

Roles and Responsibilities of the Director, RICMs/ICMs

Essential Experience: Minimum 10 years' experience teaching/training/Research/Extension/Consultancy experience out of which 5 years in the PML-11.

1. The Director of the Regional Institute of Cooperative Management (RICMs) and Institute of Cooperative Management (ICMs) plays a crucial role in ensuring the smooth functioning, development, and effectiveness of the Institute in alignment with the objectives of the National Cooperative Training (NCCT).
2. Act as the overall head of the institute, responsible for managing all financial, administrative and academic affairs.
3. Ensure the implementation of NCCT's policies and guidelines at the institute level.
4. Oversee the institute's finances, including grants provided by NCCT (approximately Rs.2 crores annually) and internally generated funds.
5. Ensure proper utilization of allocated grants and internal resources in accordance with NCCT's guidelines and financial procedures.
6. Approve expenditure related to establishment matters for sanctioned posts as per delegation of Power.
7. Monitor and evaluate the progress of training activities, including the performance of faculty and non-teaching staff.
8. Approve the conduct of courses based on specific demands from users, or as planned by the Programme Advisory Committee.
9. Promote research in critical areas of the cooperative movement and ensure its integration into training programs.
10. Facilitate the preparation and review of case studies, management cases and other academic materials for training purposes.
11. Ensure the optimal utilization of institute resources, including physical infrastructure, library and training facilities.
12. Supervise the maintenance and upkeep of the institute's assets and infrastructure.
13. Submit periodic reports to NCCT on the institute's activities, financial performance, and progress.
14. Ensure compliance with all statutory and administrative requirements.

NON-DISCLOSURE UNDERTAKING

To
The Secretary,
National Council for Cooperative Training (NCCT)
3, Siri Institutional Area,
August Kranti Marg,
New Delhi – 110016

Sir,
I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with NCCT which would otherwise conflict with my obligations towards NCCT.
 - to abide by data security policy and related guidelines issued by NCCT.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to NCCT any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep NCCT informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received by NCCT in terms of its mandate, from any of its source, whether received in physical or in electronic format. It shall also include references received from law enforcement/government agencies with regard to investigations undertaken by them as well as information contained in various databases of NCCT.

Yours faithfully,

(Signature.....)

Name:.....

Dated:.....

Address:.....

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Personal contact No