INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
भारतीय प्रबंध संस्थान सिरमौर

Dhaula Kuan, Distt. Sirmaur
Himachal Pradesh – 173031, India

धौला कुआँ, जिला. सिरमौर
हिमाचल प्रदेश - 173031, भारत

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

**RIGHT TO INFORMATION ACT, 2005**

**Proactive Disclosure U/s 4**

**(Updated as on 09.06.2025)**

**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. Additionally, the Institute offers two executive full-time post-graduate programmes of two years' duration EMBA and EMBA DTA (Digital Transformation and Analytics). 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 7 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

seven passed-out batches have been placed in the top companies through campus placement. The faculty members are publishing high-quality research articles 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

Dhaula Kuan, Distt. Sirmaur, Himachal Pradesh, Pin Code - 173031.

### 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://iimsirmaur.ac.in/mba-tourism

3.      PhD.: https://www.iimsirmaur.ac.in/phd-fpm

### 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 | | E-mail ID |
|---|---|---|---|---|
| 01 | MBA Committee | Prof. Amit Gupta | Chairperson | pgpchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vandana | Member | vandana[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | mvasanthi[at]iimsirmaur[dot]ac[dot]in |

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|---|---|---|---|---|
| | | Prof. Mamidala Vasanthi | Member | aishwarya[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Aishwarya Harichandan | Member | ashish[dot]goel[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ashish Goel | Member | bhavin[dot]shah[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Shah Bhavinkumar Indravadan | Member | ujjwal.kango[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ujjwal Kango | Member | sumagna[dot]b[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | anuj[dot]jain[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sumagna Bhowmick | Member | gaitree[dot]vanessa[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | ram[dot]dhurkari[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Anuj Jain | Member | vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vanessa Gaitree Gowreesunkar | Member | ajay[dot]singal[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ram Kumar Dhurkari | | |
| | | Prof. Vikrant Kaushal | | |
| | | Prof. Ajay Kumar Singal | | |
| 02 | MBA – Tourism Committee | **Prof. Vikrant Kaushal** | **Chairperson** | mbatourismchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sana Maidullah | Member | sana[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Narpat Ram Sangwa | Member | narpat[dot]sangwa[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ram Kumar Dhurkari | Member | ram[dot]dhurkari[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Pragya Bhawsar | Member | pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vandana | Member | vandana[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Rinki Dahiya | Member | rinki[dot]dahiya[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | mhkunroo[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | shashikashav[at]iimsirmaur[dot]ac[dot]in |

| Sr. No. | Name of the Committees | Chairperson/ Members | | E-mail ID |
|---|---|---|---|---|
| | | Prof. Mohd Hussain Kunroo | | |
| | | Prof. Shashi | | |
| 03 | Tourism, Travel and Hospitality Management Committee | Prof. Vanessa Gaitree Gowreesunkar | Chairperson | tthmchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vikrant Kaushal | Co-Chair | vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Urvashi Rathod | Member | urvashi[dot]rathod[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sanjay Pareek | Member | p[dot]sanjay[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Bhavin Shah | Member | bhavin[dot]shah[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Pragya Bhawsar | Member | pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sana Maidullah | Member | sana[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Rinky Dahiya | Member | rinki[dot]dahiya[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Kiran Kumar Paidipati | Member | kkpaidipati[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Shashi | Member | shashikashav[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Advaita Rajendra | Member | shashikashav[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Aishwarya Harichandan | Member | advaitar[at]iimsirmaur[dot]ac[dot]in |
| | | | | aishwarya[at]iimsirmaur[dot]ac[dot]in |
| 04 | Placement External Relations Committee | **Prof. Karthikeyan Balakumar** | Chairperson | placementchair[at]iimsirmaur[dot]ac[dot]in |
| 05 | NIRF Committee | **Director** | Chairperson | director[at]iimsirmaur[dot]ac[dot]in |
| | | Chairperson DPR | Member | dprchair[at]iimsirmaur[dot]ac[dot]in |
| | | Chairperson MBA | Member | pgpchair[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | mbatourismchair[at]iimsirmaur[dot]ac[dot]in |

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| | | Chairperson MBA (Tourism) | Member | urvashi[dot]rathod[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Urvashi Rathod | Member | sc[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. K. Selvanathan | Member Secretary | librarian[at]iimsirmaur[dot]ac[dot]in |
| | | Librarian & Chief Knowledge Officer | | |
| 06 | Admissions Committee | **Prof. Advaita Rajendra** | Chairperson | admissionchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ashish Goel | Member | ashish[dot]goel[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sanjay Singh | Member | sanjay[dot]singh[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vikas Kumar | Member | vikas[dot]kumar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vikrant Kaushal | Member | vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | |
| 07 | Consultancy, MDPs (CMDP) Long Duration Programmes (LDPs) Committee | **Prof. Shashi Kant Srivastava** | Chairperson | mdpchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Mohita G. Sharma | Member | mohita[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sanja Samirana Pattnayak | Member | sanja[dot]pattnayak[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vikas Kumar | Member | vikas[dot]kumar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Rinki Dahiya | Member | rinki[dot]dahiya[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | |

