

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

INFORMATION UNDER SEC 4 (1) (b) OF RIGHT TO INFORMATION ACT, 2005

Sec.	Information	Details
(i)	The particulars of its organization, function and duties	The Indian Institute of Plantation Management (IIPM), Bengaluru was established in 1993 by the Ministry of Commerce & Industry, Government of India, as an autonomous institution and is registered as a Society under the Karnataka Societies Registration Act, 1960. The Institute was established with the objective of promoting excellence in management education, training, research, consultancy and capacity building in the plantation, agri-business and allied sectors. IIPM serves as a national centre of excellence and functions as a think tank for the plantation and agri-business sector by providing postgraduate management education, executive education, research, consultancy and extension services. The Vision, Mission, objectives, academic programmes and other activities of the Institute are available on the Institute's official website.
(ii)	The powers and duties of its officers and employees	The general superintendence, direction and control of the affairs of the Institute, including its property and funds, vest in the Board of Governors, constituted in accordance with the Memorandum of Association and Rules of the Society. The Chairman of the Board of Governors presides over the meetings of the Board. The Director is ex-officio Member of the Board of Governors. The Director is responsible for the overall administration, academic leadership, financial management, implementation of the decisions of the Board of Governors, and maintenance of discipline and efficient functioning of the Institute. Officers and employees discharge their duties in accordance with their assigned responsibilities under the supervision of the competent authority. The Member-Secretary to the Board of Governors is responsible for convening meetings, maintaining records of the Board and its Committees, and ensuring implementation of the decisions of the Board. The detailed powers and duties of officers and employees are governed by the following documents: (i) Memorandum of Association and Rules of the Society; (ii) IIPM Administrative Rules; (iii) Delegation of Powers/Office Orders issued by the competent authority from time to time.

(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	The Institute follows a well-defined administrative and academic decision-making process. Policy matters are considered by the Board of Governors, while day-to-day administration is carried out by the Director through the academic and administrative officers of the Institute. Academic matters are processed through the concerned academic authorities and committees before approval by the competent authority. Administrative, financial, establishment, procurement and infrastructure matters are processed through the concerned sections in accordance with the applicable rules and are approved by the competent authority as per the delegated powers. Decisions of the Institute are implemented through office orders, circulars, notifications, advertisements and publication on the Institute's website, wherever applicable. The administrative hierarchy broadly consists of: Board of Governors → Director → Principal Coordinators/Faculty In-charge → Administrative Officer/Accounts Officer → Concerned Sections/Employees.
(iv)	The norms set by it for the discharge of its functions	The Institute discharges its functions in accordance with the provisions of its Memorandum of Association, Rules of the Society, Administrative Rules, resolutions of the Board of Governors and other policies approved by the competent authority. For financial and administrative matters, the Institute follows the relevant Government of India rules, guidelines and instructions adopted by the Institute from time to time, including the General Financial Rules (GFR), Leave Rules, Medical Attendance Rules, Children's Education Allowance, Leave Travel Concession and other applicable service conditions. Academic activities are governed by the Academic Regulations, Programme Manuals and other academic policies approved by the competent authority.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The Institute maintains and follows various statutory and administrative documents for the discharge of its functions. These include, but are not limited to: • Memorandum of Association and Rules of the Society • IIPM Administrative Rules • Accounting Manual/Manual on Accounting Procedures • Academic Regulations and Programme Manuals • Service Rules and Office Orders adopted by the Institute • General Financial Rules (GFR), Government of India instructions and other applicable statutory guidelines adopted by the Institute from time to time.
(vi)	A statement of the categories of documents that are held by it or under its control	The Institute maintains various statutory, administrative, academic and financial records in the course of discharging its functions. The categories of documents include: • Memorandum of Association and Rules of the Society • Administrative Rules and Office Orders • Annual Reports

		• Annual Accounts and Audit Reports • Academic Regulations and Programme Brochures • Minutes and proceedings of the Society, Board of Governors and Committees • Policy documents, circulars and notifications • Service records of employees • Tender and procurement records • Contracts, agreements and project records.
(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	The Institute does not have any formal mechanism for consultation with the general public in the formulation of its policies. However, representation from various stakeholder organizations, Government departments, commodity boards, academic institutions and industry is provided on the Society and the Board of Governors in accordance with the Memorandum of Association and Rules of the Society. Such representation facilitates policy formulation, strategic guidance and oversight of the Institute's activities.
(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 advise, 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	The Institute has constituted the following statutory and administrative bodies: • Society • Board of Governors • Board of Studies/Academic Bodies • Recruitment & Review Committee • Campus Development Committee • Finance Committee (where constitute) • Purchase Committee and other Committees constitute from time to time.
(ix)	A directory of its officers and employees	The Institute maintains an updated directory of its officers and employees indicating their names and designations. The directory is updated from time to time and is available on the Institute's official website. The current list of faculty and staff is provided in Annexure-I forming part of this disclosure.
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	The Institute follows the 7th Central Pay Commission (CPC) pay structure for its regular employees. Monthly remuneration is regulated through the applicable Pay Matrix Level, Basic Pay and admissible allowances as per the Institute's Rules and Government of India orders adopted by the Institute from time to time. The applicable Pay Matrix Levels for each category of post are given in Annexure-II. System of Compensation: • Regular employees receive salary in accordance with the 7th CPC Pay Matrix and admissible allowances. • Contract faculty are paid consolidated remuneration as

