Indian Institute of Technology Bombay
Organizational Chart

BOARD OF GOVERNORS

- ADVISORY COUNCIL
- DIRECTOR director@iitb.ac.in
  - SENATE
- FINANCE COMMITTEE
- BUILDING AND WORKS COMMITTEE

DEPUTY DIRECTOR (FINANCE AND EXTERNAL AFFAIRS) dd.fea@iitb.ac.in

DEPUTY DIRECTOR (ACADEMIC AND INFRASTRUCTURAL AFFAIRS) dd.aia@iitb.ac.in

REGISTRAR registrar@iitb.ac.in

PROFESSOR-IN-CHARGE
- Placement Cell pic.placement@iitb.ac.in
- CE & QIP pic.cep@iitb.ac.in

Dean (International Relations (IR)) dean.ir@iitb.ac.in

Portfolio of Dean (IR)
1. To promote new and existing relationships between both overseas and Indian Universities and Institutions and IIT Bombay, and to help define the scope of such relationships through appropriate Memorandum of Understanding (MoUs) **2.** To interface with the appropriate authorities at the collaborating Universities and Institutions on all matters defined in the scope of the MoUs. **3.** To identify a faculty co-ordinator for each MoU and co-ordinate activities at IIT Bombay under the MoU with him/ her. **4.** To create awareness about all such MoUs amongst the Departments/ Centres/ Schools and students of IIT Bombay to ensure their full participation in envisaged programmes **5.** To interact with Departments in identifying matching course programmes and research projects at IIT Bombay students participating in exchange programmes **6.** To select IIT Bombay students/ scholars, jointly with Dean (AP) and Department/ Centres/ Schools, for participating in exchange programmes **7.** To co-ordinate with Dean (AP) and Dean (SA) in order to ensure that all foreign students arriving at IIT Bombay under any MoU are provided all specified facilities **8.** To work closely with the Dean (ACR) in mobilising resources from the alumni in enhancing IIT Bombay academic and research activities **9.** To initiate and develop new modes of academic and research engagement of IIT Bombay with other Universities and (R&D) institutions **10.** To initiate and oversee joint programmes with various organizations in promoting internationalization of IIT Bombay **11.** To look after any other related matters

Dean (Alumni & Corporate Relations (ACR)) dean.acr@iitb.ac.in

Portfolio of Dean (ACR):
1. To advise the Director in the planning and execution of all matters relating to the development of resources for the Institute **2.** To co-ordinate and collaborate with the Dean (AP), the Professor-In-Charge (Continuing Education Programmes) and Heads of Departments/ Centres/ Schools in augmenting the scope and nature of academic programmes and continuing education programmes for persons working in industry and other institutions **3.** To co-ordinate and collaborate with the Dean (R&D) and Heads of Departments/ Centres/ Schools in matter of resource generation from sponsored research, consultancy activities and other industry related activities **4.** To organize efforts for generating resources by way of donation, gifts etc. from Industrial organizations, Trusts and well wishers **5.** To co-ordinate alumni activities, both nationally and internationally, with a view to keeping them informed of the Institute's activities and seeking their active support for fund generation **6.** To advise any Functionary-Individual or a committee of the Institute in matters of resource generation **7.** To develop rational budgeting policies for resource allocation within the Institute based on performance evaluations of the constituent units of the Institute and their needs in relation to their output **8.** To perform any other functions as may be necessary in matter of resource development **9.** To submit to the co-ordination committee for resource development an annual report of the previous financial year. This would normally be done by 31st August every year

Dean (Infrastructure Planning & Support (IPS)) dean.ips@iitb.ac.in

- Associate Dean (IPS)-I adean1.ips@iitb.ac.in
- Associate Dean (IPS)-II adean2.ips@iitb.ac.in

Portfolio of Dean (IPS):
1. Creation of new civil infrastructure in the IIT Bombay Campus (including all buildings in the academic area, residential hostels for students, staff accommodation of various types, buildings for general facilities, roads, gardens, play grounds, along with related utilities such as water supply, electricity supply etc. for the whole campus) **2.** Managing all estate related matters that may come up time to time, such as allotment of accommodation (Staff and faculty), outsourcing of labour and conservancy staff services, space allocation, rentals of rooms, shops, recreation areas within the campus etc.