| Sr. No. | Name of the Committees | Chairperson/ Members | | E-mail ID |
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| 08 | Anti-Ragging Committee | **Prof. Amrinder Singh** | Chairperson(+91-9419205167) | amrinder[dot]singh[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vikrant Kaushal | | vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Parul Malik | Member(+91-9646534624) | parul[dot]malik[at]iimsirmaur[dot]ac[dot]in |
| | | Student Representatives | Member(+91-7088643196) | |
| 09 | Doctoral Programme Research (DPR) Committee | **Prof. Ujjwal Kango** | Chairperson | dprchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Bhavin Shah | Member | bhavin[dot]shah[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Pragya Bhawsar | Member | pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Parul Malik | Member | parul[dot]malik[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Devika Vashisht | Member | devika[dot]vashisht[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sana Maidullah | Member | sana[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vandana | Member | vandana[at]iimsirmaur[dot]ac[dot]in |
| 10 | Learning Resource Center (Library) Advisory Committee | **Prof. Bhanu Pratap Singh** | Chairperson | chairlrc[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 |
| | | Shri. Shiv Shankar Jha | Member Secretary | shivsjha[at]iimsirmaur[dot]ac[dot]in |
| 11 | Student Activities Committee | **Dr. Manish Sarkhel** | Chairperson | manish[dot]sarkhel[at]iimsirmaur[dot]ac[dot]in |
| | | **Dr. Parijat Lanke** | Chairperson | parijat[dot]lanke[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | kkpaidipati[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | sana[at]iimsirmaur[dot]ac[dot]in |

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| | | Prof. Kiran Kumar Paidipati | Member | shashikashav[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | narpat[dot]sangwa[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sana Maidullah | | |
| | | Prof. Shashi | | |
| | | Prof. Narpat Ram Sangwa | | |
| 12 | Gym Committee | **Dr. Manish Sarkhel** | Chairperson | manish[dot]sarkhel[at]iimsirmaur[dot]ac[dot]in |
| | | **Dr. Parijat Lanke** | Chairperson | parijat[dot]lanke[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Kiran Kumar Paidipati | Member | kkpaidipati[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sana Maidullah | Member | sana[at]iimsirmaur[dot]ac[dot]in |
| | | Sports Committee Secretary (Ex-officio) | Student Member | - |
| | | Mr. Hukam Chand | Member Secretary | ao[underscore]personnel[at]iimsirmaur[dot]ac[dot]in |
| 13 | Mess & Hostel Committee | **Prof. Vandana** | Chairperson | vandana[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Shashi | Member | shashikashav[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. K. Selvanathan | Member | sc[at]iimsirmaur[dot]ac[dot]in |
| 14 | Media Committee | **Prof. Anuj Jain** | Chairperson | media[dot]chair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Advaita Rajendra | Member | advaitar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Aishwarya Harichandan | Member | aishwarya[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Mohammed Nawazish | Member | nawazish[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sumagna Bhowmick | Member | sumagna[dot]b[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | binay[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | librarian[at]iimsirmaur[dot]ac[dot]in |

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| | | Prof. Binay Kumar Rajak | Member Secretary | rizwan[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Shiv Shankar Jha | | |
| | | Mr. Mohammad Rizwan | | |
| 15 | Alumni Relations Committee | **Prof. Vikas Kumar** | Chairperson | vikas[dot]kumar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vikrant Kaushal | Member | vikrant[dot]kaushal[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Amrinder Singh | Member | amrinder[dot]singh[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Amit Anand Tiwari | Member | amitanand[at]iimsirmaur[dot]ac[dot]in |
| 16 | IT Infrastructure Committee | **Prof. Ram Kumar Dhurkari** | Chairperson | cac[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Shashi Kant Srivastava | Member | shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Bhavin Shah | Member | bhavin[dot]shah[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Alekh Gour | Member | alekh[at]iimsirmaur[dot]ac[dot]in |
| | | Shri. Ashok Pathak | Member | system[dot]manager[at]iimsirmaur[dot]ac[dot]in |
| | | Shri. Mohd. Rizwan | Member Secretary | system[underscore]analyst[at]iimsirmaur[dot]ac[dot]in |
| 17 | Sexual Harassment Internal Complaint Committee | Prof. Sanjay Pareek | Chairperson (0 1704-277359) | urvashi[dot]rathod[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vanessa Gaitree Gowreesunkar | Member | p[dot]sanjay[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Devika Vashisht | Member | gaitree[dot]vanessa[@]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ashish Goel | Member | devika[dot]vashisht[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | ashish[dot]goel[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | aishwarya[at]iimsirmaur[dot]ac[dot]in |

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| | | Prof. Aishwarya Harichandan | Member Secretary | ao[underscore]cmdp[underscore]ldp[at]iimsirmaur[dot]ac[dot]in |
| | | Mrs. Manu Sehgal | Member | aao[underscore]bms[at]iimsirmaur[dot]ac[dot]in |
| | | Ms. Madhushree Debnath | External Member | bms24011[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | mbatm24023[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. Harpuneet Kaur (Principal) | Member | emba24034[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | phd03003[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Aditya Swaroop, (BMS) | Member | |
| | | Ms. Akankasha, (MBA) | Member | |
| | | Mr. Sarvambh Shukla, (MBATM/TTHM) | | |
| | | Dr. Juhi, (EMBA) | | |
| | | Ms. Divya Soni, (PhD) | | |
| 18 | Entrepreneurship, Start-ups and Incubation Committee | **Prof. Mohita Gangwar Sharma** | Chairperson | esichair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ram Kumar Dhurkari | Member | ram[dot]dhurkari[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Parul Malik | Member | parul[dot]malik[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Pragya Bhawsar | Member | pragya[dot]bhawsar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Advaita Rajendra | Member | advaitar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ajay Kumar Singal | Member | ajay[dot]singal[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sana Maidullah | Member | sana[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | |

