

RESPONSIBILITIES OF DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER

Sl	Name of the Officer	Designation	Responsibilities assigned
1	Dr. R. B. Lal	DIRECTOR	<p>* Administration and Management of the Institute as Executive Head.</p> <p>*Member Secretary – Board of Governors of IIFM</p> <p>* First Appellate Authority under RTI Act.</p>
2	Shri Shamsheer Singh	CHIEF ADMINISTRATIVE OFFICER	<ul style="list-style-type: none">• <i>Administrative Support for all the activities in the Institute, Supervision and direction of all administrative functions as Head of Office.</i>• <i>Non-Member Secretary-Board of Governors of IIFM</i>• <i>Director (Public Grievances)</i>• <i>Estate Officer</i>• <i>Central Public Information Officer (CPIO) under RTI Act.</i>

RESPONISIBILITIES ASSIGNED TO OTHER OFFICERS

Sl	Name and functional designation of Officers	Responsibilities assigned
1.	Dr Arjun Singh , Library & Information Officer-I & Security Officer	<ol style="list-style-type: none"> 1. All matters related to Library & Information Services, including procurement of books and journals etc. 2. All matters related to Security & Fire Management (Main Campus & Vanika) as Security Officer. 3. All matters related to Labour Contracts / Liaison with Central Labour Commissioner's Office. 4. Oversee the functioning of ALIO
2.	Shri DK Verma Manager (Hort.)	<ol style="list-style-type: none"> 1. All Matters related to Horticulture (Main Campus and Vanika Residential Complex). 2. Matters related to Transport Management
3.	Shri RS Bhadoria , Manager (Maint)	<ol style="list-style-type: none"> 1. All matters related to Civil Construction and Maintenance. 2. Hold charge of land, buildings, and other installations in the Main Campus and Vanika. 3. All matters related to allotment of residential accommodation. 4. Oversee the functioning of Jr. Manager (Maintenance).
4.	Shri T Sreedharan , Manager (AA)	<ol style="list-style-type: none"> 1. All matters related to PFM/FPM/MRM Admissions. 2. PFM/FPM/MRM Cell Management, including examinations. 3. Class Room Management, including proper functioning of all accessories associated with classrooms.
5.	Shri Peter Mathew , Manager (AS)	<ol style="list-style-type: none"> 1. All matters related to Guest House 2. All matters related to MDP Cell, including boarding/ lodging of participants and Canteen functioning. 3. Officer-in-charge of CRC, Management of MDP Class rooms, Conference Hall (119), including faculty lounge 4. All matters related to Record Management as DRO
6.	Shri Kuriakose, E , Manager (Pers)	<ol style="list-style-type: none"> 1. All matters related to IIFM Society, Board of Governors Meetings, including that of Sub Committees of the Board. 2. Establishment matters related to Recruitment for all posts and services, including Project Staff, and matters related to Reservation for SC/ST/OBC/PH etc 3. SC/ST/OBC/PH matters as Liaison Officer. 4. Legal matters. 5. All matters related to PMS & FDEC, Promotion of Faculty. 6. Vigilance matters as Central Vigilance Officer. 7. Oversee the functioning of Jr Manager (Admn) on matters related to creation/abolition/upgradations of posts, pay and promotions.
7.	Shri PLS Nair , Manager (Purchase)	<ol style="list-style-type: none"> 1. All matters related to Purchase as Purchase Officer. 2. Matters related to advertising and finalization of Annual Maintenance Contracts/Annual Rate Contracts initiated by sections concerned. 3. All matters related to printing and publication & Media Relations.
8.	Mrs Seema Jain , Manager (Systems)	<ol style="list-style-type: none"> 1. All work related to IT and e-governance, 2. Maintenance and Management of all types of Computer and accessories and LCDs
9.	Shri AY Joseph , Sr PS to Director	<ol style="list-style-type: none"> 1. Secretarial assistance to Director and management of Director's Office.
10.	Shri S Nagchandi , Assistant FO	<ol style="list-style-type: none"> 1. Assistance to FO, in addition to other responsibilities assigned to him by FO/CAO
11.	Shri PD Robin , Asstt Manager (Admn)	<ol style="list-style-type: none"> 1. All matters related to:- <ol style="list-style-type: none"> (a) Establishment and Personnel matters other than those assigned to Manager (Pers). Establishment matters related to creation/abolition/ upgradation of posts and personnel matters related to pay and promotion of employees be processed and routed through Manager (Pers). (b) Office Management and General Administration. (c) Medical Claims, other than those assigned to Finance Section. 2. Matters related to RTI. 3. Central Receipt and Despatch Section.

Sl	Name and designation of Officer	Responsibilities assigned
12.	Shri NS Jadon, Library & Information Officer-II	1. Assistance to Library & Information Officer, in addition to other responsibilities assigned by LIO/CAO.
13.	Shri NS Nair, Asstt. Manager (AA)	1. Management of:- a) Summer Internship Cell b) Placement Cell, c) Field Work Cell d) Research Cell e) Consultancy Cell f) RCNAEB Cell.
14.	Mrs Shampa Ghosal, Jr Manager (Maint)	1. Assistance to Manager (Maint.) in addition to other responsibilities assigned by Manager (Maint.)/CAO. 2. All matters related to Electricity & Water Supply in Main Campus and Vanika. 3. All matters related to telecommunication, air conditioners/Cooling system.
15.	Shri Anilesh Kumar, Hindi Officer	1. All matters related to Official Language, including Translation etc. 2. Sports Officer for all sports activities related to Officers and staff and 3. Upkeep of sports equipments in the Institute related to employees. Assistant Security Officer. 4. Officer-in-charge – Stores.
16.	Shri V Srinivasan, Jr. Manager (SA) & (HK)	1. All matters related to Student's affairs, including discipline, cultural and literary activities, student's welfare and SAC. 2. Matters related to management of Student's Mess, Lodging of students and their guests and alumni. 3. All matters related to House Keeping Services at IIFM Campus and Vanika Residential Complex. 4. Management of Staff attached with faculty/faculty wings as Attendance Controlling Officer, including arrangement of alternate staff during CL/short duration leave of the staff attached to faculty members/faculty wings 5. Management of all Office Rooms in the Institute, including shifting of furniture and other equipments from one room to other, except allotment of rooms.