



**Indian Institute of Management Rohtak
Management City NH-10 Southern Bypass
Sunaria, Rohtak-124010
Haryana, India**

Website: <https://www.iimrohtak.ac.in/>

Information under Right to Information Act, 2005
RTI Manuals/Suo Motto Disclosures (Updated as on 01.07.2025)

Introduction (Basic Information under RTI Act, 2005)

1.1	Background of this Handbook	Right to Information Act 2005 (RT Act)
1.2	Objectives and purpose of this Handbook	To provide information about the Institute and sources of information
1.3	Users of this Handbook	Students, Faculty and Staff of the Institute, General Public, etc.
1.4	Organisation of the information in this Handbook	As per guidelines of the Ministry of Education, Government of India Institute: Indian Institute of Management Rohtak
1.5	Definitions	Act: Right to Information Act, 2005
1.6	Contact Person	Dr. Ashwani Kumar, Officiating CAO Indian Institute of Management Rohtak Management City NH-10 Southern Bypass, Sunaria, Rohtak-124010 Phone: +911262-274052 E-mail: ashwani.kumar@iimrohtak.ac.in

How to Access Information

[Right To Information Act 2005](#)

Filing of application

1. A person seeking information may file an application on the RTI Application Form either in writing or by e-mail giving particulars of the information being sought.
2. The application along with the requisite fee, can be given to the Central Public Information Officer (CPIO), Indian Institute of Management, Rohtak – 124010, Haryana.
3. In case a request is made by e-mail, the fee should be deposited within seven days. Non-receipt of the fee will imply withdrawal of the request.

Payment of Fees:

1. A nominal fee of Rs.10/- will be charged as an application fee.

For information under Section 7, an additional fee will be payable as under –

- a) Rupees two (Rs.2/-) for each page in A-3 or smaller size paper;
 - b) Actual cost or price of photocopy in large size paper;
 - c) Actual cost or price for samples or modes;
 - d) Rupees fifty per diskette or floppy;
 - e) Price fixed for a publication or rupees two (Rs.2/-) per page of photocopy for extracts from the publication;
 - f) No fee for inspection of records for the first hour of inspection and a fee of rupees five (Rs.5/-) for each subsequent hour or fraction thereof; and
 - g) So much of the postal charge involved in supply of information that exceeds fifty rupees.
2. No fee if the –
- a) The person who is below the poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the application.
 - b) CPIO has failed to reply within 30 days

The fee is payable in cash to the public authority against a proper receipt/Indian Postal Order/demand draft/ bankers cheque favouring Indian Institute of Management Rohtak

Disposal of Request:

The Institute will endeavour to provide the information expeditiously as possible and in any case within the stipulated time as per the RTI Act 2005. The requester will be informed about the fee. The intervening period will not be included in the 30 days time specified for the reply.

For details, please visit: <https://www.iimrohtak.ac.in/rti.php>

[RTI APPLICATION FORM](#)

LIST OF HOLIDAYS DURING THE YEAR 2025

S. No.	Holidays	Date	Day
1	Republic Day	Jan-26	Sunday
2	Maha Shivaratri	Feb-26	Wednesday
3	Holi	Mar-14	Friday
4	Eld-ul-Fitr	Mar-31	Monday
5	Mahavir Jayanti	Apr-10	Thursday
6	Good Friday	Apr-18	Friday
7	Budha Purnima	May-12	Monday
8	Eld-ul-Zuha (Bakrid)	Jun-07	Saturday
9	Muharram	Jul-06	Sunday
10	Independence Day	Aug-15	Friday
11	Janmashtami (Vaishnava)	Aug-16	Saturday
12	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Muhammad)	Sep-05	Friday
13	Mahatma Gandhi's Birthday	Oct-02	Thursday
14	Dussehra	Oct-02	Thursday
15	Diwali (Deepavali)	Oct-20	Monday
16	Guru Nanak's Birthday	Nov-05	Wednesday
17	Christmas Day	Dec-25	Thursday

LIST OF RESTRICTED HOLIDAYS DURING THE YEAR 2025

S.no.	Holiday	Date	Day
1	New Year's Day	Jan-01	Wednesday
2	Guru Gobind Singh's Birthday	Jan-06	Monday
3	Makar Sankranti/Magha Bihu/Pongal/Hazrat Ali's Birthday	Jan-14	Tuesday
4	Sri Panchami, Basant Panchami	Feb-02	Sunday
5	Guru Ravi Das's Birthday	Feb-12	Wednesday
6	Shivaji Jayanti	Feb-19	Wednesday
7	Swami Dayananda Saraswati Jayanti	Feb-23	Sunday
8	Holika Dahan	Mar-13	Thursday
9	Dolyatra	Mar-14	Friday
10	Jamat-Ul-Vida	Mar-28	Friday
11	Chaitra Sukladi / Gudi Padava / Ugadi / Cheti hand / Vaisakhi /Vishu	Mar-30	Sunday
12	Ram Navmi	Apr-06	Sunday
13	Vaisakhi/ Vishu	Apr-13	Sunday
14	Mesadi (Tamil New Year's Day)	Apr-14	Monday
15	Vaisakhadi (Bengal)/Bahag Bihu (Assam)	Apr-15	Tuesday
16	Easter Sunday	Apr-20	Sunday
17	Guru Rabindranath's birthday	May-09	Friday
18	Rath Yatra	Jun-27	Friday
19	Raksha Bandhan	Aug-09	Saturday
20	Parsi New Year's day/Nauraj	Aug-15	Friday
21	Janmashtami (Samarta)	Aug-15	Friday
22	Vinayaka Chaturthi / Ganesh Chaturthi	Aug-27	Wednesday
23	Onum or Thiru Onam Day	Sep-05	Friday
24	Dussehra (Saptami)	Sep-29	Monday
25	Dussehra (Mahashtami)	Sep-30	Tuesday
26	Dussehra (Mahanavmi)	Oct-01	Wednesday
27	Maharishi Valmiki's Birthday	Oct-07	Tuesday
28	Karaka Chaturthi (Karwa Chouth)	Oct-10	Friday
29	Naraka Chaturdasi	Oct-20	Monday
30	Govardhan Puja	Oct-22	Wednesday
31	Bhai Duj	Oct-23	Thursday
32	Pratihari Shashthi or Surya Shashthi (Chhat Puja)	Oct-28	Tuesday
33	Guru Teg Bahadur's Martyrdom Day	Nov-24	Monday
34	Christmas Eve	Dec-24	Wednesday

