

IIM Visakhapatnam

Cadre-3 (C3)	Admissions, Academics & Programs etc.
Sub-Cadre	-
Position	P1, P2, P3, P4, P5 [Role-responsibilities would be customized as per Position Level]
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
<p>Job Description: Duties & Responsibilities including, but not limited to the following:</p> <p>A. <u>Carrying out and/or Assisting in the Programmes-Office Functions such as:</u></p> <ol style="list-style-type: none"> 1. Academic Calendar preparation 2. Budgeting 3. Bidding 4. Term Registration 5. Class schedule preparation 6. Examination management 7. Grade summary preparation 8. Result preparation 9. Marksheet Preparation etc. <p>B. <u>Other [Program Management / Academic Administration related] Functions</u></p> <ol style="list-style-type: none"> 1. Travel and logistics arrangement for Faculty/Visiting Faculty 2. Course material/textbooks procurement, arrangement and distribution 3. Maintenance of class schedules and students' attendance 4. Assisting in conducting orientation programmes 5. Assisting in Term Registration process 6. Bills Processing/Maintenance of records, documentation, etc. 7. Assisting in examination activities 8. Assisting in paper evaluation, score sheet related tasks 9. Classroom management, seating layouts 10. Assisting in preparing class/exam schedule 11. Interacting with and supporting students and faculty in Institute events 12. Coordinating with students and faculty for smooth programme-management 13. Updating programme information on the Institute's internet and intranet portals and furnishing related reports to the Reporting Authority 14. Supporting the Reporting Authority in day to day operations, in compliance with programme requirements 15. Assisting the Reporting Authority in organising the Conference/Events etc. 16. Handling student feedback process 17. Faculty cabin/stationery etc. arrangement 18. Financial Aid/Scholarship processing 19. Assisting in vaccination and other activities related to foreign visits of students 20. Any other tasks assigned from time to time 	

C. Program Management & Academic Administration

1. Managing long-duration Post-Graduate Programmes (e.g. Academic calendar preparation; Bidding, term Registration, Class schedule preparation, Examination management, Grade summary preparation, Result preparation, Marksheet Preparation etc.)
2. Coordinating with Finance & Accounts and preparing Budget and Revised Estimates
3. Coordinating with other functions of the Institute for smooth and streamlined conduct of all academic activities
4. Designing and/or facilitating the design of programme brochures/pamphlets, cover pages, conference banners, posters etc. for academic-programme related and/or Institute-related events and activities.
5. Preparing student information brochures, handbooks etc.
6. Guiding and supervising academic-administration activities related to new admissions.
7. Scheduling and facilitating orientation programmes, preparatory sessions etc.
8. Liaison with Guests/Adjunct faculty with respect to programmes and sessions and arranging logistics for them.
9. Procurement of course material and textbooks.
10. Preparation of Academic calendar and Area-teaching plans under the guidance of respective Program Chairs and the faculty concerned
11. Interacting and communicating with the candidates, participants and students of various programmes facilitating smooth academic administration.
12. Facilitating and coordinating student registrations, kit distribution, fee payments etc.
13. Monitoring student attendance, seating layout etc.
14. Ensuring proper safe-custody and distribution of question papers for conducting internal and term-end examinations.
15. Monitoring the faculty feedback processes
16. Printing and distribution of grade sheets, degrees/diplomas, certificates.
17. Procurement of medals for top-performing students.
18. Updating Program Chairs, Dean(s), Faculty concerned and Competent Authority regularly on progress/developments related to program-management and academic-administration.
19. Guiding, mentoring, and imparting training to officers/executives and staff in programme-management and academic-administration functions, to build their capacities and enable them to become self-dependant
20. Any other task assigned by the Institute from time to time.

D. Digitalization of Programme Management & Academic Administration

1. Ideation, conceptualization, planning and implementing the digitalization initiatives of program-management and academic-administration activities, in step with the perspective plans, progress and growth of the academic activities of the Institute
2. Leveraging effectively, the benefits of digital tools, e-platforms and Learning Management Systems; and imparting/facilitating training to officers/executives and staff thereon.

