



1.2. Powers and Duties of Officers

1. Chief Administrative Officer / First Appellate Authority

Statutory/Administration

1. To assist the Director in the day-to-day functioning of the Institute and to attend to visitors, foreigners visiting the Institute, public relations etc.
2. Various duties as stipulated in the IIM Act 2017, IIM Rules 2018 and Regulations of the Institute.
3. Overall incharge of administrative functions, responsible to Director/ Board/ Society.
4. Member of the Finance Committee of the Board.
5. Member of the Building Committee of the Board.
6. Special Invitee of Audit Committee.
7. Custodian of all records of the Institute property including all the assets and funds of the Institute.
8. To exercise administrative and financial powers delegated by the Board.
9. Drawing and disbursing Officer of the Institute accounts.
10. To deal with employees HR issues and settle the problems by negotiations etc.
11. To Disciplinary authority as delegated by the BoG/Director .
12. Legal matters/First Appellate Authority and Nodal Officer in the RTI matters of IIM Nagpur.
13. To attend to Lok Sabha/Rajya Sabha questions and Parliamentary Committees.
14. Appointing authority of the Administrative Staff as per the delegation of authority by the Board/Director.
17. Planning, forecasting and execution of Institute's project, infrastructure needs and translating Institute's need into specific requirements.

Financial

1. To examine the budget proposals of the Institutes.
2. Budgetary control of expenditure, income etc.
3. Generally to exercise the administrative powers as delegated by the Board and Director from time to time and to make correspondence with Department of Ministry/State Government etc.
4. To issue financial sanctions within the approved budget for purchase of various items and for maintenance and repair of items.

Academic/Programmes

1. Responsible for making arrangements for annual convocation and conferences.
2. Coordination of Institute Convocation.
3. All other Academic activities as assigned by the Director.

Others

1. Overall administrative supervision and responsible for Estate, Transport, Security, HR, Stores & Purchase, executive education, Community Health, Community Welfare, Students Hostels, Projects, Off-campus of the Institute, Land etc.
2. Implementation of various other guidelines and orders received from the Government of India.
3. Any other function as decided by the Director.



2. Head-Finance & Accounts

- Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit
- Responded to CAG queries
- Co-ordination with Auditors
- Handled investments of the Institute, including disinvestments from bonds of state level undertakings guaranteed by respective State Govt.
- Prepared Budget Estimate and Revised Estimate
- Correspondence with Income Tax Department regarding Exemption/ Returns

3. Executive Engineer-Estate

- Overall incharge of Estate, HK, Security, Estate Development and maintenance.
- Identification and Planning of various Construction/Modifications/Maintenance works in Campus
- Execution of Construction/Modifications works in Campus.
- Obtaining Financial Approval for various Works
- Day-to-Day Repairs and Maintenance Works in the Institute.
- Annual Maintenance contract for equipment's & Machines
- Services: -Housekeeping services, Security services, Liaison works with local statutory bodies like NMC, MSECDL, PWD, and VNIT. etc.

4. Head HR

- Handling all HR Matters from Recruitment to retirement.
- Develop and implement the policies of HR department as per the applicable Central Govt norms, IIM Act and regulations of the institute.
- To handle Disciplinary issues under delegation by the Director/CAO.

5. Librarian

- Overall Library Management.
- General Administration of the Library.
- Implementation of technology applications in the library.
- Monitoring and implementation of library budget



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- Procurement of library resources (Print/Online)
- An interface with faculty, students, and other users regarding library services and resources requirement, etc.
- Procurement of course materials. (cases, articles, simulations, book chapters and textbooks)
- Overall responsibility of library online resources, subscription management, access control, and troubleshooting
- Planning and Implementation of New Services, Library Staff Recruitment and New Projects Related to Library.

6. Head - PGP

- Overall supervision of PGP Office
- Performing activities related to the preparation of academic calendar, teaching plans, time-table for all respective terms, conduct of exams, preparation of grades sheets etc.
- Liaison with guest/adjunct/visiting faculties/ internal faculties/departments and with students of the PGP Programme
- Arrangements of Preparatory programme, orientation programme, PGP handbooks, sanction notes, policies, and PGP office convocation related work.
- To provide all the information regarding office to the management for various purpose and to reply RTI questions.
- Arrangements for international immersion programme Singapore and Dubai, preparing various letters related to the programme and students, successful implementation of online classes in the academic year 2020-21, Classroom allocation to various departments/faculties/student
- Maintaining records of the students, faculties and monitoring the classes implementation, student's absence etc.

7. Head - Stores & Purchase

- Planning and Budgeting of annual procurements, Budget monitoring (excluding Project initiated procurement)
- Responsible for complete execution of procurement cycle of Goods (excluding Project initiated procurement)
- Responsible for complete execution of procurement cycle of Services (excluding Project initiated procurement)
- Physical Stock Verification & Asset Management
- Planning and execution for procurement of Kitchen equipment, Gym equipment upto installations and inspection at New Campus



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- Planning for setting up of services – Essential shops, transport – vendor selection and starting operations at New campus
- Execution of complete Furniture installation, inspection at New campus
- Drafting, finalizing and implementing SOPs for Stores & Purchase department
- Responsible for Guestroom operations – existing and planned setup at MIHAN campus
- Transport operations

Note: IIM Nagpur is currently on project mode. Manpower will be recruited as per expansion plans and Institute requirement.