Indian Institute of Management Rohtak
Management City NH-10 Southern
Bypass, Sunaria, Rohtak-124010
Haryana, India

Website: http://www.iimrohtak.ac.in/

Information under Right to Information Act, 2005

INTRODUCTION (Basic Information under RTI Act, 2005)

1.1	Background of this Handbook	Right to Information Act 2005 (RT Act)
1.2	Objectives and purpose of this Handbook	To provide information about the Institute and sources of information
1.3	Users of this Handbook	Students, Faculty and Staff of the Institute, General Public, etc.
1.4	Organisation of the information in this Handbook	As per guidelines of the Ministry of Education, Government of India Institute: Indian Institute of Management Rohtak
1.5	Definitions	Act: Right to Information Act, 2005
1.6	Contact Person	Kamal Kishore Joshi, CPIO Indian Institute of Management Rohtak Management City NH-10 Southern Bypass, Sunaria, Rohtak-124010 **Phone:** +01262-228509 **E-mail:** kamal.joshi@iimrohtak.ac.in

How to Access Information

Right To Information Act 2005

FILING OF APPLICATION

1. A person seeking information may file an application on the form attached as Appendix 'A' either in writing or by e-mail giving particulars of the information being sought.

2. The application along with the requisite fee, can be given to the Central Public Information Officer (CPIO), Indian Institute of Management, Rohtak – 124010, Haryana

3. In case a request is made by e-mail, the fee should be deposited within seven days. Non-receipt of the fee will imply withdrawal of the request.

Payment of Fees:

1. A nominal fee of Rs.10/- will be charged as an application fee.

For information under Section 7, an additional fee will be payable as under –

(a) Rupees two (Rs.2/-) for each page in A-3 or smaller size paper;

(b) Actual cost or price of photocopy in large size paper;

(c) Actual cost or price for samples or modes;

(d) Rupees fifty per diskette or floppy;

(e) Price fixed for a publication or rupees two (Rs.2/-) per page of photocopy for extracts from the publication;

(f) No fee for inspection of records for the first hour of inspection and a fee of rupees five (Rs.5/-) for each subsequent hour or fraction thereof; and

(g) So much of the postal charge involved in supply of information that exceeds fifty rupees.

2. No fee if the –

(a) The person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted alongwith the application.

(b) CPIO has failed to reply within 30 days

The fee is payable in cash to the public authority against a proper receipt/Indian Postal Order/demand draft/ bankers cheque favouring Indian Institute of Management Rohtak

Disposal of Request:

The Institute will endeavour to provide the information expeditiously as possible and in any case within the stipulated time as per the RTI Act 2005

The requester will be informed about the fee. The intervening period will not be included in the 30 days time specified for the reply.

APPLICATION FORM (Appendix'A')

 For details, please visit: http://www.iimrohtak.ac.in/index.php/institute/initative/rti

INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1)(B) OF
THE RIGHT TO INFORMATION ACT, 2005
Indian Institute of Management
Rohtak
Management City NH-10 Southern
Bypass, Sunaria, Rohtak-124010
Website:
http://www.iimrohtak.ac.in/

S. N	Sub-Clause 4(1) (b), Act	Description
1.	(i)	The particulars of the organization, functions and duties:
2.	(ii)	The powers and duties of its officers and employees:
3.	(iii)	The procedure followedin the decision-making process, including channels of supervision and accountability:
4.	(iv)	The norms set by it for the discharge of its functions:
5.	(v)	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:
6.	(vi)	A statement of the categories of documents that are held by it or under its control:
7.	(vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:
8.	(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:
9.	(ix)	A directory of its officers and employees:
10.	(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:
11.	(xi)	The budget allocated to each of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements made:
12.	(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:
13.	(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it:
14.	(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form:
15.	(xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:
16.	(xvi)	The names, designations and other particulars of the Public Information Officers:
17.	(xvii)	Such other information as may be prescribed:

1. Section 4(1) b (i) - The particulars of the organization, functions and duties.

a) Address of the Institute:

> **INDIAN INSTITUTE OF MANAGEMENT ROHTAK**
> **Management City, NH-10 Southern Bypass,**
> **Sunaria, Rohtak – 124010**
> **Haryana, India**
> **Contact**: http://www.iimrohtak.ac.in/index.php/contact-us
>
> **Website:** http://www.iimrohtak.ac.in/

b) Head of the Organizaton: Director, IIM Rohtak

c) Establishment:

Institute

Indian Institute of Management Rohtak is the IIM established by the Ministry of HRD, Government of India, by Act 2017. IIM Rohtak is an institute of national importance as per the Ministry of HRD, Government of India.
For more details, please visit: http://www.iimrohtak.ac.in/index.php/institute

Vision:

"The vision of IIM Rohtak is to be a global leader in the creation and dissemination of management knowledge, and a global learning center, in due course of time."

