

## 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.  Submission after 10 <sup>th</sup> but before 20 <sup>th</sup> of each month.	By 17 <sup>th</sup> of each month.  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. 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**, 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, 1<sup>st</sup> Floor, Jawaharlal Nehru Bhawan, New Delhi. Email: jsed@mea.gov.in

### 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 Ghat**e, Director, Institute of Economic Growth, University Enclave, University of Delhi (North Campus), Delhi 110 007. Email: [cghate@iegindia.in](mailto:cghate@iegindia.in), [cghate@iegindia.org](http://cghate@iegindia.org)
2. **Dr. Praveen Nahar**, Director, National Institute of Design, Paldi, Ahmedabad-380007, Email: [director@nid.edu](mailto:director@nid.edu)
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. 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, JNTU Campus, Kakinada, Andhra Pradesh-533003.

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, Plot No.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. B.K. Sahu**, Professor & Head (Eco), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110 016.
17. **Dr. Jaydeep Mukherjee**, Centre Head (GIFT City), GIFT City, Gandhinagar, Gujarat.
18. **Dr. B. R. Chaudhuri**, Professor, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700107.
19. **Dr. Debashis Chakraborty**, Professor, Indian Institute of Foreign Trade, Plot No.1583, Madurdaha, Ward No.108, EM Bypass, Near Ruby Hospital, Kolkata-700107.
20. **Dr. Sweta S. Malla**, 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.

**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. 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](mailto: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](mailto: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. Satinder Bhatia, 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 & Centre Head (Kakinada)
5. Dr. Niti Nandini Chatnani, Professor & Head (Alumni Affairs)
6. Dr. Debashis Chakraborty, 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. Vijaya Katti, Professor
3. Dr. Sunitha Raju, Professor
4. Dr. Biswajit Nag, Professor
5. Dr. B.K. Sahu, Professor
6. Dr. Bibek Ray Chaudhuri, Professor
7. Dr. Papiya Ghosh, Assistant Professor
8. 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. 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. Sanjay Rastogi, 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
6. Dr. Neha Jain, 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**

1. Dr. Sanjay Rastogi, Professor & Head (GSM)– Chairman
2. Dr. Sweta Srivastava Malla, Professor & Warden
3. Dr. Jacqueline Symss, Associate Professor & Assistant Warden
4. Dr. Ashish Gupta, Assistant Professor & PD of MBA(IB) 2022-24
5. Dr. Tuheena Mukherjee, Assistant Professor & PD of MBA(IB) 2023-25

## **ANTI-RAGGING COMMITTEE**

Sl No.	Committee comprises	Name of the Members	Contact Detail	E-mail ID
1.	Head of the Institution	Dr. Satinder Bhatia Vice-Chancellor	39147300 39177302	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. S. Rastogi (ii) Dr. S S Malla (iii) Dr. J Symss (iv) Dr. Ashish Gupta (v) Dr. Tuheena Mukherjee	9212627939 9717422622  9575953813 9999312563	srastogi@iift.edu <a href="mailto:sweta@iift.edu">sweta@iift.edu</a> <a href="mailto:jsymss@iift.edu">jsymss@iift.edu</a> <a href="mailto:ashish@iift.edu">ashish@iift.edu</a> <a href="mailto:tuheena@iift.edu">tuheena@iift.edu</a>
6	Representatives of Parents	Sh. Ajit Kumar Jha Dr. Deepika Seth	9650513331 9711178747	<a href="mailto:eajitjha@gmail.com">eajitjha@gmail.com</a> <a href="mailto:raj7438@gmail.com">raj7438@gmail.com</a>

7	Representatives Of Students of first and second year	(i) Justin Wilson (ii) Shivam Shah (iii) Ishika Gupta (iv) Kaustubh Bahal	8296886873 9759266591 9310439020 9560040331	Justin_d24@iift.edu <a href="mailto:Shivam_d24@iift.edu">Shivam_d24@iift.edu</a> <a href="mailto:Isshikagupta517@gmail.com">Isshikagupta517@gmail.com</a> <a href="mailto:Kaustubhbahal1998@gmail.com">Kaustubhbahal1998@gmail.com</a>
8	Non-teaching staff	Ms. Meenakshi Saxena	9891369770	aracademics@iift.edu

### **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, 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) 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. 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>  Member Secretary – Ms. Nalini Meshram	
	<b>For Administration matters</b>  Member Secretary – SO (Admn.II) / SO (Admn-I)	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 (as on 01/12/2023)

