

Set for the Discharge of Functions at Radhabai Kale Mahila Mahavidyalaya, Ahmednagar

[As per RTI, 2005 - Section 4(1) (b) (IV)]

S. No.	Section	Name of the Employee	Function / activity	Norms
1.	Administration	Mr. Rajendra Balbhim Shete	Entries in Service Books	Necessary entries in the Service Book are made on the same day.
			Preparation of Personal Files & Service Books of Newly Joined Employees	Personal files and Service Books are maintained up to date.
			Recruitment process (Central Office, Rayat Shikshan Sanstha, Satara and concerned university)	Advertisement, Receipt of applications, Scrutiny of applications, sending call letters to the eligible candidates for interview, constitution of Selection Committee, calling for the meeting of Selection Committee, conduct of interviews by the Selection Committee, submission of the report by the Selection Committee by the appointing authority, acceptance of the Report of the Selection Committee, issuing Appointment Letters to selected candidates (as per the provisions of the Maharashtra Universities Act, 1994, Standard Code, 1984 and Teachers Statute).

S. No.	Section	Function / activity	Norms
		Disciplinary actions	<p>Minor Penalty - Issuance of show cause notice, calling for explanation, consideration of the explanation by the disciplinary authorities i.e. Principal as the case may be, infliction of punishment, if explanation is not satisfactory.</p> <p>Major Penalty-Issuance of charge sheet, calling for explanation, consideration of the explanation by the disciplinary authorities i.e. Principal as the case may be, appointment of enquiry officer / committee, if the explanation is not satisfactory, conduct of enquiry, submission of the report by enquiry officer/committee to the disciplinary authority, issuance of Show Cause Notice as regarding proposed punishment, consideration of explanation to the show cause notice, infliction of punishment by the disciplinary authorities, if the explanation is not satisfactory (as per the provisions of the Standard Code, 1984 and Teachers' Statutes).</p>
		Sanction of Long Leave	After receipt of an application for long leave, the same is forwarded to the Principal as the case may be, after verifying by the staff concerned.
		Issue of various certificates	Certificates are issued within 7 days on demand, after verifying the facts.
		Preparation & submission of pension case	Formalities are completed 6 months before the date of superannuation.
		Verification of roster registers (Central Office, Rayat Shikshan Sanstha, Satara, Joint Director, Higher Education of respective region and concerned university)	The roster registers are verified within 7 days from the date of proposal.

	Scrutiny of Advt. (Central Office, Rayat Shikshan Sanstha, Satara, Joint Director, Higher Education of respective region and concerned university)	The advertisements are scrutinized from the point of view of reservation, within 3 days from the date of proposal.
	Replies to Star questions	Star question is replied as early as possible.
	Acknowledgement of correspondence	Correspondence is acknowledged by the Head Clerk immediately.
	Preparation of information required by Higher Authority	The information required by the higher authority is provided on the same day, as far as possible.
	Implementation of orders	Within 2 days from the date of remarks by the higher authority.
	Submission of items before various authorities for decision	Immediately after the directions to that effect and before the due date.
	Preparation of Agenda for Various Meetings	As per provisions laid down in Statue, Ordinances, Directions, Acts.
	Preparation and confirmation of Minutes for the meetings	Within 3 days from the date of meeting.
	Circulation of Minutes/ Resolution	Within 7 days from the confirmation.
	Compliances on resolutions of various authorities.	Within 5 days from the receipt of resolution or after completion of necessary formalities, as the case may be.
	Sending proposals to the UGC and various funding agencies.	Within the time limit provided by the UGC/other funding agencies or as required by the projects.
Estate	Calling Tenders, opening tenders, negotiations, giving work order, contract etc.	As per provisions laid down in Ordinances and PWD rules, Building Committee of the college and directions of the competent authorities.
Eligibility	Monitoring and supervising the process of granting eligibility.	Overall supervision on the process of granting eligibility and redressal of grievances of the students.
	Issue of duplicate mark statement, name correction, passing certificate.	7 days on receipt of application to that effect.

		Issue of transcript by following due process.	Within 1 month after demand.
	Examination	Issue of Hall ticket	15 days before the date of commencement of the Examination.
		Verification of Result- (Examination Committee)	30 days from the receipt of answer book to the section.
		Result Revaluation- (Examination Committee)	Generally before the commencement of the examination of the next higher class.
		Allotment of Junior and Senior Supervisors	Equal supervisions will be allotted to all faculty and Senior Supervisors will be appointed by seniority.
	Finance	Appointment of examiners for practical oral examinations and issuance of appointment letters to examiners.	15 days before the date of commencement of the Practical / Oral Examination.
		Preparation of Cheques	5 Minutes per Cheque
		Passing or Cash Vouchers	Two Hours per Voucher
		Issue of No Dues Certificates	3 Hours per Certificate
		Payment of Cash per Voucher	15 Minutes per Voucher
		Acceptance of Cash and Issue of Receipt	15 Minutes
	General Section		
	Record Section	Maintenance of records.	Records are maintained up to date.

S. No.	Section	Name of the Employee	Function / activity	Norms
1.	Administration	Mr. Vitthal Laxman Darekar	Filling of Log Book	Log books are filled by the Senior Clerk concerned on the same day, immediately after the signing of the authority.

S. No.	Section	Name of the Employee	Function / activity	Norms
1	Administration	Mrs. Urmila Ramchandra Gadekar	Confirmation of staff/ Approval (Central Office, Rayat Shikshan Sanstha, Satara, Joint Director, Higher Education of respective region and concerned university)	Issuance of Confirmation letters to the employees after successful completion of probation period/extended probation period after following procedure as laid down in Standard Code or Teachers Statute, as the case may be.
			Annual Report	Annual report of the college shall be prepared and submitted online by the Junior Clerk after approval by IQAC and CDC. The report is submitted to the university online.
			Inward of letters	Entries are made in the Inward Register immediately by Junior Clerk immediately.
			Submission of correspondence to the Head / Committee Chairman	Correspondence is submitted to the Head/ Committee Chairman on the same day, by the Junior Clerk immediately.
			Dispatch of Urgent letters	Urgent letters are dispatched on the same day by the Junior Clerk immediately
			Preparation of notes	Notes are prepared on the same day of cause of action by Junior Clerk.