

**S. N. D. T. WOMEN'S  
UNIVERSITY  
MUMBAI- 400 020**

**Manual No. 3**

**[Section 4(1)(b ((iii))]**

**Right to Information Act 2005**

**Manual 3**

**[Section 4(1) (b) (iii)]**

**The Procedure followed in the Decision - making process,  
Channels of Supervision and Accountability**

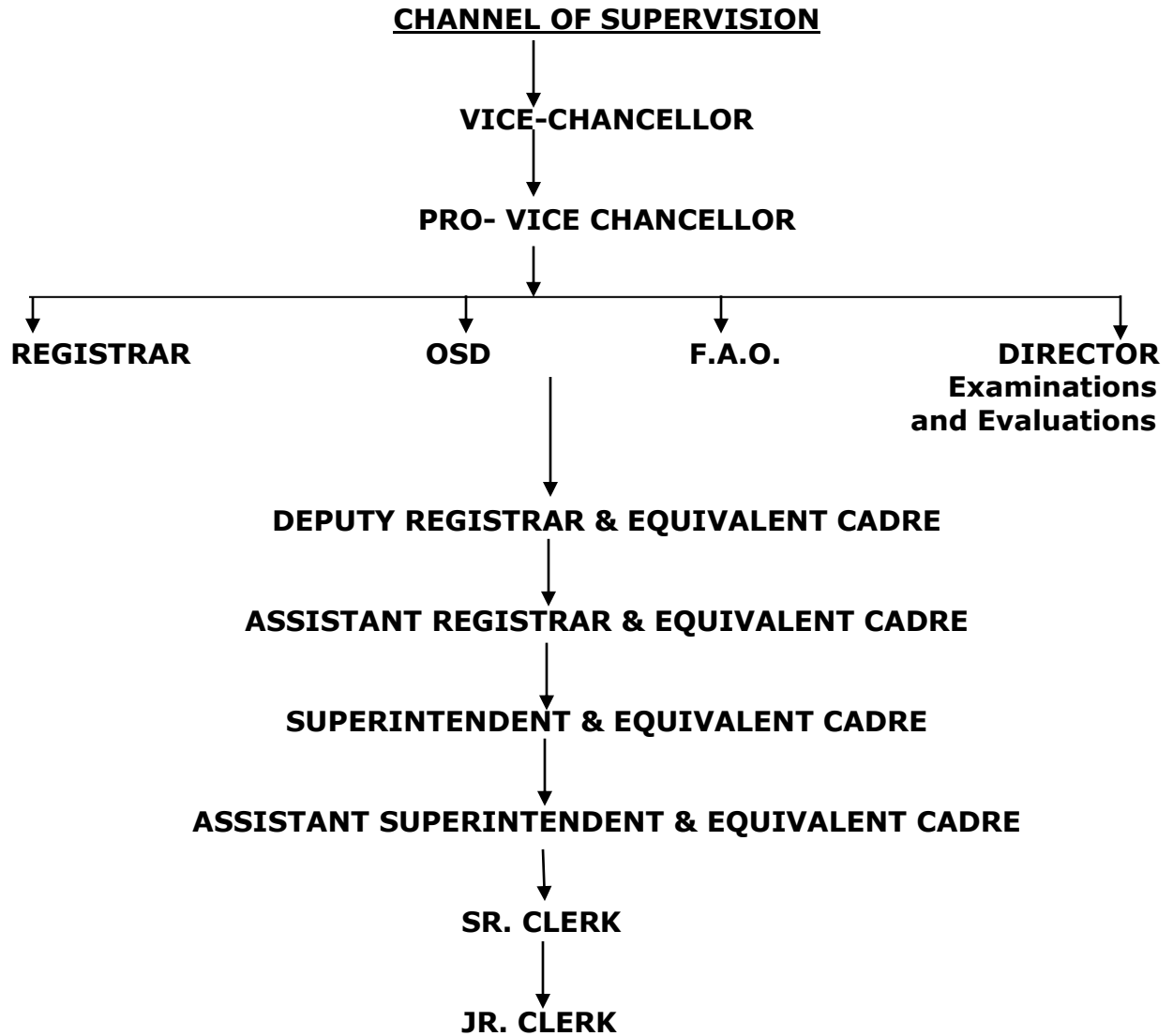
<b>Sr. No.</b>	<b>Section</b>	<b>Details of Activity</b>	<b>Days within which Procedure is completed</b>	<b>Authority Responsible for that activity</b>
<b>1</b>	<b>Administration</b>	Submission of Monthly attendance report	10 days before preparation of salary sheet	O.S./ AR/DR
		Sanction of Long leave	3 days before proceeding for leave	O.S./ AR/ DR
		Confirmation of staff	15 day after completion of probation period	O.S./ AR/DR
		Issue of various certificates	5 days from demand	O.S./ AR/DR
		Recruitment process Including Advertisement, Written Examination, Interview & appointment	Generally within 150 days	O.S./ AR/DR
		Preparation & submission of pension case	6 months before the date of superannuation of increment	O.S./ AR/DR
		Placement proposals (CAS)	90 days	O.S./ AR/DR
		Issue of appointment letters	5 days after selection	O.S./ AR/DR
<b>2</b>	All Deptt	Abstract of inward / outward register	7 days after expiry of the previous month	O.S./ AR/DR
		Parawise information in court case to be supplied to the law section	As required by Legal Cell	O.S./ AR/
		Contracts for maintenance of various Machinery	15 days before completion of previous contract	O.S./ AR/ H.O.D.
		Activities which are to be	70 days	O.S./ AR/DR

