

## INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

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(Updated as on 31.08.2022)

About IIM Sirmaur (<https://www.iimsirmaur.ac.in/about-iim-sirmaur>)

Indian Institute of Management Sirmaur (IIM Sirmaur) is a Centrally Funded Institute of National Importance set up by the Government of India in 2015. IIM Sirmaur is one of the country's newer institutions of the IIM family. As a premier institution, under the aegis of the Ministry of Education, GoI, it aims to provide Management Education of high quality and promotes allied areas of knowledge and interdisciplinary studies.

Institute strives for the seamless integration of management education with local and global aspirations in an enabling environment. It supports that management education is not just about seeking the most competitive employment opportunities, but also about learning to serve socio-economic concerns through ethical and visionary corporate leadership. It strives to focus on indigenous areas and innovative practices, to develop sensitive corporate leaders and entrepreneurs of tomorrow.

IIM Sirmaur started its operations in 2015 with the full-time residential MBA programme. Later the full-time residential programme in MBA (Tourism & Hospitality Management) and the full-time PhD have been introduced in the Year 2019-20.

Currently, the Institute offers two full-time post-graduate programmes of two years' duration MBA and MBA (Tourism & Hospitality Management) and the Doctoral programme (PhD). The pedagogy followed by IIM Sirmaur offers the same standards of rigour as the other members of the IIM family. An invigorating curriculum and demanding academic programme help to transform young minds into responsible professionals capable of adapting to the ever-changing world.

Right from its inception, IIM Sirmaur has been surging on the interminable path of improvement, enhancement and upscaling of its infrastructure and image through the novel and innovative steps.

IIM Sirmaur delivers application-oriented future-aware curricula that train the students to develop their natural talents into transferable skills, while being committed to making societies better places to transact honest business. Enriching interactions with the industry leaders through guest lectures and management conclaves add holistic development with academic credibility and develop an in-vogue industrial outlook.

In line with the vision to become a globally respected institution for management education, in a short span of 6 years, the Institute has been able to carve its niche in the teaching and research arena, benchmarking quality with global standards to achieve its growth targets successfully. All

four passed-out batches have been placed in the top companies through campus placement. The faculty are publishing high-quality research in ABDC category Journals etc.

Our students are trained along desired corporate behavioural patterns, and are willing to engage as team players. The Institute is home to bright and highly motivated students from diverse backgrounds and qualifications selected through a rigorous process. Similarly, the curriculum is delivered by qualified in-house faculty members and the visiting corporate and academicians, drawn from varied premier research institutions and organizations.

The fundamental philosophy that guides all academic pursuits for students and professionals at IIM Sirmaur is to ensure that they develop in them the qualities such as: confidence, versatility, critical thinking, collaboration, co-creation, integrity, solution-centricity, creativity, ethical decision making, futuristic orientation, empathy etc.

The Institute is currently functioning from its temporary Campus at Paonta Sahib, District Sirmaur, Himachal Pradesh. The IIM Sirmaur is a wi-fi equipped Campus with modern facilities and the latest technology to provide an excellent learning environment for the students. The Institute has state-of-the-art classrooms, fully equipped conference rooms with the video-conferencing facility, hostels with modern amenities, a 24x7 library having abundant print & electronic resources, remote access facility, computer lab with the latest configuration machines with access to various software and databases, out-door and in-door sports, gymnasium, Mess etc.

The construction and development of the permanent Campus is in progress in a phased manner as per the government approvals, to be completed by June 2022. Foundation Stone was laid on August 04, 2020. The 1st phase of the project has been approved by the Government of India for the upcoming permanent Campus for construction of an area of 60,384 sqm for student strength of 600 at the cost of Rs. 392.51 crores. 210 acres of land has been allotted for constructing the permanent Campus at Dhaula Kuan, District Sirmaur, Himachal Pradesh. Taking forward the legacy of the IIM brand, IIM Sirmaur is committed to delivering quality education, training and research in management sciences.

## **1.1 PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES {SECTION 4(1) (B) (I)}**

### **1.1.1 Name & Address of the Organization**

Indian Institute of Management Sirmaur

Rampur Ghat Raod, Paonta Sahib, Distt. Sirmaur, Himachal Pradesh, Pin Code - 173025.

### **1.1.2 Head of the Organization**

**Professor Prafulla Y. Agnihotri, Director**

### **1.1.3 Vision, Mission and Key Objectives**

**‘Vision’** of IIM Sirmaur is “To be globally respected institution for management excellence.”

**‘Mission’** of IIM Sirmaur is “To develop and foster professionals with competencies in creating and leading future-oriented solutions for sustainable growth adhering to the highest standards of ethical and human aspects of work in Himachal Pradesh, India, and the world.”

**‘Objectives’** set out for the institution are to develop competence, conduct research, and prepare professionals and advice small, medium and large organizations on **‘Values’** not limited to one or a combination of all of these mentioned below:

- To develop the student capacity and potential in line with the growing demands for industry from the point of view of domestic and international Markets.
- Achieving international standards in teaching and quality research.
- To grow by increasing the number of participants in flagship programmes like MBA and the doctoral programme: PhD.
- To ensure and maintain a high level of student satisfaction with respect to the programme design, delivery and the student placements.
- To impart education of the highest standards that is commensurate with the needs of the ever-evolving and pragmatic world of business, to make learning an enriching experience for the students.
- To connect with social responsibility and engage in community outreach by organizing and participating in various activities.
- To contribute to the socio-economic environment and quality of life through outreach activities.
- To promote indigenous growth and development of the region and the local communities through relevant research initiatives.
- To consciously expose students to array of activities across domains that contribute to their holistic development as citizens by constantly focussing upon the basics and value orientation that ultimately converts into creating global business leaders.

#### 1.1.4 Function & Duties

The main activities/functions of the Institute are imparting management education, teaching, management development, research, and consultancy. Its major educational programmers are:

1. MBA : <https://www.iimsirmaur.ac.in/master-business-administration>
2. MBA-THM : <https://www.iimsirmaur.ac.in/mba-tourism-hospitality-management>
3. PhD.  
<https://www.iimsirmaur.ac.in/phd-fpm>
4. Ex-MBA in Digital Transformation and Analytics (Part-Time)  
<https://www.iimsirmaur.ac.in/ex-mba-digital-transformation-and-analytics>

#### 1.1.5 Organization Chart

1.1.6 Any other details the genesis, inception, formation of the department and the HODs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

IIM Sirmaur started its operations in 2015 with the full-time residential MBA programme. Later the full-time residential programme in MBA (Tourism & Hospitality Management) and the full-time PhD have been introduced in the Year 2019-20. The Centre for Sustainability & Environmental Management (CSEM) at IIM Sirmaur was established in November 2019.

For committees:

<https://www.iimsirmaur.ac.in/board-governors>

<https://www.iimsirmaur.ac.in/committees>

Sr. No.	Name of the Committees	Chairperson/ Members																																	
01	MBA Committee	<table> <tr> <td>Prof. Ajay Kumar Singal</td><td>Chairperson</td><td>ajay[dot]singal[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. M. Pachayappan</td><td>Member</td><td>pachayappan[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Shashi Kant Srivastava</td><td>Member</td><td>shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Pragya Bhawsar</td><td>Member</td><td>pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Arpita Ghosh</td><td>Member</td><td>arpita[dot]ghosh[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Kiran Kumar Paidipati</td><td>Member</td><td>kkpaidipati[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Sanjay Singh</td><td>Member</td><td>sanjay[dot]singh[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Sanja Samirana Pattnayak</td><td>Member</td><td>sanja[dot]pattnayak[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Amrinder Singh</td><td>Member</td><td>amrinder[dot]singh[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Karthikeyan Balakumar</td><td>Member</td><td>karthikeyan[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Vikrant Kaushal</td><td>Member</td><td>vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in</td></tr> </table>	Prof. Ajay Kumar Singal	Chairperson	ajay[dot]singal[at]iimsirmaur[dot]ac[dot]in	Prof. M. Pachayappan	Member	pachayappan[at]iimsirmaur[dot]ac[dot]in	Prof. Shashi Kant Srivastava	Member	shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in	Prof. Pragya Bhawsar	Member	pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in	Prof. Arpita Ghosh	Member	arpita[dot]ghosh[at]iimsirmaur[dot]ac[dot]in	Prof. Kiran Kumar Paidipati	Member	kkpaidipati[at]iimsirmaur[dot]ac[dot]in	Prof. Sanjay Singh	Member	sanjay[dot]singh[at]iimsirmaur[dot]ac[dot]in	Prof. Sanja Samirana Pattnayak	Member	sanja[dot]pattnayak[at]iimsirmaur[dot]ac[dot]in	Prof. Amrinder Singh	Member	amrinder[dot]singh[at]iimsirmaur[dot]ac[dot]in	Prof. Karthikeyan Balakumar	Member	karthikeyan[at]iimsirmaur[dot]ac[dot]in	Prof. Vikrant Kaushal	Member	vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in
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Prof. Vikrant Kaushal	Member	vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in																																	
02	MBA – Tourism Committee	<table> <tr> <td>Prof. Vikrant Kaushal</td><td>Chairperson</td><td>vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td>Prof. Sana Maidullah</td><td>Member</td><td>sana[at]iimsirmaur[dot]ac[dot]in</td></tr> <tr> <td></td><td>Member</td><td>narpat[dot]sangwa[at]iimsirmaur[dot]ac[dot]in</td></tr> </table>	Prof. Vikrant Kaushal	Chairperson	vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in	Prof. Sana Maidullah	Member	sana[at]iimsirmaur[dot]ac[dot]in		Member	narpat[dot]sangwa[at]iimsirmaur[dot]ac[dot]in																								
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	Member	narpat[dot]sangwa[at]iimsirmaur[dot]ac[dot]in																																	