E. Admissions

1. Implementing the Admissions Policy of the Institute for all the long-duration Academic Programs of the Institute
2. Handling the entire process of student admissions from receipt of CAT scores and applications to the onboarding of students
3. Handling student withdrawals, refunds
4. Dealing with Financial Aid and Scholarship matters
5. High degree of proficiency and skills in the use of MS Office Suite of tools especially MS Excel and MS Word
6. Reporting to Admissions and carrying out all tasks in strict confidence, as directed by him/her.

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Cadre-2 (C2)	Administration, HR, Stores & Purchase
Sub-Cadre	Administration; Hostel and Mess
Position	P1, P2, P3, P4, P5 [Role-responsibilities would be customized based on Position-level]
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
	<p>Job Description: Duties & Responsibilities (including, but not limited to):</p> <p>1. <u>Hostel & Mess (Premises & Estate)</u></p> <ol style="list-style-type: none"> a. Planning and allotment of rooms, maintaining record of occupancy/vacation of rooms to/by the students. b. Ensuring proper maintenance and cleanliness of the premises, hostel rooms, common rooms, washrooms etc. c. Ensuring proper water supply for utilities and potable drinking water arrangements d. Ensuring all facilities and amenities; furniture, fixtures & fittings; and equipment such as sports equipment, safety & security equipment (e.g. CCTV cameras), fire-fighting equipment, kitchen equipment, crockery & cutlery, insect-repellents, emergency lamps etc. are maintained in good working condition e. Recording and attending promptly to the complaints from inmates regarding the working condition of assets and/or lack of supplies/consumables and their quality f. Coordinating closely with the Projects Office (for all matters pertaining to building, works, furniture, fixtures and fittings, equipment etc.) and ensuring the safety, proper good working condition and timely maintenance of the same g. Reporting thefts/damages if any, promptly to the authorities concerned; conveying promptly to Finance & Accounts, recovery of dues and levy of fines as recommended by the Competent Authority h. Maintaining stock register for assets i. Maintaining inward and outward registers for movement of assets j. Ensuring that the premises are maintained and used as per the terms of the respective (rental/lease) agreements. k. Ensuring that the first-aid-kit is maintained and made easily accessible, at all times, and the inmates are trained in the use of the kit. l. Arranging regular training to all concerned, in the use of safety equipment m. Maintaining record of all consumables, spares etc. used and monitoring their use n. Arranging for sanitization, fumigation etc. of the premises, at regular intervals o. Monitoring and ensuring prompt payment of all the utility bills.

2. Hostel & Mess (Food & Catering)

- a. Ensuring that the food is prepared and served in hygienic, clean and safe conditions
- b. Monitoring all the activities related to preparation as per the finalized menu, timely delivery and serving of good quality food in all hostels and the campus as per the schedule and as per the recommendations of the Student Mess Committee and/or the Competent Authority.
- c. Obtaining certifications from the caterers, at least once every three months, on the quality of food being served (from govt.-approved and/or accredited labs only)
- d. Getting the food and drinking water quality checked independently, at least once every three months, from similar labs, on samples collected at random and without prior notice to caterer
- e. Making efforts towards minimizing food wastage and ensuring that the disposal of the food wastage and cleaning are done properly and safely.

