



**KAVAYITRI BAHINABAI
CHAUDHARI NORTH
MAHARASHTRA UNIVERSITY,
JALGAON**
Umavinagar, Jalgaon- 425 001
(Maharashtra) India.

Manual 3

The Procedure followed in the Decision
Right to Information Act, 2005
under [Section 4(1) (b) (iii)]

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

Sr. No.	Details of Activity	Days within the Procedure after completion	Authority Responsible for that activity	Section	Remarks
1	Sanction of Long leave	3 days	S.O./ AR/ H.O.D.	Administration	
2	Confirmation of staff	15 days	S.O./ AR/ H.O.D.	Administration	
3	Issue of various	5 days from demand	S.O./ AR/ H.O.D.	Administration	
4	Preparation & submission of	6 months before the date of	S.O./ AR/ H.O.D.	Administration	
5	Abstract of inward / outward	7 days after expiry of the previous	S.O./ AR/ H.O.D.	All Deptt.	
6	Para wise information in court matters	As required.	S.O./ AR/ H.O.D.	All Deptt.	
7	Activities which are to be	As decided by competent	Section In charge	All Deptt.	
8	preparation of notes	within 2 days	Jr. Assistant	All Deptt.	
9	correspondence if required on Dak	2 days from receipt of Dak	Jr. Assistant	All Deptt.	
10	letters to be put up for	within 2 days from receipt of Dak	Jr. Assistant	All Deptt.	
11	Acceptance of forms (any kind)	same day as prescribed in	Concerned Staff	All Deptt.	
12	issue of approval to advertisement	15 days	S.O. / AR	Approval	
13	sending of selection panel	15 days before the date of interview	S.O. / AR	Approval	
14	approval to teachers /	30 days	S.O. / AR	Approval	
15	Verification of roster	15 days from the date	H.O.D.	B.C.Cell	
16	Scrutiny of Advt.	7 days from the date	H.O.D.	B.C.Cell	
17	Enrolment of names in SC/ST Cell	Same day on receipt of	Jr. Assistant	B.C.Cell	
18	supply of list of candidates on	3 days	S.O	B.C.Cell	
19	Publication of syllabus	15 days before the commencement of	H.O.D.	BoS Section	
20	Issue of final Eligibility	15 days after scrutiny	S.O. / AR	Admission/ Eligibility	
21	Grant of permission for change in university /faculty / college / subject / re-admission etc.	15 days after prescribed date of submission	S.O. / AR	Admission/ Eligibility Section	
22	Eligibility to centralized admission	15 days on receipt sanction PNS list from competent authority	S.O. / AR	Admission/ Eligibility Section	

Sr. No.	Details of Activity	Days within the Procedure	Authority Responsible for that activity	Section	Remarks
23	1.Issue of Eligibility Certificate 2.Issue of transfer certificate on demand	15 days after receipt of application 15 days after receipt of application	S.O. / AR	Admission/ Eligibility	
24	Issue of Migration Certificate on demand	Maximum 21 days after receipt of Application form	S.O./A.R.	Examination	
25	issue of duplicate mark statement, name correction passing certificate Merit certificate after following due process	15 days on receipt of from computer section	Jr. Assistant	Exam	
26	issue of transcript by following due process	1 month after demand	Concerned Staff	Exam	
27	Issue of Hall tickets	7 days before Commencement of Exam	Jr. Assistant	Exam	
28	Issue of zerox copy of answer book after following due process	As prescribed by ordinance.	Concerned Staff	Exam	
29	Result of Verification	As prescribed by ordinance.	Concerned Staff	Exam	
30	Redressal result after following due process	As prescribed by ordinance	Jr. Assistant	Exam	
31	Preparation and publication of time table	One month before the date of examination	S.O./ AR.	Exam	
32	Determination of periodicals list, purchase of book	One month before calender years starts	Concerned Staff	Library	
33	Classification & accession of books	15 days on receipt of books subject to terms and conditions of order	Concerned Staff	Library	
34	Receipt of record	Same day	Record keeper	Record Room	including Scrutiny
35	Placing of record categories	5 days from the receipt	Record keeper	Record Room	
36	Inter collegiate tournament activity	45 days before the event	Director	Sports	
37	Inter Group tournament	30 days for each event	Director	Sports	
38	Inter University tournament	30 days after group	Director	Sports	
39	Coaching camp for inter university tournament	5 days for each event	Director	Sports	
40	Maintains of Dead Stock register	Day to day		Finance	