

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act, 2005 under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act, 2005 and other related information can be grouped under six categories; namely,

1-organization and function,

2- Budget and programmes

3- Publicity and public interface

4-E. governance

5-Information as prescribed

6. Information disclosed on own initiative

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Indian Institute of Mass Communication, IIMC New JNU Campus Aruna Asaf Ali Marg, New Delhi 110067 http://iimc.nic.in/content/16_1_Contactus.aspx
		(ii) Head of the organization	Director General http://iimc.nic.in/content/50_1_DirectorGeneral.aspx
		(iii) Vision, Mission and Key objectives	http://iimc.nic.in/content/17_1_VisionMission.aspx
		(iv) Functions and Duties	To conduct Post-Graduate Diploma Courses in various streams of journalism Adpr, Rtv, etc, Short term courses, and to function as the Central Training Institute of Indian Information Services Officers.
		(v) Organization Chart	http://iimc.nic.in/content/55_1_OrganizationChart.aspx
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the	Came into existence on 17 August 1965

		committees/ Commissions constituted from time to time have been dealt	<p>The setting up of the Institute was part of the Government of India and UNESCO's plan to build mass communication training infrastructure in the Developing World.</p> <p>A team of UNESCO experts headed by Dr. Wilbur Schram - considered father of Communication Studies - guided its course structure and pedagogy</p> <p>http://iimc.nic.in/content/18_1_History.aspx</p>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	To conduct Post Graduate Diploma Courses, short-term Courses, Workshops, etc., to undertake research & evaluation of media and communication related projects, to function as the Central Training Institute of the Indian Information Service Officers.
		(ii) Power and duties of other employees	Powers & duties of the officers/staff of IIMC are derived from the Memorandum of Association and Rules & Registration of IIMC Society. <u>Attached as Annexure 1</u>
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	All decisions are taken based on the rules and regulations issued by/procedure followed in the Govt. of India. Decisions on all administrative financial matters are taken at the level of DG. Section-- AR--ADG--DG for all Admin. Matters.
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered.	To conduct Post-Graduate Diploma Courses in various streams of journalism ADPR, RTV, etc, Short term courses, and to function as the Central Training Institute of Indian Information Services Officers.
		(ii) Norms/ standards for functions/ service delivery	Standard norms for discharge of function as followed in the Central Govt. offices are also followed in the IIMC.
		(iii) Process by which these services can be accessed	Admissions IIMC for PG Diploma courses are given by the entrance exam. Indian Information Service officers come through the UPSC. Short term courses & Development Journalism courses are offered to the government officials.
		(iv) Time-limit for achieving the targets	RTI matters & CPGRAMS are disposed off within specific time & other administrative issues are also disposed off within the speculated time.
		(v) Process of redress of grievances	There is a grievance redressal committee. The committee is responsible for taking decisions on such matters within the speculated time.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Rules, Regulations, etc. Issued by the Govt. of India are followed in the IIMC also.
		(ii) List of Rules, regulations, instructions manuals and records.	http://iimc.nic.in/WriteReadData/userfiles/file/Bye-Laws_of_IIMC.pdf
		(iii) Acts/ Rules manuals etc.	http://iimc.nic.in/WriteReadData/userfiles/file/English_Memorandum.pdf
		(iv) Transfer policy and transfer orders	IIMC does not have a transfer policy. As per administrative exigencies, transfers are effected from time to time.
1.6	Categories of documents held by the	(i) Categories of documents	IIMC being a training Institute, almost all its documents are non-sensitive in nature hence the documents are mostly kept in the custody of sections.

	authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	IIMC Society and Executive Council of the Society are two main bodies of the IIMC. While the Society meeting is held normally once a year, the EC is scheduled to meet at least 4 times a year.
		(ii) Composition	http://iimc.nic.in/Content/197_1_IIMCSociety.aspx
		(iii) Dates from which constituted	http://iimc.nic.in/content/56_1_WhosWho.aspx
		(iv) Term/ Tenure	
		(v) Powers and functions	The Executive Council & IIMC Society takes all the Policy related decisions & appoint officers of Group A .
		(vi) Whether their meetings are open to the public?	No. These are internal meetings. And the minutes are circulated only amongst the attendees& kept for official reference & action.
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	http://iimc.nic.in/content/56_1_WhosWho.aspx
		(ii) Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers &	(i) List of employees with Gross monthly remuneration	<u>Attached as Annexure 3</u>

	employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	<u>CPIO</u> – Shri Sushobhan Mondal – Assistant Registrar (Admn.), <u>First Appellate Authority</u> -- Prof. (Dr.) Virender Kumar Bharti <u>Nodal Officer</u> -- K Satish Nambudiripad, ADG (A&T) <u>Transparency Officer</u> -- Prof. Sanjay Dwivedi, DG IIMC <u>http://iimc.nic.in/Content/218_5_FAACPIO.aspx</u> Address of Both: JNU New Campus, Aruna Asaf Ali Marg, New Delhi-110067.
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Information in this regard for the year 2020-2021 is NIL.

		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	CPIO keeps track of the latest development in respect of RTI. An Associate RTI is designated for organising training on RTI matters, disposal of RTI application & submission of quarterly report to the CIC in a time bound manner. Being Training Institute under the Ministry of I&B, IIMC is tasked to do the Transparency Audit in respect of 21 Public Authorities under the nodal Ministry & other Public Authorities under the Government of India.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		As per administrative exigencies, transfers are resorted to from time to time.

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	http://iimc.nic.in/content/440_1_Budget.aspx
		(ii) Budget for each agency and plan & programmes	http://iimc.nic.in/content/440_1_Budget.aspx
		(iii) Proposed expenditures	<u>Attached as Annexure 4</u>
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	
		(ii) 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	Visit of ADG(A) to Aizawl Campus on 13th Feb 20. An amount of Rs 16,603 was incurred. Visit of ADG(A) to FTII Pune, on 24th March, 20. An amount of Rs. 1200 was incurred.

		<ul style="list-style-type: none"> c) The number of members in the official delegation d) Expenditure on the visit 	
		<ul style="list-style-type: none"> (iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquiries, 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. 	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Being an educational institution, IIMC does not run any programme/scheme involving subsidy
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	

		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	No discretionary or non-discretionary grants to states are given by the IIMC.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Details attached with the Annual Report of relevant years. http://iimc.nic.in/content/377_1_AnnualReport.aspx
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	All students belonging to EWS category in each course are given concessions to the extent of 1/4 th of the course fee.
		(ii) For each concession, 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 authorisations d) Date of award of concessions /permits of authorizations.	
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<u>Attached as Annexure 5</u>

3. Publicity and Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	All policy decisions are taken by IIMC's Society and Executive Council of IIMC's Society which include eminent members drawn from public life. While Society's meeting is normally held once in a year, the EC meeting is scheduled to be held at least 4 times a year. https://www.indiacode.nic.in/
		(ii) Arrangements for consultation with or representation by a) 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	
		Public- private partnerships (PPP)	Not Applicable to IIMC
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
(iii) Concession agreements.			
(iv) Operation and maintenance manuals			

		<p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	
3.2	<p>Are the details of policies / decisions, which affect public, informed to them</p> <p>[Section 4(1) (c)]</p>	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year.</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	<p>All policies/ important decisions concerning educational activities and those involving the students, employees and public at general are uploaded in the Institute's website & included in the Annual Report of the Institute.</p> <p>Hence the policies/ decisions are in public domain.</p>
3.3	<p>Dissemination of information widely and in such form and manner which is easily accessible to the public</p> <p>[Section 4(3)]</p>	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p> <p>(ii) Facebook</p> <p>(iii) Twitter</p> <p>(iv) Youtube</p>	<p>The Institute has an effective website and all developments of the Institute are uploaded in the said website.</p> <p>http://iimc.nic.in/Content/index.aspx</p>

		(v) Instagram	<p>The Institute is also active on various social media platforms such as face book, twitter, youtube, and instagram .</p> <p>Facebook:</p> <p>https://www.facebook.com/IIMC1965/</p> <p>Instagram:</p> <p>https://instagram.com/iimcdelhi?igshid=1k4ctie8ldw9u</p> <p>Twitter:</p> <p>https://twitter.com/IIMC_India?s=09</p>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p> <p>(ii) Printed format</p>	These are available both in electronic format & printed format.
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	<p>List of materials available</p> <p>(i) Free of cost</p> <p>(ii) At a reasonable cost of the medium</p>	These are not priced publications.

