



6.2.2 SUMMARY SHEET

6.2.2 Functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.,

The institute, apart from the Director's office, Dean's Office and Registrar's office, has the following academic divisions:

1. Graduate Studies of Management Division (GSM)
2. Executive Management Programme Division (EMPD)
3. International Collaboration & Capacity Development Division (ICCD)
4. Management Development Programme Division (MDP) Economic Division
5. Research Division Publication Division
6. Corporate Relations and Placement Division
7. Alumni Affairs Division Specialized Centre's

Each of the above division has separate administrative set up with an officer in-charge apart from dedicated support staff. In addition, the administration of the institute is headed by the Registrar. IIFT has an organizational chart which has a distinctive structure to take care of academic and administrative activities.

The Director's Office

The office of the Director is the central unit of the institute as the institute is under academic and administrative control of the Director, and the Director office is the central office to facilitate academic and administrative decisions.

A. The Administrative Division

The Administrative Division is the largest unit within the institute and the Registrar is the head of the division. The division has following sections:

- (i) Office of the Registrar: The office of the Registrar supports all the administration related activities and coordinates for the smooth functioning of the institute.
- (ii) Deputy Registrar Section: The section of Deputy Registrar is a supporting section for the office of the Registrar.
- (iii) General Administration Section: The general administration section consists of the following administrative divisions:



Sl. No.	Division/Section/Centre	Area of Work
1	Finance Section	<p>The Division is responsible for Annual Budgeting and Annual Accounts of the Institute. Both the tasks are processed through Finance Committee for approval of Board of Management. In the day to day affairs, the Division is accountable for entire receipts and payment of the Institute. The responsibility of investment of surplus funds in most safe, secured and high yielding securities to generate a substantial return to meet the some portion of operation needs of the Institute is also lie the functional domain of the Finance Division. The Division also conducts Internal Audit, Statutory Audit, Doc Internal Audit and CAG Audit as per the mandates of BoM.</p>
2	Establishment Section	<p>Recruitment of various Teaching and Non-Teaching positions (Regular/contractual).</p> <p>Establishment & Service matters of the various Faculty and Non-Teaching employees (Regular/Contractual) of the Institute.</p> <p>Maintenance & upkeep of Service records of all the employees of the Institute.</p>



3	Estates & Maintenance Section	<ul style="list-style-type: none"> • Estates: The main function of the Division is to provide clean environment and prompt, efficient & systematic services and amenities to the inmates of the hostels, guest house, officers, staff and visitors in the Institute's campus. • Maintenance: Maintenance of essential services i.e. water, electricity, AC, minor civil work and procurement of maintenance items from GeM / Local market. In addition, inviting & awarding AMC contract.
4	APAR Cell	The main function of the cell is to get the APARs filled on time and to maintain the APAR data of staff and faculty members.
5	New Project Division	<p>To appoint PMC agency for carrying out major repair work in Delhi and Kolkata Campuses.</p> <p>To liaison with appointed PMC for preparation of DPR of New Projects and submission to DoC for approval. To examine draft MoU with PMC, estimate submitted by PMC, Draft tender document submitted by PMC and to check execution of work as per approved estimate / DPR Construction of New Campuses of IIFT at Maidan Garhi, New Delhi: Kakinada (Andhra Pradesh) and Shimla (Himachal Pradesh).</p>



6	Hindi Section	Promotion of National Language as per Government of India
7	Computer Centre	<p>The Computer Centre aims at providing 99.9 percent uptime including ensuring server uptime, data recovery and backup, facilitating storage management, hardware, network operations, on-line education, software development, streamlining operations and simplifying end-user support.</p>
8	SME Shimla	The SME centre in Shimla is supports the extension campus activities at Shimla.
9	Admission Cell	<p>The Admissions Cell has been entrusted the responsibility of conducting admission process of IIFT's flagship Programmes i.e. MBA (International Business) Programme and MA-Economics (Specialization in Trade & Finance). The Cell also handles the grievances related to students received from UGC, DoC and other Competent Bodies.</p>

b. Functional Academic Administrative Divisions

- (i) Graduate Studies of Management Division (GSM): This division conducts the on-campus MBA (IB) Full-Time and MBA (IB) Part-Time programmes. GSM spearheads programme



management, course scheduling, session planning, faculty support, and conduct of examinations, etc. All students' matters, including student relations and discipline, are under the charge of Head GSM.

(ii) **Executive Management Programme Division (EMPD):** This division conducts EPGDIB (on campus) and EPGDIB (hybrid) programmes. The programme management, course scheduling, session planning, faculty allocation and support, and conduct of examinations, port visit etc are taken care by this division.

(iii) **International Collaboration & Capacity Development Division (ICCD):** This division undertakes academic collaborations with foreign institutions and coordinates student exchange activities. In addition, the division handles faculty development activities for which there is an annual budgetary provision. The Accreditation and Ranking Cell is also a part of this division.

(iv) **Management Development Programme Division (MDP):** This division is engaged in executive education. The division also conduct certificate and diploma programmes, medium term programme for retired/retiring defence officers (sponsored by DGR), training to Indian Trade Service officers etc.