Mission:

"The primary mission of IIM Rohtak is to develop (corporate and non-corporate) managers with a sense of excellence, strong social commitment, and a passion for a value system. The broader institutional mission of IIM Rohtak is to create knowledge through quality publications and management education."
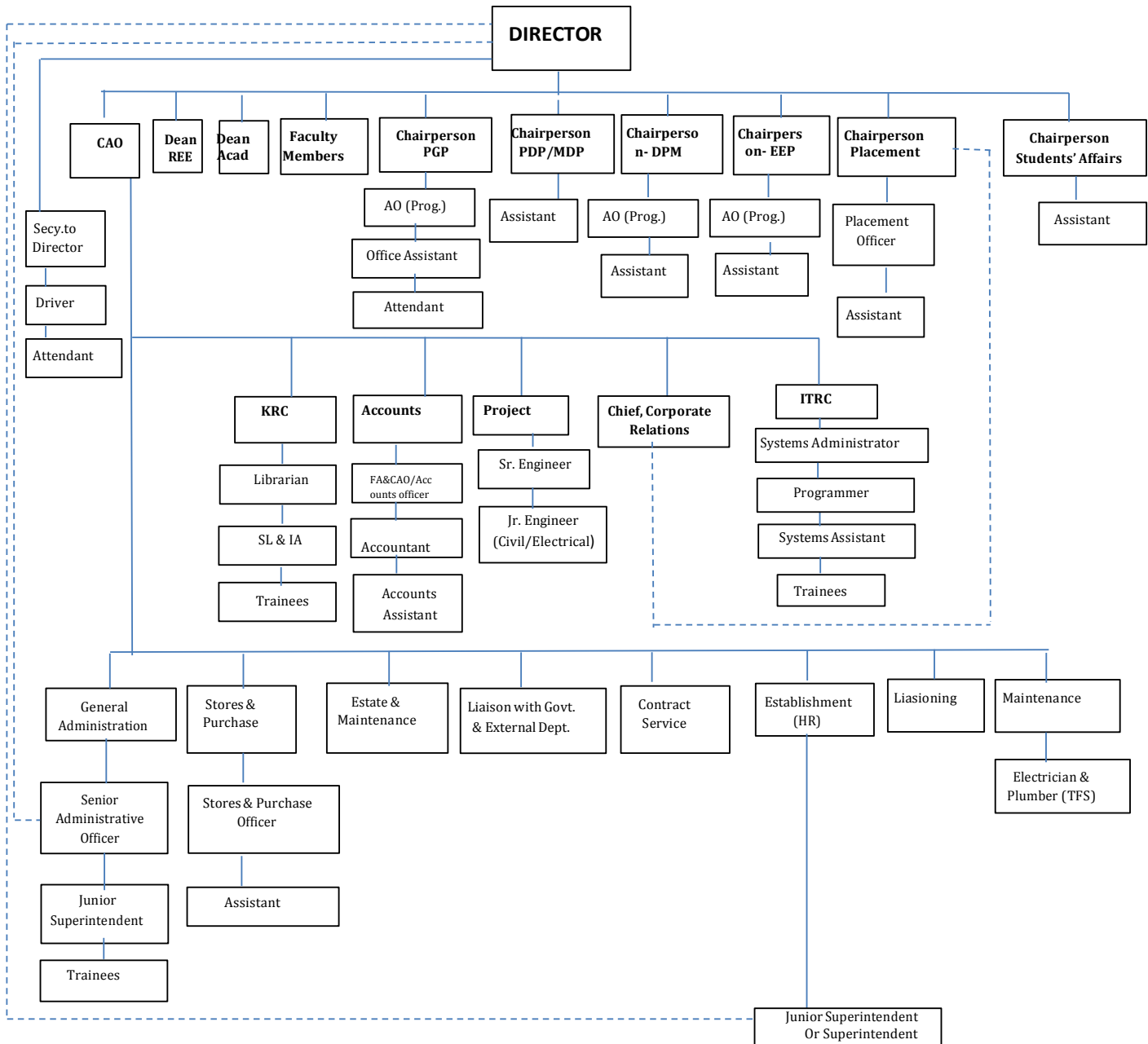
d) Governance of the Institute:

- **Board of Governors:** Please visit: http://www.iimrohtak.ac.in/index.php/institute/board-of-governors

- **Organisation Structure:**

4

INDIAN INSTITUTE OF MANAGEMENT ROHTAK

Organisation Structure

e) Main activities/functions of the Institute

IIM Rohtak's activities are comprised of teaching, management development, research, consulting.