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Hand book Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Mostly in Hindi and English
		(ii) Vernacular/ Local Language	http://iimc.nic.in/content/Hindi/index.aspx
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	http://iimc.nic.in/content/377_1_AnnualReport.aspx
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	These are available on IIMC's website viz., iimc.nic.in.
		(ii) Name/ title of the document/record/ other information	http://iimc.nic.in/content/245_1_IIMCBylaws.aspx
		(iii) Location where available	http://iimc.nic.in/content/188_5_CitizenCharter.aspx http://iimc.nic.in/WriteReadData/userfiles/file/RFD_14-15.pdf

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	All related information are available in IIMC's website viz., iimc.nic.in
		(ii) Details of information made available	
		(iii) Working hours of the faculty	Working hours of the Institute 09:30 AM to 6:00 PM
		(iv) Contact person & contact details (Phone, fax email)	Addl. Director General (T&A), JNU New Campus, Aruna Asaf Ali Marg, New Delhi-110067. Tele: 011-26741450. E-mail adgiimc1965@gmail.com
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	There is an Internal Complaints Committee to consider grievances of individuals. Usually about 200 RTI applications @ about 15 applications a month are received on service/administrative matters and are disposed of by the Institute.
		(ii) Details of applications received under RTI and information provided	
		(iii) List of completed schemes/ projects/ Programmes	<u>Attached as Annexure 6</u>
		(iv) List of schemes/ projects/ programme underway	Plan scheme under other Central section:- a) Up gradation of IIMC to International standards. b) Opening of new regional centres of IIMC c) National Centre of Excellence (NCOE)
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Radhakrishna Associates for civil maintenance of work, upto 9th Dec 2021. SRS Engineers for Electrical maintenance works, upto 10th April 2022.

			<p>Diamond Security Personnel</p> <p>MTS Pest Control</p> <p>AS Enterprises for Horticulture works, upto 30th April</p> <p>HR Engineers for Ac Maintenance works, upto 30th April 2021.</p> <p>Details of All such other contracts to be given as annexures</p>
		(vi) Annual Report	<p>This is published for each financial year as per prescribed time schedule.</p> <p>http://iimc.nic.in/content/377_1_AnnualReport.aspx</p>
		(vii) Frequently Asked Question (FAQs)	<u>Attached as Annexure 7</u>
		(viii) Any other information such as	<p>Citizen's Charter in respect of the Institute is reviewed once a year.</p> <p>Similarly, RFD System for IIMC has been operating normally.</p> <p>Also, performance against the benchmarks set in Citizen's Charter is monitored regularly.</p>
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No	(i) Details of applications received and disposed	<p>On an average about 200 RTI Application and 2 to 3 appeals are received in the Institute annually. All these applications and appeals</p>
		(ii) Details of appeals received and orders issued	

	1/6/2011-IR dt. 15.04.2013]		have been disposed of. http://iimc.nic.in/content/187_5_RTI.aspx
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Mostly, information is sought on admission related matters, recruitment, service/administrative matters and occasionally on miscellaneous issues related to the Institute.

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Current CPIO: Shri Susobhan Mondal Assistant Press Manager, IIMC Current FAA: Prof. (Dr.) Virender Kumar Bharti
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third Party Transparency Audit is carried every year & report is submitted to the CIC. The Self-Appraisal Form is also uploaded under the RTI-Section of the IIMC's website. IIMC being a training institute under the Ministry of I&B is tasked for completing the Transparency Audit in respect of 21 public Authorities. IIMC is doing the transparency Audit for public authorities outside the ministry also.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment	<u>Attached as Annexure 8</u> An RTI Cell has been constituted having DG IIMC as a Chairperson & Transparency Officer

		(b) Name & Designation of the officers	<p>ADG (A) as a Nodal Officer. Both the officers are Additional Secretary Level officers.</p> <p>Prof. (Dr.) Virender Kumar Bharti is a JS level officer designated as FAA.</p> <p><u>Attached as Annexure 9</u></p> <p>An Associate RTI is hired specially for tracking details & Completing all the matters related to RTI including the Transparency Audit.</p>
	(iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure		
	(a) Dates from which constituted		
	(b) Name & Designation of the officers		
	(v) 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		

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Information is disclosed regularly on the website to restrict the RTI Act, 2005. All the relevant information is available on the website & same has been saturated on this Self-Appraisal form.
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)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	It has not been obtained.

Powers and Duties of Officers and Employees

IIMC is administered by a 50 Member Society, which is constituted biennially. Members of the Society are nominated by the Central Government from amongst social service organizations, educational institutions, eminent persons from public life etc. In addition to the nominated members, the Society has Ex-officio members from the Ministry of I&B, its Media Units and Information Departments of the State Governments and from within the IIMC etc. The administration of the affairs of the Society vests with the Executive Council, which comprises 15 members. Apart from the representatives of the Ministry of I&B, Ministry of education and External Affairs, the members of the Executive Council consist of representatives of educational institutions, eminent persons from public life and IIMC itself. The President of the Society is nominated by the Central Government from amongst the members of the Society. He/she is also the Chairperson of the Executive Council. IIMC has five (5) regional campuses at Jammu, Aizawl, Dhenkanal, Kottayam, & Amravati which are coordinated by the Regional Coordination Cell in the Hq.

1. Director General

Duties and Responsibilities: Director General, IIMC is the academic, professional and administrative Head of the Institute. He/ She co-ordinates and exercises general supervision over all research, training, refresher courses, seminars and other activities carried or held under or by the Society. Like other members of the faculty, he/she undertakes teaching for training courses and guides research work in the Institute. The Director General also functions as Member Secretary of the IIMC Society and its Executive Council. He/ She further exercises all such powers as may be delegated to him/her by the Executive Council.

1. To oversee overall functioning of the organization.
2. To chair the meetings of the Managing Committee;
3. To make appointments of the officers and employees;
4. To exercise full administrative and financial powers;
5. To prescribe duties of all officers and staff of the organization and exercise such supervision and disciplinary control as may be necessary;
6. To sanction expenditure for contingencies, supplies and services and purchase of articles required for the working of the Office of the Agency;
7. To enter into any contract for the discharge of the functions of the organization, provided the proposal/scheme is approved by the Executive Council & IIMC Society.
8. To take decisions in respect of matters that cannot go for the approval of the Executive Council & IIMC Society, as the case may be. The action taken by the DG shall be put up to the Chairman/ Executive Council & IIMC Society for ratification at its next meeting.
9. To re-appropriate between Sub-Heads under Heads of Expenditure
10. To re-delegate the administrative/financial powers to the Officers of the Agency.
11. To control and approve all kinds of Activities and Expenditure and
12. Take all steps for furtherance of the aims and objective of the Institute and incidental thereto.

2. Additional Director General/Registrar of the Institute

Additional Director General (ADG), IIMC is the functional Head of the Institute for all the administrative and other activities delegated to him/her by the DG. He/She functions as the Registrar of the Institute. Whenever appointed directly by the Ministry of I&B, ADG is in charge of the Training Division for the IIS officers within the Institute, in which capacity he reports to the Ministry of I&B directly, under intimation to the DG. ADG co-ordinates and exercises general supervision of overall divisions within the Institute, and exercises administrative and financial powers as delegated to him by the DG from time to time. As the head of the Administrative division, he/she is responsible for general coordination with the Ministry, budget and expenditure, general procurement and their disbursement, handling of statutory/mandatory functions like RTI matters, Audit Paras, Parliamentary/Standing Committee matters, Public Grievances, VIP/Ministry references, disciplinary/vigilance matters and Court cases. Duties of ADG include:

1. To advise the DG on all matters of policy and administration, after Scrutinizing proposals related to Establishment, Administration, Material Management, Infrastructure, Training etc.
2. Implement policies of the Government and to make planning / adequate proposals from time to time as per requirements for smooth functioning of the Institute.
3. Responsible for maintenance of office decorum & discipline within the staff and recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. While doing so, he/she will see whether all facts / rules have been correctly stated, and point out any mistakes or incorrect statements of the facts, and draw attention, where necessary, to bring out clearly the question under consideration and suggest a course of action wherever possible.
4. Make general correspondence with other offices / units as per requirement of the office for disposal of the work after the approval of Competent Authority. He/she also coordinate activities of various units of the office,
5. Any other work assigned to him/her from time to time by the Competent Authority.

3. Professors:

Professors function as Department Heads of their various teaching Divisions/Departments. They guide and coordinate training functions of the Department under their charge and supervise the working of the Associate Professors and Assistant Professors assigned to the Departments, besides imparting training in their respective specialization areas.

1. Professor, as the HoD will be responsible for course work, syllabus and pedagogy of the Course they guide/conduct and ensure timely completion of the coursework. They will supervise all aspects related to the course work such as term wise appraisal, guest lectures, practical works and grievance redressal of students of issues connected with course curriculum and class work.
2. They will be responsible for proper & timely disposal of work in time related to the units under their control and specific works assigned to them by the organization from time to time.
3. They shall organize meetings as per requirement in their departments.
4. They shall be responsible for the punctuality of the staff working in their departments.
5. They will be responsible for approving the assigned task to departments before forwarding the cases to the Competent Authority for consideration / approval / orders.

4. Deputy Registrar /Assistant Registrar

Deputy Registrar/Assistant Registrar has been delegated certain administrative and financial power and he/she has been made responsible for taking decision to that extent. In addition to supervision of the work Branches / Sections placed under his/her charge. He/she is supposed to assist ~~their~~ immediate seniors (Registrar in the case of Deputy Registrar& DR in the case of AR) in the performance of their duties.

