



## 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)]

1.1.1 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.

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), Post Graduate Program for Experienced Professionals (PGPEX), Post Graduate Programme in Digital Governance & Management (PGPDGM) and PhD Programs. The first batch of PGP started from September 21, 2015.

1.1.2 The Institute is headed by a Director (currently Prof. M. Chandrasekhar)

1.1.3 Mission, Vision and Key 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.

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

Thus, broadly, the objectives are:

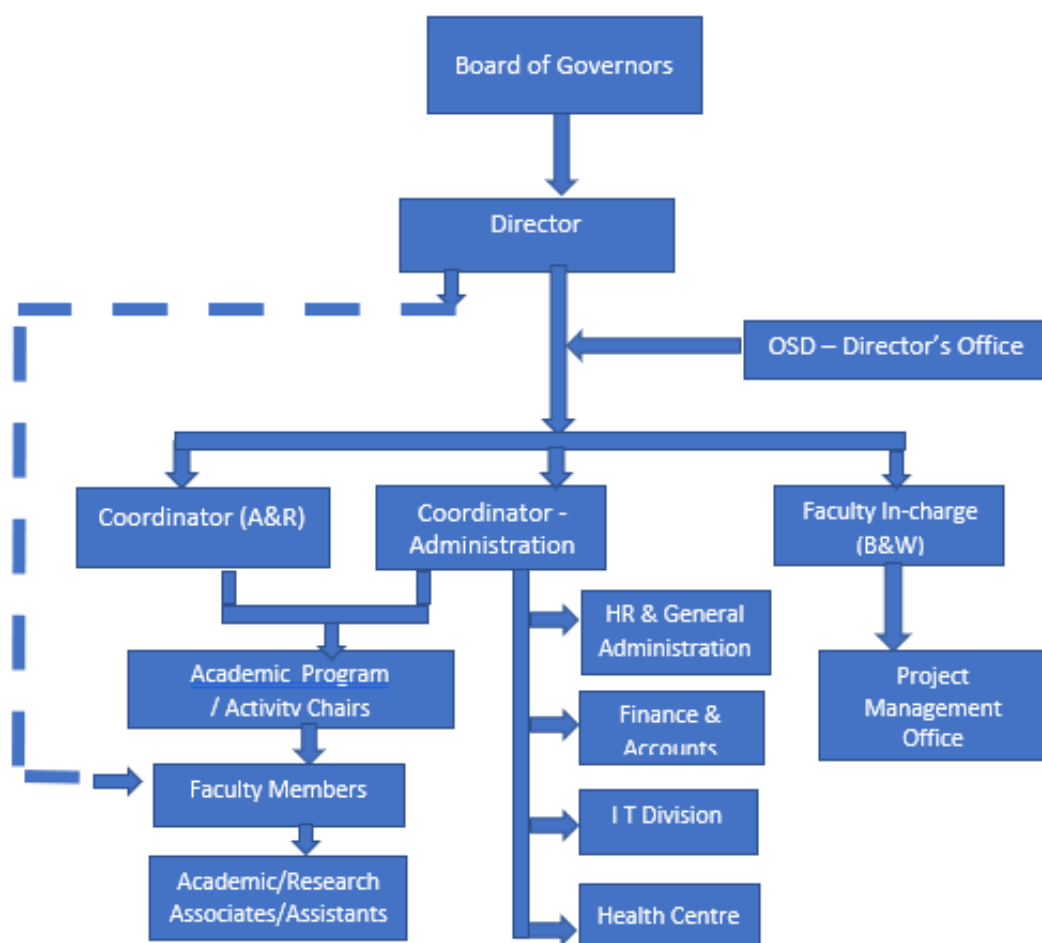
- i. Provide a steady stream of professionally competent and value-oriented management graduates;
- ii. Strengthen existing management processes through continuing education programmes;
- iii. Contribute to national and regional policy-making and to well-researched management literature;

#### **1.1.4 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:
- k. 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;
- l. 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;
- m. to appoint committees for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the Institute;
- n. 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;
- o. to create partnership, affiliation and other classes of professional or honorary or technical membership or office as the Institute may consider necessary;
- p. to perform such other functions as may be necessary for carrying out the objects of the Institutes;
- q. to do all such things and activities, incidental to the attainment of all or any of the objects of the Institute.

