

Section 4(1)(b)(iii) of RTI Act 2005

The procedures followed in decision-making including channels of supervision and accountability

The Institute prepares a training calendar and annual action plan each year. The Faculty Members provide their list of training programmes on the basis of their specialization for drawing up the Action Plan. The Director proposes the Action Plan and Training Calendar to the Standing Committee on Training and Education and Research and Evaluation, which in turn recommends the same to the Executive Council and thereby to the General Council for confirmation and approval. The Budget for training and research is put up through the consolidated Recurring Budget of the Institute to the Standing Committee for approval each year and the recommendations thereof are referred to the Executive Council for Confirmation. Training Programmes are conducted based on the Training Calendar whereby the Faculty Members invite nominations, Resource Persons and arrange field visits etc state their financial and other requirement for each programme with the approval of the Director. The Faculty Member/Course Directors are required to submit the report of the programmes organized and conducted by them along with the details of actual expenditure of each programme on its completion. With regard to research also the Faculty Members put up their proposals to the Director for getting the confirmation and approval of the Executive Council and the General Council as is the case for the training programmes. The Findings and recommendations of the research studies are then submitted along with the actual expenditure statements on completion. The Institute may also take up Field based Projects and Consultancy that are funded by the Government and other reputed and lawful organizations.

The Director is the Principal Executive Officer of the Institute and is responsible for proper administration of the affairs of the SIRD and shall exercise powers under the guidance of the Executive Council. The Director coordinates and oversees all the activities, shall prescribe duties to all its officers and staff of the Institute and exercise supervision and disciplinary control as may be necessary.