| Sr. No. | Name of the Committees | Chairperson/ Members | | E-mail ID |
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| 19 | Accreditation Committee | **Prof. Sonakshi Gupta** | Chairperson | accreditationchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sanjay Singh | Member(Ex-chairperson) | sanjay[dot]singh[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Rinky Dahiya | Member | rinki[dot]dahiya[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ujjwal Kango | Member | ujjwal[dot]kango[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. Atul Agrawal | Member Secretary | ao[underscore]admission[at]iimsirmaur[dot]ac[dot]in |
| 20 | Institutional Review Board | **Prof. Urvashi Rathod** | Chairperson | chairirb[at]iimsirmaur[dot]ac[dot]in |
| | | Chairperson, MBA | Ex- Officio | pgpchair[at]iimsirmaur[dot]ac[dot]in |
| | | Chairperson, MBA (TM) | Ex- Officio | mbatourismchair[at]iimsirmaur[dot]ac[dot]in |
| | | Chairperson, Doctoral Programme | Ex- Officio | dprchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Advaita Rajendra | Member Secretary | advaitar[at]iimsirmaur[dot]ac[dot]in |
| 21 | Enterprise Resource Planning Committee | **Prof. Urvashi Rathod** | Chairperson | chairerp[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. M. Pachayappan | Member | pachayappan[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ram Kumar Dhurkari | Member | ram[dot]dhurkari[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Alekh Gour | Member | alekh[at]iimsirmaur[dot]ac[dot]in |
| | | Shri. Ashok Pathak | Member | system[dot]manager[at]iimsirmaur[dot]ac[dot]in |
| | | Shri. Amiya Kumar Das | Member | akdas[at]iimsirmaur[dot]ac[dot]in |
| | | Shri. Mohammad Rizwan | Member | rizwan[at]iimsirmaur[dot]ac[dot]in |

| Sr. No. | Name of the Committees | Chairperson/ Members | | E-mail ID |
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| 22 | Central/ Local Purchase Committee | Prof. Ajay Kumar Singal | Chairperson | ajay[dot]singal[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. K. Selvanathan | Member | sc[at]iimsirmaur[dot]ac[dot]in |
| | | The Concerned Area Chairperson/Officer | Member | akdas[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Amiya Kumar Das | Secretary | aao_[underscore]purchase[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Sharad Prakash Bhosale | | |
| 23 | Procurement Monitoring Committee | Prof. Shashi Kant Srivastava | Chairperson | shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in |
| | | | Member | sc[underscore]project[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. Bijaya Kumar Panigrahy | Member | akdas[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Amiya Kumar Das | Member | rizwan[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Mohammad Rizwan | Member Secretary | sc[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. K. Selvanathan | | |
| 24 | Internal Audit Wing | Mr. Ajay Kumar | Member(Junior Accountant) | jr[underscore]accountant1[at]iimsirmaur[dot]ac[dot]in |
| 25 | Grievance Redressal Cell for Staff | Prof. Ajay Kumar Singal | Chairperson | grc[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Rinki Dahiya | Member | rinki[dot]dahiya[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. K. Selvanathan | Senior Consultant (Administration) | sc[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Hukam Chand | Administrative Officer (Personnel) | ao[underscore]personnel[at]iimsirmaur[dot]ac[dot]in |

| Sr. No. | Name of the Committees | Chairperson/ Members | | E-mail ID |
|---|---|---|---|---|
| 26 | Bachelors of Management Studies (BMS) Committee. | **Prof. Vikas Kumar** | Chairperson | bmschair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Pradipta Patra | Member | pradipta[dot]patra[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Shashikant Srivastava | Member | shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. M. Pachyappan | Member | pachayappan[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ashish Goel | Member | ashish[dot]goel[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Bhanu Pratap Singh | Member | bhanupratap[dot]singh[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Ujjwal Kango | Member | ujjwal[dot]kango[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Parijat Lanke | Member | parijat[dot]lanke[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Aishwarya Harichandan | Member | aishwarya[at]iimsirmaur[dot]ac[dot]in |
| 27 | Grievance Redressal Cell for Students | **Prof. Karthikeyan Balakumar** | Chairperson, Hostels | grcstudents[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Vandana | Chairperson, Hostels | vandana[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Hukam Chand | Administrative Officer (Personnel) | ao[underscore]personnel[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Daljeet Charkhandi | Administrative Officer | daljeet[dot]charkhandi[at]iimsirmaur[dot]ac[dot]in |
| | | Mr. Amiya Kumar Das | Administrative Officer(F&A) | akdas[at]iimsirmaur[dot]ac[dot]in |