## 1.1.5 Organization Chart



### 1.1.6 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:

- The details of committees/cell formed are available on website

### 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 centers 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 centers 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/Coordinators 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.

### **Powers and functions of the Director**

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.

### **Power and Duties of Other Employees and Work Allocation**

- As per the provisions of the Act, the Competent Authority sub-delegates the powers to the Heads of various Department/Divisions/Areas viz., administrative and financial powers for smooth functioning of the department.
- Other employees in each department will perform the assigned duties in the designated levels like Head, Senior Administrative Officer, Assistant Officer, Senior Superintendent/Superintendent, Junior Superintendents, Engineers, Accountant etc. The Senior Administrative Officers are Sectional/Divisional Heads managing the overall activities in academic and non-academic segments.

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

- 1.3.1 Process of decision making Identify key decision making points: The Chairman, Board of Governors and Director of the Institute are the final decision making authorities. All the decisions are taken through a channel of authorities established vide various orders.
- 1.3.2 Final decision making authority: Board
- 1.3.3 Related provisions, acts, rules etc: Rules followed are as per the IIM Act, IIMV Regulations, policy and other decisions of the Board
- 1.3.4 Time limit for taking a decision, if any: As per the directives of the Board. Required process is followed for relevant decisions.
- 1.3.5 Channels of supervision and accountability: The duties and responsibilities assigned to each employee will be supervised by the respective reporting/controlling authorities, as per relevant orders and organization chart.

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

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

Internal Committees/Cells appointed by Director:

- i. Internal Complaints Committee
- ii. Anti-Ragging Committee
- iii. Scheduled Casts and Scheduled Tribes Cell
- iv. Women's Empowerment Cell
- v. Cell for the empowerment of Differently-abled Persons

Details of functioning of these committees/cells are available on website  
The channels of supervision and accountability are as per the Organization Chart.

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

- As per the directives/advice of the Ministry of Education, other GOI Ministries/Departments 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.

##### **1.4.1 Nature of functions/ services offered:**

- The Indian Institute of Management Visakhapatnam is a new generation IIM, set up by the Government of India in September 2015. The Indian Institutes of Management Act 2017 declares IIMs as Institutions of National Importance, empowered to attain standards of global excellence in management, management research and allied areas of knowledge. The Institute presently offers the academic courses as under; the details of which are indicated in the website under heading 'Programs'.
  - a. Post Graduate Programme (PGP) - the two-year, full-time, residential program leading up to Post Graduate Degree in Management
  - b. Post Graduate Program for Experienced Professionals (PGPEX) - leading to the award of Master of Business Administration (MBA) degree
  - c. Post Graduate Program in Digital Governance and Management (PGP-DGM) - leading to the award of Master of Business Administration (MBA) degree
  - d. PhD Programme - is a research-intensive doctoral programme aimed at imparting high-quality training in research.
  - e. Faculty Development Programs and Management Development Programs
  - f. Mahatma Gandhi National Fellowship (MGNF) Scheme of the Skill Acquisition and Knowledge Awareness for Livelihood Promotion ("SANKALP") ProgramThe details of above programs are available on website at <https://www.iimv.ac.in/> - Programs

##### **1.4.2 Norms/ standards for functions/ service delivery**

- Communications received from the other the stake holders and public will be disposed of at various levels by the authorities of the Institute. All the matters are considered and disposed of by respective authorities delegated with such powers. In matters wherever approval of higher authorities is required, the same will be processed through the established channels of authorities for final decision of the Competent Authority.

##### **1.4.3 Process by which these services can be accessed:**

- The services offered by the Institute will be published in the local, national newspapers, website and other portals as per the applicable guidelines. Anyone willing to avail these services can approach the Institute, as indicated thereon, through post/personal/email correspondence.

##### **1.4.4 Time-limit for achieving the targets**

- The decisions will be taken and communicated to the concerned as per the guidelines in this regard.

