

### 6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management – Additional Information

At IIMS the overall management of the institute has been entrusted to the Board of Governors (BOG), Academic Advisory Board (AAB) and Board of Studies (BOS) – in which faculty members are actively involved. Faculty play a crucial role in ensuring the implementation of our core values, quality policies, objective and strategic plan. Institute adopts decentralized governance model. The major decisions flows from top to bottom and thus are carried out through participative management. While taking a decision transparency is being followed at management, administration, financial and academic aspects. Organizational chart of International Institute of Management Studies clearly indicates the channel of communication, and various departments’ roles and responsibilities and power dissemination across all the areas. Some of the functional committees managed by faculties are: Internal Quality Assurance (IQAC), Placements, Examination cell, Research, Library, Entrepreneurship cell, Anti-ragging, Women Empowerment, Social Responsibility, Cultural club to name a few. The Director at IIMS subsequently drives the resulting policy, strategy, resource allocation, and operations through the Governing body of these committees. Societal impact and responsibility are assigned prime importance. IIMS is devoted to contributing towards sustainable socioeconomic development through globally competitive standards. The institute has created various levels for operational autonomy. Institute is actively involved in promoting a culture of participative management. Various faculty members are assigned different administrative positions from time to time as shown in the following table:

*Table. Delegation of Administrative and Financial Responsibility*

<b>Sr. No.</b>	<b>Name</b>	<b>Responsibility</b>	<b>Delegation of Power</b>
1	Dr. Aakanksha Taunk	Head Placements Chairman – Board of Examination	Administrative & Financial
2	Dr. Shekhar Verma	Head –Admissions	Administrative
3	Dr. Samrat Ray	Head- Research & Development	Administrative

<b>Sr. No.</b>	<b>Name</b>	<b>Responsibility</b>	<b>Delegation of Power</b>
		Chairman – Entrepreneurship Cell	
4	Dr. Nishant Ranjan	Head – IT	Administrative
5	Dr. Sangeeta Rajput	Head- Foreign Language Dept. Chairman- Grievance Redressal Committee	Administrative
6	Dr. Abhay Mishra	Program Head Head- Marketing Chairman – CSR Committee	Administrative & Financial
7	Dr. Anil Varma	Head- Extra Curricular	Administrative
8	Prof. Kapil Kapdia	Head – Finance NBA – Coordinator	Administrative
9	Dr. Laxmidhar Biswal	Head –HR	Administrative
10	Dr.Triпти Sahu	Chairman- Anti-Sexual Harassment	Administrative
11	Dr. Nalini Dixit	Convener- Anti-Ragging Committee	Administrative
12	Dr. Roopkishore Singhal	Head – Finance Committee	Administrative

### **Delegation of Financial Powers**

Based on the recommendations made by the Finance Committee, the Management Committee of the institute has decided to delegate some of the financial power to the Director, Head of

Department for purchase of books, organizing Guest lectures, seminars, attending to Faculty Development Programs, Seminars, Conferences, Presentation of Papers, departmental meetings, Placement Expenses, Promotion expenses, purchase of consumables, Alumni meets etc. These powers will be exercised only by the authorized person and such powers have been delegated subject to the following the conditions

- 1) All expenditure should be within the annual approved budgetary grants. Delegated powers are to be exercised subject to the limits specified.
- 2) All the relevant rules, procedures and instructions shall be followed to ensure transparent and cost-effectiveness.
- 3) For operational convenience even if such powers have been sub delegated by the designated authority, such concerned authority still holds the responsibility for such expenditure

#### **Delegation Limits for the Year 2023-24**

The overall limits and item wise limits that have been delegated, for the year, to various positions, have been listed below:

