

## INDIAN INSTITUTE OF FOREIGN TRADE

### (I) Particulars of the organization, functions and duties

INDIAN INSTITUTE OF FOREIGN TRADE  
IIFT Bhawan, B-21 Qutab Institutional Area  
New Delhi- 10 016.  
Tel. 39147200, 39147201, 39147202  
Fax: 39147214

#### 1. **Objectives of the Institute:**

The aims and objectives of the Institute shall be:

- (i) to provide higher education primarily at post-graduate and research degree levels in all areas of international business management, trade and economics, both in India and abroad;
- (ii) to offer short and medium term management development programmes, directed to all levels of management, on international business, inter-national trade, economics and policy issues both in India and abroad;
- (iii) to undertake, support and promote studies and research in international trade, business and economics;
- (iv) to carry out consultancy assignments in all areas of international trade, business and economics for the government, public & private sector, civil societies, international organizations and any other client both in India and abroad;
- (v) to design and provide specialized training facilities for Government of India and state government officials, as well as those from other countries;
- (vi) to design and provide specialized training facilities for public & private firms both in India and abroad;
- (vii) to promote education, training and research in international trade and business in universities and other academic institutions, both in India and abroad;
- (viii) to organize seminars, workshops, conferences and similar activities for promoting debate on issues of current interest at regional, national and international level, as well as for wider dissemination of information and research findings;
- (ix) to print and publish books, reports, occasional papers, journals and newsletters in multimedia, as consistent with the objectives of the Institute;
- (x) to establish and maintain documentation centres and information services to facilitate education, training, research and consultancy activities and to offer specialized information and database services to external clients;
- (xi) to set up Divisions/Departments and Centres within the Institute to conduct education,

training, research and consultancy on important policies and functional areas of international trade and business;

- (xii) to set up Centres and Campuses in India and abroad either on its own or in collaboration, to promote the objectives of the Institute;
- (xiii) to provide academic support to other educational institutions engaged in international business education as consistent with the objectives of the Institute;
- (xiv) to offer short, medium and long term programmes in international business languages;
- (xv) to provide on-line education in all areas of international business management, trade and economics;
- (xvi) to undertake extra-mural studies, extension programmes and outreach activities to contribute to the development of the Institute;
- (xvii) to promote, support and undertake collaborative activities with national and international organizations including UNDP, ITC/UNCTAD, WTO, ESCAP, World Bank, etc. in the areas of interest to the Institute;
- (xviii) to do all such other acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary.

## **2. Powers and functions of the Institute:**

**To carry out the above objectives, the Institute shall have the following powers:**

- (i) to design and deliver courses of study and research and to provide instructions in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches;
- (ii) to confer Degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations or fulfilled any other condition as laid down from time to time;
- (iii) to set up Centres and Campuses in India and abroad either on its own or in association with partner institutions with a view to achieving the Institute's objectives;
- (iv) to institute and award Chair Professorship, visitorships, fellowships, honorary degrees, prizes and medals;
- (v) to accept grants of money, donations, securities and property of any kind on such terms as may seem desirable;
- (vi) to acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property movable or immovable, which may be necessary or convenient for the

purpose of the Institute and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objectives of the Institute;

- (vii) to sell, lease, exchange, hire or otherwise transfer all or any portion of the property, movable and immovable, of the Institute, provided that prior approval in writing of the Central Government is obtained for the transfer of immovable property;
- (viii) to invest and deal with any moneys and securities of the Institute not immediately required for any of its activities in such a manner as may be provided by the Rules and Regulations of the Institute as may be laid down from time to time;
- (ix) to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments for the purposes of the Institute;
- (x) to invest any surplus funds not needed for immediate research work in accordance with the provisions contained in Sections 11(2) , 11(3) and 11(5) of the Income Tax Act 1961 as amended from time to time;
- (xi) to create any Reserve Fund, Corpus Fund, Sinking Fund, Insurance Fund, Provident Fund or any other Special Fund, whether for depreciation or for repairs, improving, extending or maintaining any of the properties or rights of the Institute and/or for recoupment of wasting assets and/or benefits of the employees and for any other purposes for which the Institute deems it expedient or proper to create or maintain any such Fund or Funds;
- (xii) to borrow and raise moneys with or without security or on the security of a mortgage, charge or hypothecation or pledge of all immovable properties belonging to the Institute or in any other manner, whatsoever, provided that prior approval in writing of the Central Government is obtained in that behalf;
- (xiii) to create academic, administrative, technical, ministerial or any other post(s) under the Institute and to make appointments thereto in accordance with the Rules and Regulations of the Institute;
- (xiv) to make Rules and Regulations and Bye-laws for the conduct of the affairs of the Institute and to add, amend, vary or rescind them from time to time;
- (xv) to do all such other acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary, incidental or conducive to the attainment of the above said objectives.

## **(II) Powers and duties of its officers and employees**

### Officers of the Institute

The following shall be the officers of the Institute

- a) Chancellor

- b) Vice-Chancellor
- c) Dean (s)
- d) Head of Divisions/Departments/ Heads of Regional Centres/ (HoRCs)
- e) Registrar
- f) Finance Officer
- g) Controller of Examination

Such other officers as may be prescribed in the Bye-laws of the Institute.

### **Chancellor of the Institute**

- (i) The Secretary, Department of Commerce, Ministry of Commerce & Industry, Government of India shall be the Chancellor of the Institute, who when present, will preside over the Convocations of the Institute, but shall not be the Chief Executive Officer.
- (ii) Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institute.

### **Vice-Chancellor**

- i. The Vice-Chancellor of the Institute shall be the whole time salaried officer of the Institute and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the Search-cum-Selection Committee shall be:
  - (a) A nominee of the Chancellor of the Institute
  - (b) A nominee of the Department of Commerce, Govt. of India
  - (c) A nominee of the Chairman, UGC
- ii. The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018 as amended from time to time.

### **Tenure of the Vice-Chancellor**

- i. The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term;
 

Provided that in no case shall the person appointed as Vice-Chancellor hold office beyond the age of 70 years;

Provided further that notwithstanding the expiry of the period of 5 years, the Vice-Chancellor may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever is earlier.
- ii. Where the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise and in his/her absence due to illness or any other cause, the senior-most

Professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed or the existing Vice-Chancellor resumes duties, as the case may be.

**Powers of the Vice-Chancellor**

- i. The Vice-Chancellor shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- ii. The Vice-Chancellor shall be the ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii. The Vice-Chancellor shall have the power to convene or cause to be convened, meeting of the various authorities of the Institute.
- iv. The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under these Regulations and Rules of the Institute, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the relevant authority as mentioned in clause (ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/ she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/ her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice- Chancellor.

