

Job Profiles

Branding & Communications Department

Designation:	Assistant Manager
Department:	Branding & Communications

Primary Responsibilities

S. No.	Responsibility / Activity
1	Develop and execute integrated marketing, branding, and communication strategies aligned with IIMU's vision and objectives.
2	Develop integrated marketing campaigns that encompass branding strategies.
3	Develop and implement PR strategies. Manage media relationships, press releases, and PR events. Monitor media coverage and manage crisis communications.
4	Develop compelling and engaging content for various digital platforms and marketing materials.
5	Prepare and Oversee the department's budget, goals, and performance metrics.
6	Develop and implement internal communication strategies for staff and students.
7	Collaborate with other departments, professors and students to ensure brand consistency and effectiveness across all channels.
8	Collaborate with cross-functional teams to ensure brand consistency in all marketing materials and communication channels.
9	Analyse competition to refine brand positioning and marketing strategies for IIMU.
10	Manage and monitor campaign performance metrics to optimise effectiveness.
11	Manage external agency relationships and partnerships.
12	Write and edit content for websites, blogs, social media, and promotional materials.
13	Create visual concepts and designs for marketing and communication materials. Collaborate with the MiiC and design team to create multimedia content.
14	Ensure brand consistency in all visual elements.
15	In conjunction with the web team or agency, create, adapt, improve and optimise the web. communication for SEO & SEM. Ensure to keep the IIMU Website secure and up to date always.

Secondary Responsibilities

S. No.	Responsibility / Activity
1	Maintain Internal branding and visibility at IIMU.
2	In coordination with other departments manage the internal and external events at IIMU. Organise and execute events, conferences, and workshops to generate excitement and showcase the brand.
3	Maintain the other websites and pages of IIMU. (Example: businessreview.iimu.ac.in)
4	As coordinator for the IIM Business review team, coordinate for articles and related activities.
5	Provide branding and communications-related support to all departments at IIMU.

Committee, Position & Tasks

Committee: IIMU Website Committee	
Position: Member Secretary	
S. No.	Responsibility / Activity
1	Coordinating with the Webmaster and Internal Departments for regular and timely website updates.
2	Maintaining a record of all website update requests to evaluate and improve the website update cycle time.
3	Organising the monthly meeting of the IIMU Website committee.
4	Ensuring that the Website Policy and Procedure is being followed by all at IIMU.
5	Updating and circulating the IIMU Website Policy Document Annually.
6	Coordinating for the annual contract and monthly bills of the Webmaster.

External Agencies

S. No.	Agency	Purpose/Activity
1	Litmus Branding - Ahmedabad	Website Server & Security Website Design Collaterals Design

2	D'arte Web - Udaipur	Webmaster
3	Dave Printers - Udaipur	Printing Services
4	Cision PR Newswire - Delhi	Disseminating the Press Releases
5	Digital Hammerr - Udaipur	Search Engine Optimisation Graphic Design

Responsibility of authenticating the bills for

S. No.	Expense Head	Frequency	Paid to
1	Credit Card bill for online promotion of programs on Social Media, Google Ads Services, LinkedIn Ads	Monthly	SBI
1	Website Server & Security, Website Design, Collaterals Design	Monthly	Litmus Branding - Ahmedabad
2	Webmaster	Monthly	D'arte Web - Udaipur
3	Printing Services	Occasionally	Dave Printers - Udaipur
4	Subscription for disseminating the Press Releases	Annual	Cision PR Newswire - Delhi
5	Search Engine Optimisation Graphic Design	Annual	Digital Hammer - Udaipur
6	Design & Video Editing Software Subscription	Annual	Adobe & Canva

Branding & Communications Department

Name of the Department	Branding & Communication
Designation	Digital Marketing Officer

Primary Responsibilities-

1. Generate leads for our One-Year MBA- GSCM/DEM / EMBA / SPM with effective paid marketing campaigns.

- Develop marketing strategies that align with the IIMU program's goals
- Manage and regularly execute paid campaigns on Google Ads and social media to achieve desired admission enquiries.
- Bulk Email/SMS promotions for lead generation/admissions
- Webinar Promotions on social media
- Bulk Email promotion for webinar registration
- Measure and report on the performance of paid campaigns.
- Conduct market research and analyse trends to identify new opportunities and improve campaign performance.
- Prepare monthly communication analytics, IIMs social media comparison, and other reports.

2. SEO (Search Engine Optimization)

- Identify keywords to get the desired traffic to the IIMU website through research, competitor analysis, and website technical issues.
- Implement strategies and optimise user interface, leading to improved SEO through website layout improvement, technical SEO, etc
- *Tools used:* Google Analytics, Google Tag Manager, and Google Search Console.

3. List of Agencies for Daily Operational Coordination:

Here are the agencies which I coordinate regularly for various day-to-day tasks:

- **NoPaperForms:** For integrations and manages the lead flow for all programs.
- **MiiC team:** For social media posts and updates, along with event management.
- **Digital Hammerr (SEO Agency):** To optimise the IIMU website to improve organic traffic.
- **Web Development team:** For Implements website changes and regular web updates requested by various departments.
- **Litmus (Design Agency):** For brochures, review magazines, newsletters, and other design materials.

Secondary Responsibilities (Wherever applicable)

1. Design:

- Create ongoing social media creatives, Google Display Ads creatives, emailers, and webinar creatives to promote IIMU programs.

- Regularly design social media posts and banners covering events, research, faculty achievements, and other relevant topics.
- Develop IIMU greetings and corporate emailers.

2. Content Creation:

- Create content for the newsletter to send monthly newsletters to keep people informed about IIMU.
- All kinds of program promotions ads content to promote IIMU programs.
- Social media post content
- Emailer content

Members of any Committee(Wherever applicable)

No

Responsible for bill authentication/processing (Wherever applicable)

Vendors -

1.	Litmus Branding Private Ltd.
2.	D'arteweb
3.	Digital Hammerr
4.	Meritto (Formerly NoPaperForms)
5.	PWW Distribution India Private Ltd, and
6.	Others

- Handle the creation and management of purchase orders for newly onboarded vendors.
- Handle the monthly invoicing process for all Communication department agencies including preparing invoices, gathering necessary documentation, approval, and credit card bill processing for timely payment disbursements.

Alumni Relations

Designation- Officer: Alumni Relations

1. Primary Responsibilities-

<p>Planning and execution of Alumni Events & Activities</p>	<p>Alumni Networking Events</p> <ol style="list-style-type: none"> 1. Flashback 2. E-Milestone X, Milestone V 3. Adhyay (City Chapter meets) <p>Alumni support for Institute building</p> <ol style="list-style-type: none"> 4. Unnati: Alumni interaction with aspirants 5. Orientation (1yr MBA & MBA) 6. One Year MBA admission interview process <p>Alumni Student guidance and mentorship</p> <ol style="list-style-type: none"> 7. Sampark MBA first Year (Student alumni connect for guidance) 8. Sahyog Program (1 Yr. MBA) 9. Industry Core Group (ICG) 10. Alumni interaction support (Departments/Faculty/ student clubs etc.)
<p>Rankings & Other</p>	<p>One of the key aspects for any B-school is to ensure that they are being continuously evaluated by external agencies. The Alumni, along with the other stakeholders at the institute (staff, student and faculty) play a key role in these external evaluation exercises. The Alumni Office plays a big role in reaching out the Alumni and constantly reminding them of the value of their contribution.</p> <ol style="list-style-type: none"> 1. MDRA Rankings Survey 2. Financial Times Masters in Management Rankings 3. QS World University Rankings (MIM) 4. QS World University Rankings (MIM-SCM) 5. The Week Best B-School Survey etc. <p>Connecting alumni to the other stakeholders at the institute.</p> <ul style="list-style-type: none"> • Alumni survey for program curriculum • Connecting/ sharing data for IRO, Giving, incubation, L&D, Placement, Communication etc.
<p>Improving Alumni connect</p>	<p>Keeping alumni updated about the institute and being connected with them.</p> <ol style="list-style-type: none"> 1. Alumni card 2. Job posting for alumni 3. Facilitating alumni for social causes 4. Alumni connection on social media

	<p>5. (iimualma connect, A4 LinkedIn, A4 Facebook)</p> <p>6. 1 yr MBA alumni testimonial for website</p> <p>7. Sharing IIMU Newsletter, Faculty article and New program launch.</p>
Maintain Alumni Dataset	<p>Keeping updated alumni data on the ERP/Excel</p> <ol style="list-style-type: none"> 1. PGP/MBA 2. PGPX/(1 Yr. MBA) 3. PGDBMA-WE 4. Phd 5. Alumni involvement data
Policy making and implementation	<p>Department, alumni and student policy for the easy functionality.</p> <ol style="list-style-type: none"> 1. Alumni appreciation points 2. Alumni Relations Manual and event wise SOP 3. Alumni data base on ERP implementation 4. Alumni easy Entry Exit policy
Alumni Engagement strategies for future	<p>Alumnin engagement is most important part of Alumni relations reviewing current event and adding new are a on going process. Few new ideas for the Alumni Benefits are:</p> <p>Alumni connect with IIMU Incubation</p> <p>Financial guidance</p> <p>Health care /Insurance plans</p> <p>Alumni Engagement with family/</p> <p>Local Udaipur tie up</p> <p>Involve in classroom /brush courses etc.</p> <p>Comparison of alumni involvement at IIM and other top B school.</p>
Coordination with A4 student club	<p>Involve and guide student team for different online and offline alumni engagement activities.</p>

2. Secondary Responsibilities (Wherever applicable)
 - Member of interview panel to the Officer: Student Relations
 - Member of interview panel to the Director Secretary.
 - Alumni Society work (ITR, Registration, CA & Bank coordination)
3. Members of any Committee (Wherever applicable)
 - Member of IEC
 - Member of Website Committee
 - Member of Creche Committee
 - Member Secretary of Alumni Relations Committee
4. Responsible for bill authentication (Wherever applicable)
 - Budget control sheet 1
 - Noting sheet
 - Leave approval.
 - Alumni society bank account cosignatory
 - Alumni Card

Name of the Department: Alumni Relations

Designation – Junior Associate – Alumni Relations

Primary Responsibilities –

- **Assisting Alumni Relations Officer in her day-to-day work related to administration documentation and other activities.**
 - Regularly Updating the Alumni Database for Two Year MBA, One Year MBA, PhD, PGDBAWE Graduates, International Alumni Data, Sector Wise, Alumni Having Startup Venture & SCO/SIG.
 - Updation in Alumni Involvement Sheet on weekly basis with purpose of engagement. (Events & Mentorship activities)
 - Alumni Database update in ERP Portal, updating data from 2013 batch.
 - Agenda preparation and other coordination of weekly meeting with A4 Members
- **Coordination with A4 members for**
 1. Event Planning (ICG, Adhyay, Milestone & Flashback etc)
 2. Approval for Events
 3. Travel Bookings
 4. Regarding Job Posting forwarding
 5. Coordinating for IIMU Website post
 - To assist in preparation of policies e.g., Alumni Data Sharing Policy, Policies for A4 student members.
 - To assist in preparation of SOP's e.g., Alumni Appreciation SOP, Events SOP
 - To assist in preparation of Alumni contact form & feedback form.
- **Coordination with IT & AV team for**
 1. DL related to Alumni Relations
 2. Movement of E-mail ID to respective program DL
 3. Set-Up regarding Zoom meetings for events
 - Preparing and sharing of Alumni Data with internal & external stakeholders according to data sharing policy e.g., Faculty, Programs Office, Learning & Development, Placement, communications, Development & Sustainability, CSR, International Relations Office, Incubation Centre, RTI & Ministry Questions
 - Preparation of Department Manual & SOP.
 - Coordination with communications department for inclusion of event details, newsletter, alumni testimonials, event summary with photographs, Batch POC details, A4 student members details or any other task related to alumni section on the website.
 - Sharing newsletter with the Alumni Community which will keep them updated about the recent & upcoming activities in the institute.
 - Sharing information regarding sessions/events on behalf of centres & departments e.g., Incubation centre, consumer culture lab.
 - Updating the Financial Expenses sheet of the department on weekly/monthly basis to keep a track of expenses.
- **Work Support related to IIMU Alumni Council**
 1. Alumni & Allies Association Society ITR filing.
 2. Banking work.

3. Reconciliation of bank statement.
 4. Handling the queries of CA regarding ITR filing.
 5. Any other work.
- **To assist in rankings related working.**
 1. Consent from Alumnus on E-mail for sharing their details.
 2. Emails to alumni for filing surveys & questionnaire.
 3. Sharing facts & figures as asked by various rankings.
 - **Alumni event related working.**
 1. Budget approvals
 2. Confirmations from alumni for their consent to be a speaker for event.
 3. Event Travel itinerary of faculty, staff, alumni, & A4 members
 4. Bookings (Air tickets, Cab, VFH/Hotels)
 5. On boarding & Off boarding
 6. Event expense sheet preparation
 7. Processing advance for off-campus events
 8. Registrations amount management received from alumni.
 9. Processing of refunds & intimation to those who have not attended.
 10. Procurement
 11. Advance settlement & bills submission
 12. On campus coordination related to classroom, auditorium, VFH or any other area which is booked for event.
 13. Dispatch of gifts/certificates
 - Sharing Appreciation certificates to Alumni according to Alumni Appreciation SOP
 - Alumni Cards Preparation & Distribution which involves details collection, proof reading, print finalisation, arranging & distributing cards in convocation ceremony.
 - **Renewal of Annual Subscription for various services e.g., LinkedIn, CANVA & Alma connect.**
 1. MOU document working
 2. Preparation of note sheets & budget control sheets

Secondary Responsibilities (Wherever applicable)

- Teaching hours calculation of MDP & PGDBAWE.
- Convocation responsibilities assigned by the administration.
- BOG meeting liasioning responsibilities assigned by the administration.

Members of any Committee (Wherever applicable): Not a member of any Committee.
Responsible for bill authentication (Wherever applicable): No Responsibility of Bill authentication.

