



Procedure followed in Decision Making Process

PROCESS OF DECISION-MAKING (KEY DECISION-MAKING POINTS)

The University follows the decision-making process through the channels as prescribed in its Rajiv Gandhi University Act 2006. The day-to-day decision making is undertaken by the Competent Authorities as per the powers prescribed in its rules and provisions under various ordinances and RGU Act 2006. Each and every branch in the University operates under the supervision of Section Officer and/or Assistant Registrar and/or Deputy Registrar and/or Joint Registrar. The files are submitted to various statutory officers for the sanction/approval. There is a single or generally accepted decision-making process adopted by the Rajiv Gandhi University, described through the organisation hierarchy structures, legal relationships, authority patterns, rights and responsibilities etc. as provided by the University Ordinances, Acts and Statutes, guidelines and directives of the Statutory Regulating Authorities (SRAs) like Ministry of education, GoI, UGC etc.

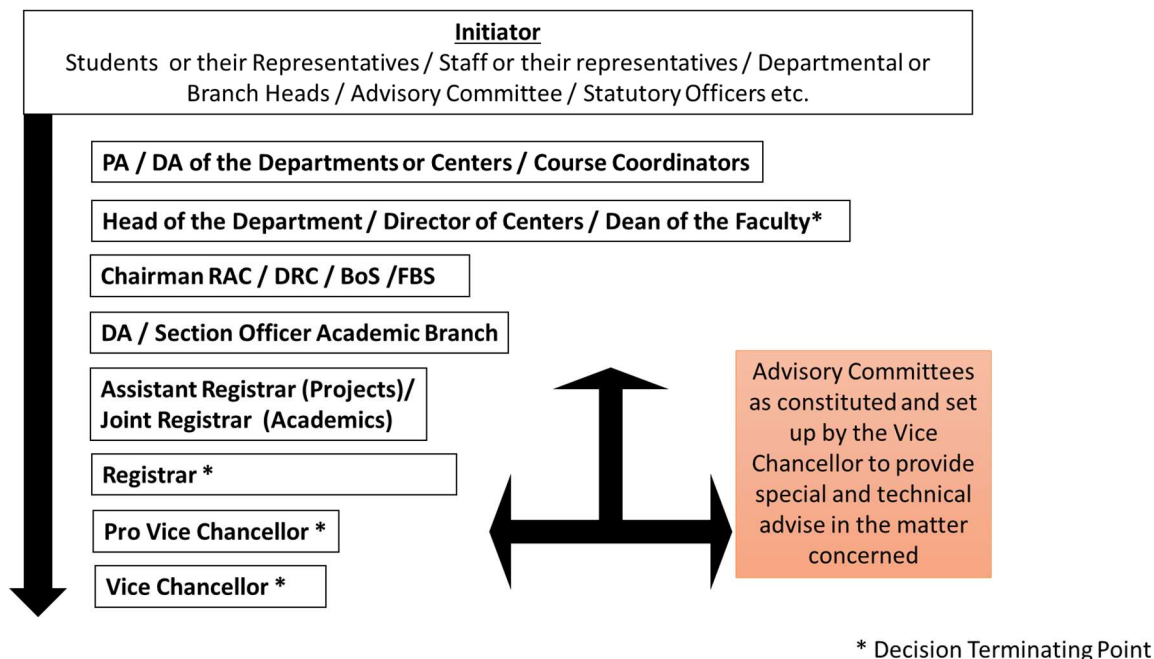
In the University, any policy matter is decided at the level of Vice-Chancellor/ Executive Council/ Academic Council/Finance Committee of the University. Decision on any matter/ issue is taken in accordance with the provisions of the Act/ Statutes/Ordinances/ Rules & Regulations/Policies, etc. of the University/Instructions received from MoE, GoI/UGC & other Statutory Regulating Authorities (SRAs) and the decisions taken by University Court/ Executive Council/ Academic Council/ Finance Committee from time to time and procedures/practices of the University.

The Vice-Chancellor is the Principal Executive and Academic Officer of the University and exercises general supervision and control over the affairs of the University and gives effect to the decisions of the authorities. The administration of the University consists of various Sections / Branches which are normally headed by a Section Officer or equivalent 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, Upper Division Clerk, Lower Division Clerk as is posted as per administrative requirement, workload, availability of staff, etc. The Sections under the central administration report to the concerned Joint Registrar /Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar/Finance Officer/ Controller of Examinations/ Pro Vice-Chancellor / Vice Chancellor as per administrative requirement.

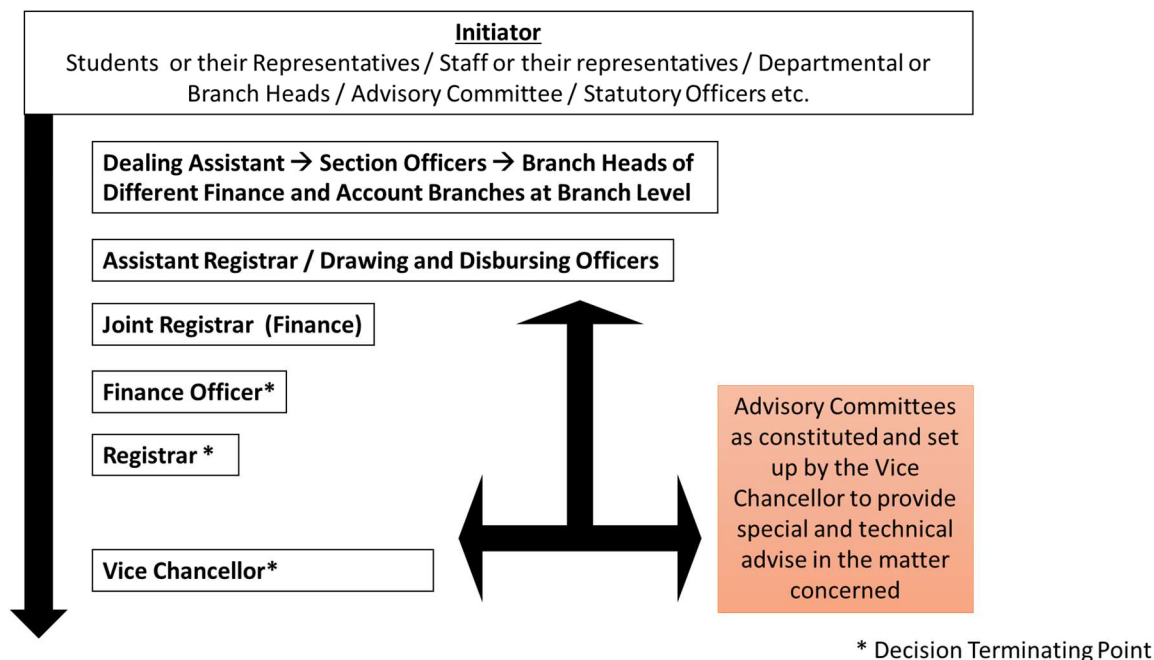
The administrative branches in the Faculties/Departments/ Centers report to the concerned Dean of the Faculty and Head of the Department or Director as the case may be. For smooth conduct of academic activities in the Department, the concerned Head of the Department and Dean of the Faculties may take necessary decision in conformity with the Act, Statutes, Ordinances, etc. of the University. For smooth functioning of the activities of academia and research various committees like Faculty Board of Studies, Board of Studies, Departmental Research Committee, Research Advisory Committees are constituted.



Decision Making Process Flow Chart – Academic related Matters

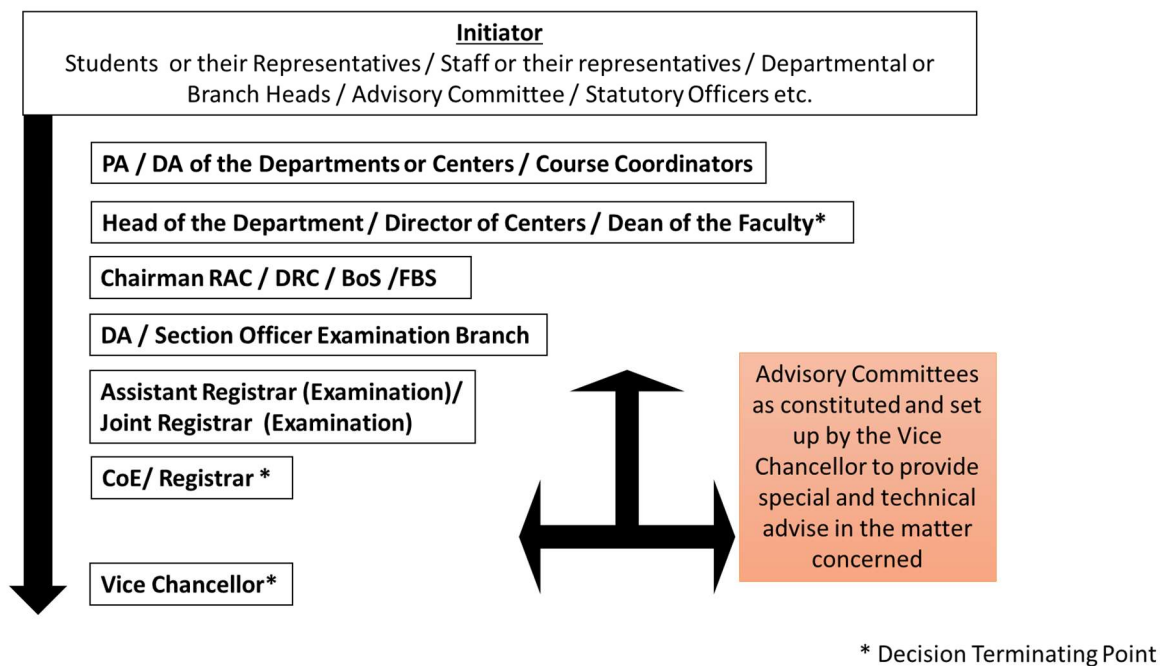


Decision Making Process Flow Chart – Finance related Matters

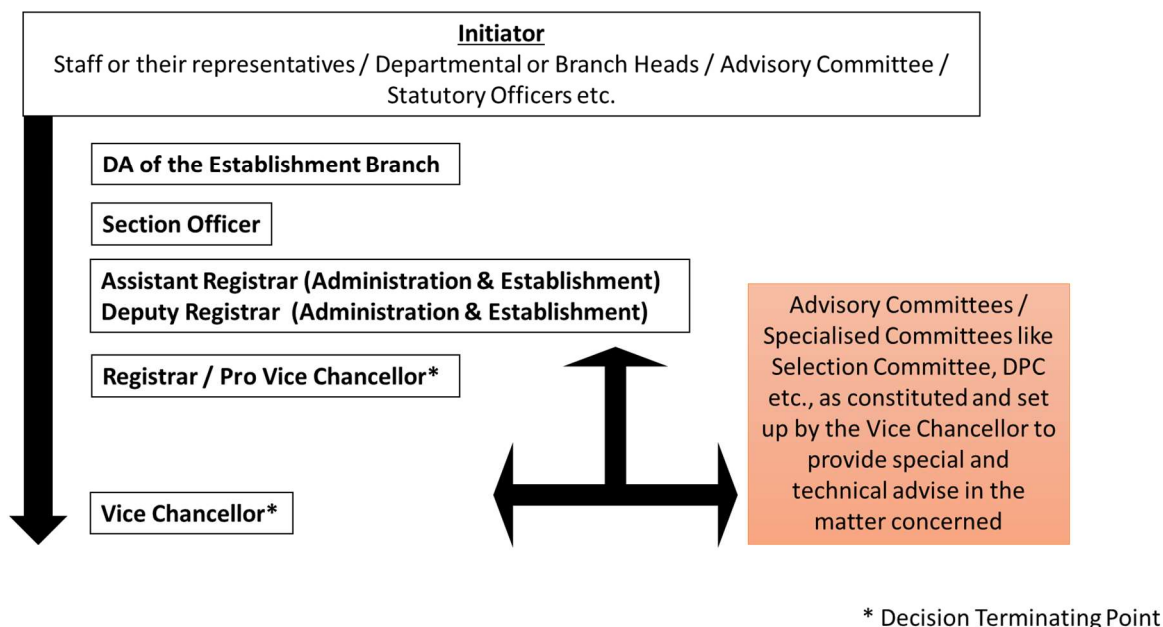




Decision Making Process Flow Chart – Examination related Matters



Decision Making Process Flow Chart – HR related Matters





FINAL DECISION-MAKING AUTHORITY

The Executive Council is the principal executive body of the University. However, the Research Board (RB), Academic Council (AC) and Finance Committee (FC) are responsible for the decisions for the academic and finance related activities. The statutory officers like Pro-Vice Chancellor, Registrar, Controller of Examinations, Finance Officer and Librarian also take final decisions in some routine and administrative domains as acceptable and authorised by the University Ordinances, Act and Statutes. The Deans of the Faculties, Head of the Departments of various teaching department, Director of various Centers, Chairman of various academic committees like RAC, DRC, BoS, and FBS, etc., CDC, branch heads, DDO etc. take final decisions only in day-to-day routine and administrative matters, within the domains of respective departments / branches, as authorised through administrative decentralisation policies of the university and by the University Ordinances, Act and Statutes. Vice Chancellor, Registrar and Statutory Bodies of the University are the final decision-making authorities as per the powers bestowed upon them under Act/ Rules.

<https://new.rgu.ac.in/executive-council/>

<https://new.rgu.ac.in/academic-council/>

<https://new.rgu.ac.in/finance-committee/>

<https://new.rgu.ac.in/advisory-committees/>

<https://new.rgu.ac.in/act-ordinances/>

<https://new.rgu.ac.in/important-documents/>

<https://rgu.ac.in/wp-content/uploads/2023/04/Rajiv-Gandhi-University-Act-2006.pdf>

Related Provisions, acts, rules etc.

The link w.r.t provisions, acts, rules etc. is given below:

<https://rgu.ac.in/act-ordinances/>

[RGU Gazette Notification No.F.RGU/ADM-38/ORD/10-Dated 31th March,2021](#)

[Notification No. RGU/ADM-38/ORD/10 Dated 30 October, 2020 – Ordinances \(15 nos.\)](#)

[Ordinances Published in Gazette of India](#)

[Gazette Notification No. ADM-01/SB/2000-11 Dated 9 June, 2017](#)

[Gazette Notification No. ADM-01/SB/2000-11/12 Dated 9 June, 2017](#)



Gazette Notification No. ADM-01/SB/2000-01 Dated 3 April, 2017

Corrigendum No. ADM-12/SB/2000-11 Dated 3rd April, 2014

The Rajiv Gandhi University Examination Ordinance, 2014

The Rajiv Gandhi University Act, 2006

Arunachal University Act, 1984 as Amended upto 1993

Arunachal University Act, 1984

Time limit for taking a decision, if any

The decisions are taken promptly in the university. Normally the time limit for taking a decision is 3-5 working days except the items requiring sanction of statutory bodies.