| Sr. No. | Name of the Committees | Chairperson/ Members | | E-mail ID |
|---|---|---|---|---|
| 28 | Long Duration Programmes (LDPs) Committee | **Prof. M. Pachayappan** | Chairperson | ldpchair[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Jithendran Kokkranikal | Member | jithendran[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Shashi Kant Srivastava | Member | shashikant[dot]srivastava[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Sanjay Singh | Member | sanjay[dot]singh[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Advaita Rajendra | Member | advaitar[at]iimsirmaur[dot]ac[dot]in |
| | | Prof. Parijat Lanke | Member | parijat[dot]lanke[at]iimsirmaur[dot]ac[dot]in |
| | | Smt. Manu Sehgal(AO) | | ao[underscore]cmdp[underscore]ldp[at]iimsirmaur[dot]ac[dot]in |
| 29 | Committee For Prevention Of Caste Based Discrimination | **Dr. Vikas Kumar** | Convener | complaints[underscore]categories[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. Pradipta Patra | Member | pradipta[dot]patra[at]iimsirmaur[dot]ac[dot]in |
| | | Dr. Rinki Dahiya | | rinki[dot]dahiya[at]iimsirmaur[dot]ac[dot]in |

## 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 (Except 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:

<ol type="i">
<li>The Indian Institutes of Management Act, 2017</li>
<li>The Indian Institutes of Management Rules, 2018:</li>
<li>DoPT and GFR norms:</li>
<li>All other relevant GoI norms as applicable. All documents are available on the Institute's website for reference.</li>
</ol>

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.

| Grievance Redressal Cell (Staff) | Grievance Redressal Cell (Students) |
|---|---|
| 1. Prof. Ajay Kumar Singal<br>2. Prof. Rinki Dahiya<br>3. Dr. K. Selvanathan - Senior Consultant (Administration)<br>4. Mr. Hukam Chand  - Administrative Officer (Personnel) | 1.Prof. Karthikeyan Balakumar - Chairperson<br>2. Prof. Vandana - Chairperson, Hostels<br>3.Mr. Amiya Kumar Das – Senior Administrative Officer(F&A)<br>4. Mr. Hukam Chand - Administrative Officer (Personnel)<br>5. Mr. Daljeet Charkhandi - Administrative Officer, Admissions |

## 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 orders

The IIM Sirmaur is an autonomous Institute with only one Campus. None of the academic officials is transferred. However, the inter-departmental transfer can be done in the case of non-teaching staff with the approval of the appropriate authority, the same is available at 1.2.3 (c) as above.

## 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://iimsirmaur.ac.in/board-governors

### 1.7.2  https://iimsirmaur.ac.in/committees

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 7th CPC, consisting of basic pay, dearness allowance, house rent allowance, transport allowance and tough area allowance. For details, please refer to the table below:

| Sr. No. | Designation | Pay Level (7th CPC) |
|---------|-------------|---------------------|
| 1 | Professor | Level 14 A of Faculty Pay Matrix |
| 2 | Associate Professor | Level 13 A2 of Faculty Pay Matrix |
| 3 | Assistant Professor Grade I | Level 12 & 13 A1 of Faculty Pay Matrix |
| 4 | Assistant Professor Grade II | Level 10 & 11 of Faculty Pay Matrix |
| 5 | Librarian | 12 |
| 6 | Senior Administrative Officer | 11 |
| 7 | • Administrative Officer<br>• System Analyst<br>• Assistant Engineer (Civil & Estates)<br>• Executive Assistant to Director | 10 |

| 8 | • Senior Personal Assistant<br>• Assistant Administrative Officer<br>• Horticulture Officer | 8 |
|---|---|---|
| 9 | • Office Assistant<br>• Lab Assistant (IT)<br>• Junior Engineer (Electrical)<br>• Junior Engineer (Civil) | 6 |
| 10 | • Junior Office Assistant<br>• Junior Accountant | 5 |
| 11 | • Junior Office Assistant Grade II<br>• Junior Library Assistant Grade II | 3 |
| 12 | Driver | 2 |
| 13 | Attendant Peon | 1 |

1.9.2   System of compensation as provided in its regulations

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

As per the 7th 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. Selvanathan, 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 / shivsjha@iimsirmaur.ac.in Phone: 01704-277308

First Appellate Authority: Email ID: 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 has organized RTI awareness programme for employees and students on September 25, 2023, by Sh. Shiv Shankar Jha, CPIO.

1.12.2 Efforts to encourage public authority to participate in these programmes

The Institute issues circulars of particulars of the RTI awareness programme. The notification, circulars received form the CIC portal are also forwarded to the employees.

