

3. The procedure followed in the decision making process, including channels of supervision and accountability

The decisions are made under the provision of KKHSOU Act, Statute, Ordinances and the Financial Code, Administrative and Personnel Management Manual.

The **UGC Distance Education Bureau (UGC-DEB)** has been entrusted with the primary responsibility of promoting, coordinating and determining standards in the open and distance education system in the country.

The **Board of Management (BoM)** is the principal executive body of the University, empowered to look after the management and administration of the revenue, finances, and property of the University and the conduct of all administrative affairs.

The **Academic Council** decides academic policies of the University and gives directions on methods of instruction, evaluation, and improvement in academic standards.

The **Research Advisory Council (RAC)** is responsible for the planning, management, organization and monitoring of Research Programmes.

The **Finance Committee** has been entrusted with the responsibility of supervising the financial affairs of the University.

All the policy matters relating to the respective spheres of the above authorities are deliberated and their recommendations/decisions are implemented with the approval of the Board of Management (BoM). The implementation of the decision is made by the hierarchal structure at the school/Division/Unit levels as indicated below:

I- Non-Academic Positions

- i. Multi Tasking Staff
- ii. Jr. Assistant
- iii. Sr. Assistant
- iv. Assistant Section Officer
- v. Section Officer
- vi. Assistant Registrar/ Assistant Director
- vii. Deputy Registrar/Deputy Director
- viii. Registrar/Dean/Controller of Examination
- ix. Vice Chancellor
- x. Board of Management

II- Academic Position

- i. Assistant Professor
- ii. Associate Professor
- iii. Professor
- iv. Dean (Academic)
- v. Registrar
- vi. Vice Chancellor
- vii. Board of Management