

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:

Sl. No.	Nature of application	No. of working days for disposal
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 th of every month. Submission after 10 th but before 20 th of each month.	By 17 th of each month. 25 th 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. Satinder Bhatia, Vice Chancellor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016.

1. **Shri Peeyush Kumar, Additional Secretary**, Ministry of Commerce & Industry, Vanijya Bhawan, New Delhi-110 011. Email: astpd-doc@nic.in
2. **Dr. M. Balaji, Joint Secretary, Joint Secretary**, Ministry of Commerce & Industry, Vanijya Bhawan, New Delhi-110 011. Email: m.balaji05@ias.gov.in
3. **Shri Abhishek Singh, Joint Secretary (ED)**, Ministry of External Affairs, Room No. 1067, A Wing, 1st Floor, Jawaharlal Nehru Bhawan, New Delhi. Email: jsed@mea.gov.in
4. **Shri Gaurav Chadha**, Director, Google India, Block 1, Divyashree Omega Survey No.13, Kothaguda, Telangana 500084. Email: gchadha@google.com

IIFT FACULTY

1. **Dr. K. Rangarajan**, Head Kolkata Centre, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700107. E-mail: head_kol@iift.edu
2. **Dr. Sanjay Rastogi**, Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016. Email: srastogi@iift.edu
3. **Dr. Jacqueline Symss**, Associate Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016. Email: jsymss@iift.edu

Secretary: Dr. P.K. Gupta, Registrar, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016. Email: registrar@iift.ac.in

INDIAN INSTITUTE OF FOREIGN TRADE

(DEEMED TO BE UNIVERSITY)

ACADEMIC COUNCIL

CHAIRPERSON: Prof. Satinder Bhatia, Vice Chancellor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016.

1. **Prof. Chetan Ghate**, Director, Institute of Economic Growth, University Enclave, University of Delhi (North Campus), Delhi 110 007. Email: cghate@iegindia.in, cghate@iegindia.org
2. **Prof. Pulin Nayak**, Ex-Professor of Economics and Director, Delhi School of Economics, House No.11, Mandakini Enclave, New Delhi – 110019, Email: pulin.nayak@gmail.com
3. **Prof. Meeta Keswani Mehra**, Centre for International Trade & Development, School of International Studies, Room No. 209, SIS II, Jawaharlal Nehru University, New Delhi-110067. meetakm@jnu.ac.in, meetakm@mail.jnu.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. Ranajoy Bhattacharya**, Professor and Head (Eco), Kolkata, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107.
3. **Dr. Sheeba Kapil**, Professor & Head (Journals) & ICCD, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
4. **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.
5. **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.
6. **Dr. Sanjay Rastogi**, Professor & Head (GSM), Delhi Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
7. **Dr. V. Raveendra Saradhi**, CH (Kakinada), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
8. **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.
9. **Dr. Pooja Lakhanpal**, Professor & Head (EMPD), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
10. **Dr. Niti Nandini**, Professor & Head (Alumni Affairs), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
11. **Prof. Rohit Mehtani**, Head (CRPD), Corporate Relations and Placement, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.

12. **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.
13. **Dr. J.K. Seal**, Professor & Head (GSM), Kolkata Indian Institute of Foreign Trade, PlotNo.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700 107.
14. **Dr. O.P. Wali**, Professor & Head (Research), Delhi, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
15. **Dr. Asheesh Pandey**, Professor & Head (MDP) Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
16. **Dr. Jaydeep Mukherjee**, Professor & Head (Eco), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
17. **Dr. M. Venkatesan**, Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
18. **Dr. Saswati Tripathi**, Professor, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700107.
19. **Dr. A.R. Singla**, Professor & COE, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
20. **Dr. B.K. Sahu**, Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
21. **Dr. J. Symss**, Associate Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi - 110016.
22. **Dr. Himani Gupta**, Associate Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi - 110016.
23. **Dr. Kavita Wadhwa**, Assistant Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi - 110016.
24. **Dr. Divya Tuteja**, Assistant Professor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi - 110016.

Secretary: Dr. P.K. Gupta, Registrar, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016.

INDIAN INSTITUTE OF FOREIGN TRADE

(DEEMED TO BE UNIVERSITY)

FINANCE COMMITTEE

CHAIRPERSON : Prof. Satinder Bhatia, Vice Chancellor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016.

