

3) Procedure followed in decision making including channels of supervision and accountability, (Section 4(1) (b) (iii) of RTI Act, 2005

CASE WORKERS (Asst Managers – Projects/Accounts/Admissions)

Incharge of the records of his/her compilation and processing of receipts in the existing file and to make timely action. The case workers are responsible for the timely action & follow up.

MANAGERS

Managers will scrutinise the proposal with all relevant rules and mark the file to the Assistant Directors suggesting with the course of action to be taken. Manager has to do supervising, monitor and caution the case worker coming under his control. Manager is responsible for all timely action and follow up actions of the file and directing the case workers to send timely reminders and ensure the prompt actions.

ASSISTANT DIRECTORS

Assistant Directors will propose cases as per the guidelines and take action according to the existing provisions of rules and act.

DIRECTOR

The Director will review the cases with an overall view and take decision as per the delegation of powers. Commissioner for Industrial Development & Director of Industries & Commerce will decide the course of action to be taken on a proposal.

TECHNICAL STAFF

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|----------------|---|---|
| 1) Instructors | } | For conducting Diploma course as per syllabus prescribed by the DTE |
| 2) Lecturers | | |
| | } | Trainings |

PRINCIPAL

Overall supervision of academics