

Shaping global leaders for tomorrow

Ref. IMIB/OC-21/653

15.04.2021

## OFFICE ORDER

Faculty level academic-administrative responsibilities have been redefined and are going to be effective from **April 16, 2021.** Each faculty member is required to manage the allocated responsibility and also need to maintain complete record of activities. The Accreditation team also needs to guide respective vertical heads about their requirement from long-term documentation perspective. **Each vertical head need to prepare/update complete SOPs for their domain/functionality and need to implement the same with the necessary approval of FCM. All SOPs needs to be as per international accreditation guidelines.** 

From continuity perspective, it is also important that all vertical heads are required to use domain/department email ids instead of personal email-ids for all domain/department level communications. Personal email-ids are to be used only for individual communications.

S.No	Faculty	Responsibility	<u>Staff</u>
1	Prof. Bindu Chhabra Dean, Academic Programmes & International Relations Prof. Sougata Ray Programme Director Prof. Rajesh Katiyar Programme Director	<ul> <li>PGDM</li> <li>PGDM-PT</li> <li>FPM</li> <li>Examination Cell</li> <li>International Relations</li> </ul>	Ms. Esha Datta Ms. Minoo Gupta Mr. Diganta Saha Mr. Tapan Giri Mr. Ashish Kar  Mr. Chetan Gupta (for Intl. Relations)
2	Prof. Rahul Gupta Choudhury Dean, Career Development & Alumni Relations Prof. Pallavi Pandey Corporate Relations Director	<ul><li>Placement</li><li>Alumni</li><li>Round Tables</li><li>BTL Series</li></ul>	Mr. Argha Chatterjee Mr. Sameer Sahu Mr. Sabyasachi Swain Mr. Ranjan (for Data Support)



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3	Prof. Manit Mishra Dean, Research & Strategic Initiatives Prof. Amit Srivastava Research Director	<ul> <li>Research</li> <li>IMI Journal</li> <li>NIRF</li> <li>Conferences</li> <li>Strategic Initiatives</li> <li>AMBA</li> </ul>	Mr. Umakant Bisht Ms. Minoo Gupta Mr. Chetan Gupta (for NIRF) Mr. Nitin Bhushan (for SI)
4	Prof. Kapil Pandla Dean, Business Development Prof. Ritu Singh Business Development Director	<ul><li>Admissions of:</li><li>PGDM</li><li>PGDM-PT</li><li>FPM</li></ul>	Ms. Nidhi Gupta Ms. Nazia Parveen Ms. Swarnalata Behera
5	Prof. Supriti Mishra Chair, Executive Education	<ul> <li>MDP &amp; Executive Education</li> <li>Blended Learning</li> <li>Unnat Bharat</li> </ul>	Mr. Argha Chatterjee Mr. Sabyasachi Swain Mr. Diganta Saha
6	Prof Sourabh Sharma Chair, Branding & IT Services	<ul><li>Branding across Media</li><li>Media PR</li><li>IT Infra</li><li>Website</li></ul>	Mr. Prasanta Mishra Mr. Gyan P Rajguru Mr. Abhinav Kumar
7	Prof. Devesh Baid Chair, Incubation Foundation	<ul><li>Incubation Foundation</li><li>E-cell</li><li>Students Store</li></ul>	Mr. Nitin Bhushan Mr. Gulshan Rohilla Mr. Diganta Saha
8	Prof. Rohit V. Kumar Chair, Accreditation	<ul><li>NAAC</li><li>QS-Ranking</li><li>EQUIS</li><li>TedX</li></ul>	Ms. Minoo Gupta
9	<b>Prof. R.K. Panigrahi</b> Chair, Administration	<ul><li>AICTE</li><li>Regulatory Affairs</li><li>Purchase</li></ul>	Mr. Nitin Bhushan Mr. Chetan Gupta
10	Prof. Sangram K. Jena Chair, Consultancy & Library	Consultancy     Library	Mr. Arvind Negi Mr. Umakant Bisht Mr. Santjee Sharma
11	<b>Prof. Ranjit R Ghatak</b> Chair, Students Affair	<ul><li>Students Affairs</li><li>Events</li><li>EBSB</li></ul>	Mr. Diganta Saha





12	Prof. Amit Srivastava Prof. Ritu Singh	Hostel Proctor	Mr. Chetan Gupta Mr. Santjee Sharma
13	<b>Prof. S.S. Panigrahi</b> Chair, Ranking	<ul><li>Ranking</li><li>Newsletter</li></ul>	Ms. Minoo Gupta

## Research & FPM Committee: All Deans and all Area Chairs

## Area Chairs:

1	Accounting, Finance & Economics	Prof. Sangram K. Jena
2	Marketing & General Management	Prof. Amit Shrivastava
3	HR & OB	Prof. Pallavi Pandey
4	Information Management & Analytics	Prof. Sourabh Sharma
5	Operations Management	Prof. S.S. Panigrahi

## **Statutory Committees:**

-	11 1.6	D. C. A. L. C.L.
1	Hostel Committee	Prof. Amit Srivastava
		Prof. Pallavi Pandey
		Prof. Ritu Singh
		Mr. Chetan Gupta
		Mr. Santjee Sharma
2	Anti-Ragging Squad	Prof. Bindu Chhabra
		Prof. Sougata Ray
		Mr. Nitin Bhushan
		Ms. Nidhi Gupta
3	Internal Complaint Committee:	Prof. Bindu Chhabra, Presiding Officer
	Gender Sensitization Committee	Prof. Manit Mishra,
	Against Sexual Harassment	Prof. Supriti Mishra
	(GSCASH)	Prof. Pallavi Pandey
		Ms. Nidhi Gupta
		Mr. Sabyasachi Swain
		Ms. Nazia Parveen
		Ms. Sneha Mishra, NGO





		Mr. Varun Jaitly ( Student) Ms. Kumari Nikita (Student) Ms. Satwika Nayak (Student)
4	Anti-Ragging Committee	Mr. Nitin Bhushan, CAO, Ex-offico Prof. Bindu Chhabra, Faculty Mr. Asim Panda, Odisha Police Mr. Raja Ram Satpathy, Press Ms. Sneha Mishra, NGO Mr. Arvind Negi, Staff Ms. Puspa Das (Parent) Mr. Padma Charan Naik ( Parent) Mr. Navendu Sakhar, Student Mr. Akash Chowdhury, Student Ms. Anisha Agarwal, Student
5	Committee for SC/ST	Prof. Supriti Mishra Prof. S K Jena Ms. Nazia Parveen Mr. Ranjan Chandra Das Mr. Trinath Bhuyan
6	Ombudsman	Prof. T.N. Kapoor , Ex. PVC- Punjab University, Chandigarh
7	Student Counselor	Prof. Kapil Pandla
8	Grievance Redressal Committee	Prof. S K Jena Prof. Rajesh Katiyar Prof. S S Panigrahi Mr. Argha Chatterjee
9	Internal Quality Assurance Cell	Prof. R K Panigrahi Prof. Supriti Mishra Mr. Chetan Gupta Mr. Sabyasachi Swain

Warm Regards

Prof. Ramesh Behl Director & Professor BHUBANESWAR