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

Sl. No.	Name & Designation	Tel. No.
1	Dr. (Mrs.) Satinder Bhatia, Vice-Chancellor	39147300 39147302
2	Dr. Rakesh Mohan Joshi, Dean	
3	Dr. (Mrs.) D Sunitha Raju, Professor	
4	Dr. Biswajit Nag, Professor	
5	Dr. Sheeba Kapil, Professor	
6	Dr. Nitin Seth, Professor	
7	Dr. Sanjay Rastogi, Professor	
8	Dr. Ram Singh, Professor	
9	Dr. M. Venkatesan, Professor	
10	Dr. Pooja Lakhanpal, Professor	
11	Dr. Niti Nandini Chatnani, Professor	
12	Dr. O.P. Wali, Professor	
13	Dr. Asheesh Pandey, Professor	
14	Dr. Vijaya Katti, Professor	
15	Dr. Ravi Shanker, Professor	
16	Dr. Rohit Mehtani, Consultant at the level of Professor	
17	Dr. Basanta K. Sahu, Professor	
18	Dr. Sweta Srivastava Malla, Professor	
19	Dr. Ashim Raj Singla, Professor	
20	Dr. Jacqueline Symss, Associate Professor	
21	Dr. Himani Gupta, Associate Professor	
22	Dr. Areej Aftab Siddiqui, Assistant Professor (on lien)	
23	Dr. Preeti Tak, Assistant Professor	
24	Dr. Ashish Gupta, Assistant Professor	
25	Dr. Ginni Chawla, Assistant Professor	
26	Dr. Divya Tuteja, Assistant Professor	
27	Dr. Arunima Rana, Assistant Professor	
28	Dr. Papiya Ghosh, Assistant Professor	
29	Dr. Arya Kumar Srustidhar Chand, Assistant Professor	
30	Dr. Priyanka Jaiswal, Assistant Professor	
31	Dr. Tuheena Mukherjee, Assistant Professor	
32	Dr. Anchal Arora, Assistant Professor	
33	Ms. Parul Singh, Assistant Professor	
34	Ms. Sonu Verma, Assistant Professor	
35	Dr. Anju Goswami, Assistant Professor	

36	Dr. Charu Grover, Assistant Professor	
37	Dr. Muhammed Rafi OPC, Assistant Professor	
38	Dr. C. Ganeshkumar, Associate Professor	
39	Dr. P.K. Gupta, Registrar	
40	Sh. B K Panda, Systems Manager	
41	Shri Pitambar Behera, Deputy Finance Officer	
42	Sh. Gaurav Gulati, Deputy Registrar	
43	Shri Amit Kumar Chanpuria, Deputy Registrar	
44	Sh. Bhuwan Chandra, Assistant Registrar	
45	Mrs. Nalini Meshram, Assistant Registrar	
46	Mrs. Deepa P G, Assistant Finance Officer	
47	Sh. S. Balasubramanian, Astd. Systems Manager	
48	Mrs. Neha Vinayak, Computer Programmer	
49	Mrs. Meenakshi Saxena, Assistant Registrar	
50	Mrs. Nirmala, Assistant Librarian	
51	Mrs. Kavita Sharma, Section Officer	
52	Mrs. Sumita Marwaha, Section Officer	
53	Sh. Anil Kumar Meena, Section Officer	
54	Mrs. Lalita Gupta, Section Officer	
55	Sh Karun Duggal, Section Officer	
56	Mrs. Mohini Madaan, Section Officer	
57	Sh. Gaurav Gupta, Section Officer	
58	Sh. Jitendra Saxena, Section Officer	
59	Sh. Rakesh Kumar Ojha, Section Officer	
60	Mrs. Hoijahat Baite, Section Officer	
61	Sh. Rahul Kapoor, Section Officer	
62	Mrs. Leena Nagwani, Assistant Section Officer	
63	Mrs. Tanushri Arora, Assistant Section Officer	
64	Sh Sanjay Gandhi, Assistant Section Officer	
65	Mrs. Lhingboi T. Haokip, Assistant Section Officer	
66	Sh. Lalit Kumar, Sr. Personal Assistant	
67	Mrs. Monika Verma, Sr. Personal Assistant	
68	Ms. Monica, Sr. Personal Assistant	
69	Mrs. Chanchal Naveen Thakur, Personal Assistant	
70	Mrs. Neeru Verma, Personal Assistant	
71	Mrs. Savita Arora Bedi, Personal Assistant	
72	Ms. Aruna Papneja, Personal Assistant	
73	Sh. Ranjit Mahto, Personal Assistant	
74	Sh. Bhagat Singh, Personal Assistant	
75	Sh. Sanjay Verma, Personal Assistant	
76	Mrs. Purnima Duggal, Personal Assistant	
77	Ms. Hemlata, Personal Assistant	
78	Mrs. Asha Gusain, Personal Assistant	
79	Sh. K. G. Rajendran Pillai, Technical Assistant	
80	Sh Satpal Singh, Senior Assistant	

