



G.E.Society's

N B T Law College, Nashik: 422 005

Maharashtra, India

Manual 4

Norms set for the discharge of Functions

Right to Information Act 2005 under [Section 4 (1) (b) (IV)]

S.No	Section	Function / activity	Norms
1	Administration	Entries in Service Book	Necessary entries in the Service Book are made on the same day
		Preparation of Personal Files & Service Book of Newly Joined Employee	Personal files and Service Books are maintained up to date.
		Disciplinary Proceedings	Minor Penalty - Issuance of show cause notice, calling of explanation, consideration of the explanation by the authorities i.e The Principal
		Sanction of Long Leave	After receipt of an application for long leave, the same is forwarded to the Secretary after verifying by the staff concerned
		Issue of various certificates	Certificates are issued within 7 days from demand, after verifying the facts.

		Acknowledgement of correspondence	Correspondence is acknowledged by the O.S
		Inward of Letter	Entries are made in the Inward Register immediately by Sr.Clark.
		Submission of Correspondence to the Head / Teacher / Non-Teaching Staff	Correspondence is submitted on the same day.
		Dispatch of Urgent Letter	Urgent letters are dispatched on the same day.
		Preparation of Information required by Higher authority	The information required by Higher authority is provided on the same day, as far as possible.
2	Eligibility	Monitoring and Supervising the process of granting eligibility	Overall Supervision on the process of granting eligibility and redressal of grievances of the students.
		Forwarding letters for name correction, Marksheet correction, Admit card correction or any correspondence required to be made to the University	7 days on receipt of application to that effect.
		Issue of transcript by following due process	within 15 days after demand
		Issue of Hall ticket	As soon as received from University
3	Examination at college level	Result of Verification	30 days from the receipt of answer book to the section
		Result Revaluation	Generally before the commencement of the examination of the next higher class. This revaluation is a facility provided to the students and it requires more time.
		Appointment of Senior Supervisor & CEO	15 days before the date of commencement of the Examination.
4	Finance	Preparation of Cheques	5 Minutes per Cheque
		Passing or Cash Vouchers	Two Hours per Voucher
		Issue of No Dues Certificates	3 Hours per Certificate
		Payment of Cash Per Voucher	15 Minutes per Voucher

		Acceptance of Cash and Issue of Reciept	5 Minutes
5	General Section	Issue of Stationery , Diaries , All Administrative work pertaining to conduct of Function in the College	30 Minutes to 1 Hour
6	Meetings & Records	Preparation of Agenda for Different Committees	As per requirement
		Confirmation of Minutes of the Meetings	Within 8 days from the date of meeting.
		Resolutions Confirmation	Within 7 days from the date of confirmation of the Minutes of the meetings Resolutions to be confirmed.
		Maintenance of records	Records are maintained up to date.