



**G.E.SOCIETY'S**  
**N.B.THAKUR LAW COLLEGE,**  
PRIN.T.A.KULKARNI VIDYA NAGAR  
NASHIK – 422005

**MANUAL 3**

**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>
1	Administration	Submission of Monthly attendance report	10 days before preparation of salary sheet	Principal
		Sanction of Long leave	3 days before proceeding for leave	Principal
		Issue of various certificates	5 days from demand	Principal
		Preparation & submission of pension case	6 months before the date of superannuation of Increment	Principal
		Placement proposals (CAS)	90 days	Principal
2	All Dept.	Abstract of inward / outward Register	7 days after expiry of the previous month	Principal
		Parawise information in court case to be supplied to the law Section	As required by Law Section	Principal
		Contracts for maintenance of various Machinery	15 days before completion of previous contract	Principal
		Activities which are to be performed annually	70 days	Section In Charge

		Preparation of notes	Generally within 2 days or as per the urgency of the matter.	Assistant
		Correspondence, if required	Generally within 2 days from the receipt or as per the urgency of the matter.	Assistant
		Letters to be put up for approval	Generally within 2 days from the receipt or as per the urgency of the matter.	Assistant
		Acceptance of forms (any kind)	Same day as prescribed in the schedule	Concerned Staff
3	Academic	Publication of Prospectus	15 days before the commencement of the course	Principal
5	Eligibility	Issue of final Eligibility	15 days after the scrutiny	Principal
		Eligibility for centralized Admissions	15 days on receipt of merit list from competent authority	Principal
		Issue of Eligibility certificate/ Migration Certificate / T.C. on	2 days from receipt of application	Principal

		Demand		
6	Examination	Issue of duplicate marks statement, correction in names, passing certificates, Merit list	5 days from receipt of application	Assistant
		Issue of Hall ticket	15 days before starting of Examination	Assistant
		Result of Verification	30 days from the receipt of answer book to the section in normal course	Concerned Staff
		Result of Revaluation	Before commencement of next examination	Assistant
		Conduct of meeting for appointment of examiners for practical / oral examinations	One month before of the date of practical / oral examination	Assistant
		Issue of appointment letter to Examiners	15 days before the date of examination concern	Assistant
		Preparation and publication of time table	One month before of the date of examinations	Principal
7	Library	Purchase of books, periodicals and journals	One month before the start of the academic year	Concerned Staff
		Classification & accession of Books	15 days on receipt of books	Concerned Staff
8	Record Room	Receipt of record including Scrutiny	Same day	Record keeper
		Sorting of record	1 hour per bundle	Record keeper
		Placing of record categoriwise	5 days from the receipt	Record keeper

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

**CHANNEL OF SUPERVISION**

