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INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM

Andhra Bank School of Business Building
Andhra University Campus
Visakhapatnam 530 003
Andhra Pradesh, India

**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b) OF THE
RIGHT TO INFORMATION ACT, 2005**

1. Organisation and Function

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

- i) IIM Visakhapatnam is an autonomous Centrally-Funded Technical Institution (CFTI) set up by the Ministry of HRD, Government of India in 2015 as a registered Society with a constituted Board of Governors under the Andhra Pradesh Societies Registration Act 2001. The institute is being mentored by IIM Bangalore.

Under the IIM Act 2017, effective from 31/01/2018, the Institute has become a body corporate and declared as an Institution of National Importance.

The temporary (transit) campus of the Institute is being run at “Andhra Bank School of Business Building” in Andhra University premises. Necessary renovation was done to provide state-of-the-art facilities. The Institute currently offers a long-duration programme – the Post Graduate Programme in Management (PGP) and a Post Graduate Certificate Programme in Business Management for Experienced Professionals (PGCEP). The first batch of PGP started from September 21, 2015.

- ii) The Institute is headed by a Director (currently Prof. M. Chandrasekhar)
- iii) Mission, Vision and Objectives

Mission:

As an Institution of National Importance (under the IIM Act 2017), leverage the vibrant ecosystem of the country and of the state gainfully, focus on well-rounded and integrated learning and build a talent pipeline of confident professionals, competent managers, capable leaders and socially-responsible citizens for the business enterprises, government and the civil society.

Vision:

To attain standards of global excellence in management, management research and allied areas of knowledge.

Objectives:

As per Section (6) of the IIM Act, the objects of the Institute are as follows:

- a) to educate and support leaders who can contribute as professional managers, entrepreneurs, and stewards of existing and emerging enterprises in the private, public, and social sectors;
- b) to carry out research, publication, consultancy and advisory work to advance new knowledge and innovation and to provide global leadership in management theory and practice:
Provided that research so conducted shall also be directed towards such areas of study which shall enhance inclusive, equitable and sustainable national development goals as enshrined in the objects of the Act;
- c) to provide management education of high quality and to promote allied areas of knowledge as well as interdisciplinary studies;
- d) to sensitise management education to the vision of inclusive, equitable and sustainable national development goals in order to contribute holistically to Society;
- e) to support and develop programmes promoting social and gender equity;
- f) to develop educational programmes and faculties that advance the cause of education, teaching and learning, across disciplines;
- g) to set-up centres for management studies and allied areas;
- h) to support and collaborate with management institutions and other educational institutions in India;
- i) to co-operate and collaborate with educational or management institutions in other countries to extend the interests of management education and research.

Thus, broadly, the objectives are:

- i. Provide a steady stream of professionally competent and value-oriented management graduates;
- ii. Strengthen existing management processes through continuing education programmes;
- iii. Contribute to national and regional policy-making and to well-researched management literature;
- iv. Assist in quality improvement efforts of educational institutions, especially schools of management in the region.

iv) Functions and Duties

- a) to carry out the administration and management of the Institutes;
- b) to provide by regulations for the admission of candidates to the various courses of study in conformity with the laws for the time being in force;
- c) to specify and conduct courses of study, training and research in management and allied subjects and document, and disseminate knowledge thereof;
- d) to evolve innovative management education pedagogy aligned to dynamic global management practices;
- e) to conduct examinations and to establish processes for evaluation and performance assessment through a fair and transparent system;
- f) to grant degrees, diplomas and other academic distinctions or titles and to institute and award fellowships, scholarships, prizes and medals, honorary awards and other distinctions;
- g) to lower the cost of education and to enhance the reach of the education by use of information and communication technology and other innovative methods;
- h) to establish and maintain such infrastructure as may be necessary;