- v. It shall be the duty of the Vice-Chancellor to ensure that the Regulations and Rules of the Institute are duly observed and implemented and he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor.
- vii. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- viii. The Vice-Chancellor shall have the power to re-delegate some of his/ her powers to any of his/ her subordinate officers with the concurrence and approval of the Board of Management.
- ix. The Vice-Chancellor shall exercise such other powers and perform such other

functions as may be prescribed by the regulations, Rules and Bye-laws of the Institute.

### **Removal of Vice-Chancellor**

- i. Where there are reasons to believe that the Vice-Chancellor of the Institute does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time or is not appointed as per the procedure stipulated in these regulations or has committed any financial/administrative impropriety, the Chairman of the Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
- ii. Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall direct the Chancellor of the Institute to remove the Vice-Chancellor after following the due process.

Provided that, in respect of Vice Chancellors of institutions Deemed to be universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.

### **Registrar**

- i. The Registrar shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:
  - a) Vice-Chancellor - Chairperson
  - b) One nominee of the Chancellor of the Institute
  - c) One nominee of the Board of Management; and,
  - d) One expert not being an employee of the Institute to be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by the Bye-laws/Rules of the Institute.
- iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- iv. The Registrar shall be the ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board but shall not be deemed to

be a Member of any of these authorities.

- v. The Registrar shall be directly responsible to the Vice-Chancellor of the Institute and work under his/her direction.
- vi. The following shall be the duties of the Registrar:
  - a) To be the custodian of the records and the funds and such other property of the Institute as the Board of Management may commit to his/her charge
  - b) To conduct the official correspondence on behalf of the authorities of the Institute.
  - c) To issue notices convening meetings of all the authorities of the Institute and all the Committees and Sub-Committees appointed by any of these authorities.
  - d) To maintain the minutes of meetings of all the authorities of the Institute and of all the Committees and Sub-Committees appointed by any of these authorities
  - e) To make arrangements for and supervise the examinations conducted by the Institute.
  - f) To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose
  - g) To enter into agreements, sign documents and authenticate records on behalf of the Institute.
  - h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
  - i) To perform such other duties as may be specified in the Rules and Bye-laws or as may be assigned by the Board of Management or the Vice-Chancellor from time to time

#### **Finance Officer**

- i. The Finance Officer shall be the whole-time salaried officer of the Institute and shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Bye-laws/Recruitment Rules of the Institute.
- iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through Vice-Chancellor of the Institute.
- iv. The Finance Officer shall be responsible for the preparation of annual budgets, estimates and statements of account for submission to the Finance Committee and the Board of Management.

- v. The Finance Officer shall be responsible for the management of funds and investments of the Institute, subject to the control of Board of Management.

### **Controller of Examination**

- i. The Controller of Examination shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by the Rules of the Institute.
- iii. The Controller of Examination shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

The Controller of Examination shall be a permanent invitee to the Academic Council.

### **Dean(s)**

- i. The Institute may have Dean(s).
- ii. The Dean(s) shall be appointed by the Vice-Chancellor from amongst HoRC(s)/Head of Division(s)/ Professors of the Institute giving due cognisance to seniority.
- iii. The term of the Dean(s) shall normally be for a period of five years or the date of retirement as a Professor, whichever is earlier.
- iv. The powers and functions of the Dean(s) shall be as follows:
  - (a) To coordinate education, training, research and consultancy activities, and to promote inter-institutional collaboration in teaching, research and extension programmes of the Institute, both in India and abroad.
  - (b) To carry out such other duties as may be assigned to him/her by the Vice-Chancellor.
  - (c) To exercise such other powers and perform such other functions as may be prescribed by the Rules, Bye-laws and Regulations.

### **HoRCs/ Head of Divisions/Departments**

- (i) There shall be Heads of Divisions/Department for each Division/Department and core designated academic activity (ies) in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Institute by rotation giving due cognisance to seniority. There shall be a Head of each Regional Centre who shall be appointed by the Vice-Chancellor from amongst the Professors having suitable administrative skills and proven academic record.

Provided that if there is no Professor in the Division/Department or there is only one Professor in the Division/Department whose term as Head of the Division/Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Division/Department.

- (ii) The term of the Head of the Divisions/Departments/ Centre Heads shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.

- (iii) The powers and functions of the Head of Divisions/Departments/HoRCs shall be prescribed by the Bye-laws of the Institute.

### **(III) Procedure followed in its decision making**

Vice Chancellor, the Head of the Institute is empowered to take decisions in regard to day to day functioning as also on policy matters concerning the Institute. In decision making process Vice Chancellor is assisted by various Committees such as Selection Committee, Departmental Promotion Committee, Purchase Committee, Contract Committee, Finance Committee, etc. which recommend the course of action.

### **(IV) Norms set by it for the discharge of its functions:**

All day to day and routine jobs like payments, promotions, increments, service record, replies to letters, etc. are attended to by the concerned employee/officer at the earliest. The following time limits have been prescribed for disposal of various requests coming from employees of the Institute:

| <b>Sl. No.</b> | <b>Nature of application</b>                                                                                                                                                                                                         | <b>No. of working days for disposal</b>                                   |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1.             | Grant of advance/withdrawal from CPF                                                                                                                                                                                                 | 5                                                                         |
| 2.             | House Building Advance                                                                                                                                                                                                               | 20                                                                        |
| 3.             | Leave sanction                                                                                                                                                                                                                       | 5                                                                         |
| 4.             | LTC advance/Leave encashment                                                                                                                                                                                                         | 5                                                                         |
| 5.             | Time taken by Establishment for verification of LTC claim after LTC bill is submitted by the employee                                                                                                                                | 10                                                                        |
| 6.             | Time taken by Finance Division for settlement of LTC bill                                                                                                                                                                            | 5                                                                         |
| 7.             | TA advance                                                                                                                                                                                                                           | 4                                                                         |
| 9.             | Sanction of medical advance                                                                                                                                                                                                          | 4                                                                         |
| 10.            | All employees' reimbursement viz; OPD medical, newspaper, telephone, tuition fee, CEA, TA, LTC submitted before 10 <sup>th</sup> of every month.<br><br>Submission after 10 <sup>th</sup> but before 20 <sup>th</sup> of each month. | By 17 <sup>th</sup> of each month.<br><br>25 <sup>th</sup> of each month. |
| 12.            | OPD Medical under new medical scheme to be submitted by end of each quarter                                                                                                                                                          | Within 15 days from end of the quarter                                    |
| 13.            | Reimbursement of Hospitalization Medical Bills to be processed through the designated committee                                                                                                                                      | Within 15 days from the date of receipt                                   |
| 14.            | Grant of pay certificate/TD certificate/Certificate of accrual of interest on HBA                                                                                                                                                    | 5                                                                         |
| 15.            | Issue of NOC for obtaining personal passport                                                                                                                                                                                         | 2                                                                         |
| 16.            | Grant of permission under Conduct Rules                                                                                                                                                                                              | 7                                                                         |
| 17.            | Change of Home Town recorded in the Service Book                                                                                                                                                                                     | 5                                                                         |

|     |                                             |          |
|-----|---------------------------------------------|----------|
| 18. | Forwarding of applications for higher posts | 4        |
| 19. | Fixation of pay                             | 4        |
| 20. | Equipment complaint system                  | Same day |
| 21. | Requisition of stationery                   | Same day |

For any grievance, employee can forward his case to Grievance Redressal Machinery through proper channel to the Registrar. In case no reply is received by the concerned employee within one month, he may forward copy of his grievance to the Vice Chancellor of the Institute.

