

INDIAN INSTITUTE OF MANAGEMENT RAIPUR**NOTIFICATION**

New Delhi, the 27th August, 2021

F. No. 8-9/2021-Ts.V.—In exercise of the powers conferred by Section 35 of the Indian Institute of Management Act 2017 (33 of 2017) the Board of Governors of the Indian Institute of Management Raipur hereby makes the following Regulations, namely:--

Chapter – 1: Preliminary**1. Short title and commencement -**

- 1) These regulations may be called the Indian Institute of Management Raipur Regulation, 2021.
- 2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions -

- 1) In these Regulations, unless the context otherwise requires,
 - (a) 'Act' means the Indian Institute of Management Act, 2017.
 - (b) 'Authorities', 'Officers' and 'Faculty' ('Assistant Professors', Associate Professors', and 'Professors') mean the authorities, officers and faculty of the Institute respectively.
 - (c) 'Board of Governors Nominations Committee' or 'BoGNC' means the Board of Governors Nominations Committee constituted by the Board of Governors of the Institute, as per the Rules.
 - (d) 'CAO' means the Chief Administrative Officer of the Institute.
 - (e) 'Chief Audit Executive' means the Chief Audit Executive of the Institute, as appointed by the BoG.
 - (f) 'Courses' means programs of study or subjects, as per the context, offered by the Institute.
 - (g) 'CVO' means the Chief Vigilance Officer of the Institute.
 - (h) 'Dean (AA)' means the Dean (Academic Affairs) of the Institute.
 - (i) 'Dean (P and R)' means the Dean (Planning and Research) of the Institute.
 - (j) 'FA and CAO' means the Financial Advisor and Chief Accounts Officer of the Institute.
 - (k) 'Finance and Audit Committee' or 'FAC' means Finance and Audit Committee constituted by the Board of Governors.
 - (l) 'Government' means Central Government of India.
 - (m) 'Headquarters' means Institute's main offices at the Institute Campus at Atal Nagar, Chhattisgarh, India PIN 493661.
 - (n) 'Programme' or 'Program' means Degree / Diploma / Certificate granting academic programme by the Institute.
 - (o) 'Rules' means the Indian Institute of Management Rules, 2018.
 - (p) 'Secretary to the Board' means the Secretary to the Board of Governors of the Institute.
- 2) Words and expressions used, but not defined in these regulations, shall have the same meanings respectively assigned to them in the Act or Rules.

Chapter – 2: Board of Governors**3. Board of Governors Nominations Committee -**

- 1) The Board of Governors Nominations Committee shall be formed normally two months prior to the arising of vacancy under eminent persons and alumni on the Board.
- 2) The Committee shall undertake search for suitable member(s) as per the Act and Rules and may recommend a minimum of two names to the Board for each vacancy.
- 3) The Chairperson of the Board shall chair the meetings of the Committee. In his or her absence, the members present in the meeting may choose one among them to preside over the meeting.
- 4) All decisions and orders of the Board of Governor Nominations Committee shall be approved by the Chairperson of the Committee.

- 5) The procedures relating to the meeting, preparation and confirmation of the minutes applicable to the meetings of the Board shall apply to the meetings of the Board of Governor Nominations Committee.
- 6) Generally, the notice period for a meeting of the Board of Governor Nominations Committee will be one week.
- 7) The minutes of the meetings of the Board of Governor Nomination Committee or resolutions of the Committee shall be placed before the ensuing meeting of the Board of Governors for noting, ratification or consideration, as the case may be.
- 8) The Board may nominate member(s) from the list(s) recommended by the Board of Governor Nominations Committee, to fill the vacancy of an Eminent Persons and alumni. The Board may also request the Committee to rework the list(s) afresh in full or part, for wider choice.
- 9) Representation for the Scheduled Caste or Scheduled Tribes and women members on the Board would be ensured in accordance with the Act.

4. Manner for Nomination of Faculty Members on the Board –

1) Eligibility for Nomination of a faculty on the Board:

Any fulltime faculty member who has been working at the Institute for at least five years will be eligible to be nominated to the Board.

2) Process of Nomination:

- (a) The Board, on the recommendation of the Director, shall nominate two full time faculty members under clause (e) of sub section (2) of section 10 of the Act.
- (b) In case the position falls vacant on account of resignation or other unanticipated reasons, the Director shall initiate the process within one month from the date on which vacancy arises.
- (c) For every vacancy, names of at least two potential nominees meeting the criteria shall be suggested by the Director along with the justification.
- (d) The Director may consult the past or present Deans, Area or Activity Chairs of the Institute and / or, or of the Mentor Institute, for arriving at his recommendations.
- (e) The Chairperson of the Board may thereafter nominate such faculty members to the Board, as he or she deems fit, upon satisfying himself or herself of their suitability and credentials.
- (f) Faculty members on the Board may be nominated for a second consecutive term by following the usual procedure.

3) Representation:

Representation for Scheduled Caste or Scheduled Tribes and women members on the Board would be ensured in accordance with the Act.

5. Quorum and procedures to be followed in the Conduct of meetings of the Board -

- 1) The Board shall ordinarily meet at least once in every three months, and not less than fifteen days' notice shall be given for every ordinary meeting of the Board.
 - (a) Provided that the Chairperson may, on a written requisition of not less than one-third members, call for an extra-ordinary meeting.
 - (b) Provided further that the Chairperson may, at short notice, call for an extra-ordinary meeting of the Board to consider any urgent special issues.
- 2) Every meeting of the Board shall be presided over by the Chairperson, and one-third of the members of the Board, including the Chairperson, shall constitute the quorum for any meeting of the Board.
 - (a) Provided further that in the absence of quorum, the meeting may be rescheduled within 4 weeks.
 - (b) Provided further in absence of Chairperson, Board may elect any member from amongst the members present to preside over the meeting.
- 3) Quorum shall include participation by physical presence, or via audio- or video-link:
- 4) The Secretary of the Board shall send a written notice (via e-mail) of every meeting to every member of the Board at least fifteen days before the date of the meeting, stating the place, date and time of the meeting.
- 5) Notices of motions for inclusion of any item on the agenda must reach the Secretary of the Board at least ten

days before the meeting.