**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (B) OF
THE RIGHT TO INFORMATION ACT, 2005**

**Indian Institute of Management Rohtak
Management City NH-10 Southern Bypass,
Sunaria, Rohtak-124010**

Website: <https://www.iimrohtak.ac.in/>

Sl.no	Sub-Clause 4(1) (b), Act	Description
1.	(i)	The particulars of the organization, functions and duties:
2.	(ii)	The powers and duties of its officers and employees:
3.	(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability:
4.	(iv)	The norms set by it for the discharge of its functions:
5.	(v)	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:
6.	(vi)	A statement of the categories of documents that are held by it or under its control:
7.	(vii)	The 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:
8.	(viii)	A statement of the 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:
9.	(ix)	A directory of its officers and employees:
10.	(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:
11.	(xi)	The budget allocated to each of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements made:
12.	(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:
13.	(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it:
14.	(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form:
15.	(xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:
16.	(xvi)	The names, designations and other particulars of the Public Information Officers:
17.	(xvii)	Such other information as may be prescribed:

1. Organization and Function

1.1. Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]

1.1.1. Name and address of the Organization

INDIAN INSTITUTE OF MANAGEMENT ROHTAK
Management City, NH-10 Southern Bypass,
Sunaria, Rohtak – 124010
Haryana, India

The details are available on website - <https://www.iimrohtak.ac.in/contact.php>

1.1.2. Head of the organization

Director, IIM Rohtak

1.1.3. Vision, Mission and Key objectives

Vision

“The vision of IIM Rohtak is to be a global leader in the creation and dissemination of management knowledge, and a global learning center, in due course of time.”

The details are available on website - <https://www.iimrohtak.ac.in/vision.php>

Mission

“The primary mission of IIM Rohtak is to develop (corporate and non-corporate) managers with a sense of excellence, strong social commitment, and a passion for a value system. The broader institutional mission of IIM Rohtak is to create knowledge through quality publications and management education.”

The details are available on website - <https://www.iimrohtak.ac.in/mission.php>

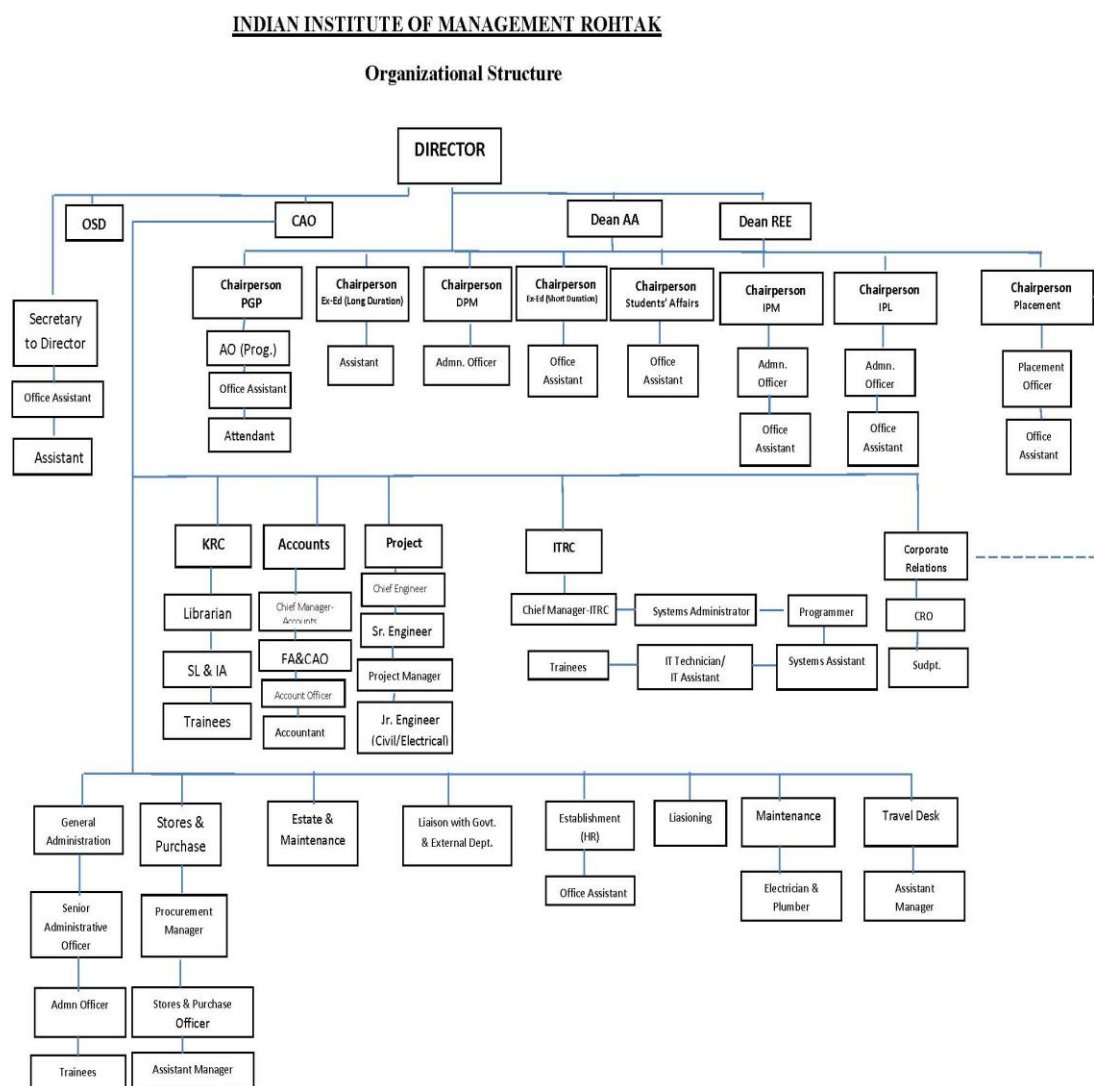
Key Objectives

The key objectives of IIM Rohtak are as per and aligned with the **Indian Institutes of Management Act, 2017**