1. To assist their seniors in the performance of their duties in regard to admission, examinations purchase, arranging meetings of the bodies of the schools, seminars and coordinating the work of the Regional Campuses as well.
2. To organize and control all clerical work in the office, mark the dak, allot duties of staff, coordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave, in-subordination, arrangement of office accommodation, furniture, office equipments, etc. Prepare briefs on important administrative matters and Parliament questions, attend Departmental Meetings. DR/AR also performs the duties of DDOs and Inquiry officers.
3. He/She will be responsible for distribution of work among the staff as evenly as possible, helping and advising the staff, management and coordination of work and ensuring the maintenance of office decorum & discipline in the branch/ section.
4. She/he will also ensure the facts before processing the files for approval/orders of Competent Authority: -
 - a. To see whether all facts / rules have been correctly stated;
 - b. To point out any mistakes or incorrect statement of the facts;
 - c. To draw attention, where necessary, to precedents or Rules and Regulations on the subject.
 - d. To bring out clearly the question under consideration and suggest a course of action wherever possible.

Any other work assigned to him/her from time to time by ADG/DG.

For the posts of section officer Assistant Section officer/ Assistants UDC, LDC, PS/PA/ Stenographers in the IIMC, their duties and responsibilities are technically more or less on the same pattern as prescribed in the Central Sectt. Manual of office procedure which could be viewed in the link given below:-

https://darp.gov.in/sites/default/files/CSMOP_0_0.pdf

INDIAN INSTITUTE OF MASS COMMUNICATION
NEW DELHI

F. No. V/1407/2019-MCI

Dated 16 April, 2019.

ORDER

Subject: Administrative arrangement for decentralized functioning.

In exercise of powers vested in him under Rule 13 of Delegation of Financial Powers Rules, 1978, DG, IIMC has authorized following limited delegation of financial and administrative powers to facilitate smooth functioning of the Institute's day to day affairs.

Financial powers :

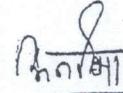
Sl. No	Particulars	Assistant Registrar (up to Rs)	Addl. Director General (up to Rs)
1.	Power to incur expenditure on Central Sector Schemes.	Nil	Nil
2.	Power to incur contingent expenditure	1,000	50,000
3.	Power to incur miscellaneous expenditure	1,000	50,000
4.	Power to approve bills of admissible allowances	1,000	50,000
5.	Power to grant TA / LTC advance	Nil	50,000
6.	Power to grant medical advance	Nil	1,00,000
7.	Power to approve Contributory PF withdrawal/ advance	Nil	1,00,000

Administrative powers :

Administrative powers to sanction leave, tour, grant of allowances, permissions under CCS etc have also been delegated as under.

Sl. No		Assistant Registrar (up to Rs)	Department Heads & Regional Directors	Addl. Director General (up to Rs)	Director General
1(a)	Sanction of Leave (CL and RH)	Casual Leave for all regular and contract staff working in Admin and Accounts Sections.	Casual Leave for all regular and contract staff working in their respective departments	Casual Leave of all officers and faculty, consultants etc (excluding Professors)	Casual Leave of ADG, Dean and Professors.
1(b)	Sanction of Leave (EL, HPL etc.)	Earned Leave and HPL of all MTS working in Admin and Accounts Sections.	--	EL and HPL of all Group B and C (except MTS) and Entitled leave of all Academic Assistants and Associates on contract	EL and HPL of all Group A Officers, regular and contract faculty members of the rank of Assistant Professor and above.
2.	Approval of Tour	-Nil -	-Nil -	Tour approval for all Group B & C staff, academic associates and assistants on contract.	Tour approval for all Group A officers, regular and contract faculty members of the rank of Assistant Professor and above

In exercise of financial powers, officers shall exercise due diligence and ensure compliance with provisions of GFR, DFPR, FRs and SRs and guidelines issued by Government of India from time to time.



(Ms. Anima Ekka)
Assistant Registrar

1. ADG, IIMC
2. AR(Admn), IIMC
3. SO(Accounts), IIMC

Copy to:

1. Office of DG, IIMC
2. Office of ADG, IIMC
3. All Faculty Members
4. All Regional Directors

3.	Activities requiring permissions under CCS Rules.	-Nil -	-Nil -	Approvals and NOCs for all Group B & C staff.	Approvals and NOCs for all Group A officers regular faculty (except those requiring Ministry's approval like NoC for foreign visit, etc.
4.	Power to grant various admissible allowances	-Nil -	-Nil -	Approval for all Group B & C staff	Approval for all Group A officers and regular faculty
5.	Power to sanction honorarium	-Nil -	-Nil -	-Nil -	Approval up to Rs. 2,500 per annum

Regional Centres :

The current system of Regional Directors incurring contingent and operational expenditure from the imprest money will continue, with the power to sanction expenditure up to Rs 5,000 per case. Prior approval of IIMC Hqrs. for expenditure above Rs 5,000 per case needs to be obtained.

All the Regional Directors shall submit a consolidated statement of expenditure incurred during the month for the approval of Director General by the 5th of the following month.

Similarly, Assistant Registrar shall submit a consolidated statement of all the expenditure approved by her to ADG by the 5th of following month. And ADG shall submit a consolidated statement of expenditures approved by him/her to DG for perusal.

Departmental/Regional Structure in IIMC

I. IIMC Hqrs., New Delhi

Sl. No.	Names of Faculty Members	Charge allocated
1.	Prof. (Dr.) Govind Singh	Dean (Academic Affairs), Faculty Development Cell, Curriculum Development, Admissions & Examinations, Academic Coordination with Regional Campuses.
2.	Prof. (Dr.) Anand Pradhan	HoD, Hindi Deptt.
3.	Prof. (Dr.) Pramod Kumar	HoD, Urdu Deptt., HoD, Outreach Activities, Dean Student Welfare, Placement Cell, Editor, Sanchar Madhyam & Prof. in EJ Deptt.
4.	Prof. (Dr.) Surbhi Dahiya	HoD, English Deptt.
5.	Prof. (Dr.) Anubhuti Yadav	HoD, Ad&PR Deptt.
6.	Prof. (Dr.) Sunetra Sen Narayan	HoD, RTV Deptt.
7.	Prof. Shashwati Goswami	HoD, DeCoRe
8.	Prof. (Dr.) V. K. Bharti	HoD, Publications Deptt., RTI, Accounts Deptt. & Maintenance of Buildings.
9.	Prof. (Dr.) Rajesh Kumar	HoD, Development Journalism Deptt., Director (Admissions & Examinations)
10.	Prof. (Dr.) Sangeeta Pranvendra	I/c Media Communication, Social Media, PR, Print & TV Media, I/c Apna Radio & Prof. in RTV Deptt. I/c IT Deptt.
11.	Dr. Rinku Pegu, Associate Professor	IIS Deptt.

II. Regional Campuses

Sl. No.	Names of Faculty Members	Charge allocated
1.	Prof. (Dr.) Mrinal Chatterjee,	Regional Director, Dhenkanal
2.	Prof. (Dr.) A. K. Saumitra	Regional Director, Amravati
3.	Prof. (Dr.) Rakesh Kumar Goswami	Regional Director, Jammu
4.	Shri L. R. Sailo	Regional Director, Aizawl
5.	Dr. S. Anil Kumar Vadavathoor	Regional Director, Kottayam


26/02/21
(Susobhan Mondal)
Assistant Registrar

सुशोभन मण्डल / Susobhan Mondal
सहायक कुलसचिव / Assistant Registrar
भारतीय जन संचार संस्थान
Indian Institute of Mass Communication
अरुणा आसफ अली मार्ग, नई दिल्ली-110067
Aruna Asaf Ali Marg, New Delhi-110067

Staff Strength & Staffing Position, including Vacancies (as on 31.03.2021)**Group 'A' (Teaching Posts)**