81	Sh. Kamal Singh, Senior Assistant	
82	Mrs. Lalita, Senior Assistant	
83	Mrs. Sushila Tirkey, Senior Assistant	
84	Sh. Kuldeep Chand, Senior Assistant	
85	Mrs. Rajesh Kumari, Senior Assistant	
86	Sh. Mehak Singh, Senior Assistant	
87	Sh. Balwinder Singh, Senior Assistant	
88	Mrs. Sushil Rani, Senior Assistant	
89	Sh. S S Bhardwaj, Senior Assistant	
90	Sh. Rajbir Singh, Senior Assistant	
91	Mrs. Karishma Khan, Senior Assistant	
92	Mrs. Seema Yadav, Senior Assistant	
93	Ms. Seema Sharma, Senior Assistant	
94	Sh. Sanjeev Kumar, Senior Assistant	
95	Shri Ishav, Senior Assistant	
96	Shri Ayush Shukla, Senior Assistant	
97	Shri Gandhapudi Munivinay, Senior Assistant	
98	Shri Vivek Kumar, Senior Assistant	
99	Shri Praveen Kumar Yadav, Senior Assistant	
100	Shri Utsav Kushwaha, Senior Assistant	
101	Shri Avinash Kumar Baghel, Senior Assistant	
102	Shri Sunil Kumar, Senior Assistant	
103	Shri Sojal Gupta, Senior Assistant	
104	Shri Vaibhav Yadav, Senior Assistant	
105	Shri Manish Sharma, Library Information Assistant	
106	Sh. Girish Kumar Gupta, Assistant	
107	Sh. Deepak Kumar, Assistant	
108	Sh. Sanjay Kumar, Assistant	
109	Sh. Bhim Singh, Staff Car Driver	
110	Shri Lokesh Bora, Junior Assistant	
111	Sh. Rakesh Kumar Gupta, MTS	
112	Shri Ishwar Datt Mishra, MTS	



S. No.	Name	Tele. No.
1.	Dr. K. Rangarajan, Professor & Centre Head	033- 24432451
2.	Dr. Radhika Prosad Datta, Professor	
3.	Dr. Ranajoy Bhattacharyya, Professor	
4.	Dr. Gautam Dutta, Professor	
5.	Dr. Prabir Kumar Das, Professor	
6.	Dr. Saikat Banerjee, Professor	
7.	Dr. Saswati Tripathi, Professor	
8.	Dr. Jayanta Kumar Seal, Professor	
9.	Dr. Deepankar Sinha, Professor	
10.	Dr. Rajendra Prasad Sharma, Professor	
11.	Dr. Bibek Ray Chaudhuri, Professor	
12.	Dr. Debashis Chakraborty, Professor	
13.	Dr. Triptendu Prakash Ghosh, Associate Professor	
14.	Dr. Kavita Wadhwa, Assistant Professor	
15.	Dr. Oindrila Dey, Assistant Professor	
16.	Dr. Naman Sharma, Assistant Professor	
17.	Dr. Sugata Marjit, Distinguished Professor	
18.	Dr. Taufeeq Ajaz, Assistant Professor	
19.	Dr. Anirban Biswas, Assistant Professor	
20.	Dr. Raghuveer Negi, Assistant Professor	
21.	Mr. Vinay Goel, Assistant Registrar	
22.	Mr. Dwaipayan Ash, Section Officer	
23.	Mr. Shahid Anwar, Accounts Officer	
24.	Mr. Niloy Kumar Mukherjee, Personal Assistant/ Section in-charge	
25.	Mr. Tanmay Roy, Senior Assistant	
26.	Ms. Zainab Imam, Senior Assistant	
27.	Ms. Omsfree Mazumder, Senior Assistant	
28.	Mr. Sumit Saha, Senior Assistant	
29.	Ms. Anuska Srimani, Library Information Assistant	

**IIFT, KAKINADA**

<b>S. No.</b>	<b>Name</b>
1.	Dr. Vadlamudi Raveendra Saradhi, Professor & Centre Head
2.	Dr Sujata Kar, Associate Professor
3.	Dr. J. K. Verma, Assistant Professor
4.	Dr Siddharth Shankar Rai, Assistant Professor
5.	Dr. Oly Mishra, Assistant Professor
6.	Dr. Miklesh Prasad Yadav, Asst. Professor
7.	Dr. Saurav Dash, Assistant professor
8.	Mr. S Mahesh Kumar, Assistant Registrar
9.	Ms. M. Vedivelu, Accounts Officer
10.	Ms. Juli Devi, Library Information Assistant
11.	Ms. Alphonsa Gude, Assistant
12.	Ms. Shivani, Stenographer

**IIFT, GIFT CITY**

<b>S. No.</b>	<b>Name</b>
1.	Dr. Jaydeep Mukherjee, Professor, Gift City
2.	Dr. Prateek Maheshwari, Assistant Professor, GIFT CITY
3.	Parth Shah, Asst. Registrar
4.	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) 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 (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 Section Officer
Complete Address of PIO	Indian Institute of Foreign Trade B-21, Qutab Institutional Area New Delhi-110016(Tel.39147322) Email: <a href="mailto:cpio@iift.ac.in">cpio@iift.ac.in</a>
Assistant Public Information Officers	Section Officer (GSM) Section Officer (General Administration) Assistant Finance Officer Section Officer (Establishment) Section Officer (Estate & Maintenance)

Transparency Officer

Shri Gaurav Gulati, 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](mailto: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](mailto: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**

<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 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)