MEMBERS

1. **Dr. M. Balaji**, Joint Secretary, Ministry of Commerce & Industry, Vanijya Bhawan, New Delhi-110 011. Email: m.balaji05@ias.gov.in
2. **Dr. C. Vanlalramsanga**, Economic Adviser, Department of Commerce, Ministry of Commerce and Industry, Udyog Bhawan, New Delhi- 110011, Ph. 23061746, email: vanlal@nic.in
3. **Dr. P.K. Gupta**, Registrar, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016. Email: registrar@iift.ac.in
4. Finance Officer, JNU

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. Manoj Pant**, Vice Chancellor, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.

MEMBERS

I. Seven Internal Members

1. Prof. Sugata Marjit, Distinguished Professor
2. Dr. K. Rangarajan, Professor & Centre Head (Kolkata)
3. Dr. Sanjay Rastogi, Professor & Head (GSM)
4. Dr. V.R. Saradhi, Professor & CoE
5. Dr. Niti Nandini Chatnani, Professor & Head (Alumni Affairs)
6. Dr. Debashis Chakraborty, Associate Professor
7. 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. Dr. P.K. Gupta, Registrar – Secretary

BOARD OF STUDIES OF DIFFERENT DIVISIONS

ECONOMICS DIVISION

CHAIRPERSON : Dr. Ranajoy Bhattacharyya, Professor

MEMBERS:

1. Dr. Sugata Marjit, Distinguished Professor
2. Dr. Biswajit Nag, Professor
3. Dr. B.K. Sahu, Associate Professor
4. Dr. Bibek Ray Chaudhuri, Associate 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. Pooja Lakhanpal, Professor & Head (EMP)

MEMBERS:

1. Dr. Ashim Raj Singla, Associate Professor
2. Dr. Priyanka Jaiswal, Assistant Professor

EXTERNAL EXPERTS

Dr. Kanika T, Bhal, Professor, IIT, Delhi.

Member Secretary – Dr. Priyanka Jaiswal, Assistant Professor

GRADUATE STUDIES IN MANAGEMENT DIVISION

CHAIRPERSON: Dr. Sanjay Rastogi, Professor & Head (GSM)

MEMBERS:

1. Dr. Saikat Banerjee, Professor
2. Dr. Sweta S. Malla, Associate Professor
3. Dr. T.P. Ghosh, Associate Professor
4. Dr. A.K.S. Chand, 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)

RESEARCH DIVISION

CHAIRPERSON: Dr. O.P. Wali, Professor & Head (Research)

MEMBERS:

1. Dr. Basanta Kumar Sahu, Associate Professor
2. Dr. Jaydeep Mukherjee, Associate Professor
3. Dr. Ankit Kesharwani, Assistant Professor

EXTERNAL EXPERTS

1. Prof. Shahid Ashraf, Jamia Milia Islamia
2. Prof. S.K. Jain, IIT-Delhi.

PREVENTION OF SEXUAL HARASSMENT COMMITTEE

1. Dr. Satinder Bhatia, Head (CDOE) - Chairman
2. Dr. Niti Nandini Chatnani, Professor & Head DAA
3. Dr. Divya Tuteja, Assistant Professor
4. Sh. Pitamber Behera, Deputy Finance Officer
5. Sh. Jitender Saxena, Section Officer
6. Ms. Rani Patel, Arohan, New Delhi.
7. Sh. Srujan Eati President IMF, IIFT Students' Council (If the matter involves students)
8. Ms. Neeti Jain, Research Scholar, Ph.D. 2019 batch

ANTI-RAGGING SQUAD

1. Dr. Sanjay Rastogi, Professor & Head (GSM)– Chairman
2. Dr. V. Raveendra Saradhi, Professor & Warden
3. Dr. Sweta Srivastava Malla, Associate Professor & Assistant Warden
4. Dr. Jacqueline Symss, Associate Professor & Assistant Warden & Head (ICCD)
5. Dr. Ankit Kesharwani, Assistant Professor
6. Dr. Arunima Rana, Assistant Professor