**(V) Rules regulations, instructions, manuals and records held by it or under its control or used by its employees.**

A copy each of MoA, IIFT Bye-laws, IIFT Recruitment Rules, E&M Manual, Consultancy Rules, Duty Leave, Policy on incentives for Research Publications, Faculty Development Programmes and other relevant policies/rules is enclosed.

**(VI) A statement of categories of documents that are held by it or under its control**

The APARs and some files dealing with disciplinary proceedings are categorized as 'Confidential'. In addition, the files dealing with recruitment/promotions are also kept confidential till the matter requires confidentiality.

**(VII) 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.**

There are provisions of public representation in various Bodies of the Institute such as Board of Management, Academic Council, Finance Committee, Planning & Monitoring Board, Selection Committees, Board of Studies.

**(VIII) Statement of 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**

**INDIAN INSTITUTE OF FOREIGN TRADE  
(Deemed to be University)**

**BOARD OF MANAGEMENT**

**CHAIRPERSON:** Prof. Rakesh Mohan Joshi, Vice Chancellor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016.

1. **Shri Ajay Bhadoo, Additional Secretary**, Department of Commerce, Ministry of Commerce & Industry, Vanijya Bhawan, New Delhi-110 011. Email: [astpd-doc@nic.in](mailto:astpd-doc@nic.in)
2. **Ms. Petal Dhillon, Joint Secretary**, Department of Commerce, Ministry of Commerce & Industry, Vanijya Bhawan, New Delhi-110 011. Email: [petal.dhillon@nic.in](mailto:petal.dhillon@nic.in)
3. **Shri P.S. Gangadhar, Joint Secretary (ED)**, Ministry of External Affairs, Sushma Swaraj Bhawan, 15 A Dr. Rizal Marg, Chankyapuri, New Delhi-110021 Email: [jsed@mea.gov.in](mailto:jsed@mea.gov.in)

**IIFT Faculty**

1. **Dr. V. Raveendra Saradhi, Centre Head**, Indian Institute of Foreign Trade, JNTU Campus Kakinada, Andhra Pradesh 533003. E-mail: [centrehead.kkd@iift.edu](mailto:centrehead.kkd@iift.edu)
2. **Dr. Ram Singh, Head CDOE**, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016. Email: [ramsingh@iift.edu](mailto:ramsingh@iift.edu)
3. **Dr. M. Venkatesan, Professor**, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016. Email: [venkatesan@iift.edu](mailto:venkatesan@iift.edu)
4. **Dr. Himani Gupta, Associate Professor**, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016. Email: [himani@iift.edu](mailto:himani@iift.edu)
5. **Dr. Divya Tuteja, Assistant Professor**, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016. Email: [divya@iift.edu](mailto:divya@iift.edu)

**Secretary:** Shri Gaurav Gulati, Registrar, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016. Email: [registrar@iift.ac.in](mailto:registrar@iift.ac.in)

## INDIAN INSTITUTE OF FOREIGN TRADE

(DEEMED TO BE UNIVERSITY)

### ACADEMIC COUNCIL

**CHAIRPERSON:** **Prof. Rakesh Mohan Joshi**, Vice Chancellor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016.

#### External Members

1. **Prof. Mahim Sagar**, Professor, Room no.506, Vth Floor, Vishwakarma Bhavan, IIT Delhi, Saheed Jeet Singh Marg, Hauz Khas, New Delhi- 110016, Email: [mahim@dms.iitd.ac.in](mailto:mahim@dms.iitd.ac.in)
2. **Dr. Praveen Nahar**, Former Director, National Institute of Design, Paldi, Ahmedabad-380007.
3. **Prof. Kanika T. Bhal**, Professor, Department of Management Studies, IIT Delhi, New Delhi – 110016, Email: [kanika@dms.iitd.ac.in](mailto:kanika@dms.iitd.ac.in)

#### IIFT FACULTY

1. **Dr. K. Rangarajan**, Professor & Head Kolkata Centre, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107.
2. **Dr. V. Raveendra Saradhi**, Professor and Centre Head, Kakinada, Indian Institute of Foreign Trade, JNTU Campus, Kakinada, Andhra Pradesh-533003.
3. **Dr. Asheesh Pandey**, Professor and Centre Head, IIFT GIFT City, Gandhinagar, Gujarat.
4. **Dr. B.K. Sahu**, Professor & Head (Eco), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
5. **Dr. Biswajit Nag**, Professor & Head (EMPD), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
6. **Dr. Niti Nandini**, Professor & Head (ICCD), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
7. **Dr. Pooja Lakhanpal**, Professor & Head (Research), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
8. **Dr. Ram Singh**, Professor & Head (CDOE), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
9. **Prof. Rohit Mehtani**, Head (MDP & CIN), Corporate Relations and Placement, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
10. **Dr. Sanjay Rastogi**, Professor & Head (DAA), Delhi Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
11. **Dr. Sheeba Kapil**, Professor & Head (Publications), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.

12. **Dr. Sweta Srivastava Malla**, Professor & Head (GSMD), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
13. **Dr. B. R. Chaudhuri**, Professor & Head (Eco), Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700107.
14. **Dr. Deepankar Sinha**, Professor & Head (Research), Kolkata, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700107.
15. **Dr. J . K . S e a l**, Professor & Head (GSMD), Kolkata Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107.
16. **Dr. P.K. Das**, Professor and Head (EMPD), Kolkata, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107.
17. **Dr. R.P. Sharma**, Professor & Head (MDP), Kolkata, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata- 700 107.
18. **Dr. Saikat Banerjee**, Professor & Head (ICCD), Kolkata, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107.
19. **Dr. Sunitha Raju**, Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
20. **Dr. Ranajoy Bhattacharyya**, Professor, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107.
21. **Prof. Debashis Chakraborty**, Professor, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107.
22. **Dr. T.P. Ghosh**, Professor, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107
23. **Dr. Kaushik Bhattacharjee**, Associate Professor, IIFT GIFT City, Gandhinagar, Gujarat.
24. **Dr Arunima Rana**, Assistant Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
25. **Dr. Prateek Maheshwari**, Assistant Professor, IIFT GIFT City, Gandhinagar, Gujarat.
26. **Dr. Geethanjali Natraj**, Principal, Int. Trade Policy, CII
27. **Dr. Mridula Savitri Mishra**, Executive Director, Ipsos Research Pvt. Ltd.
28. **Sh. Rakesh Kumar**, Additional DGFT.