Sr. No.	Name of the Committees	Chairperson/ Members		
		Prof. Narpat Ram Sangwa	Member	ram[dot]dhurkari[at]iimsirmaur[dot]ac[dot]in
		Prof. Ram Kumar Dhurkari	Member	pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in
		Prof. Pragya Bhawsar	Member	arpita[dot]ghosh[at]iimsirmaur[dot]ac[dot]in
		Prof. Arpita Ghosh	Member	vandana[at]iimsirmaur[dot]ac[dot]in
		Prof. Vandana	Member	rinki[dot]dahiya[at]iimsirmaur[dot]ac[dot]in
		Prof. Rinki Dahiya	Member	mhkunroo[at]iimsirmaur[dot]ac[dot]in
		Prof. Mohd Hussain Kunroo		anshu[dot]agrawal[at]iimsirmaur[dot]ac[dot]in
		Prof. Anshu Agrawal		shashikashav[at]iimsirmaur[dot]ac[dot]in
		Prof. Shashi		neha.sharma[at]iimsirmaur[dot]ac[dot]in
		Prof. Neha Sharma		
03	Placement External Relations Committee	Prof. Bhavin Shah	Chairperson	bhavin[dot]shah[at]iimsirmaur[dot]ac[dot]in
		Prof. Karthikeyan Balakumar	Member	karthikeyan[at]iimsirmaur[dot]ac[dot]in
		Prof. Prayas Sharma	Member	Prayas[at]iimsirmaur[dot]ac[dot]in
		Member	Member	kkpaidipati[at]iimsirmaur[dot]ac[dot]in
		Prof. Kiran Kumar Paidipati	Member	narpat[dot]sangwa[at]iimsirmaur[dot]ac[dot]in
		Prof. Narpat Ram Sangwa		sana[at]iimsirmaur[dot]ac[dot]in

Sr. No.	Name of the Committees	Chairperson/ Members		
		Prof. Sana Maidullah		
04	Admissions Committee	Prof. Sanjay Singh	Chairperson	sanjay[dot]singh[at]iimsirmaur[dot]ac[dot]in
		Prof. Vikas Kumar	Member	vikas[dot]kumar[at]iimsirmaur[dot]ac[dot]in
		Prof. Neha Sharma	Member	neha.sharma[at]iimsirmaur[dot]ac[dot]in
05	Consultancy, MDPs (CMDP) Long Duration Programmes (LDPs) Committee	Prof. Shashi Kant Srivastava	Chairperson	shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in
		Prof. Ram Kumar Dhurkari	Member	ram[dot]dhurkari[at]iimsirmaur[dot]ac[dot]in
		Prof. Sanja Samirana Pattnayak	Member	sanja[dot]font-family:roboto,robotodraft,helvetica,arial,sans-serif">pattnayak[at]iimsirmaur[dot]ac[dot]in
06	Anti-Ragging Committee	Prof. Amrinder Singh	Chairperson	amrinder[dot]singh[at]iimsirmaur[dot]ac[dot]in
		Prof. Vikrant Kaushal	Member	vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in
		Prof. Parul Malik	Member	parul[dot]malik[at]iimsirmaur[dot]ac[dot]in
		Ms. Surabhi Seth	Member	surabhi[at]iimsirmaur[dot]ac[dot]in
		Mr. Himanshu Sharma		himanshu[at]iimsirmaur[dot]ac[dot]in
		Student Representatives		
07	Doctoral Programme Research Committee (DPR)	Prof. Alka Chadha	Chairperson	alka[dot]chadha[at]iimsirmaur[dot]ac[dot]in
			Member	
			Member	

Sr. No.	Name of the Committees	Chairperson/ Members
		Prof. Bhavin Shah Member bhavin[dot]shah[at]iimsirmaur[dot]ac[dot]in Member Prof. Shashi Kant Member shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in Srivastava Member Prof. Pragya Bhawsar Member pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in Member Prof. Arpita Ghosh Member arpita[dot]ghosh[at]iimsirmaur[dot]ac[dot]in Member Prof. Prayas Sharma pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in Member Prof. Parul Malik parul[dot]malik[at]iimsirmaur[dot]ac[dot]in Member Prof. Anshu Agrawal anshu[dot]agrawal[at]iimsirmaur[dot]ac[dot]in Member Prof. Devika Vashisht devika[dot]vashisht[at]iimsirmaur[dot]ac[dot]in Member Prof. Sana Maidullah sana[at]iimsirmaur[dot]ac[dot]in
08	Learning Resource Center (Library) Advisory Committee	Prof. Sanja Samirana Chairperson sanja[dot]pattnayak[at]iimsirmaur[dot]ac[dot]in Pattnayak Member Prof. Karthikeyan Balakumar Member karthikeyan[at]iimsirmaur[dot]ac[dot]in Mr. Shiv Shankar Jha shivs[jha[at]iimsirmaur[dot]ac[dot]in
09	Student Activities and Gym Committee	Prof. Mohd Hussain Kunroo Chairperson mhkunroo[at]iimsirmaur[dot]ac[dot]in Member Prof. Kiran Kumar Paidipati Member kkpaidipati[at]iimsirmaur[dot]ac[dot]in Member Prof. Sana Maidullah Member sana[at]iimsirmaur[dot]ac[dot]in Member shashikashav[at]iimsirmaur[dot]ac[dot]in Member narpat[dot]sangwa[at]iimsirmaur[dot]ac[dot]in

Sr. No.	Name of the Committees	Chairperson/ Members		
		Prof. Shashi Prof. Narpat Ram Sangwa		
10	Hostel Mess, Alumni Relations Committee	Prof. Karthikeyan Balakumar	Chairperson	karthikeyan[at]iimsirmaur[dot]ac[dot]in
11	IT Infrastructure Committee	Prof. Ram Kumar Dhurkari Prof. Shashi Kant Srivastava Prof. Bhavin Shah Prof. Prayas Sharma	Chairperson Member Member Member	ram[dot]dhurkari[at]iimsirmaur[dot]ac[dot]in shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in bhavin[dot]shah[at]iimsirmaur[dot]ac[dot]in Prayas[at]iimsirmaur[dot]ac[dot]in
12	Sexual Harassment Internal Complaint Committee	Prof. Devika Vashisht Prof. Anshu Agrawal Prof. Alka Chadha Ms. Gurmeet Kaur	Chairperson Member Member Member	devika[dot]vashisht[at]iimsirmaur[dot]ac[dot]in anshu[dot]agrawal[at]iimsirmaur[dot]ac[dot]in lka[dot]chadha[at]iimsirmaur[dot]ac[dot]in Gurmeet[dot]kaur[at]iimsirmaur[dot]ac[dot]in
13	Entrepreneurship, Start-ups and Incubation Committee	Prof. Sanjay Singh Prof. Rinki Dahiya Prof. Shashi	Chairperson Member Member	sanjay[dot]singh[at]iimsirmaur[dot]ac[dot]in rinki[dot]dahiya[at]iimsirmaur[dot]ac[dot]in shashikashav[at]iimsirmaur[dot]ac[dot]in
14	Accreditation Committee	Prof. Sanjay Singh	Chairperson Member	sanjay[dot]singh[at]iimsirmaur[dot]ac[dot]in



Sr. No.	Name of the Committees	Chairperson/ Members
		Prof. Pradipta Patra Member pradipta[dot]patra[at]iimsirmaur[dot]ac[dot]in Prof. Vikrant Kaushal vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in
15	Central/ Purchase Committee	Local Prof. Ajay Kumar Singal Chairperson ajay[dot]singal[at]iimsirmaur[dot]ac[dot]in Member pachayappan[at]iimsirmaur[dot]ac[dot]in Prof. M. Pachayappan Member cao[at]iimsirmaur[dot]ac[dot]in Member sc[at]iimsirmaur[dot]ac[dot]in Dr. Bijaya Kumar Panigrahy Member akdas[at]iimsirmaur[dot]ac[dot]in Member rajnish[at]iimsirmaur[dot]ac[dot]in Dr. K. Selvanathan Secretary The Concerned Area Chairperson/Officer Mr. Amiya Kumar Das Mr. Rajnish Kumar
16	Grievance Redressal Cell for staff	Prof. Ajay Kumar Singal Chairperson , MBA programme ajay[dot]singal[at]iimsirmaur[dot]ac[dot]in Chief Administrative Officer cao[at]iimsirmaur[dot]ac[dot]in Dr. Bijaya Kumar Panigrahy Senior Consultant (Administration) sc[at]iimsirmaur[dot]ac[dot]in Dr. K. Selvanathan Personnel department deepak[dot]singh[at]iimsirmaur[dot]ac[dot]in Mr. Deepak Singh

## 1.2 POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES {SECTION 4(1) (B) (II)}

### 1.2.1 Powers and duties of officers (administrative, financial and judicial)

The Institute follows GoI Norms, DoPT orders, GFR Rules, CCS Rules and Institute's rules as applicable.