ANTI-RAGGING COMMITTEE

Sl No.	Committee comprises	Name of the Members	Contact Detail	E-mail ID
1.	Head of the Institution	Prof. Manoj Pant, Vice Chancellor	39147300 39147302	diroffice@iift.ac.in
2	Representatives of Civil and Police Administration	SHO, PS, Kishan Garh, New Delhi	23812909	
3	Local Media	Mr. Balram Singh Business Standard	9999879225	balram.singh@bsmail.in
4	NGOs involved in youth activities	Mr. Ram Naresh Humana People to People India	9205509743	ramnaresh.hppi@gmail.com
5	Representatives of Faculty Members	(i) Dr. R.M Joshi (ii) Dr. S. Rastogi (iii) Dr. V. Raveendra Saradhi (iv) Dr. Arunima Rana	9868438311 9212627939 9810025713 9870433117	rakeshmohanjoshi@iift.edu srastogi@iift.edu rsaradhi@iift.edu arunima@iift.edu
6	Representatives of Parents	(i) Shri K.L. Bahtham (ii) Ms. Indu Raina	9810554945 9958006006	klbatham7@gmail.com induraina1970@gmail.com

7	Representatives of Students belonging to the fresher's category as well as senior students	(i) Sh. Srujan Eati (ii) Sh. Abhishek Singh (iii) Ms. Ankita Patil (iv) Sh. Prateek B.	7639806822 8820396924 9642432120 7388428225	eati_d22@iift.edu abhisheksingh_d22@iift.edu patil_d23@iift.edu prateek_d23@iift.edu
8	Non-teaching staff	Shri Bhuwan Chandra	9871632327	drnewcampuses@iift.ac.in

ANTI-DISCRIMINATION COMMITTEE

1. Dr. Sanjay Rastogi, Head (GSM) – 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. Satinder Bhatia, Head, CDOE
- 2) Dr. Rakesh Mohan Joshi, Dean
- 3) Dr. K. Rangarajan, Head, Kolkata Centre
- 4) Dr. Niti Nandini Chatnani, Head (DAA)

Dr. P.K.Gupta, Registrar – Member Secretary

EQUAL OPPORTUNITY CELL

Sl. No.	Composition of Committee	Name of the Members	Contact Detail	E-mail ID
1.	Faculty Member (s)	1. Dr. Rohit Mehtani, Head (CRPD)	39147308	rmehtani@iift.edu
2.	Non-Teaching Staff	1. Ms. Deepa P.G., AFO 2. Shri Anil Meena, SO (Admission)	9818527322 8506020423	afo@iift.ac.in soadmission@iift.ac.in
3.	Representatives of Students	1. Shri Srujan Eati 2. Shri Abhishek Singh	7639806822 8820396924	president_imf@iift.edu 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, Programme Director of MBA (IB) 2020-22 Batch 2. Dr. Arunima Rana, Programme Director of MBA (IB) 2021-23 Batch	9010726595 9870433117	ankit@iift.edu arunima@iift.edu
2.	Non-Teaching Staff	1. Mrs. Meenakshi Saxena, Offg. AR (E&M)	9891369770	arem@iift.ac.in
3.	Representatives of Parents	1. Shri K L Batham 2. Mrs. Indu Raina	7388967799 9310511259	klbatham7@gmail.com induraina1970@gmail.com
4.	Representatives of Students	1. Shri Srujan Eati 2. Shri Abhishek Singh	7639806822 8820396924	president_imf@iift.edu gensec@iift.edu

CONTRACT & PURCHASE COMMITTEE

S.No.	Name of the Member	Standby Member
1.	Dr. M. Venkatesan, Professor - Chairperson	Dr. Nitin Seth, Professor
2.	Shri Pitambar Behera, DFO	Ms. Deepa P.G., Asst. Finance Officer
3.	SAO(E)	In absence of SAO (E), AR (GA)/ Offg. AR (E&M) whoever is not the Member Secretary would be the standby Member.
4.	(i) Ms. Nalini Meshram, AR (GA), Member Secretary for Gen. Admin matters. (ii) Ms. Meenakshi Saxena, Offg. AR (E&M), Member Secretary for E&M matters.	In case the Member Secretary of the relevant Division is absent the Section Officer of the concerned Division will be the Member Secretary.