Sl. No.	Designation with Scale of Pay	Sanctioned Posts	Posted Strength	Name of Officers holding the Posts	Date of Birth	Date of Joining Service in IIMC	Date from which holding present post	Date of Retirement	Total Vacancies as on 31.01.2021
1	Director General, Level 15 Rs.1,82,200-2,24,100	1	1	Prof. Sanjay Dwivedi	07.07.1974	13.07.2020	13.07.2020	-	-
2	Addl. Director General, Level 15 Rs.1,44,200-2,18,200	-	2	Sh. K. Satish Nambudiripad, IIS @ Ms. Mamta Varma, IIS @	31.03.1966 22.02.1971	23.01.2020 (AN) 12.09.2018	23.01.2020 (AN) 21.08.2019	31.03.2026 28.02.2031	@ He is ADG, EMMC/NMC and holding addl. charge of ADG (A) in IIMC on loan basis (since promoted as DG). @ On loan basis in IIMC
3	Professor, Level 14 Rs.1,44,200-2,18,200	9 (includes 1 post of IIMC, Dhenkanal)	8 + 5*, i.e., 12	1. Dr. M. K. Chatterjee 2. Dr. Govind Singh 3. Dr. A.K.Pradhan* 4. Dr.Sunetra Sen Narayan* 5.Smt.ShashwatiGoswami* 6. Dr. Anubhuti Yadav* 7. Dr. Surbhi Dahiya* 8. Dr. Sangeeta Pranvendra 9. Dr. A K Saumitra 10 Dr. Virender Kr. Bharti(SC) 11. Dr. Pramod Kumar (OBC) 12Dr. R.K.Goswami 13Dr. Rajesh Kumar	29.01.1961 28.06.1959 28.01.1968 25.11.1962 19.03.1969 29.09.1975 20.11.1977 21.06.1970 12.02.1975 15.09.1960 01.01.1969 29.02.1976 01.08.1968	04.02.1999 01.01.2021 28.11.2007 06.06.2008 21.07.2008 25.09.2013 08.07.2014 23.10.2020 26.10.2020 28.10.2020 28.10.2020 05.11.2020 01.12.2020	10.06.2008 18.08.2011 28.06.2019 28.06.2019 28.06.2019 28.06.2019 28.06.2019 23.10.2020 26.10.2020 28.10.2020 28.10.2020 05.11.2020 01.12.2020	31.01.2026 30.06.2024 31.01.2033 30.11.2027 31.03.2034 30.09.2040 30.11.2042 30.06.2035 29.02.2040 30.09.2025 31.01.2034 28.02.2041 31.08.2033	As of now, there is only 1 Vacancy of Professor and 1 candidate already stand selected against that vacancy. The selected candidate is likely to join shortly. The Vacancy has been existing since: 1) Vacant from 01.01.2020. *These Faculty Members were promoted as Professors w.e.f. 28.06.2019 under the Career Advancement Scheme by personal upgradation of the posts of Associate Professors held by them.

4	Associate Professor Level 13 A Rs.1,31,400-2,17,100	11 (includes 1 post of IMC, Dhenkanal)	5* + 1 \$, i.e., 6	1. Dr. A. K. Pradhan* 2. Dr. Sunetra Sen Narayan* 3. Smt. Shashwati Goswami* 4. Dr. Anubhuti Yadav* 5. Dr. Surbhi Dahiya* 6. Dr. Rinku Pegu (ST) \$	28.01.1968 25.11.1962 19.03.1969 29.09.1975 20.11.1977 14.12.1969	28.11.2007 06.06.2008 21.07.2008 25.09.2013 08.07.2014 23.12.2005	28.11.2007 06.06.2008 21.07.2008 25.09.2013 08.07.2014 29.08.2019	31.01.2033 30.11.2027 31.03.2034 30.09.2040 30.11.2042 31.12.2034	6 Vacancies of Associate Professors have been existing since : 1) Vacant from 01.07.2007; 2) Vacant from 01.02.2014; 3) Vacant from 06.11.2017; 4) Vacant from 01.04.2018; 5) Vacant from long time back; 6) Vacant from long time back. *These Faculty Members were promoted as Professors w.e.f. 28.06.2019 under the Career Advancement Scheme by personal upgradation of the posts of Associate Professors held by them. \$ She was promoted as Associate Professor w.e.f. 29.08.2019 under the Career Advancement Scheme by personal upgradation of the posts of Assistant Professor held by her.
5	Assistant Professor, Level 12 Rs.57,700-1,82,400	4	1 \$	Dr. Rinku Pegu (ST) \$	14.12.1969	23.12.2005	23.12.2005	31.12.2034	3 Vacancies of Assistant Professors : 1) Vacant from 06.12.2008;

									2) Vacant for a long time; 3) 1 Post encadred in the IIS is vacant for quite some time. \$ She was promoted as Associate Professor w.e.f. 29.08.2019 under the Career Advancement Scheme by personal upgradation of the post of Assistant Professor held by her.
	Total Group 'A' (Teaching) Posts	25	15 + 2 on loan basis@						10 Vacancies (includes 1 Post of Asstt. Professor encadred in the IIS)

Group 'A' (Non-Teaching Posts)

Sl. No.	Designation with Scale of Pay	Sanctioned Posts	Posted Strength	Name of Officers holding the Posts	Date of Birth	Date of Joining Service in IIMC	Date from which holding present post	Date of Retirement	Remarks
6	Registrar, Level 13 Rs. 1,23,100 – 2,15,900	1		-					Vacant from 16.01.2008 (FN)
7	Director, Level 13 Rs. 1,23,100 – 2,15,900	-	1	Ms. Navneet Kaur, IIS @	01.07.1982	04.02.2020	01.01.2021	30.06.2042	Working on loan basis in IIMC
8	Dy. Director, Level 11 Rs.67,700-2,08,700	-	1	Sh. Rajith Chandran M.R., IIS @ (Working in IIMC, Kottayam)	23.04.1984	01.01.2018 (Joined IIS on 12.05.2011)	01.01.2018	30.04.2044	Working on loan basis in IIMC
9	Dy. Registrar, Level 11 Rs.67,700-2,08,700	1	-	Vacant vice Sh. P.V.K. Raja (Retd. on 31.07.2017)					Vacant from 01.08.2017
10	Sr. Research Officer, Level 11 Rs.67,700-2,08,700	2	-	-					2 Vacancies : 1) Vacant from 01.08.2008 2) Vacant from 01.09.2009

11	Library & Information Officer, Level 12*, Rs.78,800-2,09,200	1	1	Smt. Pratibha Sharma	09.10.1965	16.11.2010	16.11.2010	31.10.2025	*As a result of grant of MACP w.e.f. 16.11.2020.
12	Assistant Registrar, Level 10 Rs.56,100-1,77,500	2	-	1. Vacant vice Smt. Anima Ekka (Retd. on 30.11.2020) 2. Vacant vice Smt. Kiran Singh (Retd. on 31.10.2018)	14.11.1960	21.07.1981	18.01.2016	30.11.2020	2 Vacancies : 1) Vacant from 01.11.2018; 2) Vacant from 01.12.2020
13	Asstt. Editor , Level 10 Rs.56,100-1,77,500	1	1	Shri Pawan Kaundal (SC)	26.11.1982	21.12.2011	21.12.2011	30.11.2042	
14	Asstt. Director (OL), Level 10 Rs.56,100-1,77,500	1	-	Vacant vice Smt. Chander Kala Kaushik (Retd. on 30.4.2017)					Vacant from 01.05.2017
	Total Group 'A' (Non-Teaching) Posts	9	2+2 on loan basis @						7 Vacancies

Group 'B' Posts

15	Sr. Private Secretary, Level 8 Rs.47,600-1,51,100	1	-	Vacant vice Sh. K.M. Sharma (Retd. as on 30.04.2018)					Vacant from 01.05.2018
16	Section Officer, Level 7 Rs.44,900-1,42,400	4 (includes 1 post of IIMC, Dhenkanal)	1	1. Shri Kedar Nath Jena (Posted at IIMC, Dhenkanal) 2. Vacant vice Smt. Saroj Gupta (Retd. w.e.f. 31.08.2019) 3. Vacant vice Smt. Kiran Bhasin (Retd. w.e.f. 31.03.2018) 4 Vacant vice Shri Jai Raj (SC) (Retd. w.e.f. 30.06.2020)	02.07.1962	09.03.1994	01.06.2015	31.07.2022	3 Vacancies : 1) Vacant from 01.04.2018; 2) Vacant from 01.09.2019; 3) Vacant from 01.07.2020
17	Asstt. Manager (Technical Press) , Level 7 Rs.44,900-1,42,400	1	1	Shri S. Mondal (SC)	31.01.1965	24.11.1994	07.07.2008	31.01.2025	

18	Graphic Artist, Level 7 Rs.44,900-1,42,400	1	1	Shri Sanjay Kumar Meena (ST)	25.02.1977	03.11.2005	03.11.2005	28.02.2037	
19	A. T. O. (Photo) , Level 7 Rs.44,900-1,42,400	1	1	Shri Suresh Chand (SC)	01.01.1964	04.07.1988	01.02.2001	31.12.2023	
20	A. T. O. (Radio) , Level 7 Rs.44,900-1,42,400	1	-						Vacant from 2006
21	Sr Personal Assistant , Level 7 Rs.44,900-1,42,400	2	-	1 Post vacant as a result of promotion of Sh. K.M. Sharma as Sr. PS					2 Vacancies : 1) Vacant from 01.03.2015; 2) Vacant from 01.12.2016.
22	Asstt. Library & Info. Officer , Level 7 Rs.44,900-1,42,400	1	-	Vacant vice Smt. Kesar Nimba (SC) (Retired w.e.f. 31.07.2020)	02.07.1960	07.07.1983	17.10.2012	31.07.2020	Vacant from 01.08.2020
23	Sound Recordist , Level 6 Rs.35,400-1,12,400	1	-	Vacant vice Shri B.M. S. Rawat (Retired w.e.f. 31.08.2020)	26.08.1960	08.01.1982	09.01.2014	31.08.2020	Vacant from 01.09.2020
24	Sr. Research Asstt , Level 6 Rs.35,400-1,12,400	2	2	1. Smt. Anupriya Roy 2. Dr. Manushi (OBC)	06.10.1964 25.09.1983	02.05.1991 01.03.2012	02.07.1998 26.06.2018	31.10.2024 30.09.2043	
25	Overseer, Level 6 Rs.35,400-1,12,400	1	1	Shri Rajinder Prasad (SC)	01.02.1974	17.07.1998	22.09.2008	31.01.2034	
26	Assistant, Level 6 Rs.35,400-1,12,400	11 (includes 1 post of IIMC, Dhenkanal)	6	1. Shri R. K. Chawla 2. Shri B.K. Tiwari 3. Smt. Neeta Bhatia 4. Shri Vijay Kumar (SC) 5. Smt. Purnima Vats 6. Shri Vinod Kumar 7. Vacancy at IIMC, Dhenkanal vice Sh. S.K. Mishra (Reverted to the post of LDC w.e.f. 30.09.2015(AN))	25.02.1963 30.04.1961 15.07.1962 15.11.1979 05.11.1963 01.06.1969	01.12.1983 01.01.1985 07.12.1984 27.01.2009 23.05.1989 12.02.1999	08.07.2015 25.01.2018 25.01.2018 25.06.2018 11.01.2019 01.07.2020	28.02.2023 30.04.2021 31.07.2022 30.11.2039 30.11.2023 31.05.2029	5 Vacancies : 1) Vacant from 30.09.2015(AN) at Dhenkanal; 2) Vacant from 01.04.2019; 3) Vacant from 01.07.2019; 4) Vacant from 01.10.2019;