#### **Director's Power and duties (Excerpt from IIM Act 2017):**

(1) 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. (2) The Director shall be appointed by the Board, on such terms and conditions of service as may be prescribed. (3) The Director shall be appointed out of the panel of names recommended by a search-cum-selection committee to be constituted by the Board, consisting of:—

(a) The Chairperson of the Board, who shall be the Chairperson of the search-cum-selection committee; (b) three members chosen from amongst eminent administrators, industrialists, educationists, scientists, technocrats and management specialists: Provided that where the Board is not satisfied with the recommendations of the search-cum-selection committee, it may ask the search-cum-selection committee to make fresh recommendations. (4) The Director shall exercise the powers and perform the duties as may be assigned to him under this Act or the regulations or as may be delegated to him by the Board: Provided that the Board may lay down the criteria to be followed by the Director while exercising powers and performing his duties, which shall be evaluated by the Board annually, and if the Board is of the opinion that such criteria has not been followed, then, the Board may, after giving an opportunity of being heard to the Director, initiate action for removal of such Director under sub-section (7). (5) The Director shall, except on account of resignation or removal, hold office for a term of five years, from the date on which he enters upon his office. (6) The Director may, by notice in writing under his hand addressed to the Board, through the Chairperson, resign his office at any time. (7) The Board may remove from office the Director, who— (a) has been adjudged as an insolvent; or (b) has been convicted of an offence which, in the opinion of the Board, involves moral turpitude; or (c) has become physically or mentally incapable of acting as a Director; or (d) has acquired such financial or other interest as is likely to affect prejudicially his functions as a Director; or (e) has so abused his position or so conducted himself as to render his continuance in office prejudicial to the public interest: Provided that the Director shall not be removed from office except by an order made by the Board, after an enquiry instituted by it in which the Director has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges. (8) Where the post of Director is likely to fall vacant on account of completion of tenure, the Board shall initiate the process of appointment nine months prior to the occurrence of such vacancy. (9) Where the post of Director falls vacant on account of any reason, the Board may appoint the senior-most faculty in the institution as the Director in charge till a regular Director is appointed: Provided that if the senior-most faculty is not willing to hold the post of Director in charge, then the next senior-most willing faculty may be appointed as Director in charge.

The Chief Administrative Officer (CAO) shall be responsible to the Director for the proper discharge of his functions.

### 1.2.2 Power and duties of other employees

[The orders of the competent authority in the matter may be referred to as attached.](#)

### 1.2.3 Rules/ Orders under which powers and duties are derived

- a. [As per IIM rules under IIM Act 2017](#)
- b. [As per the regulations approved by BOG-IIM Sirmaur.](#)
- c. [As per the notices/orders issued by IIM Sirmaur from time to time.](#)

### 1.2.4 Exercised

- a. [As per IIM rules under IIM Act 2017](#)
- b. [As per the regulations approved by BOG-IIM Sirmaur.](#)
- c. [As per the notices/orders issued by IIM Sirmaur from time to time.](#)

### 1.2.5 Work Allocation

- a. [As per IIM rules under IIM Act 2017](#)
- b. [As per the regulations approved by BOG-IIM Sirmaur.](#)
- c. [As per the notices/orders issued by IIM Sirmaur from time to time.](#)

## 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

As per the organization chart and delegation of financial powers, the decisions are taken at different levels, mainly at BoGs/Director/HoD. Policy matters are decided at the level of BoGs, the Academic Council, and the Director.

The Procedures and processes followed are as appended below:

- (i) [The Indian Institutes of Management Act, 2017](#)
- (ii) [The Indian Institutes of Management Rules, 2018:](#)
- (iii) [DoPT and GFR norms:](#)
- (iv) All other relevant GoI norms as applicable. All documents are available on the Institute's website for reference.

### 1.3.2 Final Decision-making Authority

**Professor Prafulla Y. Agnihotri, Director**

### 1.3.3 Related provisions, acts, rules etc

- a. [As per IIM rules under IIM Act 2017](#)
- b. [As per the regulations approved by BOG-IIM Sirmaur.](#)
- c. [As per the notices/orders issued by IIM Sirmaur from time to time.](#)

#### 1.3.4 Time limit for taking a decision, if any

The appropriate authority takes decisions in a time-bound manner. The time limit for taking decisions varies depending on the proposals/issues. The routine correspondence received from different departments is time-bound and disposed of within the given time limit by the Institute.

#### 1.3.5 Channel of supervision and accountability

As per the organization chart and delegation of financial powers and as per allocation of Work (BoGs to Director to HoDs to Faculty and staff, all are supervised and accountable). The Organizational Chart shows the Channel of Supervision & Accountability. In Academic Department, each department is headed by an Area Chair, who supervises the work of the staff of their departments and reports to the Chairperson /Director of the Institute. In the administration and Accounts Section, the CAO supervises the work of the staff of their sections and reports to the Chairperson /Director (as the case may be). For details, please refer to the Organizational Chart/structure.

### 1.4 NORMS FOR DISCHARGE OF FUNCTIONS {SECTION 4(1) (B) (IV)}

#### 1.4.1 Nature of functions/services offered

The Nature of functions/services offered are given below:

- Imparting management education,
- Teaching,
- Research.
- Consultancy
- Faculty Development Programmes
- Management Development Programmes

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

Official procedures are followed as per the guidelines given in CCS conduct rules, GFR and relevant directions, orders, notifications, and guidelines applicable under MHRD/GoI norms. Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the Institute while executing various activities/ programmes, i.e. proposals received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/approvals are implemented.

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

As per norms laid by the BoGs/Academic council/Director is followed by the Institute while executing various activities/ programmes, i.e. proposals received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/approvals are implemented.

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

The Institute adhered to the academic calendar. The routine correspondence received from different departments is of time-bound nature and disposed of within the given time limit by the Institute.

#### 1.4.5 Process of redress grievances

All aggrieved students and staff may approach to respective Grievance Cell in the first instance. If they are unsatisfied with the committee's decision, they may send their appeals to the competent authority and it will be disposed within one month.

<b>Grievance Redressal Cell (Staff)</b>	<b>Grievance Redressal Cell (Students)</b>
1. Prof. Ajay Kumar Singal - MBA Chairperson	1. Prof. Karthikeyan Balakumar - Chairperson (Hostels)
2. Dr. Bijaya Kumar Panigrahy - Chief Administrative Officer (CAO)	2. Dr. Bijaya Kumar Panigrahy - Chief Administrative Officer (CAO)
3. Dr. K. Selvanathan - Senior Consultant (Administration)	3. Mr. Daljeet Charkhandi (AO - PGP)
4. Mr. Deepak Singh (Personnel Department)	4. Mr. Amiya Kumar Das (AO - Finance and Account)
	5. President - Student Council

### 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

The Institute follows the GFR of the Govt. of India for all finance/purchase-related matters and CCS rules for administrative issues such as per decision/amendment by BoGs.

#### 1.5.2 List of rules, regulations, instructions manuals and records

IIM Act 2017

IIM Sirmaur Regulations 03.12.2021

#### 1.5.3 Acts/Rules manuals etc. <https://www.iimsirmaur.ac.in/iim-act-and-rules>

Available at the Institute's website: <https://www.iimsirmaur.ac.in>

#### 1.5.4 Transfer policy and transfer records

The IIM Sirmaur is an autonomous Institute with only one Campus. None of the academic officials transferred. However, the inter-departmental transfer can be done in the case of non-teaching staff with the approval of the appropriate authority.