#### **Delegation Limit for the Year 2023-24**

*Table Delegation of Financial Power for the year 2023-24*

<b>Sr. No.</b>	<b>Delegated to</b>	<b>Amount up to</b>
1	Director	50,00,000/-
2	Head Placements	36,00,000/-
3	Head Corporate Relations	1,25,000/-
4	HOD- Marketing	6,00,000/-
5	HOD- HR	3,00,000/-
6	HOD- Finance	4,20,000/-
7	HOD-Analytics	1,20,000/-
8	HOD-Operations	1,20,000/-
9	Head Extra-Curricular	15,00,000/-
10	Head Library	5,00,000/-

11	Head Admissions	25,00,000/-
12	Head Research	25,00,000/-
13	Alumni Coordinator	10,00,000/-

### **Grievance redressal mechanism**

For any complaint and grievances, International Institute of Management Studies (IIMS) has a definitive and transparent Redressal mechanism. IIMS has online as well as offline grievance redressal system. Online system is linked to the IIMS website for students, and for teaching and non-teaching staff members. Complaint boxes are installed on prominent locations. On receiving the complaint, the Coordinator schedule a Grievance Redressal Committee meeting immediately. The committee member will proceed with the hearings from the victims (staff or student). If required the committee members interact with the parents as well. The necessary actions are taken by the committee and ensures that the problem has been resolved in a timely manner. After resolving the grievance, the report of the problem will be submitted to Director. Examination related grievances are handled by the examination committee and resolve the exam related issues on immediate basis.

The grievance needs to be redressed and disposed-off as soon as possible, not exceeding 24 hours from the date of receipt. However, under some circumstance where policy decision is needed, the subject matter may be referred to the Director with request for direction and guidance.

The committee to oversee the student grievances is constituted by Staff members as well as students for impartial and thorough restitution. The members of the Student Grievance Redressal committee are as mentioned below:

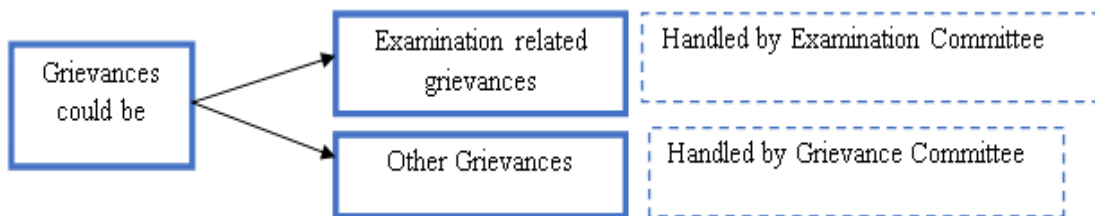
### **Grievance Redressal Committee**

*Table-Grievance and Redressal Committee*

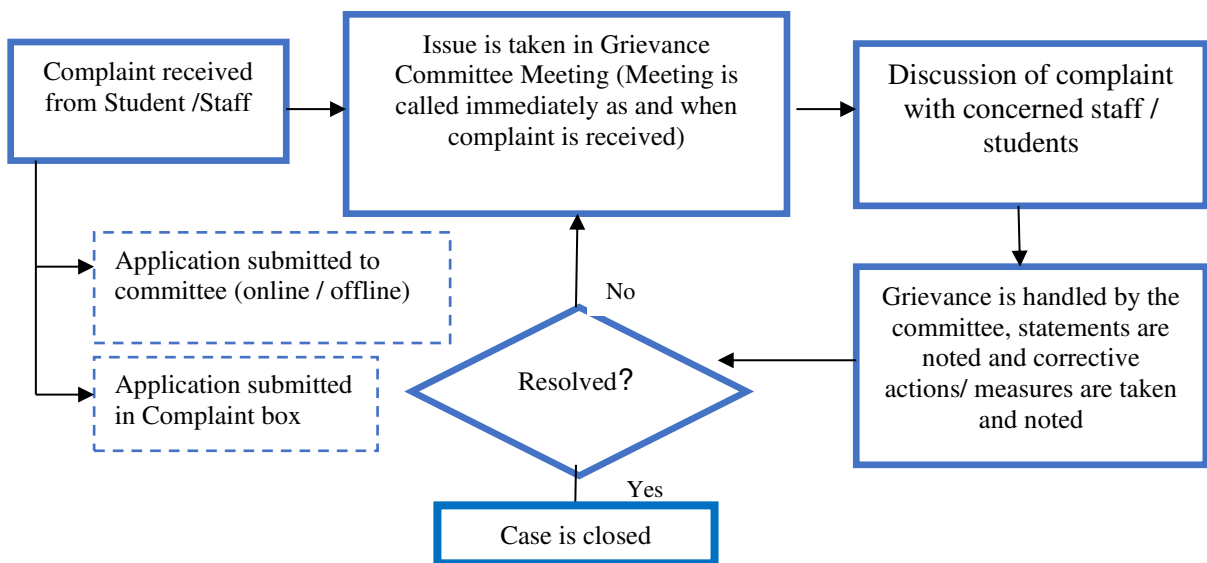
<b>Grievance Redressal Committee</b>				
<b>Sr. No.</b>	<b>Name of Committee Member</b>	<b>Committee Designation</b>	<b>Mobile No.</b>	<b>Email ID</b>
1	Dr. Sangeeta Rajput	Chairman	8007399009	s.rajput@iimspune.edu.in

