

SECTION 4(1)(B)(III)

PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS

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 a Section Officer who is a Group B Officer. The Section Officer performs the duty of a supervisor and manages the affairs of the Section. He is assisted by the Assistants, UDC, & LDC as is posted as per administrative requirement, workload etc. Multi-tasking staff help in proper file management and transit of files/papers for day-to-day purposes.

The Sections under the central administration report to the concerned Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar & Vice-Chancellor as per administrative requirement. The staff members posted in the Schools and Departments report to the Dean of School or Head of the Department as the case may be.

The set up of the College Branches, Examination Office and Libraries of the University is hierarchically similar to the Central administration of the University as far as channel of submission of the files are concerned, subject to changes as per administrative convenience.

General matters pertaining to the Colleges Affiliated to the University are dealt by the office of Director College Development Council (DCDC).

Examination Branch of the University is Headed by the Controller of Examinations. Deputy Registrar Examinations, Assistant Registrar Examinations & Section Officers assist to the Controller of Examinations.