	Faculty Development & Evaluation Committee	Director (Chairperson), Dean, Three senior faculty members	This Committee decides on the performance evaluation, promotion, and increments of faculty but is not involved in their recruitment. Decisions for research, sabbatical, and leave without pay that have a major developmental aspect are also taken by this Committee. It also monitors the faculty induction process.
4	Research Staff Development & Evaluation Committee	Dean (Chairperson) (Research and planning), Chair PGP.	This Committee decides on the performance evaluation, promotion and increments of research staff (this category does not include faculty and officers) but is not involved in their recruitment. Decisions on developmental initiatives for research staff are also taken by this Committee
5	PGP Executive Committee	PGP (Chairperson), Chairpersons FPM, Chairperson Admissions, Chairperson Placement, Hostel Warden, Chairperson Alumni, Two Faculty Members + One Students' Representative	This Committee is responsible for interpreting the programme policies relating to PGP, dealing with academic indiscipline, developing guidelines for student evaluation and for initiating proposals for policy changes relating to the programme.
6	MDP Committee	(Chairperson) MDP, Two Faculty Members, Manager MDA will function as Secretary to the Committee.	This Committee manages all open enrollment executive programmes. It is responsible for programme budgets, promotion and scheduling as well as the Management of the physical infrastructure.
7	Research & Publications	Chairperson Research & Publications Committee,	The Committee is responsible for the formulation of the overall policies governing the Institute's

Information under Right to Information Act, 2005

	Committee	Chairperson FPM (Ex-officio), Three Faculty Members	research and publications activities. The Committee undertakes processing of research and publications proposals submitted by faculty members and recommends financial and other forms of assistance for projects.
8	Admissions Committee	Chairperson Admissions, Three Faculty Members	This Committee recommends the detailed conditions, requirements, and procedures relating to admission and is then responsible for selecting students for the PGP in accordance with the approved Policies.
9	Placement Committee	Chairperson Placement, Chairperson All courses offered, PGP Students Representative Two Faculty Members	This Committee is responsible for finding suitable summer assignments to PGP students, also helps, guides, and counsels them in securing suitable permanent placement by bringing them in touch with prospective employers.
10	Alumni Centre Committee	Chairperson Alumni Centre, Three Faculty Members	This Committee is responsible for alumni relations including the publication of the Alumnus magazine, the holding of alumni reunions every year and facilitating alumni contribution to the Institute in various forms.
11	Staff Evaluation & Development Committee	Chief Administrative Officer, Manager, Librarian, Two Faculty Members	This Committee decides on the recruitments, performance evaluation, promotion, training of administrative staff.
12	Library Committee	Chairperson Library, Two Faculty Members, Librarian, One Research Staff, PGP Students' Representative	This Committee guides the Librarian in the management of the Library and is responsible for the library budget as well as for laying down policies relating to the library.
13	Computer Services Committee	Chairperson Computer Services, Chief Administrative Officer, IT Manager, Two Faculty Members	This Committee is overall in charge of ensuring the required computing support for the conduct of the various programmes of the Institute as well as for the faculty, research staff, officers, and other staff of the Institute. Computer hardware, software, and network services come under this Committee.
14	Faculty Recruitment Committee	Area Chairman, + 2 Area faculty members, Dean (Ex-officio).	This Committee is in charge of the recruitment process including the recruitment seminar and makes recommendations to the Director about the recruitment of individual faculty members. It has no role in their subsequent evaluation and development.
15	Financial Aid Committee	Chairperson Admissions, Two Faculty Members	This Committee frames terms, conditions for the award of scholarships and loan assistance, with the approval of the PGP Committee, and is responsible for the administration of the scholarship and loan assistance programmes.