#### 1.4.5 Process of redress of grievances:

- A Grievance redressal form is available on intranet for easy access to all the staff members. The grievance submitted will be attended by the concerned authority and redressal will be offered accordingly. Public Grievances if any lodged in the Centralized Public Grievance Redress And Monitoring System (CPGRAMS), will be attended on top priority and redressal will be ensured by the Competent Authority. A common email id info@iimv.ac.in is available for any communication from outsiders.

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

#### 1.5.1 Title and nature of the record/ manual /instruction

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

#### 1.5.2 List of Rules, regulations, instructions manuals and records.

- a. Indian Institute of Management Visakhapatnam Regulations, 2021
- b. IIM Act-2017
- c. IIM Rules 2018
- d. General Financial Rules – 2017
- e. Manual for procurement of Goods – 2017
- f. Manual for procurement of Consultancy & other services – 2017

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

<b>S.No.</b>	<b>Area/Dept.</b>	<b>Acts, Rules, Regulations, Instructions, Manuals/Records used for Discharging functions</b>
1.	Admissions	Admissions policy of the Mentor Institute (IIMB)
2.	Academic Programs	Program Manual/handbook
3.	Finance & Accounts	GFR 2017 Procurement Policy of the Institute MoE prescribed accounting norms and formats Investment Policy of the Institute Other rules / guidelines / policies of GoI, BoG, Finance and Audit Committee etc.
5.	Personnel & Administration	IIMV Regulations 2021 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	Program Handbook and Charter of Student Affairs Council

**1.5.4 Transfer policy and transfer orders (F No. 1/6/2011 – IR dt 15.4.2013):**

- Not applicable

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

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

Documents common to all:

1. Memorandum of Association and Rules
2. Recruitment & Promotion Rules - Indian Institute of Management Visakhapatnam Regulations, 2021
3. Other rules relating to service of employees: In the matters related to LTC ,\* Leave encashment & Gratuity, New Pension Scheme the Institute follows the Government of India rules (issued by the MoE/DoPT/MoF).
4. Annual Reports – available on website at following links
  - Annual Report for 2015-16: <https://www.iimv.ac.in/publications>
  - Annual Report for 2016-17: <https://www.iimv.ac.in/publications>
  - Annual Report for 2017-18: <https://www.iimv.ac.in/publications>
  - Annual Report for 2018-19: <https://www.iimv.ac.in/publications>
5. IIMV News Letter – available on website at <https://www.iimv.ac.in/publications>
6. Research and Publications: available at <https://www.iimv.ac.in/> - Research

1.6.2. Custodian of the documents/categories: Head of the Administration Division is the custodian of the above documents

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

1.7.1 Name of Boards, Council, Committee etc.

- A. Committees constituted by the Board of Governors
  - a. Finance, Investment & Audit Committee
  - b. Building & works Committee
  - c. Academic Council
  - d. HR Committee
- B. Committees constituted by the Director
  - a. Internal Complaints Committee
  - b. Anti-Ragging Committee
  - c. Scheduled Casts and Scheduled Tribes Cell
  - d. Women's Empowerment Cell
  - e. Other Backward Classes Cell
  - f. Cell for the Empowerment of Differently-abled Persons

1.7.2 Composition – The composition of BoG and other Committees/Cells is available on website at <https://www.iimv.ac.in/about-iimv/board-of-gov> and <https://www.iimv.ac.in/internal-committees-cells>

1.7.3 Dates from which constituted: As per the dates indicated on the relevant Orders of the constitution of the Committee/Cell

1.7.4 Terms & Tenure: As indicated in relevant Order.

1.7.5 Powers and functions: As indicated in relevant Order.

1.7.6 & 1.7.7 Whether their meetings are open to the public?