Educational Programmes

For more details, please visit the tab Programmes at: http://www.iimrohtak.ac.in/

वर्ष 2023 के दौरान छुट्टियों की सूची
LIST OF HOLIDAYS DURING THE YEAR 2023

क्र.सं./ S.No.	छुट्टी / Holiday	दिनांक / Date	दिन / Day
1	गणतंत्र दिवस / Republic Day	जनवरी -26 /Jan-26	गुरुवार / Thursday
2	होली / Holi	मार्च-08 / Mar-08	बुधवार / Wednesday
3	राम नवमी / Ram Navami	मार्च -30 /Mar-30	गुरुवार / Thursday
4	महावीर जयंती / Mahavir Jayanti	अप्रैल-04 / Apr-04	मंगलवार / Tuesday
5	गुड फ्राइडे / Good Friday	अप्रैल-07 / Apr-07	शुक्रवार / Friday
6	ईद -उल-फितर / EId-ul-Fitr	अप्रैल -22 / Apr-22	शनिवार / Saturday
7	बुद्ध पूर्णिमा / Budha Purnima	मई-05 / May-05	शुक्रवार / Friday
8	ईद-उल-जुहा (बकरीद) / EId-ul-Zuha (Bakrid)	जून-29 / Jun-29	गुरुवार / Thursday
9	मुहर्रम / Muharram	जुलाई-29 / Jul-29	शनिवार / Saturday
10	स्वतंत्रता दिवस / Independence Day	अगस्त-15 / Aug-15	मंगलवार / Tuesday
11	जन्माष्टमी (वैष्णव) / Janmashtami (Vaishnava)	सितम्बर-07 / Sep-07	गुरुवार / Thursday
12	मिलाद-उन-नबी या ईद-ए-मिलाद (पैगंबर मुहम्मद का जन्मदिन) / Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Muhammad)	सितम्बर -28 / Sep-28	गुरुवार / Thursday
13	महात्मा गांधी जयंती / Mahatma Gandhi's Birthday	अक्टूबर-02 / Oct-02	सोमवार / Monday
14	दशहरा / Dussehra	अक्टूबर -24 / Oct-24	मंगलवार / Tuesday
15	दिवाली (दीपावली) / Diwali (Deepavali)	नवम्बर-12 / Nov-12	रविवार / Sunday
16	गुरु नानक जयंती / Guru Nanak's Birthday	नवम्बर-27 / Nov-27	सोमवार / Monday
17	क्रिसमस का दिन / Christmas Day	दिसंबर-25 / Dec-25	सोमवार / Monday