Information under Right to Information Act, 2005

9. Public Information Officer

Mr. Thomshaphrang Laloo
Administrative Officer (Programme)
Public Information Officer (PIO)
Rajiv Gandhi Indian Institute of Management Shillong
Nongthymmai, Mayurbhanj Complex, Shillong, Meghalaya
Phone: 0364-2308056
Email: tl@iimshillong.in

Appellate Authority

Lt Col (Retd) Mathew Thomas
Chief Administrative Officer (CAO)
Rajiv Gandhi Indian Institute of Management Shillong
Nongthymmai, Mayurbhanj Complex, Shillong, Meghalaya
Phone: 0364-2308020
Email: mt@iimshillong.in

Information under Right to Information Act, 2005

10. Procedure followed in decision-making process

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

Information under Right to Information Act, 2005

11. List of Faculty

1. Prof. Majumdar, Swapan Kumar
2. Prof. Shajahan, S
3. Prof. Sengupta, Keya
4. Prof. Agrawal, D. K
5. Prof. Tripathi, Nalini. P
6. Prof. Mukherjee, Sanjoy
7. Prof. Sarkar, Subhrangshu Sekhar
8. Prof. Kharkongor, Natalie West
9. Prof. Roychoudhury, Basav
10. Prof. Desai, Malavika
11. Dr. Kakoty, Sanjeeb
12. Prof. Giri, Tapas Kumar
13. Dr. Dwivedi, Rohit
14. Dr. Purbey, Shankar
15. Mr. Prusty, Santosh
16. Mr. Tripathi, Abhishek
17. Mr. Sarmah, Achyanta
18. Mr. Abraham, Anoop

Information under Right to Information Act, 2005

Faculty Names		Subject Area
Prof. Ashoke K Dutta	Director, RGIIM Shillong	Organizational Behavior and Business Communication
Prof. Keya Sengupta	CEDNER & In-charge Library	Economics
Prof. D. K. Agrawal	Dean (Academics)	Marketing and Logistics
Prof. Naliniprava Tripathy	Chairman MDP	Accounting and Finance
Prof. S. Shahjahan	Dean (Research & Planning)	Marketing
Prof. Swapan Majumdar	Chairman (PGP)	
Prof. Subhrangshu Sekhar Sarkar		Accounting, Taxation, Finance
Prof. Basav Roy Choudhury	In Charge Technology Initiatives	Information Technology
Prof. Malavika Desai	Advisor, Placements	Behavioral Sciences
Prof. Natalie West Kharkongor		Economics
Prof. Sanjoy Mukherjee		
Prof. Rohit Dwivedi	Students' Affairs	Behavioral Sciences
Prof. Sanjeeb Kakoty		Sustainable Development
Prof. Tapas Kumar Giri		
Mr. Santosh Kr. Prusty	Hostel Warden	Quantitative Techniques, Decision Sciences and System Dynamics
Prof. Shankar Purbey		Operations Management
Mr. Achyanta Kumar Sarmah		Information Technology
Mr. Anoop Abraham		Sports Management
Mr. Abhishek Tripathi		