<b>Committee</b>	<b>Whether Meeting of these committees open to public</b>	<b>Whether minutes of the meetings accessible for public</b>
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

Committees Constituted by the Director

<b>Committee</b>	<b>Whether Meeting of these committees open to public</b>	<b>Whether minutes of the meetings accessible for public</b>
Internal Complaints Committee	No	Subject to provisions of the RTI Act
Women's Empowerment Cell	NO	Subject to provisions of the RTI Act
Cell for the empowerment of Differently-abled Persons	NO	Subject to provisions of the RTI Act
Anti-Ragging Committee	NO	Subject to provisions of the RTI Act
Scheduled Caste and Scheduled Tribes Cell	NO	Subject to provisions of the RTI Act
Other Backward Classes Cell	NO	Subject to provisions of the RTI Act

1.7.8. Place where the minutes if open to the public are available?

- The minutes if open to public will be made available on the Institute's notice board/website

**1.8 Directory of officers and employees [Section 4(1) (b) (ix)]**

(in alphabetical order) Phone: 0891 - 282 4444 E-mail: info@iimv. ac.in

S No	Employee Name	Designation	DOJ	Pay level
1	Aalok Kumar	Assistant Professor	18-Jan-21	10
2	Amit Baran Chakrabarti	Assistant Professor	11-Dec-17	13A1
3	Amit Shankar	Assistant Professor	14-Oct-19	12
4	Ankit Kumar	Assistant Professor	31-Mar-21	10
5	Anupama Sharma	Assistant Professor	06-Dec-17	13A1
6	Anuradha M.V	Associate Professor	18-Nov-19	13A2
7	Anurag Banerjee	Academic & Admin. Aide	11-Mar-21	Consolidated Pay
8	Bagde Dilip Kumar	Academic Associate	28-Mar-19	Consolidated Pay
9	Balaji Subramanian	Assistant Professor	01-Feb-21	11
10	Bhargab Chattopadhyay	Assistant Professor	08-Jan-19	13A1
11	Bhaskar Ram V	Medical Officer	06-Aug-18	10
12	Bishakha Majumdar	Assistant Professor	01-Mar-19	12
13	Biswanath Behera	Senior Admin. Officer	12-Oct-20	11
14	Chandrasekhar M	Director	22-Mar-17	17
15	Chandreie Mukherjee	Assistant Professor	18-Nov-19	11
16	Deepa Mohan	Counsellor	23-Sep-15	Consolidated Pay
17	Deepika R Gupta	Assistant Professor	13-Jun-18	12
18	Devoshri Mukherjee	Junior Superintendent	05-Aug-20	6
19	Gundala Nandita	Superintendent	21-Jul-20	7
20	Harika Madhupriya Polimetla	Project Aide	22-Feb-21	Consolidated Pay
21	Jayasimha Reddy A	Junior Superintendent	30-Jul-20	6
22	Jeremiah Sunadh Polimetla	Academic & Admin Aide	22-Feb-21	Consolidated Pay
23	Jetti Siva Kumar	Academic Associate	02-Apr-18	Consolidated Pay
24	Kaleem Vajahith Khan	Senior Admin. Officer	01-Nov-18	11
25	Kalyan Kolukuluri	Assistant Professor	21-Dec-17	13A1
26	Kamal Keerti	Technical Superintendent	29-Jul-20	7
27	Kaveri Krishnan	Assistant Professor	29-Dec-17	13A1
28	Kavya Gedela	Academic Associate	15-Mar-18	Consolidated Pay
29	Kesava Kumar Madam	Academic Associate	19-Mar-18	Consolidated Pay
30	Kota Varuna Devi	Junior Engineer	22-Jul-20	6
31	Krishan Kumar	Project Assistant	01-Aug-20	Consolidated Pay
32	Kush Dabral	Office Assistant	01-Jun-18	Consolidated Pay
33	Milan Kumar	Assistant Professor	20-Apr-18	12
34	Mohammad Shameem Jawed	Assistant Professor	01-Nov-17	13A1
35	Moturu Venkata Raja Sekhar	Academic Associate	23-Mar-18	Consolidated Pay
36	Murty KVLN	OSD	21-Sep-17	Consolidated Pay
37	Nayashaily B	Project Aide	15-Mar-21	Consolidated Pay