- 6) Agenda shall be circulated by the Secretary of the Board to the members at least seven days before the meeting.
- 7) In case of difference of opinion amongst the members, the opinion of the majority of present members shall prevail.
- 8) Where in the opinion of the Chairperson or the Director, an issue is so emergent that an immediate decision needs to be taken in the interest of the Institute, the Board may adopt a resolution by circulation among all its members, and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution, shall be as effective and binding as if such resolutions had been passed at a meeting of the Board, provided that in every such case at least one third of the Board members shall have recorded their approval or disapproval of the resolution. It will be placed in the next BoG meeting for ratification.
- 9) Where in the opinion of the Chairperson or the Director the situation is so emergent that an immediate decision needs to be taken in the interest of the Institute, the Chairperson, in consultation with the Director may issue such orders as may be necessary, recording the grounds for her / his opinion; provided that such orders shall be submitted for ratification by the Board in the next meeting.

6. Manner of authentication of orders and decisions of the Board and maintenance of records thereof -

- 1) All orders and decisions of the Board shall be authenticated by the signature of the Secretary of the Board, or the Director, or by any other person authorized by the Chairperson of the Board:
- 2) The Secretary of the Board, or the Director, or any other person authorized by the Chairperson of the Board shall act, individually or jointly as the case may be, as the custodian of data, records, common seal, funds of the Institute and any other property of the Institute.

7. Allowances of members of the Board for attending meetings of the Board -

The members of the Board shall be entitled remuneration or fee to Rs. 10,000/- for attending the meetings of the Board. The Institute shall also make all necessary arrangements towards travel and accommodation for members of the Board and other invitees to the Board meetings.

CHAPTER – 3: Teaching and Non-Teaching Staff

8. Tenure, Remuneration and Terms and conditions of employees in service before the commencement of Act -

Every person employed by the Institute immediately before the commencement of shall hold his or her office or service in the Institute, with the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to leave, gratuity and other matters as applicable, as he or she would have held had the regulations not been effected and shall continue to do so unless and until his or her employment is terminated; contract is closed, or until such tenure, remuneration and terms and conditions of service are altered following a process of appointment pursuant to the regulations.

9. Number, emoluments, duties, and conditions of services of academic, administrative, technical, and other posts staff -

- 1) The recruitment of faculty (teaching-staff) shall be in the ratio of one faculty for every ten students of long-duration programs. Within that ambit, vacancies and level of faculty (e.g. as Assistant Professor, Associate Professor and Professors on regular basis and/or as practice-track faculty, both in flexi cadre) are determined by the Institute based on needs.
- 2) The strength of the sanctioned non-teaching staff (administrative, technical and other posts) to that of the teaching staff (faculty) shall normally be in the ratio of 1.1:1.
- 3) Emoluments of teaching and non-teaching staff on regular rolls of the Institute are as applicable in IIMs, as per Government of India guidelines and norms.
- 4) Duties and conditions of service of faculty are functionally approved by the Board and administratively as per the CCS Rules.
- 5) Duties and conditions of service of non-teaching regular staff are functionally approved by the Director and administratively as per the CCS Rules.
- 6) as per the CCS Rules.

10. Qualifications, classifications, terms of office and method of appointment of the academic, administrative,

technical and other staff of the Institute -**1) Classification, Qualification, terms of office and methods of appointment.**

- (a) Except in the case of employees paid from contingencies/expenditure budget, on short term contract the members of staff of the Institute shall be classified as
- (i) **Academic:**
The term shall include Director, Professor, Associate Professor, Assistant Professor and such other permanent academic posts as may be decided by the Board.
- (ii) **Non-Academic:**
All posts other than those classified as academic will fall in this category.
- (b) The Qualification, classification, terms of office and method of appointment of academic and non-academic posts would be as approved by the Board in accordance with the Central Pay Commissions Guidelines. Duties are as assigned for functional needs and detailed through periodical organograms and job descriptions issued by Competent Authority.
- (i) Recruitment of Faculty shall be carried out on rolling basis.
- (ii) Selection Committee approved by the Chairperson of the Board shall carry out the process of selection of faculty.
- (iii) Based on the recommendation of the Selection Committee, Chairperson of the Board approves appointments of regular faculty.
- (iv) Based on the non-academic vacancies the process of recruitment to fill up the post(s) through various methods such as direct recruitment, promotions, deputation, and lateral movement shall be adopted by duly constituted Selection Committee.
- (v) Based on the recommendation of Selection Committee, the Director approves appointment of Non-Academic Staff.
- (c) The reservation policy guidelines for SC/ST/OBC/PWD/EWS would be in accordance with Central Government guidelines.

11. Constitution of pension, insurance and provident funds for the benefit of the academic, administrative, technical and other staff --

IIM Raipur will have only the “National Pension System” (NPS) for the employees.

CHAPTER – 4: Admissions and Students**12. Regulations for the admission of candidates to the various courses of study -**

- 1) The Institute shall be open to all persons without any discrimination on the basis of gender, race, creed, caste or class.
- 2) Transparent policies will be followed for admission of candidates to each long duration, academic title granting program of the Institute. The Policies shall duly consider the Government of India guidelines and norms on reservations and relaxations for the admission of students belonging to disadvantaged sections and other deserving categories.
- 3) The process of admission, the criteria, and their weightages for admission to each academic title granting program of the Institute shall be laid down by the Academic Council.

13. Regulation for conferment of honorary degree -

Chairperson of the Board would be empowered to confer honorary degrees, on the recommendation of the Academic Council and Board.

14. Fees for various courses of study and examinations in the Institute -

- 1) The Board shall determine the fee for degree granting programme by March 31st of the year in which batch is to be admitted.
- 2) The Program Fee once notified for a batch will not be revised for that batch and the students of a batch will pay the same Annual Program Fee.
- 3) The Board shall be guided by the following principles for the determination of the Program Fee:

- (a) The program should be financially self-sustainable.
- (b) The Program Fee should be reasonable and be in line with the fee being charged by other similarly placed Institutions.

15. Fellowships, scholarships, medals, and prizes -

The Institute will award fellowships, scholarships, medals and prizes to meritorious students as per criteria approved by the Academic Council.

16. Conditions of residence of students at the Institute and levying of fees for residence in the halls and hostels and other charges -

- 1) The students are the stewards of the Institute and shall ensure maintenance of the dignity of the Institute in all their actions, speech and conduct at all times both inside the hostel or campus and outside of it. The same code and expectation shall extend to their conduct while residing in the hostel.
- 2) The hostel and mess rules and the do's and don'ts shall be laid down clearly in the student handbook, a copy of which should be provided to each student at the time of registration.

