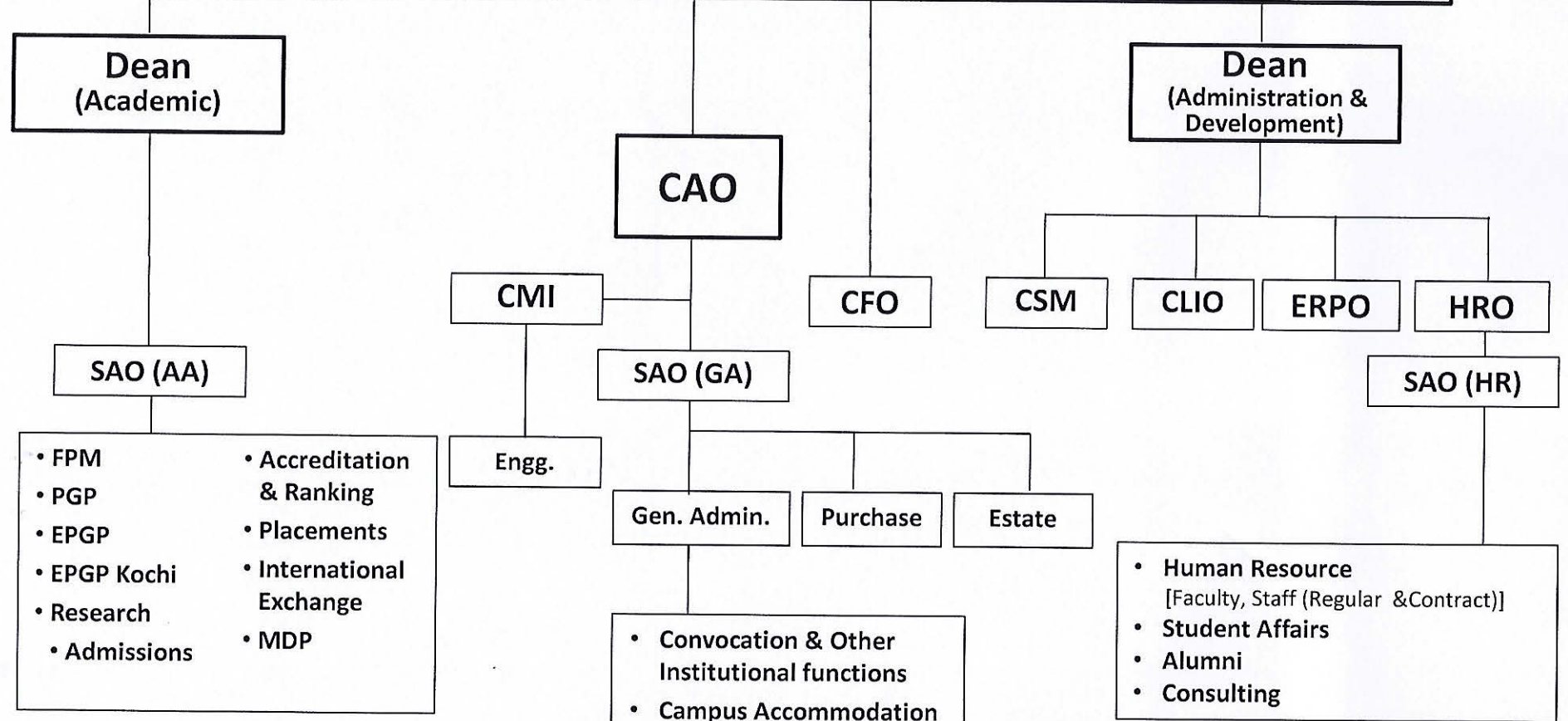


Director



Notes:
 New Positions to be created: HRO – Human Resources Officer; ERPO – Enterprise Resource Planning Officer
 Acronyms: CAO - Chief Administrative Officer, CFO- Chief Finance Officer, CSM – Chief Systems Manager, CLIO- Chief Librarian & Information Officer, CMI – Chief Manager Infrastructure, SAO – Senior Administrative Officer

| Dean (Academic) | Dean (Administration & Development) |
|--|---|
| <p>Academic Affairs</p> <p>Overall implementation of the Institute strategy to bring high quality in all academic activities.</p> <ol style="list-style-type: none"> 1. Programmes <ul style="list-style-type: none"> • Overall Programs Portfolio Management, Overall Direction & Quality of Existing Academic Programs (PGP, FPM, EPG, EPGP-Kochi, MDP, FDP). • As per the laid down policy, s/he will approve all requests related to these programmes including engagement of Guest/Adjunct Faculty. • Travel & Contingency fund of FPM students • FPM Thesis Processing 2. Students <ul style="list-style-type: none"> • Admissions • Placements • Academic Discipline, Appellate Authority for students' Grievances etc., 3. Faculty <ul style="list-style-type: none"> • Faculty Recruitment, Induction, Training, Development • Probation clearance of faculty members • Faculty Activity Planning • Faculty Workload Norms & Processing of Faculty Activity Reports • Convening Faculty Advisory Committee • Research & Publications, Research Projects 4. International Exchange | <p>Administrative Affairs</p> <p>Overall implementation of the Institute strategy to make available resources that enable all academic activities at superior efficiency.</p> <ol style="list-style-type: none"> 1. Articulating & Shaping Institutional Values 2. Faculty <ul style="list-style-type: none"> • As per the laid down policy, s/he will approve all requests related to Leave, Travel and LTC of Faculty members. • As per the laid down policy, s/he will approve all requests related to participation in conference, seminar & workshops of faculty members. • As per the laid down policy, s/he will approve all requests related to the utilization of FDF/PDF by faculty. 3. Student Affairs 4. Alumni 5. Consultancy 6. Information Resources <ul style="list-style-type: none"> • Information Technology & Systems • Enterprise Resource Planning • Library & Information Centre 7. External Relations <ul style="list-style-type: none"> • Exploration of New Markets, Foreign & Indian Collaborations, Reputation Development and Branding, Event Management • Media Relations & Reputation 8. Manpower (Staff) Resources <ul style="list-style-type: none"> • Personnel & HR (Staff) including man power planning • Integration of Faculty & Administration, Support functions • Linkage between Faculty, Staff & Administration, Finance & Accounts • Faculty & Staff Grievance handling |