S No	Employee Name	Designation	DOJ	Pay level
38	Neena Pandey	Assistant Professor	07-Oct-19	12
39	Pappu Raja Sekhara Sarma	Associate Professor	07-Oct-20	13A2
40	Pawar Navnath Nanasaheb	Asst Lib & Info Officer	22-Jul-20	7
41	Ponnaganti Indu	Junior Superintendent	22-Jul-20	6
42	Prince Doliya	Assistant Professor	01-Nov-19	12
43	Rahul R	Project Aide	08-Mar-21	Consolidated Pay
44	Ramesh Kumar S	Senior Superintendent	14-Oct-20	7
45	Rohit Titiyal	Assistant Professor	22-Feb-21	10
46	Rudraraju Sayikrishna Raju	Head (Projects)	20-Jul-20	13
47	Saladi Krishna Kanth	Senior Assistant Engineer	27-Jul-20	8
48	Saroj Kumar Pani	Associate Professor	06-Apr-20	13A2
49	Shivshanker Singh Patel	Assistant Professor	07-Nov-19	13A1
50	Somashekara M N	Assistant Manager	27-Aug-20	8
51	Srinivas Dinakar Nethi	Academic Associate	13-Apr-18	Consolidated Pay
52	Srinivas Josyula	Associate Professor	17-Dec-20	13A2
53	Srirangacharyulu B	Associate Professor	29-Nov-17	13A2
54	Subhasree Nayak	Academic Associate	15-Mar-18	Consolidated Pay
55	Subrahmanyam Mallula	Junior Superintendent	20-Jul-20	6
56	Suneetha T	Academic Associate	28-Mar-18	Consolidated Pay
57	Sunitha Tumkur	Assistant Professor	08-Jan-21	10
58	Sushil Kumar	Assistant Professor	25-Feb-21	10
59	Telukunte Viswanath	Accountant	21-Jul-20	6
60	Vinay Ramani	Associate Professor	18-Jan-19	13A2
61	Vinay Yadav	Assistant Professor	25-Jan-21	11
62	Vishal Singh Patyal	Assistant Professor	31-Aug-20	13A1
63	Vittal C P	Consultant	06-Mar-21	Consolidated Pay
64	Vivekananda Madupu	Associate Professor	23-Aug-19	13A2

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

1.9.1 List of employees with Gross monthly remuneration: List of employees as on date is as above. Gross monthly remuneration includes the Basic Pay in the Pay Level and allowances as applicable

1.9.2 System of compensation as provided in its regulations

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

The non-teaching staff (regular) of the Institute are / will be on MHRD (MoE)-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)]

1.10.1 & 1.10.2: 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. Neena Pandey	First Appellate Authority	0891 - 282 4513	<a href="mailto:admincoordinator@iimv.ac.in">admincoordinator@iimv.ac.in</a>	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	<a href="mailto:sao@iimv.ac.in">sao@iimv.ac.in</a>	
Ms. Devoshree Mukherjee	APIO	0891 - 282 4446	<a href="mailto:devoshri.m@iimv.ac.in">devoshri.m@iimv.ac.i n</a>	

## 1.11 No. of employees against whom Disciplinary action has been proposed / taken

### [Section 4(2)]:

- 1.11.1 No. of employees against whom disciplinary action has been  
(i) Pending for Minor penalty or major penalty proceedings – NIL  
1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings - 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

## 2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

2.1.1 Total Budget for the public authority – Not applicable

2.1.2 Budget for each agency and plan & programmes – as under

2.1.3 Proposed expenditures – as under

2.1.4 Revised budget for each agency, if any - Revised budget for 21-22 is not yet prepared

2.1.5 Report on disbursements made and place where the related reports are available

- Funds receivable for 2021-22 from MoE as per estimates – Rs. 2,065.00

### **Rupees in Lakhs**

Particulars	BE 2021-22
<b>EXPENDITURE</b>	
Staff Payments & Benefits	1,626.37
Academic Expenses	1,625.92
Administrative and General Expenses	306.34
Transportation Expenses	136.20
Repairs & Maintenance	133.93

Depreciation	427.73
Other Expenses/ Contingency	35.00
<b>TOTAL – A</b>	<b>4,291.49</b>

<b>Other Program Expenses</b>	
Conferences	15.00
FPM/PhD	221.34
MDP/FDP	150.00
PGPEX	242.98
PGPDGM	189.36
<b>TOTAL – B</b>	<b>818.68</b>
<b>TOTAL – A + B</b>	<b>5,110.17</b>

### **Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)**

#### **2.2 Budget**

- 2.2.1** Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit – NA for FY 2020-21
- 2.2.2** Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded –in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.