CHAPTER – 5: Director

17. Delegation of powers and functions of the Board to the Director -

- 1) The Director shall be the Chief Executive Officer of the Institute and shall provide leadership to the Institute and be responsible for the implementation of the decisions of the Board.
- 2) Sub-delegation of powers to other authorities, unless specifically allowed under the Act, is not permitted under Subordinate Legislation provided that in absence of Director, a full Professor of the Institute as decided by Director will discharge duties of Director.
- 3) Director is authorized to provide any information sought by Government.
- 4) General Financial Rules, 2017 of Government of India shall be followed while exercising financial powers.

18. Performance objectives for variable pay of Director -

- 1) The Board will review performance of the Director for payment of variable pay based on scores obtained in annual MoU signed with Controlling Ministry
- 2) The Chairperson as empowered by Board will approve the variable pay in respect of Director based on performance and potential.

19. Powers and duties of the Director under sub-section (4) of Section 16 of the Act-

- 1) The Director shall be the Chief Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and ensure implementation of decisions of the Institute Board.
- 2) The Director shall exercise all other powers as may have been delegated to him by the Board of Governors.
- 3) The Director of the Institute shall be Chairperson of the Academic Council, the principal Academic Body of the Institute.
- 4) General Financial Rules, 2017 of Government of India shall be followed while exercising financial powers.

CHAPTER – 6: Establishment and Maintenance of Buildings

20. Regulations for Establishment and Maintenance of Buildings -

The construction of the campus buildings would be as per the approval given by the Board. The periodic upkeep and maintenance aspects of the campus building would be undertaken by the Institute subject to periodical review and monitoring by Campus Construction Committee constituted by the Board.

CHAPTER – 7: Financial Accountability

21. Financial Accountability of the Institute -

The Board may appoint one or more auditors to review and work and progress of the Institution and to assess the affairs and financial accountability of the Institution. The Board may take such action and issue directions as it may consider necessary in respect of any of the matters dealt within the assessment report of the Institute.

22. Manner of depositing or investing the moneys credited to the fund of Institute -

- 1) Regulations detailing the manner of depositing or investing moneys credited to the Fund under sub-section (2) of Section 22 of the Act, shall be as decided by the Finance and Audit Committee, hereinafter termed FAC.
- 2) Regulations detailing the manner of application of the Fund of the Institute under sub – section (4) of Section 22 of the Act, shall be as decided by the Investment and Finance Committee, hereinafter termed IFC
- 3) The IFC shall be constituted by the Director in consultation with the Chairperson, Board of Governors, and shall consist of the following:
 - (a) Director – Chairperson
 - (b) One Faculty Member – Member
 - (c) Financial Advisor and Chief Accounts Officer- Member Convener
- 4) In case of exigencies, say, when IFC meeting cannot be held for any reason, the Head of F and A Department will make suitable recommendation to the Director for necessary approval for making investment. All such decisions will be ratified by the IFC in the subsequent meeting.
- 5) **Functioning:**
The IFC shall meet every quarter (preferably in April, July, October and January), but may also meet more as and when required. The main functions of the IFC shall be to decide fresh investments, pre-mature withdrawal of deposits, re-investment of maturing investments, review portfolio performance, cash flows forecast and divergences from the projections.
- 6) **Approved list of Banks for Investment:**
All investments shall be based on competitive quotes or rates sought from the all the banks from each category as per approved Public Sector Banks (PSBs) and Scheduled Commercial Banks (SCBs), which are approved by Finance & Audit Committee and the Board. Finance and Audit Committee and the Board will periodically review the list.
- 7) **Investment pattern:**
The investment pattern will be decided by the IFC in accordance with the norms approved by the Board and accordingly investment will be made in approved list of Banks.
- 8) **Process of investment:**
A suitable system of calling quotations from the approved Banks through email shall be followed to ensure transparency in investment. The investment may be made for short term, medium term or for long term.
- 9) **Accounting and accountability:**
Finance and Accounts Department shall maintain a professional Fixed Deposit Registry and ensure safe custody of receipt of the Deposits.

23. Manner of application of the Fund of the Institute -

The application of funds will be carried out in accordance with the procedures and powers delegated to Authorities of the Institute by the Board of Governors.

CHAPTER – 8: Independent Agency to Review performance**24. Qualifications, experience, and the manner of selection of the independent agency or group of experts for review of performance of the Institute as per sub – section (5) of Section 11 of the Act -**

- 1) The Board shall, under sub-section (5) section 11 of the Act, evaluate and review the performance of the Institute, including its faculty through an independent group of experts, once every three years on the parameters of long-term strategy and rolling plans of the Institute and such other parameters as the Board may decide, and the report of such review shall be placed in public domain.
- 2) The Board shall, under sub section(6) of section 11 of the Act, and in consultation with the Director, constitute a three-member group of such experts from among senior serving or retired professor of eminence from other Indian Institutes Management and a senior practitioner(s)of the level of CEO(s)from other reputed private or public organizations.
- 3) The Board shall, under sub-section (7) of Section 11 of the Act, submit the report of the evaluation review to the Central Government with an action taken report thereon.

CHAPTER – 9: Academic Council**25. Power and functions of the Academic Council under sub –section (2) of section 15 of the Act –****1) Constitution:**

The Academic Council, constituted under Section 14 of the Act, shall be constituted consisting of the following members:

- (a) Director of the Institute as the ‘Chairperson’ of the Academic Council.
- (b) All Deans, IIM Raipur
- (c) Chairman (PGP), IIM Raipur
- (d) Chairman (Doctoral Programme) IIM Raipur
- (e) Chairman (PGPMWE), IIM Raipur
- (f) Chairman (EE&C), IIM Raipur
- (g) Area Chairperson (BPSM)
- (h) Area Chairperson (Decision Science & System)
- (i) Area Chairperson (Finance & Accounts)
- (j) Area Chairperson (HRM & OB)
- (k) Area Chairperson (Marketing)
- (l) Area Chairperson (Operations Management)
- (m) All Center Heads
- (n) All Professors
- (o) Director may invite other faculty members as and when required.