### 1.6 CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY UNDER ITS CONTROL {SECTION 4(1) (B) (VI)}

#### 1.6.1 Categories of documents

Each Department/Centre/Section at the Institute holds records relating to the work allocation by the competent authority. Following are the category of documents: Director's office Documents; Establishment office Documents; Academic Documents; Financial Documents; Examination Documents; Library Documents; Engineering (Land & Building) Documents; Purchase Documents; Various Meetings / Committees Documents; Admission Documents; etc. And other documents such as Documents relating to the setup of the Institute; IIM Act, IIM Rules; documents related to regulations as approved by BOG; documents pertaining to BOG agenda & minutes;

documents related to accounts such as books of accounts, annual reports, annual budgets, vouchers etc.; documents related to academic activities such as programme manuals, office manuals, faculty manual etc.; documents related to HR such as personal files, APAR, HR policies etc. documents related to stores & purchase.

#### 1.6.2 Custodian of documents/categories

Custodians of these documents/categories are the Chairman of different departments, the CAO, AO, Librarian, HoDs, and Section In charges.

### 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, Committees etc.

Board of Governors, MBA Program Committee, MBA-THM Program Committee, Academic Council, Faculty Council, Purchase Committee, Internal Complaint Committee (ICC), Accreditation Committee, Building Committee, Departmental Promotion Committee, and Performance Assessment Committee.

<https://www.iimsirmaur.ac.in/board-governors>

<https://www.iimsirmaur.ac.in/committees>

#### 1.7.2 Composition

The composition is different for all bodies. Members of the Board of Governors of the Institute (<https://www.iimsirmaur.ac.in/board-governors>), MBA Program Committee consists of the MBA Chairperson and other faculty members opted by the Chair with the approval of the Director, Academic council consists of all faculty members, purchase committee consists of Stores officer, IT officer and a faculty member, accreditation committee consists of select faculty members, Building Committee consists of project construction Officer, Director and other dealing officers, Departmental Promotion Committee & Performance Assessment Committee consists of the Director and selected faculty members.

<https://www.iimsirmaur.ac.in/committees>

#### 1.7.3 Dates from which constituted

11.01.2016

#### 1.7.4 Term/Tenure

[As per IIM Act 2017.](#)

#### 1.7.5 Powers and Functions

IIM Sirmaur is an autonomous body governed by IIM Act.

#### 1.7.6 Whether their meetings are open to the public?

The meetings are open only for members.

#### 1.7.7 Whether the minutes of the meetings are open to the public?

The hard copies of the minutes are available in the Institute and the public can view the minutes which are of public interest personally on prior intimation.

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

In the Institute Campus, the public can view these personally on prior intimation.

1.8 DIRECTORY OF OFFICERS AND EMPLOYEES {SECTION 4(1) (B) (IX)}

1.8.1 Name and Designation

Available on Institute's website:

Faculty members: <https://www.iimsirmaur.ac.in/full-time-faculty>

Other Officials: <https://www.iimsirmaur.ac.in/staff>

1.8.2 Telephone, fax and email ID

Available on Institute's website:

Faculty members: <https://www.iimsirmaur.ac.in/full-time-faculty>

Other Officials: <https://www.iimsirmaur.ac.in/staff>

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

The monthly remuneration of each regular officer and employee is as per the 7<sup>th</sup> CPC, consisting of basic pay, dearness allowance, house rent allowance, transport allowance and tough area allowance. List of employees given below:

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR					
Sr.No.	Name of Professor	Designation	Pay Level at 7th CPC	Basic Pay	Date of Joining
1	Prof. Prafulla Y.Agnihotri	Director	17	2,25,000	17.05.22
2	Dr. Pradipta Patra	Asst. Professor- Grade-I	13A1	1,35,300	25.10.18
3	Dr. Vikas Kumar	Asst. Professor- Grade-I	13A1	1,35,300	25.10.18
4	Dr. Sanjay Singh	Asst. Professor- Grade-I	13A1	1,35,300	12.11.18
5	Dr. M. Pachappan	Asst. Professor- Grade-I	13A1	1,35,300	14.11.18
6	Dr. Pragya Bhawsar	Asst. Professor- Grade-I	12	1,10,800	17.01.19
7	Dr. Ram Kumar Dhurkari	Asst. Professor- Grade-I	13A	1,31,400	25.06.19
8	Dr. Shashi Kant Srivastava	Asst. Professor- Grade-I	12	1,10,800	12.11.19

9	Dr. Vikrant Kaushal	Asst. Professor- Grade-I	12	1,10,800	02.12.19
10	Dr. Mohd.Hussain Kunroo	Asst. Professor- Grade-I	12	1,10,800	18.12.19
11	Dr. Bhavin Shah	Asst. Professor- Grade-I	12	1,07,600	24.07.20
12	Dr. Devika Vashisht	Asst. Professor- Grade-I	12	1,04,500	01.02.21
13	Dr. Prayas Sharma	Asst. Professor- Grade-I	12	1,04,500	12.10.21
14	Dr. Amrinder Singh	Asst. Professor- Grade-I	12	1,04,500	12.11.21
15	Dr. Anshu Agarwal	Asst. Professor- Grade-I	12	1,04,500	24.11.21
16	Dr. Sanja Samirana Pattnayak	Associate Professor	13A2	1,71,700	20.06.22
17	Dr. Karthikeyan Balakumar	Asst. Professor- Grade-I	12	1,14,100	23.06.22
18	Dr. Rinki Dahiya	Asst. Professor- Grade-II	10	75,200	10.01.20
19	Dr. Arpita Ghosh	Asst. Professor- Grade-II	10	73,000	25.01.21
20	Dr. Parul Malik	Asst. Professor- Grade-II	10	75,200	10.07.20
21	Dr. Vandena	Asst. Professor- Grade-II	10	73,000	30.11.21
22	Dr. Narpat Ram Sangwa	Asst. Professor- Grade-II	10	70,900	27.01.22
23	Dr. Kirankumar Paidipati	Asst. Professor- Grade-II	10	70,900	01.02.22
24	Dr. Sana Maidullah	Asst. Professor- Grade-II	10	70,900	07.02.22
25	Dr. Shashi	Asst. Professor- Grade-II	10	70,900	14.02.22
26	Dr. Neha Sharma	Asst. Professor- Grade-II	10	70,900	28.02.22
27	Shri Anil Kumar	Personal Assistant	6	39,900	31.07.18
28	Ms Surabhi Seth	Sr. Library and Information Assistant	6	39,900	01.08.18
29	Ms Gurmeet Kaur	Office Assistant	6	39,900	13.08.18
30	Shri Ishwar Padual	Attendant Peon	1	20,300	13.08.18
31	Shri Deepak Singh	Personal Assistant	6	39,900	16.08.18
32	Shri Himanshu Sharma	Secretary to Director	6	39,900	20.08.18
33	Shri Rajnish Kumar	Stores & Purchases Officer	6	39,900	10.09.18
34	Shri Amiya Kumar Das	Administrative Officer	10	63,100	17.10.18



35	Shri Shiv Shankar Jha	Librarian	12	88,700	20.12.18
36	Mohd Rizwan	System Analyst	10	61,300	15.10.19
37	Shri Sube Singh Yadav	A.E. Civil & Estate	10	61,300	16.10.19
38	Shri Daljeet Charkhandi	Administrative Officer	10	59,500	20.02.20
39	Shri Anshuman Kumar Das	Logistic & Estate Assistant	6	37,600	03.07.20

#### 1.9.2 System of compensation as provided in its regulations

<b>INDIAN INSTITUTE OF MANAGEMENT SIRMAUR</b>	
<b>FACILITY PROVIDED TO THE EMPLOYEES</b>	
<b>SR.NO.</b>	<b>COMPENSATION FACILITY</b>
1	Medical Reimbursement as per the Institute norms
2	Telephone Reimbursement as per the Institute norms
3	Children's Education Allowance as per the Gol norms
4	Leave Travel Concession as per the Gol norms
5	Joining TA/DA as per the 7 <sup>th</sup> CPC
6	Composite Grant Transfer as per the 7 <sup>th</sup> CPC
7	Cumulative Professional Development Allowance as per the 7 <sup>th</sup> CPC
8	Faculty Development Allowance as per the Institute norms
9	Honorarium for Research Award as per the Institute norms

As per the 7<sup>th</sup> CPC, every employee is entitled to Earned Leave, Casual Leave, Sick Leave (HPL), Maternity Leave, Paternity Leave, Tough Area Allowance etc., as per the approval of BoG.

