

**Procedure followed in Decision Making Process**

**3.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made)**

Decisions are either taken by the Executive Council & OR Academic Council of the University of Delhi. Accordingly, the same are implemented by the College by subsequent orders of the University of Delhi. At College level, decisions are taken either at the level of Governing Body or at the level of Principal and the staff council as per their jurisdiction.

The procedure followed while taking decision in the matter is as per the University's Calendar, the Act, Statutes and Ordinances, which are on website [www.du.ac.in](http://www.du.ac.in) [www.du.ac.in/index.php?page=acts-statutes-and-ordinances](http://www.du.ac.in/index.php?page=acts-statutes-and-ordinances) of University of Delhi.

**3.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

As per the procedures contained in para 3.1 above.

**3.3 What are the arrangements to communicate the decision to the public?**

Through Notice Board, publication (by press), newsletter, college website, email and through letter to the concerned person as per requirement

**3.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?**

Officials of the University of Delhi, Members of the Governing Body of the college, Principal and Staff Council and other stakeholders.

**3.5 Who is the final authority that vets the decision?**

Chairman in case of Governing Body and Principal in other cases

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**3.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Subject on which the decision is to be taken	Education matters	
Guidelines/Directions, if any	University directives	
Process of Execution	As specified in the University manuals	
Designation of the officers involved in decision making	Members of Governing Body, Principal and members of Staff Council	
Contact information of above mentioned officers	Email id: <a href="mailto:bhaskaracharya.college@bcas.du.ac.in">bhaskaracharya.college@bcas.du.ac.in</a>	
If not satisfied by the decision, where and how to appeal	Apply to the Principal-being the Appellate Authority	
Activity	Duration	
To receive application/ letters and put a diary number	Office Assistant	Same Day
To mark application/ letters to concerned officer	Principal	Same Day

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