2) Powers of the Academic Council:

- (a) To recommend to the Board the establishment, modification and closure of programmes.
- (b) To recommend the establishment and closure of new Centers of Teaching, Research and Training.
- (c) To specify, review and modify the academic content of programmes of study of courses.
- (d) To specify the academic content of programmes and courses of study and undertake modification therein:
- (e) To specify the criteria and process for admission to courses or programmes of study offered by the Institute.
- (f) To frame guidelines for conduct of examinations, grading policy, and the standards for satisfactory completion of academic requirements for various programmes.
- (g) To recommend to the Board the grant of degrees, diplomas, and academic distinctions or titles and medals:
- (h) To recommend to the Board the protocol of convocation.
- (i) The Academic Council shall exercise such other powers and perform such other functions as may be conferred upon it, by this Act or the Regulations or by the Board.

Notwithstanding the above, the Chairperson of the Academic Council may constitute such Sub-Committees of Academic Council for specific purposes as and when required. The Chairperson of the Academic Council may accept in all or in part any of the recommendations of Academic Council or such sub-committees of Academic Council.

3) Conduct of Academic Council Meetings:

- (a) The Director shall preside over every meeting of the Academic Council, and in his/her absence, one of the Deans nominated by the Director shall preside.
- (b) Dean (Academic Affairs) is the Convener of the meetings of Academic Council.
- (c) Provided that extraordinary meeting of the Academic Council may be convened by the Convener, and in

his/her absence, one of the Deans, to consider urgent and emergent issues, on a written request signed by at least half of the member of the Academic Council and approved by the Director.

- (d) The Director may call an emergency meeting of the Academic Council at short notice to discuss urgent special issues.
- (e) Draft minutes of the proceedings of the Academic Councils shall be drawn by the Convener of the Academic Council and circulated to all members of the Academic Council, and placed, along with amendments if any, for approval at the next meeting of the Academic Council.
- (f) After the minutes are approved and signed by the Director, they shall be kept in the custody of Dean (Academic Affairs) along with all relevant records of the meetings of the Academic Council, which shall be open for inspection by the members of the Academic Council and Board of Governors.

26. Manner of formation of department of teaching -

On recommendation of the Academic Council, Board may establish new departments of teaching.

CHAPTER – 10: Other Committees and Authorities

27. Constitution and duties and functions of other committees and authorities –

1) Empowered Committees -

The Board of Governors have constituted following three empowered committees:

- (a) Finance and Audit Committee
- (b) Campus Construction Committee
- (c) HR Committee

2) Role and Responsibilities of Finance and Audit Committee –

(a) Role and Purpose:

The primary function of the Finance and Audit Committee (“the Committee”) is to assist the Board of Governors (“the Board or BoG”) in fulfilling its oversight responsibilities for:

- (i) The financial reporting and budgeting processes,
- (ii) The system of internal controls and risk assessment,
- (iii) The compliance with legal and regulatory requirements,
- (iv) The qualifications, independence, and performance of the internal audit function.
- (v) Compliance observations of Comptroller and Auditor General (CAG) Audit (external Auditor appointed by Ministry of Education)
- (vi) Approvals of non-budget and other expenditure as per the delegation of Financial Process.

(b) Authority:

The Committee's authority comes from the Board. The Committee has the authority to approve budget including revised budget and annual financial statement and also the deviations in budget estimates and budgeted expenditure, investments, lending, borrowing and direct the Internal Audit Department or Internal Auditor to conduct an audit, review, and/ or a special investigation into any matters within the scope of the Committee's responsibility.

The Committee is empowered to:

- (i) Have access to all activities, records, property, and personnel of the Institute in discharge of their duties.
- (ii) Suggest sources of earning and application thereof for approval of BoG.
- (iii) Approve the use of outside accountants, consultants or others retained by the Institute to assist in conducting audits, reviews, and/or special investigations.
- (iv) Approve, review and recommend appropriate budget and financing for IIM Raipur as part of the budget approval process.
- (v) Consider and pass any resolution on the annual report, the annual accounts and financial statement for consideration of the Board.

- (vi) Review, propose, adopt vary or rescind from time-to-time provisions of Rules, codes, manuals and having financial implications and significant accounting policies with approval of BoG.
 - (vii) Delegate authority to the subcommittees/Director or any other functionary of the Institute as per institutional needs.
 - (viii) Approve and retain with Board approval, independent counsel / accountants, or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
 - (ix) Perform such additional functions and carry out such duties as assigned by BoG.
 - (x) Approve fee structure and major contracts exceeding Rs. 25 lakhs in each case.
 - (xi) The Committee will have the resources and authority necessary to discharge its duties and responsibilities.
 - (xii) Approve expenditure which is not included in the annual budget.
- (c) **Constitution of Committee:**
- (i) Finance and Audit Committee will comprise the following members:
 - a) Chairperson of the Committee (one of the BoG members)
 - b) Three members of the BoG
 - c) One external member of relevant field
 - d) Director, IIM Raipur
 - (ii) Financial Advisor and Chief Accounts Officer of the Institute shall act as Member Secretary of the Committee and will be the non-voting member of the committee.
 - (iii) The Committee is empowered to associate any expert in the field of Finance Accounts and Information technology to attend any meeting including special meetings, if any.
 - (iv) Collectively, the members of the Committee should have professional experience and expertise in the fields of finance, accounting, budgeting, financial reporting, auditing, administration, information technology and knowledge of Government Finances and Accounting System.
 - (v) At least one member of the Committee should have finance and accounting expertise. However, the lack of any such member shall not invalidate or otherwise affect the actions taken by the Committee.
 - (vi) A quorum shall consist of three Committee members present in person including by teleconferencing or videoconferencing, etc.
 - (vii) Chairman, BoG may attend any meeting of the Committee at his discretion.
- (d) **Resignation or Removal:**
- (i) Any members resigned or removed from membership of Board of Governors or ceased to be the member of BoG shall automatically cease to be a member of the Committee.
 - (ii) Any member who wishes to resign from membership of the Committee shall submit his resignation to Chairman BoG through Chairman of Finance and Audit Committee. The member shall be deemed to have resigned from the day the Chairman BoG accepts the resignation.
 - (iii) Chairman BoG shall have authority to remove any member, except the Director of the Institute from the committee if the member becomes insolvent or of unsound mind or a convict or found indulging in moral turpitude.
- (e) **Meetings and Communication:**
- (i) The Committee shall meet two times in a Financial Year or more frequently as deemed necessary by any Committee member. Chairman can also call an extraordinary meeting on short notice.
 - (ii) All meetings shall be chaired by the Chairman, Finance and Audit Committee. In exceptional cases when Chairman is out of Country or seriously ill, the meeting will be chaired by any of the members present by election among the members present. In such case FA and CAO shall act as electoral officer.