				8. Vacant vice Smt. Harinder Kaur (Retd. on 31.03.2019) 9. Vacant vice Sh. Chheda Singh (Retd. on 30.06.2019) 10. Vacant vice Sh. A.D. Joshi (Retd. 30.09.2019) 11. Vacancy vice Smt. Kanchan Kamar (Retd. on 30.11.2020)					5) Vacant from 01.12.2020.
27	Sr. Stenographer, Level 6 Rs.35,400-1,12,400	4	-						4 Vacancies : 1) Vacant from 01.01.2007; 2) Vacant from 01.02.2009; 3) Vacant from 01.08.2012; 4) Vacant from 01.03.2015.
28	Sr. Library & Information Asstt., Level 6, Rs.35,400-1,12,400	1	-						Vacant from 01.05.2015.
29	Library & Inf. Asstt., Level 6 Rs.35,400-1,12,400	4	1	1. Shri Rakesh Kumar (SC) 2. Vacant vice Shri Rajbir Singh Dagar (Retd. on 30.04.2017) 3. Vacant vice Smt. Tajinder Kaur (Retd. on 30.06.2017) 4. Vacant vice Shri Ishwar Kumar (SC) (Retd. on 30.09.2020)	23.03.1972	08.05.2000	15.10.2020	31.03.2032	3 Vacancies : 1) Vacant from 01.05.2017; 2) Vacant from 01.07.2017; 3) Vacant from 01.10.2020.
Total Group 'B' Posts		36	14						22 Vacancies

Group 'C' Posts

30	Tech. Asstt. (A/V), Level 5 Rs.29,200-92,300	1	1	Shri Ramesh Paneru	15.05.1972	05.03.1999	13.11.2020	31.05.2032	
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31	Research Assistant, Level 5, Rs.29,200-92,300	1	-	Vacant vice Dr. Manushi (Promoted as Sr. Research Asstt.)					Vacant from 25.06.2018
32	D T P Operator, Level 5 Rs.29,200-92,300	2	1	1. Shri Gulab Sharma 2. Vacant vice Sh. Shamsher Singh (Retd. on 30.11.2016)	10.08.1990	09.06.2015	09.06.2015	31.08.2050	1 Vacancy from 01.12.2016
33	Proof -Reader, Level 4 Rs.25,500-81,100	1	1	Shri Sunil Joshi	29.04.1986	05.08.2010	05.08.2010	30.04.2046	
34	Plate Maker, Level 4 Rs.25,500-81,100	1	1	Shri Manoj Kumar (SC)	15.03.1983	23.04.2015	23.04.2015	31.03.2043	
35	U DC Cadre, Level 4, Rs. 25,500-81,100 (UDC-2, Accounts Clerk-2, Recpt.-cum-Tel. Operator-1, Caretaker-1, Store-Keeper-1, Cashier-cum -Caretaker-1, JTA-1)	9	9	1.Smt. Meenakshi (ST) 2.Shri Jaibir (PH) 3.Shri Subhash Kr. Prajapati (OBC) 4.Smt. Shilpa Sharma 5.Shri Sanjeev Kumar (SC) 6.Shri Bhagwat Prasad Bhandoria (OBC) 7. Smt.Kavita Kandpal 8.Smt. Divya Chawla 9. Shri Deepak Parewa (SC)	15.03.1986 08.10.1981 15.07.1981 27.09.1985 24.04.1987 27.07.1988 05.02.1985 28.11.1990 01.07.1988	04.03.2009 22.06.2010 02.11.2011 06.11.2012 30.11.2012 30.11.2012 07.03.2013 18.04.2013 22.04.2013	01.09.2016 01.09.2016 28.08.2017 16.08.2018 16.08.2018 16.08.2018 16.08.2018 29.01.2019 01.07.2020	31.03.2046 31.10.2041 31.07.2041 30.09.2045 30.04.2047 31.07.2048 28.02.2045 30.11.2050 30.06.1948	
36	Jr .Stenographer, Level 4 Rs.25,500-81,100	2 (includes 1 post of IIMC, Dhenkanal)	1	1. Smt .Asha Datyal 2. Vacant vice Sh. L. N. Mishra of IIMC, Dhenkanal (Retd. on 31.03.2019)	20.03.1964	15.10.1985	15.10.1985	31.03.2024	1 Vacancy from 01.04.2019 at IIMC, Dhenkanal
37	Electrician, Level 4 Rs.25,500-81,100	1	-	Vacant vice Sh. Pratap Singh (Retd. on 31.10.2017)					Vacant from 01.11.2017
38	Binder, Level 4 Rs.25,500-81,100	1	-	-					Vacant from 01.02.2015
39	Machine Asst. (Offset /Mini) Level 4, Rs.25,500-81,100	1	1	Sh. Ajay Kumar Yadav	06.12.1984	20.11.2015	20.11.2015	31.12.2044	

40	Driver , Level 2 Rs.19,900-63,200	5	4	1.Shri Prem Singh 2.Shri Hukam Singh (OBC) 3.Shri Ram Chander (SC) 4.Shri Satyvir Singh	07.07.1961 26.01.1971 14.09.1961 01.11.1967	28.11.1983 19.03.1999 02.12.1982 17.12.1990	01.09.1994 01.08.2008 10.07.2008 26.04.2010	31.07.2021 31.01.2031 30.09.2021 31.10.2027	1 Vacancy from 01.02.2016 vice Shri Jodh Singh (Retd. on 31.01.2016)
41	Library Clerk, Level 2 Rs.19,900-63,200	1	-	Vacant vice Shri Rakesh Kumar promoted as Library & Information Assistant	-	-	-	-	Vacant w.e.f. 2020
42	Bindary Asstt. , Level 2 Rs.19,900-63,200	1	1	Shri Parveen (OBC)	02.02.1986	12.05.2015	12.05.2015	28.02.2046	
43	Silk Screen Printing Attendant, Level 2, Rs.19,900-63,200	1	-	Vacant vice Sh. Kishan Lal (Retd. on 30.06.2016)					Vacant w.e.f. 01.07.2016
44	A .V. Assistant, Level 2 Rs.19,900-63,200	1	1	Sh. Mewa Lal (OBC)	31.12.1976	09.07.2002	15.11.2018	31.12.2036	