Finance & Accounts Department

Designation- Sr. Finance & Accounts Officer

Primary Responsibilities-

Sr. No.	Details of Work/Task/Assignment
1.	Oversee and present comprehensive financial reports to the Finance & Audit Committee and Board of the Institute.
2.	Lead the consolidation and finalization of the Institute's annual budget.
3.	Manage and facilitate Internal Audit, External Audit, and C&AG audit processes for the Institute.
4.	Develop investment plans for the Institute's surplus funds.
5.	Ensure compliance with various statutory and regulatory requirements, including Income Tax, GST, GFR, FCRA, MoE, and NPS.
6.	Prepare tenders for Finance & Accounts functions, such as External Audit, Internal Audit, Tax Consultant, and Concurrent Review.
7.	Coordinate the implementation of ERP – D365.
8.	Generate analytical and MIS reports, including Budget vs Actuals, year-on-year comparisons, and future projections.
9.	Liaise with external agencies, including IT Department, GST department, Banks, Credit Ratings Agencies, Auditors, Valuers, etc.
10.	Act as a Public Information Officer for all finance-related inquiries under the Right to Information Act.

Secondary Responsibilities (Wherever applicable)

Sr. No.	Details of Work/Task/Assignment
1.	Facilitate procurement processes by reviewing, finalizing tender documents, and evaluating bids.
2.	Assist in conducting physical verification of assets.
3.	Coordinate the mobilization of external borrowings, specifically securing loans for infrastructure development.

5. Members of any Committee
 - a) Finance & Audit Committee
 - b) Procurement Committee
 - c) Staff Selection Committee
 - d) Rajbhasha Committee
 - e) Grievance Redressal Committee

Name of the Department: Finance & Accounts

Designation- Executive

Primary Responsibilities-

All Payment	<ul style="list-style-type: none">• Oversee the validation of transactions and verification according to IIMU policy procedures its their overall impact on the general accounts.• Prepare payments (NEFT Sheet by D365 System) for bank transfers, do the bank transactions, and request disbursements.• Ensure account payables activities are performed. Identify and resolve payment issues, accounting discrepancies, and other financial-related issues accurately and timely;• Ensure proper and complete documentation and filing to retrieve all payment-related documents easily.• Personally review and approve all payment filings with the assistants.• Identify and provide feedback and suggestions for payment related to improvements to the procedures, processes, financial systems, and related D365 programs.
Payment Intimation	<ul style="list-style-type: none">• After processing the payment, I upload the UTR file in D365 for payment intimation for vendor, customer, staff & faculty.• Payment Intimation is sent to the concerned person on his/her e-mail ID.
Audit	<ul style="list-style-type: none">• Coordinate financial Internal, Statutory, and CAG audits with regulatory requirements.• Ensure timely and effective follow-up to audit observations and recommendations.
Record	<ul style="list-style-type: none">• Ensure proper and complete documentation and filing to retrieve all payment-related documents easily.• Keep accurate records of all daily bank transactions (Bank UTR Numbers).
Bank	<ul style="list-style-type: none">• Reconcile bank statements weekly on the expenditure side (Credit Side).• Build and maintain strong, long-lasting bank official relationships.
Cheque Book	<ul style="list-style-type: none">• Ensure the cheques match the records shown on the bank statement.• I am responsible for keeping the IIMU cheque book safe, under lock and key.• Record all details of cheques issued.

Original Bank Guarantee	<ul style="list-style-type: none"> • I am responsible for keeping the Original Bank Guarantee safe, under lock and key. • Ensure proper and complete follow-up BG Expiry and inform the concerned department in a timely. • The original Bank Guarantee needs to be returned to the issuer after its expiry or tender is closed with permission from the concerned department.
Rajbhasha	<ul style="list-style-type: none"> • Prepare monthly, quarterly, and annual data reports for Rajabhasa returns purposes.
GEM Portal (DDO Role)	<ul style="list-style-type: none"> • I am responsible that whenever a CRAC is auto-generated or issued by a buyer and payment is not made 10 days after that, the buyer organization will be required to pay penal interest @ 1% per month for the delayed payment beyond the prescribed timeline till the date of such payment. • I am responsible for payments made without delay for purchases made on GeM. In no case should it take longer than the prescribed timelines. • I am responsible for updating the payment details on the GEM portal and Submitting and Closing the Bill.
ERP	<ul style="list-style-type: none"> • Coordination with the ERP team for the implementation of Microsoft D365.

1. Secondary Responsibilities (Wherever applicable)
 - a. Coordinate the reply of Finance & Accounts related RTI.
 - b. Coordination of fixed assets reconciliation.
2. Members of any Committee (Not applicable)
3. Responsible for bill authentication (Not applicable)
4. Any other comments- Perform other duties as assigned by the Sr. Finance and Accounts officer and the Director.

Name of the Department: Finance & Accounts

Designation- Associate – Accounts

Primary Responsibilities-

- Expenses booking in accounting Software D365 with tax compliances.
- Following Nature of Transaction are like journal Entries, GEM, Creation of Fixed assets Under Faculty development fund & others in D365, TDS Adjustment Entries, Reversal Entries, Accrual schemes, Prepaid, Prior Period, Provision, and other related Entries.
- Project entry.
- Preparation of Project MIS.
- Working of Capitalizations from WIP.
- Project Loan handling and verification of Interest.
- Weekly Manage Pre-Audit, Submit Voucher, Solve Query related to vouchers and other related work.
- Prepare working files For GST TDS Calculation, TDS Calculation in Expenses booking.

6. Secondary Responsibilities (Wherever applicable)

- Providing Support Services & Coordination with Audit team for understanding Query and Resolving them.
- Other MIS Work like Contract Extension.

7. Members of any Committee(Wherever applicable) : N/A

8. Responsible for bill authentication(Wherever applicable) : N/A

9. Any other comments- N/A

Name of the Department : Finance & Accounts

Designation- Senior Associate -Accounts

Primary Responsibilities-

Accounting	1	Prepare Annual Accounts (Balance Sheet, P&L. Receipt& Payment, NPS Accounts).
	2	Recording Financial Transaction related to credit card and foreign remittance.
	3	Verification of income & expenses entries with statutory compliances like TDS, GST-TDS, GST RCM
	4	Depreciation Working, Provisioning and Year end adjustment entries.
	4	Creating Financial Dimension
	5	Issuing pay slip
Taxation and Statutory Compliance	1	Prepare working files and data for GSTR-9 and GSTR 9C (GST AUDIT & Reconciliation) on annual basis.
	2	Prepare and Issue Form 16 & Computation for all Employees.
	3	Prepare Form A2 & Filing of form 15CA of income tax for foreign remittance.
	4	Review and verify: <ul style="list-style-type: none"> ➤ Monthly GST return ➤ Quarterly TDS return in form 24Q,26Q and 27Q and issue form 16A ➤ Monthly liability of GST, NPS & TDS before payment ➤ Income tax return,26AS, Form 10B(Tax Audit Report). ➤ Monthly Salary ➤ Payments to vendors & Students Refund ➤ Bank Reconciliation
	5	Response of various notice receive from Income tax and also Appear as Authorised representative in scrutiny cases.
MIS & Reporting	1	Prepare and Submit Utilization certificate as per GFR 12A for various Sponsored External Project.
	2	Maintain PFMS portal and uploading expenditure through EAT module in timely manner for IMPRESS-ICSSR Project, SPARC Project.
	3	Provide all required information related to Accounts and facilitate audit of accounts conducted by CAG, Internal Auditors, Statutory Auditors, Tax Auditors, Pre-Auditors.
	4	Assist in preparation of CAG paras.
	5	Provide financial data for Various Ranking & B-School. survey.

	6	Provide Actual Expenditure to all department on requirement basis.
	7	Facilitate the credit rating process by providing crucial data to rating agencies.
	8	Reply of Finance & Accounts related RTI.
	9	Prepare Profitability statement of MDP, PGD and TEQIP Programme on requirement basis.
	10	Calculation of Ex gratia every year as per the institute policy.

Secondary Responsibilities (Wherever applicable)

- Deposit of TDS every month before due date by preparing section wise challan.
- Deposit of GST TDS in duly time in every month by creating GST PMT-06 Challan
- Filling of Quarterly TDS return in form 24Q,26Q and 27Q.
- Timely deposit of NPS through NSDL Portal after processing of Salary
- Filling of Monthly GST-TDS return & GSTR 1 & GSTR3B.

Members of any Committee (Wherever applicable)

Responsible for bill authentication (Wherever applicable)

Any other comments-

Finance and Accounts Department

Designation- **Junior Assistant Accounts (GR-I)**

Primary Responsibilities-

Academic Income: -	a) MBA 2 year & MBA one year income entries & balances analysis.
	b) Booking of these entries from student system to finance system.
	c) Master data creation in D365 for IIMU Income.
	d) Overlooking booked entries in student system and in case of incorrect entries, inform respective department about them and follow up with them for corrections.
Student Refund: -	a) Processing scheduled student refund through student system and after completion of refund process, booking of these entries in finance system.
Scholarship Income:-	a) Analysis of scholarship income receipt from various organisations & also check its distribution to students.
D365 Updating & Implementation: -	a) Discussing and understanding user requirement
	b) Sharing necessary data with ERP team
	c) Checking before updating user requirement in D365
IIMU Funds Investments	a) Analysis of fund availability for investment, discovering best option of investment and after approval funds are duly invested as per IIMU policy.
	b) Booking investment related entries in D365 and maintaining list of investment information sheet in D365
	c) Investment file is duly kept with all relevant documents related to investments.
Letter keeping & maintaining letter series	a) Maintaining Accounts department letter series.
	b) Keeping all letters issued in softcopy for reference purpose.
IIMU Income Actual vs Budget	a) Consolidation of all Incomes for various part of year i.e., Quarterly, half-yearly etc.
	b) Understanding and discovering various reasons for variance in actual income and budgeted income.
	c) Preparing comparison between budgeted and actual income sheet with appropriate remarks for variances over the year.
Bank receipt confirmation	a) Reconciliation of student payments (razor pay) with actual IIMU bank receipts.
Documentation	a) Checker for documentation for Income related entries
	b) Checker for CAG audit file in respect of availability of all memos, their replies and other necessary documents.

Secondary Responsibilities (Wherever applicable):-

a) Invoice generation and income booking for MDP, rental income, etc.
b) Other payment receipts & their booking. Eg Sponsorship Income, research project income, scholarship income etc.

Members of any Committee (Wherever applicable) :- NA

Responsible for bill authentication (Wherever applicable) :- NA

Any other comments-NA

Name of the Department- Human Resource Department & Legal Department

Designation- Assistant Administrative officer

S.No	Primary Responsibilities	Secondary Responsibilities	Member in the Committee
A)	HR		
1.	Responsible for Faculty recruitment, confirmation, probation closure, promotion.	Coordinator- Director's Secretariat. To Supervise the staff members.	Equal Opportunity cell – Member.
2.	Responsible for maintaining documents pertaining to recruitment/selection of permanent non-teaching staff/officers.	Drafting RTI replies related to HR department and Director's Secretariate.	
3.	Responsible for Coordination of Annual Performance Appraisal of permanent employee.	Helping in convocation preparation.	
4.	Responsible for Coordination of Health Insurance for all employees.	Helping in preparing annual budget for Director's Secretariate	
5.	Responsible for Annual Health Checkup plan for entitled employees.	Helping in preparing CAG replies to MoE	
6.	Responsible to coordinate for issuing NOC to employees/faculties on their request.		
7.	Responsible for coordination with Accounts regarding increment, renewal of contract and remuneration.	Bill Authentication: (a) Health Insurance Invoice/Bill (c) Annual Health Checkup bill (d) Food subsidy bill of Faculty & Staff	
8.	Responsible for planning workforce requirement.		
9.	Responsible for preparing Annual Budget of HR department.		
10.	Responsible for arranging/coordinating training and counselling for the staff members.		
B)	Legal		
10.	Responsible for Compliances (PF, ESIC) and Legal matters (Labour department) etc.		
C)	Committee		
11.	Responsible for preparing Agenda and minutes pertaining to Board of Governance meeting.		