1.1.4. Function and duties

The functions and duties of the institute are detailed in the **Indian Institutes of Management Act, 2017**

1.1.5. Organization Chart



1.1.6. Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

The details of committees are in the Annual report -

<https://www.iimrohtak.ac.in/panel/assets/images/annual-report/1741416444368811.pdf>

The key offices and committees at IIM Rohtak are:

- Dean (Academics) - <https://www.iimrohtak.ac.in/dean.php>
- Dean (Research & Executive Education) - <https://www.iimrohtak.ac.in/dean-ree.php>
- Office of the Controller of Examinations
- PGP Co-Chairperson
- DPM Co-Chairperson
- IPM Programme Chairperson
- IPL Programme Chairperson
- Executive Education – Long Duration Programmes
- Executive Education & Alumni Affairs
- Placement & Industry Relations and Public Relations & Institutional Relations

Institutional Committees and Functional Units:

- Students & Hostel Affairs Committee
 - Financial Advisory & Investment Committee
 - ITRC & Knowledge Resource Centre (KRC) Development
 - Entrepreneurship Development Cell
 - Ranking & Outreach Committee
 - Staff Development & Evaluation Committee
 - Faculty Development & Evaluation Committee
 - Faculty Orientation Committee
 - Campus Development and Procurement Committee
 - Institutional Review Board & Journal Committee
 - Building and Works Committee
-

Area Chairpersons:

- Economics & Public Policy
- Organizational Behaviour & Human Resource Management (OB & HRM)
- Management Information Systems (MIS)
- Marketing & Strategy
- Operations Management & Quantitative Techniques
- Finance

1.2. Power and duties of its officers and employees [Section 4(1) (b)(ii)]

1.2.1. Powers and duties of officers (administrative, financial and judicial)

Director:

Director is the Chief Executive Officer, academic and Executive head of the Institute. He shall exercise supervision and control over all the affairs of the Institute. Director is the competent authority of the Institute. The Director may exercise any power conferred upon any authority of the Institute. The Director exercises the powers as may be delegated by the BoG or as established by IIM Act, Rules and Regulations. He may re-delegate the powers to his subordinate officers as deemed fit with the concurrence of the Chairman, BoG. Director has all powers relating to the proper maintenance and discipline of the Institute. Director shall have the power to convene or cause to be convened meeting of the various bodies of the Institute. For all operational matters, CAG matters, legal matters, and project-related matters Director is appellate authority as the powers have been delegated to various officials.

Dean Academic:

Responsible for all faculty and academic matters. Chairs the faculty development and evaluation committee, which is responsible for all confirmation, promotion, and faculty development matters. The committee makes recommendations to the competent authority.

Dean REE:

Dean REE is responsible for all research and executive education matters. Chairs the Staff Development and Evaluation Committee, which is responsible for all confirmation, promotion, and non-faculty staff development matters.

CoE:

Controller of examination is independently responsible for all conduct of all admission processes, data management, result declaration, refunds, and query handling.

Professor/Associate Professor/Assistant Professor:

PGP/FPM teaching is the core activity of the faculty members. Faculty members are expected to offer cross-functional electives, in addition to the core courses in the area of his/her specialization, in different programmes, viz, MDP of the Institute, and actively participate in research -publish cases/working papers/papers in peer-reviewed international journals & refereed journals, present paper in seminar and conferences, supervision of doctoral work, actively participate in the administration of academic and other related activities in respect of institution-building activities.

Chief Administrative Officer:

- a) Assisting the Director in setting up and maintaining proper administrative systems and processes at the Institute.
- b) Facilitating the smooth administrative functioning of the Institute.
- c) Providing administrative and systemic support to faculty in academic activities.
- d) Supervision of administration.
- e) Liaising with the offices of State Government and District Administration.
- f) Performing other duties and tasks as assigned by the Institute from time to time.

Librarian:

- a) Overall responsibility of the Knowledge Resource Centre (Library) and facilitating its smooth functioning. This will include preparing plans for the progress of the Knowledge Resource Centre (Library) and implementing the plans with the approval and guidance of the competent authority
- b) Developing the physical Library adequately
- c) Developing & organising the Institute library in a digital and fully computerized environment.
- d) Providing support to faculty & students in academic activities where knowledge resources are required.
- e) Performing all information-related tasks involving the public as assigned by the Institute.
- f) Performing the tasks of internal and external information compilation and dissemination, Public relations, media relations and similar tasks if assigned.
- g) Performing other duties and tasks as assigned by the Institute from time to time.

Senior Manager-IT:

- a) Overall responsibility, including supervision, implementation and maintenance of institute IT infrastructure.
- b) Advising the Institute on technical matters related to IT infrastructure.
- c) Plan, organize, control and evaluate IT and facilities and operations, including cyber security
- d) Design and develop IT policies and implement them with the approval and guidance of the competent authority of the Institute.
- e) Ensure security of data and network access, including cyber security.

Systems Administrator:

- a) Developing and maintaining the IT infrastructure of the Institute.
- b) Providing internet, intranet, e-mail and other associated services to the Institute's users.
- c) Interfacing g with IT hardware and service providers on behalf of the Institute.
- d) Supporting users to optimize the utilization of IT resources.
- e) Regulating g the use of IT tools at the Institute and other premises of the Institute in tune with the Institute's IT Policies and security provisions.
- f) Performing any other tasks as assigned by the Institute from time to time.