3. Hostel & Mess (Warden)

- a. Distributing the postal/courier delivery to the addressees
- b. Keeping a close watch on the premises so that no unauthorized student/person enters or resides in the hostel and/or makes use of the facilities.
- c. Maintaining the record of 'in and out' movements of students as per instructions in this regard.
- d. Monitoring the health and personal hygiene of inmates
- e. Ensuring maintenance of discipline and decorum in the hostels, and promptly bringing to the authorities concerned, occurrence of any untoward incidents, unauthorized use of the premises; use of the premises for unauthorized/unlawful purposes; occurrence of prohibited activities on premises etc.
- f. Reporting promptly to the authorities concerned, any accidents, emergencies etc. occurring on the premises
- g. Reporting of any suspicious, unlawful or undesirable activities etc. (as observed or brought to the notice) in the neighbourhood of hostels
- h. Monitoring the presence (if any) of inmates during the day-time [when they should be on campus attending classes] as per class-schedules; finding out the reasons therefor and bringing it to the notice of authorities concerned
- i. Maintaining formal and cordial relations with the students and their parents
- j. Maintaining readily, an updated list of students, their mobile no.s, permanent addresses, names and contact details of their parents, emergency contact details, contact details of local guardians (if any) etc.
- k. Enforcing compliance with the guidelines contained in the student hand-book.

4. Hostel & Mess (General/Other)

- a. Reporting to the designated authority at the prescribed time, in the prescribed form, about the maintenance status of hostel facilities and amenities, discipline of the, guest/visitor record, quality of food served, student complaints (if any) etc.
- b. Supervising the duties of security and housekeeping staff posted at the hostels and maintaining their attendance and leave records.
- c. Ensuring that cleanliness and personal hygiene are maintained by all staff (including those of outsourcing agencies) on duty.
- d. Preparing protocols (SOPs) to be followed during emergencies, getting them approved by the Competent Authority, notifying them and ensuring compliance
- e. Preparing Hostel & Mess Bills, every month, in the prescribed manner with all supporting documents and submitted for further processing, in a timely manner.
- f. Any other tasks assigned from time to time.

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Cadre-2 (C2)	Administration, Human Resources (HR), Stores & Purchase
Sub-Cadre	HR & Administration
Position(s)	P1, P2, P3, P4, P5 [Role-responsibilities would be customized as per Position-level]
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
	<p>Job Description: Duties & Responsibilities: <i>(including, but not limited to the following subjects)</i></p> <p>1. <u>Human Resources</u></p> <ul style="list-style-type: none"> a. Personnel and industrial relations matters for the entire “Recruitment to Retirement” life-cycle of teaching and non-teaching staff b. Maintaining all records up-to-date (e.g. service books, personal files, leave records etc.) c. Service matters pertaining to teaching and non-teaching staff in accordance with the GOI guidelines; IIM Act 2017 and Institute Regulations & Procedures d. Matters pertaining to salary, benefits, facilities etc. to teaching and non-teaching staff e. Statutory compliances pertaining to the services of teaching and non-teaching staff f. Assisting in the matters of Board and various Committees g. Safe-keeping of all confidential records (e.g. Annual Appraisals; Minutes of the Meetings of the BoG & Committees etc.) <p>2. <u>Administration (Matters pertaining to)</u></p> <ul style="list-style-type: none"> a. RTI Act 2005 compliance b. Parliament Questions c. Coordination with other IIMs d. Coordination and liaison with Ministry of Education & other GOI Ministries & Departments e. Annual Reports & Institute publications f. Safe-keeping of all Contracts, MOUs and Agreements of the Institute g. Internal Complaints Committee h. Official Language, Disability Services etc. <p>3. <u>Any other work</u></p> <ul style="list-style-type: none"> a. Any other work assigned from time to time

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Cadre-2 (C2)	Administration, Human Resources, Stores & Purchase
Sub-Cadre	Administration, Stores & Purchase, Public Affairs
Position(s)	P1, P2, P3, P4, P5 [Role-responsibilities would be customized based on Position-level]
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
	<p>Job Description: Duties & Responsibilities (including, but not limited to the following subjects):</p> <ol style="list-style-type: none"> 1. <u>Purchase & Stores</u> End-to-end procurement processes such as Indents, Purchase/Procurement, Stores, Issue, Asset Accounting & Management in accordance with GOI Rules (e.g. GFR 2017), Institute Guidelines and Procurement Processes such as: <ol style="list-style-type: none"> a. Inventory Control; Monitoring & Management of all Stores & Supplies (except those pertaining to Infrastructure / Building & Works; Computing Equipment & Knowledge Resources pertaining to Library) b. Vendor development, empanelment; Vendor evaluation and rating c. Ensuring quantity and quality of supplies in accordance with Purchase Orders d. Preparing Budgets e. Managing Annual Procurement / Rate Contracts f. Coordinating with all user departments and suppliers g. Preparing tender documents, floating and evaluation of tenders h. Stock control and maintenance of all stock ledgers i. Carrying out annual stock-verification 2. <u>Travel & Transport</u> <ol style="list-style-type: none"> a. Following the processes as in (1) above, as applicable, as regards travel, ticketing, hotel accommodation and transportation arrangements; and assisting in the finalization of contracts well in advance b. Managing the Travel Desk and arranging tickets, local transport and hotel accommodation c. Monitoring & Control of (movement of) vehicles & drivers; and Vehicle log-books. 3. <u>Outsourced Services</u> <ol style="list-style-type: none"> a. Following the processes as in (1) above, as applicable, as regards Outsourced Services (such as Housekeeping, Security Photo-copying, Reprographics etc.) and assisting in the finalization of contracts well in advance b. Supervising all Outsourced Services Personnel for efficient and effective discharge of work.

	<p>4. <u>Meetings & Conferences</u></p> <ul style="list-style-type: none">a. Following processes as in (1) above, as applicable, as regards arranging venues for Institute's functions, events, meetings, conferences etc.b. Making necessary venue and logistics arrangements <p>5. <u>Record-keeping & Bills Processing</u></p> <ul style="list-style-type: none">a. Maintenance of all records, up-to-dateb. Processing of bills <p>6. <u>Public Affairs</u></p> <ul style="list-style-type: none">a. Receive the Institute guests & make proper reception arrangementsb. Develop, foster and maintain good relations with the English and vernacular media.c. Showcase the activities and accomplishments of the students in the media by ensuring proper coverage of the Institute, faculty, student and alumni events, activities, achievements, news, announcements, fests, competitions etc.d. Deal with public and media representatives, government and non-government officials; Andhra University authorities etc.e. Deal with all vendors and suppliers in a formal, professional mannerf. Ensure Institute's goodwill and good relations at all times with all external stakeholders.g. Facilitate and ensure media channels are used carefully and effectively and responsibly, at all times. <p>7. <u>Any Other Work</u></p> <p>Carry out any other task as may be assigned from time to time.</p>
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Cadre-7 (C7)	Career Development Services (CDS), Alumni Relations, Media & Public Relations, Corporate Outreach, Business Development & Marketing.
Sub-Cadre	-
Position(s)	P1, P2, P3, P4, P5 [Role-responsibilities customized as per Position-level]
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
	<p>Job Description: Duties & Responsibilities (including but not limited to):</p> <p>A. <u>CDS/Placements (Summer Internships & Final Placements)</u></p> <ol style="list-style-type: none"> 1. Explore and maximize employment opportunities for the Institute's graduates. 2. Develop, foster and maintain linkages with current and potential employers. 3. Manage and deepen relationships with recruiters (government, business/industry and NGOs) and other external stakeholders. 4. Develop and maintain knowledge of the regional employment market and job opportunities for the students. 5. Engage actively with current and prospective recruiters and ensure their participation in the campus interviews, in large numbers. 6. Take full charge of, plan, organize, lead, coordinate, facilitate and ensure the smooth conduct of Summer Internship and Final Placement processes. 7. Enhance participation in nature and extent; year-on-year, of new recruiters in the placement process. 8. Ensure that the number of offers and salary packages received by the graduating students (as a cohort) are better than those of previous year and vis-à-vis the competition (especially IIMs). 9. Plan the business development activities on yearly, quarterly and monthly basis and review the implementation of the same. 10. Prepare and seek approvals for budgets for the CDS Office. 11. Facilitate and/or prepare Placements Charter and SOPs, update them every year as per need and seek approval of the Competent Authority. 12. Manage the operations smoothly, of the CDS Office. 13. Interact regularly with the students and student body representatives (incl. Placement Committee) to understand their career preferences, felt-needs (domain/skills related etc.). 14. Arrange for booster/bridge courses/sessions; and capacity -building sessions in system skills, soft skills and social skills, as needed, towards improving the employability of students. 15. Ensure successful conduct of capacity-building sessions by faculty. 16. Handle the entire process of on-boarding and successful conduct of capacity-building sessions, by the chosen external agency (if any). 17. Facilitate conduct of career-counselling sessions, spread throughout the year. 18. Facilitate the students availing the help of Student Counsellor, as needed. 19. Maintain a database and update at regular intervals, of present and prospective recruiters, their coordinates and contact details.