#### 1.10 NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS {SECTION 4(1) (B) (XVI)}

1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority

1. Shiv Shankar Jha, CPIO and Librarian
2. Amiya Kumar Das, APIO and Administrative Officer
3. Dr. K. Selva Nathan, First Appellate Authority and Senior Consultant Administration

1.10.2 Address, telephone numbers and email ID of each designated official

The Public Information Officer: Email ID: [rti@iimsirmaur.ac.in](mailto:rti@iimsirmaur.ac.in) / [shivsiha@iimsirmaur.ac.in](mailto:shivsiha@iimsirmaur.ac.in) Phone: 01704-277308

First Appellate Authority: Email ID: [sc@iimsirmaur.ac.in](mailto:sc@iimsirmaur.ac.in), Phone: 01704-277321

Address: IIM Sirmaur, Rampur Ghat Road, Paonta Sahib, Distt.- Sirmaur, Himachal Pradesh, Pin Code: 173 025

#### 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, as on date, no case is pending.

1.11.2 (ii) Finalized for Minor penalty or major penalty proceedings

Nil, as on date, no case is pending.

#### 1.12 PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI {SECTION 26}

##### 1.12.1 Educational Programmes

The Institute may organize educational/awareness programme on RTI in the next academic session.

##### 1.12.2 Efforts to encourage public authority to participate in these programmes

The Institute will facilitate public authority to attend training programmes in the coming days.

##### 1.12.3 Training of CPIO/APIO

The Institute will facilitate public authority to attend Workshops/Training programmes/Webinars in the coming days.

##### 1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned

Last updated on the website on 31.08.2022

<https://iimsirmaur.ac.in/right-information>

#### 1.13 Transfer Policy and transfer orders [F.No. 1/6/2011-IR dt. 15.04.2013]

The external transfer is not applicable, as IIM Sirmaur is a single campus autonomous Institute. However, internal transfers are made as per requirement by order of the Competent Authority.

##### 1.13.1 Transfer Policy and Transfer Orders {F No. 1/6/2011 – IR dt. 15.4.2013}

The external transfer is not applicable, as IIM Sirmaur is a single campus autonomous Institute. However, internal transfers are made as per requirement by order of the Competent Authority.

#### 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

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR BUDGET FOR THE FINANCIAL YEAR 2021-22						
PROPOSED EXPENDITURE		BE 2021-22 (In Lac)	Break up			
			Q1 (Apr- Jun)	Q2 (Jul- Sept)	Q3 (Oct- Dec)	Q4 (Jan- Mar)
A.	<b>STAFF PAYMENT &amp; BENEFITS (Teaching and Non- Teaching )</b>					
	Salary & Wages	480	105.00	105.00	135.00	135.00
	<b>Allowances &amp; Bonus</b>					
	Faculty Development Allowance (FDA)	19	0.20	3.00	5.80	10.00
	Cumulative Professional Development Allowance (CPDA)	12	0.20	2.40	3.40	6.00
	Contribution to NPS (Faculty Staff)	38	9.00	9.00	10.00	10.00
	Contribution to other fund (leave salary & Pension contribution)	2.4	0.50	0.60	0.60	0.70
	Staff/ faculty Welfare Expenses	2	0.10	0.25	1.15	0.50
	Telephone reimbursement	2	0.20	0.50	0.70	0.60
	Medical Facility	5	0.40	0.50	2.00	2.10
	Children Education Allowance	4	0.00	0.00	0.00	4.00
	Honorarium	8	1.50	1.50	2.50	2.50
	Retirement & Terminal Benefits	80	0.00	0.00	80.00	0.00
	Leave Travel Expenses (LTC)	25	0.05	4.95	5.00	15.00

	Others	3	0.50	0.50	1.00	1.00
<b>Total</b>		<b>680</b>	<b>118</b>	<b>128</b>	<b>247</b>	<b>187</b>
<b>B.</b>	<b>ACADEMIC EXPENSES</b>					
	Expenses on Seminar/ Workshops	25	0.10	8.72	8.72	7.47
	Payment to Visiting faculty	400	0.00	100.00	100.00	200.00
	Examination	4	0.00	0.00	2.00	2.00
	Student welfare expenses/ Events/ Activities	40	1.50	13.48	13.48	11.55
	Admission Expenses	100	0.00	10.00	40.00	50.00
	Convocation Expenses	6	0.00	2.50	2.50	1.00
	Publications	80	0.00	0.00	40.00	40.00
	<b><i>Others (Specify)</i></b>					
	Books & Course materials	250	6.00	85.40	85.40	73.20
	Subscription	100	28.00	25.20	25.20	21.60
	Placement and Training expenses	70	6.00	22.40	22.40	19.20
	Miscellaneous	5	0.00	1.75	1.75	1.50
<b>Total</b>		<b>1080</b>	<b>42</b>	<b>269</b>	<b>341</b>	<b>428</b>
<b>C.</b>	<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>					
	<b><i>a) Infrastructure</i></b>					
	Electricity & Power	30	3.00	9.45	9.45	8.10
	Water Charges		-	-	-	-
	Insurance		-			
	Rent, Rate and Taxes	360	80.00	98.00	98.00	84.00
	<b><i>b) Communication</i></b>					
	Postage & Stationery	4	0.15	1.35	1.35	1.16

	Telephone, Fax and Internet Charges	30	1.00	10.15	10.15	8.70
	<b>c) Others</b>					
	Printing & Stationery(Consumption)	15	0.25	5.16	5.16	4.43
	Travelling & Conveyance Expenses	15	0.00	5.25	5.25	4.50
	Hospitality Expenses	6	0.25	2.01	2.01	1.73
	Auditor Remuneration	2	0.00	0.70	0.70	0.60
	Professional Charges	5	0.30	1.65	1.65	1.41
	Advertisement & Publicity	10	4.00	2.10	2.10	1.80
	Magazines & Journals	2	0.00	0.70	0.70	0.60
	<i>Others (Specify)</i>					
	Recruitment Exp	20	1.60	6.44	6.44	5.52
	Stores/ Spares and Consumable	6	0.10	2.07	2.07	1.77
	BOG Meeting expense		0.00	0.00	0.00	0.00
	Miscellaneous/Contingency	5	0.20	1.68	1.68	1.44
	<b>Total</b>	<b>510</b>	<b>91</b>	<b>147</b>	<b>147</b>	<b>126</b>
<b>D.</b>	<b>TRANSPORT EXPENSES</b>					
	<b>1. Vehicles Owned by Institution</b>					
	a) Running Expenses					
	b) Repairs and Maintenance					
	c) Insurance Expenses					
	<b>2. Vehicles taken on rent/ lease</b>					
	a) Rent/lease Expenses	75	4.00	24.85	24.85	21.30
	<b>3. Vehicles(Taxi) hiring expenses</b>					
	<b>Total</b>	<b>75</b>	<b>4</b>	<b>25</b>	<b>25</b>	<b>21</b>
<b>E.</b>	<b>REPAIRS &amp; MAINTENANCE EXPENSES</b>					

	R&M_Buildings (hostels & class rooms)	3	0.00	1.05	1.05	0.90
	R&M_Furniture & Fixtures	2	0.00	0.70	0.70	0.60
	R&M_Plant & Machinery	2	0.00	0.70	0.70	0.60
	R&M_Office Equipment	3	0.15	1.00	1.00	0.86
	R&M_Computers	2	0.00	0.70	0.70	0.60
	R&M_Computer Lab & IT equipment	1	0.00	0.35	0.35	0.30
	R&M_Audio Visual equipment	2	0.00	0.70	0.70	0.60
	Cleaning Material and Services	10	1.10	3.12	3.12	2.67
	Gardening	1	0.20	0.28	0.28	0.24
	Estate Maintenance (Housekeeping, Security and outsourced manpower)	145	26.00	41.65	41.65	35.70
	<b>Others (Specify)</b>					
	R&M_Vehicle	1	0.00	0.35	0.35	0.30
	R&M_Others	1	0.00	0.35	0.35	0.30
<b>Total</b>		<b>173</b>	<b>27</b>	<b>51</b>	<b>51</b>	<b>44</b>
<b>F.</b>	<b>PRIOR PERIOD EXPENSES</b>					
	<b>PRIOR PERIOD EXPENSES</b>	2	0.00	0.70	0.70	0.60
<b>Total</b>		<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
	<b>Total Recurring Expenses (A+B+C+D+E+F)</b>	<b>2520</b>	<b>282</b>	<b>621</b>	<b>812</b>	<b>806</b>
<b>F.</b>	<b>FIXED ASSETS (Non- Recurring Expenses)</b>	2214				
	<b>Tangible Assets</b>	306				
	Land					
	Site Development					
	Buildings					

Road & Bridges					
Tube wells & Water Supply	0				
Sewage & Drainage					
Electrical Installation and Equipment	48	0.50	16.63	16.63	14.25
Plant & Machinery	25	0.00	8.75	8.75	7.50
Scientific & laboratory equipment					
Office Equipment	25	0.00	8.75	8.75	7.50
Audio Visual equipment	20	0.00	7.00	7.00	6.00
Computers & Peripherals	20	0.15	6.95	6.95	5.96
Furniture, Fixtures & Fittings	55	0.20	19.18	19.18	16.44
Vehicles	2	0.00	0.70	0.70	0.60
Lib. Books & E-Books	32	0.00	11.20	11.20	9.60
Small Value Assets	8	0.12	2.76	2.76	2.36
<b>Capital Work In Progress (B)</b>					
<i>Development of permanent campus</i>	350	6.00	120.40	120.40	103.20
<b>Intangible Assets(C)</b>					
Website development	25	0.00	8.75	8.75	7.50
Computer Software	4	0.00	1.40	1.40	1.20
Periodical/ Database exp	86	7.00	27.65	27.65	23.70
<b>Total Non-Recurring Expenses (F)</b>	<b>700</b>	<b>14</b>	<b>240</b>	<b>240</b>	<b>206</b>
<b>Total Expenditure (Recurring+Non Recurring)</b>	<b>3220</b>	<b>296</b>	<b>861</b>	<b>1052</b>	<b>1012</b>

#### 2.1.2 Budget for each agency and plan & programmes

The budget is proposed by the HoDs/Section Incharges based on their requirement. It is then evaluated by the institute-level committee and submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and the budget allocated for activities is utilized by the department.