LIST OF RESTRICTED HOLIDAYS DURING THE YEAR 2023

क्र.सं./ S.No.	छुट्टी / Holiday	दिनांक / Date	दिन / Day
1	नए साल का दिन / New Year's Day	1 जनवरी / January 01	रविवार / Sunday
2	मकर संक्रान्ति, माघ, बिहू / Makar Sankranti, Magh, Bihu	14 जनवरी / January 14	शनिवार / Saturday
3	पोंगल / Pongal	15 जनवरी / January 15	रविवार / Sunday
4	बसंत पंचमी, श्री पंचमी / Basant Panchami, Sri Panchami	26 जनवरी / January 26	गुरुवार / Thursday
5	हजरत अली का जन्मदिन, गुरु रवि दास का जन्मदिन / Hazarat Ali's Birthday, Guru. Ravi Das's Birthday	5 फरवरी / February 5	रविवार / Sunday
6	स्वामी दयानंद सरस्वती का जन्मदिन / Birthday of Swami Dayananda Saraswati	15 फरवरी / February 15	बुधवार / Wednesday
7	महा शिवरात्रि / Maha Shivratri	18 फरवरी / February 18	शनिवार / Saturday
8	शिवाजी जयंती / Shivaji Jayanti	19 फरवरी / February 19	रविवार / Sunday
9	होलिका दहन, दोलयात्रा / holika dahan, dolyatra	7 मार्च / March 7	मंगलवार / Tuesday
10	चैत्र शुक्लदि, गुड़ी, पड़ाव, उगादि, चेटी चंद / Chaitra Sukladi, Gudi, Padava, Ugadi, Cheti Chand	22 मार्च / March 22	बुधवार / Wednesday
11	ईस्टर रविवार / Easter Sunday	9 अप्रैल / April 9	रविवार / Sunday
12	वैसाखी, विशु, मसादी / Vaisakhi, Vishu, Mesadi	14 अप्रैल / April 14	शुक्रवार / Friday
13	वैशाखड़ी (बंगाल), बहग बिहु (असम) / Vaisakhadi (Bengal), Bahag Bihu (Assam)	15 अप्रैल / April 15	शनिवार / Saturday
14	जमात-उल-विदा / Jamat-Ul-Vida	21 अप्रैल / April 21	शुक्रवार / Friday
15	गुरु रवींद्रनाथ टैगोर की जयंती / Birthday of Guru Rabindranath Tagore	9 मई / May 9	मंगलवार / Tuesday
16	रथ यात्रा / Rath Yatra	20 जून / June 20	मंगलवार / Tuesday
17	पारसी नव वर्ष दिवस, नौराज / Parsi New Year's day, Nauraj	16 अगस्त / August 16	बुधवार / Wednesday
18	विनायक चतुर्थी / Vinayaka Chaturthi	20 अगस्त / August 20	रविवार / Sunday
19	ओणम या थिरु ओणम दिवस / Onam or Thiru Onam Day	29 अगस्त / August 29	मंगलवार / Tuesday
20	रक्षाबंधन / Raksha Bandhan	30 अगस्त / August 30	बुधवार / Wednesday
21	जन्माष्टमी (स्मार्ता) / Janmashtami (Smarta)	6 सितम्बर / September 6	बुधवार / Wednesday
22	गणेश चतुर्थी / Ganesh Chaturthi	19 सितंबर / September 19	मंगलवार / Tuesday
23	दशहरा (सप्तमी) / Dussehra (Saptami)	21 अक्टूबर / October 21	शनिवार / Saturday
24	दशहरा (महाष्टमी) / Dussehra (Maha Ashtami)	22 अक्टूबर / October 22	रविवार / Sunday
25	दशहरा (महानवमी) / Dussehra (Mahanavmi)	23 अक्टूबर / October 23	सोमवार / Monday
26	महर्षि वाल्मीकि जयंती / Maharishi Valmiki's Birthday	28 अक्टूबर / October 28	शनिवार / Saturday
27	करक चतुर्थी (करवा चौथ) / Karaka Chaturthi (Karva Chauth)	1 नवंबर / November 1	बुधवार / Wednesday
28	नरक चतुर्दशी / Naraka Chaturdashi	12 नवंबर / November 12	रविवार / Sunday
29	गोवर्धन पूजा / Govardhan Puja	13 नवंबर / November 13	सोमवार / Monday
30	भाई दूज / Bhai Dooj	15 नवंबर / November 15	बुधवार / Wednesday
31	प्रतिहार षष्ठी या सूर्य षष्ठी (छठ पूजा) / Pratihar Shashthi or Surya Shashthi (Chhat Puja)	19 नवंबर / November 19	रविवार / Sunday
32	गुरु तेग बहादुर शहीदी दिवस / Guru Tegh Bahadur's Martyrdom Day	24 नवंबर / November 24	शुक्रवार / Friday
33	क्रिसमस की पूर्व संध्या / Christmas Eve	24 दिसम्बर / December 24	रविवार / Sunday

2. Section 4(1) b (ii) – Powers and duties of officers and employees.

Director:

Director is the Chief Executive Officer, academic and Executive head of the Institute. He shall exercise supervision and control over all the affairs of the Institute. Director is the competent authority of the Institute. The Director may exercise any power conferred upon any authority of the Institute. The Dire c tor exercises the powers as may be delegated by the BoG or as established by IIM Act, Rules and Regulations. He may re-delegate the powers to his subordinate officers as deemed fit with the concurrence of the Chairman, BoG. Director has all powers relating to the proper maintenance and discipline of the Institute. Director shall have the power to convene or cause to be convened meeting of the various bodies of the Institute. For all operational matters, CAG matters, legal matters, and project-related matters Director is appellate authority as the powers have been delegated to various officials.

