

## MANUAL NO. 3

### 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?**

As per Manual for Governance of Colleges

**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	Acharya Narendra Dev College Govindpuri, Kalkaji New Delhi 110019
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:**

<b>S.No.</b>	<b>Activity</b>	<b>Level of Action</b>	<b>Time Frame</b>
1.	To receive application/letters and put a diary number	Office Assistant	Same day
2.	To mark application/letters to concerned officer	Principal	Same day
3.	To prepare report and submit to superior/officer	Assistant	2-3 days
4.	To approve/reject application and submit to the Principal	S.O.	Same day
5.	The letters/files duly approved/rejected by the S.O. to submit to the Principal for consideration and final decision	Principal	Same day
6.	To sign the file/papers and return it to the concerned department	Principal	Same day
7.	Intimation of the decision in writing	Dispatch	Same day