### 2.1.3 Proposed expenditures

Please see 2.1.1

### 2.1.4 Revised budget for each agency, if any

Please see 2.1.1

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

Please see the annual account of respective years at: <https://www.iimsirmaur.ac.in/annual-reports>

## 2.2 FOREIGN AND DOMESTIC TOURS (F.No. 1/8/2012- IR dt. 11.9.2012)

### 2.2.1 Budget

Budget as approved by the BoG. Faculty are encouraged to present research papers at international conference under the Faculty Development Scheme.

2.2.2 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

As approved by the BoG.

2.2.3 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.

Sl No.	Details of Items	Supplier Name & Address	Value of Purchase	GeM /Tender Details
1	Procurement of various furniture items through GeM for newly joining Faculty and Staff Members of IIM Sirmaur	M/s Furniture Care, Old Post office building, Boileauganj, Shimla, H.P - 171005	Rs.28,20,470/-	GEM/2022/B/2097466 Dated:- 08-04-2022

## 2.3 MANNER OF EXECUTION OF SUBSIDY PROGRAMME [Section 4(i)(b)(xii)]

### 2.3.1 Name of the programme of activity

Not applicable (IIM Sirmaur does not run any subsidy programme)

### 2.3.2 Objective of the programme

Not applicable

### 2.3.3 Procedure to avail benefits

Not applicable

### 2.3.4 Duration of the programme/ scheme



Not applicable

#### 2.3.5 Physical and financial targets of the programme

Not applicable

#### 2.3.6 Nature/ scale of subsidy /amount allotted

Not applicable

#### 2.3.7 Eligibility criteria for grant of subsidy

Not applicable

#### 2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)

Not applicable

### 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

Not applicable

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

#### [Institutional Scholarship policy](#)

a) Eligibility criteria: Inhouse scholarship :

Institute also implemented Central and State Govts. Scholarship schemes and verify scholarship applications of eligible students on the National Scholarship Portal. URL link is given below:

<https://scholarships.gov.in/>

b) The duly constituted committee examines the applications received based on the parameters and recommends the names for approval of the Competent Authority.

c) Name and address of recipients given concessions

<b>INDIAN INSTITUTE OF MANAGEMENT SIRMAUR</b>
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DETAILS OF SCHOLARSHIP PAID BY IIM SIRMAUR TO STUDENTS					
SR.NO.	NAME OF STUDENT	ROLL NO.	AMOUNT IN Rs.	PAID IN FY	NAME OF SCHOLARSHIP
1	Shyamsunder V	MBA-05-043	227,750	2020-21	Overall topper
2	Narender Kumar	MBA-05-059	114,000	2020-21	Merit cum Need Based 2019-21 batch
3	Rangu Niwas	MBA-05-075	171,000	2020-21	Merit cum Need Based 2019-21 batch
4	Narender Kumar	MBA-05-059	72,000	2020-21	Merit cum Need Based 2019-21 batch
5	Atindra Saha	MBA-06-034	183,000	2020-21	Merit cum Need Based
7	Vinay Kamal Jaju	MBA-06-070	227,750	2021-22	Overall topper
8	Atindra Saha	MBA-06-034	455,500	2021-22	Merit cum need Based
9	Vikas Garg	MBA-06-163	455,500	2021-22	Merit cum need Based
10	Aman Mittal	MBA-07-008	305,000	2021-22	Merit cum need Based
<b>Total in Rs.</b>			<b>2,211,500</b>		

E.&O.E.

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.

[Annexure-VI\\_CAG and PAC paras and the action taken reports \(ATRs\)](#)

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 THERE OF [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

[IIM Act 2017:](#)

[Suo motu disclosure under RTI Act:](#)

[CCS rules & regulations:](#)

[Internal Complaint Committee:](#)

[Job @ IIM Sirmaur:](#)

[Tender:](#)

[Annual reports:](#)

[Library:](#)

[Vigilance Act:](#)

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

a. Available on appointment systems by the intimation of concerned Officials/CPIO,

b) 10.00 AM to 06.30 PM from Monday to Friday,

c) through RTI portal of Government of India or at email id of the Institute ( rti@iimsirmaur.ac.in) or to PIO of the Institute.

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

Not applicable

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

Not applicable

3.1.5 Public- private partnerships (PPP)- Concession agreements

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Made available on the website and/or on the intranet portal for Staff & Students

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

Made available on the website and/or on the intranet portal for Staff & Students.

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

Made available on the website and/or on the intranet portal for Staff & Students

3.3 DISSEMINATION OF INFORMATION WIDELY AND IN SUCH FORM AND MANNER WHICH IS EASILY ACCESSIBLE TO THE PUBLIC [Section 4(3)]

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

Information and documents are made available on the Institute's website: <https://iimsirmaur.ac.in>

3.4 FORM OF ACCESSIBILITY OF INFORMATION MANUAL/ HANDBOOK [SECTION 4(1)(b)]

3.4.1 Information manual/handbook available in Electronic format

Made available on the website:

3.4.2 Information manual/handbook available in Printed format

Available at the Institute.

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

The Softcopy of Annual Report, Finance Report, RTI Information Manual, Important Notifications, POSH Policy, Details of Faculty & Staff, IIM Act & Rules and other manuals can be downloaded free of cost from the Institute's website.

3.5.2 List of materials available at a reasonable cost of the medium

All the information accessible as per RTI Act 2005, can be accessible from CPIO Office as per the provisions of RTI Act and its rules. Printed copy provided on request @ Rs.2/- per page.

4.1 LANGUAGE IN WHICH INFORMATION MANUAL/HANDBOOK AVAILABLE [F No. 1/6/2011-IR dt. 15.4.2013]

4.1.1 English

[Yes, available to the public:](#)

4.1.2 Vernacular/ Local Language

It will be made available in Hindi also in the coming days.

4.2 WHEN WAS THE INFORMATION MANUAL/HANDBOOK LAST UPDATED? [FNo. 1/6/2011-IR dt 15.4.2013]

4.2.1 Last date of Annual Updation

31.08.2022.

4.3 INFORMATION AVAILABLE IN ELECTRONIC FORM [Section 4(1)(b)(xiv)]

4.3.1 Details of information available in electronic form

[IIM Act 2017:](#)

[Suo motu disclosure under RTI Act:](#)

[CCS rules & regulations:](#)

[Internal Complaint Committee:](#)

[Job @ IIM Sirmaur:](#)

[Tender:](#)

[Annual reports:](#)

[Library:](#)

[Vigilance Act:](#)

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

All important information for the stakeholders are available on the website

[IIM Act 2017:](#)

[Suo motu disclosure under RTI Act:](#)

[CCS rules & regulations:](#)

[Internal Complaint Committee:](#)

[Job @ IIM Sirmaur:](#)

[Tender:](#)

[Annual reports:](#)

[Library:](#)

[Vigilance Act:](#)

[Placement:](#)

4.3.3 Location where available

Institute's website: <https://iimsirmaur.ac.in>

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

4.4.1 Name & location of the faculty

Prof. Ajay Kumar Singal (MBA Chair) & Prof. Vikrant Kaushal (MBA-THM Chair).

<https://www.iimsirmaur.ac.in/full-time-faculty>

#### 4.4.2 Details of information made available

Available on website: <https://www.iimsirmaur.ac.in/full-time-faculty>

#### 4.4.3 Working hours of the facility

10.00 AM to 06.30PM

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

Available on website: <https://www.iimsirmaur.ac.in/full-time-faculty>

#### 4.5 Such other information as may be prescribed under Section 4(I)(B)(XVII)

##### 4.5.1 Grievance redressal mechanism

Grievances are addressed through separate committees, i.e. Student Grievance Cell and Staff Grievance Cell.