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 21.06.2024

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 | | | | | |
|---|---|---|---|---|---|---|
| | **_APPROVED BUDGET FOR THE FINANCIAL YEAR 2024-25_** | | | | | |
| | **RECURRING EXPENDITURE (OH-31+36)** | | | | | |
| **Sr No** | **Budget Heads** | Q1 (April-June) | Q2 (July- Sept) | Q3 (Oct-Dec23) | Q4 (Jan-Mar 24) | Total |
| **A.** | **STAFF PAYMENT & BENEFIT EXPENSES** | **3.86** | **4.07** | **4.28** | **6.49** | **18.70** |
| | Salaries | 3.18 | 3.30 | 3.30 | 4.13 | 13.91 |
| | Faculty Development Allowance (FDA) | 0.08 | 0.07 | 0.10 | 0.15 | 0.40 |
| | Cumulative Professional Development Allowance (CPDA) | 0.04 | 0.10 | 0.13 | 0.13 | 0.40 |
| | Contribution to NPS (Faculty and Staff) | 0.33 | 0.33 | 0.44 | 0.44 | 1.54 |
| | Staff/ faculty Welfare Expenses | 0.02 | 0.06 | 0.08 | 0.08 | 0.24 |
| | Telephone reimbursement | 0.01 | 0.01 | 0.01 | 0.01 | 0.04 |
| | Medical Facility | 0.17 | 0.15 | 0.15 | 0.13 | 0.60 |
| | Children Education Allowance | 0.00 | 0.00 | 0.00 | 0.10 | 0.10 |
| | Honorarium (Board, F&IC, IC & PMC) | 0.01 | 0.01 | 0.01 | 0.01 | 0.04 |
| | Retirement & Terminal Benefits | | | | | |
| | Provision for Leave Encashment | 0.00 | 0.00 | 0.00 | 0.60 | 0.60 |
| | Provision for Gratuity | 0.00 | 0.00 | 0.00 | 0.60 | 0.60 |
| | Leave Travel Expenses (LTC) | 0.02 | 0.02 | 0.03 | 0.08 | 0.15 |
| | Others | 0.00 | 0.02 | 0.03 | 0.03 | 0.08 |
| **B.** | **ACADEMIC EXPENSES** | **1.46** | **2.48** | **2.46** | **2.50** | **8.90** |
| | Expenses on Seminar/ Workshops | 0.00 | 0.02 | 0.01 | 0.01 | 0.04 |
| | Visiting faculty Expenses (Honorarium) | 0.00 | 0.19 | 0.20 | 0.23 | 0.62 |
| | Visiting faculty Expenses (Boarding, Lodging and etc.) | 0.00 | 0.00 | 0.12 | 0.13 | 0.25 |
| | Examination | 0.00 | 0.02 | 0.03 | 0.03 | 0.08 |
| | Student welfare expenses/ Events/ Activities | 0.02 | 0.02 | 0.03 | 0.08 | 0.15 |
| | Admission Expenses | 0.17 | 0.43 | 0.00 | 0.00 | 0.60 |
| | Convocation Expenses | 0.38 | 0.02 | 0.00 | 0.10 | 0.50 |
| | Publications reward | 0.05 | 0.20 | 0.45 | 0.50 | 1.20 |
| | Books & Course materials | 0.00 | 0.60 | 0.60 | 0.60 | 1.80 |
| | Subscription (liabrary) | 0.80 | 0.35 | 0.50 | 0.50 | 2.15 |
| | Subscription (PGP)-OLT, NAD, ERP | 0.00 | 0.05 | 0.05 | 0.00 | 0.10 |

| | | | | | |
|---|---|---|---|---|---|
| | Subscription (IT)-Microsoft license+ Fortinet+Zoom+ razorpay | 0.00 | 0.00 | 0.08 | 0.00 | 0.08 |
| | Placement and Training expenses | 0.04 | 0.21 | 0.25 | 0.25 | 0.75 |
| | Alumni Relations Activities | 0.00 | 0.10 | 0.08 | 0.00 | 0.18 |
| | Student Orientation Programme | 0.00 | 0.20 | 0.00 | 0.00 | 0.20 |
| | Others | 0.00 | 0.07 | 0.06 | 0.07 | 0.20 |
| **C.** | **ADMINISTRATIVE & GENERAL EXPENSES** | **2.07** | **3.01** | **3.09** | **3.38** | **11.55** |
| | Electricity Charges & Power | 0.08 | 0.39 | 0.39 | 0.39 | 1.25 |
| | Rent, Rate and Taxes | 0.86 | 0.70 | 0.68 | 0.68 | 2.92 |
| | Telephone and Internet Charges | 0.05 | 0.49 | 0.22 | 0.24 | 1.00 |
| | Printing, Postage & Stationery(Consumption)-Purchase | 0.01 | 0.07 | 0.06 | 0.06 | 0.20 |
| | Travelling & Conveyance Expenses | 0.07 | 0.15 | 0.15 | 0.15 | 0.52 |
| | Hospitality Expenses | 0.00 | 0.02 | 0.01 | 0.02 | 0.05 |
| | Auditor Remuneration | 0.03 | 0.00 | 0.00 | 0.03 | 0.05 |
| | Professional Charges | 0.01 | 0.02 | 0.01 | 0.01 | 0.05 |
| | Advertisement & Publicity | 0.00 | 0.08 | 0.06 | 0.06 | 0.20 |
| | Magazines & Journals | 0.00 | 0.00 | 0.00 | 0.02 | 0.02 |
| | Recruitment Expenses | 0.02 | 0.02 | 0.02 | 0.02 | 0.08 |
| | Stores/ Spares and Consumable | 0.02 | 0.02 | 0.03 | 0.03 | 0.10 |
| | Budget for Enterpreneur, Startup and Incubation Activities | 0.01 | 0.01 | 0.01 | 0.01 | 0.04 |
| | Outsourced Manpower (House keeping, Security and outsourced manpower) | 0.65 | 0.95 | 1.35 | 1.55 | 4.50 |
| | Others (including Shifting to Permanent Campus) | 0.26 | 0.09 | 0.10 | 0.12 | 0.57 |
| **D.** | **DEPRECIATION OF ASSETS** | **1.25** | **1.25** | **1.25** | **1.25** | **5.00** |
| **E.** | **TRANSPORT EXPENSES** | **0.11** | **0.21** | **0.32** | **0.32** | **0.95** |
| | *1. Vehicles Owned by Institution* | | | | | |
| | a) Running Expenses | 0.01 | 0.01 | 0.01 | 0.01 | 0.04 |
| | b) Repairs and Maintenance | 0.00 | 0.00 | 0.00 | 0.01 | 0.01 |
| | c) Insurance Expenses | 0.00 | 0.00 | 0.01 | 0.00 | 0.01 |
| | *2. Vehicles taken on rent/ lease* | | | | | |
| | a) Rent/lease Expenses | 0.10 | 0.20 | 0.30 | 0.30 | 0.90 |
| **F.** | **REPAIRS & MAINTENANCE EXPENSES** | **0.07** | **0.29** | **0.27** | **0.29** | **0.91** |
| | R&M_Buildings (hostels & class rooms) | 0.00 | 0.01 | 0.01 | 0.01 | 0.03 |
| | R&M_Furniture & Fixtures | 0.00 | 0.13 | 0.13 | 0.13 | 0.39 |