Information under Right to Information Act, 2005

12. Contact numbers and e-mail address of Faculty, Officers and Staff.

Name	Designation	Phone Nos.	Mobile Nos.	E-mail address
Prof. A K Dutta	Director	2308001, 2308002		director@iimshillong.in
Prof. Keya Sengupta	Professor	2308046	9436766074	ks@iimshillong.in
Prof. Swapan Kumar Majumdar	Professor	2308016		smz@iimshillong.in
Prof. D K Agarwal	Associate Professor	2308035	9436701127	dka@iimshillong.in
Prof. S Shahjahan	Associate Professor	2308036	9436701132	drss@iimshillong.in
Prof. N Tripathy	Associate Professor	2308037	9436700710	nt@iimshillong.in
Prof. Sanjoy Mukherjee	Associate Professor	2308032		sm@iimshillong.in
Prof. Malavika Desai	Assistant Professor	2308003		md@iimshillong.in
Prof. B Roychoudhury	Assistant Professor	2308040	9436701136	brc@iimshillong.in
Prof. S. S. Sarkar	Assistant Professor	2308038	9435081446	sss@iimshillong.in
Prof. N. West Kharkongor	Assistant Professor	2308045	9856040413	nwk@iimshillong.in
Prof. R Dwivedi	Visiting Faculty	2308042	9436700703	rd@iimshillong.in
Prof. Sanjeeb Kakoty	Academic Associate	2308008		sky@iimshillong.in
Prof. Shankar Purbey	Academic Associate	2308099	9206005861	sp@iimshillong.in
Prof. Tapas Kumar Giri	Academic Associate			tkg@iimshillong.in
Mr. S K. Prusty	Visiting Faculty	2308043	9436701135	skp@iimshillong.in
Mr. Achyanta Sarmah	Academic Associate	2308099	9863346675	aks@iimshillong.in
Mr. Anoop Abraham	Academic Associate	2308011		aa@iimshillong.in
Mr. Abhishek Tripathi	Academic Associate	2308052		aty@iimshillong.in
Lt Col (Retd) Mathew Thomas	Chief Administrative Officer	2308020	9436701133	mt@iimshillong.in
Shri. Arijit C Majumdar	Chief Corporate Relations & External Affairs	2308054	9830089158	acm@iimshillong.in
Shri. R Thangkhiew	Advisor Campus Development	2308009	9436701129	administration@iimshillong.in rt@iimshillong.in
Shri. U. K. Das	Finance Officer			ukd@iimshillong.in
Shri. Sunshine Marbaniang	Executive Engineer/Estate Officer	2308014	9863233302	sm@iimshillong.in
Col (Retd). K P Ghosh	Advisor Government Relations	2308028	9436701137	
Dr. Medalda Challam	Deputy Librarian	2308057	9436106558	mc@iimshillong.in
Shri. T. Laloo	Administrative Officer (Prog.)	2308056	9856616214	tl@iimshillong.in
Shri. M Khonglah	Store and Purchase Officer	2308012	9436701128	mk@iimshillong.in
Shri. Zicco Shira	System Analyst	2308100		zic@iimshillong.in
Shri. Banteilang Syiemiong	System Analyst	2308100		bs@iimshillong.in
Shri. Alvin A. Nongtraw	Office Assistant	2308022	9863087750	aan@iimshillong.in
Shri. W. K Shylla	Office Assistant	2308023	9863068644	wks@iimshillong.in
Shri. Melvin Jude Mukhim	Office Assistant	2308018	9863199597	mjm@iimshillong.in
Smt. Dulumoni Kalita	Office Assistant	2308058	9863501517	dk@iimshillong.in
Shri. Cliff Dkhar	Library Information Assistant	2308057		cdk@iimshillong.in
Shri. Suklang Khyriem	Junior Engineer (Civil)	2308013	9863101782	sk@iimshillong.in
Shri. Longmanbha Thangkhiew	Accountant	2308058		lt@iimshillong.in

Information under Right to Information Act, 2005

13. Pay Structure of Institute employees

Sl	Designation	Scale of Pay (Rs)	
		Pre-revised	Revised
1	Director	25,000/- (fixed)	80,000 (fixed)
2	Professor	18,400-22,400/-	37,400-67,000 + Grade Pay 10,500/-
3	Associate Professor	16,400-20,000/-	37,400-67,000 + Grade pay 9,500/-
4	Assistant Professor	12,000-18,300/-	15,600 – 39,000 + GP 8,000pm
5	Chief Administrative Officer	12,000-375-16,500/-	PPB4- 37,400 – 67,000
6	(Dy Librarian)	-	15,600 – 39,100 + Grade Pay – Rs 8000/-
7	Executive Engineer/Estate Officer	10,000-15,200/-	PB3, 15,600-39,100 + Grade Pay 6,600/-
8	Administrative Officer	8,000-13,500/-	PB2, 9,300-34,800 + Grade Pay 5,400/-
9	Store and Purchase Officer	6,500-10,500/-	PB2, 9,300-34,800 + Grade Pay 4,200/-
10	Secretary to the Director	6,500-200-10,500/-	PB2, 9,300-34,800 + Grade Pay 4,200/-
11	Library Information Assistant	5,500-9,000/-	PB2, 9,300-34,800 + Grade Pay 4,200/-
12	Personal Assistant	5,000-150-8,000/-	PB2, 9,300-34,800 + Grade Pay 4,200/-
13	Office Assistant	5,000-150-8,000/-	PB2, 9,300-34,800 + Grade Pay 4,200/-
14	Junior Engineer	5,000-150-8,000/-	PB2, 9,300-34,800 + Grade Pay 4,200/-
15	Accountant	5,000-150-8,000/-	PB2, 9,300-34,800 + Grade Pay 4,200/-
16	Driver	3050-4590/-	PB1, 5,200-20,200+ Grade Pay 1,900/-
17	Attendant	2250-3200/-	1S, 4,440-7,440 + Grade Pay 1,300/-