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

Please refer Annexure-A

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

FDPs for ATAL and MDP for SJVN Ltd.

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

As on date, no programme is underway.

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

#### **Construction of the IIM Sirmaur Permanent Campus (Phase-1), PMC-CPWD**

Based on the Union Cabinet's decision, the GoI has approved Rs. 392.51 crores in favour of the Institute for the development of the permanent campus Phase-I covering the construction of 60,384 sq meters for 600 students in September 2018. The foundation stone for the construction of buildings (Phase-1) was laid on August 04, 2020. The construction of Buildings and development works of Phase-1 started in July /August 2020 and is expected to be completed by April 2023, as communicated by CPWD.

Sl. No.	Name of the Contractor	Amount of Contract	Period of completion of Contract	Remarks
1	M/s O. P. Khanna & Sons	Rs. 9,85,06,034/-	February 11, 2021	85% of the work completed.
2	M/s Kamladityya Construction Pvt Ltd.	Rs.2,60,83,66,364/-	June 09, 2022	The current completion date communicated by CPWD- is April 30, 2023. Present Status: Work in progress.

For tender details please visit: <https://iimsirmaur.ac.in/all-tender>

#### 4.5.6 [Annual Report](#)

Made available on the website: <https://iimsirmaur.ac.in/annual-reports>

#### 4.5.7 Frequently Asked Questions (FAQs)

Please refer Annexure-B

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

A Citizens' Charter represents the commitment of the Institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are a clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, and Specification of the Time Frame for each service being rendered by the Institute.

#### 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

Please refer to Annexure-A

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

Please refer to Annexure-A.

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

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

Lok Sabha Unstarred Question No 2878 for 21.03.2022 regarding Vacancies in Central Universities/IIMs. It is requested to provide part-wise reply to the Ministry at the earliest.

Reply from IIM Sirmaur w.r.t Parliament Question regarding LSUQ No. 2878.

- a) In the case of IIM Sirmaur, it is less than one-third vacancy lying to be filled.
- b) Not applicable to IIM Sirmaur.
- c) IIM Sirmaur has regularly advertised faculty positions to fill up the vacant positions.
- d) During the pandemic of Corona, the institute has also processed the applications and conducted virtual interviews to recruit the faculty against the vacant sanctioned positions.
- e) Not applicable to IIM Sirmaur
- f) The institute has made efforts to fill the vacant faculty positions through the following three Rolling Advertisements from January 2019- February 2020:
  - (i) Notification No.: IIMS/Personnel/Rect./01/ 2019 Date: 5/3/2019
  - (ii) Notification No.: IIMS/Personnel/Rect./04/ 2019 Date: July 27, 2019
  - (iii) Notification No.: IIMS/Personnel/Rect./03/2020 Date: Feb 28, 2020

Reply to the Parliament questions no. 1511, 1512, and 4947.

Sr. No.	Question	Reply		
		Financial Year	Allocation (Rs. In Lakh)	Expenditure (Rs. In Lakh)
1.	the details of physical and financial status of allocation and expenditure, during the last three years, on	15-16	40	35

	temporary, adhoc and contractual posts in each of the departments and agencies under the control of Ministry;	16-17	185	149
		17-18	390	190
2.	the purpose of creating these posts and the reasons therefore;	To operationalize the Institution.		
3.	the representation of SC, ST and OBC in these posts; and	Not applicable		
4.	the reasons of differences, if any, between due and actual representation of SC, ST and OBC and the details of counter measures taken thereon?	-		

Reply to Rajya Sabha Unstarred Question 316.

a) Publications indexed in Scopus, Web of Science, Google Scholar and Indian Citation Index are considered by NIRF.

(b) The journals of top IIMs like IIMA, IIMB and IIMC figure in some of the lists in B or C categories.

(c) At IIM Sirmaur there are at present at least 4 faculty members who publish in top category journals (A\* / A).

(d) Research incentives in the form of consideration for promotion to higher post or other awards encourage researchers to publish in good quality journals including Indian journals.

**Action Taken Note on 324<sup>th</sup> Report of Department Related Parliamentary Standing Committee**

S. No.	Para No.	Recommendations	Information from IIM Sirmaur
1.	2.11	The Department should prepare a well thought out plan of action to be implemented in a time bound manner with key Result Areas for every phase in order to increase Gross Enrolment Ratio (GER) to 50% as envisaged in NEP, 2020;	IIM Sirmaur's intake decision is guided by DPR and approved by Board, keeping in view the infrastructure/hostels availability. IIM Sirmaur permanent Campus is under construction and currently operates from temporary campus in rented accommodation.
2.	3.6	The benefits of the scholarships , reservations and hostel facilities may be provided to increase the enrolment of SC ,ST and Women in Higher Educational Institution including Institutes of National Importance , Deemed Universities funded by Center Government;	The student admissions to different academic programmes at IIM Sirmaur takes place as per Gol norms. The reservation policy as per Gol norms is adhered to. The institute provides good hostel facilities to all students registered in the full time residential programmes. The institute provides scholarships in the form of tuition fees waiver to the girl



			topper (in the first year of MBA) and also to the needy students. Further the institute also facilitates application of scholarships from its students to different government scholarship schemes.
3.	3.15	The possibilities of enhancing the amount of JRF and SRF upto Rs. 50000/- p.m. be explored to attract bright students for research and innovation with a view to cultivating a proper echo system for rigorous research and creating a pool of highly qualified faculty	IIM Sirmaur is providing financial assistance to the tune of Rs 26.2 lakhs to a phd student over a period of 5 years. This amounts to Rs 43,667/ month/ student. Out of this monthly stipend – Rs 30,000; HRA – 5000/ month; startup grant to meet expenses on purchasing hardware, software in 1 <sup>st</sup> year – 20,000; contingency grant to meet expenses on purchasing hardware, software from year 2-5: 25,000/ year; national conference grant – Rs 20,000/ year; international conference grant – Rs 2 lakhs over 5 years; stipend increases by Rs 2000/ month after student gives research proposal.
4.	3.24	The trend of appointing <b>Adhoc Faculty</b> in high education Institutions has a potential of creating wrong perceptions about our collective commitment to social justice hence the department should undertake special recruitment drive to fill these posts within the FY 2021-22	The Institute is committed to recruit faculty members / fill up faculty positions on regular basis. Advertisement for special recruitment drive for SC/ST/OBC categories are being announced shortly.
5.	3.25	The dept should explore the possibility of introducing a common Exam for appointment of faculty and non-faculty for all centrally Funded Educational Institution through National Testing Agency (NTA) / UPSE; and thereby creating an independent cadre.	The institute is recruiting Faculty and Non-Faculty positions as per prescribed and prevalent Govt. of India norms.
6.	3.40	The department should conduct a third party evaluation about the patents and products created by the incubation centers in IITs and Assess the job creation potential as well as other features of the products and services by the incubated and entities.	N/A
7.	3.8	The funding from National Research Foundation (NRF) and fellowships/scholarships should focus on themes having National Importance as	IIM Sirmaur is committed to seek and avail opportunities offered by and through National Research Foundation (NRF).

		identified after due consultations with different Ministries/Organizations;	
8.	3.30	With a view to enhancing employability of graduate ,UGC should explore the possibility of introducing a two- semester component of internship in BA ,B.Com, B.Sc. courses in collaboration with industries/start-ups to provide experience base learning (EBL) and on the job training (OJT)	N/A
9.	3.43	In order to ensure educational standards of international level periodic review of status of Institutes of Eminence should be undertaken by National Accreditations and Assessments council (NAAC) of Nation Accreditations Board (NAB)	N/A
10.	3.37	more teacher training programmes like Pandit Madan Mohan Malviya Nation Mission on Teachers and Teaching (PMMMNTT) be introduced to ensure enhanced quality of teachers	N/A
11.	3.45	UGC should explore the possibility of evolving new courses on emerging branches of knowledge like Glacial studies/geodynamics, remote sensing ,and other related disciplines	As a management institute, IIM Sirmaur has established a “Centre for Sustainability and Environmental Management” in 2019-20. Environmental Management is a compulsory course in MBA (Tourism and Hospitality Management) as well as in the regular 2 years MBA programme. Further in future, the institute is exploring to incorporate new courses like sustainability, waste management, environmental studies, etc. in the upcoming new programmes like 5 years integrated MBA, etc.,
12.	3.46	appropriate Government bodies should undertake designing of courses in Light and Sound /laser Show and heritage Walks with a view to promoting the cultural heritage and historical monuments of the country and for generating employment opportunities for students interested in culture and history of India;	A course titled ‘Tourism Resources & Products’ is taught in Term II of MBA (Tourism and Hospitality Management). The course has several topics pertaining to destination resources like ‘cultural heritage’, ‘natural resources’, ‘heritage sites in India’, ‘gastronomy tourism’, ‘rural tourism’, ‘fairs & festivals of India’. Within the scope of the aforementioned contents, heritage walks, light, sound, and laser shows in historically and culturally important destinations/attractions may be designed and carried out. Such

