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## **Chapter . 9 (Manual . 8)**

### **Procedure followed in Decision Making Process**

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9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

Various committees involved in the decision making process:

Executive committee  
Standing Committee

9.2 What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

The decision are taken through various committee as under

Executive committee:  
College council Committee  
Ethical Committee  
Gymkhana Committee  
Library Committee  
Purchase Committee

9.3 What are the arrangements to communicate the decision to the public?

As per need on written application & where applicable, on payment of fees applicable

#### **Administrative office of DEAN**

Surat Municipal Institute of Medical Education & Research (SMIMER),  
D Block, Nr Sahara Darwaja, Opp.Umarwada,  
SURAT – 395 010 (Gujarat) INDIA.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Municipal Commissioner  
Dean  
Medical Superintendent

9.5 Who is the final authority that wets the decision ?

Standing Committee  
General Board

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

<b>Sr.No</b>	
<b>Subject on which the decision is to be Taken</b>	<b>Purchase /Repair/Contract/Hospital charges</b>
<b>Guideline /Direction, if any</b>	<b>BPMC Act, GCSR</b>
<b>Process of Execution</b>	<b>On approval of , Standing Committee General Board</b>
<b>Designation of the officers involved in decision making</b>	<b>Commissioner Dean Medical Superintendent</b>
<b>Contact information of above mentioned Officers</b>	<b>As Above</b>
<b>If not satisfied by the decision, where and how to appeal</b>	<b>Application in prescribed form to the appellate officer within 30 days.</b>