2	Dr. Nidhi Grihaiya	Secretary	9699133124	n.girahiya@iimspune.edu.in
3	Manisha Zende	External Member	8788592654	immanisha21@gmail.com
4	Dr. Anil Varma	Member	7709045416	a.varma@iimspune.edu.in
5	Dr. Abhay Mishra	Member	8446789958	a.mishra@iimspune.edu.in
6	Prof. Vini Lalwani	Member	8085543155	v.lalwani@iimspune.edu.in
7	Anjana Nayak	Student Representative	6204212709	Anjananayak124@gmail.com

**Exam related grievances are handled by the Exam team**



*Fig. Exam Related Grievance Redressal Process*



### ***Fig. Grievance Redressal Process***

Other Grievance Redressal Mechanisms Besides these generalized grievance redressal mechanisms, the Institutes is having the following Committees for the specialized grievances.

1. Anti-Ragging Committee
2. Anti-Sexual Harassment Committee
3. SC, ST Committee

### **Composition of Anti- Ragging Committee**

*Table Anti-Ragging Committee*

<b>Anti- Ragging Committee</b>				
<b>Sr. No.</b>	<b>Name of Committee Member</b>	<b>Committee Designation</b>	<b>Mobile No.</b>	<b>Email ID</b>
1	Dr. Nalini Dixit	Chairman	7887550261	n.dixit@iimspune.edu.in
2	Dr. Laxmidhar Biswal	Secretary	9823854224	l.biswal@iimspune.edu.in
3	Manisha Zhende	External Member	8788592654	immanisha21@gmail.com
4	Dr. Abhay Mishra	Member	8446789958	a.mishra@iimspune.edu.in
5	Prof. Vini Lalwani	Member	8085543155	v.lalwani@iimspune.edu.in
6	Dr. Yashswini Varde	Member	9424053327	y.varde@iimspune.edu.in
7	Dewanshu Dodke	Student Representative	8698811444	dewanshud@gmail.com

### **Composition of Anti-Sexual Harassment Committee**

*Table Anti-Sexual Harassment Committee*

<b>Anti- Sexual Harassment Committee</b>				
<b>Sr. No.</b>	<b>Name of Committee Member</b>	<b>Committee Designation</b>	<b>Mobile No.</b>	<b>Email ID</b>
1	Dr. Trupti Sahu	Chairman	8007399009	t.sahu@iimspune.edu.in
2	Dr. Sangeeta Rajput	Secretary	8007399009	s.rajput@iimspune.edu.in
3	Manisha Zhende	External Member	8788592654	immanisha21@gmail.com
4	Dr. Akanksha Taunk	Member	7798750204	akanksha.taunk@iimspune.edu.in
5	Dr. Anil Varma	Member	7709045416	a.varma@iimspune.edu.in
6	Dr. Nidhi Girahiya	Member	9699133124	n.tejpal@iimspune.edu.in
7	Simran Dodke	Student Representative	7249768233	simrand@gmail.com