			initiatives may be realized in the form of live projects, travel/cultural start-ups or even as course assignments. However, the separate focus in the said area as indicated is appreciated, and further exploration is noted.
13.	3.47	with a view to giving impetus to boosting Research and Innovation in the country the department should try to simplify the procedure and the cost for granting patents for researchers from both government and non-government organizations; and	N/A
14.	3.48 & 3.49	the department should prepare a plan for enhancing investment in all new technologies like Artificial Intelligence , Nanotechnology, Blockchain, Quantum Computing , Mixed Realty , Data Analytics etc. with special focus on agriculture , healthcare and education as these sectors have the potential for creating large scale employment which needs to be tapped. Accordingly, the department should get up a study group to devise a plan to train the human resources for the jobs to be created in all these emerging technologies.	IIM Sirmaur is already offering courses in “Artificial Intelligence”, “Block chain Technology” and “Data Analytics” to its MBA students with reference to various sectors. IIM Sirmaur is committed to plan and float more courses on these lines with applicability in the fields of agriculture/ farming/ education etc. in its existing programmes as well as in the upcoming new programmes planned.

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, (b) Earlier CPIO & FAAs from 1.1.2015

Current CPIO & FAA

1. Shiv Shankar Jha, CPIO and Librarian  
Email ID: [rti@iimsirmaur.ac.in](mailto:rti@iimsirmaur.ac.in) / [shivsjha@iimsirmaur.ac.in](mailto:shivsjha@iimsirmaur.ac.in) Phone: 01704-277308
2. Dr. K. Selvanathan, First Appellate Authority  
Email ID: [sc@iimsirmaur.ac.in](mailto:sc@iimsirmaur.ac.in), Phone: 01704-277321

Earlier CPIO & FAA

1. Prof. Vikas Kumar, CPIO  
Email ID: [rti@iimsirmaur.ac.in](mailto:rti@iimsirmaur.ac.in)/ [vikas.kumar@iimsirmaur.ac.in](mailto:vikas.kumar@iimsirmaur.ac.in)
2. Prof. Vikas Kumar, First Appellate Authority  
Email ID: [rti@iimsirmaur.ac.in](mailto:rti@iimsirmaur.ac.in)/ [vikas.kumar@iimsirmaur.ac.in](mailto:vikas.kumar@iimsirmaur.ac.in)
3. Prof. Neelu Rohmetra, First Appellate Authority (Former Director)  
Email ID: [director@iimsirmaur.ac.in](mailto:director@iimsirmaur.ac.in)

5.1.2 Details of third-party audit of voluntary disclosure –

(a) Dates of audit carried out:

Not audited

(b) Report of the audit carried out

Not applicable

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

Shiv Shankar Jha, Librarian, date of appointment: 16.11.2021

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

(a) The Consultancy Committee is constituted on 07.10.2022.

(b) (1) Dr. Ajay Singal, Associate Professor

(2) Dr. K. Selvanathan, Senior (Administration)

(3) Shri Shiv Shankar Jha, Librarian

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

(a) The Committee of PIOs/FAAs is constituted on 07.10.2022.

(b) (1) Dr. Ajay Singal, Associate Professor

(2) Dr. Bijaya Kumar, Chief Administration Officer

(3) Shri Amiya Kumar Das, Administrative Officer (Finance and Accounts)

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

All the important information related to stakeholders is shared on the Institute's website:

[www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)

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, PUBLIC AFFAIRS

6.2.1 Whether STQC certification obtained and its validity

It is under process will be obtained in coming days.

6.2.2 Does the website show the certificate on the Website?

No

## Annexure –A

### Indian Institute of Management (IIM), Sirmour

#### Abstract of Quarterly Returns

Print

Year : 2021-2022

Ministry/Department/Organisation : Indian Institute of Management (IIM), Sirmour

Sr.No.	Ministry/Department/Organisation	Quarter	Opening balance of Requests (as on start of Quarter)	No.of Requests Received during Quarter	Total no.of Requests (Column 4+5)	No.of Requests transferred to other PAs	Decisions where Applications for Information rejected	Number of cases where disciplinary action taken against any officer in respect of administration of RTI Act	Total Amount Collected (fee+addl. charges+ penalty) (Rs.)	No. of times various Provisions were invoked while Rejecting Requests													
										Relevant Sections of RTI Act 2005													
										Section 8(1)										Other Sections			
										(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(9)	(11)	(24)	(Others)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1	Indian Institute of Management (IIM), Sirmour	1	18	13	31	0	0	0	240	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	13	16	29	0	0	0	220	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		3	15	23	38	0	0	0	160	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		4	19	17	36	0	0	0	270	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>			<b>18</b>	<b>69</b>	<b>134</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>890</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Annexure-B**

### **Indian Institute of Management Sirmaur**

#### **FREQUENTLY ASKED QUESTIONS (FAQs) ON RTI**

##### **Q.01. What is “right to information”?**

“Right to information” means the right to information accessible under the Act, which is held by or under the control of any public authority and includes the right to---

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts, or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

##### **Q.02. What type of information may be obtained under the RTI Act?**

The type of information which may be obtained is defined under section 2 (f) of the Act as any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which a public authority can access under any other law for the time being in force.

##### **Q.03. Who can seek information under the Right to Information Act, 2005?**

As per section 3 of the RTI Act any Indian citizen can seek information under the Act.

##### **Q.4. What is a Public Authority?**

A "public authority" is any authority or body or institution of self-government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially funded by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

##### **Q.5 What is a Public Information Officer?**

Public authorities have designated some of its officers as Public Information Officers. They are responsible for providing information to a person seeking information under the RTI Act.

##### **Q.6. What is the Fee for Seeking Information from Central Government Public Authorities?**

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The fee payment can also be made in cash to the Accounts

Officer of the public authority or the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005, the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

**Q.7. What is the Fee for the BPL applicant for Seeking Information?**

If the applicant belongs to the below poverty line (BPL) category, he is not required to pay any fee. However, he should submit proof supporting his claim to belong to the below poverty line.

**Q.8. Is there any specific Format of the Application?**

There is no prescribed format of application for seeking information. It can be made on plain paper. The application should, however, have the applicant's name and complete postal address.

**Q.9. Is it required to give any reason for seeking information?**

The information seeker is not required to give reasons for seeking information.

**Q.10. Is there any provision for exemption from Disclosure of Information?**

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923, can be disclosed if the public interest in disclosure outweighs the harm to the protected interest.

**Q.11. Is any assistance available to the Applicant for filing the RTI application?**

Suppose a person is unable to make a request in writing. In that case, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer shall provide such assistance to the person as may be appropriate for inspection.

**Q.12. What is the Time Period for the Supply of Information?**

In the normal course, information to an applicant shall be provided within 30 days of the application's receipt by the public authority. If the information sought concerns the life or liberty of a person, it should be supplied within 48 hours. If the application is sent through the Assistant Public Information Officer or sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

**Q.13. Is there any provision of Appeal under the RTI Act?**

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him. In that case, he may prefer an appeal to the first appellate authority, an officer senior in rank, to the Public Information Officer. Such an appeal should be filed within thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or, in exceptional cases, within 45 days of the receipt of the appeal.

**Q.14. Is there any scope for a second appeal under the RTI Act?**

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second

appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

**Q.15. What is Third Party Information?**

Third-party concerning the Act means a person other than the citizen who has requested information. The definition of a third party includes a public authority other than the public authority to whom the request has been made.

**Q.16. What is the Method of Seeking Information?**

A citizen who desires to obtain any information under the Act should make an application to the Public Information Officer of the concerned public authority in English or Hindi or in the official language of the area where the application is made. The application should be precise and specific. He should pay the application fee when submitting the application as prescribed in the Fee Rules.

**Q.17. Is any organization(s) exempt from providing information under the RTI Act?**

Yes, certain intelligence and security organizations specified in the Second Schedule are exempted from providing information except the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.

**Q.18. Are there any public authorities exempt from providing information?**

Yes, intelligence and security organizations specified in the Second Schedule to the Act are exempt from furnishing information under the Act. However, this exemption does not apply if the requested information pertains to the allegations of corruption and human rights violations.

**Q.19. How is an application for seeking information to be made?**

As per section 6 (1) of the RTI Act, a request may be made in writing to the Central Public Information Officer (CPIO) of this Institute. It may also be filed online at <https://rtionline.gov.in>

**Q.20. Can the information or record relating to a third party or supplied by a third party and treated as confidential by the third party be provided under the Act?**

Such information may be provided only after giving written notice to the third party and considering the third party's submission. The information may be disclosed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.