50	Daftary (MTS) , Level 1 Rs.18,000-56,900	2	1	1. Vacant vice Shri Azimuddin (Retd. on 28.02.2019) 2. Vacant vice Shri Vishnu Kumar (Retd. on 28.02.2021)					2 Vacancies 1) Vacant from 01.03.2019 ; 2) Vacant from 01.03.2021
51	Messenger / Class Room Attendant (MTS) , Level 1 Rs.18,000-56,900	10 (includes 1 post of IIMC, Dhenkanal)	6	1. Smt. Satyabhama 2. Shri Fagu Nath Rana (OBC) 3. Smt. Sebati Moharana 4. Sh. Pankaj Charan Senapaty 5. Sh. Manish (SC) 6. Sh. Gurubari Naik (Posted at Dhenkanal)	01.08.1965 10.04.1969 06.07.1962 15.10.1965 18.06.1982 29.04.1970	04.03.1996 09.03.1994 31.07.2017 31.07.2017 11.10.2019 31.07.2017	04.03.1996 09.03.1994 31.07.2017 31.07.2017 11.10.2019 31.07.2017	31.07.2025 30.04.2029 31.07.2022 31.10.2025 30.06.2042 30.04.2030	4 Vacancies : 1) Vacant from 06.05.2015; 2) Vacant from 01.07.2015; 3) Vacant from 23.11.2015; 4) Vacant from .2020 (on the expiry of Shri Sonu Kumar)
52	Farash (MTS) , Level 1 Rs.18,000-56,900	4	2	1. Shri Inder Singh 2. Shri Vijay Singh	01.06.1977 07.07.1986	26.02.1996 02.06.2017	26.02.1996 02.06.2017	31.05.2037 31.07.2046	2 Vacancies : 1) Vacant from 25.05.2015; 2) Vacant from 23.11.2015.
53	Chowkidar (MTS), Level 1 Rs.18,000-56,900	9	2	1. Shri Prem Chand (OBC) 2. Shri Sunil Kumar (ST) 3. Vacant vice Shri Nand Lal (Retd. on 30.04.2016) 4. Vacant vice Sh Mahender Singh (Retd. on 31.12.2016)	20.11.1969 02.04.1985	17.08.2011 28.03.2011	17.08.2011 28.03.2011	30.11.2029 30.04.2045	7 Vacancies : 1) Vacant from 01.09.2013; 2) Vacant from 01.09.2013; 3) Vacant from 01.02.2015; 4) Vacant from 01.07.2015; 5) Vacant from 01.10.2015; 6) Vacant from 01.05.2016; 7) Vacant from 01.01.2017.
54	Cook Helper, Level 1 Rs.18,000-56,900	2	2	1. Shri Naunihal Singh 2. Shri Sunil (SC)	20.05.1967 12.06.1982	29.01.1992 29.06.2012	29.01.1992 29.06.2012	31.05.2027 30.06.2042	
55	Safaiwala / Safaiwala- cum-Farash,	7	2	1. Shri Rajesh Kumar (SC) 2. Shri Rajbir (SC)	24.01.1971 28.02.1976	04.05.1990 11.03.1998	04.05.1990 11.03.1998	31.01.2031 28.02.2036	5 Vacancies :

	Level 1 Rs.18,000-56,900								1) Vacant from 01.09.2012; 2) Vacant from 01.12.2014; 3) Vacant from 01.12.2016; 4) Vacant from 01.09.2019; 5) Vacant from 01.11.2019.
56	MTS (Dhenkanal) , Level 1 Rs.18,000-56,900	8* (Supernumerary Posts)	7* (Super-numerary Posts)	1. 1 Supernumerary Post got abolished w.e.f. 30.09.2018(AN) on the superannuation of Sh. Sanatan Rout, MTS on 30.9.2018. 2. Shri Basanta Kumar Sahoo 3. Shri Biswanath Roul 4. Shri Sayad Mustaque Alli 5. Shri Bikash Jena 6. Smt. Rebati Sahoo 7. Shri Satya Narayan Satpathy 8. Shri Debi Prasad Satpathy	12.07.1964 26.06.1971 01.05.1967 05.06.1976 13.08.1977 22.04.1980 19.05.1985	31.07.2017 31.07.2017 31.07.2017 31.07.2017 31.07.2017 31.07.2017	31.07.2017 31.07.2017 31.07.2017 31.07.2017 31.07.2017 31.07.2017	31.07.2024 30.06.2031 30.04.2027 30.06.2036 31.08.2037 30.04.2040 31.05.2045	
	Total Group 'C' Posts	82+7*	45+7*						37 Vacancies in Group 'C'

Summery of Posts

<u>Groups</u>	<u>Sanctioned Posts</u>	<u>Posts filled up</u>	<u>Vacant Posts</u>	
A (Teaching)	25#	15+02 @	10	# Includes 1 Post of Asstt. Professor encadred in the IIS.
A (Non-Teaching)	09	02+02@	07	
B	36	14	22	
C	82+7* (at Dhenkanal)	45+7* (at Dhenkanal)	37	
Total :	152 +7* (at Dhenkanal)	76+ 4@ + 7* (at Dhenkanal)	76	

@ Loan Basis

* 08 Supernumerary Posts of MTS were created w.e.f. 31.07.2017 for implementation of the order of the Hon'ble High Court of Orissa for regularization of the services of Casual Labourers working in IIMC, Dhenkanal. Out of the said posts, one post got abolished w.e.f. 30.09.2018(AN) on superannuation of Shri Sanatan Rout, MTS from the said date and resultanty, there are now 7 Supernumerary Posts of MTS at IIMC, Dhenkanal.

Budget and programmes:-

2.1. The Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.

1). Central Sector Scheme :- Nil

Note: Central Sector Scheme was merged into Other Central Expenditure w.e.f. 01.04.2020

2). Other Central Expenditure :- The complete details are given in table below:

**(Rupees in
Crore)**

Particulars	BE 20-21	R E	Final Grant	Funds Received during the year 2020-21	Unspent Balance of Financial Year 2019-20	Total Available Funds for the year 20-21	Actual Expenditure	Unspent Grant	BE 2021-22
A) GIA SALARIES	20	19	5.49	5.49	6.74	12.23	10.82	0.67 (1.40-. 73 Refund ed during	20

								the year)	
B) GIA CREATO N OF CAPITA L ASSETS	25.9	14	14	12.7 6	0.77	13.53	8.18	5.35	20
C) GIA General	15.3 9	8.4	8.4	7.8	0.00	7.8	6.95	0.85	24.9 5
D) GIA GENER AL SAP	0.01	0.0 1	0.01	0.01	0.00	0.01	0.01	0	0.05
TOTAL	61.3	41. 41	27.9	26.0 6	7.51	33.57	25.96	6.87	65

Note :-

1 . Rs. 60 Lakh has been received separately for the payment to FICCI under NCoE-AVGC scheme/project in the Grant in Aid General Fund of accounts.

CAG & PAC Paras:

1. No CAG & PAC paras and No Action Taken Reports thereon have been laid on the table of both the houses of Parliament.

2. The summary of pending audit paras/observations received from Office of Director General (Central Expenditure), I. P. Estate, New Delhi for the year 2002 to 2019 is as follows:

Year	2002-14	2014-15	2015-19
Total Audit Paras submitted by Internal Audit Wing.	37 audit paras	10 audit paras	13 audit paras
Total Audit Paras replied	36 audit paras	10 audit paras	Nil
Total Paras Settled	17 audit paras settled	04 audit para settled	Nil
Total Pending Audit Paras	20 (36-17+1) audit paras outstanding/pending	06 (10-04) audit paras outstanding/pending	13 audit paras outstanding/pending
Total pending/ outstanding audit paras	20 + 06 + 13 = 39 audit paras/observations are pending/outstanding.		

3. The summary of pending audit paras/observations received from Internal Audit Wing O/o Chief Controller of Accounts, Dept. of Accounting Organisation Ministry of Information and Broadcasting, New Delhi for the year 2016 to 2018 are as follows:

Year	2016 to 2018	2018 to 2020	Remarks
Total audit paras submitted by Internal Audit Wing:	22 Audit Paras	14 Audit Paras	None
Total audit paras replied:	14 Audit Paras	Nil	None
Total pending audit paras	08 Audit Paras	14 Audit Paras	None
Total pending/ outstanding audit paras	08 + 14 = 22 audit paras/observations are pending/outstanding		

4. IIMC is in process to supply appropriate replies of pending/outstanding audit paras to aforesaid audit parties.

भारतीय जन संचार संस्थान
Indian Institute of Mass Communication
अरुणा असफ अली मार्ग, नई दिल्ली-110067
Aruna Asaf Ali Marg, New Delhi-110067

IIMC is implementing three Central schemes presently, which are as under:-

1. Upgradation of IIMC to International Standards
2. "Opening of new Regional Campuses of IIMC", a sub- scheme of "Media infrastructure Development Programmme"(MIDP).
3. Setting up a National Center of Excellence for Animation, Visual Effects, Gaming and Comics (AVGC).

1. Upgradation of IIMC to International Standards

The schemes came up in the 11th Plan Scheme with an objective of upgrading IIMC to International Standards and empowering IIMC to grant degrees by declaring IIMC as Institute of National Importance by an Act of Parliament.

Works already completed

- a. Additional floor over the existing Main Block and some alteration in the Academic Block at IIMC New Delhi has been done.
- b. Upgradation of IIMC **Dhenkanal** was proposed to be executed in two Phases. Phase I – Construction of Guest House & Type V (1no), Type IV (2nos) and Type II Quarters (2nos) was completed during 2017. In Phase II, it was proposed to construct additional Girls and Boys Hostel at IIMC Dhenkanal, but so far no action has been taken in this regard being not required at that point of time.
- c. Letter of Intent for making IIMC as deemed to be a university has been issued by the Ministry of HRD subject to fulfillment of certain conditions by IIMC.

Works not yet to started/completed under the scheme

- a. **New Delhi:-** Additional building such as Academic block, hostel for girls and boys and guest house at New Delhi is yet to be constructed which could not be done due to non approval of building plans by DDA and other Civic authorities.
- b. Visit by CEC : On 15.10.2019, the CEC visited IIMC for site inspection and submitted its report on 22nd October 2019 to Hon'ble Supreme Court of India recommending that Hon'ble Court may consider permitting IIMC to construct the proposed new Hostel cum Guest House block and the Administrative block within 16.20 acre of morphological ridge area subjected to the fulfilment of certain conditions.

