9. Procedure followed in decision-making process

BIMS follows bottom of approach for decision making . Under the guidance of Board of Governance and Director of Kolkata Kendra of Bharatiya vidya bhavan the principal finally takes all decision both in academic as well as in administration. Academic decision taken in the meeting of faculty members if necessary, brain storming is done and then the principal takes the final call . In the area of the policy and finance the principal seeks approval from the Kendra director.

As we have mentioned earlier the entire BIMS is managed by the committees in various activities , each committee comprise of 10 to 12 students headed by one faculty. Basics suggestion are generated in the committee and coordinator passes the recommendation of the committee to the principal who takes the final call as mentioned earlier.

System department time to time recommends their requirement and policy to be undertaken to the principal. Principal also periodically conduct the brain storming session to the supporting staff encourage their suggestion and the matter is discuss with D Sengupta and S Paul for taking final decision.

Faculty can recommend any books to principal. The principal after accessing the need advice library to purchase same. The Liberian perorally meet with the library committee and takes decision in management of the affair the library . They also interact with system administrator for the need for software and more and more mechanism in the system of running including e- library.

The broad of governors meets 4 times in a year to review the working of BIMS monitor actual against budget and sanctions the budget. They also review the suggestion given by the advisor and give the policy decision for implementation.