Name of the Department- Human Resource Department

Designation- Junior Associate

Primary Responsibilities-

A. Non-Teaching Contractual Employees (Group B & C)

- a. Recruitment
 - i. Drafting and posting of JDs on website
 - ii. Coordination with the Committee regarding shortlisting of candidates
 - iii. Arrangements regarding interview
 - iv. Drafting of appointment letters and mailing to candidate after approval from Competent authority
- b. Orientation of new employee and other joining formalities
- c. Issuing Welcome Kit to New Joinees
- d. Issuing ID card/Visiting card
- e. Maintaining Personal files
- f. Maintaining Leave and attendance record
- g. Annual Review
- h. Issuing certificate, whenever required & requested
- i. Contract Extension or Closure
- j. Exit Formalities

B. Faculty Recruitment

- a. Coordination with candidates regarding the faculty recruitment process
- b. Travel & accommodation arrangements of experts.
- c. Accommodation arrangements of Candidates
- d. Reimbursement of travel charges of experts and candidates and processing of honorarium for experts
- e. Preparing Minutes and drafting of Appointment Letters
- f. Issuing appointment letter to candidate via email after approval of Competent authority
- g. Issuing ID and Visiting cards to new joinees as well as existing faculty members
- h. Coordination regarding probation closure & promotion of faculty members

C. Research Assistant, Teaching Assistant and Intern

- a. Recruitment of Teaching Assistant
 - i. Coordination with the Committee regarding shortlisting of candidates
 - ii. Arrangements regarding interview
 - iii. Drafting of appointment letters and mailing to candidate after approval from Competent authority
- b. Orientation of new RA/TA and other joining formalities
- c. Issuing welcome Kit to new RA/TA
- d. Issuing ID cards
- e. Maintaining Personal files
- f. Leave Records of TA
- g. Contract Extension or Closure
- h. Exit Formalities
- i. Issuing certificate, whenever required & requested

D. Overall Responsibility of RTI Management

- a. Managing RTI Online Portal and receiving RTI applications through offline/ online mode
 - b. Forwarding RTI requests to concerned dept.
 - c. Forwarding the application fee to the accounts department
 - d. Preparation of a consolidated tracking list of all applications and appeals
 - e. Drafting of response and reply within the stipulated time via offline/online mode as per the SOP No. IIMU/RTI Cell/Timeline for disposal of RTI Requests/Appeals/Version3.0/October 28,2022
 - f. Quarterly return filling at the CIC WEBSITE and forward it to BOG
 - g. Managing response of Transparency Audit
 - h. Maintaining data pertaining to RTI applications
 - i. Drafting budget related to RTI Cell
- E. Managing bills related to HR Office, preparing Purchase Order for services related to HR
- F. Maintaining files and data for Archives pertaining to HR Dept.
- G. Biometric attendance report preparation of Non-Teaching employees

Secondary Responsibilities

- A. Responsible for day-to-day execution of Insurance
- B. Distribution of Insurance cards
- C. Distribution of ID Cards and Visiting Cards
- D. Distribution of Birthday cards and Pens
- E. Recruitment of Group A Contractual Employees
- F. Annual Review of Group A Contractual Employees
- G. Promotion and probation closure of Non-Teaching Permanent Employees
- H. Helping in drafting Annual budget of HR department
- I. Drafting replies to HR related RTI request

Members of any Committee- NA

Responsible for bill authentication- NA

Any other comments-

Name of the Department : General Administration

Designation : Senior Executive

Primary Responsibilities-

	Housekeeping
1.	Tendering & Supervision of the contractor. <ul style="list-style-type: none">• Managing with the Quess Corp. Ltd.• Conducting 2 meetings per month• Feedback of Housekeeping Services
2.	<ul style="list-style-type: none">• Weekly review meeting of Housekeeping• Ensuring of boarding and lodging arrangement of new students in the hostels• Ensuring of their comfortable stay in the campus in the campus• Ensuring Cleaning of All the area, Offices, Corridors, Clusters, VFHs , Roads, Pathways and Gardens• Monitoring of area given, Change in the Frequency of area given for cleaning as and when required• VFH arrangements, procurements of housekeeping items• Preparation of Annual Budget for Housekeeping Services• Monitoring of budget and monthly expenses

Secondary Responsibilities

1.	Ensuring of arrangement of new student's of each program for general orientation session
2.	Supports in the student's events (Cultural Program, Udaipur Runs, Audacity, Solaris, Tedx etc.)

Members of other Committees

1.	Member – Scrap Removal Committee
2.	Member – Reviewing of Existing Storage Facility
3.	Member - Scrap Identification and Segregation Committee
4.	Member – Canine Care Committee which is currently dissolved

Responsible for bill authentication

1.	Housekeeping – Monthly Bill
2.	VFH – Services – Monthly Bill

NAME OF THE DEPARTMENT – STORE & PURCHASE

Designation- Executive (Store & Purchase)

Primary Responsibilities-

(a) स्टोर प्रबंधन / STORE MANAGEMENT

(i) संस्थान की आवश्यकताओं के अनुसार सामग्री नियोजन करना। इष्टतम इन्वेंट्री रखते हुए निर्दिष्ट गुणवत्ता की वस्तुओं की समय पर उपलब्धता सुनिश्चित करना। Carry out material planning as per Institute's requirements. Ensure timely availability of items of specified quality, keeping optimum inventory.

(ii) रसद, स्टोर, पुर्जों और सेवा सूची जैसे संबद्ध गतिविधियों की पूरी श्रृंखला को कवर करते हुए इन्वेंट्री प्रबंधन का कार्य करना। Undertake inventory management covering the entire range of allied activities namely logistics, stores, spares, and service inventory.

(iii) परियोजना आवश्यकताओं को पूरा करने के लिए सामग्री की नियमित और समय पर उपलब्धता सुनिश्चित करना। Ensure regular and timely availability of material to meet project requirements.

(iv) उचित लेखांकन और दस्तावेज के साथ सामग्री जारी /प्राप्तियों की व्यवस्थित प्रक्रिया सुनिश्चित करना। Ensure the systematic process of material movement like issues/ receipts with appropriate accounting and documentation.

(v) प्रक्रिया को बाधित किए बिना अधिकतम लागत बचत प्राप्त करने के लिए इष्टतम इन्वेंट्री स्तर सुनिश्चित करने के लिए स्टोर संचालन का प्रबंधन करना। माल और सेवाओं की खरीद, ई-नीलामी, अनुबंध प्रबंधन, अप्रचलित और स्क्रेप सामग्री का निपटान, राइट-ऑफ, स्टॉक अपडेट करना। Manage store operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the process. Procurement of goods and services, e-auction, contract management, disposal of obsolete and scarp materials, write-off, Stock update.

(vi) इन्वेंट्री का समय-समय पर भौतिक स्टॉक सत्यापन करना। Undertake periodical physical stock verification of inventory.

(vii). मानक मानदंडों के अनुसार स्टोर ऑडिट सुनिश्चित करना। Ensure store audits as per the standard norms.

(viii). सुचारु सूचना प्रवाह के लिए संस्थान एमआईएस रिपोर्टिंग प्रणाली तैयार करना। Preparation of Institute MIS reporting system for smooth information flow.

(b) खरीद प्रबंधन /PURCHASE MANAGEMENT

(i) सामग्री और सेवाओं की खरीद, वित्तीय अखंडता और विवेक को बनाए रखने में संगठनात्मक प्रक्रियाओं को सुनिश्चित करना। Ensuring organizational processes are followed in the procurement of material and services, maintaining financial integrity and prudence.

(ii). संस्थान की खरीद प्रक्रिया और मानदंडों के अनुसार सभी प्रकार की वस्तुओं और सेवाओं की खरीद सुनिश्चित करना। समय पर और लागत प्रभावी तरीके से संस्थान के सुचारु कामकाज के लिए पूर्वानुमान, योजना, विकास और सामग्री, पुर्जों, आपूर्ति और उपकरण खरीदना; उचित

गुणवत्ता मानकों और विशिष्टताओं को बनाए रखते हुए समयबद्ध तरीके से खरीद सुनिश्चित करना। Ensuring procurement of all types of goods and services as per the Institute's purchase procedure and norms. Forecasting, Planning, developing, and buying materials, parts, supplies, and equipment for the smooth functioning of the Institute in a timely and cost-effective way; timely manner while maintaining appropriate quality standards and specifications.

(iii). बजटीय नियंत्रण सुनिश्चित करें और सभी प्रकार की खरीद की निगरानी करें। Ensure budgetary control and monitor all types of purchases.

(iv). तकनीकी-वाणिज्यिक वार्ताएं, और वित्तीय प्रतिबंध, संस्थान की नीति और बातचीत के नियमों और शर्तों के अनुसार खरीद आदेश तैयार करना और रखना। Undertake techno-commercial negotiations, and financial sanctions, prepare and place purchase orders in accordance with the Institute policy and negotiated terms and conditions.

(v). सुनिश्चित करें कि अनुबंध समझौते अनुबंध और अनुपालन विभाग के समन्वय में किए गए हैं। Ensure contract agreements are made in coordination with the Contracts and Compliance Department.

(vi). उपयोगकर्ताओं (इंडेंटर्स) के साथ संपर्क बनाए रखना और त्रैमासिक और वार्षिक खरीद योजना तैयार करना। Maintain liaison with users (indenters) and prepare quarterly and yearly procurement plans.

(vii). विक्रेताओं, खरीद टीम और उपयोगकर्ताओं के बीच एक निर्बाध संचार प्रवाह विकसित करना और बनाए रखना। आवश्यकतानुसार अनुबंधों की समीक्षा और नवीनीकरण करें। विक्रेताओं/आपूर्तिकर्ताओं के साथ अनुवर्ती कार्रवाई। Develop and maintain a seamless communication flow between the vendors, purchase team, and users. Review and renew contracts as required. Follow-Up with Vendors/ Suppliers.

(viii). लागत प्रभावी सोर्सिंग चैनलों और बाजारों की पहचान करना और नए विक्रेताओं का विकास करना। Identify cost-effective sourcing channels and markets and develop new vendors.

(ix). विस्तारित लक्ष्यों को प्राप्त करने के लिए निरंतर दिशा और सहायता प्रदान करके टीम के भीतर नेतृत्व का विकास करना। Develop leadership within the team by providing consistent direction and support to achieve stretched targets.

(x). जीएफआर 2017 का पूरा ज्ञान, माल और सेवाओं की खरीद से संबंधित सीवीसी दिशानिर्देशों का ज्ञान। Thorough knowledge of GFR 2017, Knowledge of the CVC guidelines related to the procurement of goods and services.

(xi). जेम और सीपीपी पोर्टल पर खरीद। आपूर्तिकर्ताओं के साथ अनुबंध पर बातचीत करना। बोलियां जारी करने और देने के लिए विशिष्टताओं की समीक्षा, मूल्यांकन और अनुमोदन करना। Procurement on GeM and CPP Portal. Negotiating contracts with suppliers. Review, evaluate and approve specifications for issuing and awarding bids.

(xii). विभिन्न प्रशासनिक अनुभागों की आवश्यकताओं को पूरा करना। समस्या का कारण निर्धारित करने और सुधारात्मक और निवारक कार्रवाई करने के लिए उपयोगकर्ताओं, विक्रेताओं और अन्य लोगों के साथ दोषपूर्ण या अस्वीकार्य नई वस्तुओं या सेवाओं पर चर्चा करें। Meeting the Requirements of various Administrative Sections. Discuss defective or unacceptable new goods or services with users, vendors, and others to determine the cause of the problem and take corrective and preventative action.

(xiii). संस्थान के मानकों और सिस्टम अनुपालन को पूरा करना Meeting the Institute standards and system compliances.

(c) अनुबंध प्रबंधन/ CONTRACT MANAGEMENT

(i). संस्थान के अनुबंध विकास और प्रबंधन गतिविधियों की देखरेख करना और अखंडता और अनुपालन के सिद्धांतों को लागू करना।
Oversee Institute's contract development and management activities and enforce principles of integrity and compliance.

(ii). निर्दिष्ट मामलों पर एक राय प्रदान करना, विशेष रूप से उनकी व्यवहार्यता और स्वीकार्यता के बारे में मिसाल, मानदंडों और लागू नियमों को ध्यान में रखते हुए।
Provide an opinion on matters referred, especially about their viability and acceptability keeping in view the precedents, norms, and applicable rules.

(iii). अनुबंध समिति और खरीद समिति की बैठकों के लिए समग्र रूप से जिम्मेदार।
Overall responsible for contract committee and purchase committee meetings.

(iv). अनुबंधों के लिए मानकों का विकास करना, जिसमें डिलिवरेबल्स की शर्तें, भुगतान की शर्तें, सामान्य भाषा और लागू नियमों और विनियमों के अनुरूप प्रावधान शामिल हैं।
Develop standards for contracts, including terms for deliverables, payment terms, general language, and provisions in a manner compatible with rules and regulations as applicable.

(v). रणनीति चर्चा, प्रबंधन इनपुट, और संस्थागत जरूरतों और अपेक्षाओं के आधार पर मसौदा संविदात्मक प्रावधान।
Draft contractual provisions based on strategy discussions, management input, and Institutional needs and expectations.

(vi). अनुबंध पाठ और अनुलग्नकों की सटीकता और उपयुक्तता सुनिश्चित करना।
Assure accuracy and appropriateness of contract text and attachments.

(vii). संस्थान की प्रतिबद्धताओं और सहयोग से संबंधित मामलों में उचित कानूनी सहायता प्राप्त करना।
Seek appropriate legal aid in matters pertaining to the Institute's commitments and collaborations.

(viii). महत्वपूर्ण पत्राचार।
Important Correspondence.

Secondary Responsibilities (Wherever applicable)

S No.	Secondary Responsibility
1	Responsible for the general administration of the store section.
2	Liaison with suppliers and distributors.
3	Filing and maintenance of office records and handling of store correspondence.

Members of any Committee (Wherever applicable)

Yes, Member secretary of the Procurement Committee

Responsible for bill authentication (Wherever applicable)

Yes, all the procurement related bills.

Any other comments- NIL

Name of the Department: Store & Purchase

Designation: Office Assistant

Primary Responsibilities-

- I. Generating Purchase Order for the institute in the ERP D365:
 - a. Managing PO Numbers-
 - b. Item/Service/Fixed Asset Creation with mapping of item groups. (For the FA items group we refer to central higher education guidelines.)
 - c. HSN/SAC code creation and Rate setup.
 - d. Make entries of financial dimensions and apply GST TDS if applicable.
 - e. If required a new item group, the same is informed to the ERP team and Accounts team.

- II. Receiving the Items/Fixed Asset in the ERP D365 and issues of the consumable items in D365
 - a. Mention all the item numbers, quantities, dimensions and balance sheet dimensions (BSIE) in the ERP D365
 - b. Issue physical inventory to the concerned department.

- III. Issue Fixed Asset items to the various departments or individuals & make entries of the same in the ERP D365.
 - a. Create a Fixed Assets ID number, which is to land in the ERP D365 with all the details like responsible, location, department, and make/model/serial number if available.
 - b. Tagging Fixed Assets number on the Asset.

- IV. Creation of Vendor and filling in all the details:
 - a. Vendor Registration
 - b. Vendor details like Address, GST Number, PAN card details, Bank Account details, and purpose.

- V. Issuing physical inventory from the store and updating the same in the ERP D365.
 - a. Maintaining physical inventory store issue note file.

- VI. As and when required local market purchasing will be done.
 - a. Send enquiries to the local market and collect quotations from the local market.
 - b. If required comparative statements and noting sheets will be made and signed by the Procurement committee.

- VII. Managing PO numbers and PR numbers in MS Excel.