20. Seek appointments and meet with decision-makers/decision-facilitators among recruiters and showcase the talent-pool of the Institute.
21. Develop and implement MIS for the Career Development Services.

B. Alumni Relations

1. Initiate, develop, foster and maintain strong linkages with alumni.
2. Work closely with the students and student body representatives (incl. Alumni Relations Committee).
3. Maintain a database and update at regular intervals, of alumni, as regards their coordinates and contact details, by keeping track of their career progression and changes in employment, positions and locations.
4. Manage and deepen relationships with alumni.
5. Engage with and encourage alumni for their participation in the Institute's events and activities.
6. Engage with and encourage alumni for their participation in campus interviews.
7. Maintain and keep alumni portal updated, at all times, with rich, relevant and contemporary content.
8. Coordinate with Chapters (when set up) and alumni for various activities and help them organize events and alumni meets at their respective Chapters/locations.
9. Prepare and seek approvals for budgets for the Alumni Relations Office.
10. Manage the operations smoothly, of the Alumni Relations Office.
11. Lead, facilitate and coordinate smooth conduct of alumni events.
12. Develop and implement MIS for the Alumni Relations Office.

C. Media & Public Relations

1. Facilitate and ensure print and social media channels are used effectively and responsibly as regards placement-promotion activities, student and alumni events, activities, achievements, news, announcements, fests, competitions etc.

D. General

1. Report to the CDS Chair; work as per his/her guidance, advice and instructions; and keep the CDS Chair fully updated of the progress of activities and achievements, on a day-to-day basis.
2. Keep the Dean (Academics & Research) updated of the activities and accomplishments at least once in a fortnight.
3. Work with the team(s) engaged in the above tasks and functions and assume responsibility for deliverables, in case the team is reporting is to you.
4. Demonstrate initiative, imagination, ideation and innovation; and Develop market/industry insights and show measurable improvement in the outputs and outcomes, year-on-year.
5. Maintain at all times, absolute confidentiality (non-disclosure) and high standards of ethics in all dealings of the CDS and Alumni Relations functions; and ensure at all times, non-conflict of interest.
6. Carry out any other task as may be assigned from time to time.

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Cadre-5 (C5)	Finance, Accounts & Audit etc.
Sub-Cadre	-
Position(s)	P1
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
	<p>Job Description: Duties & Responsibilities (including, but not limited to):</p> <ol style="list-style-type: none"> 1. Assisting the Reporting Authority in the smooth and efficient handling of all the finance, accounting and audit related matters such as drawing and disbursements, investments, auditing, taxation, budgets, statutory and regulatory compliances, internal controls, risk management and Management Information Systems. 2. Carrying out the following tasks and activities (indicative and not exhaustive): <ol style="list-style-type: none"> a. Verify vendor bills and process payments in compliance with approvals of the delegated authority, duly verifying the Harmonized System Nomenclature (HSN) and Services Accounting Code (SAC) etc. as applicable b. Make proper entries in the accounting systems such as Tally; Public Fund Management System (PFMS); Enterprise Resource Planning (ERP) etc. c. Check and monitor outstanding payments/receipts. d. Maintain books of accounts, ledgers, registers, files and records. e. Carry out reconciliation. f. Carry out physical stock verification. g. Upload the data into related portals for updating the records of NPS etc. h. Process payroll, prepare salary summary statements and salary slips. i. Comply with tax laws as applicable j. Process statutory deductions and make payments in a timely manner. k. Assist auditors in their work. 3. Any other work assigned from time to time.