Dean Academic:

Responsible for all faculty and academic matters. Chairs the faculty development and evaluation committee, which is responsible for all confirmation, promotion, and faculty development matters. The committee makes recommendations to the competent authority.

Dean REE:

Dean REE is responsible for all research and executive education matters. Chairs the Staff Development and Evaluation Committee, which is responsible for all confirmation, promotion, and non-faculty staff development matters.

CoE (Controller of Examinations):

Controller of examination is independently responsible for all conduct of all admission processes, data management, result declaration, refunds, and query handling.

Professor/Associate Professor/Assistant Professor:

PGP/FPM teaching is the core activity of the faculty members. Faculty members are expected to offer cross-functional electives, in addition to the core courses in the area of his/her specialization, in different programmes, viz, MDP of the Institute, and actively participate in research -publish cases/working papers/papers in peer-reviewed international journals & refereed journals, present paper in seminar and conferences, supervision of doctoral work, actively participate in the administration of academic and other related activities in respect of institution-building activities.

Chief Administrative Officer:

a) Assisting the Director in setting up and maintaining proper administrative systems and processes at the Institute.
b) Facilitating the smooth administrative functioning of the Institute. Overall responsibility of the general administration, estate, and staff policies
c) Providing administrative and systemic support to faculty in academic activities.
d) Supervision of administration and all procurements.
e) Liaising with the offices of State Government and District Administration.
f) Performing other duties and tasks as assigned by the Institute from time to time.

Librarian:

a) Overall responsibility of the Knowledge Resource Centre (Library) and facilitating its smooth functioning. This will include preparing plans for the progress of the Knowledge Resource Centre (Library) and implementing the plans with the approval and guidance of the competent authority
b) Developing the physical Library adequately
c) Developing & organising the Institute library in a digital and fully computerized environment.
d) Providing support to faculty & students in academic activities where knowledge resources are required.
e) Performing all information-related tasks involving the public as assigned by the Institute.
f) Performing the tasks of internal and external information compilation and dissemination, Public relations, media relations and similar tasks if assigned.
g) Performing other duties and tasks as assigned by the Institute from time to time.

Senior Manager-IT:

a) Overall responsibility, including supervision, implementation and maintenance of institute IT infrastructure.
a) Advising the Institute on technical matters related to IT infrastructure.
c) Plan, organize, control, and evaluate IT, facilities, and operations.
d) Design and develop IT policies and implement them with appropriate approval.
e) Ensure cyber security, security of data and network access.

Systems Administrator:

a) Developing and maintaining the IT infrastructure of the Institute.
b) Providing internet, intranet, e-mail and other associated services to the Institute's users.
c) Interfacing g with IT hardware and service providers on behalf of the Institute.
d) Supporting users to optimize the utilization of IT resources.
e) Regulating the use of IT tools at the Institute and other premises of the Institute in tune with the Institute's IT Policies and security provisions.
g) Performing any other tasks as assigned by the Institute from time to time.

Senior Manager (Finance) or FA&CAO or Accounts Officer:

a) Heading Finance and Accounts functions and to be responsible for all related work.
b) Proper maintenance of accounts, disbursements and investments.
c) Responsible for statutory audit, audit by CAG/PAG, and responding to the relevant audit queries.
d) Preparing budget estimates and revised estimates and verifying and validating project and procurement estimates and bids.
e) Correspondence with statutory bodies pertaining to income tax, service tax and other related matters.
f) Advising the Director on all finance-related matters, including on the deployment of funds.
g) Performing other duties and tasks as assigned by the Institute from time to time.

Senior Administrative Officer (Reports to CAO):

a) Responsibilities of administration and facilities for the smooth functioning of the Institute.
b) Assisting in planning and implementing activities related to administration in terms of existing and upcoming facilities of the Institute.

c) Providing administrative and systemic support to faculty in academic activities.
d) Handling matters related to the establishment, estate, housekeeping, security, maintenance and discipline.
e) Handling correspondence related to official matters.

Administrative Officer (Reports to Program Chairs):

a) Managing academic Programme activities of PGP, FPM etc., as assigned.
b) Performing activities related to admissions and academic administration of PGP, FPM etc.
c) Performing activities related to preparing the Academic calendar, teaching plans, scheduling of classes, conduct of exams, preparation of grade sheets etc.
d) Liaison with guest/adjunct faculty with respect to programmes and sessions.
e) Liaison with departmental heads/senior officers for the purpose.
f) Liaison with faculty and participants of the programmes.
g) Performing any other duties and tasks as assigned by the Institute from time to time.