- VIII. Generating PO and putting it up to the Competent Authority for signature and forwarding to the vendor. After receiving the items with the invoice and verified by the concerned department, the same is submitted to the Accounts for further payment and the filing of one copy of the same in the office File.

- IX. Coordination with the ERP team and Account team in the view of ERP D365.
- X. Creating SOP and manual as and when required.
- XI. Any other work assigned by the management from time to time.

Secondary Responsibilities (Wherever applicable)

- I. Photography as per the roster sent by HRD.

Members of any Committee (Wherever applicable)

NA

Responsible for bill authentication (Wherever applicable)

- I. Check all the bills of the procurement department.
- II. Any other comments-**

Programs Office

Designation: Senior Administrative Officer

Primary Responsibilities-

- i. Coordinate with:
 - Close coordination with Program Chairpersons, Dean & Area Coordinators
 - Coordination with Visiting Faculty on various issues
 - Building up relationship with new Visiting Faculty
- ii. Preparation of:
 - Academic calendar
 - Timetables
 - Conducting the course bidding process for elective allocation process
- iii. Teaching Assistants
- iv. Recruitment, allocation, and monitoring of sanctioned manpower
- v. Handling HR issues of the team members
- vi. Coordinate with Student Acad Councils
- vii. Convocation

Secondary Responsibilities (Wherever applicable)

- i. Liaising with other IIMs
- ii. Providing support in processing fresh appointments, renewals and general issues pertaining to Teaching Assistants (TAs)
- iii. Handling legal cases pertaining to admissions along with close coordination the advocates
- iv. Managing various contracts of the Office – Harvard Business Publishing (HBP), Mettl, Moodle, Turn-it-in, Stratx, Capstone (Capsim/CompX) and Your Dost etc.
- v. Handling Red-Flag cases received from both Student Counsellors – Your Dost & Dr. Manisha Agarwal
- vi. Finalization of program fee structure and academic calendar with guidance from the Leadership team
- vii. Preparation, implementation, and monitoring of Programs Office budget.
- viii. Guidance to the Programs Office team members on various issues which they face on day-to-day basis for program administration.
- ix. Various miscellaneous activities pertaining to academic administration of the Institute.
- x. Handling internal audit and CAG audit queries pertaining to academics and admissions

Members of any Committee (Wherever applicable)

- i. 2 Yr. MBA Program Committee
- ii. 1 Yr. MBA Program Committee
- iii. EMBA Program Committee
- iv. Internal Executive Committee
- v. Procurement Committee
- vi. Disciplinary Committee (Non-Academic) - Students
- vii. Internal Security Committee

viii. Multiple recruitment committees

Responsible for bill authentication (Wherever applicable)

i. Up to 2 lakhs for revenue expenditure

Any other comments: Significant time goes into interaction with various stakeholders like Program Chairpersons, Dean, Faculty members, Students, Staff Members, and other Department Heads to deal with issues coming up from time to time.

Name of the Department - Programs Office

Designation – *Assistant Administrative Officer*

Primary Responsibilities –

- Co-ordinating with vendor in conducting the Elective bidding Process & preparing the timetable in consultation with concerned Term Faculty.
- Preparing budget for 2Yr MBA in consultation with Programs Officer.
- Preparation of Academic Calendar.
- Co-ordinating with faculty & students and solving their issues.
- Supervising & Co-ordinating with subordinates & Travel Desk to ensure timely booking of flight tickets of faculty, booking of accommodation, pickup and drop arrangements.
- Supervising & Co-ordinating with subordinates to ensure smooth running of classes according to the timetable prepared and also timely closing of grading.
- Coordination for the Agreements/Contracts/Licences for Cases, Simulations, Management Games etc.
- Co-ordinating with subordinates for preparing Purchase Orders, Purchase Requisitions related to Two Year MBA (Second Year).
- Supervising & Co-ordinating with subordinates for the respective Term fee collection from the students.
- Supervising & Co-ordinating with subordinates for timely preparation of Course material/textbooks procurement, planning & making arrangement for respective Term registrations and distribution of the same.
- Supervising the arrangements for smooth delivery of sessions, examinations and other academic functions.
- Supervising the subordinates for timely updation of Scheduling, Fees, Student Enrollment, Attendance, Grading etc. on the SIS Portal.
- Co-ordinating with subordinates for timely processing of Faculty Honorarium / Bills / Maintenance of records, documentation, etc.
- Preparing agenda and minutes of the Program Committee Meeting every month and communicating the decisions to respective stakeholders.
- Co-ordinating with subordinates and vendor for successfully delivering academic related work during the Convocation.

Secondary Responsibilities (Wherever applicable)

- Supervision and Co-ordination with Godrej Team for making timely arrangement audio-visual equipment in the Classrooms and Auditorium whenever needed.
- Booking of Classroom for any non-academic related work during Office Hours and post Office Hours.

Members of any Committee (Wherever applicable)

- Member of Creche Committee

Responsible for bill authentication (Wherever applicable)

- Courier.
- Faculty travel expenses.
- Bills of Textbooks.

Any other comments-

Nil.

Name of the Department- Programs Office

Designation- Associate – Programs

Primary Responsibilities-

- Conducting exams and preparation of grade sheets.
- Updating and maintaining everyday attendance for the students.
- Registration for the courses, class schedules, students, Timetable, seating charts on ERP.
- Generating Purchase orders of the Visiting Faculty Honorarium.
- Preparation of note sheets for the procurement of the resources and services.
- Distribution of the books for all the required courses.
- Updating the student scores and finalise the grades as per the scores.
- Supervise overall management and handling of activities related to academic administration of the Programs.
- Coordinating with the instructors and students for the required assistance, organizing the exams and quizzes, coordinating with other departments to ensure smooth functioning of the program, etc.
- Sharing feedback with the professors and the Chairperson after the midterm and end term of the course.
- Updating, maintaining the relevant data and communicate the same with the faculty and students.
- Procurement of the case studies and course material from HBS.
- Enrolment of the students and the courses to Moodle.
- Assisting the Programs Office in its day-to-day administration related to academics and other activities as per requirement.
- Perform other related duties as assigned by the Senior Administrative Officer (Programs).

Secondary Responsibilities (Wherever applicable) – Collaborating with the students and faculties for any queries.

Members of any Committee (Wherever applicable) – NA

Responsible for bill authentication (Wherever applicable) – NA

Any other comments- NA

Name of the Department- Programs Office

Designation- Associate

Primary Responsibilities-

- Reporting to the 2 Yr. MBA Program Chair and the completing the tasks assigned by the Program Chair.
- Preparation of Programs Office & Admissions Office operational manual and updation
- National Academic Depository (NAD): Finalization of the upload marksheet and degree certificate templates, preparation of the CSV files for students' data of all programs since 2013 i.e., first pass out batch, validating the information thoroughly, uploading the data, verifier role
- Academic Bank of Credits (ABC): Currently preparing data related to credits which can be uploaded to ABC as per the ABC format
- Contact with NAD & ABC for resolving our queries
- Working on Curriculum Review committee (CRC) recommendations operationalization
 - a. Next academic year calendar based on new curriculum.
 - b. Term wise old and new session requirements calculation for 2023-2024 and 2024-2025 academic year.
 - c. Courses distribution matching across terms based on CRC final report
 - d. Calculations of number of sections based on CRC recommendations for flexi-core courses
 - e. Preparation of draft timetables based on new courses for next academic year
- Handling Scholarship support for 2 Yr. MBA program students applying for the four ministries related to OBC, SC, ST & DAP students
- Handling Scholarship support for 2 Yr. MBA program students applying for various organizations where parents are working like BSF, CISF, SBI, Indian Railways etc.
- Preparing the first draft of replies related to Programs Office for:
 - a. RTI replies
 - b. MoE/MHRD Replies
 - c. Lok Sabha/ Rajya Sabha Data requirements/ replies
 - d. Maintaining the probable visiting faculty database as per the various interests and references shared by internal faculty to programs office. The same is shared with MDP office for any need to them.

Secondary Responsibilities-

- Participation in Common Admission Process as an additional support during the duration of the process
- Participation in convocation related work for Programs Office
- Data consolidation related to various tasks assigned by the Programs Officer and Program Chairperson from time to time and immediately (Some of the recent examples)
 - a. Consolidation of various data asked to be done on priority basis
 - b. Minutes Drafting

- c. Preparation of presentations like Fee structure calculation, Domestic and international students, Tuition fee and placement data across IIMs, MBA exchange program policy guidelines, NAD, and ABC etc.
 - d. AACSB standard 2 & 6 work related to programs office.
 - e. TAs data for AACSB
 - f. Maintain TA's leave and COFF records at the office
 - g. Convocation Dress code and financial aid.
 - h. Draft IEC minutes
 - i. Draft TAs jobs description and advertisement rules.
 - j. MBA 1st Year and 2nd Year Term introductory note to be shared with instructors.
 - k. Various tasks and support required for program office team members
 - l. In case of any programs office team member being on long leave, to be deputed to support the respective team till such time.
 - m. Document verification for CAP process
 - n. Participated in full CAP process of 2023
- Attend seminars and workshops conducted by the central government scholarship department for doubt resolution, details about the updates or change in the upload formats etc.

Members of any Committee (Wherever applicable): No

Responsible for bill authentication (Wherever applicable): No

Any other comments: Previously worked in both 2 Yr. MBA First- & Second-Year operations. I have been recently handed over with responsibility to handle operations of all Scholarships of all ministries, replies to RTI, MoE/MHRD & Parliamentary questions.

Name of the Department- Programs Office

Designation: Senior Executive

Primary Responsibilities-

The primary roles and responsibilities of an MBA First-Year Coordinator involve majorly as “**Functional and Operational**” roles in overseeing and facilitating the academic and administrative aspects of the first-year students' experience in a Two-Year MBA program. Here is a breakdown of the key roles & responsibilities:

FUNCTIONAL ROLES

Support/assistant to program/curriculum/preparation, planning, and development:

- Provide proactive support/assistance to senior program officer in facilitating faculty to design, plan, and continually enhance the program/curriculum for the first-year MBA program.
- Helping hand to ensure that the program/curriculum aligns with program objectives, and industry standards, and provides a solid foundation for advanced course framework/structure.

Program- Inauguration & Students -Orientation and Support:

- Organize program-associated activities and help in conducting comprehensive orientation plans/programs to familiarize first-year students with program expectations, policies, and resources.
- Provide guidance and support to students, addressing academic concerns and facilitating a smooth transition into the MBA program.

Progress Monitoring and Academic Support:

- Implement ERP systems for tracking and monitoring students' academic progress throughout the first year.
- Identify students who may need additional academic support and coordinate resources such as tutoring or counselling services.

Faculty Coordination:

- Assist in collaborating with faculty members to ensure the effective delivery of courses and maintain consistency in teaching methodologies.
- Schedule and provide support in conducting meetings online/offline, office hours/tutorials of faculty with their students, to discuss their ongoing classes, doubt clearing, curriculum updates, student performance, and program enhancements.

Assessment and Evaluation:

- Oversee the development and implementation of assessment methods to evaluate student learning outcomes.
- Analyse assessment data to identify areas for improvement in both individual courses and the overall curriculum.

Communication and Reporting:

- Communicate program updates, policies, and important information to first-year students and faculty.
- Generate reports on student performance, attendance, and other relevant metrics for program evaluation.

Conflict Resolution:

- Act as a mediator in academic disputes, facilitating fair and equitable resolutions.
- Provide support in addressing any conflicts or challenges that may arise among students or between students and faculty.

Continuous Improvement:

- Collect feedback from students and faculty to identify areas for continuous improvement.
- Provide support in implementing strategies to enhance the overall quality of the first-year MBA program.

Budget preparation, projection & management:

- Work with the senior officer, and administration to draft, prepare, project, and manage the budget allocated for the first-year MBA program.
- Support/prepare in the allocation of resources effectively to support academic initiatives and student services.

Professional Development:

- Stay informed about trends in business education, research, recognition, accreditation trends, pre-requisite, and management practices.
- Encourage and support faculty development opportunities to enhance teaching effectiveness.

Quality Assurance:

- Assist/Support to implement and monitor quality assurance measures to uphold program standards & academic integrity.
- Provide support to conduct regular reviews to identify areas for improvement and optimization.

Technology Utilization:

- Utilize appropriate software and LMS tools i.e., MOODLE, ERP, ZOOM, TURNITIN Software, AI etc. for academic report, scheduling, and communication.
- Stay informed about and integrate technological solutions to enhance program efficiency.

Compliance Management:

Ensure adherence to relevant regulations, policies, and standards. Coordinate with legal and compliance teams to address any regulatory requirements.

OPERATIONAL ROLES

The operational roles of a Program Coordinator encompass a range of tasks related to the day-to-day management and execution of program activities. These roles ensure the smooth functioning of the program. Here are key operational roles:

Schedule and Timeline Management:

- Develop and maintain a detailed program schedule outlining key milestones, deadlines, and activities.
- Regularly update and communicate the schedule to relevant stakeholders.

Logistical and classroom infrastructure Coordination:

- Coordinate logistics, and classroom infrastructure for class operation, program events, workshops, and meetings, including venue bookings, catering, and audio-visual requirements.
- Ensure that all necessary resources are available and prepared for program activities.

Documentation and Record-Keeping:

- Maintain accurate and organized program documentation, including participant records, honorarium payment records, contracts, and other relevant paperwork.
- Establish a systematic record-keeping process for easy retrieval and reference.

Participant Support Services:

- Assist program participants, addressing inquiries and ensuring their needs are met.
- Collaborate with support services to offer additional resources as required.

Team Coordination:

- Foster collaboration and synergy among program team members.
- Coordinate team meetings, distribute agendas, and ensure follow-up on action items.

Continuous Improvement Initiatives:

- Actively participate in and contribute to continuous improvement initiatives. Gather feedback and implement changes to enhance operational efficiency.