**Secretary : Shri Gaurav Gulati**, Registrar, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi- 110016.

**Permanent Invitee: Dr. A.R. Singla**, Professor & COE, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.

**INDIAN INSTITUTE OF FOREIGN TRADE  
(Deemed to be University)  
FINANCE COMMITTEE**

**CHAIRPERSON:** Prof. Rakesh Mohan Joshi, Vice Chancellor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016.

**MEMBERS**

1. **Ms. Petal Dhillon, Joint Secretary**, Department of Commerce, Ministry of Commerce & Industry, Vanijya Bhawan, New Delhi-110 011. Email: [petal.dhillon@nic.in](mailto:petal.dhillon@nic.in)
2. **Dr. C. Vanlalramsanga, Economic Adviser**, Department of Commerce, Ministry of Commerce & Industry, Vanijya Bhawan, New Delhi-110 011 Ph. 23061746, email: vanlal@nic.in
3. **Shri Gaurav Gulati, Registrar**, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016. Email: [registrar@iift.ac.in](mailto:registrar@iift.ac.in)

**Secretary:** Shri Pitambar Behera, DFO will officiate as Secretary to the Finance Committee till the post of Finance Officer is filled up by the Institute.

**PLANNING AND MONITORING BOARD**

**CHAIRMAN:** **Prof. Rakesh Mohan Joshi**, Vice Chancellor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.

**MEMBERS**

**I. Internal Members**

1. Dr. K. Rangarajan, Professor & Centre Head (Kolkata)
2. Dr. Sanjay Rastogi, Professor & Head (DAA)
3. Dr. V.R. Saradhi, Professor & Centre Head (Kakinada)
4. Dr. Niti Nandini Chatnani, Professor & Head (ICCD)
5. Dr. Debashis Chakraborty, Professor
6. Dr. Ginni Chawla, Assistant Professor

**II. Three experts of eminence from outside the Institute**

1. Dr. Chetan Ghate, Professor, ISI, Delhi
2. Prof. T.C.A. Ranganathan
3. Mr. Shiv Inder Singh, Entrepreneur & Founder Firefox Bikes Pvt. Ltd.

**III. Secretary**

## **BOARD OF STUDIES OF DIFFERENT DIVISIONS**

### **ECONOMICS DIVISION**

**CHAIRPERSON :** Dr. Ranajoy Bhattacharyya, Professor

#### **MEMBERS:**

1. Dr. Sunitha Raju, Professor
2. Dr. Biswajit Nag, Professor
3. Dr. B.K. Sahu, Professor
4. Dr. Bibek Ray Chaudhuri, Professor
5. Dr. Papiya Ghosh, Assistant Professor
6. Dr. Divya Tuteja, Assistant Professor

#### **EXTERNAL EXPERTS**

1. Dr. Priya Bhagowalia, Associate Professor, JNU
2. Prof. Aditya Bhattacharjee, Delhi School of Economics, JNU

Member Secretary – Dr. Divya Tuteja, Assistant Professor

### **EXECUTIVE MANAGEMENT PROGRAMME DIVISION**

**CHAIRPERSON:** Dr. B Nag, Professor & Head (EMP)

#### **MEMBERS:**

1. Dr. P.K. Das, Professor & HOD, EMPD, Kolkata
2. Dr. Saswati Tripathi, Professor
3. Dr. R.P. Dutta, Professor
4. Dr. Himani Gupta, Associate Professor
5. Dr. Priyanka Jaiswal, Assistant Professor

#### **EXTERNAL EXPERTS**

1. Dr. Mridula Mishra, Executive Director, IPSOS
2. Mr. Sachin Trivedi, Director, Bicon Consultants Pvt. Ltd. and Partner-Climate Change Services, Volition LLP.

Member Secretary – Dr. Priyanka Jaiswal, Assistant Professor

## **GRADUATE STUDIES IN MANAGEMENT DIVISION**

**CHAIRPERSON:** Dr. Sweta S. Malla, Professor & Head (GSM)

### **MEMBERS:**

1. Dr. Saikat Banerjee, Professor
2. Dr. Sweta S. Malla, Professor
3. Dr. T.P. Ghosh, Professor
4. Dr. A.K.S. Chand, Assistant Professor
5. Dr. Parul Singh, Assistant Professor

### **EXTERNAL EXPERTS**

1. Dr. Pankaj Sinha, Faculty of Management Studies, University of Delhi.
2. Dr. R.K. Singh, MDI, Gurgaon

Dr. Anchal Arora, Assistant Professor (Member Secretary)

### **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

1. Dr. Sweta S. Malla, Professor-Chairperson
  2. Dr. Anju Goswami, Assistant Professor
  3. Dr. Divya Tuteja, Assistant Professor
  4. Sh. Pitamber Behera, Deputy Finance Officer
  5. Sh. Jitender Saxena, Section Officer
  6. Ms. Nidhi Saxena, Humana People to People India, New Delhi
  7. Mr. Justin Wilson- President IMF, IIFT Students' Council
  8. Ms. Neeti Jain, Research Scholar, Ph.D. 2019 batch
  9. President of IIFT Economics Society (IES)
- } (If the matter involves students)

### **ANTI-RAGGING SQUAD**

| S. No. | Composition of Committee                                           |
|--------|--------------------------------------------------------------------|
| 1.     | Dr. Sweta S Malla, Professor - Chairman & Warden                   |
| 2.     | Dr. Jacqueline Symss, Associate Professor - Assistant Warden       |
| 3.     | Dr. Arunima Rana, Assistant Professor- PD of MBA(IB) 2024-26       |
| 4.     | Dr. Anchal Arora, Assistant Professor - PD of MBA(IB) 2025-27      |
| 5.     | Dr. Anju Goswami, Assistant Professor - PD of MBA(BA) 2024-26      |
| 6.     | Dr. Tuheena Mukherjee, Assistant Professor - PD of MBA(BA) 2025-27 |

