

(I)Particulars of the organization, functions and duties

INDIANINSTITUTE OFCORPORATE AFFAIRS
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OBJECTIVES

(A) Main Objectives

The primary objective of the Society is to establish, manage, maintain and run a world-class institute, to be called the Indian Institute of Corporate Affairs (IICA), for attaining, achieving and furthering the objectives of the Society, including the following:

Be a think-tank for the Government for holistic advice on all issues relating to corporate affairs, and impacting on corporate functioning, including the legislative, policy, structural, governance, regulation and inter-disciplinary/coordination issues, keeping in view the current developments and likely future scenarios.

Provide a dynamic and foresighted institutionalized platform for convergence, collective thinking and joint action by the Government, industry, premier institutions, thought leaders, professionals, investors, civil society organizations and other stakeholders with a view to engage proactively in on-going up-gradation of corporate governance and functioning, assisting business today in facing / capitalizing-on the current challenges/opportunities, and shaping the business of tomorrow.

Promote/encourage and facilitate innovation, entrepreneurship/intrapreneurship and associated employment generation, particularly in the small and medium enterprises, including through facilities for identification of emerging business opportunities, attracting venture capital, incubation, capacity building, and being a solution-provider seeking global alliances for complimentary core competences.

Provide quality action research, consultancy and information services/support to all its stakeholders including the Central/State Governments, corporates, professionals, Directors of companies, investors etc.

Develop and maintain a state-of-the-art evolutionary Knowledge Management System, covering all aspects, issues, experiences relating to Indian and global corporate functioning/affairs, linked to internal and external sources of knowledge creation, development and warehousing, to provide data, information and knowledge to all stakeholders with speed and in formats designed for ease of access, navigation and utilization.

Develop a virtual think-tank/network with highly regarded institutions, intellectuals and individuals in fields related to corporate affairs world-wide, with IICA Centers located in selected prestigious institutions/think-tanks in India and abroad on reciprocal basis, to

provide a mechanism for uniquely synergizing the leading-edge thinking for assisting corporate leadership, innovation and development.

Promote ethical corporate governance and business management practices, provide innovative governance solutions for inclusive growth and entrepreneurial excellence for developing socially-responsible enterprises, and support mechanisms for investor education, protection and grievance redressal.

Assist Central/State Governments in taking e-governance initiatives and systems to new frontiers for ever-improving governance structures, integrated regulation, service delivery & e-security, and support the implementation of electronic registry and e-governance based regulation/services of the MCA.

Be the alma mater for training and capacity building of Indian Company Law Service (ICLS) officers and also provide capacity building support for the functionaries of the MCA, corporates and other stakeholders, to facilitate their becoming proactive partners in the country's corporate/economic growth story, appropriately equipped in terms of mind-set, skills and knowledge.

Develop and establish a new discipline, to be called 'Corporate Affairs', for holistic treatment and coverage of all disciplines / subjects involved in, or impacting on, corporate functioning, e.g. management, economics, finance, taxation, accountancy, law, regulation, compliance management, global business scenario, emerging technologies, energy, environment, ethical corporate governance, corporate social responsibility, inclusive growth, sustainable developments etc., and evolve, develop and conduct degree/ diploma/ certificate courses and training programmes on 'Corporate Affairs' and its various components/ modules, so as to create a new breed/ stream of business leaders, chief executives, corporate professionals, entrepreneurs, innovators, public servants and regulators for effective futuristic corporate leadership, management and regulation, in an increasingly complex, interdependent, and fast-changing world. Catalyzing, facilitating and nurturing thought leadership, for the world of today and tomorrow, would be an intrinsic part of this new discipline.

Develop IICA as a unique / first 21st century Institute for shaping tomorrow's business and regulation, rooted in new paradigms arising from the developments and requirements of this century, with capability to analyze possible future scenarios for enabling pro-active action today, new approach / methodologies for research and imparting/utilizing knowledge, focus on 'learning skills for self-learning' rather than on 'teaching' etc.

Adopt strategies and take up activities in consonance with the Society's objectives, to enable its functioning as a financially independent, totally self-sufficient entity by the year 2016-17, so as to further strengthen autonomy and objectivity in internal operations.

(B) Other Objectives

In furtherance of the main objectives set out above, the proposed Charter of the IICA would include the following:

Set up a Global Collaboration Network for Governance and Economic Growth (GCNNEG) comprising governments, corporates, prestigious institutions, think-tanks and other organizations related to corporate affairs, governance and economic growth, to work at global as well as local levels on governance and economic growth issues in the context of corporate functioning.