- c. The case was listed on 11th November 2019 when the Hon'ble Supreme Court directed IIMC to submit an affidavit stating that the CEC report is acceptable to IIMC and IIMC will abide by the advice of CEC.
- d. Due to Covid-19 pandemic, the case could be listed in the Hon'ble Supreme Court on 08.01.2021, when the Hon'ble Supreme Court directed IIMC to submit an affidavit mentioning the list of 300 trees planted by the IIMC as afforestation measure mentioned in the CEC report.
- e. The case was finally heard on 13th January 2021, when the Hon'ble Supreme Court has allowed IIMC to construct new additional Institutional Buildings at IIMC New Delhi subject to the conditions imposed by the CEC in its report No. 28 dated 22.10.2019
- f. Approval of building plans from the DDA and other civic bodies is under progress .
- g. Airport Authority of India issued NOC (for height clearance) on 08.05.2020

2. Opening of New Regional Centres of IIMC.

The scheme was approved in the 12th Five Year Plan Scheme. Aims of the schemes were to construct permanent campuses at new Regional Campus of IIMC at Aizawl (Mizoram), Kottayam (Kerala), Jammu (J&K) and Amravati (Maharashtra). IIMC Campus at Aizawl and Amravati were made functional during 2011- 12 and IIMC centre at Jammu & Kottayam were made functional in 2012-13 in the temporary accommodation provided by the respective State Government free of cost. Present Status of these regional campuses are as under:

i. Aizawl

Around 8 acres of land was allotted free of cost by Govt. of Mizoram in the campus of Mizoram University to IIMC in 2011. The construction of permanent campus was entrusted to CPWD as Deposit Work by entering into an MOU in 2014. The construction of a permanent campus at Aizawl has been completed. Due to the damaged approach road, the new campus could not be made functional. Construction/repair of approach road damaged up to IIMC was entrusted to CPWD and the work is in progress which is expected to be completed by 1st week of April 2021.

Additional work to be taken up :

- (i) Construction of entrance gate to be done by the CPWD for which Rs 29.00 Lakh has been deposited. The work is in progress
- (ii) Landscaping and horticulture to be taken up by CPWD. Tendering process completed work is expected to be completed by end of April 2021.

ii. Kottayam

Around 10 acres of land was allotted free of cost by Govt. of Kerala in 2015. The work of construction of permanent campus was entrusted to CPWD as Deposit Work by entering into MOU in 2015. The construction of permanent campus at Kottayam has been completed. However some furnishing and equipping work is yet to be done by IIMC.

Project for the construction of Permanent Campus was sanctioned for Rs. 16.40 Crores out of which Rs. 15.95 Lakh (Rupees Fifteen Crore ninety five Lac lakh) has been utilized. Balance work such as construction of Open bore well including purchase of land for the same, CCTV, surveillance camera, EPBAX system, Fire sefty work yet to be taken up by CPWD. Installation commissioning of Lifts and DG set is completed.

iii. Jammu

Around 15 acres of land was allotted free of cost by the State Govt of J&K during 2016. A pre construction activity such as topographical survey etc. has been done. Consultant for the project has submitted the architectural and structural design/ drawings bill of quantities/estimates etc. The construction of permanent campus has been entrusted to CCW-AIR, Min. of I&B as deposit work. 70% construction of boundary wall has been done and shifting of nallah to reclaim the plain land is in progress.

Project for the construction of Permanent Campus was sanctioned for Rs. 16.40 Crores out of which Rs. 13.7888 crores has been made available to CCW till date, Construction of Permanent Campus is in progress. Construction work was halted due to Lockdown due to Covid-19 pandemic and subsequently work was resumed on 18.05.2020 .The progress of work as on 28.02.2021 is 70 % .

iv. Amravati

As on 17/03/2021: On 29.06.16, Government of Maharashtra handed over approximately 15 acres of land free of cost to IIMC at Badnera on the outskirts of Amravati. IIMC carried out pre-investment activities such as topographical survey, jungle clearance, appointment of architect, etc.

At a later stage, suggestions were made at various fora that Nagpur is more suitable for Regional Campus of IIMC than Amravati. Nagpur has a number of English and Marathi Newspapers published from the city and also has several television channels operating from there. Many Senior Journalists and Media Faculty are also based at Nagpur and the city serves as the second capital of Maharashtra.

Now the Ministry of I&B has decided that the permanent campus of the Western Regional Campus of IIMC will be setup at the land allotted at Badnera, Amravati, vide letter No. 25/36/2010-IP&MC (Vol II) dated 3rd March 2021. Steps for initiating the construction of the permanent campus of IIMC at the allotted land is under process.

Frequently Asked Questions

S.No	Questions	Answers
1.	I am preparing for the IIMC entrance exam and need to know regarding the PG courses offered by IIMC?	<p>IIMC offers a number of post-graduate diploma courses as mentioned below:</p> <ul style="list-style-type: none">i) Journalism (English), (Course is offered in English)ii) Journalism (Hindi), (Course is offered in Hindi)iii) Radio & TV Journalismiv) Advertising & Public Relationsv) Journalism (Odia)vi) Journalism (Marathi)vii) Journalism (Malayalam)viii) Journalism (Urdu) <p>Both (iii) & (iv) above are bilingual programmes offered in English/Hindi and an applicant can appear in the online entrance test in either Hindi or English.</p>
2.	How many Regional Campus are there in IIMC.	<p>IIMC has Five Regional Campus at Jammu, Aizawl, Kottayam (Kerala), Amravati (Maharashtra), Dhenakanal (Odisha).</p>

3.	Eligibility criteria for taking admission in PG Diploma courses.	Any graduate with age less than 25 years can apply for nine month diploma course.
4.	Degree awarding institution	PG Diploma degree is given by the Ministry of Education.
5.	Does IIMC provides hostel facility	Yes, hostel is available with limited number of seats. Priority is given to students who is from outside Delhi.
6.	How can I enroll myself for the entrance exam and from where can I get the information regarding the notification?	You can apply for the entrance exam by filling the application form available both in online and offline mode once the admission notification is posted on IIMC website. Notification regarding the call for admission will be made notified through the advertisement in national newspapers as well as on the official website of IIMC.
7.	Can I apply to more than one course/ programme offered by IIMC in an online mode?	An applicant can apply for up to four courses from the list of courses mentioned above in S.No 1 (Any one of the Language Journalism Courses [(v) to (viii); Journalism (Hindi) or Journalism (English); either or both RTV and ADPR Courses.] The Applicant needs to fill only one form, indicating all his/her choices of the courses, but making separate payment of application fee, at the prescribed rate for each.

8.	What are the PG Diploma Programmes being offered at IIMC Delhi and its regional campuses?	<p>Presently, IIMC offers following PG Diploma Programmes, which are immensely popular among students.</p> <ul style="list-style-type: none"> · PG Diploma in English Journalism at IIMC New Delhi, IIMC Dhenkanal, IIMC Aizawl, IIMC Jammu, IIMC Amravati, and IIMC Kottayam. · PG Diploma in Hindi Journalism at IIMC New Delhi. · PG Diploma in Radio & TV Journalism (Bilingual – in English & Hindi) at IIMC New Delhi. · PG Diploma in Advertising & PR (Bilingual – in English & Hindi) at IIMC New Delhi. · PG Diploma in Urdu Journalism at IIMC New Delhi. · PG Diploma in Odia Journalism at IIMC Dhenkanal. · PG Diploma in Marathi Journalism at IIMC Amravati.
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		PG Diploma in Malayalam Journalism at IIMC Kottayam.
9.	How does one get admission to IIMC?	Admission to IIMC's PG Diploma courses is through a national level competitive entrance examination comprising a descriptive written test followed by Group Discussion and Interview.

10.	What is the intake capacity of English Journalism course being run at IIMC?	<p>Following is the intake capacity of various courses being run at different centres of IIMC:</p> <p>a) PG Diploma in English Journalism</p> <ul style="list-style-type: none"> · IIMC New Delhi: 68 · IIMC Dhenkanal: 68 · IIMC Aizawl: 17 · IIMC Jammu: 17 · IIMC Amravati: 17 · IIMC Kottayam: 17 <p>b) PG Diploma in Hindi Journalism</p> <ul style="list-style-type: none"> · IIMC New Delhi: 68 <p>c) PG Diploma in Radio & TV Journalism (Bilingual – English & Hindi)</p> <ul style="list-style-type: none"> · IIMC New Delhi: 51 <p>d) PG Diploma in Advertising & PR (Bilingual – English & Hindi)</p> <ul style="list-style-type: none"> · IIMC New Delhi: 77 <p>e) PG Diploma in Urdu Journalism</p> <ul style="list-style-type: none"> · IIMC New Delhi: 17 <p>f) PG Diploma in Odia Journalism</p>
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		<p>IIMC Dhenkanal: 25</p> <p>g) PG Diploma in Marathi Journalism IIMC Amravati: 17</p> <p>h) PG Diploma in Malayalam Journalism IIMC Kottayam: 17</p>
11.	How is placement of students done at IIMC?	IIMC organizes a Placement Fortnight for the PG Diploma students every year. Prominent among those who participates in the IIMC Placement Drive are Times of India, Business Standard, Business World, DD News, Network 18, Zee Media, India News, Radio Mirchi, Live India, Madison World, Contract Advertising, Edelman PR, TCS, Accenture, NTPC etc.
12.	What are the IIS Training courses conducted at IIMC?	IIMC functions as the Training Academy for the Indian Information Service Group A and B. It conducts a 9 months Induction Training Course for IIS Group A officers who are recruited through the UPSC Civil Services Examination and a 6 months Foundation Training course for Indian Information Service, Group B officers, who already possess academic qualification in mass communication and some work experience. Besides, the Institute also organizes Short term in service training for IIS Officers on contemporary topics of media and communication.