TECHNICAL COMMITTEE

- 1 Dr. O.P. Wali, Head, Research -Chairman
- 2 Dr. Deepankar Sinha, Professor -Member
- 3 Dr. Ashim Raj Singla, Associate Professor -Member
- 4 Dr. Parul Singh, Assistant Professor
- 5 Shri B.K.Panda, Systems Manager -Member
- 6 Shri S. Balasubramanian, Asstt. Systems Manager -Member
- 7 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 (as on 23/08/2021)

IIFT, DELHI PBX Tel. No. 39147200, 39147201

Sl. No.	Name & Designation	Tel. No.
1.	Prof. Manoj Pant, Vice Chancellor	39147300 39147302
2.	Dr. (Mrs.) S.Bhatia, Head, CDOE	39147303
3.	Dr.Rakesh Mohan Joshi, Dean	39147311
4.	Dr. (Mrs.)D Sunitha Raju, Professor	39147206
5.	Dr.Rohit Mehtani, Head, Corporate Relations and Placement	
6.	Dr. O.P. Wali, Head, Research	39147324
7.	Dr.Biswajit Nag, Professor & Head (Economics Division)	
8.	Dr. Sheeba Kapil, Head (Journals)	
9.	Dr. Nitin Seth, Professor & Head, CTFL	
10.	Dr. Sanjay Rastogi, Professor & Head, GSM	
11.	Dr. Ram Singh, Professor	39147258
12.	Dr. M. Venkatesan, Professor	
13.	Dr. V. Raveendra Saradhi, Professor, (CoE) & CH (Kakinanda)	
14.	Dr. Pooja Lakhanpal, Professor & Head (EMPD)	
15.	Dr. Niti Nandini Chatnani, Professor & Head (Alumni Affairs)	
16.	Dr. Asheesh Pandey, Professor & Head (MDPs)	
17.	Dr. (Mrs.)Vijaya Katti, Professor (on re-employment)	39147313
18.	Dr. Ravi Shanker, Professor (on re-employment)	39147309
19.	Dr. Basanta K. Sahu, Associate Professor	
20.	Dr. Sweta Srivastava Malla, Associate Professor	
21.	Dr. Ashim Raj Singla, Associate Professor	
22.	Dr. Jaydeep Mukherjee, Associate Professor	
23.	Dr. Jacqueline Symss, Associate Professor & Head (ICCD)	
24.	Dr. Himani Gupta, Associate Professor	
25.	Dr. Areej Aftab Siddiqui, Assistant Professor	
26.	Dr. Ankit Kesharwani, Assistant Professor	
27.	Dr. Preeti Tak, Assistant Professor	
28.	Dr. Ashish Gupta, Assistant Professor	
29.	Dr. Ginni Chawla, Assistant Professor	
30.	Dr. Divya Tuteja, Assistant Professor	
31.	Dr. Arunima Rana, Assistant Professor	
32.	Dr. Prateek Maheshwari, Assistant Professor	
33.	Dr. Papiya Ghosh, Assistant Professor	
34.	Dr. Arya Kumar Srustidhar Chand, Assistant Professor	
35.	Dr. Priyanka Jaiswal, Assistant Professor	
36.	Dr. Tuheena Mukherjee, Assistant Professor	
37.	Dr. Anirban Biswas, Assistant Professor	

