

Chapter - 9

Procedure followed in Decision Making Process

In the discharge of duties and in the decision-making process, the hierarchy specification activity, a scheme or a program is followed and depending upon the issue under consideration decisions are taken at the level of the Head of Departments (HODs) for academic matters and Administrative-cum-Accounts Officer (AAO) for administrative matters in the CIHM and final approvals are given by Principal and/or Chairman, Board of Governors of the institute.

To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level:

1. E-Tender/GEM Portal Purchase Committee

Sl. No.	Name of Official	Designation
1.	Mr. Pulkit Bhambi, Principal	Chairman*
2.	Mr. Abhishek Yadav – I/c Admin. Cum Accounts Officer	Evaluator*
3.	Mr. B.L. Mahore – Office Supdt.	Evaluator*
4.	Mr. Subhash Sharma, UDC	Evaluator*
5.	Mr. Bankim Joardar, H.O.D.	Nodal Officer*
6.	Mr. J.K. Sen – UDC (Store Dept.)	Creator/Publisher *

- **To Be Decided**

For local market purchase, Purchase Committee is formed by the Principal, IHM Gwalior to assess the reasonableness of the rates, quality and specifications and identify the appropriate supplier, as per the provisions given in the GFR Rules.

2. Anti Ragging Committee (2025-26)

S. No.	Designation	Member	Contact Number	E-mail Ids
1.	Head of the Committee	Sh. Bankim Joardar	9425619239	bankim1968@gmail.com
2.	Rep. of local police station	Town Inspector Maharajpura Gwalior		
3.	Faculty Member	Mr. P. Suresh – Sr. Lecturer	9993551104	pitchai.suresh@rediffmail.com
4.	Faculty Member	Mrs. Sandhya Singhal - Lecturer	9669117191	sandhyahariomsinghal@gmail.com
5.	Staff Member	Mr. Prem chand Arya – Lab Asst.	8871532072	premaria500@gmail.com
6.	Non-teaching staff	Mr. Abhishek Yadav – I/c Admin. Cum Accounts Officer	9687877156	accihmgwl@gmail.com
7.	Non-teaching staff	Dr. Somesh Misra - Librarian	9617026747	misrasomesh@gmail.com
8.	Contractual Staff	Mr. Jitendra Kumar Pandey – Boy's Hostel Warden	7489059295	

3. Internal Complaint Committee of the Sexual Harassment of women at work place:

Sl. No.	Name of Official	Designation
1.	Mrs. Sandhya Singhal – Lecturer	Presiding Officer
2.	Mrs. Anshu - Lecturer	Member
3.	Mrs. Joyce J. - Lecturer	Member
4.	Dr. Manoj Kumar Yadav – Sr. Lecturer (Ad-hoc)	Member
5.	Mr. Subhash Kumar Sharma - UDC	Member
6.	Dr. Dharmendra Saxena (Advocate)	External Member

4. Student complaint redressed committee

Sl. No.	Name of Official	Designation
1.	Mr. Bankim Joardar – HOD	Head of Committee

2.	Mrs. Joyce J. – Lecturer	Member
3.	Mr. Abhishek Yadav – I/c Admin. Cum Accounts Officer	Member
4.	Mr. B.L. Mahore – Office Supdt.	Member
5.	Mr. Somesh Mishra - Librarian	Member

Note: All complaints received from students are redressed within a suitable time frame.

Limit for taking a decision

As such there is no time limit defined for taking decisions in the charter. However, time limit for taking any decision in the Institute is decided by the principal depending on the nature of job/task/complaint.

Normally the time taken for taking any decision is 7 to 10 days.

Channel of Supervision and Accountability:

All employees are responsible for duties assigned by authorities from time to time.