#### **2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**

- 2.3.1** Name of the programme of activity
- 2.3.2** Objective of the programme
- 2.3.3** Procedure to avail benefits
- 2.3.4** Duration of the programme/ scheme
- 2.3.5** Physical and financial targets of the programme
- 2.3.6** Nature/ scale of subsidy /amount allotted
- 2.3.7** Eligibility criteria for grant of subsidy
- 2.3.8** Details of beneficiaries of subsidy programme (number, profile etc)

- Admissibility and criteria for availing the Financial Aid and Scholarships issued by the institute and various ministries under Central Government are available at <https://www.iimv.ac.in/admissions/pgp/financial-aid-and-scholarships>

#### **2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**

- 2.4.1** Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions
- Not Applicable
- 2.4.2** Annual accounts of all legal entities who are provided grants by public authorities
- Not Applicable

## **2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b)(xiii)]**

**2.5.1** Concessions, permits or authorizations granted by public authority

**2.5.2** For each concessions, permit or authorization granted –

- (a) Eligibility criteria
- (b) Procedure for getting the concession/ grant and/ or permits of authorizations
- (c) Name and address of the recipients given concessions/ permits or authorizations
- (d) Date of award of concessions/ permits of authorizations

- Not Applicable, as Indian Institute of Management Visakhapatnam is a management educational institution.

## **2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**

**2.6.1** CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.

- Available in Annual Reports under relevant section.

## **3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

3.1.2 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any

3.1.4 Public- private partnerships (PPP)- Detailed project reports (DPRs)

3.1.5 Public- private partnerships (PPP)- Concession agreements.

3.1.6 Public- private partnerships (PPP)- Operation and maintenance manuals

3.1.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP

3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government

3.1.9 Public- private partnerships (PPP) -Information relating to outputs and outcomes

3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)

3.1.11 Public- private partnerships (PPP) - All payment made under the PPP project

- Since, the Indian Institute of Management is an educational institute, there is no direct involvement of public in formulation of academic policies of the Institute.

### **3.2 Are the details of policies/decisions, which affect public, informed to them [Section 4(1) (c)]**

3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive – Policy decisions/ legislations taken in the previous one year

3.2.2. Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process

3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy

- Since, the Indian Institute of Management is an educational institute, there is no direct involvement of public in formulation of academic policies of the Institute. The program information brochures, Annual Reports and News Letters are available on website.

### **3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section4(3)]**

3.3.1 Use of the most effective means of communication - Internet (website)

- The program information brochures, Annual Reports and News Letters are available on website.

### **3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]**

3.4.1 Information manual/handbook available in Electronic format

3.4.2 Information manual/handbook available in Printed format

- The program information brochures, Annual Reports and News Letters are available on website and printed format.

### **3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]**

3.5.1 List of materials available Free of cost

3.5.2 List of materials available Free of cost

- Information brochures, Regulations, Annual Reports, News Letters, tender notifications, admission and recruitment notifications available on website at free of cost

### **4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]**

4.1.1 English

4.1.2 Vernacular/ Local Language

- Information brochures of all programs are available on website in English & Hindi



## **4.2 When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]**

### 4.2.1 Last date of Annual updation

- Information brochures of all programs are available on website in English & Hindi and updated periodically

## **4.3 Information available in electronic form [Section 4(1)(b)(xiv)]**

### 4.3.1 Details of information available in electronic form

### 4.3.2 Name/ title of the document/record/ other information

### 4.3.3 Location where available

- Information brochures, Annual Reports, News Letters, tender notifications, admission and recruitment notifications available on website

## **4.4 Particulars of facilities available to citizen for obtaining information[ Section 4(1)(b)(xv)]**

### 4.4.1 Name & location of the faculty

- Information is available on notice boards, website, social medial platforms and news papers as required.

