

Manual - 4

Norms set for the discharge of functions in Solapur University, Solapur [Section 4 (1) (b) (iv)]

Sr. No.	Function / Activity	Time frame/ Norm	Responsible Person	Authority for Grievances Redressal in case of failure	Section	Remarks
1	Acknowledgement of Dak	immediate	Jr. Clerk	Respective HOD	All Deptt.	-
2	Inward of letter	immediate	Jr. Clerk	Respective HOD	All Deptt.	-
3	Submission of Dak to HOD	On the day of Inward	Jr. Clerk	Respective HOD	All Deptt.	-
4	Disposal of Urgent letter	within 2 days from the remarks	Jr. Clerk/OS/ Section In charge/ HOD	Registrar	All Deptt.	Including Typing
5	Disposal of Immediate Cases	within 4 days	Jr. Clerk	Concern HOD	All Deptt.	Including Typing
6	Disposal of General Letters	within 5 Days	Jr. Clerk	Concern HOD	All Deptt.	Including Typing
7	Replies to Star questions	at the earliest	Person Appointed by Registrar	Vice Chancellor	All Deptt.	Including Typing
8	Dispatch of Letters	on very same day of receipt	Concerned Staff	Concern HOD	All Deptt.	
9	Preparation of note	1 to 2 hours per Note	Jr. Clerk	Concern HOD	All Deptt.	Including Typing
10	Preparation of information required by Higher Authority	1-2 hrs/per information	Jr. Clerk, AOS / OS	Concern HOD	All Deptt.	With remarks
11	Movement of internal notes	Within 3 days	Both Section In Charge	Concern HOD	All Deptt.	-
12	Submission of Notes to Higher Authority through S.O.	same day after preparation of note	Jr. Clerk	Concern HOD	All Deptt.	-
13	Submission of notes with remarks by O.S. to H.O.D.	2 days	O.S.	Concern HOD	All Deptt.	-
14	Submission of notes with remarks by H.O.D. to higher authority	2 days	H.O.D.	Registrar	All Deptt.	-
15	An order on note by higher Authority	3 days	Higher Authority	Vice Chancellor	All Deptt.	-

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16	Implementation of orders	within 2 days from the remarks	In charge of the section	Concern HOD	All Deptt.	-
17	Discussion on file	within 24 hours from the remarks	In charge of the section	Concern HOD	All Deptt.	-
18	Submission of items before various authorities for decision	immediately after due approval or as directed by higher authority	In charge of the section	Concern HOD	All Deptt.	to be Submitted to Concern section
19	Preparation of AGENDA for Various Meetings	As per provisions laid down in Statute, Ordinances, Directions, Maharashtra University Act	Jr. Clerk	Concern HOD	All Deptt.	-
20	Preparation of MINUTES other than Senate	at the earliest	Jr. Clerk	Concern HOD	All Deptt.	-
21	Circulation of MINUTES / Resolution to various section	next day of approval	Section In charge	Concern HOD	All Deptt.	-
22	Compliances on resolutions of various authorities	within 7 days from the receipt of resolution	In charge of the section	Concern HOD	All Deptt.	-
23	Xeroxing of Paper	minimum 200 to 300 pages per day	Xerox Operator or Concerned Employee if Operate	Concern HOD	All Deptt.	-
24	Typing Job	Minimum 25 pages per day	Typist	Concern HOD	All Deptt.	-
25	Para wise information supplied to the Law Section Concern Advocate	as required	Concerned HOD	Registrar	All Deptt.	-
26	Scrutiny and passing of Challan	Maximum 15 minutes per challan	Concerned Staff	Concern HOD	All Deptt.	-
27	Recording of Measurement of works	Same day	Concerned Staff	Registrar	Construction Deptt.	-
28	Entries in Service Books	Maximum 15 Minutes per entry	Registrar	Vice Chancellor	Administration	-
29	Preparation of Personal Files & Service Books of New Joined Employees	2 Hours per candidate	Concerned Staff	Registrar	Administration	-

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30	Filling of Log Book	Same day / Time to time	Concern Driver	Registrar	Administration	Immediately after starting and completion of Journey
31	Acceptance of Roster & proposals from affiliated Colleges.	same day	Concern HOD	Registrar	B.C.Cell	-
32	Checking of Reservation of the Posts in the advertisement.	7 Days	O.S.	Registrar	B.C.Cell	-
33	Enrollment of names of reserved category candidates in the register	Maximum 15 Minutes per enrolment	Jr. Clerk	Concern HOD	B.C.Cell	-
34	Supply of List of Candidates belonging to reserved category to university affiliated Colleges	Within 3 days from the date of receipt of demand	O.S.	Concern HOD	B.C.Cell	-
35	Scrutiny of Eligibility forms	15 Days	Concerned Staff	COE	Eligibility	-
36	Verification of Answer Books	30 Days	O.S.	Concern COE	Exam	-
37	Preparation of copies of Answer Books	30 Days	Xerox Operator and Section In charges	COE	Exam	-
38	Entries of Change of Marks in tabulation register	Maximum 5 Minutes per Subjects	Concern Staff	COE	Exam	-
39	Scrutiny of exam forms	Minimum 300 per day per table	Jr. Clerk	COE	Exam	-
40	Scrutiny of convocation forms	Minimum 100 per day per table	Jr. Clerk	COE	Exam	-
41	Process of inviting Tenders	Within 15 days from demand Concern Staff	Concern Staff	Concern HOD	Registrar	-
42	Preparation of Cheque	05 Minutes per Cheque	Concern Staff	Finances Accounts Officer	Finance	-
43	Passing of Cash Voucher	Two Hours per Vouchers	Concern Staff	F& O	Finance	Including preparation in Scrutiny

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44	Issue of No Dues Certificate to student	3 Hours per Certificate	Concern Staff	F& O	Finance	-
45	Payment of Cash per Voucher	Maximum 5 Minutes per Voucher	Cashier	F&O	Finance	-
46	Acceptance of Cash and Issue of Receipt (If applicable)	Maximum 5 Minutes	Cashier	F&O	Finance	-
47	Scale of Stationery or publication against receipt	Maximum 10 Minutes	Cashier	F&O	Finance	-
48	Cyclostyling Work	minimum 300 Copies per Hour	Cyclostyle operator	Registrar	G.A.D.	-
49	Entries in accession Register	5 minutes per entry	Concerned Staff	Librarian	Library	-
50	Numbering on Books	10 minutes per book	Concerned Staff	Librarian	Library	-
51	Issues of Books	10 minutes per book	Concerned Staff	Librarian	Library	Including Entry in book card
52	Issue of I-Card	15 minutes per card	Concerned Staff	Librarian	Academic Admins.	-
53	Classification of Thesis	15 thesis per Hour	Concerned Staff	Librarian	Library	-
54	Preparation of labels	5 Minutes per label	Concerned Staff	Librarian	Library	-
55	Stamping process	5 Minutes per book	Concerned Staff	Librarian	Library	-
56	Carrying and solving of books	70 books per day	Concerned Staff	Librarian	Library	-
57	Allotment of Circular No, and Entry in Registrar	05 Minutes per letter	Jr. Clerk / OS/	Concern HOD	Meeting & records	-
58	Receipt of Record for Record Room	One hour per file	Jr. Asst.	HOD	Record Room	Including Verification of page Nos.
59	Keeping of Record in record Room	One hour per Bundle	Jr. Asst.	HOD	Record Room	Including Classification