| | | | | | |
|---|---|---|---|---|---|
| | R&M_Plant & Machinery | 0.00 | 0.00 | 0.00 | 0.01 | 0.01 |
| | R&M_Office Equipment | 0.01 | 0.01 | 0.00 | 0.01 | 0.03 |
| | R&M_Computers | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 |
| | R&M_Computer Lab & IT equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 |
| | R&M_Audio Visual equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 |
| | Cleaning Material and Services | 0.03 | 0.06 | 0.06 | 0.05 | 0.20 |
| | Gardening | 0.00 | 0.00 | 0.01 | 0.01 | 0.01 |
| | R&M_Vehicle | 0.00 | 0.01 | 0.00 | 0.00 | 0.01 |
| | R&M/AMC _Others | 0.01 | 0.06 | 0.06 | 0.06 | 0.19 |
| **G.** | **PRIOR PERIOD EXPENSES** | **0.00** | **0.04** | **0.00** | **0.00** | **0.04** |
| **H.** | **EXPENSES FOR Ph.D STUDENTS** | **0.17** | **0.28** | **0.33** | **0.36** | **1.13** |
| | Ph. D Scholar_ Stipend | 0.13 | 0.18 | 0.18 | 0.18 | 0.67 |
| | Ph. D Scholar_HRA | 0.03 | 0.03 | 0.03 | 0.03 | 0.12 |
| | Ph. D Scholar_Books & Course Materials | 0.00 | 0.02 | 0.02 | 0.02 | 0.05 |
| | Ph. D Scholar_Contingency Grant | 0.00 | 0.01 | 0.01 | 0.02 | 0.04 |
| | Ph. D Scholar_National Conference Grant | 0.00 | 0.01 | 0.01 | 0.03 | 0.05 |
| | Ph. D Scholar_International Conference Grant | 0.00 | 0.00 | 0.05 | 0.05 | 0.10 |
| | Ph. D Scholar_Start up Grant | 0.00 | 0.02 | 0.02 | 0.01 | 0.05 |
| | Others | 0.01 | 0.01 | 0.01 | 0.02 | 0.05 |
| **I.** | **EXPENSES FOR EX-MBA** | **0.02** | **0.30** | **0.30** | **0.04** | **0.67** |
| | Expenses on Seminar/ Workshops (Online) | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 |
| | Faculty Expenses (Hon.) | 0.00 | 0.21 | 0.21 | 0.00 | 0.42 |
| | Study Material (Books & Course materials) | 0.02 | 0.05 | 0.05 | 0.00 | 0.12 |
| | General Expense including Hon of Prog Directors | 0.00 | 0.04 | 0.04 | 0.04 | 0.12 |
| **J.** | **EXPENSES FOR EX-MBA DTA** | **0.02** | **0.29** | **0.30** | **0.04** | **0.65** |
| | Expenses on Seminar/ Workshops (Online) | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 |
| | Faculty Expenses (Hon.) | 0.00 | 0.22 | 0.23 | 0.00 | 0.45 |
| | Study Material (Books & Course materials) | 0.02 | 0.03 | 0.03 | 0.00 | 0.07 |
| | General Expense including Hon of Prog Directors | 0.00 | 0.04 | 0.04 | 0.04 | 0.12 |
| **K** | **Other Expeses (Unforseen expenses)** | 0.00 | 0.10 | 0.20 | 0.20 | 0.50 |
| | **Total Expenditure (Recurring)** | **9.03** | **12.31** | **12.80** | **14.86** | **49.00** |