- (iii) Each member shall be entitled to one vote and shall cast that vote on each item submitted. However, in case of a tie or equal votes in favour or against any point of resolution, Chairman, Finance and Audit Committee shall have an additional vote.
- (iv) Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.
- (v) The Committee may invite members of Institute, representatives of the external auditor or others to attend meetings and provide pertinent information, as necessary.
- (vi) Agenda of the meeting will be circulated to all the members of the Committee minimum seven days in advance through email. However, in case of emergency meeting, the notice period of seven days shall stand waived off. Agenda papers for discussion shall also be provided well in advance of the date of meeting.
- (vii) The minutes of each meeting will be prepared and approved in subsequent meetings.

(f) Responsibilities:

The Finance and Audit Committee is accountable to the Board for carrying out the following responsibilities in relation to management of funds, including fees and other charges, grants, deposits, gifts, donations bequests benefactions, etc. and the expenditure incurred on affairs of the Institute:

(i) Budgeting:

- a) Review and approve the annual budgets including the revised budget.
- b) Monitor performance against the budget periodically.
- c) Review, recommend and approve funding, investments and expenditure.\

(ii) Financial Statements:

- a) Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory initiatives, and understand their impact on financial statements.
- b) Review significant financial reporting issues and judgments made in connection with the preparation of the financial statements.
- c) Review with the external auditors the results of the internal or external audit, including any difficulties encountered.
- d) Discuss the annual audited financial statements and the auditors.
- e) While the Committee has the responsibilities and the authority as set forth in this Charter, it is not the responsibility of the Committee to plan or conduct individual audits, reviews and/or investigations.

(iii) Risk and Internal Controls:

- a) Discuss with BoG the major policies with respect to risk assessment and risk management.
- b) Consider the effectiveness of the internal control environment.
- c) Understand the scope of internal and external auditors' reviews of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with Institute responses.
- d) Review any disclosures made about significant deficiencies in the design or operation of internal controls or any fraud that involves employees who have a significant role in the internal controls.

(iv) Internal Audit

- a) Review and concur the appointment, replacement, or dismissal of Internal Auditor.
- b) Annually review the performance of Internal Auditor, the charter, plans, activities, staffing, and organizational structure of the internal audit function.
- c) Review and approve the annual report; the quarterly and annual audit reports, compliance reports and discuss overall results with the Internal Auditor.

- d) Review the effectiveness of the internal audit function, including compliance with the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics of The Institute of Internal Auditors. This may be accomplished through a Quality Assurance and Improvement Program as required by the IIA or CAG.

(v) *Comptroller and Auditor General Audit*

- a) Review the observations made by CAG Audit and report the same to the BoG with recommendations for remedial measures.
- b) Guide and review the Compliance Report submitted by the Institute.

(vi) *Compliance:*

- a) Review the effectiveness of the system of accounting being followed and the books of accounts being maintained.
- b) Review the effectiveness of the system for monitoring compliance with laws, policies and regulations.
- c) Review the results of investigations resulting from instances of non-compliance.
- d) Review the findings of any examinations by regulatory agencies, and any auditor observations on management of finances.
- e) Encourage continuous improvement of and foster adherence to, the IIM Raipur policies, procedures, and practices at all levels.

(vii) *Communication and Reporting:*

Regularly report to the Board about Committee activities and issues that arise with respect to:

- a) The quality or integrity of the financial statements of IIM Raipur
- b) The compliance with legal or regulatory requirements,
- c) The performance of the Internal Auditors,
- d) The performance of the internal audit division of the Institute

(viii) *Confidentiality*

All deliberations of the Committee, and all records, material and information pertaining to the Institute obtained by a member of the Committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from unauthorized access.

3) Role and Responsibilities of Construction Committee –

(a) Role and Purpose:

The primary function of the Campus Construction Committee (“the Committee”) is to assist the Board of Governors (“the Board or BoG”) in fulfilling its oversight responsibilities for:

- (i) Planning & construction activities in the campus of IIM Raipur.
- (ii) Coordination with other committees constituted by the Board and maintenance of strong, positive working relationship with the management.
- (iii) Develop an annual plan responsive to the needs of the institute. The annual plan shall consist of providing inputs for construction activities, phase wise construction plan & quality aspects.
- (iv) Finalization of Technical Consultants including Architects and Project Management Consultant, Contractors, Independent technical experts.
- (v) Monitoring activities of Technical Consultants, Project Implementation Unit, review of schedule of construction & completion and any other specific task assigned by the BoG
- (vi) Approval to estimates of various repairs & maintenance work under specific powers of the Committee.
- (vii) The committee shall also recommend the technical and financial requirements of various works undertaken for review and approval of the Board.

(b) Authority:

The Committee's authority comes from the Board. The Committee has the authority to approve estimates of estimates, or accord of technical sanction to detailed estimates, authorizing excess of estimates, acceptance of lowest tender, acceptance of single tender, award of work by negotiation with lowest tenderer, acceptance of a tender other than lowest, award of work without call of tenders, execution of agreement, accord of sanction to extra or substituted item, grant of extension of time, passing of bills, purchase of materials against sanctioned estimates or allocation of emergent work as per delegation of power for works by the BoG.

