

### **Section – 4(1)(b)(iii)**

#### **The procedure followed in the decision making process, including channels of supervision and accountability**

The Principal is the administrative Head and DDO of the college. A senior faculty member acts as Bursar to assist Principal in the financial matters of the college. Different committees under the charge of convener are formed to facilitate the smooth and efficient implementation of the institutional processes. All the staff members are involved in these committees as per their seniority, experience and interest in a particular field. The conveners of these committees call regular meetings with their members and guide them as and when necessary. Also, the budget allocation and sanctions for carrying out the particular activity are discussed thoroughly by the principal with the convener and other members. The convener takes periodic review of the working of the members and helps in clarifying the hurdles in the proper functioning.

Principal of the college keeping in view of the instructions issued from The Higher Education Department, Haryana and Affiliating University is responsible for quality enhancing policies. At college level it is implemented through college council. The college executes these policies through activities like N.S.S., N.C.C., Cultural Activities, Women Cell, Placement and Guidance Cell, Redressal and Grievance Cell which are headed by a senior member of faculty with different faculty members.

The Principal performs his leadership role as per the guidelines of the Department of Higher Education. The Principal of the institution conducts various meetings throughout the academic year and discusses the problems and challenges before the institution. The staff members are

directed by the Principal to execute the policy and plans framed in the meetings. The faculty members of the college follow the advice given by the Principal and interact with him/her as and when required and work for better academic environment in the college. On the basis of feedbacks obtained from faculty members, students, and community the principal discusses these in meeting convened by the department of higher education and affiliating university held at various levels from time to time for designing and implementation of the quality policy and plans.

The Principal delegates authority and provides operational autonomy to the departments and work towards decentralized governance system as all the functions of the college are executed through committees, activities and cells comprising faculty members as conveners and members. Conveners and teachers incharge of different activities work independently with least interference of the head of institution and thus college works are dispensed in an efficient and transparent manner. The college promotes a culture of participative management at different levels. The Principal of the institution submits the performance appraisal reports of its teaching and non-teaching staff with comments to the Director General Higher Education where they are reviewed properly. In case of any adverse remarks made by the Principal, the same is conveyed/communicated to the concerned faculty member for further representation after which the final decision is taken.