ESTATE OFFICE
- Superintending Engineer (Estate) exengr.civil@iitb.ac.in
- Asst. Engineer(Academic Area-I)
- Asst. Engineer (Academic Area-II) & Infrastructure works)
- Asst. Engineer (Hostels)

ELECTRICAL MAINTENANCE DIVISION
- Executive Engineer (Electrical) exengr.elect@iitb.ac.in
- Asst. Engineer (Academic Area)
- Asst. Engineer (Sub-stations & External Electrical works)
- AC Engineer
- Instrumentation Engineer

PUBLIC HEALTH OFFICE
- Public Health Officer phoiitb@iitb.ac.in

Portfolio of Dean (FA):
1. To advise and assist the Director in the planning and execution of various matters related to the Faculty of the Institute **2.** To create an ambience which will attract and retain Faculty of high quality **3.** To act on behalf of the Director as single reference point for various Faculty matters, including approvals **4.** Preparation of ten years plan for Faculty development, including revised allocation for various Departments of the Institute **5.** Follow-up and pursue ministry (MoE) approval for increase in Faculty strength, which has been necessitated by increase in student strength **6.** Taking care of all Chair Professorship, Distinguished Guest Professors and Faculty Exchange Schemes **7.** Taking care of all facets of Faculty recruitment: marketing of position, procedures for recruitment, planning and follow-up of re-appointments, adjunct and visiting Faculty **8.** Monitoring academic and research activities of Faculty – with a view to ensure that they are in tune with vision of IIT Bombay **9.** Participation in the Faculty Augmentation Network (FAN) in coordination with the IIT Bombay Heritage Fund/ IIT Alumni **10.** Conducting exit interviews of Faculty retiring or leaving the Institute, with a view to obtain insights and inputs for smoother progress towards excellence **11.** Doing all that is required and feasible to ensure further elevation in quality of Faculty through intense interaction with the Heads of Departments/ Schools/ Centres and providing career guidance, where required, by acting as a listening Post/ Mentor/ Guide

Dean (Academic Programme (AP)) dean.ap@iitb.ac.in
- Associate Dean (AP) adean.ap@iitb.ac.in

Dean (Student Affairs (SA)) dean.sa@iitb.ac.in
- Associate Dean (SA) adean.sa@iitb.ac.in

Dean (Faculty Affairs (FA)) dean.fa@iitb.ac.in

Dean (Administrative Affairs (AA)) dean.aa@iitb.ac.in

Dean (Research & Development (R&D)) dean.rnd@iitb.ac.in
- Associate Dean (R&D) adean.rnd@iitb.ac.in

Portfolio of Dean (AA):
1. Staff Manpower Management: Cadre restructuring for optimal hiring and utilization of administrative and technical support staff as per the BoG resolution No. 38/2010/8/209 **2.** Accordingly, the Dean (AA) will be responsible for the formulation for policies regarding administrative structures/ links, assessment of staffing/ manpower needs at different levels, defining duties/ responsibilities and authority levels, job functions/ profiles, recruitment policies, career/ promotion stages and allocation and sanctioning of optimal manpower resources to different units and related staff hiring/ recruitment **3.** Thus, the papers related to the recruitment and/ or extension in services of all non-faculty and non-project staff (permanent, temporary and out-sourced) should be put up to the Dean (AA) for sanction and approval of the same. If necessary, the Dean (AA) will consult the Deputy Director(s)/ Director **4. Administration Process/ Services:** The Dean (AA) will be responsible for continuous planning and reworking/ redefining of work flows, procedures, development of new processes, development of customized administrative processes/ rules, monitoring quality of delivery of administrative services, including those delivered in online mode in consultation with the concerned Dean(s) and Deputy Director(s)/ Director. The Dean (AA) shall provide a direct, single point access to faculty, for administrative issues/ problems **5.** The concerned units of the Registry and ASC will provide required assistance to the Dean (AA) for effective implementation of revised/ new policies **6. Automation and ERP:** In the context of the proposed ERP, the Dean (AA) will provide feedback to the DD(FEA) in the ongoing process of selection of vendor for the ERP system **7.** Once the vendor for ERP systems is selected, the Dean (AA) shall be responsible for the supervision and implementation of a complete ERP system, as well as consolidation, enhancement and integration for administrative services into the proposed ERP system **8.** After implementation and commissioning of the ERP systems, the Dean (AA) shall continue to remain responsible for affecting changes to the ERP systems arising due to implementation of new administrative process(es) and /or revision/ alteration of existing administrative process(es) in consultation with the concerned Dean(s) and Deputy Director(s)/ Director. Papers related to changes in the ERP system should be routed through Dean (AA) **9.** The concerned units of the Registry and ASC will provide required assistance to the Dean (AA) for effective implementation of the ERP **10.** The tasks mentioned under item nos. 2 and 3 are intrinsically connected and thus will be formulated and implemented in tandem

Portfolio of Dean (AP)
1. Co-ordination of different course, registration of Programme **2.** Appointment of Faculty Advisers **3.** Inter-departmental co-ordination and deal with other problems relating to Semester/ Credit systems and **4.** Introduction of new Academic Programme