| NON-RECURRING EXPENDITURE (OH-35) | | | | | | |
|---|---|---|---|---|---|---|
| | **NON-RECURRING EXPENDITURE (OH-35)** | **0.31** | **1.01** | **0.82** | **1.53** | **3.68** |
| | *Tangible & Intangible Assets* | | | | | |
| | Electrical Installation and Equipment | 0.00 | 0.00 | 0.05 | 0.00 | 0.05 |
| | Plant & Machinery | 0.00 | 0.00 | 0.05 | 0.00 | 0.05 |
| | Office Equipment | 0.01 | 0.01 | 0.00 | 0.01 | 0.03 |
| | Audio Visual equipment | 0.01 | 0.01 | 0.01 | 0.01 | 0.03 |
| | Computers & Peripherals | 0.00 | 0.40 | 0.00 | 0.00 | 0.40 |
| | Furniture, Fixtures & Fittings | 0.00 | 0.00 | 0.10 | 0.10 | 0.20 |
| | Vehicles | 0.00 | 0.00 | 0.02 | 0.02 | 0.04 |
| | Lib. Books & E-Books | 0.08 | 0.08 | 0.08 | 0.08 | 0.30 |
| | Small Value Assets | 0.02 | 0.02 | 0.02 | 0.02 | 0.08 |
| | *Project Cost* | 0.05 | 0.05 | 0.05 | 0.10 | 0.25 |
| | Computer Software | 0.15 | 0.15 | 0.15 | 0.15 | 0.60 |
| | Periodical/E-Journal/ Database exp | 0.00 | 0.30 | 0.30 | 1.05 | 1.65 |
| **Total Expenditure (Recurring+Non Recurring)** | | **9.34** | **13.32** | **13.62** | **16.40** | **52.68** |

### 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.  There is no separate budget for Foreign and Domestic Tours, it is met out with the general budget.

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

Expenditure met with the General Budget with the approval of the Competent Authority.

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.

| Sr. No. | Details of Items | Supplier Name & Address | Value of Purchase (In Rs.) | Gem/Tender Details |
|---|---|---|---|---|
| 1 | For hiring a Training-cum-Technology Partner to enhance placement opportunities at IIM Sirmaur | **M/s Kidex Venture Private Limited** Corp, Address 3rd Floor, Plot No. 108, sector-44, Gurugram, Haryana - 122003 | ₹55,48,389/- | IIMS/PUR/Training-cum-Technology Partner/35/2024-25 Dated 13.07.2024 |
| 2 | Notice inviting tender for supply, installation, testing, and commissioning of RFID (radio frequency identification) based security system for the library, IIM Sirmaur. | **M/s ID Tech Solutions Pvt. Ltd.** Plot No. 610, Udyog Vihar, Phase V, Gurugram - 122016 | ₹10,94,000/- | IIMS/PUR/Library RFID/26/2024-25 Dated:31.07.2024 |
| 3 | Limited Tender Enquiry for Comprehensive Medical Checkup for Faculty and Staff of IIM Sirmaur | **M/s Graphic Era Institute of Medical Sciences Dehradun** 566/6, Graphic ERA Edcuational Society, Bell Road, Clement town, Dehradun. | ₹2,18,100/- | IIMS/SER/Comprehensive Medical Checkup/02/24-25 Dated:23.08.2024 |
| 4 | Outsourcing of LAN, Wi-fi and Internet Connectivity at the City campus of IIM Sirmaur, Paonta Sahib. | **M/s BSNL Ltd.** O/o General Manager BA Solan, Himuda Complex, Solan H.P. -173211 | ₹26,88,000/- (GST Exclusive) | IIMS/PUR/ICT/222/24-25 dated 19.02.2025 |
| 5 | Work Order for providing 1Gbps bandwidth(1:1LL circuit) internet leased line at IIM Sirmaur for 1 year | **M/s BSNL Ltd.** O/o General Manager BA Solan, Himuda Complex, Solan H.P. -173211 | ₹22,42,000/- | IIM Sirmaur/PUR/1gbps Bandwidth/39/2024-25 dated 25/7/24 |
| 6 | Renewal \| Award of contract for Mediclaim Insurance Policy for the students of IIM Sirmaur | **M/s ICICI Lombard** (For 600 Students) 414, ICICI Lombard GIC Ltd, Veer Savarkar Marg, Prabhadevi, Mumbai: 400025 | ₹6,48,528/- | GeM bid vide no. GeM/2023/B/3312059 dated 09.05.2023 |

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

The concessions are given to the students as per the Institute norms.

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

| INDIAN INSTITUTE OF MANAGEMENT SIRMAUR |
|---|
| **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 |
| 11 | Arjun Ram | MBATHM02005 | 560,000 | 2022-23 | Fee waiver in second year |
| 12 | Sanya Sadhwani | MBATHM02036 | 560,000 | 2022-23 | Fee waiver in second year |
| **Total in Rs.** | | | **3,331,500** | | |
| | | | 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. [IIM Act 2017, IIM Rules 2018, IIM Sirmaur Regulations 2021, Annual Report, Academic Calendar, Fees Details,etc.].

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. The printed copy of RTI manual is available with the office of the CPIO.

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 by the end of July 2024.

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

21.06.2024.

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

MDP for HPCL, MDP for PGCIL, MDP for SJVN Ltd. and FDPs for ATAL.

