

MANUAL - 3

Section 4(1)(b)(iii)

The procedure followed in the decision making process, including channels of supervision and accountability:

Decisions in various matters are taken by the appropriate authorities of the University as per the procedures laid down under various Ordinances, rules and regulations of the University.

The administration of the University consists of various Sections which are normally headed by a Section Officer who is a Group 'B' Officer. The Section Officer performs the duty of a supervisor and manages the affairs of the Section. He is assisted by the Assistants, UDC, LDC as is posted as per administrative requirement, workload etc. Office Attendants, Daftries help in proper file management and transit of files/papers for day to day purposes. The Sections under the central administration report to the concerned Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar/Pro Vice-Chancellor as per administrative requirement. The Sections in the Faculties/Departments report to the concerned Administrative Officer or the Head of the Department as the case may be.

The set up of the Examination Office and Libraries of the University is hierarchically similar to the Central administration of the University as far as channel of submission of the files are concerned, subject to changes as per administrative convenience.