

**(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING
CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

P.G. Departments of Studies:

Each Department has Department Council consisting of all Professors, Readers and two Senior most Lecturers by rotation as members, headed by the Chairman of the Department. The administrative matters of the department like distribution of teaching work among the teachers of the Department, preparation of time-table, allotment of class-rooms, laboratory work, recommendation for permission to attend Conferences & Seminars by the teachers, recommendation of the students and guides allotted for research work, preparation of list of students for admission as per the norms of the university etc., are decided at the Department Council and these are implemented by the Chairman at the Department level. The recommendations which need the approval of the authorities are forwarded to the Registrar for final approval. The main objectives of the University, viz., Teaching, Research & Publication is carried out by the teachers of the Departments. The accountability of the work of each teacher is ascertained by the Vice-Chancellor on the basis of Performance Appraisal Report (PAR) submitted by each teacher at the end of each year.

Administrative Section:

The request of the employees for the sanction of leave, encashment benefit, tours and travels etc., and any other administrative matter by the colleges, public etc., are put up by the case-worker with the notes of eligibility, availability, permissibility as per KCSR rules, university rules & regulations to the Registrar, through the AOS, O.S., A.R. and Deputy Registrar, and each writing his/her own remarks on the above points and again Registrar with his remarks forwards to the Vice-Chancellor for the final approval. The decision taken is issued in the form of order, put up by the case-worker signed by the Registrar. Some of the cases which require decision by the Syndicate is put up to the Syndicate for approval or decision.

Finance Branch:

All payments in the university are made in the Finance Branch on receipt of Administrative Orders from the Registrar/Registrar (Evaluation). However, the genuineness of the claim is verified and the payment is made.

In case of the payment to University employees, the file is initially put up by the concerned FDA/SDA/case-worker, routed through the A.O.S./O.S./Dy. Finance Officer and on obtaining final approval from the Finance Officer, the payment is made, under the administrative order of the Registrar.

The payment to various contractors/suppliers is made on receipt of the Administrative Orders from the Registrar/Registrar (Evaluation) and on the production of

the bill from the concerned contractor/supplier. The file is put up initially by the concerned FDA/SDA/case-worker, routed through the concerned A.O.S./O.S./Deputy Finance Officer and on final approval from the Finance Officer, the payment is made. While making payment the budget allocation under each Head of A/c and the Stock Certificate provided on the bill is verified. The genuineness of the claim is verified before making final payment. If the claim is not genuine, or requires some clarifications, the same is referred back to the Administration for rectification.

All payments are made through cheques and bank through. On each month-end, Bank Scrolls are obtained and the reconciliation of Accounts and the Cash Book is prepared.

Grant Register is maintained and the grants received from Govt., and other funding agencies like UGC, DST,DBT, CSIR, DRDO, AICTE, ICAR etc., are entered into separate registers.

Pay Bill Register is maintained and salary is paid every month to university employees. The Pay Slips are issued to every employee every month.

The Finance Committee meeting is convened once in three months. The Budget Estimates and the Annual Accounts prepared by the Finance Branch are placed before the Finance Committee, Syndicate and the Academic Council for approval.

The accountability is ascertained by the Accountant General, Govt. of Karnataka who conducts the audit of University accounts every year through the Govt. Auditor posted to Karnataka State Women's University, Bijapur.

Academic Section:

List of students for admission to various courses and research programmes leading to Ph.D. and M.Phil prepared by the Department Council of each Department from among the applicants in response to the Notification issued by the Academic Section is scrutinised by the committee of Deans and approval is accorded by the Registrar, after the same is put up by the Academic Section. The admissions of the students are monitored by the Chairman of the Department and the list of students admitted is sent to the Academic Section, where eligibility certificates, migration certificates are issued by the section and verification of fees paid, category certificates is done and the final list of admitted students to the courses is maintained by the Academic Section.

If a proposal to start a new course, change of syllabus is received from the BOS in the concerned subjects, it is put up by the case-worker through the A.O.S, O.S., A.R. and D.R. to the Registrar with their remarks about the permissibility and such matters are referred finally to the Academic Council for approval. Affiliation of colleges, issue of new affiliations to subjects and colleges is also dealt by the Academic Section after the Affiliation committees submit their reports, for the final approval by the Academic

Council. Supervision and accountability of the work done by the officials of this section is ascertained by their higher ups in the section as per the delegation of powers.

Examination Branch:

The Syndicate appoints Chairman and members of Board of Appointment of Examiners for annual, semester and supplementary examinations. The Examination Section conducts the meeting of Board of Appointment of Examiners under the Chairmanship of the Vice-Chancellor. The Board of Appointment of Examiners prepares the panel of Board of Examiners with a Chairman and members in each subject from the list suggested by the Board of Studies of the concerned subjects. The Examination Branch issues orders of appointment for the members of the Board of Examiners and asks the Board of Examiners to prepare Question Papers in the concerned subjects.

Usually, in the beginning of each academic year, in the meeting of Chairmen of all Post-Graduate Departments chaired by the Vice-Chancellor, the Calendar of Events of that academic year is prepared. As per the Calendar of Events, the Schedule of Examinations will be chalked out by the Examination Branch, such as inviting applications from the eligible candidates, preparation of detailed time-tables, fixing up Centers of Examinations and scrutiny of Examination Application forms, etc.

Appointment of Internal and External Senior Supervisors and other required staff for conduct of Examinations is done by the Confidential Section of the Examination Branch.

The Examination Branch makes arrangement for the work of coding, dispatching of Answer scripts, valuation of answer scripts, collection of marks lists, tabulation and declares the results of various examinations.

The Examination Branch is also responsible for issue of Passing Certificates, Marks Cards, Degree Certificates, Rank Certificates, Gold Medals, etc.

The Examination Branch deals with the work related to Convocation like receiving applications for awarding Degrees, scrutiny of applications, preparation of list of candidates eligible for Convocation, cash prize and gold medal recipients.

Engineering Section:

In the Engineering section, to take up any work, first estimate will be prepared and placed before Building Committee & syndicate for sanction. After sanction to the estimate, tenders are invited giving wide publicity in News paper & District Tender Bulletin. The tenders so received and compared with reference to estimate and the lowest tender is gained placed before Building Committee and Syndicate for acceptance. Once, the tender is accepted by Building committee and Syndicate, a work order will be issued asking the agency to start the work after execution of Agreement Bond. After the execution of Agreement Bond the work will be Supervised by concerned Section Officer

(Asst. Engineer or Junior Engineer), Sub Division Officer. (Asst. Executive Engineer) & Division Officer (Resident Engineer).

Library:

Central Library meets the academic requirements of all the Departments and the students. Librarian as a whole time officer manages the Library procurement and services with his staff. Syndicate Sub Committee "Library Advisory Committee" approves the plans, programs and utilization of Library budget allotted by the University under different heads. With the approval of the Vice Chancellor the fund allotted would be distributed to all Departments for purchase of books, journals, CDROMs, binding of books etc., The Departments send the list of books/journals for purchase to the Librarian with Department Council Recommendation and Resolution. Librarian initiates further action to procure the books. The administrative procedure for approval, allocation of funds and sanction for payment of bills are submitted to the Vice-Chancellor through the Deputy Registrar (Development) and Registrar. Once the approval/sanction is accorded for the payment, the bills would be sent to the Finance Branch for payment.