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Cadre-6 (C6)	Information Technology, Systems, Networking
Sub-Cadre	-
Position(s)	P1
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
	<p>Job Description: Duties & Responsibilities (including, but not limited to the following):</p> <ol style="list-style-type: none"> 1. To consult with users, assess/review from time to time, the need for procurement and/or upgrade of IT resources [including but not limited to computational and networking hardware; security devices, equipment and appliances; software (e.g. system software, utility software, application software, security software, database software etc.)) and prepare budget estimates for the same as per prescribed timelines; 2. To formulate; and/or vet and approve the specifications of IT resources as per user needs; 3. To identify suitable sources of supply; 4. To vet and approve all IT-related tender documents, purchase/work orders, agreements; 5. To facilitate procurement of IT resources at competitive prices; and their acceptance for use; 6. To review and suggest for implementation from time to time, suitable measures for business continuity; and recovery, in the event of any interruption to business operations; 7. To review and suggest for implementation, from time to time, suitable measures for safe and secure operation and use of IT resources; 8. To guide and oversee the functioning of the outsourced IT Services and the personnel concerned on the timeliness and quality of service delivery vis-à-vis the agreed norms; 9. To review and effect, from time to time, improvements in the Institute's website design and always ensure its compliance with the extant Guidelines for Indian Government Websites (GIGW) circulated by GOI Ministries/agencies [e.g. Communication of Ministry of Education dated 02/5/2017]; 10. To review and formulate, from time to time, suitable policies and Standard Operating Procedures (SOPs) to ensure efficient & effective; safe & secure operation and use of IT resources; 11. To guide, supervise, facilitate, support and handhold the IT team(s) engaged in smooth, streamlined and successful implementation of the IT Policies, SOPs, Guidelines etc. whether such teams are internal or outsourced; 12. To make suitable recommendation(s) in all IT-related matters; 13. To maintain the Institute's website, intranet and other portals, ensuring that the content is authentic and up-to-date; 14. To optimally configure, monitor, maintain, manage and troubleshoot the IT resources (including Internet backbone, Wi-Fi & VPN connectivity);

15. To ensure availability and accessibility (including remote/VPN access) of IT resources for interruption-free, round the clock operations in the campus, hostels, official residences etc. to all authorized users, as per laid down policies and practices of the Institute;
16. To monitor, maintain, manage and troubleshoot to ensure that the IT resources are operating to optimal capacity, efficiently and effectively;
17. To effectively liaise with various Suppliers of IT resources and Service Providers to ensure smooth, seamless and interruption-free sourcing and operations;
18. To ensure smooth and trouble-free operation of Video-Conferencing, Online Course-delivery and Classroom audio-visual solutions;
19. To design, recommend for upgrade and ensure that such IT infrastructure is fully geared up for content delivery in D-to D (Device -to-Device) Mode.
20. To ensure smooth operation and use of all digital and e-platforms, Learning Management Systems etc. deployed in teaching-learning processes whether on-campus, off-campus or in blended mode;
21. To design, develop, facilitate implementation and monitor (new) IT resources in all its campuses, hostels, official residences etc. as per need;
22. To assist and render IT & Network Support as needed to the authorized users in ensuring smooth academic, research and administrative work;
23. To create and maintain login accounts, email boxes etc. for the authorized users;
24. To identify, suggest, facilitate procurement, implement and maintain suitable application software packages for Institute-wide use such as ERP;
25. To train end users (teaching and non-teaching staff) on use of IT resources with a view to leveraging their full potential;
26. To lay down and implement a suitable backup and archival policy for data and software packages, including off-site storage and timely retrieval when needed;
27. To monitor, maintain and manage secure operations of IT resources and implement preventive measures towards ensuring that there is no breach/violation/compromise of any kind; and, should such eventuality occur, ensure suitable detective and corrective measures immediately with nil or minimal loss to the Institute, in tangible and intangible terms;
28. To ensure suitable privacy, confidentiality, authenticity and non-repudiation of IT resource users, at all times;
29. To ensure that all IT operations are conducted as per the assigned trusteeship rights, and with due authorization thereof;
30. To monitor and manage maintenance/service-support contracts in respect of IT resources;
31. To serve as Member-Convener of the IT Resources Committee and facilitate the deliberations and decisions of the Committee;
32. To keep the Reporting Authority and ITRAC Chair apprised, on all matters of importance regarding the need for, sourcing, deployment, use and management of IT resources;
33. To ensure that the software packages deployed / in use in the Institute are duly licensed and up-to-date at all times; that there is no violation of Intellectual Property Rights such as Copy Rights; and that the Institute stands indemnified and held harmless at all times;
34. To ensure that the physical stock of IT resources and the inventory maintained in the computerized accounting system of the Institute match at all times;

