

Procedure followed in Decision Making Process:

- **Disposal of Correspondence:**

- Policies are framed by Board of Governors (BoG). Academic decisions are taken by the Director in consultation with the Dean (Academics), Chairpersons of various programs/ areas, directly or through Academic Council. Administrative decisions are taken by the Director based on the advices rendered by various Administrative committees and respective Administrative Officers through the Chief Administrative Officer.
- Communications received from the government departments, universities, students and public are being attended and disposed of at various levels of the authorities of the Institute.
- Routine matters are considered and disposed of by respective section heads.
- Important matters / policy matters are escalated to higher level authorities like Chief Administrative Officer, Dean (Academics) and Director for consideration and disposal.
- In matters wherever approval of Board or sub-committees like Finance Committee, Building Works Committee, Campus Development Committee etc., is required, such matters are placed in the respective committee for decision.
- RTI queries/ appeals are disposed of by PIO and FAA in consultation with the different depts. Respectively.

- **Related Provisions, Acts, Rules etc.:**

As per IIM Act 2017

As per IIM Rules 2018

As per IIM Ranchi Regulation, 2021

- **Time limit for taking a decision, if any:**

Time limit for taking decisions varies from each request received from all the sections. The routine matters received from different section are of time-bound nature and disposed of within the given time limit by the institute. The Institute used to take a decision at the earliest possible.

RTI queries/ appeals are disposed of as per the time limit under the RTI Act, 2005.

- **Channel of Supervision and Accountability:**

The Organizational Chart shows the Channel of Supervision Accountability. The Director is the administrative and academic head of the Institute. Dean (Academics) guides the Academic Department where each programme is managed by its Chairperson, who supervises the work of the staff of their departments and reports to the Director of the institute through the Dean (Academics). The Chief Administrative Officer (CAO) guides Establishment, Accounts, Purchase & Stores, Estate, Project and General Administration where various sections are managed by Finance Advisor and Chief Accounts Officer / Administrative Officer (as the case may be) and reports to the Director through the CAO.

- For details, please refer to the below Organizational Chart:

