

## **CHAPTER-3**

### **3.1: Process of Decision Making: Identification of Key Decision-Making Points**

1. All those matters which are under the purview of the power of the Director, are solved through the decision of the Director. However, wherever is felt necessary, certain matters are discussed through the concerned committees and Dean of Student Welfare and finally the resolution arrives to the Director for final decision.
2. All other matters relating to the overall administration, appointment and so on are brought to the meeting of the Board of Governors and under the Chairmanship of the Joint Secretary, BTI, Ministry of Culture, Government of India as the Chairman of the BoG and the Director of the Institute as the Member Secretary, the important decisions are taken. To take such decisions, the quorum has to be fulfilled.
3. The decisions relating to the financial matters, the Finance Committee of the Institute Chaired by the Director, Finance, BTI, Ministry of Culture and the AAO, CIHCS takes all the necessary decisions.

### **3.2: Final Decision-Making Authority**

The final decision-making authority of the Institute is the Board of Governors.

### **3.3: Related Provisions, Acts, Rules etc.**

In decision making process, all the administrative committees like the Board of Governors, Finance Committees, Director and the Administrative and Accounts Officer, the provisions, Acts and Rules are facilitated by the MoA and the Bye-law along with the government of India rules such as CCS rules etc.

### **3.4: Time Limit for Taking a Decision, if any**

Not Applicable

### **3.5 Channel of Supervision and Accountability**

The channel of supervision and accountability of the Institute follow hierarchical structure. All duties of the employees, general administration, academic standards, co-curricular and extra-curricular activities are supervised by the Director of the Institute.

The administrative staffs are supervised by the Administrative and Accounts Officer. All the employees are accountable to the Director of the Institute.

The Director is supervised by the Board of Governors and the Joint Secretary, BTI, Ministry of Culture, Government of India and Finally to the Society and its President-Secretary, Ministry of Culture.

For the financial matters, the Director and the Administrative and Accounts Officer are supervised and in turn, are accountable to the Finance Committee of the Institute.

For, academic matters, the Institute is accountable to the affiliating university i. e. Sampuranand Sanskrit Viswavidyalaaya, Varanasi, Uttar Pradesh. The Academic Council of the affiliating university supervise and approve the curriculum and the syllabus of the Institute.

For any matter, if required, the Institute is supervised by the President of the Society, Board of Governors, the Chairman of the BoG, Finance Committee, Chairman of the Finance Committee and any representative from the Ministry of Culture, Government of India, especially from the BTI Section.

Within the campus premise, the hostels are supervised by the wardens and matrons. For overall supervision of the hostels, the Institute appoints a Chief Warden.

The mess of the Institute is supervised by a Mess Committee.

The matters relating to the students of the Institute are supervised by the Dean of Students' Welfare.

The RTI related matters are supervised by the Central Public Information Officer of Institute.

The matters relating to the reservation are supervised by the Liaison Officer.

The Wardens, Matron and Mess Committee are accountable to the Director of the Institute.

The Liaison Officer is accountable to the Liaison Officer, Ministry of Culture.