The Committee is empowered to:

- (i) Have access to all construction activities, records, property, and personnel of the Institute in discharge of their duties. The committee shall have access to key functionaries of the institute related to construction activities including budget documents for construction.
- (ii) Understand the scope of the Institute requirements, define the scope of Work / job to be assigned to Technical Consultants including Project Management Consultants and Contractors.
- (iii) Consider, Approve & pass any resolution on any formulation of project, plans drawing and design, scope of the work or project, quality of construction as per delegation of authority and those to be put-up for approval of the Board.
- (iv) Approve the engagement of outside consultants or contractors or others retained by the Institute to assist in preparation of construction repairs & maintenance plans, drawings designs, BoQs, tenders, and execution of work, monitoring and evaluation, reviews of progress, audit and/or special investigations.
- (v) Discuss and guide the Institute functionaries on the major policies with respect to risk assessment and risk management in relation to the construction plans & activities.
- (vi) Consider and recommend acquisition or disposal of immovable properties for the Institute for approval of the Board as per GoI norms.
- (vii) Review of job performed by the Technical Consultants and suggest remedial measures for encountering the problems and difficulties in the execution of on-going project work in order to speed up the progress.
- (viii) Review reports, significant findings of the experts on monitoring and evaluation, together with Institute responses.
- (ix) Review any disclosures made about significant deficiencies in the design or operation of internal controls or any fraud that involves employees who have a significant role in the internal controls.
- (x) Apprise BoG regarding the progress of the works.
- (xi) Review, propose, adopt, vary or rescind from time to time provisions of Rules, codes, manuals having implications pertaining to construction and significant construction accounting policies with approval of BoG.
- (xii) Delegate authority to subcommittees or Director or any other functionary of the Institute as per institutional needs.
- (xiii) Approve and retain with Board approval, independent counsels or accountants, technical auditors or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- (xiv) Perform such additional functions and carry out such duties as assigned by BoG.
- (xv) Approval of the budget and expenditure including payment to concerned parties related to construction as per delegation of Powers.
- (xvi) Review, discuss and assess the performance of Committee as well as its role and responsibilities. The committee may seek advice and suggestions from BoG.
- (xvii) The Committee will have the resources and authority necessary to discharge its duties and responsibilities.

(c) Constitution of Committee:

- (i) Campus Construction Committee will comprise of following members:

- a) Chairman of the Construction Committee:(one of the BoG members)
- b) Three members of the BoG
- c) Three External Expert Members
- d) Director, IIM Raipur
- (ii) Chief Administrative Officer (CAO) of the Institute shall act as Member -Secretary of the Committee and will be the non-voting member of the committee.
- (iii) The Committee is empowered to associate any expert in field of Construction, Electrical, Design, Architecture or other expert to attend any meeting including special meetings, if any.
- (iv) Collectively, members of the Committee should have professional experience and expertise in the fields of administration, construction, engineering projects, and project and contract management.
- (v) However, the lack of above shall not invalidate the member or affect the actions taken by the Committee.
- (vi) A quorum shall consist of three committee members present in person including by tele-conferencing or videoconferencing etc.
- (vii) Chairman, BoG may attend any meeting of the committee at his / her discretion.

(d) Resignation or Removal:

- (i) Any members resigned or removed from membership of Board of Governors or ceased to be member of BoG shall automatically cease to be member of the Committee.
- (ii) Any member who wishes to resign from membership of the Committee shall submit his resignation to Chairman BoG through Chairman Campus Construction Committee. The member shall be deemed to have resigned from the day the Chairman BoG accepts the resignation.
- (iii) Chairman BoG shall have authority to remove any member, except for Director of the Institute from the committee, if the member becomes insolvent or of unsound mind or a convict or found indulging in moral turpitude.

(e) Meetings and Communication:

- (i) The Committee shall meet two times in a Financial Year or more frequently as deemed necessary by any Committee member. Chairman can also call an extraordinary meeting at short notice.
- (ii) All meeting shall be chaired by the Chairman, Campus Construction Committee. In exceptional cases when Chairman is out of Country or seriously ill, the meeting will be chaired by any of the members present by election among the members present.
- (iii) Each member shall be entitled to one vote and shall cast that vote on each item submitted. However, in case of tie or equal votes in favour or against any point of resolution, Chairman, Campus Construction Committee shall have an additional vote.
- (iv) Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.
- (v) The Committee may invite members of management, representatives of the Government Construction Agencies or other experts to attend meetings and provide pertinent information, as necessary.
- (vi) Agenda of Meeting will be circulated to all the members of the Committee at-least seven days in advance through email. However, in case of emergency meeting, the notice period of seven days shall stand waived off. Agenda papers for discussion shall also be provided well in advance of the date of meeting.
- (vii) The minutes of each meeting will be prepared and approved in subsequent meetings.

(f) Responsibilities:

The Campus Construction Committee is accountable to the Board for carrying out the following responsibilities in relation to finalization of plans for construction, repairs and maintenance activities and review of monitoring, supervision and evaluation of construction activities of the Institute:

- (i) *Project planning and budgeting:*

- a) Review significant construction and reporting issues, including complex or unusual items of construction and highly judgmental areas, and recent professional and regulatory initiatives and understand their impact.

- b) Review and access the issues related to development of campus & construction activities

(ii) *Project execution:*

- a) Finalization of appointment of Technical consultants for Campus Design (Architects and Project Management Consultant) and contractors for comprehensive development of Campus of IIM Raipur at Naya Raipur.

- b) Approve and retain with Board approval, independent counsel or technical experts, or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.

- c) Monitor progress of work, quality performance and expenditure against budget periodically.

- d) Review of project implementation with the external technical experts including regulatory authorities and difficulties encountered.

(iii) *Project Monitoring and Control:*

- a) Finalization and Appointment of Contractors for construction works including repairs and maintenance works as per financial delegation.

- b) Review of the progress of the work with the PMC engineers and architects, technical consultants, independent experts etc.

- c) Consider the effectiveness of the internal controls' environment.

(iv) *Compliance:*

- a) Review the effectiveness of the system for monitoring compliance with laws, policies and regulations, Review the results of investigations resulting from instances of non-compliance.

- b) Review the findings of any examinations by technical experts, regulatory agencies, and any auditor observations on management and execution of construction/ maintenance activities.

- c) Encourage continuous improvement of, and foster adherence to, the IIM Raipur policies, procedures, and practices at all levels.

- d) Review the observations made by CAG Audit or Independent Technical Experts on construction & maintenance activities and report the same to the BoG with recommendations for remedial measures.

- e) Guide and review the Compliance Report submitted by the Institute.

(v) *Communication and Reporting:*

Regularly report to the Board about Committee activities and issues that arise with respect to:

- a) The propriety, quality and progress of construction & maintenance activities,

- b) The compliance with legal or regulatory requirements,

- c) The performance of the Technical Consultant including PMC.

(g) Confidentiality:

All deliberations of the Committee, and all records, material and information pertaining to the Institute obtained by a member of the Committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

4) Role and Responsibilities of Human Resource Committee –

(a) Role and Purpose:

The primary function of the Human Resource Committee (“the Committee”) is to assist the Board of Governors (“the Board or BoG”) in fulfilling the following responsibilities:

- (i) Assist the Board of Governors, IIM Raipur in fulfilling its responsibilities as stewards of IIM Raipur (the Institute) by advising the Board on the effective implementation and application of sound human resource policies that are aligned with the organization’s values, vision, mission and

aspirations.