### **ANTI-RAGGING COMMITTEE**

| S N | Committee Comprises                                  | Name of the Members                                                                                                                          |                       | E-mail ID and Contact No.                                                                                                                                             |
|-----|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Head of the Institution                              | Dr. Rakesh Mohan Joshi, Vice-Chancellor                                                                                                      |                       | vcoffice@iift.ac.in<br>39147300, 39177302                                                                                                                             |
| 2.  | Representative of Civil and Police Administration    | SHO, PS, Kishan Garh, New Delhi                                                                                                              |                       | 23812909                                                                                                                                                              |
| 3.  | Local Media                                          | Mr. Rajesh Rai, Assistant Editor, Press Trust of India                                                                                       |                       | rajesh.rai@pti.in<br>8130962257                                                                                                                                       |
| 4.  | NGOs involved in youth activities                    | Dr. Chandra Ranjan, Convener, Equity Before Law Society                                                                                      |                       | dr.chandra.ranjan@gmail.com<br>9910864412                                                                                                                             |
| 5.  | Representative of faculty members                    | (i) Head(GSM) :                                                                                                                              | Dr. S. S. Malla       | sweta@iift.edu (9717422622)                                                                                                                                           |
|     |                                                      | (ii) Warden :                                                                                                                                | Dr. S. S. Malla       |                                                                                                                                                                       |
|     |                                                      | (iii) Asst. Warden :                                                                                                                         | Dr. J. Symss          | jsymss@iift.edu (9575953813)                                                                                                                                          |
|     |                                                      | (iv) PD MBA(IB) 2nd year:                                                                                                                    | Dr. Arunima Rana      | arunima@iift.edu (9870433117)                                                                                                                                         |
|     |                                                      | (v) PD MBA(IB) 1st year :                                                                                                                    | Dr. Anchal Arora      | anchal@iift.edu (9971672049)                                                                                                                                          |
|     |                                                      | (vi) PD MBA(BA) 2nd year:                                                                                                                    | Dr. Anju Goswami      | anju@iift.edu (7830953607)                                                                                                                                            |
|     |                                                      | (viii)PD MA(BA) 1st year :                                                                                                                   | Dr. Tuheena Mukherjee | tuheena@iift.edu (9999312563)                                                                                                                                         |
| 6.  | Representatives of Parents                           | (i) Mr. Deepak Negi<br>(ii) Col. Dev Rishi Joshi                                                                                             |                       | dnegi@iitd.ac.in (9868923541)<br>devrishijoshi1973@gmail.com(9999331973)                                                                                              |
| 7.  | Representatives of Students of first and second year | (i) Ms. Dishita Kumari– 1st year<br>(ii) Mr. Mehul Ray- 1st year<br>(iii) Mr. Aditya Aggarwal – 2nd year<br>(iv) Mr. Nishank Jain – 2nd year |                       | Dishitakumari2002@gmail.com(8595994705)<br>mehulray03@gmail.com(9711277921)<br>Aditya.aggarwal5790@gmail.com<br>9958523081<br>Nishankjain7492@gmail.com<br>7895872407 |
| 8.  | Non-teaching staff                                   | Mr. Amit Kumar Chanpuria                                                                                                                     |                       | dracademics@iift.ac.in 9926099008                                                                                                                                     |

### **ANTI-DISCRIMINATION COMMITTEE**

1. Dr. Sanjay Rastogi, Head (DAA) – Chairman
2. Dr. Parul Singh, Assistant Professor
3. Shri P. Sakthivel, Sr. Administrative Officer (Estt.) - Member
4. Ms Nalini Meshram, Assistant Registrar - Member

### **GRIEVANCE REDRESSAL COMMITTEE**

- 1) Dr. Rakesh Mohan Joshi, Vice-Chancellor & Dean (Academics)
- 2) Dr. K. Rangarajan, Head (Kolkata Campus)
- 3) Dr. V. Raveendra Saradhi, Head (Kakinada Campus)
- 4) Dr. Jaydeep Mukherjee, Head (GIFT CITY Campus)
- 5) Dr. Niti Nandini Chatnani, Head (DAA)
- 6) Registrar – Member Secretary

**EQUAL OPPORTUNITY CELL**

| <b>Sl. No.</b> | <b>Composition of Committee</b> | <b>Name of the Members</b>                                   | <b>Contact Detail</b>    | <b>E-mail ID</b>                          |
|----------------|---------------------------------|--------------------------------------------------------------|--------------------------|-------------------------------------------|
| 1.             | Faculty Member (s)              | 1. Dr. Rohit Mehtani, Head (MDP)                             | 39147308                 | rmehntani@iift.edu                        |
| 2.             | Non-Teaching Staff              | 1. Ms. Deepa P.G., AFO<br>2. Shri Anil Meena, SO (Admission) | 9818527322<br>8506020423 | afo@iift.ac.in<br>soadmission@iift.ac.in  |
| 3.             | Representatives of Students     | 1. Shri Srujan Eati<br>2. Shri Abhishek Singh                | 7639806822<br>8820396924 | president_imf@iift.edu<br>gensec@iift.edu |

### **COMMITTEE FOR STUDENTS WITH DISABILITIES**

| Sl. No. | Composition of Committee    | Name of the Members                                                                                                                                        | Contact Detail               | E-mail ID                                      |
|---------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------|
| 1.      | Faculty Member (s)          | 1. Dr. Ankit Kesharwani,<br>Programme Director of MBA<br>(IB) 2020-22 Batch<br><br>2. Dr. Arunima Rana,<br>Programme Director of MBA<br>(IB) 2021-23 Batch | 9010726595<br><br>9870433117 | ankit@iift.edu<br><br>arunima@iift.edu         |
| 2.      | Non-Teaching Staff          | 1. Mrs. Meenakshi Saxena,<br>AR (E&M)                                                                                                                      | 9891369770                   | arem@iift.ac.in                                |
| 3.      | Representatives of Parents  | 1. Shri K L Batham<br>2. Mrs. Indu Raina                                                                                                                   | 7388967799<br>9310511259     | klbatham7@gmail.com<br>induraina1970@gmail.com |
| 4.      | Representatives of Students | 1. Shri Srujan Eati<br>2. Shri Abhishek Singh                                                                                                              | 7639806822<br>8820396924     | president_imf@iift.edu<br>gensec@iift.edu      |

### **CONTRACT & PURCHASE COMMITTEE**

| S.No. | Name of the Member                                                                                                                                                   | Standby Member                                                                     |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 1.    | Dr. Sanjay Rastogi, Professor - Chairperson                                                                                                                          | Dr. A.R.Singla, Professor                                                          |
| 2.    | Shri Pitambar Behera, DFO                                                                                                                                            | Ms. Deepa P.G., Asst. Finance Officer                                              |
| 3.    | SAO(E)                                                                                                                                                               | DR (GA)                                                                            |
| 4.    | <b>For E&amp;M matter</b><br><br>Member Secretary – Ms. Nalini Meshram<br><br><b>For Administration matters</b><br><br>Member Secretary – SO (Admn.II) / SO (Admn-I) | <br><br><br><br>Shall be replaced by SO (Admn.-I) /SO(Admn.-II) as the case may be |

### **TECHNICAL COMMITTEE**

- 1 Dr. Deepankar Sinha, Professor -Chairman
- 2 Dr. Parul Singh, Assistant Professor
- 3 Dr. J.K. Verma, Asstt. Professor
- 4 Shri B.K.Panda, Systems Manager -Member
- 5 Shri S. Balasubramanian, Asstt. Systems Manager -Member
- 6 Dr. D.K. Lobiyal, Dean, School of Computer & System Science, JNU - External Member

**(ix) A directory of its officers and employees**

A list of faculty/officers/employees of the Institute is given below :