Senior Manager (Finance) or FA&CAO or Accounts Officer:

- a) Heading Finance and Accounts functions and to be responsible for all related work.
- b) Proper maintenance of accounts, disbursements and investments.
- c) Responsible for statutory audit, audit by CAG/PAG, and responding to the relevant audit queries.
- d) Preparing budget estimates and revised estimates and verifying and validating project and procurement estimates and bids.
- e) Correspondence with statutory bodies pertaining to income tax, service tax and other related matters.
- f) Advising the Director on all finance-related matters, including on the deployment of funds.
- g) Performing other duties and tasks as assigned by the Institute from time to time.

Senior Administrative Officer (Reports to CAO):

- a) Responsibilities of administration and facilities for the smooth functioning of the Institute.
- b) Assisting in planning and implementing activities related to administration in terms of existing and upcoming facilities of the Institute.
- c) Providing administrative and systemic support to faculty in academic activities.

- d) Handling matters related to the establishment, estate, housekeeping, security, maintenance and discipline.
- e) Handling correspondence related to official matters.

Administrative Officer (Reports to Program Chairs):

- a) Managing academic Programme activities of PGP, FPM etc., as assigned.
- b) Performing activities related to admissions and academic administration of PGP, FPM etc.
- c) Performing activities related to preparing the Academic calendar, teaching plans, scheduling of classes, conduct of exams, preparation of grade sheets etc.
- d) Liaison with guest/adjunct faculty with respect to programmes and sessions.
- e) Liaison with departmental heads/senior officers for the purpose.
- f) Liaison with faculty and participants of the programmes.
- g) Performing any other duties and tasks as assigned by the Institute from time to time.

Procurement Manager:

- a) Preparing estimates of stores/purchase requirements and budgeting.
- b) Managing procurement of items through the Tender/Quotation process.
- c) Vendor management, Stores management and quality control.
- d) Preparing purchase orders and other relevant documents in accordance with Institute policies & procedures.
- e) Procurement of consumables & non-consumables, including stationery, capital equipment, computers, etc., and coordinate with suppliers to ensure on-time delivery.
- f) Handling and monitoring claims related to defects, shortages and missing items with vendors/suppliers.
- g) Maintenance of relevant registers and records as per statutory requirements and audit procedures.

Placement Officer:

- a) Conducting Final and Summer placement activities.
- b) Negotiating placement opportunities with employers and liaising with corporate HR Personnel.
- c) Conducting placement seminars and workshops relating to interview skills, job readiness and other vocational skills.
- d) Preparation of database of companies, their contacts, and prospective employers exclusively for the institute
- e) Recommend and advice students concerning career selection, job internships and searches.
- f) Performing other duties and tasks as assigned by the Institute from time to time.

1.2.2. Power and duties of other employees

The powers and duties of all employees are as defined in the organizational structure outlined under Section 1.1.5 and are governed by the terms and conditions specified in their respective appointment letters and office orders issued from time to time.

1.2.3. Rules/ orders under which powers and duty derived and exercised

The powers and duties of the employees of IIM Rohtak are derived from the provisions of the Indian Institutes of Management Act, 2017 and are exercised in accordance with the Rules, Regulations, Policies, and Guidelines framed by the Institute under the authority of the said Act.

1.2.4. Work allocation

The competent authority allocates work to various departments and functionaries from time to time. The announcement of various committees of the institute is communicated through Office Orders issued in the month of April every year. The work allocation is also reflected in the organizational chart provided under Section 1.1.5.

1.3. Procedure followed in decision making process [Section 4(1)(b)(iii)]

1.3.1. Process of decision making - Identify key decision making points

The Institute follows the process of decision making as per **Indian Institute of Management Act, 2017**, and IIM Rohtak Regulations 2021. For carrying out various functions, different officers are designated/nominated; these include Chairman BoG, Director, Chief Administrative Officer, Senior Administrative Officer, and Heads of various departments. The decision is communicated to the public through various sources like website, advertisements, notices etc.

1.3.2. Final decision making authority

The Board of Governors is the final decision-making authority on all policy and administrative matters of the Institute, as per the provisions of the Indian Institutes of Management Act, 2017. The Director is the chief executive officer and is vested with the authority, as delegated by the Board.

1.3.3. Related provisions, acts, rules etc.

The decision-making processes and administrative functioning of the Institute are governed by the provisions of the Indian Institutes of Management Act, 2017, along with the rules, regulations, policies, and guidelines framed by IIM Rohtak and approved by its Board of Governors.

1.3.4. Time limit for taking a decisions, if any

The time limits for decision-making at the Institute vary based on the nature of the matter. Decisions related to academic programs are taken in accordance with the Academic Calendar and approved admission timelines. Routine correspondence and matters received from various departments are time-bound in nature and are disposed of within the prescribed internal timelines set by the Institute. Similarly, requests and appeals received under the Right to Information (RTI) Act, 2005 are addressed within the time limits specified under the Act

1.4. Norms for discharge of functions [Section 4(1)(b)(iv)]

1.4.1. Nature of functions/ services offered

Indian Institute of Management Rohtak offers functions and services in the field of higher education, research, training, and consultancy in management and allied disciplines. The Institute conducts various academic programs such as Post Graduate Programme (PGP), Integrated Programme in Management (IPM), Executive Programmes, Doctoral and Fellow Programmes, and Management Development Programmes (MDPs). In addition, the Institute engages in research, policy advisory, entrepreneurship development, outreach initiatives, and capacity building for industry, government, and other stakeholders.

For more details, please visit the Programmes tab, and Research Tab at <https://www.iimrohtak.ac.in/index.php>

1.4.2. Norms/ standards for functions/ service delivery

Norms and standards of the Government of India and guidelines issued by the Board of Governors are followed for discharging various functions and delivering services at the Institute.

1.4.3. Process by which these services can be accessed

The Institute's information/ services can be accessed through, the Institute website <https://www.iimrohtak.ac.in/index.php>

1.4.5. Time-limit for achieving the targets

The time-limits for achieving various targets are as prescribed under the Indian Institutes of Management Act, 2017, the charter of duties, academic calendar, and the internal guidelines.