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| | <ol style="list-style-type: none">35. To ensure that the versions, subscriptions, memberships pertaining to IT resources such as software are renewed well within the expiry dates;36. To guide, supervise, mentor and coordinate the activities of the junior officers/executives, staff <i>et al</i> including outsourced teams, in maintaining and smooth-operation of IT resources;37. To ensure that any misuse, un-authorized use, loss, damage etc. to/of IT resources due to any reason is brought to the notice of the reporting (higher) authorities, immediately;38. To ensure all IT resources are always maintained in good-to-use form with no impairment by ensuring their regular upkeep;39. To ensure that the premises where IT resources are housed (e.g. server rooms, data centre, NOC etc.) are maintained in a neat and tidy manner and also ensure that pest-control is carried out at regular intervals, in order to ensure good upkeep and longevity of IT resources;40. To ensure physical stock verification of all IT resources is carried out at least once in a year and reconcile the differences in a given time-frame; Bringing any irreconciled differences / discrepancies to the notice of higher authorities, immediately;41. To carry out any other task as may be assigned from time to time;42. To assist the reporting / senior authorities of the Institute in the discharge of their duties and responsibilities relating to the above functions and activities. |
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Cadre-4 (C4)	Library & Information Sciences
Sub-Cadre	-
Position(s)	P1
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
	<p>Job Description: Duties & Responsibilities (including but not limited to):</p> <ol style="list-style-type: none"> 1. Consulting and coordinating with faculty and students and preparing inventory of all knowledge/learning resources such as books, journals, magazines, databases etc. (in physical and/or virtual/electronic form) to be procured; 2. Issuing library membership to the eligible staff and students, ensuring timely renewal and revocation of the same; 3. Maintaining records pertaining to issue of knowledge/learning resources to the members and recalling them by due dates; 4. Identifying 'Library dues' for the members from time to time and initiating action thereon; 5. Preparing Library Budget Estimates as per timelines; 6. Planning and procuring the knowledge/learning resources following due process and within approved budgets; 7. Effecting the procurements at the most competitive price, in consultation with other IIMs and in accordance with guidelines of government authorities/agencies like the Ministry of Education, GOI; 8. Ensuring that the licensing policies of the knowledge/learning resources deployed / in use in the Institute are duly complied with, at all times; that there is no violation of Intellectual Property Rights such as Copy Rights; and that the Institute stands indemnified and held harmless at all times; 9. Using a duly licensed, up-to-date version of computer-based Library Management Software at all times; 10. Ensuring that the physical stock of knowledge/learning resources and the inventory maintained in the computer system tally at all times; 11. Managing shelf and storage space/area in the Library, efficiently, by organizing / arranging the resources in a streamlined and orderly manner; 12. Ensuring that the versions, subscriptions, memberships pertaining to knowledge/learning resources are maintained up-to-date and/or renewed well within the expiry dates; 13. Handling efficiently, the institutional memberships in library-associated bodies like ShodhSindhu, INFLIBNet, Delnet etc. 14. Facilitating the organization of book exhibitions, periodically; 15. Facilitating Inter-Library Loan / Referencing; 16. Guiding, supervising, mentoring and coordinating the activities of the junior executives/officers, staff, library interns <i>et al</i>; 17. Ensuring safety and security of library premises and resources; 18. Ensuring that any misuse, un-authorized use, loss, damage etc. to/of library resources/property due to any reason is brought to the notice of the reporting (higher) authorities, immediately;