**IIFT, DELHI PBX Tel. No. 39147200, 39147201**

| <b>Name &amp; Designation</b>                                        | <b>Tel. No.</b>      |
|----------------------------------------------------------------------|----------------------|
| Dr. Rakesh Mohan Joshi, Vice-Chancellor                              | 39147300<br>39147302 |
| Dr. (Mrs.) D Sunitha Raju, Professor                                 |                      |
| Dr. Biswajit Nag, Professor                                          |                      |
| Dr. Sheeba Kapil, Professor                                          |                      |
| Dr. Nitin Seth, Professor (on deputation)                            |                      |
| Dr. Sanjay Rastogi, Professor                                        |                      |
| Dr. Ram Singh, Professor                                             |                      |
| Dr. M. Venkatesan, Professor                                         |                      |
| Dr. Pooja Lakhanpal, Professor                                       |                      |
| Dr. Niti Nandini Chatnani, Professor                                 |                      |
| Dr. O.P. Wali, Professor                                             |                      |
| Dr. Asheesh Pandey, Professor                                        |                      |
| Dr. Rohit Mehtani, Consultant at the level of Professor              |                      |
| Dr. Basanta K. Sahu, Professor                                       |                      |
| Dr. Sweta Srivastava Malla, Professor                                |                      |
| Dr. Ashim Raj Singla, Professor                                      |                      |
| Dr. Jacqueline Symss, Associate Professor                            |                      |
| Dr. Himani Gupta, Associate Professor                                |                      |
| Dr. Preeti Tak, Assistant Professor                                  |                      |
| Dr. Ginni Chawla, Assistant Professor                                |                      |
| Dr. Divya Tuteja, Assistant Professor                                |                      |
| Dr. Arunima Rana, Assistant Professor                                |                      |
| Dr. Papiya Ghosh, Assistant Professor                                |                      |
| Dr. Arya Kumar Srustidhar Chand, Assistant Professor                 |                      |
| Dr. Priyanka Jaiswal, Assistant Professor                            |                      |
| Dr. Tuheena Mukherjee, Assistant Professor                           |                      |
| Dr. Anchal Arora, Assistant Professor                                |                      |
| Ms. Parul Singh, Assistant Professor                                 |                      |
| Ms. Sonu Verma, Assistant Professor                                  |                      |
| Dr. Anju Goswami, Assistant Professor                                |                      |
| Dr. Charu Grover, Assistant Professor                                |                      |
| Dr. Muhammed Rafi OPC, Assistant Professor                           |                      |
| Sh. Gaurav Gulati, Registrar (Additional Charge)<br>Deputy Registrar |                      |
| Sh. B K Panda, Systems Manager                                       |                      |
| Sh. Pitambar Behera, Deputy Finance Officer                          |                      |
| Sh. Amit Kumar Chanpuria, Deputy Registrar                           |                      |
| Sh. Bhuwan Chandra, Assistant Registrar (on deputation)              |                      |

|                                                    |  |
|----------------------------------------------------|--|
| Mrs. Nalini Meshram, Assistant Registrar           |  |
| Mrs. Deepa P G, Assistant Finance Officer          |  |
| Sh. S. Balasubramanian, Assistant Systems Manager  |  |
| Mrs. Meenakshi Saxena, Assistant Registrar         |  |
| Sh. Pranit Landge, Assistant Librarian             |  |
| Mrs. Vaidegi Dhamodharan, Assistant Librarian      |  |
| Mrs. Kavita Sharma, Section Officer                |  |
| Mrs. Sumita Marwaha, Section Officer               |  |
| Sh. Anil Kumar Meena, Section Officer              |  |
| Mrs. Lalita Gupta, Section Officer                 |  |
| Sh. Karun Duggal, Section Officer                  |  |
| Mrs. Mohini Madaan, Section Officer                |  |
| Sh. Gaurav Gupta, Section Officer                  |  |
| Sh. Jitendra Saxena, Section Officer               |  |
| Sh. Rakesh Kumar Ojha, Section Officer             |  |
| Mrs. Hoijahat Baite, Section Officer               |  |
| Sh. Rahul Kapoor, Section Officer                  |  |
| Mrs. Leena Nagwani, Assistant Section Officer      |  |
| Mrs. Tanushri Arora, Assistant Section Officer     |  |
| Sh. Sanjay Gandhi, Assistant Section Officer       |  |
| Mrs. Lhingboi T. Haokip, Assistant Section Officer |  |
| Sh. Lalit Kumar, Sr. Personal Assistant            |  |
| Mrs. Monika Verma, Sr. Personal Assistant          |  |
| Ms. Monica, Sr. Personal Assistant                 |  |
| Mrs. Chanchal Naveen Thakur, Personal Assistant    |  |
| Mrs. Neeru Verma, Personal Assistant               |  |
| Mrs. Savita Arora Bedi, Personal Assistant         |  |
| Ms. Aruna Papneja, Personal Assistant              |  |
| Sh. Ranjit Mahto, Personal Assistant               |  |
| Sh. Bhagat Singh, Personal Assistant               |  |
| Sh. Sanjay Verma, Personal Assistant               |  |
| Mrs. Purnima Duggal, Personal Assistant            |  |
| Ms. Hemlata, Personal Assistant                    |  |
| Mrs. Asha Gusain, Personal Assistant               |  |
| Sh. Satpal Singh, Senior Assistant                 |  |
| Sh. Kamal Singh, Senior Assistant                  |  |
| Mrs. Lalita, Senior Assistant                      |  |
| Mrs. Sushila Tirkey, Senior Assistant              |  |
| Sh. Kuldeep Chand, Senior Assistant                |  |
| Mrs. Rajesh Kumari, Senior Assistant               |  |
| Sh. Balwinder Singh, Senior Assistant              |  |
| Mrs. Sushil Rani, Senior Assistant                 |  |
| Sh. S S Bhardwaj, Senior Assistant                 |  |
| Sh. Rajbir Singh, Senior Assistant                 |  |
| Mrs. Karishma Khan, Senior Assistant               |  |
| Mrs. Seema Yadav, Senior Assistant                 |  |
| Ms. Seema Sharma, Senior Assistant                 |  |
| Sh. Sanjeev Kumar, Senior Assistant                |  |
| Sh. Ishav, Senior Assistant                        |  |

|                                                  |  |
|--------------------------------------------------|--|
| Sh. Vivek Kumar, Senior Assistant                |  |
| Sh. Praveen Kumar Yadav, Senior Assistant        |  |
| Sh. Avinash Kumar Baghel, Senior Assistant       |  |
| Sh. Sojal Gupta, Senior Assistant                |  |
| Sh. Vaibhav Yadav, Senior Assistant              |  |
| Sh. Manish Sharma, Library Information Assistant |  |
| Sh. Girish Kumar Gupta, Assistant                |  |
| Sh. Deepak Kumar, Assistant                      |  |
| Sh. Sanjay Kumar, Assistant                      |  |
| Sh. Bhim Singh, Junior Assistant                 |  |
| Sh. Lokesh Bora, Junior Assistant                |  |
| Sh. Rakesh Kumar Gupta, MTS                      |  |
| Sh. Ishwar Datt Mishra, MTS                      |  |