Portfolio of Dean (SA)
1. Dealing with all matters pertaining to student health and welfare, discipline and student emergencies on campus, liaising with local authorities on matters pertaining to students **2.** Developing and obtaining budgetary approvals for hostels, gymkhana and student activities **3.** Coordinating with faculty advisors regarding special categories of students including foreign students, coordinating and managing student welfare and aid related bodies **4.** Coordinating extra curricular activities including sports, cultural, technical and NSS/ NCC/ NSO; overseeing bodies such as Mood Indigo, Techfest, Ecell, Insight, Awaz and Robocon; managing welfare and administration of Gymkhana and Hostel Staff

Portfolio of Associate Dean (SA)
1. Convener of the Centralized Hostel Management System **2.** Approval of all hostel purchases and other hostel related expenses **3.** Sanction of Medical advance for mess workers **4.** Planning of Infrastructure and Development for present and new hostels with Dean (IPS) **5.** Privatization of hostel messes **6.** Management of Campus transport facility for students **7.** Violation of hostels discipline by students

Portfolio of Dean (R&D)
1. Enabling the creation and maintenance of an environment, including infrastructure, equipment and support staff for conducting research at a high level in the Institute **2.** Providing support for researchers to liaise with potential funding source and for collaboration with other researchers within and outside the Institute **3.** Enabling exploitation of research done at the Institute, including licensing and commercialization to address problems of Industry and society **4.** Providing administrative support for conducting research, including human resource and financial management, procurement

HEADS
Departments
Centres
Schools
Interdisciplinary Groups

HEADS
Application Software Centre (ASC)
CDEEP
Computer Centre

SECURITY SECTION
- Chief Security Officer cso@iitb.ac.in
- Security Officer
- Asst. Security Officer

ACADEMIC
- * Deputy Registrar (Academic) dracad@iitb.ac.in
  - Asst. Registrar (Acad)-I
  - * Asst. Registrar (Acad)-II
  - * Sr. Asst. Registrar (Acad)-III
  - * Asst. Registrar (Acad)-IV

ADMINISTRATION

HUMAN RESOURCE MANAGEMENT (HRM)
- Deputy Registrar (Human Resource)-I drhr@iitb.ac.in
  - * Jt. Deputy Registrar
  - * Asst. Registrar (HRM)-I
  - * Asst. Registrar (HRM)-II

HUMAN CAPITAL MANAGEMENT (HCM) & PAYROLL
- Deputy Registrar (Human Resource)-II drhr2@iitb.ac.in
  - * Asst. Registrar (HRM)-I
  - * Actg. Asst. Registrar (HCM)-II
  - * Actg. Asst. Registrar (Payroll Unit)

LEGAL, RTI UNIT & BOG SECRETARIAT draudit.legal@iitb.ac.in
- * Asst. Registrar (Legal, RTI Unit & BoG Secretariat)
- * Executive Officer (Legal)
- * Asst. Administrative Officer (BoG Secretariat)

FINANCE & ACCOUNTS
- * Deputy Registrar (Finance & Accounts) drfa@iitb.ac.in
  - * Asst. Registrar (F&A)-I
  - * Actg. Asst. Registrar (F&A)-II
  - * Asst. Registrar (F&A)-III

MATERIAL MANAGEMENT DIVISION
- * Jt. Registrar drmm@iitb.ac.in
  - * Asst. Registrar
  - * Asst. Administrative Officer

INTERNAL AUDIT & GRIEVANCE REDRESSAL SECTION
- * Asst. Registrar araudit@iitb.ac.in

HOSTEL CO-ORDINATION UNIT (HCU)
- * Asst. Registrar (HCU & Gymkhana) arhcu@iitb.ac.in

PUBLICATIONS & PUBLIC RELATIONS OFFICE
- Public Relations Officer pro@iitb.ac.in

CENTRAL LIBRARY
- Chief Library Officer librarian@iitb.ac.in
- Asst. Librarian

Portfolio of Deputy Registrar (Academic)
Sectional Head & In-charge of PG/ PhD admission (2020-21)

Portfolio of Asst. Registrar (Acad)-II
1. In-charge (Postgraduate (PG/ PhD), excluding M. Sc. 2. Registration
3. ARP Implementation 4. Student Accounting (PG/PhD)

Portfolio of Sr. Asst. Registrar (Acad)-III
1. In-charge: Establishment of Academic Section
2. Transcripts 3. Verification/ Alumni Services 4. Internship 5. Room Booking