38.	Dr. Anchal Arora, Assistant Professor	
39.	Dr. Parul Singh, Assistant Professor	
40.	Dr. Sonu Verma, Assistant Professor	
41.	Dr. Anju Goswami, Assistant Professor	
42.	Dr. Neha Jain, Assistant Professor	
43.	Dr. Sugandha Huria, Assistant Professor	
44.	Dr. P.K. Gupta, Registrar	39147210
45.	Shri Gaurav Gulati, Officiating Deputy Registrar (P&GA)	39147306
46.	Shri Bhuwan Chandra, Officiating Dy. Registrar (New Campuses)	39147385
47.	Shri Pitambar Behera, Deputy Finance Officer	39147317
48.	Ms. Deepa P.G., Assistant Finance Officer	39147247
49.	Shri B.K Panda, Systems Manager	39147222
50.	Shri S Balasubramanian, Asstt. Systems Manager	
51.	Mrs. Neha Vinayak, Computer Programmer	
52.	Mrs. Nalini Meshram, Assistant Registrar	39147249
53.	Mrs. Meenakshi Saxena, Officiating Assistant Registrar	
54.	Mrs. Kavita Sharma, Section Officer	39147321
55.	Mrs. Sumita Marwaha, Section Officer	39147318
56.	Shri Anil Kumar Meena, Section Officer	39147213
57.	Mrs. Lalita Gupta, Section Officer	39147226
58.	Mrs. Mohini Madaan, Section Officer	39147223
59.	Shri Karun Duggal, Section Officer	39147322
60.	Shri Rakesh Kumar Ojha, Section Officer	39147315
61.	Shri Gaurav Gupta, Section Officer	39147221
62.	Shri Jitender Saxena, Section Officer	39147225
63.	Shri Rajinder Prasad, Hindi Officer	39147248
64.	Mrs. Amita Anand, Assistant Librarian	39147383
65.	Mrs. Nirmala, Assistant Librarian	
66.	Ms. Hoijahat Baite, Assistant Section Officer	
67.	Shri Rahul Kapoor, Assistant Section Officer	
68.	Mrs. Tanushri Arora, Assistant Section Officer	
69.	Ms. Leena Nagwani, Assistant Section Officer	
70.	Ms. Lhingboi T. Haokip, Senior Assistant	
71.	Shri Sanjay Gandhi, Senior Assistant	
72.	Shri Satpal Singh, Senior Assistant	
73.	Shri Kamal Singh, Senior Assistant	
74.	Mrs. Lalita Pandey, Senior Assistant	
75.	Mrs. Sushila Tirkey, Senior Assistant	
76.	Shri Kuldeep Chand, Senior Assistant	
77.	Mrs. Rajesh Kumari, Senior Assistant	
78.	Shri Mehak Singh, Senior Assistant	
79.	Shri S.P. Gautam, Senior Assistant	
80.	Shri Balwinder Singh, Senior Assistant	
81.	Shri Om Prakash, Senior Assistant	
82.	Mrs. Sushil Rani, Senior Assistant	
83.	Shri S.S. Bhardwaj, Senior Assistant	

84.	Shri Rajbir Singh, Senior Assistant	
85.	Ms. Karishma Khan, Senior Assistant	
86.	Shri Man Singh, Senior Personal Assistant	
87.	Shri Lalit Kumar, Senior Personal Assistant	
88.	Mrs. Monika Verma, Senior Personal Assistant	
89.	Mrs. Monica, Senior Personal Assistant	
90.	Ms. Chanchal Naveen Thakur, Personal Assistant	
91.	Ms. Neeru Verma, Personal Assistant	
92.	Ms. Savita Arora Bedi, Personal Assistant	
93.	Ms. Aruna Papneja, Personal Assistant	
94.	Shri Ranjit Mahto, Personal Assistant	
95.	Shri Bhagat Singh, Personal Assistant	
96.	Shri Sanjay Verma, Personal Assistant	
97.	Shri K.G. Rajendran Pillai, Technical Assistant	
98.	Ms. Seema Yadav, Assistant	
99.	Ms. Seema Sharma, Assistant	
100.	Shri Sanjeev Kumar, Assistant	
101.	Shri Girish Kumar Gupta, Assistant	
102.	Shri Deepak Kumar, Assistant	
103.	Shri Sanjay Kumar, Assistant	
104.	Mrs. Purnima Duggal, Stenographer	
105.	Ms. Hemlata, Stenographer	
106.	Mrs. Asha Gusain, Stenographer	
107.	Shri Bhim Singh, Staff Car Driver	
108.	Shri Rakesh Kumar Gupta, MTS	