1.4.6. Process of redressal of grievances

The Institute has established mechanisms for the redressal of grievances. The grievance redressal process is designed to be time-bound, transparent, and impartial. Detailed information on the grievance redressal mechanism is available at this link

https://www.iimrohtak.ac.in/panel/assets/images/icc/GRIEVANCE_REDRESSAL_PROCESS_OF_IIM_ROHTAK.pdf

And details of the ICC and Grievance Redressal Committee can be accessed here
<https://www.iimrohtak.ac.in/internal-complaint-commitee.php>

1.5. Acts, rules, regulations, instructions, manuals and records for discharging functions [Section 4(1)(b)(v)]

1.5.1. Title and nature of the record/ manual /instruction.

The Institute maintains records related to academics, administration, personnel, establishment, accounts, research, library, estate, and maintenance, etc.

1.5.2. List of Acts, rules, regulations, instructions, manuals and records.

The Institute follows the provisions of the Indian Institutes of Management Act, 2017 and other applicable rules and IIM Rohtak Regulations as per Government of India norms. These include the Fundamental Rules and Supplementary Rules (FR&SR), General Financial Rules (GFR), and relevant Government of India guidelines, norms, orders, and procedures issued from time to time, Academic Manuals (PGP, IPM, DPM, EPGP, etc.), Service Rules, Finance and Accounts Manual, Procurement Guidelines, and RTI Guidelines under the RTI Act, 2005

1.5.3. Acts/ Rules/ manuals, etc.

- i. Circulars/ Orders
- ii. Academic Hand Books
- iii. Annual Reports: <https://www.iimrohtak.ac.in/annual-report.php>
- iv. MoA/MoUs/Contracts/Agreements)
- v. IIM Rohtak Information Brochure
- vi. PGP: For details, please visit: <https://www.iimrohtak.ac.in/pgp.php>
- vii. Doctoral Programme in Management (DPM): For details, please visit: <https://www.iimrohtak.ac.in/dpm.php>
- viii. Five-Year Integrated Programme in Management (IPM): For details, please visit: <https://www.iimrohtak.ac.in/ipm.php>
- ix. Five-Year Integrated Programme in Law (IPL), For details, please visit: <https://www.iimrohtak.ac.in/ipl.php>
- x. Executive Education (Short Term): For details, please visit: <https://www.iimrohtak.ac.in/executive-training.php>
- xi. Executive Post Graduate Diploma In Sports Management (EPGDSM): For details, please visit: <https://www.iimrohtak.ac.in/epgdsm-about.php>
- xii. One Year Post Graduate Programme in Management for Executives (PGPx): <https://www.iimrohtak.ac.in/one-year-post-graduate-programme-in-management-for-executives.php>
- xiii. Placement: For details, please visit: <https://www.iimrohtak.ac.in/placement.php>
- xiv. Tender Documents: For details, please visit: <https://www.iimrohtak.ac.in/tender.php>
- xv. Events: For details, please visit: <https://www.iimrohtak.ac.in/event.php>

xvi. Other Information, please visit: <https://www.iimrohtak.ac.in/index.php>

1.6. Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

1.6.1. Categories of documents

The Institute holds and maintains various categories of documents, which include documents related to academic affairs (admission records, academic calendars, course outlines, evaluation records), administrative and establishment matters (service records, office orders, recruitment files), financial records (budget documents, audited statements, procurement files), research and consultancy, meeting proceedings, legal and statutory compliance, and records related to infrastructure, library, hostel, and estate management.

1.6.2. Custodian of documents/categories

Information mentioned at Sl. No. 1.5 above are held by different offices and available on the Institute website. Information/documents may be obtained as per the provision of RTI Act, 2005

1.7. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

1.7.1. Name of Boards, Council, Committee etc.

The institute has following committees - Board of Governors, Academic Council, and Faculty Body. In addition, several functional committees are constituted, these are Students & Hostel Affairs Committee, Financial Advisory & Investment Committee, ITRC & Knowledge Resource Centre (KRC) Development, Entrepreneurship Development Cell, Ranking & Outreach Committee, Staff Development & Evaluation Committee, Faculty Development & Evaluation Committee, Faculty Orientation Committee, Campus Development and Procurement Committee, and the Institutional Review Board & Journal Committee.

The detail of committees can be accessed here - <https://www.iimrohtak.ac.in/students-clubs-and-committees.php>

1.7.2. Composition

It is as per Indian Institutes of Management Act, 2017

1.7.3. Dates from which constituted

The Board of Governors and the Academic Council have been constituted since the inception of the Institute. Various functional committees are constituted or reconstituted annually in the month of April based in institutional requirement.

1.7.4. Term/ Tenure

It is as per Indian Institutes of Management Act, 2017

1.7.5. Powers and functions

It is as per Indian Institutes of Management Act, 2017

1.7.6. Whether their meetings are open to the public?

No

1.7.7. Whether the minutes of the meetings are open to the public?

No

1.7.8. Place where the minutes if open to the public are available?

Not Applicable

1.8. Directory of officers and employees [Section 4(1) (b) (ix)]

1.8.1. Name and designation

Names and designations of the Faculty of the institute (department-wise) are uploaded on the institute website - <https://www.iimrohtak.ac.in/faculty-by-area.php>

Names and designations of the staff of the institute is as below:-

Sl. No.	Name	Designation	Extn
1	R K Choudhary	Chief Engineer (Civil)	643
2	Rohit Chadha	Senior Administrative Officer	505
3	Gautam Jha	FA&CAO	253
4	Kamlesh Kumar Pal	Systems Administrator	510
5	KrishanKant Bansal	Administrative Officer	501
6	Durgaesh Gaurav	Administrative Officer (Prog.)	511
7	Haldhar	Administrative Officer (Prog.)	606
8	Suresh Khatri	Superintendent	512
9	Pinky Gupta	Superintendent	519
10	Chander Datt	Sr. Library & Inf. Assistant	509
11	Manoj Kumar Sharma	Junior Superintendent	551
12	Devendra Kumar	Placement Officer	613
13	Govind prajapati	Programmer	542
14	Kunal Sablok	Accounts Officer	502
15	Ajay Kumar Mishra	Accountant	502
16	Sayantana De	Accountant	502
17	Deepak	Asst. Manager (Prog.)	527
18	Dushyanth Reddy	Asst. Manager (Prog.)	550
19	Pushkar	Asst. Manager (Prog.)	555
20	Rajesh Kumar Sahu	Assistant Manager-Systems	542
21	Sachin	Office Assistant	501
22	Akhil Bhatnagar	Office Assistant	559
23	Sukhpreet Singh	Office Assistant	580
24	Nitish Kumar Sharma	Office Assistant	539
25	Surender Sharma	IT Assistant	510
26	Takdir Singh Khasa	Personal Assistant	531

1.8.2. Telephone, fax and email ID

Please refer to information provided in Sl.no. 1.8.1 above.