		performed annually		
		Preparation of notes	Generally within 2 days or as per the urgency of the matter	O.S./ AR/DR
		Correspondence, if required	Generally within 2 days from the receipt or as per the urgency of the matter.	O.S./ AR/DR
		Letters to be put up for approval	Generally within 2 days from the receipt or as per the urgency of the matter.	O.S./ AR/DR
		Acceptance of forms (any kind)	Same day as prescribed in the schedule	O.S./ AR/DR
<b>3</b>	<b>Academic</b>	Publication of syllabus	15 days before the commencement of the course	O.S./ AR/DR
		Issue of approval of advertisement after following due process	2 days	O.S./ AR/DR
		Sending of selection panel	15 days before the date of interview	O.S./ AR/DR
		Approval to teachers / Principal	15 days after necessary compliances	O.S./ AR/DR
		Issue of final Eligibility	15 days after the scrutiny	O.S./ AR/DR
		Grant of permission for change in University/faculty, college subject, readmission	7 days after prescribed / date of submission is over	O.S./ AR/DR
		Eligibility for centralized admissions	15 days on receipt of merit list from competent authority	O.S./ AR/DR
		Issue of Eligibility certificate/ Migration Certificate / T.C. on demand	2 days from receipt of application	O.S./ AR/DR
<b>4</b>	<b>Special Cell</b>	Verification of	7 days from the date	O.S./ AR/DR

		roster registers	of proposal	
		Scrutiny of Advertisement	3 days from the date of proposal	O.S./ AR/DR
		Enrolment of names in Reservation Cell	Same day on receipt of the complete proposal	O.S./ AR/DR
		Supply of list of candidates, on demands	3 days	O.S./ AR/DR
<b>6</b>	<b>Examination</b>	Issue of duplicate marks statement, correction in names, passing certificates, Merit list	7 days from receipt of application	O.S./ AR/DR
		Issue of Hall ticket	15 days before starting of Examination	O.S./ AR/DR
		Result of Verification	30 days from the receipt of answer book to the section in normal course	O.S./ AR/DR
		Result of Revaluation	Before commencement of next examination	O.S./ AR/DR
		Conduct of meeting for appointment of examiners for practical / oral examinations	One month before of the date of practical / oral examination	O.S./ AR/DR
		Issue of appointment letter to examiners	15 days before the date of examination concern	O.S./ AR/DR
		Preparation and publication of time table	One month before of the date of examinations	O.S./ AR/DR
<b>7</b>	<b>Knowledge Resource Centre</b>	Purchase of books, periodicals and journals	One month before the start of the academic year	Director
		Classification & accession of books	15 days on receipt of books	Director

<b>8</b>	<b>Sports Department</b>	Inter collegiate tournament activity	45 days before the event	Director
		Group tournament	30 days for each event	Director
		Inter University tournament	30 days after group tournament	Director
		Coaching camp for inter University tournament	5 days for each event	Director

**CHANNEL OF SUPERVISION  
(NON-TEACHING EMPLOYEES)**



**CHANNEL OF SUPERVISION  
(TEACHERS )**