- (ii) Recommend to the Board for its consideration relating to the Institute's Human Resource Policies and Service Rules. The Committee shall appraise the annual performance of the faculty and the Staff and lead the annual evaluation thereof.
- (iii) Carryout any other related initiatives as maybe necessary or desirable to enhance performance of the Management and the employees of the Institute but limited to learning and development.

(b) Authority:

The Committee's authority comes from the Board. The Committee is empowered to:

- (i) Approve all policy matters pertaining to human resource management, procedural codes, manuals governing recruitment, general conditions of service of IIM Raipur employees, welfare measures, grievance redressal, wage or salary structure and compensations as per GoI instructions, office procedures for review of performance of IIM Raipur employees.
- (ii) The committee is also authorized to have access to all Human Resource activities, records, property, and personnel of the Institute in discharge of their duties and direct the Institute to conduct reviews. The committee shall also have access to key functionaries of the institute related to human resources management.
- (iii) Have access to all activities, records, property and personnel of the Institute in discharge of their duties.
- (iv) Understand the scope of the Institute requirements to provide steady stream of professionally competent faculty and support staff.
- (v) Consider review and pass any resolution recommending delegation of administrative powers to Director of the Institute for approval of the Board.
- (vi) Develop grievance redressing mechanism of faculty and staff.
- (vii) Delegate authority to sub-committees or Director or any other functionary of the Institute as per institutional needs.
- (viii) Approve & retain with Board approval, independent counsel, accountants, Human Resource experts or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- (ix) Perform such additional functions & carry out such duties as assigned by BoG.
- (x) The Committee will have the resources and authority necessary to discharge its duties and responsibilities.

(c) Constitution of Committee:

- (i) The Committee shall be comprised of a minimum of four members and maximum six members including Chairman. The Chair of the Board may participate in any meeting at his discretion.
- (ii) The Committee members shall be appointed by the Board. Each member shall continue as a member until a successor is appointed, unless the member resigns, or is removed by resolution of the Board or otherwise ceases to be a member of the Board.
- (iii) Where a vacancy occurs at anytime in the membership of the Committee, it maybe filled by the Chairperson, BoG until the next duly called Board meeting, and shall be filled by the Chairman if the membership of the Committee is less than four members as a result of the vacancy.
- (iv) If the Chairperson of the Committee is not present at any meeting of the Committee, the Chair of the meetings shall be chosen by the Committee from amongst he members present.
- (v) The Chairperson presiding at any meeting of the Committee shall have a vote in all matters considered by the Committee. In the event of a tie, the Chairman will have a casting vote.
- (vi) The Dean (Academics), IIM Raipur will serve as Member Secretary of the Committee. If the Member Secretary is not present in any meeting of the Committee, the Committee may appoint an Acting Secretary to perform the functions of the Secretary in that meeting. The Member Secretary will be a non-voting Member.

- (vii) The Committee shall assist in deliberations required for the fulfillment of the Board's mandate and those specific responsibilities and duties assigned to the Committee; however, unless specifically stated otherwise, the Committee shall act in advisory capacity only, recommending decisions to the Board for approval.

(d) Resignation or Removal:

- (i) Any members resigned or removed from the membership of the Board of Governors or ceased to be member of BoG shall automatically cease to be a member of the Committee.
- (ii) Any member who wishes to resign from the membership of the Committee shall submit his resignation to Chairman BoG through Chairman of HR Committee. The member shall be deemed to have resigned from the day their Chairman BoG accepts the resignation.
- (iii) Chairman BoG shall have the authority to remove any member, except the Director of the Institute from the committee if the member becomes insolvent or of unsound mind or a convict or found indulging in moral turpitude.

(e) Responsibilities:

The Committee shall have the following duties and responsibilities in respect of Human Resource

- (i) Ensure effective human resources policies and strategies that support the Institute's Values, Vision, Mission and Aspirations.
- (ii) Review, and wherever required, report to the Board best practices, trends, new technologies and current emerging public policy issues in HR matters including but not limited to Occupational Health and Safety.
- (iii) Review and recommend the total compensation guidelines and philosophies covering salary, bonus, long term incentives and benefits for management and for the faculty & staff to the BoG.
- (iv) Review and recommend to the Board approval of all agreements, pertaining to management of Administration & Establishment of the Institute.
- (v) Regularly review policies and programs relating to pension benefit plans and other welfare measures such as Medical, LTC, CEA Loans and Advances to employees of the Institute.
- (vi) Assess the learning and development needs of Faculty & Staff and recommend learning opportunities which can be used by the Institute to meet its needs for development.
- (vii) Recommend delegation of administrative powers and authority to the Director and any other officer of the Institute in order to ensure smooth functioning of the Institute.

(f) Meetings and Communications:

The Committee shall meet a minimum of one time a year.

- (i) An extraordinary meeting of the Committee may be called by the Chairperson of the Committee, depending upon the need of the Institute.
- (ii) A quorum for meetings shall be three Committee Members present in person or by telephone or other telecommunications device that permits all persons participating in the meeting to speak and hear one another.
- (iii) The agenda and associated material shall be sent to each member of the Committee seven days in advance through email and the hard copy well in advance of the meeting and well before start of the meeting in case of emergency meeting.
- (iv) The Committee shall have the right to permit absence of the members on discussion on any point if the conflict of interest is brought to the notice of the committee.

(g) Support to the Committee:

- (i) The Committee shall identify, through the Director or CAO, the staff support required, and the kind and frequency of information required by the Committee.
- (ii) The Committee shall have access to any and all books of records of the Institute required for the execution of the Committee's risk management obligations and, as necessary, shall discuss with appropriate Institute officers and employees, co-ordinated through the Director, such records and other relevant matters.
- (iii) The Committee shall have the authority to request the Board; the retention of external advisors,

experts or consultants, in order to properly discharge its duties and responsibilities.