IIFT, KOLKATA

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

Fax: 033-24432454

S. No.	Name	Category
1.	Dr. K. Rangarajan, Professor and Head	033- 24432451
2.	Dr.Ranajoy Bhattacharya, Professor	
3.	Dr.Radhika Prosad Datta, Professor	
4.	Dr.Gautam Kumar Dutta, Professor	
5.	Dr. P.K. Das, Professor	
6.	Dr. Saikat Banerjee, Professor	
7.	Dr. Deepankar Sinha, Professor	
8.	Dr. (Mrs.) Saswati Tripathi, Professor	
9.	Dr. Rajendra Prasad Sharma, Professor	
10.	Dr. Jayanta Kumar Seal, Professor	
11.	Dr. SugataMarjit, Distinguished Professor	
12.	Dr. Bibek Ray Chaudhuri, Associate Professor	
13.	Dr. Debashis Chakraborty, Associate Professor	
14.	Dr. T.P. Ghosh, AssociateProfessor	
15.	Dr. Kavita Wadhwa, Assistant Professor	
16.	Dr. Bharat Kumar Chillakuri, Assistant Professor	
17.	Dr. Sangita Mondal, Assistant Professor	
18.	Dr. Oindrila Dey, Assistant Professor	
19.	Dr. Naman Sharma, Assistant Professor	
20.	Dr. Taufeeq Ajaz, Assistant Professor	
21.	Shri Dwaipayan Ash, Section Officer	
22.	Shri Shahid Anwar, Accounts Officer	
23.	Shri Niloy Kumar Mukherjee, Personal Assistant	
24.	Shri Anand Kumar Seth, Senior Assistant	
25.	Shri Tanmoy Roy, Senior Assistant	
26.	Ms.Zainab Imam, Senior Assistant	
27.	Ms.Omshree Mazumder, Senior Assistant	
28.	Shri Sumit Saha, Senior Assistant	
29.	Ms Anuska Srimani, Library Information Assistant	

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

Sr. No.	Post	Pay Level (Rs.)
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) 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/ Deputy Librarian	14(144200-211800) – Aca. Pay Level 12(101500-167400) - Aca. Pay level
10	Systems Manager	12 (78800-209200)
11	Deputy Registrar/Deputy Finance Officer	12 (78800-209200)
12	Assistant Systems Manager/ Computer Programmer	11 (67700-208700) 10 (56100-177500)
13	Assistant Registrar/ Assistant Finance Officer	10 (56100-177500)
14	Assistant Librarian	10(57700-98200) – Aca. Pay Level
15	Assistant Registrar (official language)	10 (56100-177500)
16	Network Manager	10 (56100-177500)
17	Section Officer/Hindi 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 (Shri Karun Duggal, 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 Karun Duggal Section Officer
Complete Address of PIO	Indian Institute of Foreign Trade B-21, Qutab Institutional Area New Delhi-110016(Tel.39147322) Email: soadmin@iift.ac.in, cpio@iift.ac.in
Assistant Public Information Officers	Section Officer (GSM) Section Officer (Admission Cell) Assistant Finance Officer Section Officer (Establishment) Section Officer (Estate & Maintenance)

Transparency Officer

Shri Gaurav Gulati,
Officiating Deputy Registrar
Indian Institute of Foreign Trade
B-21, Qutab Institutional Area New
Delhi-110016 (Tel. 39147306)
Email: dradmin@iift.ac.in

First Appellate Authority

Dr. P.K. Gupta, Registrar
Indian Institute of Foreign Trade
B-21, Qutab Institutional Area
New Delhi-110016 (Tel. 39147210)
Email: faa@iift.ac.in

Officer senior to PIO
Address of the officer senior to
PIO and
Transparency Officer

Dr. P.K. Gupta, Registrar
Indian Institute of Foreign Trade
B-21, Qutab Institutional Area
New Delhi-110016 (Tel. 39147210)
Email: registrar@iift.ac.in

- (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

GRADE	CATEGORIES OF POSTS	PAY LEVEL AND PAY (Rs.)
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 Electrician Junior Assistant Stenographer Assistant	2 (19900-63200) 2 (19900-63200) 2 (19900-63200) 4 (25500-81100) 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 Personal Assistant Library Information Assistant Technical Assistant	6 (35400-112400) 6 (35400-112400) 6 (35400-112400) 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 Sr. Personal Assistant Section Officer Hindi Officer Accounts Officer Computer Programmer Network Manager Assistant Registrar Assistant Finance Officer Assistant Registrar (official language) Assistant Librarian	7 (44900-142400) 7 (44900-142400) 8(47600-151100) 8(47600-151100) 8(47600-151100) 10 (56100-177500) 10 (56100-177500) 10 (56100-177500) 10 (56100-177500) 10 (56100-177500) 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 Systems Manager Deputy Librarian Librarian Head, Computer Centre Finance Officer Registrar Assistant Professor Associate Professor Professor	12 (78800-209200) 12 (78800-209200) 12 (101500-167400) –Aca. Pay Level 14 (144200-211800)-Aca. Pay Level 14 (144200-218200)) 14 (144200-218200)) 14 (144200-218200)) 11 (68900-117200) 12 (101500-167400) 13A-2 (139600-211300) 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)