

MANUAL 8

Procedure followed in the decision making process including channels of supervision and accountability

Sl No	Matter	Decision making authority	Procedure	Channels of supervision	To whom accountable
1	Recruitment Group- A Posts and Faculty positions Group- B, C posts Group- D posts	Board of Management (BoM) Vice-chancellor Registrar	Advertisement Screening of Applications / Written Test/ Seminar/Interview ---do--- ---do---	Asstt. Registrar/ Registrar / Vice- chancellor Asstt. Registrar / Registrar Asstt. Registrar/ Registrar	MHRD/ UGC Board of Management Vice-chancellor
2	(A) Approval of Estimates of construction work. (B) Award of contract for construction work (i) Of value above Rs. 5 lakh (ii) Of value upto Rs. 5 lakhs (C) Implementation there of	Building Committee / Finance Committee Building Committee Registrar UE	Estimates prepared on SOR, APWD/ CPWD Discussion in the Building Committee and decision taken. NIT issued /Approved panel contractors submit tenders / Approval C. S of Tenders prepared . Approval by Building Committee	UE JE- AE- UE	Building Committee / Finance Committee/ Board of Management/ UGC JE to UE/ UE to VC Registrar to VC V.C V.C

		VC / Registrar / UE	----- do----- Issues work order. Appoints site Engineer. JE/ AE. Supervise and record work done in MB prepare and check Bill. Bills are checked in the finance section & forwarded to V.C for Pay Order / Sanction/Approval	Registrar JE-AE-UE	Board of Management/ UGC
Sl No	Item	Decision making authority	Procedure	Channels of supervision	Accountable to
3	Purchase & Printing	Tender & Purchase Committee Of value below Rs. 10,000 by Registrar Finance Officer	NIT/ Quotation/C.S DGSD Rates are also considered.	S.O/ AR/HoD/ Deputy Registrar/ F.O/ Registrar	V.C /UGC
	Quality Control	Quality Control Committee	Quality checked by the committee and recommends for acceptance/ rejection of supplies made by approved tenderer/ quotationers.	Committee S.O / A. R / Registrar	V.C

4	<p>Financial Sanction</p> <p>Payment of Bills Budget Annual Accounts</p> <p>Creation of post</p> <p>Investment Policy</p>	<p>Vice-chancellor</p> <p>Registrar/ F.O/ V.C</p> <p>F.C, BoM F.C, BoM</p> <p>F.C/ BoM</p> <p>F.C</p>	<p>HoD/ Concerned section submits proposal to F.O F.O processes and issues sanction with the approval of V.C</p> <p>BE & RE placed before F.C & BoM After internal audit is done, accounts are prepared and then placed before F.C/ BoM. Then sent to AG Audit.</p> <p>All proposals are placed before FC / BoM F.C / BoM</p>	<p>A.F.O/ F.O./ Registrar / V.C</p> <p>F. O / V. C</p> <p>F.O/ Registrar</p> <p>F.O / Registrar</p>	<p>F.C/BoM Funding Authority.</p> <p>BoM/UGC/ MHRD</p> <p>UGC</p> <p>BoM/ UGC</p>
5	<p>Academic matters</p> <p>Examination</p>	<p>BoM , Planning Board,Academic Council School Board Board of Studies Deans of School Heads of Departments</p> <p>V.C/ Deans/ COE/ Examination Committee</p> <p>Admission Committee</p>	<p>Proposals are discussed and recommended from the department to the next higher authorities in the order of hierarchy.</p> <p>Matters related to Examinations are processed as per regulations.</p>	<p>Supervised at all levels.</p> <p>Teachers/ HoD/ CoE/Examination Committee/ V.C</p>	<p>BoM, UGC, MHRD.</p> <p>BoM / Academic Council/ UGC/ MHRD</p> <p>V.C/ UGC</p>

	Admission Library	TUEE Committee/ VC V.C/ Library Committee	Admission Test / GD / Viva-voce Librarian submits proposals to Library Committee through V.C.	CoE/ HoD/ Deans/V.C Deputy Librarian/Library Committee /V.C	V.C/ BoM
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6	Transport	V.C/ Registrar	Negotiation with ASTC for rates For private vehicle NIT issued. Lowest rates accepted	S. O/ A.R/ JR /Registrar	V.C./F.C /BoM / UGC
7	Hostel Management	Warden/ Dean, Student Welfare	Follows Hostel Rules	Prefect/ warden/ CoE /DSW/ VC	DSW/ VC
8	Security	Security Committee	NIT issued Security agencies and selected and work on contract allotted (out sourcing)	Committee/ Registrar / V.C	V.C
9	Canteen	Canteen Committee	NIT issued . The Committee selects and approves contractor.	A.R/Committee/ Registrar/ V.C	V.C/ Registrar
10	Health Centre	Sr. Medical Officer	As laid down rules.	SMO/ Registrar	V.C
11	Sports Committee	Sports Officer/ Dean, SW	Usual norms are followed.	Sports Officer/ DSW.	V.C
12	Training &	Dy.	As considered necessary.	Dy. Director	V.C

	Placement	Director/Training & Placement Officer (T&P)		(T&P)/ HoD	
13	Guest House	Registrar/ V.C	As per existing rules.	Officer- in -charge/ Registrar/ V.C	V.C

UE = University Engineer

AE = Assistant Engineer

JE = Junior Engineer

SMO= Senior Medical Officer

CoE= Controller of Examinations

SO= Section Officer

FO = Finance Officer

HoD = Heads of Department

DR = Deputy Registrar

AFO = Assistant Finance Officer

AR = Assistant Registrar

FC = Finance Committee

DSW = Dean, Students Welfare

T & P = Training and Placement