Provide policy research and knowledge support to MCA in understanding the changing business environment and needs/expectations of the regulated entities and stakeholders. Develop and maintain a sophisticated state-of-the-art Knowledge Management (KM) system that is available to be utilized by MCA, corporate sector, Regulators, research fraternity, other Ministries of the Government.

Function as a vibrant think-tank assisting MCA in continuously redesigning the regulatory response and service delivery systems.

Act as institutional support for efficient delivery of some of MCA services, especially the implementation of the inter-twined concept of Corporate Governance and Investor Education, with special focus on the small unlisted companies.

Create a permanent platform for convergence of all stakeholders for their partnership/participation in various initiatives undertaken by MCA.

Work as a One-Stop-Shop for Corporate and Business Solutions operated through true functional partnerships between MCA, corporates, professionals, civil society organizations and other stakeholders.

Establish synergistic linkage and networking with the stakeholders as well as with premier national/international institutions/organizations.

Become member of national and international think-tanks/networks and other institutionalized fora that are engaged in academics, research, advocacy, deliberations and other activities in the field of corporate affairs and related subjects at the national and global levels.

Log and compile “best practices” and “notable experiences” from the domestic and international corporate world and make them available to both the public and private sectors, with ideas/suggestions about ‘next practices’.

Serve as the premier institute for capacity building for public and private sector professionals in corporate governance and public policy; develop distance learning capabilities and facilities.

Establish a single web based Registry for MCA and provide data warehousing, data mining and other similar value added services to MCA and other stakeholders.

Provide consultancy services to government departments, public enterprises and institutions for review, improvement of their existing organizations, systems, procedures, training activities and other related subjects.

Develop and promote ‘corporate affairs’ as a distinct body of knowledge and design innovative methods for capacity building in this area wherein stress is laid on learning rather than teaching.

Award diplomas, certificates and other distinctions to persons trained and to prescribe standards of proficiency before the award of such diplomas, certificates and other distinctions.

Set standards in such areas/disciplines/activities as considered relevant/necessary in the

context of responsible and effective corporate functioning, and act as a certifying agency for organizations/individuals who achieve such standards.

Set up Corpus, Chairs and other mechanisms considered appropriate/necessary for attracting funds for IICA, so as to make it financially sustainable and totally self-supporting. Do all such other acts and things either alone or in conjunction with other organizations or persons as the society may consider necessary incidental or conducive to the attainment of the objectives of the society.

To draw curriculum for the courses in the fields of corporate affairs and to award diplomas, degrees including post graduate, doctoral and post doctoral research awards.

To conduct workshops, seminars of national and international standards, publish case studies, journals, books, monographs, conference materials in corporate affairs and management.

To have tie-ups with foreign universities, government institutions of repute in furtherance of the objects of the Institute.

To publish and disseminate information relating to results of research and other training courses/programmes.

To set up regional centres and branches of the Institute in India or elsewhere in furtherance of the main objects of the Institute and to fix and charge fees for the courses to be conducted, to construct buildings, training Centre, workshops, books, research materials, journals and in the pursuit of scholastic attainments of the Institute as "Centre for Excellence".

To provide research and consultancy support to central/state/local bodies on governance issues including development and redesigning of governance and service delivery structures.

To assist Companies/LLPs/SMEs/NGOs etc on Organizational Management and Development issues and undertake action research/consultancy for providing customized solutions.

HEAD OF THE INSTITUTE: DIRECTOR GENERAL & CEO

- i. The DG & CEO of the Institute shall be the administrative head of the Institute.
- ii. The DG&CEO shall be appointed by MCA on the basis of the recommendation, comprising a panel of three names, made by the Board, or a suitable Committee of the Board. The procedure for preparing the panel would be as prescribed. However, the first DG&CEO will be appointed by MCA directly, and till such appointment Secretary, MCA would be the ex-officio DG & CEO of the Institute.
- iii. The DG & CEO would be appointed for a period of five years or up to the age of 65 years, whichever is earlier. This term cannot be curtailed by the Board/ Government except in exceptional circumstances. In the event of such a situation arising, the Board would be required to pass a resolution for removal of the DG & CEO, clearly recording the reasons thereof and after following the rules of natural justice. Such a resolution would be required to be approved by MCA.
- iv. The emoluments, allowances and other conditions of service of the DG&CEO shall be fixed by MCA.
- v. The DG&CEO shall be the ex-officio Secretary of the Board.
- vi. The DG&CEO shall be delegated all such powers as the Board may consider necessary

for the discharge of his duties. The DG&CEO may in writing delegate some of his powers to any staff of the Institute with the approval of the Board.