- i) to determine, specify and receive payment of, fees and other charges as the Institute may deem fit, from students and any other person, institution or body corporate for instruction and other services, including training, consultancy and advisory services, provided by the Institute;
- j) to acquire, hold and deal with the property belonging to or vested in the Institute, with the approval of the Board, and in case of immovable property, under prior intimation to the Central Government, for advancing the objects of the Institute subject to the condition that such property is not obtained wholly or partly from the State Government or the Central Government funds:
Provided that where the land for the Institute has been provided free of cost by a State Government or the Central Government such land may be disposed of only with the prior approval of the Central Government;
- k) to create academic, administrative, technical, ministerial and other posts under the Institute other than the post of Director of the Institute and to make appointments thereto;
- l) to appoint committees for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the Institute;
- m) to receive grants, gifts and contributions and to have custody of the funds including internally generated funds of the Institute to meet the expenses, including capital expenditure of the Institute including expenses incurred in the exercise of its powers and discharge of its functions;
- n) to create partnership, affiliation and other classes of professional or honorary or technical membership or office as the Institute may consider necessary;
- o) to perform such other functions as may be necessary for carrying out the objects of the Institutes;
- p) to do all such things and activities, incidental to the attainment of all or any of the objects of the Institute.

v) Organization Chart



vi) Any other details - Genesis, inception, formation of the department and HoDs from time to time as well as the committees / commissions constituted from time to time :

- To educate and support leaders who can contribute as managers, entrepreneurs, and stewards of existing and emerging enterprises in the private public, and social sectors;
- To provide management education of high quality and to promote allied areas of knowledge as well as interdisciplinary studies;
- To support and develop programmes promoting social and gender equity and to set up centres of management studies and allied areas.

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

- a) to take decisions on questions of policy relating to the administration and working of the Institute;
- b) to examine and approve the annual budget estimates of the Institute;
- c) to examine and approve the plan for development of the Institute and to identify sources of finance for implementation of the plan;
- d) to establish departments, faculties or schools of studies and initiate programmes or courses of study at the Institute;
- e) to set-up centres of management studies and allied areas within the country under intimation to the Central Government;
- f) to grant degrees, diplomas and other academic distinctions or titles, and to institute and award fellowships, scholarships, prizes and medals;
- g) to confer honorary degrees in such manner as may be specified by the regulations;
- h) to grant honorary awards and other distinctions;
- i) to create academic, administrative, technical and other posts and to make appointments thereto:
Provided that the cadre, the pay scales, allowances and term of employment of such posts shall be such as may be determined by the Central Government;
- j) to determine, by regulations, the number and emoluments of such posts and to define the duties and conditions of services of the academic, administrative, technical and other staff;
- k) to set-up centres of management studies and allied areas outside India in accordance with guidelines laid down by the Central Government from time to time and in accordance with the provisions of the laws for the time being in force in such foreign country;
- l) to pay, variable pay to the Director of the Institute on the basis of performance objectives as may be specified by the regulations;
- m) to specify by regulations, the fees to be charged for courses of study and examinations in the Institute;
- n) to specify by regulations the manner of formation of department of teaching;
- o) to specify by regulations the institution of fellowships, scholarships, exhibitions, medals and prizes;
- p) to specify by regulations the qualifications, classification, terms of office and method of appointment of the academic, administrative, technical and other staff of the Institute;
- q) to specify by regulations the constitution of pension, insurance and provident funds for the benefit of the academic, administrative, technical and other staff;
- r) to specify by regulations, the establishment and maintenance of buildings;

- s) to specify by regulations, the conditions of residence of students of the Institute and levying of fees for residence in the halls and hostels and of other charges;
- t) to specify by regulations, the manner of authentication of the orders and decisions of the Board;
- u) to specify by regulations, the quorum for meetings of the Board, the Academic Council or any Committee, and the procedures to be followed in the conduct of their business;
- v) to specify by regulations, the financial accountability of the Institute; and
- w) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or the rules made thereunder.

Powers and functions of the Board of Governors:

General superintendence, direction and control of the affairs of the Institute and the power to frame or amend or modify or rescind the regulations governing the affairs of the Institute to achieve the objects of the Institute. The functions of the board also include an annual review of the performance of the Director, in the context of the achievement of objects of the Institute.

The Academic Council consisting of Director (Chairperson of AC), Deans in charge of Academics, Research, Student Affairs and such other functions of the Institute, faculty as determined by the Board etc. shall perform the following functions:

- a) To specify the criteria and process for admission to courses or programmes of study offered by the Institute;
- b) To specify the academic content of programmes and courses of study and undertake modifications therein;
- c) To specify the academic calendar, guidelines for conduct of examination and recommend grant of degrees, diplomas and other academic distinctions or titles.