13.	Does IIMC carry out Communication research?	IIMC is Asia's first Institute to have a dedicated Communication Research Department conducting research/ analysis and impact assessment studies for various Ministries & Government Departments. Research focuses primarily on government campaigns, impact analyses, feedback etc, providing quality inputs for strategizing government campaigns and communication programmes for their effective and wider reach to the people. More than 200 research and evaluation studies have been completed since 1965 on various subjects and themes like Public health issues, Rural Development, consumer protection etc. for Ministries and UN Agencies etc.
14.	Does IIMC have a Community Radio development program?	IIMC has a dedicated 'Community Radio Empowerment & Resource Centre' set up two years back with the objective of imparting training in content, technology and resource generation to working and aspiring community radio professionals. It also has an in campus community radio- 'Apna Radio' established in 2005, to proliferate and promote the growth of this highly effective medium of communication by providing practical exposure to the student community as also the local population. Programmes of academic and local interest are broadcast on 'Apna Radio'.

15.	What are the academic publications at IIMC?	IIMC publishes two prestigious peer reviewed Quarterly Journals – viz : ‘Communicator’ in English and ‘Sanchar Madhyam’ in Hindi. The Publication Department of IIMC also publishes text books and monographs in the field of journalism and mass communication.
16.	Does IIMC have a Library?	IIMC Delhi has the largest specialized Library of media and mass communication publications in the country. It has collected over 45,000 volumes of books and bound journals on different aspects of mass communication and allied subjects such as print media, broadcasting, advertising, traditional media, communication research, public relations, radio and television, film, information technology etc. The library facility is used by students, Development Journalism scholars, officer trainees and faculty.
17	Is internship compulsory?	Yes, it is mandatory. Students are supposed to do one month internship towards the end of the course.

18.	If any student, get an offer to join a company, before completion of the course, does the Institute allow the student to join?	Most of the companies, who recruit our students even before completion of their course, allow them to join after completing their course. However, in any case if the student is require to join before the completion of course, the Institute and the department will take a decision case to case basis. They may be allowed to join provided they fulfil all the criteria required for completing the course.
19.	What are the type of courses conducted by Department of Short Courses in IIMC	Department of Short Courses, IIMC organizes courses (one to four weeks) on Media & Communication/ PR/ Media Management for Officials of Armed Forces, Officials of Para Military Forces i.e. SSB, NDRF, NADP and Public Relations Officers of State Govts & State Government's Information Service Officers for fulfilling their specific needs. Department prefers to conduct courses for a course strength of 10 to 20.
20.	What is the status of research at IIMC?	Department of Communication Research (DECORE) is the dedicated department at IIMC for conducting research in various areas related to communication. Department has established a benchmark of research in communication in the last 55 years conducting more than 200 research studies on wide range of subjects and themes pertaining to various facets of development communication.

21.	What does DECORE do?	DECORE fulfils the mission of IIMC to create a dynamic learning and working environment which nurtures new ideas, creativity, research and scholarship and develops leaders and innovators in the domain of media and mass communication. Besides the research activities, DECORE also conducts national level training and workshops on communication for various organizations to train their professionals. The department has also signed several MOUs with national/international organizations.
22.	What kind of research conducted at IIMC?	The core strength of DECORE is in conducting evaluation studies in various areas of development communication. For example, broadcasting and press policies, public health, behaviour and social change, political communication, multimedia campaigns, social justice and empowerment, non-conventional energy, out-migration, film censorship etc. The impact assessment of media campaign and activities of various media units of the Ministry of I&B is a consistent feature of the research activities.

23.	Who usually sponsors research studies at IIMC?	Research studies are sponsored or funded by a variety of organizations that entrust research study to IIMC. IIMC also in the past had conducted independent research in the areas of communication.
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Indian Institute of Mass Communication
New Delhi

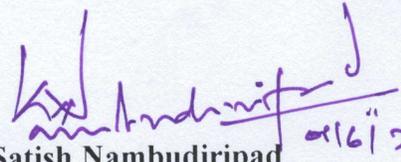
Dated: 01st June, 2021

Subject: Appointment of Transparency Officer in the IIMC

The undersigned is directed to refer to Chief Information Commissioner's D.O No CIC/AT/D/10/000111/2 dated 9th Dec, 2010 on the above subject and say that Prof. Sanjay Dwivedi, DG, IIMC has been nominated as Transparency Officer for ensuring compliance with the proactive disclosure guidelines of the Indian Institute of Mass Communication.

2. The main function of transparency officer is to promote institutional transparency within the public authority of IIMC through proactive & effective implementation of the provision of Section 4 of the RTI Act, 2005. This includes effective record management, digitalization of records, networking and regular & continuous proactive disclosures as also ensuring high priority and quality in disposing of RTI applications.

3. This issues with the approval of competent authority.


K. Satish Nambudiripad
Nodal Officer & ADG(A&T)
RTI Cell, IIMC

Indian Institute of Mass Communication
New Delhi

F.No v/1568/2020-MCI

Dated: 16.02.2021

ORDER

1. IIMC has started getting the request of Third Party Transparency Audit for the year 2020-2021. Concerning that the institute is answerable to this kind of activity to various Public Authorities ADG(A) is declared as a Nodal Officer, RTI Cell, IIMC.
2. In view of the above Shri K Satish Nambudiripad is the Nodal Officer in respect of RTI matters with immediate effect.
3. This is issued with the approval from competent authority.


16/02/21

Susobhan Mondal
(Assistant Registrar. Admn)

सुशोभन मण्डल / Susobhan Mondal
सहायक कुलसचिव / Assistant Registrar
भारतीय जन संचार संस्थान
Indian Institute of Mass Communication
अरुणा आसफ अली मार्ग, नई दिल्ली-110067
Aruna Asaf Ali Marg, New Delhi-110067

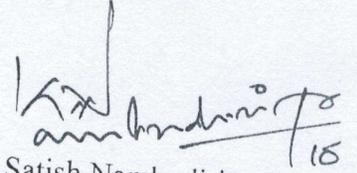
INDIAN INSTITUTE OF MASS COMMUNICATION
NEW DELHI

ORDER

Dated: 7th December, 2020

Consequent on the superannuation of Ms. Anima Ekka, who was holding the post of Assistant Registrar (Admn.) and AR (Accounts), those charges have been assigned to Shri Susobhan Mondal, Asst. Manager (Press) in addition to his own work w.e.f. 30th November, 2020 (Afternoon). In addition to this, Shri Susobhan Mondal will hold the charge of CPIO, IIMC with immediate effect

2. Since Prof.(Dr.) Virender Kumar Bharti will look after RTI matters, he will be the First Appellate Authority in IIMC in place of Shri K Satish Nambudiripad, ADG (A) with immediate effect.
3. This is issued with the approval of the Competent Authority.



(K. Satish Nambudiripad)
Addl. Director General (Admn)

To

1 ✓ Prof.(Dr.) Virender Kumar Bharti
HoD Publications Department.

2 ✓ Shri Susobhan Mondal
Assistant manager (Press)

Copy to:

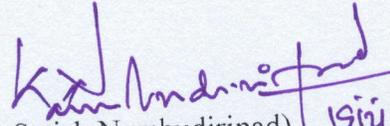
1. DG
2. ADG(A)/ADG(T)
3. All course Directors/Faculty Members
4. All Regional Directors
5. All Departments / Sections
6. All Notice Boards.

Indian Institute of Mass Communication
New Delhi

A Consultancy Committee of key stake holders for advice on suo-motu disclosure & to identify frequently sought information under the RTI Act, 2005, comprising of officials having rich experience in RTI matter is constituted in the IIMC as follows:

- | | | |
|------|---|---------------|
| i. | Prof. Sanjay Dwivedi (DG IIMC) | Chairperson |
| ii. | Shri K Satish Nambudiripad, ADG (A) | Nodal Officer |
| iii. | Prof (Dr.) Virender Kumar Bharti | FAA |
| iv. | Shri Sushobhan Mondal, Assistant Registrar (Admn) | CPIO, IIMC |
| v. | Shri Ankur Kumar Associate (RTI) | Expert Member |

2. The committee will have meeting at regular intervals to identify information in respect of suo-motu disclosure & issues raised from time to time.


(K. Satish Nambudiripad) 19/11/14
ADG(A) 3

To

1. The Chairperson
2. All the Members

Copy to:

1. DG Office
2. Office of ADGs
3. All faculty Members
4. All Regional Directors