- vii. The DG&CEO shall maintain a record of the minutes of the meetings of the Society and the Board and shall perform such other duties as may be required, or as may be incidental to his office or as may from time to time be entrusted to him by the Board.
- viii. Subject to the rules and regulations of the Institute, the DG&CEO shall be, inter alia, responsible for :
 - ix. implementing the directions of the Board and proper administration of the affairs and funds of the Institute;
 - x. exercising supervisions and disciplinary control over the work and conduct of all employees of the Institute
 - xi. coordinating and exercising general supervision over all the activities of the Institute ; and
 - xii. executing all contracts, deeds and other instruments on behalf of the society, if so authorized by the Board.

AUTHORITY STRUCTURE OF THE SOCIETY

The authority structure of the Society shall comprise the following:

- i) General Body of the Society
- ii) Board of Governors
- iii) Brains Trust.

A. The General Body of the Society shall consist of the following members, namely:

S.NO.	MEMBER	STATUS
1	Minister for Corporate Affairs Government of India	Ex-officio President
2	Secretary, Ministry of Corporate Affairs	Ex-officio Member, Vice-President of the Society and Chairman of the Board
3	Additional Secretary, Ministry of Corporate Affairs	Ex-officio Member
4	Financial Adviser, Ministry of Corporate Affairs	Ex-officio Member
5	Joint Secretary, Ministry of Corporate Affairs	Ex-officio Member
6	Director (Investigation), Ministry of Corporate Affairs	Ex-officio Member
7	Director/Deputy Secretary, Ministry of Corporate Affairs	Ex-officio Member-Secretary

The General body shall have the authority to:

- i) Guide and mentor the functioning of the Board as well as approve the annual plan of the institute as formulated by the Board.
- ii) Issue such directives to the Board as deemed fit for achievement and furtherance of the objectives of the Society.
- iii) Undertake such action as may be required in case the Board fails to follow its directives.

B. There shall be a Board of Governors of the Society which will be responsible for overall functioning of the Institute. It shall have the following members:

S.NO	CATEGORY	MAXIMUM NUMBER OF MEMBERS	STATUS
1	Secretary, Ministry of Corporate Affairs, Government India	1	Member & Ex- of officio Chairman of the Board of Governors
2	Institutional Members, (Heads of prestigious institutions): <ul style="list-style-type: none"> • Management Institutions -1 • Technology Institutions -1 • Law Schools-1 	3	
3	Corporate Leaders	6	
4	Professionals/Experts from the fields of: <ul style="list-style-type: none"> • Economics • Law • Chartered Accountancy • Company Secretaryship 	2	
5	Members nominated by MCA	3	
6	Additional Secretary/Joint Secretary, Ministry of Corporate Affairs, Government India	1	Ex-Officio Member
7	DG&CEO	1	Ex-officio Member Secretary
	TOTAL	17	

The members nominated by MCA would be from amongst professionals, corporates, entrepreneurs, regulatory authorities, NGOs/civil society organizations, academicians, public servants, administrators, management/finance/legal experts and other qualified and well-regarded persons who, in the opinion of MCA, could contribute significantly to Board functioning and also look after the interests of MCA in terms of the broad direction the institute should take and the activities which it organizes, so as to keep them in consonance with the original objectives of setting up IICA, including in terms of providing think-tank, capacity building, and service delivery support to the MCA.

The names and occupations of the Members of the Board of Governors of the Society to whom the management of the Society and its affairs is entrusted are:-

Sl. No.	Name of Board Member
1.	Shri Injeti Srinivas, Secretary, Ministry of Corporate Affairs, New Delhi-110001.
2.	Shri Gyaneshwar Kumar Singh, DG & CEO , IICA
3.	Ms.Preeti Malhotra Past President, ICSI Smart Global Group, 1, Prithvi Raj Road New Delhi 110001
4.	Shri Sunil Kant Munjal Joint Managing Director Hero MotoCorp. Ltd, E/1, Qutub Hostel Complex, Zaheed Jit Singh Road, New Delhi-110016
5.	Prof.(Dr.) Ranbir Singh Professor Law & Vice Chancellor National Law University, Sector-14, Dwarka, New Delhi-110078
6.	Shri Ajay S Shriram Chairman, Governing Council, SRCC C/o DCM Shriram Consolidated Ltd., 1st Floor, Kanchenjunga Building, 18, Barakhamba Road, New Delhi-110001
7.	Prof.Sanjiv Mittal University School of Management Studies IP University, Delhi
8.	Ms .Ashwini Deshpande Prof. Delhi School of Economics University of Delhi, Delhi-110007
9.	Shri. Rakesh Bharti Mittal Managing Director Bharti Enterprises, Bharti Crescent, 1, Nelson Mandela Road, Vasant Kunj, Phase-II, New Delhi-110070
10.	Shri T.K.Vishwanathan Chairman