Procurement Manager:

a) Preparing estimates of stores/purchase requirements and budgeting.
b) Managing procurement of items through the Tender/Quotation process.
c) Vendor management, Stores management and quality control.
d) Preparing purchase orders and other relevant documents in accordance with Institute policies &
procedures.
e) Procurement of consumables & non-consumables, including stationery, capital equipment, computers, etc., and coordinate with suppliers to ensure on-time delivery.
f) Handling and monitoring claims related to defects, shortages and missing items with vendors/suppliers.
g) Maintenance of relevant registers and records as per statutory requirements and audit procedures.

Placement Officer:

a) Conducting Final and Summer placement activities.
b) Negotiating placement opportunities with employers and liaising with corporate HR Personnel.
c) Conducting placement seminars and workshops relating to interview skills, job readiness and other vocational skills.
d) Preparation of database of companies, their contacts, and prospective employers exclusively for the Institute
e) Recommend and advice students concerning career selection, job internships and searches.
f) Performing other duties and tasks as assigned by the Institute from time to time.

3. 4(1) b (iii) – The procedure followed in the decision-making process, including channels of supervision and accountability.

For carrying out various functions, different officers are designated/nominated; these includes Chairman BoG, Director, Chief Administrative Officer, Senior Administrative Officer, and Heads of various department. The decision is communicated to the public through various sources like website, advertisements, notices etc.

4. 4(1) b (iv) – The norms set by it for the discharge of its function.

Norms, standards of Govt. of India and guidelines issued by the Board of Governors are being followed for discharging various functions.

5. 4(1) b (v) - The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions

1. Broadly, the rules and regulations are as per Govt. of India norms which include the following:

a) IIM Act 2017
b) FR&SR
c) GFR
d) GoI guidelines/norms /orders/procedures issued from time to time.

2. Other regulations & instructions are as per the Institute's

a) Circulars/ Orders
b) Academic Hand Books
c) Annual Reports: http://www.iimrohtak.ac.in/index.php/institute/ranking/annual-report
d) MoA/MoUs/Contracts/Agreements)
e) IIM Rohtak Information Brochure
f) PGP: For details, please visit: http://www.iimrohtak.ac.in/index.php/programmes/pgp g)
Doctoral Programme in Management (DPM): For details, please visit:
https://www.iimrohtak.ac.in/index.php/en/programmes/doctoral-programme-fpm/about-fpm-iim-rohtak

h) Five-Year Integrated Programme in Management (IPM): For detail, please visit:
https://www.iimrohtak.ac.in/index.php/programmes/ipm
i) Five-Year Integrated Programme in Law (IPL), For details, please visit:
https://www.iimrohtak.ac.in/index.php/programmes/ipl

j) ExecutiveTraining(MDP): For details, please visit: http://www.iimrohtak.ac.in/index.php/programmes/executive-training-mdp k) Executive Post Graduate Diploma in Sports Management: For details, please visit:
https://www.iimrohtak.ac.in/index.php/programmes/sports/about-epgdsm-sports-management
l) Placement: For details, please visit:
http://www.iimrohtak.ac.in/index.php/programmes/pgp/placement
m) Tender Documents: For details, please visit: https://www.iimrohtak.ac.in/index.php/tender-enquiry
n) Events: For details, please visit: https://www.iimrohtak.ac.in/index.php/institute/events/event-gallery?view=albums
o) Other Information, please visit: https://www.iimrohtak.ac.in/

6. 4(1) b (vi) - A statement of the category of documents that are held by it or under Its control.