1.9. Monthly Remuneration received by officers & employees including system of Compensation [Section 4(1) (b) (x)]

1.9.1. List of employees with Gross monthly remuneration

List of employees provided in Sl. 1.8.1. above. Other details in Sl. 1.9.2.

1.9.2. System of compensation as provided in its regulations

Designation and Pay Scale

Sl.no	Name of Post	Pay Level	Corresponding Basic Pay
1	Director	17	2,25000/- fixed
2	Professor	14A	159100-220200
3	Associate Professor	13A2	139600-211300
4	Assistant Professor	12	101500-167400

Sl.no.	Name of Post	Pay Level	Corresponding Basic Pay
1	Chief Administrative Officer	12	78800-209200
2	Librarian		
3	Financial Advisor & Chief Accounts Officer	11	67700-208700
4	Senior Administrative Officer		
5	Systems Administrator		
6	Administrative Officer (Programme)	10	56100-177500
7	Administrative Officer (Establishment & Administration)		
8	Stores & Purchase Officer	7	44900-142400
9	Secretary to Director		
10	Placement Officer		
11	Programmer		
12	Accounts Officer		
13	Superintendent		
14	Junior Superintendent	6	35400-112400
15	Senior Library & Information Assistant		
16	Accountant*		
17	Junior Engineer (Civil)		
18	Junior Engineer (Electrical & Electronics)		
19	Personal Assistant		
20	Office Assistant	2	19900-63200
21	System Assistant/ Junior Technical Superintendent		
22	Driver	1	18000-56900
23	Attendant		

All employees are entitled for LTC, Earned Leaves, NPS, Benefits etc., as per Government of India Rules and Institute Regulations, as applicable.

1.10. Name, designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]

1.10.1. Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority

Central Public Information Officer

Dr. Ashwani Kumar, Officiating CAO
IIM Rohtak, Management City,
NH-10 Southern Bypass,
Sunaria Rohtak-124010, Haryana
Phone: 01262-274052
E-mail: ashwani.kumar@iimrohtak.ac.in

First Appellate Authority

Prof. Koustab Ghosh, Dean (Academics) & FAA
IIM Rohtak, Management City,
NH-10 Southern Bypass,
Sunaria Rohtak-124010, Haryana
Phone: 01262-228525
E-mail: koustab.g@iimrohtak.ac.in

1.10.2. Address, telephone numbers and email ID of each designated official.

Address, telephone numbers and email ID provided in Section 1.10.1 above.

1.11. Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)

1.11.1. Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings

NIL

1.11.2. (ii) Finalised for minor penalty or major penalty proceedings

NIL

1.12. Programmes to advance understanding of RTI(Section 26)

1.12.1. Educational programmes

The Institute promotes awareness and understanding of the Right to Information Act, 2005 among its employees through periodic sessions, and programs. Relevant provisions of the RTI Act are also discussed during meetings, and updates are disseminated from time to time

1.12.2. Efforts to encourage public authority to participate in these programmes

The Institute encourages participation of its faculty and staff in RTI-related training and capacity-building programmes. Internal communication are made to achieve active engagement and enhance understanding of the RTI framework.

1.12.3. Training of CPIO/APIO

Participated in a training session on how to use RTI portal in the year 2016 in Delhi.

1.12.4. Update & publish guidelines on RTI by the Public Authorities concerned

The Institute updates and publishes the RTI Manual (Suo Motu Disclosure under Section 4 of the RTI Act, 2005) at regular intervals to ensure transparency and compliance. The most recent update was made on 01.07.2025, and the manual is publicly accessible on the Institute's official website.

1.13. Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]

1.13.1. Transfer policy and transfer orders [F No. 1/6/2011- IR Dt. 15.4.2013]

There is no transfer policy for faculty and staff of the Institute. However, internal transfers of employees are carried out from time to time for effective internal management and operational needs. The internal transfer orders are maintained and available within the Institute records.

2. Budget and Programme

2.1. Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]

2.1.1. Total Budget for the public authority

The budget and balance of each year is available in Annual Report online at <https://www.iimrohtak.ac.in/annual-report.php>

2.1.2. Budget for each agency and plan & programmes

Please refer to information provided in Sl.no. 2.1.1 above.

2.1.3. Proposed expenditures

Please refer to information provided in Sl.no. 2.1.1 above.

2.1.4. Revised budget for each agency, if any

Please refer to information provided in Sl.no. 2.1.1 above.

2.1.5. Report on disbursements made and place where the related reports are available

Please refer to information provided in Sl.no. 2.1.1 above.

2.1.6. Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.

The information related to tenders is available online at <https://www.iimrohtak.ac.in/tender.php>

2.2. Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)

2.2.1. Budget

Please refer to information provided in Sl.no. 2.1.1.

