

MANUAL 9 : PROCEEDURE FOLLOWED IN DECISION MAKING PROCESS

9.1 **Procedure for taking decisions:** All decisions are taken either by the Governing Body of the College, Principal and/or by the Staff Council depending upon their jurisdiction as stipulated by the statutes and ordinances of the University.

9.2 **Documented procedure for important matters:**
As per Delhi University's Statutes and Ordinances and Manual for Governance of Colleges.

9.3 **Arrangement to communicate the decision:**
Through the Students' Notice Board and Office Orders/Office Communications.

9.4 **Consulting Process:**
a) through agenda items of the meetings of the Governing Body and the Staff Council of the college;
b) through office notes to the Chairperson, Governing Body;

9.5 **Final Vetting Authority:**
The Governing Body through its Chairperson, and the Principal of the college depending upon the jurisdiction of the issue concerned.

9.6 **Decisions regarding important matters:**

Sl. No. 1

Subject of the decision	Academic Matters
Guidelines/Direction, if any	University directives/rules
Process of Execution	As per rules and regulations of the University
Designation of the Officers involved in decision making	Governing Body, Staff Council and the Principal depending upon their jurisdiction
Contact information of above mentioned Officers	Refer to College Telephone Directory
If not satisfied by the decisions, where and how to appeal	Principal of the College

Sl. No. 2

Subject of the decision	Administrative Matters
Guidelines/Direction, if any	University directives/rules
Process of Execution	As per rules and regulations of the

Designation of the Officers involved in decision making	University Governing Body and the Principal depending upon their jurisdiction
Contact information of above mentioned Officers	Refer to College Telephone Directory
If not satisfied by the decisions, where and how to appeal	Principal of the College

Sl. No. 3

Subject of the decision	Financial Matters
Guidelines/Direction, if any	University directives/rules
Process of Execution	As per rules and regulations of the University
Designation of the Officers involved in decision making	Governing Body, Principal and Bursar depending upon their jurisdiction
Contact information of above mentioned Officers	Refer to College Telephone Directory
If not satisfied by the decisions, where and how to appeal	Principal of the College

Sl. No. 4

Subject of the decision	Library Matters
Guidelines/Direction, if any	University directives/rules
Process of Execution	As per rules and regulations of the University
Designation of the Officers involved in decision making	Governing Body, Staff Council, Principal and Librarian depending upon their jurisdiction
Contact information of above mentioned Officers	Refer to College Telephone Directory
If not satisfied by the decisions, where and how to appeal	Principal of the College