By effectively managing these primary roles and responsibilities, the MBA First-Year Coordinator ensures the successful execution of the first-year program and contributes to the academic success and overall experience of MBA students.

2. **Secondary Responsibilities (Wherever applicable)** : Providing support/overseeing for honorarium Processing, Bill Processing, and Material Prep. & Despatch in PGDBAWE program.

3. Members of any Committee(Wherever applicable) - NA

4. Responsible for bill authentication(Wherever applicable) : NA

5. **Any other comments- I am always happy to learn and support wherever possible within my capacity.**

Name of the Department – Program

Designation- **Junior Assistant Gr. – I**

Primary Responsibilities-

- Preparing course wise reading material before the start of the term, ordering of textbooks, and making sets of reading material and Textbooks for distributing it to each and every student during the registration process.
- For each and every Term preparation of Student Profile & mailing the concerned faculty before the start of the Class.
- For each and every Term mailing of Course wise list to IT Team for creating course wise DLs and intimating the same to the respective faculty.
- For each and every Term preparation of Student Name Tag.
- For each and every Term preparation of Subject wise and Section wise Photo Seating Chart.
- Everyday coordinating with Technical Team to Check the classroom equipment's like – Audio / Video / Mic etc.

ERP

- Charging term wise Tuition fee, Mess fee, Hostel fee & Financial aid.
- Downloading reports, following-up and intimating to Fee defaulters for payment of fee in each and every Term.
- Prepare and uploading session wise timetable.
- Course wise registering of Student's in each and every term.
- Posting of attendance for every session in each and every Term.
- Creating course wise component and uploading the marks and communicating to the students.
- Monitoring the leave applications on portal and ensuring that the same is approved or disapproved.
- Preparing of feedback forms for each and every course in each and every Term and making sure that the students fill the same diligently.
- Creating term courses on Moodle, registering students and faculty & uploading reading material on Moodle.
- Creating quiz/exam/assignments on Moodle & google form.
- Prepare examination seating chart, venue & seat no. for the offline examination, manage Invigilation duties in offline examinations.
- Issuing bonafide & character certificates to the students.
- Assisting faculty for conducting their classes seamlessly.
- Scheduling of online guest sessions through zoom session and timely intimating the concerned.
- Coordinating among the teaching assistants (TA's) for academic-related activities.
- For the Quizzes, Mid-Term and End-Term Exams assigning invigilation duty to TA's and many times going for invigilation duty whenever the TA's doesn't turn up.
- Coordinating and ensuring that the Question papers are available on time and also ensuring that the same is photocopied before the start of the exam or quiz.
- Preparing seating plan for exams and quizzes along with attendance sheet.
- Looking after couriering or handing over exam/quiz papers to the respective faculty.
- Making arrangements for showing the answer papers to the students and forwarding the same to the faculty if they have any doubts.

- Checking student names on the marksheet & degree certificate.
- Print Marksheet of students, hallmarking of Marksheets and Degree Certificates & Embossing of Degree certificate.
- Handling Academic related work during the convocation.
- Making travel & accommodation arrangements of Visiting Faculty.
- Distribution of Awards and Medals and Certificate during the ceremony.

Secondary Responsibilities (Wherever applicable)

- Looking after education verification of alumni.
- Preparing of Official Transcript for alumni and couriering it to various location.
Members of any Committee (Wherever applicable)

Responsible for bill authentication (Wherever applicable)

Any other comments-

Name of the Department – Programs Office

Designation- Office Assistant

Primary Responsibilities-

- Write to faculties for outline, download case studies, order the textbooks & bags for the students, distribution of materials and bags, registration of students for every term.
- Collection of data & prepare identity cards for students, distribution of id cards, create roll number & IIMU email id's of students.
- Announcement of email id's & roll number to students, create DL for whole batch, section wise DL & faculty DL.
- Ensure that ERP account created for each student, announcement of ERP login credentials, moodle login credentials, section allotted, other information.
- Create account of each student on moodle, register students for all courses, register faculties & TA's for their courses.
- Create courses on moodle, upload study material for each course, create assignments on moodle, conduct quizzes on moodle as per requirement, download reports from moodle.
- Section allotment for faculty, cross check of timetable, Share student profile and details with faculties before start of class.
- Prepare name tags and section wise photo seating charts for students before each term and share them with faculties and students.
- Coordinate with AV & Housekeeping Teams for smooth conduction of every day's classes.
- Create courses on ERP, register students to courses, create face chart and share them with students, TA's and faculties.
- Prepare time table for ERP and upload it on ERP for class scheduling.
- Mark attendance for daily classes on ERP, handle leave request portal of students.
- Create feedback for faculties, download it and share it with respective faculties.
- Post tuition, mess, hostel charges & financial aid on ERP for every term, verify documents of financial aid.
- Tracking of fee reports and intimating to defaulters for payment of fee in each term.
- Create components for course on ERP as per outline, upload marks on ERP, publish them for students.

- Conduction of quizzes/exams which includes printing of paper, booking of classrooms, assign invigilation duties to TA for exams, prepare seating plan and share it with students before every exam, seating arrangements, distribution & collection of answer sheets, maintain all records related to exam/quiz etc.
- Coordinate with faculty, TA & students for answer paper showing after evaluation.
- Solve queries of TA's and students, create bonafide certificate for students, reply to daily emails.

- Process honorarium, travel expenses and other bills for visiting faculties.
- Process bills for MOC Course, HBS, Moodle, Quess Corp. Ltd. and other vendors which include preparation of PO & coordinate with accounts team.
- Flight & Hotel booking arrangements of faculties, gown distribution & collection, Students Procession and task assigned to me for convocation.
- Robbing Duty, send email invitation for convocation.
- Arrangements for rural immersion like deal with NGO's, instruction to students, check all arrangements for students etc.
-

Secondary Responsibilities (Wherever applicable)

- Office and Classroom Bookings of A Block.
- Document verification for CAP process and admin support to admission team for CAP process.
- Maintain sufficient stationary & other goods like cartridge etc for office.
- Process bills for program office – general.
- Registration and Document Verification of new students. Admin support to admission team for smooth conduction of admission process.
- Momentous and other arrangements for convention.

Members of any Committee(Wherever applicable)

Responsible for bill authentication(Wherever applicable)

Any other comments-

Name of the Department - Programs Office

Designation – Assistant Administrative Officer

Primary Responsibilities –

Coordinating activities with faculty members and rendering necessary administrative support in discharge of academic functions.

- Handling the Academic Administration of One Year MBA programs
 - One Year MBA in Global Supply Chain Management (GSCM)
 - One Year MBA in Digital Enterprise Management (DEM)
- Preparation of Academic Calendar.
- Budgeting for One Year MBA programs (GSCM & DEM).
- Coordination for the Agreements/Contracts/Licences for Cases, Simulations, Management Games etc.
- Purchase Orders, Purchase Requisitions related to One Year MBA programs.
- Arrangements for the Preparatory Programme and Orientation Programme.
- Coordinating for the program fees collection from the Programs Participants.
- Coordination with Faculty, Industry Speakers and Project Guides/Instructors.
- Course material/textbooks procurement, arrangement, and distribution.
- Preparation of class schedule, arrangements for smooth delivery of sessions, examinations and other academic functions.
- Supervision of academic operations on ERP (Scheduling, Fees, Student Enrollment, Attendance, Grading etc.)
- Monitoring of the Industry Projects of participants.
- Maintenance of grades and results.
- Faculty Honorarium / Bills Processing / Maintenance of records, documentation, etc.
- Coordinating the Programs Committee meetings and implementation of PC decisions.
- Administrative support for award of certificates, medals etc.
- Convocation related assignments.
-

Secondary Responsibilities (Wherever applicable)

- a. Supervision of the management and maintenance of facilities like classrooms, audio-visual equipment etc.
- b. Supervise and facilitate the travel and accommodation for Visiting Faculty.
- c.

Members of any Committee(Wherever applicable)

- Member of Official Language Implementation Committee

Responsible for bill authentication (Wherever applicable)

- Material Printing,
- Courier.
- Faculty travel expenses.

Any other comments- Nil.

Name of the Department - Programs Office

Designation – Programs Assistant

PhD Program: Primary Responsibilities

- Responsible for PhD program administration.
- Inauguration & Orientation preparation.
- Creation of Email Id & roll number for Ph.D. Students.
- Collect student related details for website & bank details for reimbursement process.
- Timely update the academic calendar and student profile on IIMU website.
- Preparing the timetable.
- Coordination with Faculty for course outline and their preferred dates for the timetable.
- Students and faculty registration on Moodle & upload course related material on Moodle.
- Create Turnitin login access for the students.
- Creating student profile sheets and sending them to concern faculties.
- Creating course packs for faculty if they requested.
- To ensure all Ph.D. sessions run smoothly and maintain attendance record of the sessions.
- Management of classrooms assigned for PhD Programs. Coordinating with AV Team, AC Team, and Housekeeping Team for smooth functioning of classes.
- Procurement of stationery for the PhD Program like Students' id cards, Bags, Pen.
- Coordination with RA & TA for PhD course Participation.
- Collect end-term & faculty feedback for all the courses term wise.
- Processing faculty honorariums.
- Processing stipend, stationery, and other funds on monthly basis.
- Making all the arrangements for the presentation conducted during the PhD program.
- Maintaining the stipend sheet and all reimbursement on regular basis.
- Collect end-term & faculty feedback for all the courses term wise.
- Preparing data for AACSB documentation.

Examination:

- Scheduling Quizzes, Exams and making necessary arrangements for the same.
- Following up with the faculty for Question paper.
- Informing students regarding the mode of exam/quiz and exam instructions.
- Prepare examination venue for the offline examination, allot invigilation duties for offline examinations.
- Proctoring offline examinations ((If required)
- Scanned and mailed the answer papers to Faculty (If required).

Marks and Grades:

- Handling of Grades and Marks of all the subjects of PhD program
- Following up with various faculty for sending the Component-wise Marks of the subject which they have taught.
- Calculating the Grade Points and Letter Grades and sending them for approval to the concerned Faculty.

- Informing respective students their grades of each subject and preparing consolidated grade sheet & communicating to the students.
- Making term wise grade sheets and sharing with the students.

Workshops:

- Making all the arrangements for the workshops conducted during the two-year course work.

Secondary Responsibilities

- Act as first point of contact for all PhD work.
- Attending committee meetings and preparing minutes
- Coordinating with other departments to ensure smooth functioning of the programs.
- Help admission department for the whole PhD admission process.
- Help admission department for the online verification for Ph.D. program.
- Helping the team in verifying the certificate for the convocation.
- Duties as assigned by the PhD Programs Officer.

Name of the Department: Research & Grants Office

Designation- Asst. Administrative Officer

Primary Responsibilities-

- (i) Overall management of the following events:**
 - (a) Research Seminars by external visitors
 - (b) Organizing meetings of external visitors with IIMU faculties & Ph.D students.
 - (c) To process reimbursement claims
 - (d) Logistic arrangements
 - (e) Brown Bag Seminars (Area wise seminars)
 - (f) Research Days
 - (g) To update the events on website
 - (h) Working closely with Dean's (F&R) Office
 - (i) Liasoning with Marketing and Communications Office

- (ii) Budget Management:**
 - (a) Departmental Budgeting
 - (b) Keep tracking on expenditures.
 - (c) Liasoning with Accounts Office

- (iii) Hiring of Research Assistants:**
 - (a) To assist faculty members in shortlisting of CVs
 - (b) Scheduling interviews
 - (c) To process with HRD for issuing of offer letters.
 - (d) Processing of reimbursement bills for domestic conference attendance.
 - (e) Processing of cash awards on publications by RAs in IIMU list of journals.

- (iv) Internal Research Projects Management**
 - (a) Overall management of Seed Grant and Impact Projects
 - (b) Liasoning with Accounts office for opening and closing of projects.
 - (c) Processing of reimbursements and tracking on expenditures
 - (d) Liasoning with FSU for smooth functioning

- (v) International Conference/Semester Abroad Scheme:**
 - (a) Keeping the tracking of Second International Conferences and Semester Abroad Scheme of faculty members.

- (vi) Research Publications and Incentives:**
 - (a) Keep tracking on publications of faculty members.
 - (b) Updating and publishing the news at website and other social media handles.
 - (c) Processing of research incentives as per the institute's policy
 - (d) Collecting and summarizing the research output on quarterly basis from faculty members.
 - (e) Updating the publication details at the website
 - (f) FDA tier 2 top up on publication in IIMU list of journals as per the institute's policy.

- (vii) Memberships and Registrations:**
To get the institute registered with the various agencies/departments as and when it is necessary to submit the research proposals. The institute has primary registered with the following agencies/departments.
- (a) DSIR-SIRO
 - (b) IRB registration with DHR, ICMR
 - (c) Any other as and when required.
- (viii) Organising R & D Committee Meetings:**
- (a) Preparing the agenda items for the meeting
 - (b) Scheduling of meetings
 - (c) Preparing and circulating the minutes
 - (d) Implementing the decisions taken in the R & D Committee Meeting.
- (ix) Research Portal (Futuristic Plan):**
- (a) Receiving applications for RA positions and shortlisting
 - (b) Receiving applications of Seed Grants and approval/rejections/revisions
 - (c) Receiving applications for IRB approval
 - (d) Receiving details of Paper Publications, Books, Book Chapters, Invited Talks, Conference attendance/presentation/publication, Cases, news articles etc.
- (x) Research Grants/Externally Funded Projects Management:**
- (a) Circulating the grant opportunities among faculty members as and when announced by the various agencies.
 - (b) To support the faculty members in the process of proposal submission.
 - (c) Post award grant/project management
 - (d) Opening of Project Codes
 - (e) Tracking on expenditures
 - (f) Regularly submission of UCs/SOE
 - (g) Submission of expected output of the grant to the agencies.
 - (h) To process the closure formalities of the grant/project
 - (i) FDA tier 2 top up on award of the external grants/projects as per institute's policy.
 - (j) Working closely with Fundraising Office
- (xi) Audit (Internal/External)**
- (a) To provide the required inputs to the auditor related to the research projects as and when requested.
 - (b) To implement the audit observations as suggested by auditors.
 - (c) Respond to the audit memos/para's if any.
- (xii) RTIs/Parliamentary Questions:**
- (a) To respond the RTI requests/appeals as and when received.
 - (b) To respond the Parliamentary Questions as and when received
 - (c) Any other inputs as and when requested by MoE.
- (xiii) Policies/SOPs:**

- (a) To provide the feedback to R & D Chairperson in case there is need to amend the existing policies or introducing new one.
- (b) Preparing the SOPs of all the operations falls under Research & Grants Office

Secondary Responsibilities (Wherever applicable)

- (i) To assist the IRB Chairperson in IRB related issues.
- (ii) To provide inputs for Rankings/Accreditations/Surveys as and when required.
- (iii) To provide inputs for IIMU's Annual Report

Members of any Committee (Wherever applicable)

- (i) Equal Opportunity Cell
- (ii) Grievance Redressal Committee
- (iii) R &D Committee

Responsible for bill authentication (Wherever applicable)

- (i) To authenticate the expenditures incurred from R & D budget.