**IIFT, KOLKATA**

**PBX Tel. No. 033 24432451, 033 24432452, 033 24432453**

**Fax: 033-24432454**

| <b>Name</b>                                                         | <b>Tele. No.</b> |
|---------------------------------------------------------------------|------------------|
| Dr. K. Rangarajan, Professor & Centre Head                          | 033- 24432451    |
|                                                                     |                  |
| Dr. Ranajoy Bhattacharyya, Professor                                |                  |
| Dr. Gautam Dutta, Professor                                         |                  |
| Dr. Prabir Kumar Das, Professor                                     |                  |
| Dr. Saikat Banerjee, Professor                                      |                  |
| Dr. Saswati Tripathi, Professor                                     |                  |
| Dr. Jayanta Kumar Seal, Professor                                   |                  |
| Dr. Deepankar Sinha, Professor                                      |                  |
| Dr. Rajendra Prasad Sharma, Professor                               |                  |
| Dr. Bibek Ray Chaudhuri, Professor                                  |                  |
| Dr. Debashis Chakraborty, Professor                                 |                  |
| Dr. Triptendu Prakash Ghosh, Associate Professor                    |                  |
| Dr. Kavita Wadhwa, Assistant Professor                              |                  |
| Dr. Oindrila Dey, Assistant Professor                               |                  |
| Dr. Naman Sharma, Assistant Professor                               |                  |
| Dr. Taufeeq Ajaz, Assistant Professor                               |                  |
| Dr. Anirban Biswas, Assistant Professor                             |                  |
| Dr. Raghuveer Negi, Assistant Professor                             |                  |
| Sh. Vinay Goel, Assistant Registrar                                 |                  |
| Sh. Dwaipayan Ash, Section Officer                                  |                  |
| Sh. Shahid Anwar, Accounts Officer                                  |                  |
| Sh. Niloy Kumar Mukherjee, Personal Assistant/<br>Section in-charge |                  |
| Sh. Tanmay Roy, Senior Assistant                                    |                  |
| Ms. Zainab Imam, Senior Assistant                                   |                  |
| Ms. Omshree Mazumder, Senior Assistant                              |                  |
| Sh. Sumit Saha, Senior Assistant                                    |                  |
| Ms. Anuska Srimani, Library Information Assistant                   |                  |

## IIFT, KAKINADA

| Name                                                     |
|----------------------------------------------------------|
| Dr. Vadlamudi Raveendra Saradhi, Professor & Centre Head |
| Dr. J. K. Verma, Assistant Professor                     |
| Dr Siddharth Shankar Rai, Assistant Professor            |
| Dr. Oly Mishra, Assistant Professor                      |
| Dr. Miklesh Prasad Yadav, Asst. Professor                |
| Dr. Saurav Dash, Assistant Professor                     |
| Dr. Rashmi Rastogi, Assistant Professor                  |
| Ms. M. Vedivelu, Accounts Officer                        |
| Ms. Alphonsa Gude, Assistant                             |

## IIFT, GIFT CITY

| Name                                           |
|------------------------------------------------|
| Dr. Kaushik Bhattacharjee, Associate Professor |
| Dr. Prateek Maheshwari, Assistant Professor    |
| Dr. Md. Tanweer Ahmad, Assistant Professor     |
| Sh. Parth Shah, Asst. Registrar                |
| Ms. Jaya Fulwani, Section Officer              |

**(x) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations**

| <b>Sr. No.</b> | <b>Post</b>                                        | <b>Pay Level (Rs.)</b>                                                   |
|----------------|----------------------------------------------------|--------------------------------------------------------------------------|
| 1.             | Vice Chancellor                                    | 2,10,000 (fixed) + 11,250 (special allowance)                            |
| 2.             | Professor                                          | 14-A (159100 – 220200)                                                   |
| 3.             | Associate Professor                                | 13A-2 (139600-211300)                                                    |
| 4.             | Assistant Professor                                | 11 (68900-117200)<br>12 (101500-167400)                                  |
| 5.             | Consultant                                         | Equivalent to faculty member                                             |
| 6.             | Registrar                                          | 14 (144200-218200)                                                       |
| 7.             | Finance Officer                                    | 14 (144200-218200)                                                       |
| 8.             | Head, Computer Centre                              | 14 (144200-218200)                                                       |
| 9.             | Librarian/<br>Deputy Librarian                     | 14(144200-211800) – Aca. Pay Level<br>12(101500-167400) - Aca. Pay level |
| 10.            | Systems Manager                                    | 12 (78800-209200)                                                        |
| 11.            | Deputy Registrar/Deputy<br>Finance Officer         | 12 (78800-209200)                                                        |
| 12.            | Assistant Systems Manager/<br>Computer Programmer  | 11 (67700-208700)<br>10 (56100-177500)                                   |
| 13.            | Assistant Registrar/<br>Assistant Finance Officer  | 10 (56100-177500)                                                        |
| 14.            | Assistant Librarian                                | 10(57700-98200) – Aca. Pay Level                                         |
| 15.            | Assistant Registrar (official<br>language)         | 10 (56100-177500)                                                        |
| 16.            | Network Manager                                    | 10 (56100-177500)                                                        |
| 17.            | Section Officer/Hindi<br>Officer/ Accounts Officer | 8(47600-151100)                                                          |
| 18.            | Sr. Personal Assistant                             | 7 (44900-142400)                                                         |
| 19.            | Assistant Section Officer                          | 7 (44900-142400)                                                         |
| 20.            | Personal Assistant                                 | 6 (35400-112400)                                                         |
| 21.            | Senior Assistant                                   | 6 (35400-112400)                                                         |
| 22.            | Library Information Assistant                      | 6 (35400-112400)                                                         |
| 23.            | Technical Assistant                                | 6 (35400-112400)                                                         |
| 24.            | Stenographer                                       | 4 (25500-81100)                                                          |
| 25.            | Assistant                                          | 4 (25500-81100)                                                          |
| 26.            | Junior Assistant                                   | 2 (19900-63200)                                                          |
| 27.            | Electrician                                        | 2 (19900-63200)                                                          |
| 28.            | Staff Car Driver                                   | 2 (19900-63200)                                                          |
| 29.            | MTS/Library Attendant                              | 1 (18000-56900)                                                          |

**(xi) Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes**

50% fee concession is given to SC/ST and physically handicapped students of all Graduate Studies Management Division programmes, viz. two-year full-time MBA (International Business), three-year part-time MBA (International Business), Executive Masters in International Business (on Campus), Executive Masters in International Business (thru VSAT) and Certificate Programme in Export Management. In addition to the above subsidy, the Institute extends Need Based Scholarship Scheme (NBSS) to all the eligible students of two-year fulltime MBA (International Business). Under the NBSS, the Institute pays interest subsidy for the first two years and three months on Educational Loan of upto Rs.1.50 lakh per annum taken by the student whose family income is less than Rs.2.5 lakh per annum.

