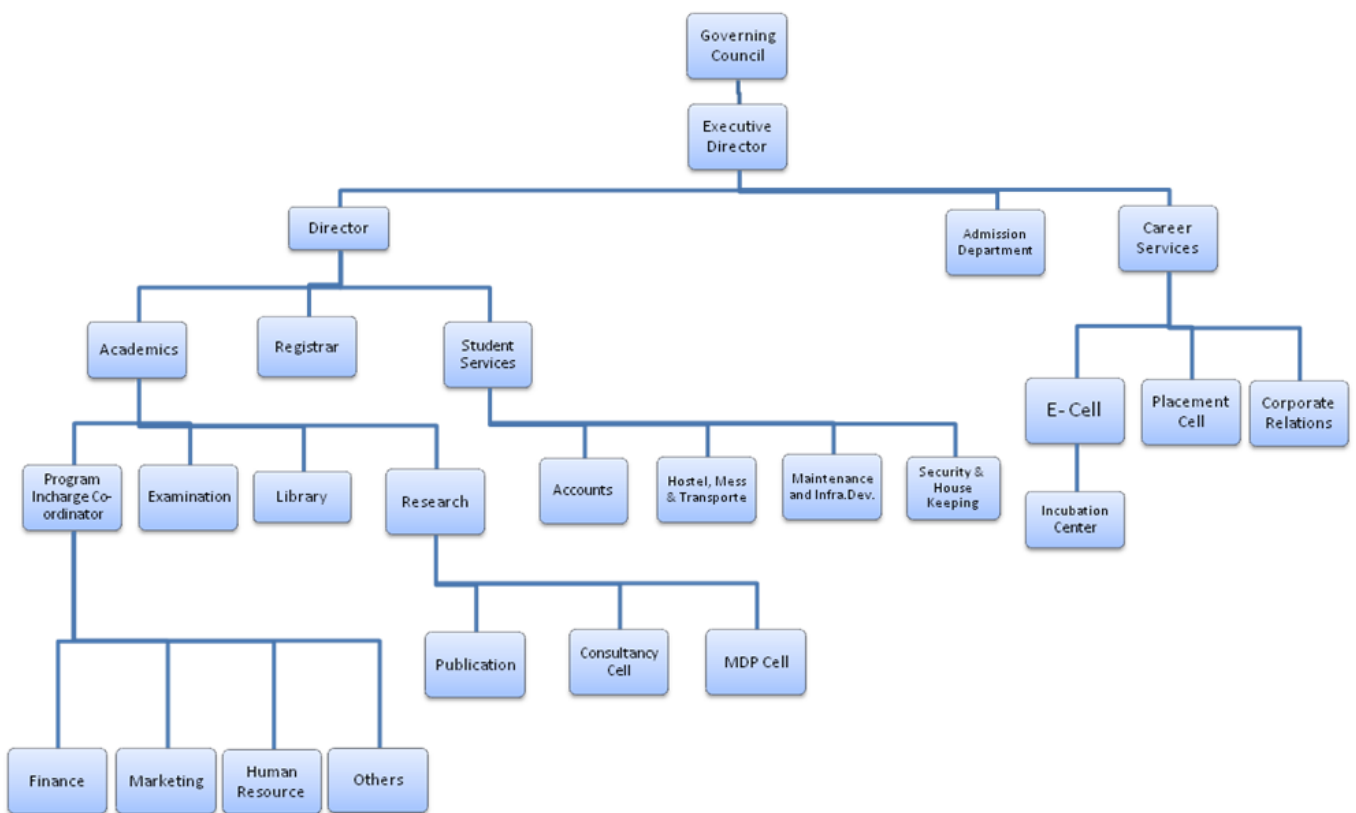


6.2.2 Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Describe the Organogram of the Institution within a maximum of 500 words

Response: International Institute of Management Studies follows a flat organisational structure, which ensure quick and effective decision making and timely execution. The organisational structure of the institute is as follows:



The top most layer of the organisational structure consists of **governing council**. The council is responsible for apex level decision making. The governing council members of the institute meet twice a year to discuss and deliberate upon the institutional requirements and unanimously take crucial decisions for the betterment of the organisation. **Executive Director** is the highest authority in the institute who plays a crucial role of implementation of decisions and suggestions given by the governing council from time to time. The **director** is responsible for running day to day administration and ensures smooth academic performance.

The director gets assisted by the deputy director, who shares the responsibility of director. Below these layers are HODs of various departments, who take care of the smooth running of their departments.

Governing Council: The council's purview of working is academic as well as administrative. Some of the areas of decision are:

- Important financial decisions
- Infrastructure related decisions
- Approval of curriculum
- Change in policy matters
- Issues relating to AICTE and Government
- Strategic planning
- Internationalisation related decisions

Academic Council: Academic council consists of senior faculty members and academic experts. The council ensures academic readiness of the institute to meet corporate requirements. The body reviews the syllabus from time to time and evaluate the academic performance and progress of the Institute.

Grievance Redressal Committee: The institute has a grievance redressal committee which consists of senior faculties students etc to help and address the issues faced by the members of the institute in a systematic manner as per the policy guidelines. Broadly it addresses

- Student Grievance
- Women Grievance
- Employee Grievance

Service rules, procedures, recruitment, and promotional policies: The institute follows service rules its own service rules, recruitment and promotion policies which are closely monitored by the governing council.

Documents:

- Grievance redressal policy
- Recruitment and promotion policy
- MOM of Governing Council
- MOM of Academic council
- Service Rules