Future Expansion of Profile:

- (i) Preparing the manual covering the entire operating of Research and Grants Office.
- (ii) Entire operations in Research Portal/ERP
- (iii) Engage in hands-on research activities such as conducting interviews and administering survey instruments.
- (iv) Manage the administrative aspects of research grants to ensure adherence to the guidelines provided by the grantor (ministry, government department or private organization) – liaising with the accounts office and other departments may be required.
- (v) Build knowledge base by engaging with various stakeholders and regularly communicating the same to the external world through blogs, newsletters, and other media – collaborate with appropriate stakeholders as required.
- (vi) Reaching out the organizations and Trusts who sponsor Business Research or have an interest in solving key problems of managerial interest. This would also involve close collaboration with the various centres of excellence at the institute, the fundraising office, and other departments as applicable.
- (vii) Engage in writing research proposals and research papers and follow up on the publication process.
- (viii) Proactively assist with writing research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
- (ix) Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required.
- (x) Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.

- (xi) Develop and manage effective communication and strong working relationships with key stakeholders and collaborators, both internal and external to the project.
- (xii) Ensure the ethical conduct of the study, including managing and coordinating the preparation, submission, and maintenance of various ethical approvals.
- (xiii) Contribute, conceptualise, and prepare research outputs, including research reports, peer-reviewed publications, and presentations.
- (xiv) Develop and manage working relationships with research partners, including funders, coinvestigators, data custodians and collaborators.
- (xv) Develop, maintain, and take responsibility for communication strategies for research projects.

NAME OF THE DEPARTMENT – ESTATE DEPT. AND STORE & PURCHASE

Designation- Assistant Manager (Estate)

Estate Office: The Estate Department works under the superintendence and guidance of Chief Of Administration and is headed by the Assistant Manager (Estate) and assisted by one Site Engineer (Civil), One Junior Engineer (Electrical) and Site Supervisor (Electrical) to look after the maintenance and construction works and also facilitate coordination during various programmes of the Institute.

1. Primary Responsibilities-

(a) संपदा प्रबंधन / ESTATE MANAGEMENT

- (i) वार्षिक बजट पवानमान और कार्ि की पहचान के बाद संपदा वंभाग से संबंधित वार्षिक बजट तैर्ार करना।Annual Budget Forecasting and preparation of Annual budget related to the Estate Dept. after identification of work.
- (ii) हं सननश्चत करना कक पररसर में ददन-प्रनतददन के संचालन से संबंधित सभी तकनीकी सेवाएँ सचारू र ूप से चलती रहें।Ensuring that all technical services related to day-to-day operation on campus run smoothly.
- (iii) चल एवं अचल संपर्िों का कशल एवं लागत प्रभावी प्रबंिना।Efficient and cost-effective management of Movable and Fixed assets.
- (iv) ननर्ममत बैठकों के माध्म से त्रावसानर्क समीक्षा और मानकीकरण करना Periodic Review and Standardizing SOPs and various Manual through regular meetings. (v)वर्मभन्न प्रशासन वंभाग के समन्व से छात्रों की ऑनबोर्डिंग प्रक्रिा में पीजीपी कार्ालिर् की सहार्ता करना।Assisting the PGP office with students onboarding procedure in coordination with various Admin Dept.
- (vi) छात्र ननकार् के समन्व से आने वाले छात्रों को पररसर आवास का ननर्त्रण और आवंटन और क्लस्टर र ूम का आवंटन. Control and allotment of campus housing and allotment of cluster rooms to incoming students in coordination with the student body.
- (vii) पररोजना और अत्र विंताओं से कोई भी सर्वाि लेने से पहले सभी गणवाि मानकों की ननगरानी Page 1 of 5 करना।Monitoring all quality parameters prior to taking over any facility from Project & other Vendors.
- (viii) तकनीकी एवं बागवानी टीमों के कार्ि का पर्िवेक्षण एवं ननगरानी करना।Supervision and Monitoring the work of Technical & Horticulture teams.
- (ix) भवनों, अर्ात कार्ालर् भवनों और आवासीर् कमिचारी क्वाटिर्ों का रखरखावा आवचर्क बागवानी कार्ो के सार् साफ-सफाई, स्वच्छ एवं हरा-भरा वातावरण बनार्े रखना एवं उसे बनार्े रखना। Maintenance of the buildings, viz., office buildings and residential staff quarters. Maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same.
- (x) कार्ालर् स सबधित सभी वंद्त, इलेक्रॉननक और र्ांत्रक उपकरणों का रखरखाव और उनकी सची बनाए रखना। Maintenance of all electrical, electronic and mechanical equipment's pertaining to the Office and maintaining the inventory of the same.
- (xi) बोरवेलों की र्िमलंग, ननर्ममत जल परीक्षण वंचलेषण, देवाट और बोरवेल्स से पानी की उपज की ननगरानी में आवचर्क कदम उठाकर जल प्रबंिना वषाि संचर्न प्रणाली, सीवेज उपचार आदद को लाग करक जल का सरक्षण करना। Water management by taking up necessary steps in drilling of bore wells, regular water testing analysis, monitoring water

yield from the Dewat & Borewells. conservation of water by implementing rain harvesting systems, Sewage Treatment etc

(xii) सञ्चालन में सौर ऊर्जा पावर मसस्टम और गम पानी मसस्टम शुरू करके त्रबजली के संरक्षण और बचत के लिए आवश्यक कदम उठाकर त्रबजली प्रबिना मसस्टम को ऊर्जा कशल बनाने के लिए त्रबजली के उपयोग की नगरानी करना। Power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems and hot water systems in the Institute. Monitoring of Electricity uses to make the system energy efficient.

(xiii) संपत्ति संचालन विभाग के कार्यों जैसे एवीवीएनएल, पीएचईडी, अश्रनशमन विभाग, नगर नगरम आदद के सार काम करता है। Liaison works with local statutory bodies like AVVNL, PHED, Fire Dept. Municipal Corporation etc.

(xiv) सभी वार्षिक रखरखाव अनुबंधों (उपरोक्त कार्यों से संबंधित एएमसी) के कार्यान्वयन की नगरानी करना, अर्थात्,

(ए) सफाई सेवाओं के लिए एएमसी,

(बी) बागवानी, इलेक्ट्रिकल, नलसाजी, बढ़ईगीरी के लिए एएमसी,

(सी) मलफट सेवाओं के लिए एएमसी,

(डी) एचवीएसी मसस्टम के लिए एएमसी, Page 2 of 5

(ई) कार्गलर म आरओ और वाटर कलर के लिए एएमसी

To supervise implementation of all annual maintenance contracts (AMCs pertaining to the above works) i.e.,

(a) AMC for cleaning services,

(b) AMC for Horticulture, Electrical, Plumbing, Carpentry,

(c) AMC for Lift services,

(d) AMC for HVAC System,

(e) AMC for RO & Water Coolers in office,

(f) Building Insurance Policy (

xv). नगरम एव रखरखाव कार्यों के संबंध में प्रस्ताव प्रस्तुत करना, सक्षम प्राधिकारी की मजूरी प्राप्त करना और अनमोदित एजसी द्वारा नगरमोदित कार्यों का पर्यवेक्षण करना

Submission of proposals in respect of construction & Maintenance works, obtaining approval of the competent authority and Supervision of the work executed by the approved agency.

(xvi). रखरखाव कार्यों के संबंध में सामग्री की खरीद करना और खरीदी गई सामग्री के उचित उपयोग का पर्यवेक्षण और नगरन्रण करना। To procure the materials in connection with the maintenance works and to supervise and control proper usage of the materials procured.

(xvii) त्रबजली त्रबल, सौर ऊर्जा त्रबल, पानी त्रबल आदद के भगतान हेतु प्रस्तावों की प्राप्ति, जांच एवं प्रस्तुतीकरण सननश्चत करना। To ensure receipt, checking and submission of proposals for payment of electricity bills, Solar Energy Bills water bills etc.

(b) स्टोर एवं खरीद प्रबंधन / STORE & PURCHASE MANAGEMENT

(i) प्रभारी (भंडार एवं खरीद) के रूप में, मैं संगठन के उपकरण, आपनत, उपभोन् सामग्रियों और सेवाओं की खरीद और वितरण की देखरेख कर रहा हूँ। As a, In charge (Store & Purchase), I am overseeing the procurement and distribution of the organization's equipment, supplies, consumables and services.

(ii) विभाग के दैनिक वकिप्रतों और शडूल को ननदेशत करता है, आपनत, मशीनरी, सामग्री आ उपकरण की खरीद, त्रिबी और वितरण में शामिल कमिचार्यों का समन्वय करता है। Directs the daily workflow and schedules of the department, coordinating staff involved in purchasing, selling, and distributing supplies, machinery, materials, or equipment. Page 3 of 5

(iii) स्टोर और खरीद विभाग के कमिचार्यों और सभी गनतवधियों की देखरेख और पर्यवेक्षण। Overseeing and supervising employees and all activities of the Store & purchase department.

- (iv) स्टोर एवं खरीद वंभाग से संबंधित बजट, लागत वंचलेषण और ररपोटि तैरार करना Preparing budgets, cost analyses, and reports related to Store & purchase Dept. (v) संस्थान की खरीद नीनतर्ों और प्रक्रिाओ का पालन करना और उन्ह लाग करना Following and enforcing the Institute procurement policies and procedures.
- (vi) संस्था, ननतक र्िर् मानकों और लागत को ध्रान म रखत हए अच्छी खरीद प्र्रा को बढ़ावा देना। Promoting good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
- (vii) खरीद आवचर्कताओं, गणविा और वंतरण आवचर्कताओ को ननाररत करन क मलए आंतरक दहतारकों (संकार्ों र्ा संचालन कमिचारर्ों) के सार् काम करें। Work with internal stakeholders (Faculties or operations staff) to determine procurement needs, quality and delivery requirements.
- (viii) वस्तओ एवं सेवाओं की खरीद में जीएफआर-2017 का अनपालन सननश्चत करना Ensuring the Compliance of GFR -2017 in Purchase of Goods & Services.
- (ix) जीईएम और खल बाजार स खरीद का पर्वक्षण और ननगरानी Supervision & Monitoring of Gem & Open Market Purchase. (x). बजटीर् ननर्त्रण सननश्चत करें और सभी प्रकार की खरीद की ननगरानी करें। Ensure budgetary control and monitor all types of purchases.
- (xi). संस्थान के मानकों और मसस्टम अनपालन को परा करना Meeting the Institute standards and system compliances.
- (xii). संस्थान के अनबि वंकास और प्रबंिन गनतर्वधिर्ों की देखरेख करना और अखंडता और अनपालन के मसद्िांतों को लाग करना। Oversee Institute's contract development and management activities and enforce principles of integrity and compliance.
- (xiii). ननददिष्ट मामलों पर एक रार् प्रदान करना, वंशेष रूप से उनकी व्रवहारिता और स्वीकारिता के बारे में ममसाल, मानदंडों और लाग ननर्ों को ध्रान में रखते हए। Provide an opinion on matters Page 4 of 5 referred, especially about their viability and acceptability keeping in view the precedents, Govt. norms, and applicable rules.
2. द्ववतीयक उत्तरदाययत्व (जहा भी लाग हो) Secondary Responsibilities (Wherever applicable)
- S No. द्ववतीयक उत्तरदाययत्व Secondary Responsibility
- 1 आईटी, कार्यक्रम, सुरक्षा, एफएस्र्, आदि के साथ अंतरदिभागीर् समन्वर् Interdepartmental coordination with IT, Programs, Security, Fsu, Project dept. etc..
- 2 दिदभन्न सामान्य प्रशासन गदतदिर्ि में सहार्ता करना Assisting with various General Administration activities.
- 3 संस्थान के प्रदशक्षण कार्यक्रम ं, सेदमनार ं और कार्यशालाओं के िौरान आिश्यक शारीरक सहार्ता प्रान करना
4. Providing necessary physical support during training programs, seminars, and workshops of the Institute. दिम, क्लब हाउस, क्रेच आदि का रखरखाि Maintenance of Gym, Club house, Creche etc.
5. आरटीआई प्रश् ं का उत्तर. Reply of RTI queries.
6. आंतरक लेखा परीक्षक, बाह्य लेखा परीक्षक और सीपीए क सहार्ता। Support to Internal Auditor, External Auditor & CAG.
2. Members of any Committee (Wherever applicable)
- (a) Member secretary of the Infrastructure Committee.
- (b) Member of Procurement Committee.
- (c) Member of Security Sub Committee.
3. Responsible for bill authentication (Wherever applicable) Yes, all the Estate and Store & Purchase Dept. related bills.
4. Any other comments- NIL

Estate Department

Designation- Site Engineer- Civil

1. Primary Responsibilities-

Administrative support for Estate Department

- (i) Checking site work of all civil related work which is running in the IIMU campus.
- (ii) Monitoring Quality of work and taking handing over of site from Project, CPWD and other agencies.
- (iii) Checking site work of all Interior related work in Academic building and Exterior work along.
- (iv) Finish the remaining work in Academic building.
- (v) Allotment of classrooms/ office/ open areas and vacation/ eviction proceedings in consultation with concerned department.
- (vi) Conducting timely survey, investigations, measurements and execution of works.
- (vii) Managing Vendor, like various permissions, Gate pass authorization.
- (viii) Suggesting corrective actions for various works.
- (ix) Coordinating and handling the Technical Services team for managing regular maintenance.
- (x) Preparing required documents for processing of contractors bills for releasing amounts.
- (xi) Record all bills which have a process for releasing the amount.
- (xii) Controlling and managing Landscaping & Horticulture services in IIMU.
- (xiii) Preparing tender documents for New works and submitted to procurement department. Coordinating with procurement dept. till completion.
- (xiv) Processing all small work bills pest control, labour, civil works etc. Which have remaining and record this.
- (xv) Processing monthly water bills of the Campus. Also Testing the water on monthly basis through third party.
- (xvi) Preparing and maintaining the House allotment and Office allotment File.
- (xvii) Preparing and submitting the required Drawings to the concern department and Users as per requirement.