	Bankruptcy Law Reform Committee
11.	Shri Ajay Bahl Chartered Accountant Founding Partner of AZB & Partners New Delhi
12.	Ms.Veni Thapar Chartered Accountant, Cost Accountant V.K Thapar & CO., C- 2/37, Safdarjung Development Area, New Delhi 110016
13.	Shri. Yogendra Kumar Modi Executive Chairman of YKM Holdings International Limited and Great Eastern Energy Corporation Limited
14.	Ms. Joytsna Suri Chairperson & Managing Director Bharat Hotels Barakhamba Lane, Connaught Place, New Delhi-110001
15.	Shri. Rajeev Talwar Group Executive DLF Limited, Delhi
16.	Shri Gopal Krishna Agarwal Chartered Accountant, Managing Director of Vquestock National President of Association of National Exchanges Members of India (ANMI) CPAI and DPAI

i. BRAINS TRUST:

There shall be a 'Brain Trust' comprising top level national and international thought leaders, industrialists, and academicians etc. to provide overall policy and strategic advice to the Board. While guiding and mentoring its overall functioning, the Brains Trust will act as a friend, philosopher and guide to Institute. The membership of this Trust would be decided jointly by MCA and the Board. The Brains Trust will meet at least once a year to consider the overall directions and functioning of Institute and hold a meeting with the Board. In addition, at least one or a maximum of two Members of the Brains Trust would be invariably invited to every Board meeting to enable regular value addition to the Board deliberations.

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

Chief Administrative Officer/First Appellate Authority

1. Overall in-charge of administrative functions, responsible to Director/Board/Society/ Ministry.
2. Delegated financial powers as Head of Office.

Librarian

1. Overall Library Management.
2. Allocation of staff job descriptions and staff development.
3. General Administration of the Library.
4. Coordinate with Library Committee.
5. Conduct Library Orientation sessions.
6. Technology applications in the Library.
7. External library interface.
8. Public Records Officer

Chief Information Officer

1. Manage the IT development initiatives and IT Infrastructure at the Institute.
2. Bringing new technologies to the campus and integrate the technologies with specific needs of the Institute.
3. Maintaining appropriate documents and records related to IT Infrastructure, facilities and usage.

Chief Finance Officer

1. Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit
2. Responded to CAG queries
3. Co-ordination with Auditors
4. Prepared Budget Estimate and Revised Estimate
5. Correspondence with Income Tax Department regarding Exemption/Returns.

Accounts

1. Handling accounts of Long Duration Programmes.
2. Handling IICA General Accounts.
3. Maintenance/Finalisation of Accounts.
4. Handling all Compliance matters of the Institute.
5. Taxation including Income Tax and Service Tax.
6. Finalisation of Accounts and Budgets.
7. FCRA Compliance, Provident Fund, NPS etc.

Manager-HR/Appellate Authority

1. All HR matters.
2. Handling matters related to the Staff Unions
3. Legal/Statutory matters.
4. RTI matters- First Appellate Authority
5. All grievances related matters for staff.
6. All welfare related matters for staff.

Administrative Officer

1. All matters relating to Administration.
2. Maintenance and upkeep of office buildings.
3. Purchases, Tenders for service etc.
4. Personal claims of employees
5. Central Public Information Officer under RTI Act, 2005.

