

Manual – 3 Section 4 (1) (b) (iii)

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

- 3.1 Decisions in organizing admissions, seminar, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books and lab. equipments are framed by College Development Committee as prescribed in its Ordinances, Statutes, etc.
- 3.2 The College functions under the supervision and control of the Patna University, Patna.
- 3.3 **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 College Development committee or at the level of Principal and the Staff Council as per their jurisdiction.
- 3.4 **What are the arrangements to communicate the decision to the public?**
- Through Notice Board, College Prospectus, and the college website.
- 3.5 **Who are the officers at the various level whose opinions are sought for the process of decision making?**
- Secretary of the Staff Council & Principal.
- 3.6 Who is the final authority that wets the decision?
- Secretary in case of Staff Council and Principal in other cases.
- 3.7 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Procedure laid down for decision making

Sl. No.	Activity	Level of Action	Time Frame
1.	Subject on which the decision is to be taken	Educational Matters	Same Day
2.	Guidelines / Direction, if any	University Directives	Same Day
3.	Process of Execution	As specified in the University Manuals	Same Day
4.	Designation of the officers involved in decision making	Members of College Development Committee, Principal, and Members of Staff Council	Same Day
5.	Contact information of above mentioned officers		
6.	To receive application /letters and put a diary number	Office Assistant	Same Day
7.	To mark application/letters to concerned officer	Principal	Same Day