### **Composition of SC, ST Committee**

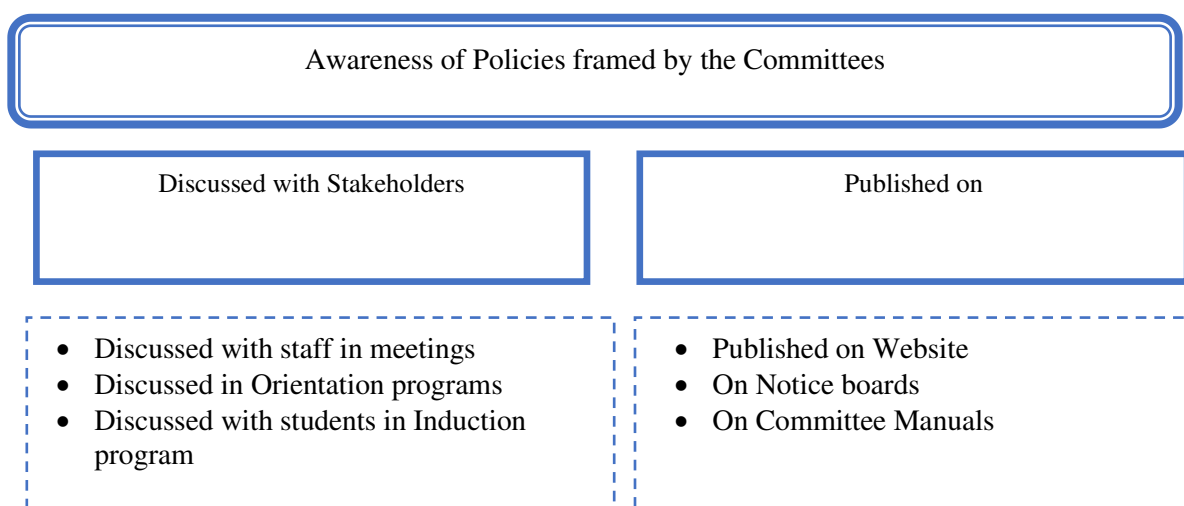
*Table- SC/ST Committee*

<b>SC, ST Committee</b>				
<b>Sr. No.</b>	<b>Name of Committee Member</b>	<b>Committee Designation</b>	<b>Mobile No.</b>	<b>Email ID</b>
1	Dr. Trupti Sahu	Chairman	8007399009	t.sahu@iimspune.edu.in
2	Dr. Samrat Ray	Secretary	8585028933	s.ray@iimspune.edu.in
3	Dr. Roop Kishore Singhal	Member	8788456287	r.singhal@iimspune.edu.in
4	Dr. Laxmidhar Biswal	Member	9823854224	l.biswal@iimspune.edu.in
5	Mr. Shashikant	Member	9881757942	library@iimspune.edu.in

	Kamble			
6	Prof. Priti Dewangan	Member	7999316609	p.dewangan@iimspune.edu.in
7	Rahul Kurre	Student Representative	7978810068	Rahulkurre960@gmail.com
8	Akshita Raut	Student Representative	9545241778	Akshitaraut70@gmail.com

### Transparency

IIMS brings transparency among all stakeholders by informing policy details to all its stakeholders from time to time. Information of the policies, rules, processes and dissemination of the information is readily made available to the stakeholders in the IIMS website - [www.iimspune.edu.in](http://www.iimspune.edu.in). All policies are framed in consultation with management and experts by incorporating stakeholders, BOS. Policies are displayed on notice board, in information brochures and committee manuals. Policies are also discussed with students during induction program and students meetings. Orientation sessions are conducted for newly joined faculty members for spreading policy awareness.



*Fig. Awareness of IIMS Policies*