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

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

- i) Process of decision making Identify key decision making points: Board, Director, Deans, Administrative Heads etc.
- ii) Final decision making authority: Board
- iii) Related provisions, acts, rules etc. : Rules followed are as per the IIM Act, policy and other decisions of the Board
- iv) Time limit for taking a decision, if any : As per the directives of the Board. Required process is followed for relevant decisions.
- v) Channels of supervision and accountability:

The Board of Governors, IIM Visakhapatnam has appointed Committees to assist the Board in fulfilling responsibilities.

- i. Finance, Investment and Audit Committee
- ii. Building & Works Committee
- iii. Academic Council
- iv. HR Committee

Internal Committees appointed by Director:

- i. Procurement Committee
- ii. Special Procurement Committee
- iii. PGP Committee
- iv. FPM Committee
- v. Admissions Committee
- vi. Internal Complaints Committee

The channels of supervision and accountability are as per the Organisation Chart.

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

As per the directives/advice of the MHRD, other GOI Ministries/Dept.s as applicable, CAG, Board and Committees, required processes are followed for relevant decisions. Grievance Redressal Officer is in place as per the provisions of the relevant Act.

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

The Institute follows the Acts / Rules / Guidelines / Notifications of GoI (including MHRD), CAG, Board and Committees, issued/emerging from time to time.

Acts, Rules, Regulations, Instructions, Manuals, Records specific to the Institute, used for discharging its functions.

S.No.	Area/Dept.	Acts, Rules, Regulations, Instructions, Manuals/Records used for Discharging functions
1.	Admissions	Admissions policy of the Mentor Institute (IIMB)
2.	PGP	PGP Manual
3.	Finance & Accounts	GFR 2017 Procurement Policy of the Institute MHRD prescribed accounting norms and formats Investment Policy of the Institute Other rules / guidelines / polices of GoI, BoG, Finance and Audit Committee etc.
5.	Personnel & Administration	Minutes of Board Meetings Administrative Approval by competent Authority Acts / Rules / Guidelines / Notifications of GoI and of Institute
6.	CDS	Placement Policy
7.	Stores & Purchase	GFR 2017 Manual for Procurement of Goods 2017 of GoI Manual for Consultancy and other Services 2017 Institute's Board-approved Procurement Process
8.	Students' Affairs	PGP Handbook and PGP Charter of Student Affairs Council

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

Statement of the categories of documents that are held by the Department or under its control

Documents common to all:

Annual Report for 2015-16: Available at <https://www.iimv.ac.in/publications>

Annual Report for 2016-17: Available at <https://www.iimv.ac.in/publications>

Annual Report for 2017-18: Submitted to MHRD

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

A. BOG & Sub Committees

Committee	Whether Meeting of these committees open to public	Whether minutes of the meetings accessible for public
Board of Governors	No	Subject to provisions of the RTI Act
Finance, Investment & Audit Committee	No	Subject to provisions of the RTI Act
Building & Works Committee	No	Subject to provisions of the RTI Act
Academic Council	No	Subject to provisions of the RTI Act
HR Committee	No	Subject to provisions of the RTI Act

B. Committees Constituted by Director

Committee	Whether Meeting of these committees open to public	Whether minutes of the meetings accessible for public
Procurement Committee	No	Subject to provisions of the RTI Act
Special Procurement Committee	No	Subject to provisions of the RTI Act
PGP Committee	No	Subject to provisions of the RTI Act
FPM Committee	No	Subject to provisions of the RTI Act
Admissions Committee	No	Subject to provisions of the RTI Act
Internal Complaints Committee	No	Subject to provisions of the RTI Act

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]
(in alphabetical order)