### 4.4.2 Details of information made available

- Information brochures, Annual Reports, News Letters, tender notifications, admission and recruitment notifications available on website

### 4.4.3 Working hours of the facility

- Teaching faculty: As per academic sessions and schedules  
Administration: 9.00 a.m. to 5.30 p.m. (Monday to Friday)

### 4.4.4 Contact person & contact details (Phone, fax email)

- As mentioned in the 'Contact us' on website

## **4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)**

### 4.5.1 Grievance redressal mechanism

- The details of various committees/Cells along with their contact details are available on the website. Grievance registration form is available for all staff and students on intranet.

### 4.5.2 Details of applications received under RTI and information provided

- Information provided in separate document under RTI

### 4.5.3 List of completed schemes/ projects/ Programmes

- As per the information available on the website

#### 4.5.4 List of schemes/ projects/ programme underway

- As per the information available on the website

#### 4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

- As per the information available on the website

#### 4.5.6 Annual Report

- Available on website under 'Publications'

#### 4.5.7 Frequently Asked Question (FAQs)

- FAQs for all programs are available on website under "Programmes".

#### 4.5.8 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter

- As per the information available on the website

### 4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

#### 4.6.1 Details of applications received and disposed

S. No	Period	No. of applications received	No. of cases transferred to other PAs u/s 6(3)	Rejected requests	Replied
1	Apr – Jun 2020	21	NIL	NIL	21
2	Jul – Sep 2020	21	NIL	NIL	21
3	Oct – Dec 2020	16	NIL	NIL	16
4	Jan – Mar 2021	26	NIL	NIL	26
5	Apr – Jun 2021	23	NIL	NIL	23

#### 4.6.2 Details of appeals received and orders issued

##### Details of First Appeals under RTI 2020-21

S. No	Period	No. of Appeals received	No. of cases transferred to other PAs u/s 6(3)	Rejected requests	Replied / Disposed of
1	Apr – Jun 2020	2	0	0	2
2	Jul – Sep 2020	2	0	0	2
3	Oct – Dec 2020	0	0	0	0
4	Jan – Mar 2021	1	0	0	1
5	Apr – Jun 2021	5	0	0	4

### 4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]

#### 4.7.1 Details of questions asked and replies given

Details available under Right to Information section.

**5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]**

5.1.1 Name & details of - (a) Current CPIOs & FAAs – Available on website

(b) Earlier CPIO & FAAs from 1.1.2015

- IIM Visakhapatnam was established in 2015 and RTI function since then were looked after by the mentor Institute, IIM Bangalore.
- IIM Visakhapatnam designated Mr. Kaleem V Khan as CPIO wef 1-7-2019; Prof. Deepika Gupta as FAA wef 1-7-2019 and Ms. Devoshri Mukherjee as APIO wef 1-7-2019
- Prof. Neena Pandey is designated as FAA wef 5-4-2021.

5.1.2 Details of third party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out

- Will be updated soon after getting report

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD -

(a) Date of appointment , (b) Name & Designation of the officers

- APIO will act as Nodal officer for transferring the applications for the Institute

5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure -(a)

Dates from which constituted, (b) Name & Designation of the officers – Dr. Anuradha Verma is engaged as Consultant-RTI for advice on RTI matters wef 2-6-2021.

5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers

- Details of various authorities under RTI are available on website under ‘Right To Information’

**6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information**

6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

- Information Brochures, Annual Reports, News letters, tender documents, recruitment and admission notifications, details of RTI authorities etc are available on website

**6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel.**

6.2.1 Whether STQC certification obtained and its validity

\* Not applicable

6.2.2 Does the website show the certificate on the Website?

\* Not applicable

**Disclaimer:** *While all efforts have been made to make this as authentic as possible, Indian Institute of Management Visakhapatnam will not be responsible for any loss to any person caused by any shortcoming, defect, or inaccuracy in the information available on "Website". Any discrepancy found may be brought to the notice of the Indian Institute of Management Visakhapatnam.*

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Updated as on 30-06-2021