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND STAFF

Sl. No.	Name of person	Designation
1	Dr. Navneet Sharma	Associate Prof.
2	Dr. Niraj Gupta	Associate Prof.
3	Dr. Vijay K Singh	Associate Prof.
4	Dr. Naveen Sirohi	Associate Prof.
5	Sh. Ram Sahai	Head
6	Sh. Atuldev Sarmah	Head
7	Sh. Rajesh Batra	Head
8	Mrs. Lata Suresh	Librarian
9	Sh. Anil Kumar	Admn. Officer
10	Ms. Garima Dadhich	Asstt. Prof.
11	Dr. Pyla N. Rao	Asstt. Prof.
12	Sh. Anand Jeewan Sharma	Consultant
13	Ms. Ritu Sharma	Sr. Consultant
14	Sh. Koustav Das	Sr. Consultant
15	Ms. Pooja Singh	Sr. Consultant
16	Ms. Gayatri Subramaniam	Sr. Consultant
17	Sh. Mukesh Kumar	Sr. Consultant
18	Sh. Atul Dev Arora	Sr. Consultant
19	Sh. S. K. Sharma	Sr. Consultant
20	Sh. V.N. Sharma	Sr. Consultant
21	Sh. B S Chopra	Sr. Consultant
22	Ms. Babita	Sr. Consultant
23	Ms. Priya	Consultant
24	Ms. Gauri Raina	Consultant
25	Ms. Rasmi Patnaik	Consultant
26	Sh. Harendra Singh	Consultant
27	Ms. Geetanjali Gaur	Consultant
28	Ms. Manya Bahadur	Consultant

29	Mr. Dharmendra Sharma	Consultant
30	Aanchal Anand	Consultant
31	Ms. Stuti Sharma	Consultant
32	Sh. Narendra Saun	Consultant
33	Sh. Neeraj Baswala	Consultant
34	Sh. Sidhharath Gupta	Consultant
35	Ms. Amrin Sultana	Consultant
36	Sh. V.K. Soota	Consultant
37	Sh. Vineet Aggarwal	Consultant
38	Sh. Neeraj Kumar	Consultant & PA to CAO
39	Sh. Sandeep Kumar	Consultant L-1
40	Sh. Luvkush Pandey	Consultant L-1
41	Ms. Shefali Teotia	Consultant
42	Sh. A B Chakraborty	CSO
43	Sh. Navneet Babele	Field Officer
44	Sh. Rajat Mishra	Field Officer
45	Shri Nafis Ansari	Network Engineer
46	Sh. Rajesh Kumar	OA
47	Ms. Karuna Jhongla	OA
48	Sh. Manish Kumar	OA
49	Suraj (Reception)	OA
50	Sh. Jeevan Singh Bhandari	OA
51	Sh. Praveen	OA
52	Ms. Pratiksha	OA
53	Sh. Khushwaqt	OA
54	Sh.. Nitin Wahi	OA
55	Ms. Sonia Aggarwal	OA
56	Sh. Anupam Rana	OA
57	Sh. Sachin Kumar Sharma	OA
58	Sh.Hemant Dhariwal	OA
59	Ms. Navneet Kaur	OA
60	Sh. Hansraj	OA
631	Kul Pratap Singh	OA
62	Sh.. S K Khurmi	PA
63	Mrs. B. V. Usha Rani	PA
64	Ms. Sneha Kharbanda	PA
65	Ms. Harshita Madaan	PA
66	Sh. Sandeep Yadav	Project Assistant
67	Sh.Shishir Singhal	Project Associate
68	Ms.Hena Pandey	Project Associate
69	Sh.Amit Pandey	Project Associate
70	Ms. Soumya Datta	Project Associate
71	Sh. Harish Sharma	Project Asstt.

72	Ms. Sudha Rajagopalan	Project Coordinator
73	Sh. Abhijit Chakraborty	Research Analyst
74	Vikram Negi	Support Engineer
75	Sh. Debarun Kalita	System Admn.

NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER, APPELLATE AUTHORITY, ETC.

- i. Name and Designation of
Central Public Information Officer

- Sh. Anil Kumar,
Administrative Officer

Complete Address of CPIO , IICA
P-6, 7 & 8, Sector-5,
IMT Manesar,
Gurgaon-122051
Email: anil22mail@gmail.com
Ph. 124-2640086

- ii. First Appellate Authority

-Shri Saurabh Bansal
Chief Finance Officer

Complete Address of First Appellate Authority, IICA
P-6, 7 & 8, Sector-5,
IMT Manesar,
Gurgaon-122051
Email: saurabhbansal.iica@gmail.com
Ph. 0124-2640089

CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE ON SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE IN IICA.

Sl. No.	Name	Current Designation	Designation in ICC
(i)	Ms. Geeta Singh Rathore	Chief Administrative Officer	Chairperson
(ii)	Ms. Lata Suresh	Head, KRC	Member
(iii)	Shri Anil Kumar	Administrative Officer	Member
(iv)	Dr. (Ms.) Kiron Wadhwa	NGO's Association	Outside member

The above information on the website shall be updated from time to time.