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| | <ol style="list-style-type: none">19. Ensuring all knowledge/learning resources are always maintained in good-to-use form with no impairment;20. Ensuring that the library resources are made available and accessible to users at all times in accordance with the policies of the Institute, physically and virtually (remotely);21. Ensuring that library premises is maintained in a neat and tidy manner and also ensuring that pest-control is carried out at regular intervals, in order to ensure good upkeep and longevity of library resources;22. Assisting the faculty members in collecting, compiling, collating data and information to serve their academic and research activities;23. Collecting, compiling, analysing and monitoring library-usage data;24. Ensuring storage, retrieval, record-keeping etc. of library resources in an efficient and effective manner;25. Deploying, leveraging and facilitating use of appropriate technologies and processes for effective use of library resources, including by those with special needs / differently-abled persons;26. Working in close coordination with Dean(s), Program Chairs, Activity Chairs and Faculty for timely procurement of needed knowledge/library resources;27. Providing periodic training to users on utilizing the library resources efficiently and effectively;28. Ensuring physical stock verification is carried out at least once in a year and reconciling the differences in a given time-frame; Bringing any irreconciled differences / discrepancies to the notice of higher authorities, immediately;29. Coordinating with the Website / Intranet Management Teams and ensuring that the availability of library resources is portrayed up-to-date and accurately at all times; and made accessible seamlessly;30. Assisting the reporting / senior authorities of the Institute in the discharge of their duties and responsibilities relating to the above functions and activities;31. Carrying out any other task as may be assigned from time to time. |
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IIM Visakhapatnam

Cadre-1 (C1)	Building & Works; Premises & Estate; Design & Engineering; Projects etc.
Sub-Cadre	-
Position(s)	P1, P2, P3, P4 [Role-responsibilities would be customized as per Position-level]
Educational Qualifications	As Prescribed
Work Experience	As Prescribed
	<p>Job Description: Duties & Responsibilities (including, but not limited to):</p> <ol style="list-style-type: none"> a. To maintain and ensure good upkeep of the infrastructure [On-campus Premises & Estate; Off-campus Offices & Hostels] b. To coordinate and assist in the processes related to procurement and tendering of building & works; fixed and movable assets. c. To coordinate land surveys, soil testing etc. d. To initiate purchase requisitions with proper detailing, drawings and estimates. e. To take care of tendering procedures, bid evaluation and award of works, duly complying with the relevant specifications, codes, rules, regulations, guidelines and manuals. f. To maintain proper documentation related to construction and maintenance activities g. To oversee the execution of all the project-related tasks/works h. To coordination with internal and external committees/agencies for review and analyses of drawings for construction and maintenance activities of the campus premises, estate and buildings. i. To monitor installation and ensure maintenance and good working condition of electrical, civil, mechanical, plumbing, HVAC etc. equipment and utilities j. To monitor and ensure maintenance; repairs and replacements are carried out as per Annual Maintenance Contracts. k. To check, oversee and ensure that all the construction processes and activities and ensure strict adherence to relevant standards, codes and specifications; fire & safety norms; statutory/mandatory compliances; rules & regulations; guidelines & manuals; good practices etc. l. To monitor and ensure execution of all works complies with the Detailed Project Report. m. To ensure maintenance of landscapes, water bodies, water harvesting, recycling, and STP related equipment and structures. n. To monitor and ensure that all civil, electrical HVAC, mechanical, plumbing equipment and installations are in good working condition o. Guiding and supervising the work of engineers and other reporting support staff p. Any other work that may be assigned from time to time.