Portfolio of Asst. Registrar (Acad)-IV
1. In-charge: Undergraduate+ Msc. And Dual Degree (Msc+PhD) Progress
2. Undergraduate (Scholarship, Registration, Statistics) 3. Student Accounting (UG)
4. Automation/ ERP

Portfolio of Jt. Deputy Registrar
1. Faculty Recruitment & Promotion 2. CPDA 3. Sabbatical Leave 4. Lean Managment
2 Appointment of RA, PDF, Adjuct Faculty, Emeritus Fellow, Visiting Distinguished Faculty 6. Spl CL,
7. Public Grievance 8. Institutional Recreational Facility (IRF)

Portfolio of Asst. Registrar (HRM)-I
1. Data Management: i. Correspondence and data to MHRD. AISHE, Senate, Ranking etc.
ii. Dashboard and Progress report to BoG Section
2. Adoption of GoI orders 3. General Administration 4. Transport Management

Portfolio of Asst. Registrar (HRM)-II
Non Teaching Staff Recruitment & Promotion/ Appointment of temp. doctors & coaches/ Compassionate Ground Appointment/ MACPS/ One Time Settlement/ Correspondence & data to MoE, Senate, Ranking / Dashboard & Progress report to BoG Section/ PTD Cell

Portfolio of Asst. Registrar (HRM)-I
Erstwhile Gr. D Staff Establishment/ Service & Retirement Benefits/ Maintain Service records of staffs/ Group Term Insurance/ Dress Allowance Claim/ Cash Handling Allowance/ Patient Care Allowance/ Hindi Compilation/Newspaper Re-imbursement/ DJ Scholarship

Portfolio of Actg. Asst. Registrar (Payroll Unit)
1. Payroll Unit: Management of Pay and Allowances of all employees of the Institute
2. Pension (RBS Unit): NPS, GPF/CPF, Calculation, Execution and Disbursement of Pension and Family Pension

Portfolio of Asst. Registrar (Legal, RTI Unit & BoG Secretariat) Sectional Head:
1. In-charge (Legal) 2. Disciplinary Proceedings 3. APAR 4. Public Information Officer (RTI)
5. Management of BoG (Secretariat) and arrangement for conduct of Statutory meetings:
BoGs, Finance Committee and Building & Works Committee

Portfolio of Executive Officer (Legal)
1. MoU / Contract Management 2. Court related matters of the Institute
3. Liaisoning with solicitors 4. Legal advise to the authorities of the Institute

Portfolio of Asst. Administrative Officer (BoG Secretariat)
Compilation of BoG items received from sections, sending them to the Board members/ Arrangement for BoG meeting/ Preparation of Minutes/ Finance Committee related matters/ Correspondence to Ministry/ Compilation of data/ Maintain BoG, FC Agenda & Minutes

Portfolio of Deputy Registrar (Finance & Accounts)
In-charge of Finance and Accounts and Cash Section of the Institute handling 3 verticals of F&A, Main, IRCC, Donation, IOE, PRMS, PFMS, HEFA, Conference and Seminar, GST, Income Tax, Ministry correspondence, Grant Management, Fund Management, Managing Fund and Grant of the Institute, investment of fund, Finalization of account, CAG Audit

Portfolio of Asst. Registrar (F&A)-I
1. Final Accounts 2. Taxation 3. Finance Budget and compliance 4. HEFA 5. IOE Unit

Portfolio of Actg. Asst. Registrar (F&A)-II
1. Works Unit 2. PRMS 3. Stores Unit 4. CAG Unit 5. Disbursal of HCM
6. Disbursal of Student Account Unit (SAU)

Portfolio of Asst. Registrar (F&A)-III
1. In-charge (Cash Section) 2. Donation Unit 3. Miscellaneous Unit 4. PFMS

Portfolio of Jt. Registrar Sectional Head & In-charge of:
1. Tender Section 2. Local Purchase 3. Issue of GST Certificate 4. Issue of Custome Duty Certificate
5. Disposal of Scrap/ written off items

Portfolio of Asst. Registrar
1. Post PO activities 2. All vendor payment related work

Portfolio of Asst. Administrative Officer
1. In-charge (Import) 2. Issue of Customs/ Excise Duty Certificate

Portfolio of Asst. Registrar Sectional Head
1. Internal Audit 2. Grievance Redressal

Portfolio of Asst. Registrar (HCU & Gymkhana)
1. Hostel Co-ordination Management 2. Students Gymkhana Management

GUEST HOUSE
- Chief Manager (Hospitality) managergh@iitb.ac.in

HINDI CELL
- Hindi Officer hindiofficer@iitb.ac.in

IIT BOMBAY HOSPITAL
- Chief Medical Officer cmo@iitb.ac.in

PRINTING PRESS
- Manager (Printing Press) press@iitb.ac.in