(v) **Research Division:** Research division offers Ph.D. programme and undertakes research activities both as part of in-house research programmes and at the instance of client institutions, which includes Central and State Government, PSUs and International Organizations like World Bank, FAO, International Trade Centre, UNCTAD, WTO, UNIDO, UNESCAP and Ministry of Commerce & Industry.

(vi) **Publication Division:** The division takes care of the research publications and newsletters. This division also looks after the Foreign Trade Library.

(vii) **Alumni Affairs Division:** The division looks after all the activities related to alumni affairs. The IIFT Alumni Council is a registered body and has 10 chapters. To strengthen Alumni network for student's support and mentoring.

(viii) **Corporate Relations and Placement Division:** The Corporate Relations and Placement Division (CRPD) is responsible for organizing summer internships and placements. The placement committee of the regular MBA (IB) programme is supported by this division.

Specialized Centres:

Centre WTO Studies: The WTO Resource Centre was established with an aim to provide consultation, training, and research, analytical and informational support to the Department of Commerce pertaining to the World Trade Organization (WTO) on a continuous basis, with the strong support of consultants, research fellows and research associates.

Centre for Trade & Investment Law (CTIL): The main objective of the centre is to undertaking research on trade and investment issues from the development perspective for India and other developing countries. It also advises the Government of India on trade and investment issues.

Centre for Regional Trade (CRT): The main objective of the centre is to undertake research on trade and investment issues relevant to specific regions/countries, including Africa, ASEAN, China, EU, Japan, Korea, etc. from the perspective of implications for India and other developing countries.



Centre for Trade Facilitation & Logistics (CTFL): This centre was set up at the IIFT Delhi in 2018 by the Logistics Division of Ministry of Commerce and Industry, Government of India. CTFL aims in helping India's Trade and Logistics expertise by acting as a forum for collaborations on domestic and international fronts to gain competitiveness at a global level.

Centre for North-eastern Studies (CeNEST): Set up at IIFT Kolkata, It undertakes research and analysis on developmental issues related to international trade and business of North-East region, besides capacity building.

ECGC Chair: ECGC Chair Professor is instituted with the financial support of ECGC Ltd. with aim to provide infrastructural support to Indian exporters and to train human resource of ECGC Ltd. The mandate of the chair professor is to undertake broad based research on International Trade & Strategy.

Exam Cell: The exam cell is a support cell for smooth conducting of the examinations across various academic programmes of the institute.

Library

The library at IIFT is gradually growing with resources. The collection comprises of documents in the field of Management. Presently, library has an impressive collection of 1,02,007 resources that comprises 75,124 book/CDs-volumes, 17481 bound periodicals, and 252 periodicals. The library is also having 40,500 articles related areas. In addition to these, its collection includes Research Reports, Company Reports, Statistical Annual publications, Case Studies CD-ROMs. The library has a special collection on e-resources for it's both the campuses. The library has also initiated an e-learning resource.

E-library Resource: The Library is enriched with its virtual resources, called the e-resources at the intranet site e- database.iift.ac.in. In this pandemic time which is available to our students & Faculty through VPN & campus 360 platform, which is accessible for their respective places round the clock. A large number of full text journal articles, industry profile, country report, trade publication, newspaper, analytical commentary, annual reports, industry statistics and indicators, legislation, monetary data, news analysis, official gazette, press release, ranking and statistical data on Administrative Setup, Agriculture, Banks and Financial Institutions, Civil Supplies, Consumer Affairs, Companies, Cooperatives, Crime and Law, Demographics, Economy, Education, Electoral Data, Environment and Pollution, Foreign Trade, Forest and Wildlife, Geographical Data, Health, Housing, Industries, Insurance, Labour and Workforce, Market Forecast, Media, Meteorological Data, Mines and Minerals, Petroleum, Power, Social and Welfare Schemes, Sports, States and Union Territories, Telecommunication, Tourism, Transport, Urban Areas, Villages for India as well for the rest of the countries of the world are available through the e-database. In order to facilitate online access to information, Library has also subscribed to trade related online and offline databases like Blackwell Synergy, Balance of Payment, CMIE databases (Commodities, Prowess, India Trade, Industry Outlook and Economic Outlook), Commodity Price Bulletin, Direction of Trade Statistics, EIU Online, EBSCO, Emerald Management Extra, epharma, IFS, Indiastat.com, Inside Trade.com, JSTOR, OECD e-library, Proquest, Science Direct, Suns Magazine, Trade Map, World Bank Online Database, World Trade Atlas and WITS etc. IIFT subscribes to Bloomberg, which offers a dynamic



network of information for decision- makers. Bloomberg is of great value to B-School students seeking fast access to accurate business and financial information, news, and insight around the world. Students are also offered training to familiarize them with this powerful resource. Library facilities are open to participants. The participants are required to deposit of Rs. 5000/- for Library membership which is refundable at the end of the Programme.

Additional requirements:

<i>File Description</i>	<i>Documents</i>
Link to Organogram of the University webpage	Organogram of the Institute
Link for Additional Information	https://www.iift.ac.in/iift/docs/naac2023/qif/c6/m622/Organogram.pdf https://www.iift.ac.in/iift/docs/naac2023/qif/c6/m622/622_Service by laws.pdf https://www.iift.ac.in/iift/docs/naac2023/qif/c6/m622/622_Detailed Information.pdf
Any additional information	IIFT Service by Laws Detailed Information