2. Secondary Responsibilities (Wherever applicable)

- (i) Coordinating with various Local bodies like, Water supply board, AVVNL, Fire office, District Office.
- (ii) Repair and maintenance of various equipment provided to faculty/officers/professional houses.
- (iii) Periodical painting of office buildings and staff quarters.
- (iv) All civil and electrical related works as required on campus.
- (v) Planned Preventive Maintenance of the Hostels, Academic Block and other Buildings.
- (vi) Taking weekly meeting with Quess Technical services team.
- (vii) Follow up for the work status with junior colleagues.

3. Members of any Committee(Wherever applicable)

- (i) Member of Academic block coordination Committee.

4. Additional Responsibilities /Responsible for bill authentication(Wherever applicable)

- (i) Assisting in various administrative work.
- (ii) Coordinating with students and faculty members and resolve issues.
- (iii) Coordinating with Students for any events and providing assistance.
- (iv) Part of the Classroom Management Group for smooth functioning of the routine classes.
- (v) Managing Pest Control Services in the Campus.(Honey bee, Pigeon, Termite Treatment).

5. Any other comments-

Name of the Department-Estate

Designation-Supervisor-Electrical

1.Primary Responsibilities-

- I.) Closely coordinating with Site engineer for day-to-day operation.
- II) Inspecting all Technical Fixed Assets. Inspecting all Technical Fixed Assets.
- III) Understanding the functioning of each service and recommending improvements.
- IV) Effectively taking over facilities from Project.
 - v). Identification and rectification of faults.
- VI) Taking handover of pending works from Projects
- vii.) Taking weekly meetings with Quess Technical Team
- viii.) Monitoring all Electrical and Technical related Issues.
- ix.) Data collection and Reports Analysis
- x.) Data collection and Reports Analysis
- XI.) Standardizing Operations and suggesting process improvements.
- xii.) Re-Checking of running bills of all contractors, processing invoices

2.Secondary Responsibilities (Wherever applicable)

- I.) Initiating Efficiency Increasing measure.
- II) Taking handover all document and site work.
- III) Taking materials from contractors and issues to other contractors.
- .IV) Processing all small work bills which have remaining and record this.
- .v.) Checking all contractors' final bills for closing contracts

- VI) Assisting in gate pass procedure for out g going items
- vii.) Taking weekly meetings with Quess Technical Team
- VIII) Handing over site from CPWD
- IX.) Maintain Electrical Store Inventory and HVAC Store Inventory
- X.) Monitoring CRM Complaint Portal on daily basis and resolving queries of student

3.Responsible for bill authentication(Wherever applicable)-NA

4.Any other comments-NA

Name of the Department- Estate Department

Designation- Junior Engineer- Electrical

Primary Responsibilities-

- a. Monitoring all Electrical and Technical related Issues.
- b. Understanding the functioning of each service and recommending improvements
- c. Effectively taking over facilities from Project
- d. Maintain PM schedule & maintain data records
- e. Taking handover of pending works from Projects
- f. Taking meetings with the technical team (Qess Corp Ltd.).
- g. Effective Complaint resolution.
- h. Data collection and Reports Analysis
- i. Standardizing Operations
- j. Re-Checking of running bills of all contractors, processing invoices.

Secondary Responsibilities (Wherever applicable)

- a. Initiating Efficiency Increasing measures
- b. Taking handover of all documents and site work.
- c. Preparing Estimate of Work, assisting in tender work.
- d. Documentation work of the tender, execution, measurement of the work at site.
- e. Processing the bills and keeping record of the same.
- f. Assisting in breakdown of the
- g. Checking the bills of the work.
- h. Assisting in the handing over site from CPWD.
- i.

Members of any Committee(Wherever applicable)- NA

Responsible for bill authentication(Wherever applicable)- Electricity Bill- AVVNL and NVVN Solar, Bills of works taken up by the Estate Dept.

Name of the Department: Faculty Support Unit

Designation- Associate – Faculty Support Unit

Primary Responsibilities-

- 1. One point of contact for all Faculty Support issues.**
- 2. Upon Joining confirmation of New Faculty from HR:**
 - Sending welcome mail after receiving confirmation on joining from HR.
 - Booking Visiting Faculty House (VFH) to accommodate faculty during transition period.
 - Booking Cab to pick faculty up from the airport.
 - Coordinating with Estate Department for Office and Faculty accommodation.
 - Addressing all the queries over email/call.
 - Coordinating with IT department to create login credential.
- 3. Faculty Onboard management**
 - Checking all the documents that are required at the time of joining.
 - Coordinating with new faculty in filing various forms required during joining.
 - Insuring faculty and family members for Medical Health Insurance and accidental Insurance.
 - Coordinating with website and communication department on uploading profile details in IIMU website
 - Coordinating with HRD and Estate for getting bilingual Visiting Card, Identity card and Door Plate.
 - Sending NPS Online Application Form link and assisting for the same to permanent faculty and sending it to accounts department.
 - Sending HR link and making them aware of various policies and procedures.
 - Coordinating with IT and Procurement department for procurement of Laptop /desktop.
 - Helping in Gas connection and other essentials.
 - Preparing one time entitlement claim and submitting it to the accounts department.
 - Faculty Community Interaction.
- 4. FRRO for Faculty**

Filling of Form C at the time of arrival in the institute within 24 hrs. of arrival.
To prepare various documents required by the Foreign Faculty at the time of Visa registration.
To apply Exit permit at the time of leaving the Institute.
- 5. Faculty Development Fund**
 - Maintaining FDF sheet.
 - Processing reimbursement claims as per the institute's policy, get it approved from Dean Faculty and Research, submitting it to the accounts for further processing and follow up with the accounts regarding the payment.
 - Updating FDF sheet once the payment is made from the accounts.

6. Domestic Travel and International Travel

- Checking availability of funds in FDF and R&D (coordinating with R&D department) for Domestic and International Travel.
- Getting Dean's -Faculty and Research approval for Domestic Travel.
- Getting Director's Approval for International Travel.
- Maintaining data related to National and International Travel.

7. Leave and Leave Travel Concession

- Coordination with HRD for entries of Vacation Leave in service book.
- Getting approval from Area Coordinator, Dean and Director for Vacation Leave.
- Getting Dean's -Faculty and Research approval for Casual Leave, vacation Leave, earned leave and Restricted holiday.
- Maintaining Google sheet for Casual leave and Restricted holiday for faculty.
- Prepare LTC Claim, leave encashment, LTC Advance and get approval from CAO.
- Addressing various queries related to LTC, casual leave, Vacation leave and Earned Leave.

8. Health / Accident Insurance

- Coordination with HRD for Medical Insurance of Faculty.
- Coordination with Vidal Health Insurance (TPA) for reimbursement of Mediclaim.
- Addressing queries related to annual health check-up.

9. Day to Day affairs

- Issuing NOC letter for Visa, Passport, address proof and get it approved from CAO.
- Maintaining Proper filing of note sheet, leave records, National and International Travel form.
- Addressing daily shortcoming received from the faculty.
- Handle Health Insurance related queries of faculty members.

10. Exit Formalities for Faculty:

- No dues clearance from the respective departments.
- Issuance of Experience certificate and Relieving letter.
- Farewell arrangement for Faculty.

Secondary Responsibilities (Wherever applicable) -NIL

Members of any Committee (Wherever applicable)-N/A

Responsible for bill authentication (Wherever applicable)-N/A

Any other comments-

Name of the Department- Library

Designation- Librarian

Primary Responsibilities-

- Overall management and supervision of learning center
- Budgeting and Financial Management of Knowledge Infrastructure
- Collection development as per needs of the users, identify new resources, Examining the license agreement for electronic resource and negotiating with publishers
- Coordinating with vendors/ publishers for conducting on-site/ webinar trainings for special databases
- Consortium activities: Coordinating with IIM Libraries Consortium and e-Shodh Sindhu as nodal officer
- Internal and external collaboration: Interacting with faculty members and students to get their support for the development of the library.
- Coordination with Knowledge Infrastructure Committee (KIC) and implementing the recommendations of the committee
- Review of High Processing Computing (HPC) in consultation with the faculty members, Library Website
- Planning and technology implementation of for library automation
- Stock verification of books
- Managing the library staff/trainee

Secondary Responsibilities

- Compilation of Annual Report- Information collection, designing, translation, proof reading and submission to the Ministry
- Rajbhasha Officer: Compliance of Department of Official Language, Attending the quarterly Town Official Language Implementation Committee meeting etc.
- Chief Public Information Officer (RTI)
- Cheque Signing Authority in absence of FAO

Members of any Committee

- Knowledge Infrastructure Committee (Member Secretary)
- Internal Executive Committee
- Chairperson-Procurement Committee
- Aesthetics Committee
- Staff Selection Committee

Responsible for bill authentication

Library resources bills and Rajbhasha expenditure bills

Any other comments- NIL

Name of the Department- Library

Designation- Sr Library and Information Executive

1. Primary Responsibilities

- Acquiring, organizing and managing library resources and ensuring that library provision meets the needs of all its users for collection development
- Cataloguing, classifying and technical processing of library resources
- Documents issue/return, user registration
- Library housekeeping operations through KOHA software
- Providing required information services to the community
- To upkeep Library records and equipment
- To assist Librarian in Planning and implementing the administrative and budgetary functions of library and information services
- Liaising with departmental academic staff, external organizations, and book suppliers
- Data validation on the E Shodh Sindhu portal
- Acquisition of text books (P/E) and making arrangements to the relevant programs I/C
- Any other relevant work assigned by the Competent Authority from time to time

2. Secondary Responsibilities

- Acquisition of books for faculty members under FDA
- Troubleshooting, installation of academic software for the researchers

3. Members of any Committee - NIL

4. Responsible for bill authentication - Books Bills

5. Any other comments- NIL

Rajbhasha

Designation- Jr Associate (Rajbhasha)

1. Primary Responsibilities

2.

- Translation of official documents and website content
- Information and data collection from all the departments for quarterly report

- Online quarterly report submission on Rajbhasha Portal
- Proper filling of Parliamentary questionnaire
- All the relevant official work and correspondence pertaining to Rajbhasha Cell
- Conducting Hindi fortnight activities and promoting hindi correspondence
- Making all necessary arrangements for conducting the Official Language Implementation Committee meeting and making minutes of meeting
- Arrangements for Parliamentary Inspection Committee for official language

3. Secondary Responsibilities- NIL

4. Members of any Committee - NIL

5. Responsible for bill authentication – Rajbhasha expenditure bills

6. Any other comments- NIL

Dean Secretariat

Designation of the Employee: Associate

Secondary Responsibilities (Wherever Applicable)

- 1) Helping Library and RnD in collecting and submitting information related to faculty research and others for purpose of preparing Annual Reports.
- 2) Helping the Accreditation dept with data collection and filling.
- 3) Helping in activities of Director Secretariat.
- 4) Handling Director Secretariat Activities on every Monday and in absence of person concerned.

Primary Responsibilities-

- 1) Arranging meetings with Faculty and other departmental heads.
- 2) Co ordination with Programs office for all the course related information and related work thereon
- 3) Coordination with the L&D office, Alumni Relations, Sustainability and MDP and other departments for activities and budget approvals and related issues
- 4) Maintaining Faculty records for various purpose
- 5) Maintain data for Faculty External Engagements
- 6) Creating Teaching Records of faculty by compiling data from program office, MDP office. Checking and verifying records form the faculty.
- 7) Coordinating the process of Faculty Reviews, Probation and Promotion Process and Meetings whenever required.
- 8) Coordinating with IT team, Experts and Faculty for Organising above events and maintaining records thereon.
- 9) Coordinating with External Experts and other parties involved.
- 10) Processing honorarium of Experts and also the reimbursement claims of candidates who come for interview.
- 11) Coordinating with the Programs office for Faculty Teaching Records, Teaching hours, Courses taught and other relevant Faculty Information required for further documentation and Reviews
- 12) Coordination with the other departments like RnD, LnD, faculty support , Incubation centre and various other departments for information and contributions related to faculty
- 13) Coordination with the Director office for various Faculty Probation and Promotion related Processes
- 14) Coordinating and communicating with the faculty members for their queries related to review data and solving the issues that arise.
- 15) Handling the entire Faculty Recruitment Process including sending of mails to candidates, collecting documents, arranging interview, coordinating with experts and arranging interview and seminar and communicating the result thereon.

2 Member of any Committee:

No

3 Responsible for bill authentication:

Yes, for Dean Secretariat and Faculty Recruitment. Approval has to be taken by the Dean for the same.

