

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.

II. 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

III. 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.

IV. 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

V. 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.

VI. 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.

VII. 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.

VIII. 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.

IX. 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.

X. 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.
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 establish 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.

XI. 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.

XII. Junior Engineer (Civil)

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

XIII. 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.

XIV. 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.