		approved by the competent authority in accordance with the terms of engagement. Contract staff are paid consolidated remuneration as approved by the competent authority in accordance with the terms of engagement.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	The Institute prepares Annual Budget Estimates covering academic programmes, research, training, consultancy, establishment expenditure, capital expenditure and other activities. The approved Budget, Annual Accounts, Annual Reports and Audit Reports are placed before the competent authority and are available on the Institute's official website.
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	The Institute does not operate any subsidy programme of its own. However, it implements Government-sponsored scholarship and financial assistance schemes as approved by the sponsoring Ministries/Departments. During the relevant period, financial assistance received from the Ministry of Tribal Affairs, Government of India, for Scheduled Tribe students admitted to eligible academic programmes was disbursed in accordance with the scheme guidelines issued by the Ministry. The details of the schemes and beneficiaries are maintained by the Institute and are available in accordance with the applicable rules.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	The Institute grants concessions and financial assistance only under schemes approved by the Government of India or other competent authorities. The details of beneficiaries receiving such concessions or financial assistance are maintained by the Institute and are updated from time to time. The list of beneficiaries for the relevant academic year is enclosed as Annexure-III .
(xiv)	Details of respect of the information, available to or held by it, reduced in an electronic form;	The Institute makes available a wide range of information in electronic form through its official website, including: - About the Institute - Academic Programmes - Admission Notifications and Brochures - Placement Information - Executive Education/MDP Programmes - Tender Notices - Recruitment Notifications - RTI Disclosures - Administrative Rules - Annual Reports - Annual Accounts - Accounting Manual - Circulars, Notices and other important information.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if	Information relating to the Institute may be obtained through the Public Information Officer under the Right to Information Act, 2005 or through the Institute's official website. The Institute maintains a library primarily for the use of its students, faculty and employees. Access to the library by persons other than members of the Institute may be permitted with the prior

	maintained for public use	approval of the competent authority, subject to the applicable rules.
(xvi)	The names, designations and other particulars of the Public Information Officers	Public Information Officer (PIO) Name: Shri T. K. Ramesh Designation: Accounts Officer Indian Institute of Plantation Management, Bengaluru Telephone: 080-23213334 Email: accounts@iipmb.edu.in First Appellate Authority Name: Dr. S. Senthil Vinayagam Designation: Director Indian Institute of Plantation Management, Bengaluru Telephone: 080-2321176 Email: director@iipmb.edu.in
(xvii)	Such other information as may be prescribed and thereafter update these publications every year	The information disclosed under Section 4(1) (b) of the Right to Information Act, 2005 shall be reviewed and updated at least once every year or whenever there is any material change in the organizational structure, functions, policies, procedures or statutory requirements of the Institute.

ANNEXURE – I
Directory of Officers and Employees
(Under Section 4(1) (b) (ix) of RTI Act, 2005)

Name	Designation
Dr. S Senthil Vinayagam	Director
Dr. John Mano Raj S	Professor
Dr. Manmohan Yadav	Professor (Contract)
Dr. K. Venkateswaran	Associate Professor
Dr. Narendran K	Associate Professor
Dr. Dinesh Jain	Associate Professor
Dr. K. C. Prakash	Associate Professor
Dr. Archana T	Asst. Professor
Dr. Shilpa S K	Asst. Professor
Dr. Venugopal B	Asst. Professor
Dr. Sudha Srinivasan	Asst. Professor
Dr. Naveen Kumar	Asst. Professor
Dr. Nabirasool	Asst. Professor (IIPM Centre-AP)
Dr. Lavanya B T	Asst. Professor
Dr. Maneka Goyal	Asst. Professor
Dr. Shreya Pal	Asst. Professor
Dr. Parvathi Jayaprakash	Asst. Professor
Dr. T Anukiruthika	Asst. Professor (Contract)
Sh. Ramesh T K	Accounts Officer
Mrs. Harini M	Administrative Officer (Contract)
Mrs. T. C. Pushpalatha,	PS to Director
Dr. K. N. Madhu	Asst. Librarian
Mrs. Seema Bai	Jr. Programme Officer
Mrs. Kalavathi A.S	System Administrator
Mrs. Rahamathunnisa	Office Associate
Mrs. Baby Rani S.	Office Associate
Mrs. Roopa S.	Office Associate
Mr. Gopi Gowda	Office Associate
Mr. Durga Prasad	Office Associate (Contract)
Mr. Shivaji B	Office Associate (Contract)
Ms. Jayashree Narayanpur	Office Associate (Contract)
Mr. Shekar N	Office Associate (Contract)
Mr. Taduri Mahesh	Office Associate (Contract)
	Executive (Placement/Corporate Relations) (Contract)
Mr. Gowtham Ramesh	Executive (Placement/Corporate Relations) (Contract)
Mr. Paramesha H. E.	Multi Task Staffing
Mr. Kaushiak Kumar	Multi Task Staffing (IIPM C Jorhat)
Mr. Hanumanthe Gowda K. H.	Driver – II
Mr. Manjunath R.	Driver – III
Mr. Dinesh M	Multi Task Staffing
Mr. M. Shariff	Multi Task Staffing/Electrician
Mr. Padmanabha	Multi Task Staffing