**(xii) Particulars of recipients of concessions, permits or authorizations granted**

Reservation as per Government guidelines to SC/ST/OBC/PH for employment and admission. As stated above, 50% fee concession is given to the SC/ST/PH students of courses mentioned in (xi) as also need based scholarship.

**(xiii) Details in respect of the information available to or held by it, reduced in electronic form**

All the above information is available on website. In addition information regarding any advertisement in newspapers relating to recruitment, purchase, admission and forms thereof is also put on the website.

**(xiv) Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public**

IIFT is an educational institution. Public is free to approach Admission Cell (Ms. Meenakshi Saxena, Officiating Assistant Registrar, Tel. No. 39147385) for any query relating to courses conducted by the Institute. For other general queries, General Administration Section (Mrs. Hoijahat Baite, Section Officer, Tel. No. 39147322) of the Institute can be approached.

**(xv) Name, designation and other particulars of the Public Information Officer, Appellate Authority, etc.**

|                                                    |                                                                                                                                                                             |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name and Designation of Public Information Officer | Shri Anil Kumar Meena<br>Section Officer                                                                                                                                    |
| Complete Address of PIO                            | Indian Institute of Foreign Trade B-21,<br>Qutab Institutional Area<br>New Delhi-110016(Tel.39147322)<br>Email: <a href="mailto:cpio@iift.ac.in">cpio@iift.ac.in</a>        |
| Assistant Public Information Officers              | Section Officer (GSM)<br>Section Officer (General Administration)<br>Assistant Finance Officer<br>Section Officer (Establishment)<br>Section Officer (Estate & Maintenance) |

|                                                                     |                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transparency Officer                                                | Shri Gaurav Gulati,<br>Registrar (Additional Charge)<br>Indian Institute of Foreign Trade<br>B-21, Qutab Institutional Area New<br>Delhi-110016 (Tel. 39147306)<br>Email: <a href="mailto:registrar@iift.ac.in">registrar@iift.ac.in</a> |
| First Appellate Authority                                           | Shri Gaurav Gulati, Registrar (Additional Charge)<br>Indian Institute of Foreign Trade<br>B-21, Qutab Institutional Area<br>New Delhi-110016 (Tel. 39147210)<br>Email: <a href="mailto:faa@iift.ac.in">faa@iift.ac.in</a>                |
| Officer senior to PIO                                               | Shri Gaurav Gulati,<br>Registrar( Additional Charge)                                                                                                                                                                                     |
| Address of the officer senior to<br>PIO and<br>Transparency Officer | Indian Institute of Foreign Trade<br>B-21, Qutab Institutional Area<br>New Delhi-110016 (Tel. 39147210)<br>Email: <a href="mailto:registrar@iift.ac.in">registrar@iift.ac.in</a>                                                         |

- (xvi) The above information on the website is updated from time to time.
- (xvii) Publish all relevant facts while formulating important policies or announcing the decisions which affect public, revision of fee, office structure, course curriculum, fee for MDPs and market surveys, etc.
- (xviii) The administrative matters of confidential nature such as constitution of selection committees for departmental promotions/new appointments, recommendations of the committees, details about proceedings against any employee, etc. are not made public.
- (xix) Provide Reasons for its administrative or quasi-judicial decisions to affected persons. The concerned person is informed about the reasons for the administrative decisions.

### **GRADES AND CATEGORIES OF POSTS**

| <b>GRADE</b>                                                                                             | <b>CATEGORIES OF POSTS</b>                                                                                                                                                                                                                                                  | <b>PAY LEVEL AND PAY (Rs.)</b>                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I                                                                                                        | MTS/Library Attendant                                                                                                                                                                                                                                                       | 1 (18000-56900)                                                                                                                                                                                                                                                                    |
| Any other post which carries a minimum pay of Rs. 18,000/- and a maximum of not more than Rs. 56,900/-   |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
| II                                                                                                       | Staff Car Driver<br>Electrician<br>Junior Assistant<br>Stenographer<br>Assistant                                                                                                                                                                                            | 2 (19900-63200)<br>2 (19900-63200)<br>2 (19900-63200)<br>4 (25500-81100)<br>4(25500-81100)                                                                                                                                                                                         |
| Any other post which carries a minimum pay of Rs. 19,000/- and a maximum of not more than Rs. 81,100/-   |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
| III                                                                                                      | Sr. Assistant<br>Personal Assistant<br>Library Information Assistant<br>Technical Assistant                                                                                                                                                                                 | 6 (35400-112400)<br>6 (35400-112400)<br>6 (35400-112400)<br>6(35400-112400)                                                                                                                                                                                                        |
| Any other post which carries a minimum pay of Rs. 35,400/- and a maximum of not more than Rs. 1,12,400/- |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
| IV                                                                                                       | Assistant Section Officer<br>Sr. Personal Assistant<br>Section Officer<br>Hindi Officer<br>Accounts Officer<br>Computer Programmer<br>Network Manager<br>Assistant Registrar<br>Assistant Finance Officer<br>Assistant Registrar (official language)<br>Assistant Librarian | 7 (44900-142400)<br>7 (44900-142400)<br>8(47600-151100)<br>8(47600-151100)<br>8(47600-151100)<br>10 (56100-177500)<br>10 (56100-177500)<br>10 (56100-177500)<br>10 (56100-177500)<br>10 (56100-177500)<br>10 (56100-177500)<br>10 (57700-98200) – Aca. Pay Level                   |
| Any other post which carries a minimum pay of Rs. 44,900/- and a maximum of not more than Rs. 1,77,500/- |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
| V                                                                                                        | Assistant Systems Manager                                                                                                                                                                                                                                                   | 11 (67700-208700)                                                                                                                                                                                                                                                                  |
| Any other post which carries a minimum pay of Rs. 67,700/- and a maximum of not more than Rs. 2,08,700/- |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
| VI                                                                                                       | Deputy Registrar/Deputy Finance Officer<br>Systems Manager<br>Deputy Librarian<br>Librarian<br>Head, Computer Centre<br>Finance Officer<br>Registrar<br>Assistant Professor<br><br>Associate Professor<br>Professor                                                         | 12 (78800-209200)<br>12 (78800-209200)<br>12 (101500-167400) –Aca. Pay Level<br>14 (144200-211800)-Aca. Pay Level<br>14 (144200-218200))<br>14 (144200-218200))<br>14 (144200-218200))<br>11 (68900-117200)<br>12 (101500-167400)<br>13A-2 (139600-211300)<br>14-A (159100-220200) |
| Any other post which carries a minimum pay of Rs. 78,800/- and a maximum of not more than Rs. 2,20,200/- |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
| VII                                                                                                      | Vice Chancellor                                                                                                                                                                                                                                                             | 2,10,000 (fixed) + 11,250 – (special allowance)                                                                                                                                                                                                                                    |