

PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS

[Section – 4 (1)(b)(iii)]

3.1. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and Other rule / regulations etc. can be made)

Decisions are taken either at the level of Governing Body or at the level of Principal and the Staff Council as per their jurisdiction.

3.2 What are the documented procedure / Laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**3.3 What are the arrangements to communicate the decision to the public?**

Through notice board, printed handbooks, college prospectus, University newsletter and the college website.

3.4 Who are the officers at the various level whose opinions are sought for the process of decision making?

Members of the Governing Body , Principal and Staff Council

3.5 Who is the final authority that wets the decision?

Chairman in case of Governing Body and Principal in other cases.

3.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	
Subject on which the decision is to be taken	Educational matters
Guidelines / Direction, if any	University directives
Process of Execution	As specified in the University Manuals
Designation of the officers involved in decision making	Members of Governing Body, Principal, and Members of Staff Council
Contact information of above mentioned officers	
If not satisfied by the decisions, where and how to appeal	Apply to the Principal -being the first Appellate Authority

Procedure laid down for decision making:

Sl. No.			
Subject on which the decision is to be taken		Educational matters	
Guidelines / Direction, if any		University directives	
Process of Execution		As specified in the University Manuals	
Designation of the officers involved in decision making		Members of Governing Body, Principal, and Members of Staff Council	
Contact information of above mentioned officers			
If not satisfied by the decisions, where and how to appeal		Apply to the Principal -being the Appellate Authority	
S.No.	Activity	Level of Action	Time Frame
1.	To receive application/letters and put diary number	Office Assistant	Same day
2.	To mark application/letters to concerned officer	Principal	Same day