2.2.2. Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit

Details of the tours are maintained by the institute. Expenditure is disclosed under Schedule 25 of Annual Account Statement in the Annual Report - <https://www.iimrohtak.ac.in/panel/assets/images/annual-report/1741416444368811.pdf>

2.3. Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1. Name of the programme of activity

The following GOI Scholarships are available to the PGP Participants: Visit for details: <https://scholarships.gov.in/>

a) Ministry of Social Justice and Empowerment: Central Sector Scholarship Scheme of Top Class Education for Scheduled Castes Students. For details, visit: <https://socialjustice.gov.in/schemes/27>

b) Ministry of Tribal Affairs: Central Sector Scholarship Scheme of Top Class Education for Scheduled Tribes Students For details visit: <http://tribal.nic.in/Content/TopClassEducation.aspx>

c) Ministry of Minority Affairs: Merit-cum means-based scholarship scheme belonging

to the minority communities. For details visit:
https://www.minorityaffairs.gov.in/show_content.php?lang=1&level=1&ls_id=775&lid=827

- d) National Handicapped Finance and Development Corporation Department of Empowerment of Persons with Disabilities (PwDs), Ministry of Social Justice, GOI Scholarship Scheme:
<https://www.nhfdc.nic.in/scholarship.html>

Reservation Policy

As per the Government of India norms, specified from time to time. For reference, please visit:
https://cdn.digialm.com/per/g01/pub/756/EForms/CAT23/CAT_2023_Eligibility.pdf

2.3.2. Objective of the programme

Please refer to information provided in Sl.no. 2.3.1 above.

2.3.3. Procedure to avail benefits

Please refer to information provided in Sl.no. 2.3.1 above.

2.3.4. Duration of the programme/ scheme

Please refer to information provided in Sl.no. 2.3.1 above.

2.3.5. Physical and financial targets of the programme

Please refer to information provided in Sl.no. 2.3.1 above.

2.3.6. Nature/ scale of subsidy /amount allotted

Please refer to information provided in Sl.no. 2.3.1 above.

2.3.7. Eligibility criteria for grant of subsidy

Please refer to information provided in Sl.no. 2.3.1 above.

2.3.8. Details of beneficiaries of subsidy programme (number, profile etc)

Beneficiaries from aforementioned program are 60 in the year 2024-25

2.4. Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

2.4.1. Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/ other institutions No

2.4.2. Annual accounts of all legal entities who are provided grants by public Authorities

Please refer to information provided in Sl.no. 2.4.1

2.5. Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]

2.5.1. Concessions, permits or authorizations granted by public authority

IIM Rohtak awards a scholarship of INR 1.00 Lakhs each to the top 10 meritorious students based on Term Grade Point Average (TGPA) in each term of PGP First and Second Year.

2.5.2. For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations

For the academic year 2024-25, 27 PGP students were awarded scholarship.

Financial Assistance in DPM Program is available on this link -
<https://www.iimrohtak.ac.in/financial-assistance.php>

2.6. CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

2.6.1. CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.

Records of CAG and PAC paras along with Action Taken Reports (ATRs) is maintained.

The same is also published in the annual report - <https://www.iimrohtak.ac.in/panel/assets/images/annual-report/1741416444368811.pdf>

3. Publicity and Public Interface

3.1. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

3.1.1. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens
The details are available under section 1.5. and 1.6 above.

3.1.2. a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

The Institute's website (www.iimrohtak.ac.in) provides a channel for communication with the public. Periodic feedback is collected from various stakeholders including students, alumni, and industry partners. Contact details are available at <https://www.iimrohtak.ac.in/contact.php>, and further contact information is also mentioned in Section 1.10.1 above.

3.1.3. To 3.1.11.

Not Applicable

3.2. Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)].

3.2.1. Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year

The detail is available under Section 1.5., 1.6. and 3.1 above.

3.2.2. Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process

The detail is available under Section 1.5., 1.6. and 3.1 above.

3.2.3. Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy

The detail is available under Section 1.5., 1.6. and 3.1 above.

3.3. Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

3.3.1. Use of the most effective means of communication - Internet (website)

The Institute disseminates information widely through its website www.iimrohtak.ac.in, which serves as the most effective and accessible means of communication. Important updates, announcements, etc., are regularly published on the website for ease of access for all stakeholders.

3.4. Form of accessibility of information manual/ handbook [Section 4(1)(b)]

3.4.1. Information manual/handbook available in electronic format

Information manual/handbook is available in the electronic format at: <https://www.iimrohtak.ac.in/rti.php>

Click on tab 'Information under Section 4 of RTI Act 2005.'

3.4.2. Information manual/handbook available in printed format

Information manual/handbook is available in the printed format at Institute Office. Details provided under Section 1.10.1 above.

3.5. Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

3.5.1. List of materials available Free of cost

The list of materials available free of cost is detailed under Sections **1.5** and **3.1.1** above

3.5.2. List of materials available at a reasonable cost of the medium

Copies of the aforementioned materials can also be obtained by Indian citizens upon payment of a reasonable fee, as prescribed under the RTI Act, 2005.

4. E-Governance

4.1. Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

4.1.1. Hindi

Information Manual/Handbook in Hindi is available on the website of the institute at:

<https://www.iimrohtak.ac.in/rti.php>

Click on tab 'Information under Section 4 of RTI Act 2005.'

4.1.2. English

Information Manual/Handbook in English is available on the website of the institute at:

<https://www.iimrohtak.ac.in/rti.php>

Click on tab 'Information under Section 4 of RTI Act 2005.'

4.1.3. Vernacular/ Local Language

As the vernacular/local language of the Institute is Hindi, the Information Manual/Handbook provided under 4.1.1 above serves this purpose.

4.2. When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]

4.2.1. Last date of Annual updation

The Information Manual/Handbook was last updated on 01.07.2025 and is available at:

<https://www.iimrohtak.ac.in/rti.php>

Click on tab 'Information under Section 4 of RTI Act 2005.'

4.3. Information available in electronic form [Section 4(1)(b)(xiv)]

4.3.1. Details of information available in electronic form

The relevant detail is given under 1.5, 1.6 and 4.1. above.

4.3.2. Name/ title of the document/record/ other information

The relevant detail is given under 1.5, 1.6 and 4.1. above.

4.3.3. Location where available

The relevant detail is given under 1.5, 1.6 and 4.1. above..

4.4. Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

4.4.1. Name & location of the facility

Office Hours 9:00 am to 5:45 pm (Monday to Friday)

The Library is for the stakeholders of the Institute. Library e-resources are accessible 24x7

Citizens can obtain relevant information from the institute contact details are available at the Institute website: <https://www.iimrohtak.ac.in/index.php>

4.4.2. Details of information made available

The relevant detail is given under 1.5.1 to 1.5.3, 1.6 and 4.1.2 above.

