

MANUAL – 3

Section 4(1)(b)(iii)

Procedure followed in the decision making process including channels of supervision and accountability; Decisions in various matters are taken by the appropriate authorities of the University as per the procedures laid down under various Ordinances, rules and regulations of the University. The administration of the University consists of various Sections which are normally headed by Dy. Registrar/Asstt. Registrar who is a Group 'B' Officer. The Superintendent of the branch performs the duty of a supervisor and manages the affairs of the Section under overall control of Dy.Registrar/Asstt. Registrar. He is assisted by the Dy. Superintendent/Assistant/Clerk to be posted as per administrative requirement, workload etc. Then help in proper file management and transit of files/papers for day to day business. The Superintendent report to the concerned Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar as per administrative hierarchy. The staff posted teaching and non-teaching in the Faculties/Departments report to the concerned Head of the Department. The setup of the Examination Wing, Library of the University is hierarchically similar to the above system of the administration of the University as far as channel of submission of the files are concerned, subject to changes as per administrative convenience, similarly in the Examination office, Deputy Registrar(Examination)/Assistant Registrar(Examinations) report to the Controller of Examinations.