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Section 4(1)(b)(iii)

The 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 Board as per the procedures laid down under various Ordinances, rules and regulations of the Board. The administration of the Board consists of various Sections which are normally headed by the individual Officer. These Officers perform the duty of incharge and manage the affairs of individual department/Section. These officers are assisted by the sub-ordinates/office Assistants as is posted as per administrative requirement, workload etc. Office Attendants, Daftries help in proper file management and transit of files/papers for day to day purposes. The Section under the central administration report to the Director who, in turn, report to CEO as per administrative requirement. The Departments report to the Head of the Department. The set up of the Examination Office and Library of the College is hierarchically similar to the Central administration of the college as far as channel of submission of the files are concerned, subject to changes as per administrative convenience.