4.5.4   List of schemes/ projects/ programme underway

Two Executive MBA Programmes are 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 30.09.2024 as communicated by CPWD.

| SI. No. | Name of the Contractor | Amount of Contract | Period of completion of Contract |
|---|---|---|---|
| 1 | M/s O. P. Khanna & Sons (Boundary wall Work) | Rs. 9,85,06,034/- | February 11, 2021 |
| 2 | M/s Kamladityya Construction Pvt Ltd. (Main Project) | Rs.2,60,83,66,364/- | June 09, 2022 |
| 3 | Sh. Rajender Kumar (Boundary wall work) | Rs. 5,93,61,358/- | May 06, 2023 |
| 4 | M/s Siddhansh Engineering Works (ICT) | Rs. 2.84 Cr. | October 28, 2023 |
| 5 | Sh. Baleshwar (Horticulture) | Rs. 1,45,55,730/- | December 09, 2024 |
| 6 | Sh. Baleshwar (Good Earth) | Rs. 35,77,527/- | October 17, 2023 |
| 7 | M/s Pyramid Builders | Rs. 1,28,09,970/- | January 25, 2024 |
| 8 | M/s Siddhansh Engineering Works (Boundary wall work) | Rs. 2,62,97,332/- | May 07, 2024 |
| 9 | M/s Sabur Alam (Retrofit Work) | Rs. 74,00,094/- | March 27, 2024 |
| 10 | M/s Tyagi Construction Company | Rs. 86,57,318/- | June 19, 2024 |

| 11 | M/S. Kasana Associates (Retrofitting) | Rs. 39,92,101/- | April 12, 2025 |
|----|---------------------------------------|-----------------|----------------|
| 12 | M/s. Jitendra singh (Construction and maintenance of Horticulture work) | Rs. 61,92,538/- | July 09, 2025 |

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 1920 "Contractual Teachers in KVs /Ad-hoc Teachers for Higher Education dated March 09, 2023**

(a) the details of number of teachers in Kendriya Vidyalayas employed on contractual basis in the last 5 years, State/UT-wise;
Ans – NA

(b) the number of ad-hoc teachers in the higher education in the last 5 years, State/UT-wise;
**Reply -** NA (no Adhoc appointments)

(c) whether the Government is contemplating on the issue of contractual employment among teachers, if so, the details thereof and if not, the reasons therefor;

**Reply:** IIM Sirmaur has Contractual appointments provisions for Teachers as per Ministry of Education guidelines.

(d) whether the Government proposes to come up with a national-level policy framework to provide job security and other social security benefits to the contractual and ad-hoc teachers, if so, the details thereof and if not, the reasons therefor; and

**Reply :** IIM Sirmaur follows GoI norms as applicable in the matter.

(e) whether the Government plans to fill up over fifty per cent of senior faculty positions lying vacant in centrally-funded higher education institutions by promoting ad-hoc teachers to permanent positions,
if so, the details thereof and if not, the reasons therefor?

**Reply :** NA (at IIM Sirmaur there are no teachers Adhoc appointed on Adhoc)

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 | | |
|---|---|---|---|---|
| 1. | the details of physical and financial status of allocation and expenditure, during the last three years, on temporary, adhoc and contractual posts in each of the departments and agencies under the control of Ministry; | Financial Year | Allocation (Rs. In Lakh) | Expenditure (Rs. In Lakh) |
| | | 15-16 | 40 | 35 |
| | | 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 324th 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 GoI norms. The reservation policy as per GoI 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 | IIM Sirmaur is providing financial assistance to the tune of Rs 26.2 lakhs to a phd student over a period of 5 years. |

| | | research and innovation with a view to cultivating a proper echo system for rigorous research and creating a pool of highly qualified faculty | 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$^{st}$ 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 **Adhoc Faculty** 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 identified after due consultations with different Ministries/Organizations; | IIM Sirmaur is committed to seek and avail opportunities offered by and through National Research Foundation (NRF). |
| 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 | N/A |

| | | | |
|---|---|---|---|
| | | base learning (EBL) and on the job training (OJT) | |
| 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 / shivsjha@iimsirmaur.ac.in Phone: 01704-277308

2. Dr. K. Selvanathan, First Appellate Authority

    Email ID: sc@iimsirmaur.ac.in, Phone: 01704-277321

Earlier CPIO & FAA

1. Prof. Vikas Kumar, CPIO

    Email ID: rti@iimsirmaur.ac.in/ vikas.kumar@iimsirmaur.ac.in

2. Prof. Vikas Kumar, First Appellate Authority

    Email ID: rti@iimsirmaur.ac.in/ vikas.kumar@iimsirmaur.ac.in

3. Prof. Neelu Rohmetra, First Appellate Authority (Former Director)

    Email ID: director@iimsirmaur.ac.in

5.1.2 Details of third-party audit of voluntary disclosure –

(a) Dates of audit carried out:

15.10.2022.

(b) Report of the audit carried out

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

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

No, it is under process and obtained soon.

6.2.2    Does the website show the certificate on the Website?

No

**Indian Institute of Management Sirmaur**

**Abstract of Quarterly Returns**

**Year :** 2024-25

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

| 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.) | Section 8(1) (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | Other Sections (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), Sirmaur | 1 | 13 | 38 | 51 | 0 | 0 | 0 | 490 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 2 | 19 | 25 | 44 | 0 | 0 | 0 | 370 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 3 | 2 | 21 | 23 | 0 | 0 | 0 | 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 4 | 4 | 40 | 44 | 0 | 0 | 0 | 140 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total** | | | **13** | **124** | **162** | **0** | **0** | **0** | **1120** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

**Indian Institute of Management Sirmaur**

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

**Q.1. 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. 2. 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.3. 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 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.