



**AIMLAY**  
We Lay Foundation of Your Aim

# MANAGEMENT

**Director**  
Mr. R.K Gupta (Founder)

**CEO**  
Mr. Gitesh Gupta (Co- Founder)

**General Manager**  
Mr. Jai Prakash (Cabinet DH)

**Presidential Department**

## BUSINESS HEAD

**PH**

**Ph.D.**  
Biz. Head

**RS**

**RSD**  
Biz. Head

**UG**

**UGPG**  
Biz. Head

**PU**

**PEU**  
Biz. Head

**GD**

**Growth Division Head**  
Mr. Yatindra Mohan Jha

**LR**

**Lead Registration Manager**  
→ D Domestic  
→ O Overseas

**CN**

**Counselling Manager**  
→ PU Ph.D, UGPG, H.Dr (All)  
→ RP RSD, Pub, Books  
→ BZ B2B

**CM**

**CRM Manager**  
→ PH Ph.D & UgPg  
→ RS Research Support  
→ BZ B2B

**GH**

**Grievance/Helpdesk Manager**  
→ CN Counseling  
→ CM CRM

**SS**

**Sales Support**  
→ PS Pre Sales Support  
→ SA Sales Analytics

**AD**

**Abroad Coun Desk**  
→ CN Counseling  
→ IN International

**CD**

**Cabinet Division Head**  
Mr. Jai Prakash

**LD**

**Liasoning and Alliance**  
→ CD Compliance & Contingency  
→ CM Contract Management  
→ DD Due Deligence (DDP & DDO)  
→ RD Record Keeping  
→ AD Accreditation & Approval  
→ RD Research & BD Desk

**LS**

**Learning Mgt Service**  
→ CP Content Preparation  
→ VP Video Preparation  
→ LS Live Session  
→ LO LMS Operation

**VM**

**Vendor Mgt. Manager**  
→ RD Research Desk  
→ PS Project Section  
→ US University Section

**RD**

**Research & Dpt. Manager**  
→ BR Business Research  
→ BI Business Innovation  
→ BD Business Development

**PM**

**Project Mgt. Manager**  
→ IM Implementation  
→ MO Monitoring

**LD**

**Legal Department**  
→ LC Legal Complaints  
→ LV Legal Vetting  
→ LR Legal Review  
→ LD Legal Drafting  
→ FS Field Support  
→ AV Advisory

**PR**

**Presidential**  
→ DC Divisional Cell  
→ DD Discrepancy Desk

**SD**

**Support Division Head**  
Mr. Sahil Chopra

**MK**

**Marketing Manager**  
→ SO Search Engine Optimisation  
→ PA Paid Advertisement  
→ PU Production

**ID**

**IIM Department (Integrated Information Management)**  
→ BI Business Intelligence (BI) Analyst  
→ MD MIS Help Desk  
→ DA Database Administration

**PD**

**Protocol Department**  
→ PP PPI(Policies & Plans Improvisation)  
→ PE PE (Process Excellence)  
→ PD PPD (Process & Procedure Doc.)

**CC**

**Cost Centre**  
→ PA Price Analysis  
→ PP Preparation  
→ CU Communication

**AD**

**Accounts Department**  
→ PC Petty Cash  
→ AR Accounts Receivable  
→ CT Compliance & Taxation  
→ IV Invoicing  
→ AP Accounts Payable  
→ BF Book Finalization  
→ BK Bookkeeping

**AD**

**Audit Department**  
→ OP Operation Process Audit  
→ FA Finance Control Audit  
→ VA VOC Audit

**SA**

**Software Administration**  
→ HC Help Center  
→ IS ISI (Innovation & Strategic Implementation)

**SD**

**Supreme Division Head**  
Mr. Gaurav Jassal

**HR**

**Human Resource Manager**  
→ PC Payroll & Compliance  
→ ER Employee Relation  
→ RC Recruitment Cell  
→ OD Operations Desk  
→ PM PMS

**TQ**

**Training & Quality Manager**  
→ NT Non-Revenue Training Team  
→ RT Revenue Training Team  
→ CA Call Quality Assurance

**AD**

**Administration Manager**  
→ AM Assets Mgt  
→ MD Maintenance Desk  
→ EM Event Mgt  
→ VM Vendor Mgt  
→ CD Courier Desk  
→ TD Travel & Accomodation Desk  
→ HK House Keeping

**PM**

**Procurement**

**IT**

**IT Department**

**OD**

**Operations Division Head**  
Mr. Jiten Arora

**WO**

**Work Order Manager**

**PA**

**PhD Admission Manager**  
→ AD Admissions Desk  
→ TF Topic Finalization  
→ SD Submission Desk  
→ UC University Coordination

**RS**

**Research Support Manager**  
→ SM SME  
→ TW Thesis Writing  
→ PB Publication

**UA**

**UGPG Admission Manager**  
→ FD Front Desk  
→ AD Admission Desk

**PE**

**Personality Enhancement**  
→ BW Biography Writing  
→ HD Honorary Doctorate

**PE**

**Process Excellence**

**DIVISION HEAD**