Information mentioned at Sl. No. 5 above are held by different offices and available on the Institute website. Information/documents may be obtained as per the provision of RTI Act, 2005

7. 4(1) b (vii) – The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Director, IIM Rohtak

8. 4(1) b (viii) - A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

a) Board of Governors.
For details, please visit: https://www.iimrohtak.ac.in/index.php/institute/board-of-governors

b) Placement: For details, please visit: http://www.iimrohtak.ac.in/index.php/programmes/pgp/placement

c) Committees

PGP	DPM
OCOE	Students & Hostel Affairs Committee
Executive Education Programme	Executive Education Long Duration
Placement & Industry Relations	Financial Investment & Advisory Committee
and Public Relations & Institutional Relations	ITRC
KRC Development & Entrepreneurship	Cell Ranking & Outreach Committee
IPM Program	IPL Program
Internal Complaints Committee (ICC) &	Grievance Redressal and Disciplinary
Women Empowerment Committee	Committee (GRDC)
Staff Development & Evaluation Committee	Faculty Development & Evaluation Committee
Faculty Orientation Committee	Campus Development Committee
Institutional Review Board & Journal Committee	Building and Works Committee

https://www.iimrohtak.ac.in/index.php/institute/initative/internal-complaint-commitee

https://www.iimrohtak.ac.in/index.php/institute/initative/students-clubs-and-committees

Whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public: No

9. 4(1) b (ix) - A directory of its officers and employees.

Faculty - please visit: **https://www.iimrohtak.ac.in/index.php/en/faculty**

Staff:–

S.No.	Name of Employee (Mr/Ms)	Designation	Ext No.
	Staff		
1	Ajay Kumar Mishra	Accountant	502
2	Akhil Bhatnagar	Office Assistant	559
3	Ashutosh Brahma	Administrative Officer (Prog.)	521
4	Chander Datt	Sr. Library & Inf. Assistant	509
5	Col Tilak Bose (Retd.)	Chief Welfare Officer/CAO	252
6	Deepak	Assistant Manager (Prog.)	555/541
7	Devender Kumar	Placement Officer	528/512
8	Dharmesh Bajpai	Programmer	542
9	Dr. Durgesh Gaurav	Administrative Officer (Prog.)	511
10	Dushyanth Reddy	Asst. Manager (Prog.)	539
11	Gunit Kaur Sethi	Chief Corporate Relation (CCR)	505
12	Haldhar Kumar	Administrative Officer (Prog.)	606
13	Kamal Kishore Joshi	Librarian	509
14	Kamlesh Kumar Pal	Systems Administrator	510
15	KrishanKant Bansal	Superintendent	501
16	Kunal Sablok	Accountants Officer	502
17	Manoj Kumar Sharma	Junior Superintendent	551
18	Nitin Chatavale	Procurement Manager	523
19	Nitish Kumar Sharma	Office Assistant	613
20	Parikshit Ranjan Java	Senior Administrative Officer	600
21	Pushkar	Asst. Manager (Prog.)	527
22	Rakesh Kumar	Senior Manager IT	629
23	Ram Awtar Singh	Supervisor	523
24	Sachin	Office Assistant	503
25	Sayantan De	Junior Accountant	502
26	Sukhpreet Singh	Office Assistant	501
27	Surender Sharma	IT-Assistant	510
28	Suresh Khatri	Superintendent	627
29	Takdir Singh Khasa	Personal Assistant	531
30	Santosh Kumar Mahto	Attendant	-
31	Ajay Kumar	Attendant	-
32	Ashok Kumar	IT- Technician	-
33	Shanshah	Driver-cum-MTS	-
34	Deepak	Driver-cum-MTS	-

https://www.iimrohtak.ac.in/index.php/en/institute/ranking/annual-report

https://www.iimrohtak.ac.in/index.php/en/contact-us

10 4(1) b (x) – The monthly remuneration received by each of its offices and employees, including the system of compensation as provided in its regulations.

Designation and Pay Scale

SN	Name of Post	Pay Level	Corresponding Basic Pay
1	Director	17	2,25000/- fixed
2	Professor	14A	159100-220200
3	Associate Professor	13A2	139600-211300
4	Assistant Professor	12	101500-167400

SN	Name of Post	Pay Level	Corresponding Basic Pay
1	Chief Administrative Officer	12	78800-209200
2	Librarian		
3	Financial Advisor & Chief Accounts Officer	11	67700-208700
4	Senior Administrative Officer		
5	Systems Administrator		
6	Administrative Officer (Programme)	10	56100-177500
7	Administrative Officer (Establishment & Administration)		
8	Stores & Purchase Officer	7	44900-142400
9	Secretary to Director		
10	Placement Officer		
11	Programmer		
12	Accounts Officer		
13	Superintendent		
14	Junior Superintendent	6	35400-112400
15	Senior Library & Information Assistant		
16	Accountant*		
17	Junior Engineer (Civil)		
18	Junior Engineer (Electrical & Electronics)		
19	Personal Assistant		
20	Office Assistant		
21	System Assistant/Junior Technical Superintendent		
22	Driver	2	19900-63200
23	Attendant	1	18000-56900