4 Responsible for tendering of Contracts, wherever applicable

NO

5 Any other

Name of the Department - PHD

Designation- Sr. Administrative officer

Primary Responsibilities-

PHD Program officer

1. Understanding, designing, and delivering program for PHD scholars in various areas. To provide the necessary planning and operational execution to handle the end to end program requirements.
2. To oversee and is accountable for all the activities and performance of PHD program
3. Develop key reports, including financials, budgets.
4. Strategic planning and execution support to chairperson (PHD program) on all matters pertaining to marketing, operations, handling client relationship, delivering and execution of PhD program and related activities and events.
5. Prepare the program schedule and align the slots of faculties for the program
6. Plan and organise committee meetings – prepare agenda and minutes.
7. Plan for budget of the department and fulfil all necessary requirements.
8. Submit periodical data to various stakeholders as required timely.
9. Work closely with team and ensure smooth entry in ERP (wherever required.)
10. Monitor all the expenses and approve the expenses upto a certain limit.
11. Demonstrate ability to lead and inspire a team.
12. Coordinating the requirements of both faculty and students.
13. Leading the department with analytical and interpersonal skills.
14. Plan for long and short term resource needs in accordance with the requirement of the program.
15. Provide logistical support to various events held under PHD program
16. Facilities Booking – Classroom, Participants, stay, food and refreshments
Visiting faculty arrangements.
17. Logistics like – Case procurement, program kit, travel, group photo, meals, audio visual and equipment
18. Smooth functioning of convocation
19. Administrative support for award of certificates ,medals etc.
20. Inauguration and valediction including feedback collection
21. To resolve grievances of students.
22. Performance evaluation of staff related to PHD department.
23. The PHD program officer has the overall administrative responsibility for the program.

Secondary Responsibilities –

CSR - Social Responsibility of IIMU

1. To serve as an in charge of social responsibility department of the institute
Accountable for committed , responsible and sustainable business practices at IIMU, forging close collaboration with a wide range of stakeholders with a focus on developing a long term positive legacy in the communities where it operates successful.

2. This role also involve internal and external stakeholders management.
3. The plan and execute various CSR activities . Some of the current CSR initiatives are mentioned below:
 - 1) FDP Program
 - 2) Unnat Bharat Abhiyan
 - 3) Vidhyanjali Program
 - 4) Government related events
 - 5) Various other activity based social initiatives
4. To coordinate and develop the ethical, environment friendly, community oriented ecosystem and to work towards the institute's core values of sustainability.
5. Understanding the ecosystem
6. Social Impact Assessment
7. Tracking, monitoring, controlling and reporting CSR projects
8. Act as an internal and external representative for the company's CSR policies and projects.
9. Promoting activities undertaken, both to the media and to other stakeholders.
10. To conduct activities in collaboration with prayatna club of students.
11. To work on Green campus initiatives in collaboration with various stakeholders of the institute

Members of any Committee– PHD Committee

Responsible for bill authentication(Wherever applicable) – Yes up till the limit prescribed

Any other comments-

Name of the Department -Student Affairs

Designation- Asst. Manager

Primary Responsibilities –

- (i) Responsible for functionality of Department of Student Affairs of the institute.
- (ii) Responsible for one point contact with the parents of the students in case of any communication to be made during their stay in the campus.
- (iii) Responsible for the following administrative functions related to students:-
 - a) Health related-
 - Responsible for coordination & managing primary health center of the campus.
 - Coordination with the counsellor pertaining to the mental health of the students.
 - Coordination with insurance agency for obtaining & managing medical insurance of all students.
 - Coordination with students during their stay in hospital.
 - b) Food -
 - Coordinating with Vendor and staff in charge for maintaining hygiene in the kitchen, Dining Hall & the quality of raw material & finished food items.
 - To coordinate with the mess committee of the students for enhancing the quality pertaining to food in the mess.
 - To ensure of sending the samples on quarterly basis.
 - Ensuring the food samples are kept as per the procedure.
 - Ensuring the proper infrastructure of Kitchen/Dinning Hall.
 - c) Coordination with Estate-
 - To coordinate with the student's council & estate team for the allotments of rooms.
 - Ensuring proper housekeeping across student's area in coordination with staff in charge of housekeeping.
 - To coordinate regarding Spouse accommodation for 1 year MBA Only.
 - Ensuring of closure of complaints pertaining to technical services.
 - To check water testing reports, pantry items, RO water
 - Maintenance report of fridge, pantry items, RO water,
 - Ensure all the terraces of the hostel & academic blocks are locked.
 - Ensuring of checking the functionality of the electrical appliances.
 - Coordination with Programs and Estate Office for classroom.
 - d) Security Related-
 - Follow the guidelines of entry exit protocol. collect & analysis the details of students going out of the campus as per program manual.
 - Ensuring of safety norms for dogs related.
 - Responsible for handing indiscipline cases for non-academics as a member secretary of the committee.
 - To coordinate with website committee of the institute.
 - e) Events coordination-
 - A monthly, quarterly, and annual calendar of events (COE) to be presented for approval which consists of details such as the objective, target audience, budget, student engagement forecast, facilities requirement, and marketing communication.

- A pre and post-event financial analysis of budget and expense reports which involves planning and forecasting fund requirements, bill scrutinizing, revenue generation through sponsors, and participant registrations. Develop a culture of financial prudence in all the spheres of student and club activities.
- Creating archives of data and photographs of student activities in such manner that these can be used for generating online newsletters and customized reports.
- Better coordination for all students related activities pertaining to various clubs & committees.
- Monitoring & coordination pertaining to budget.
- Responsible for effective sports infrastructure Indore/ outdoor
- Responsible for coordination regarding music, gym infrastructure.

f) Vendor management –

Responsible for identifying & functionality of various shops operating inside the campus.

g) Feedback mechanism-

To coordinate & ensure of collection quarterly feedback for following services-

- Housekeeping
- Mess
- Technical services
- Various shops
- PHCC
- Transportation

h) Caution Deposit-

Responsible for refund of caution deposit of all the students who are passing out.

i)

- Ensuring the safety and well-being of the student community is flawlessly maintained by following the pulse of on-campus security & surveillance.
- Facilitate the student community to access entitled information by coordinating with concerned authorities as per the guidelines of the Right to Information (RTI).

Secondary Responsibilities:

Archives Department- Overall responsible for maintaining Archives department.

Members of any Committee:

- Members secretary of Samman committee.
- Member secretary of disciplinary committee.
- Deemed Public Information Officer (DPIO- Gen. Admin)

Responsible for bill authentication:

- Student Affairs budget Bills (Managed by students)
- Bills pertaining to vendors/services providers under the purview of Student Affairs (Your Dost, Paras Healthcare Services, Dr. Manisha, Student Medical Insurance).
- Rental payments of shops within the Institute.

Name of the Department -Student Affairs

Designation- Associate

Primary Responsibilities -

- (i) Responsible for Financial activities such as Bookkeeping, Bills Submission, raising PO's, etc.
- (ii) To maintain records pertaining to the Student Affairs Department.
- (iii) To assist the process of Student Activities as and when required.
- (iv) To contribute and assist in all student related events, functions and programs.

a) Health related-

- Responsible for Checking the inventory of medicinal supplies
- Responsible for checking daily attendance of PHC staff (Ward Boys, Nurse, Doctors & Drivers).
- Responsible for checking the Ambulance (Documents, Equipment condition, Vehicle condition, Fuel) physically once every week.
- Responsible for checking all First Aid boxes every week.
- To collect monthly reports from PHC and Counselor's
- To meet students who have been admitted into hospitals and provide assistance if required.

b) Food -

- Taking regular rounds at the Mess and D2 area and checking the status of general hygiene and cleanliness.
- To Observe and report the Que(crowd) management at the Mess during dining hours.
- To Observe and report quality of food prepared and served at the mess and the shops at the D2 area.

c) Hostels-

- To regularly take rounds and report the status of cleanliness and Hygiene
- To report if any building needs repair and maintenance
- To check regularly that all terrace doors are locked.

d) Office-

- To process refunds of students within 15 days of Offboarding and No Dues collection
- To Check and process all bills concerning Student Affairs
- To raise PO's for items/services relating to Student Affairs
- To collect all data and maintain records pertaining to Student Affairs
- To check if any vendor/service contract is due to expire and initiate process for renewal/ extension of vendor/ service or search for a new vendor.
- To ensure proper Filing is done and individual files are maintained.
- To prepare Minutes of Meetings from all Student Affairs meetings
- Collecting all student event photographs, videos and maintaining a systematic

record for future use.

e) Student Insurance –

- To Collect all student data relevant to insurance booking from program's office.
- To raise PO for all students on campus yearly.
- To ensure Student Insurance is booked and is effective from the very first day, when student arrive on campus.
- To ensure all students receive their Insurance E Cards when they arrive on campus.

f) Meetings –

- To coordinate the following meetings regularly:
 - A) One Monthly PHC meeting
 - B) One Monthly meeting with counsellor
 - C) One weekly meeting with PHC staff regarding First Aid box
 - D) One Open House monthly
 - E) One CSA meeting with Student Affairs office monthly
 - F) One club meeting with Student Affairs office every week

Secondary Responsibilities:

Members of any Committee:

Responsible for bill authentication:

- Preparing the expense sheet for Student Fests and activities
- Ensuring payments of rent by shopkeepers in campus
- Collection and checking of bills from Vendors.

Any other comments-

Any other work assigned by Chief of Administration time to time.

Name of the Department – Transportation

Designation – Associate

Primary Responsibilities:

A. Tendering & Execution

- Preparation of tender documents
- Execution of the contract with vendor after the finalizing

B. Daily Operation

- Handling day to day operation of transportation for faculty and staff
 - 02 buses
 - 04 Cabs
- Provide subsidized transport facility to new staff member.
- Transport arrangements for the following departments.
 - a) MDP office
 - b) Placement office
 - c) Program office
 - d) L&D office
 - e) Director's office
 - f) Others
- Handling complaints & requests of community in the aspect of transportation.
- Checking vehicle maintenance
- Driver roaster management

C. Commercials/Finance

- Calculating subsidized transport charges and submit to accounts department.
- Checking monthly bills and all documentation pertaining to transportation
- Correct tagging of bills into right budget head & department
- Collecting signature from respective department's head on bills & vouchers.
- Submitting signed bills/vouchers to accounts department.
- Follow up with accounts department for payments.
- Preparation of Tender documents for transportation.
-

Secondary Responsibilities (Wherever applicable)

Nil

Members of any Committee (Wherever applicable)

Nil

Responsible for bill authentication (Wherever applicable)

- Monthly Transportation bill

Any other comments-

Name of the Department- Front Desk

Designation- Receptionist

1. Primary Responsibilities- 1. Telephone and Email Management.
2. Greeting and welcoming.
3. Visitor Assistance.

4. Appointment Scheduling.
5. Administrative Support.
6. Mail and Package Handling.
7. Any other work assigned by Head Of The

Department

Primary Responsibilities- Post and Courier

1. Receiving official posts and maintaining the Inward Register.
2. Sending all official posts and maintaining Dispatch Register.
3. Inter Department Liasoning.
4. Maintaining and processing bills of postal courier Service.
5. Speed Post.
6. Other courier service such as DTDC.

2. Secondary Responsibilities (Wherever applicable)
3. Members of any Committee (Wherever applicable)
4. Responsible for bill authentication - Yes, Bills related to reception.
5. Any other comments- No

Name of the Department: International Relations Office

Designation- Junior Associate International Relations Office

1. Primary Responsibilities-

- ^a Coordinate all matters relating to welcoming and supporting foreign students
- ^a Single point contact for carrying out all collaborative activities with foreign institutions
- ^a Act as a liaison body between the foreign students and the sponsoring agency
- ^a Address the grievances of foreign students in all matters
- ^a Single point contact for foreign student's registration with FRRO/e-FRRO
- ^a Facilitate networking of international students with fellow students
- ^a Extend all possible help to the foreign students to adapt to the new cultural environment and make their stay in India comfortable and enriching
- ^a Provide support services for integration of international students into institution's academic and social activities.
- ^a Disseminate information related to admission process among prospective foreign students
- ^a Conceptualizing and engaging in promotional activities and effective approach towards brand building campaign abroad
- ^a Addressing the concern of Indian students, under Twinning arrangement
- ^a Implementing and monitoring of institution level strategies for internationalisation
- ^a Maintaining records and disseminate information related to internationalisation
- ^a Maintain database of foreign students including alumni and carry out survey on their needs and priorities
- ^a Making information relating to internationalisation available on the Higher Education Institution's website and provide the same to government and regulatory bodies, whenever asked for.
- ^a Sharing relevant information including the contact details of Office for International affairs in website and to government and regulatory bodies.

2. Secondary Responsibilities (Wherever applicable) NA

3. Members of any Committee(Wherever applicable) NA

4. Responsible for bill authentication(Wherever applicable) NA

5. Any other comments- Responsibilities described above are in accordance with the *Guidelines for Internationalisation of Higher Education* released by University Grants Commission, Ministry of Education, Government of India in July 2021.

Name of the Department- Placement office

Designation-Placement Officer

1. Primary Responsibilities-Corporate Relations & Placements -One Year MBA (DEM & GSCM)
Managing a team of 10 Placecomm members, counselling students, building new relationships, and maintaining the existing ones.
Tapping the competitors, getting better roles. Organizing sessions with Industry stalwarts. Involving Alumni in the best possible way.
Constant meeting with corporates in person to enhance the relationship. Considering the feedback received from the industry and working on an improvement plan.
Formulating best strategies and practices on the Placement front.
Engagement of the industry in various avenues like summits, leadership series, etc.
2. Secondary Responsibilities (Wherever applicable)-Pitching of other Programs -Two-Year MBA
(Summer & Finals placements), Sharing relevant data for the Accreditations, and keeping the data and reports updated.
Maintaining good relations and coordination with L& D and other departments.
3. Members of any Committee (Wherever applicable)-Grievance Committee, ex-Samman Committee Member.
4. Responsible for bill authentication (Wherever applicable)-placement drive -hospitality bills
5. Any other comments-