

Manual 4

Norms set for the discharge of functions in NORTH MAHARASHTRA UNIVERSITY, JALGAON [Section 4(1)(b)(iv)] updated on 01032008

Sr. No.	Function / Activity	Time frame/ Norm	Authority Responsible	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/SO/ Section In charge/ HOD	Respective HOD	All Deptt.	Including Typing
5	Disposal of Immediate Cases	within 4 days	Jr. Clerk	Respective HOD	All Deptt.	Including Typing
6	Disposal of General Letters	within 5 Days	Jr. Clerk	Respective HOD	All Deptt.	Including Typing
7	Replies to Star questions	at the earliest	Jr. Clerk /SO/ Section In charge / HOD	Respective HOD	All Deptt.	Including Typing
8	Dispatch of Letters	on very same day of receipt	Concerned Staff	Respective HOD	All Deptt.	
9	Preparation of note	1 to 2 hours per Note	Jr. Clerk	Respective HOD	All Deptt.	Including Typing
10	Preparation of information required by Higher Authority	1-2 hrs/per information	Jr. Clerk, ASO / SO	Respective HOD	All Deptt.	With remarks
11	Movement of internal notes	Within 3 days	both section in charge	Respective HOD	All Deptt.	
12	Submission of Notes to Higher Authority through S.O.	same day after preparation of note	Jr. Clerk	Respective HOD	All Deptt.	
13	Submission of notes with remarks by S.O. to H.O.D.	2 days	S.O.	Respective HOD	All Deptt.	
14	Submission of notes with remarks by H.O.D. to higher authority	2 days	H.O.D.	Respective HOD	All Deptt.	
15	An order on note by higher Authority	3 days	Higher Authority	Respective HOD	All Deptt.	
16	Implementation of orders	within 2 days from the remarks	In charge of the section	Respective HOD	All Deptt.	
17	Discussion on file	within 24 hours from the remarks	In charge of the section	Respective 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	Respective HOD	All Deptt.	to be Submitted to Concern section

Sr. No.	Function / Activity	Time frame/ Norm	Authority Responsible	Authority for Grievances Redressal in case of failure	Section	Remarks
19	Preparation of AGENDA for Various Meetings	down in Statue, Ordinances, Directions, Act	Jr. Clerk / Steno / S.O. / HOD	Respective HOD	All Deptt.	
20	Preparation of MINUTES other than Senate	at the earliest	Jr. Clerk / SO/ Steno /	Respective HOD	All Deptt.	
21	Circulation of MINUTES / Resolution to various section	next day of approval	Section In charge	Respective HOD	All Deptt.	
22	Compliances on resolutions of various authorities	within 5 days from the receipt of resolution	In charge of the section	Respective HOD	All Deptt.	
23	Xeroxing of Paper	minimum 700 to 800 pages per day	Xerox operator or concerned employee if appointment	Respective HOD	All Deptt.	
24	Coping on Gestetner	Minimum 2000 copies per Hour	Concern Machine Operator	Respective HOD	All Deptt.	
25	Typing Job	Minimum 25 pages per day	Steno typist/ Steno /clerk	Respective HOD	All Deptt.	
26	Para wise information supplied to the Law Section	as required	Concerned HOD	Respective HOD	All Deptt.	
27	Data Entry of Forms	minimum 500 Forms per day	DATA entry Operator	Respective HOD	All Deptt.	Depending on Data Fields
28	Data Entry of Numeric	minimum 2000 Entry per day	DATA entry Operator	Respective HOD	All Deptt.	Depending on Nmu.Fields
29	Scrutiny and passing of Challan	Maximum 15 minutes per challan	Concerned Staff	Respective HOD	All Deptt.	
30	Recording of Measurement of works	Same day	Concerned Staff		Constructi on Dept.	
31	Entries in Service Books	Maximum 15 Minutes per entry	Concerned Staff		Administra tion	
32	Preparation of Personal Files & Service Books of New Joined Employees	2 Hours per candidate	Concerned Staff		Administra tion	
33	Filling of Log Book	Same day / Time to time	Concern Driver		Administra tion	Immediately after starting and completion of Journey

34	Acceptance of Roster & proposals from affiliated Colleges.	same day	Jr. Clerk		B.C.Cell	
35	Checking of Reservation of the Posts in the advertisement.	Two days after receipt of the advt. from various Deptt	Section officer		B.C.Cell	
36	Enrollment of names of reserved category candidates in the register	Maximum 15 Minutes per enrolment	Jr. Clerk	HOD	B.C.Cell	
37	Supply of List of Candidates belonging to reserved category to university affiliated Colleges	Within 2 days from the date of receipt of demand	Section officer	HOD	B.C.Cell	
38	Scrutiny of Eligibility form	minimum 300 forms per day portable	Jr./Sr.Assistant of Admission/Eligibility section	S.O./A.R.	Admission/Eligibility Section	
39	Verification of Answer Books	minimum 40 Answer Book per day per table	Section officer	HOD	Exam	
40	Preparation of Zero copies of Answer Books	minimum 20 Answer books per day	Xerox operator and Section In charges		Exam	
41	Entries of Change of Marks in tabulation register	Maximum 5 Minutes per Subjects	Concern Staff		Exam	
42	Scrutiny of exam forms	Minimum 500 per day per table	Jr .Asstt.	HOD	Exam	
43	Scrutiny of convocation forms	Minimum 300 per day per table	Jr .Asstt.	HOD	Exam	
44	Process of inviting Tenders	Within 5 days from demand	Purchase Officer	HOD	Finance	
45	Preparation of Cheque	05 Minutes per Cheque	Concern Staff	HOD	Finance	
46	Passing of Cash Voucher	Two Hours per Vouchers	Concern Staff	HOD	Finance	Including preparation in Scrutiny
47	Issue of No Dues Certificate to student	3 Hours per Certificate	Concern Staff	HOD	Finance	
48	Payment of Cash per Voucher	Maximum 5 Minutes per Voucher	Cashier	HOD	Finance	
49	Acceptance of Cash and Issue of Receipt (If applicable)	Maximum 5 Minutes	Cashier	HOD	Finance	
50	Sale of Stationery or publication against receipt	Maximum 10 Minutes	Cashier		Finance	
51	Cyclostyling Work	minimum 300 Copies per Hour	Cyclostyle operator		G.A.D.	
52	Entries in accession Register	10 minutes per entry	Concerned Staff	Library		
53	Numbering on Books	5 minutes per book	Concerned Staff	Library		
54	Issues of Books	5 minutes per book	Concerned Staff	HOD	Library	Including Entry in book card

55	Issue of I-Card for students with data entry	25 minutes per card	Concerned Staff	HOD	Library Automation	
56	Classification of Thesis	15 thesis per Hour	Concerned Staff		Library	
57	Preparation of labels	5 Minutes per label	Concerned Staff		Library	
58	Carrying and shelving of books	70 books per day with prefix and suffix orders of class and call Nos. and with its technique	Concerned Staff		Library	
59	Allotment of Circular No, and Entry in Register	5 Minutes per letter	Jr. Clerk / SO/ Steno /		Meeting & Record	
60	Receipt of Record for Record Room	One hour per file	Jr. Asst.	HOD	Record	Including Verification of page nos.
61	Keeping of Record in record room	One hour per Bundle	Jr. Asst.	HOD	Record room	Including Classification