

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 of Director - Recruitment Group - Faculty positions Group- B, C posts	Chairperson of Governing Body (GB) Director Director	Advertisement Screening of Applications / Interview ---do--- ---do---	Chairperson, GB Director	MoWR Director
2	(A) Approval of Estimates of construction work. (B) Award of contract for construction work (C) Implementation there of	Construction Committee / Finance Committee Director Director	Estimates prepared on SOR, APWD/CPWD Discussion in the Construction Committee and decision taken. Discussion in the Construction Committee/ Tender Committee NIT issued /Approved panel of contractors submit	AD (civil) JE- EAD-AD JE- EAD-AD	Governing Body EAD, AD to JE to Director DIRECTOR Director Director

			<p>tenders / Approval C. S of Tenders prepared . Approval by Building Committee</p> <p>----- do-----</p> <p>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 Director for Pay Order/ Sanction/ Approval</p>	<p>AD (civil)</p> <p>Dy Dir Director</p> <p>JE-EAD-AD</p>	
3	Purchase & Printing	Tender & Purchase Committee Of value below Rs. 15,000 by Director	NIT/ Quotation/C.S DGSD Rates are also considered.	S.O/In-charges/ Deputy Director	Director
	Quality Control	Purchase/ Tender Committee	Quality checked by the committee and recommends for acceptance/ rejection of samples submitted by tenderer/ quotationers.	Dy Director	DIRECTOR

4	<p>Financial Sanction</p> <p>Payment of Bills Budget Annual Accounts</p> <p>Creation of post</p> <p>Investment Policy</p>	<p>Director</p> <p>DIRECTOR</p> <p>GB</p> <p>FC</p>	<p>In charges/ Concerned section submits proposal to AO AO processes and issues sanction with the approval of DIRECTOR</p> <p>BE & RE placed before the GB After internal audit is done, accounts are prepared and then placed before the GB Then sent to Auditor.</p> <p>All proposals are placed before FC / GB F.C / GB</p>	<p>Dy DIRECTOR</p> <p>Dy Director / Director</p> <p>A.O/Dy Dir</p>	<p>F.C/ GB Funding Authority.</p> <p>GB/MoWR</p> <p>MoWR</p>
5	<p>Academic matters</p> <p>Examination</p>	<p>GB , Board of Studies</p> <p>DIRECTOR</p>	<p>Proposals from the faculty are discussed and recommended to place before BoS. For the specific training courses Director decides on the requests of stake holders</p> <p>Matters related to Examinations are</p>	<p>Supervised at all levels.</p> <p>Teachers/ HoD/ CoE/Examination Committee/</p>	<p>GB, MOWR.</p> <p>GB / Academic Council/ MOWR</p> <p>DIRECTOR/ MOWR</p>

Admission		processed as per regulations. Admission Test / GD / Viva-voce	DIRECTOR	
Library		Librarian submits proposals to Library Committee through DIRECTOR.	CoE/ HoD/ Deans/DIRECTOR Deputy Librarian/Library Committee /DIRECTOR	DIRECTOR/ GB

Sl No	Item	Decision making authority	Procedure	Channels of supervision	Accountable
6	Transport	DIRECTOR/ Dy irector	Indent is placed to the Transport IC/ Transport IC proposes to the Dy Dir for local travels/ to Director for outstation travels for approval	Dy Director	DIRECTOR.
7	Training Hostel Management	OC Trg Hostel/ Dy Dir	Follows Hostel Rules	Care taker/ OC Trg Hostel/ Dy Dir VC	Director
8	Security	AD/ EAD©	NIT issued Security agencies and selected and work on contract allotted (out sourcing)	Dy Dir/ DIRECTOR	DIRECTOR
9	Guest House	Dy Director/ DIRECTOR	As per existing rules.	Officer- in –charge/ Dy Director/ DIRECTOR	DIRECTOR

EAD = Extra Assistant Director
AD = Assistant Director
JE = Junior Engineer

A O = Accounts Officer
OC = Officer In-charge
Dy Dir = Deputy Director