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

Information under Right to Information Act, 2005

14. The Budget Allocated

Revised Budget Estimates for 2008-09 (Rupees in Lakhs)

Sl.	Head of Account	B.E for 2008-09	R.E for 2008-09
1	Faculty Salaries	471.32	250.20
2	Non Academic Salaries		57.79
	Total	471.32	307.99
3	Other Administrative Expenses	402.5	310
4	Repair and Maintenance of Building	0	50
5	Expenses on Post-Graduate Programme	42	42
6	Scholarship to P.P.G. Students	8	8
7	Management Development Programme	40	40
8	Consultancy & Research Projects	40	40
9	Expenses on the meeting of Boards and Society etc.	48	48
10	Expenses on Seminar/Conferences	4	4
11	T.A to Visiting Faculty (PGP)	20	20
12	T.A to Staff	5	5
13	Expenses for Recruitment including T.A etc	15	15
14	International Road Show	25	26
15	T.A & other Expenses on Foreign Travel of Faculty	30	30
	TOTAL A. REVENUE	1150.82	955.99
	B. CAPITAL		
1	Furniture (Office, Hostels, Library, Faculty Quarters)	100	100
2	Equipment	100	100
3	Library books	100	100
4	Journals & Periodicals, Database etc.	0	50
5	I.T. implementation	100	100
6	Vehicles	70	70
7	Campus - Light	0	25
8	Computers	11.25	11.25
9	Permanent Campus	0	0
	(a) Area Development:		300
	(i) Internal Roads: 350		
	(ii) Boundary Wall: 50		
	(iii) Water Supply & Electricity: 100		
	(b) Preparation of Master Plan and Structure Drawings of the permanent campus		20
	(c) Construction of Boys & Girls' Hostel		180
	(d) Construction of Administrative Building		70
	(e) Construction of Academic Building		130
	(f) Construction of Director's Bungalow		20
	(g) Construction of faculty Quarters (24nos)		170
	(h) Construction of Non-Academic Staff Quarters (32nos)		120
	TOTAL: B. CAPITAL	481.25	1566.25
	TOTAL: A. REVENUE = B. CAPITAL	1632.07	2522.24

Information under Right to Information Act, 2005

15. Available Scholarship

At present the Institute has no scheme for scholarship. It is the endeavour of the Institute that no student be denied opportunity to pursue that PGP for want of adequate financial resources.

SC/ST Scholarships:

All SC/ST students in the post-graduate programmes can apply Government of India Scholarships as applicable to them.

Govt. of India Merit-cum-Means Scholarships:

Students can apply the Government of India Merit-cum-Means (MCM) scholarships, given both in the first and second year, and are awarded as per the norms and conditions applicable to such scholarships.

Information under Right to Information Act, 2005

16. Concessions availed by the Institute

- (a) The Institute is registered under Section 12 AA of the Income-tax Act, 1961.
- (b) The Institute has exemption under Section 197(1) of the Income-tax Act, 1961 authorizing payment of income without deduction of tax at source in respect of income to be received by the Institute.

Information under Right to Information Act, 2005

17. Norms/Standards

Norms and standards for various programmes of the Institute are set by the respective Academic Committees which also monitors progress and achievements of students undertaking various academic programmes.

Information under Right to Information Act, 2005

18. Information available in Electronic Form

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

Information under Right to Information Act, 2005

19. Means, methods and facilities available to citizens for obtaining information

Citizens can obtain relevant information from the institute functionaries who are heading different offices.

Information under Right to Information Act, 2005

20. Other Useful Information

Information often required by students, staff and citizens are available on the website of the Institute:

www.iimshillong.in