ANNEXURE – II
Monthly Remuneration / Pay Structure
(Under Section 4(1) (b) (x) of RTI Act, 2005)

Sl. No.	Post	Pay Matrix Level	Basic Pay (₹)
1	Director	Level 17	Fixed Pay ₹2,25,000/-
2	Professor	Level 14A	₹1,59,100 – ₹2,20,200
3	Professor	Level 14	₹1,44,200 – ₹2,18,200
4	Associate Professor	Level 13A2	₹1,39,600 – ₹2,11,300
5	Associate Professor	Level 13A1	₹1,31,400 – ₹2,04,700
6	Assistant Professor Grade-I	Level 12	₹1,01,500 – ₹1,67,400
7	Assistant Professor Grade-II	Level 11	₹68,900 – ₹1,17,200
8	Assistant Professor Grade-II	Level 10	₹57,700 – ₹98,200
9	Accounts Officer	Level 8	₹47,600 – ₹1,51,100
10	Administrative Officer	Level 8	₹47,600 – ₹1,51,100
11	Assistant Administrative Officer	Level 6	₹35,400 – ₹1,12,400
12	Assistant Accounts Officer	Level 6	₹35,400 – ₹1,12,400
13	Senior Stenographer / Personal Assistant to Director	Level 6	₹35,400 – ₹1,12,400
14	Accountant	Level 5	₹29,200 – ₹92,300
15	Assistant Librarian	Level 5	₹29,200 – ₹92,300
16	Computer Associate	Level 5	₹29,200 – ₹92,300
17	Programme Associate	Level 4	₹25,500 – ₹81,100
18	Administrative Associate / Placement Associate / Office Associate / Programme Associate	Level 3	₹21,700 – ₹69,100
19	Driver Grade-II	Level 4	₹25,500 – ₹81,100
20	Driver Grade-III	Level 1	₹18,000 – ₹56,900
21	Multi-Tasking Staff (MTS)	Level 1	₹18,000 – ₹56,900

ANNEXURE – III

Details of Beneficiaries of Scholarships / Financial Assistance / Concessions

(Under Section 4(1)(b)(xii) & (xiii) of the Right to Information Act, 2005)

A. Financial Assistance Received under Government Schemes

Sl. No.	Academic Year / Batch	Scheme	Sponsoring Ministry	Amount Received (₹)	Beneficiary(ies)
1	2023–2025	Scholarship for Scheduled Tribe (ST) Students	Ministry of Tribal Affairs, Government of India	3,45,500.00	Mr. Panduranga
2	2023–2025	Scholarship for Scheduled Tribe (ST) Students	Ministry of Tribal Affairs, Government of India	6,37,000.00	1. Mr. Devarasetty Vamsi Krishna 2. Ms. Kandela Hema Bindu

B. List of Beneficiaries

Sl. No.	Name	Programme	Academic Year / Batch	Scheme
1	Mr. Panduranga	PGDM-FPBM	2023–2025	Scholarship for Scheduled Tribe (ST) Students
2	Mr. Devarasetty Vamsi Krishna	PGDM-ABPM	2023–2025	Scholarship for Scheduled Tribe (ST) Students
3	Ms. Kandela Hema Bindu	PGDM-AEBM	2023–2025	Scholarship for Scheduled Tribe (ST) Students

Note:

1. The above financial assistance was received from the Ministry of Tribal Affairs, Government of India, under the Scholarship Scheme for Scheduled Tribe (ST) students.
2. The Institute disburses the scholarship to eligible students in accordance with the guidelines issued by the sponsoring Ministry.
3. The above information shall be reviewed and updated annually or whenever there is any change in the sanctioned amount or list of beneficiaries.