S.N o.	Name	Designation	Phone	E-mail
1	Amit B Chakrabarti	Assistant Professor	0891 - 282 4444	info@iimv. ac.in
2	Anirban Ghatak	Assistant Professor		
3	Anupama Sharma	Assistant Professor		
4	Bhargab Chattopadhyay	Assistant Professor		
5	Bishakha Majumdar	Assistant Professor		
6	Biswanath Behera	Program Manager – Academic Programmes		
7	Biswashree Tanaya Priyadarshini	Academic Associate		
8	C P Vittal	Manager – Finance & Accounts		
9	Chandrasekhar M	Director		
10	Deepa Mohan	Counsellor (on retainership basis)		
11	Deepika Gupta	Assistant Professor		
12	Devoshri Mukherjee	Senior Executive (Academic Programmes)		
13	Gundala Nandita	Assistant Manager - F&A		
14	Indu P	Executive - Official Language, Disability & Other Support services		
15	Jagadeesha BT	Project Engineer – Infrastructure		
16	Jayasankar Ramanathan	Assistant Professor		
17	Jayasimha Reddy A	Project Executive		
18	Jetti Siva Kumar	Academic Associate		
19	Kota Varuna Devi	Junior Engineer - Civil		
20	Kaleem V. Khan	Senior Administrative Officer		
21	Kalyan K	Assistant Professor		
22	Kamal Keerthi	Assistant Manager – IT		
23	Kaveri Krishnan	Assistant Professor		
24	Kavya Gedela	Academic Associate		
25	Kesava Kumar Madam	Academic Associate		
26	KVLN Murty	OSD – Director’s Office		
27	M S Jawed	Assistant Professor		
28	M S Subrahmanyam	Project Executive – Administration		
29	Milan Kumar	Assistant Professor		
30	Moturu Venkata Raja Sekhar	Academic Associate		
31	N Sachidhanandam	Project Executive – Academic Programmes		
32	Navnath Pawar	Assistant Librarian		
33	Poonam Kahnoria	Academic Associate		
34	Praveena Musunuru	Academic Associate		
35	Ramesh Kumar Sethuraman	Manager – Student Hostel & Mess		
36	Saladi Krishna Kanth	Project Engineer - Civil		
37	Sayikrishna Raju	Project Manager – Infrastructure		
38	Srinivas Dinakar Nethi	Academic Associate		

39	Srirangacharyulu B	Associate Professor		
40	Subhasree Nayak	Academic Associate		
41	Sunil Kumar Sinha	Project Executive – Accounts		
42	T Ganesh Kumar	Library Intern		
43	T Suneetha	Academic Associate		
44	T Viswanath	Project Executive- Accounts		
45	Tapas Ranjan Pati	Manager - Career Development Services & Alumni Relations		
46	Vinay Ramani	Associate Professor		
47	V Bhaskar Ram	Medical Officer (on retainership basis)		
48	V Siva Sankar	Library Intern		

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

The Director and faculty of the Institute are on MHRD-prescribed Scales of Pay with applicable allowances. The Director is at level 17 of the 7th CPC and faculty are at Levels between Level 10 and Level 13 A2 of the 7th CPC.

The non-teaching staff (regular) of the Institute are / will be on MHRD-prescribed scales of pay. The rest are on short-term contractual terms on Institute-determined consolidated remuneration.

1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

In terms of Section 5(1) of the Right to Information Act, 2005, the following officers of the Institute is designated as Public Information Officer (PIO) in respect of the specific subject matters mentioned against the name:

Name	Designation	Phone No.	Email	Address
Prof. Deepika R Gupta	First Appellate Authority	0891 - 282 4461	admincoordinator@iimv.ac.in	Indian Institute of Management Visakhapatnam Andhra Bank School of Business Building, Andhra University Campus Visakhapatnam – 530 003
Mr. Kaleem V. Khan	CPIO	0891 - 282 4453	sao@iimv.ac.in	
Assistant Public Information Officer	APIO	0891 - 282 4446	devoshri.m@iimv.ac.in	

1.11 No. of employees against whom Disciplinary action has been proposed /taken, [Section 4(2)] : NIL

1.12 Programmes to advance understanding of RTI (Section 26): Provisions of the Act will be followed.

1.13 Transfer policy and transfer orders (F No. 1/6/2011 – IR dt 15.4.2013): Not applicable

2. Budget and Programme:

Year	Funds received from MHRD (INR in lakhs)
2015-16	1300.00
2016-17	1796.92
2017-18	2500.00

- 3. Publicity Band Public Interface:** As per the information made available through public documents and public interface such as annual reports, Institute's website etc.
- 4. e-Governance:** The Institute has adopted computerised operations and digital transactions.
- 5. Information as may be prescribed:** NA
- 6. Information disclosed on own initiative:** NA

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