11. 4(1) b (xi) - The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Annual Statement of Accounts available in the Annual Reports of the Institute, for details, please visit: https://www.iimrohtak.ac.in/index.php/institute/ranking/annual-report

12. 4(1) b (xii) – The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Scholarships and Financial Assistance

Government of India Scholarships

The following GOI Scholarships are available to the PGP Participants: Visit for details: https://scholarships.gov.in/

1) Ministry of Social Justice and Empowerment: Central Sector Scholarship Scheme of Top Class Education for Scheduled Castes Students For details, visit http://socialjustice.nic.in/scdtopsch.php.

2) Ministry of Tribal Affairs: Central Sector Scholarship Scheme of Top Class Education for Scheduled Tribes Students For details visit: http://tribal.nic.in/Content/TopClassEducation.aspx

3) Ministry of Minority Affairs: Merit-cum means based scholarship scheme belonging to the minority communities. For details visit: http://www.momascholarship.gov.in/

4) National Handicapped Finance and Development Corporation Department of Empowerment of Persons with Disabilities (PwDs), Ministry of Social Justice, GOI Scholarship Scheme: https://www.nhfdc.nic.in/scholarship.html

Reservation Policy

As per the Government of India norms, 15% of the seats are reserved for Scheduled Caste (SC) and 7.5% for Scheduled Tribe (ST) candidates. 27% of the seats are reserved for Other Backward Classes candidates belonging to the "non-creamy" layer (NC-OBC). Up to 10% of the seats are reserved for Economically Weaker Sections (EWS) candidates.

• For the purpose of being considered for reservations, the applicable Central Government list as on the last date of CAT registration shall be binding. No subsequent changes will be effective for CAT and any subsequent selection process of the IIMs. For an updated central list of state-wise OBCs eligible for availing of the benefit of reservation and information in respect of the creamy layer, visit the website http://www.ncbc.nic.in

• As per the provisions of The Rights of Persons with Disabilities Act, 2016 (RPwD Act 2016), 5% seats are reserved for Persons with Benchmark Disabilities (PwD). "Person with Benchmark Disability" means a person with not less than forty percent (40%) of a specified disability where a specified disability has not been defined in measurable terms and includes a person with disability where the specified disability has been defined in measurable terms, as certified by the certifying authority. "Specified Reservation disability" means the disabilities as specified in the Schedule of the RPwD Act 2016.

The categories of disability are:
a) Blindness and low vision
b) Deaf and hard of hearing
c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
d) Autism, intellectual disability, specific learning disability and mental illness
e) Multiple disabilities from amongst persons under clauses (a) to (d)
f) Other 'specified disabilities' mentioned in 'The Schedule' of the RPwD Act 2016

13. 4(1) b (xiii) – Particulars of recipients of concessions, permits or authorizations granted by it.

The income of the Institute is exempt from Income Tax as per the provision of section 10(23c)(vi) of Income Tax Act, 1961.

14. 4(1) b (xiv) - Details in respect of the information available to or held by it, reduced in an electronic form

Relevant information is available at the Institute website: http://www.iimrohtak.ac.in/

15. 4(1) b (xv) - The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Office Hours 9:00 am to 5:45 pm (Monday to Friday)
The Library is for the stakeholders of the Institute. Library e-resources are accessible 24x7

Citizens can obtain relevant information from the institute contact details are available at the Institute website: http://www.iimrohtak.ac.in/

16. 4(1) b (xvi) - The names, designations and other particulars of the Public Information Officers.

Central Public Information Officer
Mr. Kamal Kishore Joshi
Librarian & CPIO, Phone: 01262-228509
E-mail: kamal.joshi@iimrohtak.ac.in

First Appellate Authority
Col. Tilak Bose (Retd.)
Chief Administrative Officer and First Appellate Authority
Phone: 01262-274052
E-mail: cao@iimrohtak.ac.in

17. 4(1) b (xvii) - Such other information as may be prescribed.

Please visit the Institute website: http://www.iimrohtak.ac.in/

Disclaimer: However, every care has been taken in providing the information as accurate as possible; the Institute undertakes no responsibility for any loss due to any shortcoming, defect or inaccuracy of information available on the website. Any discrepancy observed may be brought to the notice of the Indian Institute of Management Rohtak.