4.4.3. Working hours of the facility

9:00 am to 5:45 pm (Monday to Friday)

4.4.4. Contact person & contact details (Phone, fax, email)

The details are given under Section 1.10.1 above.

4.5. Such other information as may be prescribed under Section 4(i) (b)(xvii)

4.5.1. Grievance redressal mechanism

The relevant detail is given under Section 1.4.6 above.

4.5.2. List of completed schemes/ projects/ Programmes

- A study on the Objective, Role, and Impact of India Reserve Battalion (IR Bn),
- Oxygen audit for PGIMS, Rohtak
- Report on Evaluation of- Central Sector Scheme, National Mission on Pilgrimage Rejuvenation, Spiritual & Heritage Augmentation Drive (PRASHAD).
- Impact Evaluation of National Food Security Act 2013 in 5 Indian states - Aassam, Manipur, Meghalaya, Nagaland, Tripura.
- Mapping Aspirations of Next Generation Officer's Cadre of Indian Armed Forces" - under the aegis of AMSB.
- Comprehensive Training Needs Analysis of Central Armed Police Forces.
- Training Needs Analysis of NDRF
- Skill Gap Study of 22 districts of Haryana
- Listener Feedback and Sentiment Analysis of Mann ki Baat
- Evaluation/Impact Assessment of various Crop Residue Management initiatives in the states of Punjab, Haryana & Uttar Pradesh

4.5.3. List of schemes/ projects/ programme underway

(In the year 2024-25)

- Filed Research on Maha Kumbh
- Enhancing the devotee experience: Optimizing the carrying capacity and standard operating procedures for Char Dham Shrines
- Impact Study on Reorientation of the Consumer Commissions towards Providing an Affordable, Effective, and Speedy Justice to the Consumers and Making them Consumer Friendly
- Conducting of the Study on comprehensive Training need analysis and Review of Training institutions/ Training programs of Various CAPF ,AR & NSG.
- Study on " Reorientation of the Consumer Commissions towards providing an affordable, effective and speedy justice to the Consumers and make them consumers friendly.
- Evaluation study of Interest Equalisation Scheme

4.5.4. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

The relevant information is available with the Institute and as well as with the concerned departments/ Accounts/ Administration in the institute.

4.5.5. Annual Report

The Annual Report is available online at <https://www.iimrohtak.ac.in/annual-report.php>

4.5.6. Frequently Asked Question (FAQs)

FAQs are available online at -

https://admission.iimrohtak.ac.in/public/FAQ_Admission_2025-27.pdf

4.5.7. Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter

A Citizens' Charter represents the commitment of the Institute towards service standards, quality, time-bound delivery, grievance redress mechanism, transparency, and accountability. The objective of the Charter is to build trust between the public and the administration, and to streamline processes in alignment with the expectations of stakeholders. The key components of an effective Citizen's Charter include a clear statement of Vision and Mission, institutional programmes and activities, client groups/stakeholders, and defined service timelines. The relevant details are available in the Institute's Academic Calendar, Admission Prospectus, and various Operational Guidelines published from time to time on the official website of IIM Rohtak (<https://www.iimrohtak.ac.in>)

4.6. Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

4.6.1. Details of applications received and disposed

Received	Decisions where requests replied
318	312

*data from RTI Annual Return Information System

4.6.2. Details of appeals received and orders issued

Received	Decisions where requests replied
23	25

*data from RTI Annual Return Information System

4.7. Replies to questions asked in the Parliament [Section 4(1)(b)(xvii)]

4.7.1. Details of questions asked and replies given

No questions addressed specifically to IIM Rohtak. The Institute maintains records of parliamentary questions and the corresponding replies.

5. Information as may be prescribed

5.1. Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

5.1.1. Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015

Central Public Information Officer

Dr. Ashwani Kumar, Officiating CAO
IIM Rohtak, Management City,
NH-10 Southern Bypass,
Sunaria Rohtak-124010, Haryana
Phone: 01262-274052
E-mail: ashwani.kumar@iimrohtak.ac.in

First Appellate Authority

Prof. Koustab Ghosh, Dean (Academics) & FAA
IIM Rohtak, Management City,
NH-10 Southern Bypass,
Sunaria Rohtak-124010, Haryana
Phone: 01262-228525
E-mail: koustab.g@iimrohtak.ac.in

Earlier Central Public Information Officer

Kamla Kumar Joshi, CAO

IIM Rohtak, Management City,
NH-10 Southern Bypass,
Sunaria Rohtak-124010, Haryana

5.1.2. Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out

An audit by CIC was conducted in November 2018.

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers

Prof. Koustab Ghosh, Dean (Academics) & FAA

IIM Rohtak, Management City,
NH-10 Southern Bypass,
Sunaria Rohtak-124010, Haryana
Phone: 01262-228525

E-mail: koustab.g@iimrohtak.ac.in

5.14 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers

One Faculty Member
Chief Administrative Officer
Senior Administrative Officer

5.15 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers

Two Legal Experts
One RTI Consultant

6. Information Disclosed on own Initiative

6.1. Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]

6.1.1. Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

The Institute proactively discloses key information related to its organizational structure, academic programs, admission procedures, fee structure, tenders, recruitment notices, policies, and RTI-related disclosures through its website (www.iimrohtak.ac.in). This ensures transparency and minimizes the need for the public to resort to filing RTI applications to access such information.

6.2. Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

6.2.1. Whether STQC certification obtained and its validity

The institute has initiated the process of obtaining STQC.

6.2.1. Does the website show the certificate on the Website?

The institute has initiated the process of obtaining STQC.

Disclaimer: However, every care has been taken in providing the information as accurate as possible; the Institute undertakes no responsibility for any loss due to any shortcoming, defect or inaccuracy of information available on the website. Any discrepancy observed may be brought to the notice of the Indian Institute of Management Rohtak.