(h) Confidentiality:

All deliberations of the Committee, and all records, material and information pertaining to the Institute obtained by a member of the Committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

5) Committee for Gender Sensitivity and Prevention of Sexual Harassment of Women at Workplace –

(a) Sexual Harassment Committee :

The committee shall consist of:

- (i) Two faculty members
- (ii) One member of the staff
- (iii) One woman member from outside with known contribution to Women cause on recommendation of the State Women Commission.
- (iv) One additional outside member preferably from a government academic institute.
- (v) Chief Administrative Officer as Member Secretary

Note

- (i) The senior lady member will be the Chairperson of the Committee.
- (ii) 50 percent of the members of the committee will be women.
- (iii) Chief Administrative Officer of the Institute will be the member-Secretary of the Committee.
- (iv) No person who is a complainant, witness, or defendant in the complaint harassment shall be a member of the Committee.

(b) Guidelines to deal with complaints against sexual harassment of women at workplace :

Central Government with a view to providing protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and matters connected therewith has recently enacted "*The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013*."

Sexual Harassment includes such unwelcome sexually determined behavior (Whether directly or by implication) as:

- Physical contact and Advances,
- A demand or request for sexual favours,
- Sexually colored remarks,
- Showing pornography,
- Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

There may be instances when the victim women may have apprehension and a reasonable ground to believe that her objection to the acts of sexual harassment as defined above would disadvantage her in connection with her employment and may face adverse consequences, if the victim does not consent to such unwelcome sexually determined advances or behavior.

The Supreme Court of India in its judgment in Vishakha and Others Vs State of Rajasthan makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the court and to evolve a specific policy to combat sexual harassment in the workplace. In compliance with the mandate of the Supreme Court guidelines as well as the Act recently passed by the Government of India, IIM Raipur will adopt the following to prevent, prohibit and punish sexual harassment of women at workplace. The institute is committed to providing for all women, who fall within its institution including its academic, non-academic staff and students at the place of work and study, an atmosphere free from sexual harassment, intimidation and exploitation.

Without prejudice to the generality of this obligation, following instructions are issued-

- (i) Express prohibition of sexual harassment as defined above at the workplace.
- (ii) The rules or regulations of IIM Raipur relating to conduct and discipline shall include rules or regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.

- (iii) Appropriate work conditions shall be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at workplaces and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.
- (iv) Criminal proceedings: Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority. In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.
- (v) Disciplinary action: Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.
- (vi) Third-party harassment: Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person-in-charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The Committee against Sexual Harassment envisaged and constituted under this order will be deemed to be an inquiry authority for the purposes of CCS Rules and the Report of the Committee against Sexual Harassment shall be deemed to be an inquiry report under the CCS (CCA) Rules. The disciplinary authority will act on the report of the Committee against Sexual Harassment in accordance with the Rules.

(c) Procedure:

If being a woman working in IIM Raipur and have been sexually harassed in any of the forms given below:

- Physical contact and advances,
- A demand or request for sexual favours,
- Sexually colored remarks,
- Showing pornography,
- Any other unwelcome physical; verbal or non-verbal conduct of sexual nature.

And has a reasonable ground to believe that she has been subjected to an unwelcome act at the workplace as defined in Vishakha Guidelines can file a complaint to Director IIM Raipur or to any member of the Committee or through the existing channel. Filing of a complaint shall not adversely affect the complainant's status/job, /salary/promotion/ grades etc. The complaint in writing must be filed by her in person if she wishes to have an inquiry. It is clarified that it is the reasonable perception of the women that would be relevant in determining whether any conduct was sexually determined and if so whether such conduct was unwelcome or not, and that her objection would disadvantage her in connection with her education or employment including evaluation, grading, recruitment or promotion or when it creates hostile working, educational or living environment.

- (i) The complaint will be forwarded to the Member Secretary of the Committee against sexual harassment for calling for meeting of the Committee in consultation with Chairperson of the Committee.
- (ii) *Action will be taken by the committee* as per the guidelines of the Supreme Court as well as the Act recently passed by the Government of India.
- (iii) Inquiry to be completed within 90 days: The inquiry shall be completed, and the Inquiry Report submitted to the Committee Against sexual Harassment within a period of 90 days from the date on which the inquiry is commenced. In the event of any delay in submission of the Inquiry Report the reasons for the same shall be recorded in writing.

(d) Disposal of the report:

- (i) After concluding its inquiry, the Committee shall prepare a detailed and written report of its findings. The inquiry report shall specify the details of the charge(s) against the defendant, the statements made, and evidence presented in the inquiry and a discussion of the reasons upon which the findings arrived at by the Committee.

- (ii) No observations regarding the work and behavior of either the complainant or defendant shall be made which are not related to the alleged act of sexual harassment.
- (iii) Detailed written report so prepared will be submitted to the Director, IIM Raipur within 90 days for further necessary action.

28. Quorum and the procedure to be followed in the conduct of business of committees -

- 1) Provided that the Chairperson may, on a written requisition of not less than one-third members, call for an extra-ordinary meeting.
- 2) Every meeting shall be presided over by the Chairperson, and one-third of the members Committees, including the Chairperson, shall constitute the quorum for any meeting.
- 3) In absence of Chairperson, Committee may elect any member from amongst the members present to preside over the meeting.
- 4) The Secretary of the Committee shall send a written notice (via e-mail) of every meeting to every member of the Committee at least fifteen days before the date of the meeting, stating the place, date and time of the meeting.
- 5) Any member of the Committee may propose agenda items for inclusion in the meeting, which should be forwarded to Secretary thirty days in advance to be included as an Agenda point, if approved by the Chairperson.
- 6) Agenda with notes shall be circulated by the Secretary of the Committee to the members at least ten days before the meeting.
- 7) Notices of motions for inclusion of any item on the agenda must reach the Secretary of the Committee at least thirty days before the meeting.
- 8) Where in the opinion of the Chairperson or the Director, an issue is so emergent that an immediate decision needs to be taken in the interest of the Institute, the Committee may adopt a resolution by circulation among all its members, and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution, shall be as effective and binding as if such resolutions had been passed at a meeting of the Committee, provided that in every such case at least one third of the Committee members shall have recorded their approval or disapproval of the resolution. It will be placed in the next Committee meeting for ratification.
- 9) Where in the opinion of the Chairperson or the Director the situation is so emergent that an immediate decision needs to be taken in the interest of the Institute, the Chairperson, in consultation with the Director may issue such orders as may be necessary, recording the grounds for her or his opinion; provided that such orders shall be submitted for ratification by the Committee in the next meeting.

Prof. BHARAT BHASKER, Director, IIM Raipur
[ADVT.-III/4/Ext./218/2021-22]