

MANUAL 3
PROCEDURE FOLLOWED IN DECISION-MAKING
[Section 4 (1)(b)(iii)]

1. Process of decision making Identify key decision making points

1. **Institution Administration:** Administrative decisions related to the institution are taken by Head of the Institution, namely Campus Director/Principal.
2. **Financial:** Financial decisions are taken as per financial rules and up to the extent of the powers delegated by DSEU/DTTE to various levels of hierarchy in the Department.
3. **Academic:** Academic policy decisions are taken at the level of DSEU/DTTE, BTE, AICTE & other allied agencies

2. Final decision making authority

1. **Institution Administration:** Campus Director/Principal
2. **Financial:** Financial decisions are taken up to the extent of the powers delegated by DSEU/DTTE to various levels of hierarchy in the Department.
3. **Academic:** DSEU/DTTE

3. Related provisions, acts, rules etc.

1. **Institution Administration:** As per the guidelines of DSEU/DTTE
2. **Financial:** As per General Financial Rules (GFR)
3. **Academic:** As per guidelines of BTE and AICTE.

4. Time limit for taking a decision, if any

1. The time limit for taking decision depends on power delegated to the official.
2. If the matter is within the power of Campus Director/Principal, the decision is taken in a stipulated time.
3. If the matter beyond the power of Campus Director/Principal, the decision is taken after getting approval from competent authority.

5. Channel of supervision and accountability

1. **Institution Administration:** Administrative officer/Office Superintendent – Campus Director/Principal – DSEU/DTTE
2. **Financial:** DDO/AAO – Campus Director/Principal – DSEU/DTTE
3. **Academic:** HOD – Campus Director/Principal – DSEU/DTTE/BTE