Manual - 3
Procedure followed in decision-making process
[Section 4 (1) (b) (iii)]

Sr. No.	Details of activity	Days within which the decision is taken after completion of all formalities	responsible Employee/Officer/ Authority	Section
1	Sanction of Long leave	3 days	Registrar	Administration
2	Confirmation of staff	within one month after completion of satisfactory probation period.	Registrar	Administration
3	Issue of various certificates	5 days from demand	Registrar	Administration
4	Preparation & submission of pension case	6 months before the date of superannuation	Registrar	Administration
5	Abstract of inward / outward Register	7 days after expiry of the previous month	Registrar	All Deptt.
6	Para wise information in court matters	As per requirement	Registrar/ Director BCUD / COE / FAO	All Deptt.
7	Activities which are to be performed annually	By the competent authorities.	Registrar	All Deptt.
8	preparation of notes	within 2 days	Jr. Clerk	All Deptt.
9	correspondence if required on dak	2 days from receipt of Dak	Jr. Clerk	All Deptt.
10	letters to be put up for approval	within 3 days from receipt of Dak	Jr. Clerk	All Deptt.
11	Acceptance of forms (any kind)	same day as prescribed in schedule	Concerned Staff	All Deptt.
12	issue of approval to the advertisement	2 days after approval by Hon'ble Vice- Chancellor	Registrar After Approval of V.C.	All Deptt.
13	sending of selection panel	30 days before the date of interview	Director, BCUD After Approval of V.C	All Deptt.
14	approval to teachers / Principal	30 days Director, BCUD After due	Director, BCUD After Approval of V.C	All Deptt.
15	Verification of roster registers	7 days from the date of proposal	Director, BCUD	B.C. Cell
16	Scrutiny of Advt. received from Colleges	3 days from the date of proposal	Director, BCUD	B.C. Cell
17	Enrolment of names in B.C. Cell	Same day on receipt of complete proposal	Jr. Clerk	B.C. Cell
18	supply of list of candidates on demands	3 days	Jr. Clerk	B.C. Cell
19	Publication of syllabus	15 days before the commencement of academic year	H.O.D.	B.O.S.
20	Issue of final Eligibility	15 days after the scrutiny	Registrar	Eligibility

21	Grant of permission for change in uni/faculty, college subject, re-admission	7 days after prescribed / date of submissions	O.S. / A.R.	Eligibility
22	Eligibility to centralized admission	7 days on receipt sanction merit list from competent authority	Registrar	Eligibility
23	Migration Certificate / T.C. on demand	Maximum 15 days after receipt of dak	Clerk / C.O.E.	Exam
24	Issue of duplicate mark statement, name correction passing certificate Merit certificate after following due process	15 days on receipt of form computer section	Clerk / C.O.E.	Exam
25	Issue of transcript by following due process	1 month after demand	Clerk / C.O.E.	Exam
26	Issue of Hall tickets	15 day s before starting of Exam	Clerk / C.O.E.	Exam/ concerned colleges
27	Issue of Xerox copy of answer book after following due process	As prescribed by ordinance. After receiving 15 days	Clerk / A.R./ C.O.E.	Exam
28	Verification of result	As prescribed by ordinance15 days	Concerned Staff	Exam
29	Redressal result after following due process	30 days Clerk, Exam	Clerk/ A.R./ C.O.E.	Exam
30	Preparation and publication of time table	45 days before of the date of examination	Clerk/ A.R./ C.O.E.	Exam
31	Determination of periodicals list, purchase of book	Journals, Calendar, year books, financial year	Incharge Librarian	Library
32	Classification & accession of books	15 days on receipt of books	Concerned Staff	Library
33	Receipt of record	Same day	Record keeper	Record Room
34	Placing of record categories	5 days from the receipt	Record keeper	Record Room
35	Inter collegiate tournament activity	45 days before the event	Director of Sports	Sports
36	Group tournament	30 days for each event	Director of Sports	Sports
37	Inter University tournament	30 days after group tournament	Director of Sports	Sports
38	Coaching camp for inter university tournament	5 days for each event	Director of Sports	Sports
39	Dead Stock register	Day to day	Concerned Staff	Finance