

**Manual 4**  
**Norms set for the discharge of functions in University of Pune, Pune**  
**[Section 4(1) (b) (IV)]**

S. No.	Section	Function / activity	Norms
1.	Administration	Entries in Service Books	Necessary entries in the Service Book are made on the same day.
		Preparation of Personal Files & Service Books of Newly Joined Employees	Personal files and Service Books are maintained up to date.
		Filling of Log Book	Log books are filled by the Driver concerned on the same day, immediately after starting for journey and end there of.
		Recruitment process	Advertisement, Receipt of applications, Scrutiny of applications, sending call letters to the eligible candidates for interview, constitution of Selection Committee, calling for the meeting of Selection Committee, conduct of interviews by the Selection Committee, submission of the report by the Selection Committee by the appointing authority, acceptance of the Report of the Selection Committee, issuing Appointment Letters to selected candidates (as per the provisions of the Maharashtra Universities Act, 1994, Standard Code, 1984 and Teachers Statute).

Manual 4

S. No.	Section	Function / activity	Norms
		Confirmation of staff	Issuance of Confirmation letters to the employees after successful completion of probation period/extended probation period after following procedure as laid down in Standard Code or Teachers Statute , as the case may be.
		Disciplinary proceedings	Minor Penalty - Issuance of show cause notice, calling for explanation, consideration of the explanation by the disciplinary authorities i.e. the Registrar or the Vice-Chancellor as the case may be, infliction of punishment, if explanation is not satisfactory. Major Penalty-Issuance of charge sheet, calling for explanation, consideration of the explanation by the disciplinary authorities i.e. the Registrar or the Vice-Chancellor, as the case may be, appointment of enquiry officer/committee, if the explanation is not satisfactory, conduct of enquiry, submission of the report by enquiry officer/committee to the disciplinary authority, issuance of Show Cause Notice as regarding proposed punishment, consideration of explanation to the show cause notice, infliction of punishment by the disciplinary authorities, if the explanation is not satisfactory (as per the provisions of the Standard Code, 1984 and Teachers' Statutes).

Manual 4

S. No.	Section	Function / activity	Norms
		Sanction of Long Leave	After receipt of an application for long leave, the same is forwarded to the Registrar or Vice-Chancellor, as the case may be, after verifying by the staff concerned.
		Issue of various certificates	Certificates are issued within 7 days from demand, after verifying the facts.
		Preparation & submission of pension case	Formalities are completed 6 months before the date of superannuation.
		Verification of roster registers	The roster registers are verified within 7 days from the date of proposal.
		Scrutiny of Advt.	The advertisements are scrutinized from the point of view of reservation, within 3 days from the date of proposal.
2.	All Deptt.	Acknowledgement of correspondence	Correspondence is acknowledged by the Assistant/Sr. Assistant immediately.
		Inward of letter	Entries are made in the Inward Register immediately by Assistant/Sr. Assistant immediately.
		Submission of correspondence to the Head	Correspondence is submitted to the Head on the same day, by the Assistant/Sr. Assistant immediately.
		Dispatch of Urgent letter	Urgent letters are dispatched within two days.
		Disposal of Immediate Cases	Immediate cases are disposed of within 4 days.
		Disposal of General Letters	General Letters are disposed of within 7 Days

Manual 4

S. No.	Section	Function / activity	Norms
		Replies to Star questions	Star question is replied as early as possible.
		Dispatch of Letters	Letters are dispatched on the same day after completing the formality.
		Preparation of notes	Notes are prepared on the same day of cause of action by the Assistant / Sr. Assistant.
		Preparation of information required by Higher Authority	The information required by the higher authority is provided on the same day, as far as possible.
		Movement of internal notes	Within 3 days
		Submission of notes to Head with remarks by S.O.	Same day after preparation of notes.
		Submission of notes with remarks by the Head to the higher authority	2 days
		An order on note by the higher Authority	3 days
		Implementation of orders	Within 2 days from the date of remarks by the higher authority.
		Submission of items before various authorities for decision	Immediately after the directions to that effect and before the due date.
		Preparation of Agenda for Various Meetings	As per provisions laid down in Statue, Ordinances, Directions, Acts.
		Preparation of Minutes other than Senate	Within 3 days from the date of meeting.
		Circulation of Minutes/ Resolution	Within 7 days from the confirmation.

Manual 4

S. No.	Section	Function / activity	Norms
		Compliances on resolutions of various authorities.	Within 5 days from the receipt of resolution or after completion of necessary formalities, as the case may be.
		Parawise information supplied to the Law Section.	Information is supplied within the required time limit.
3.	Development	Annual Report	Annual report of the University shall be prepared and published by the University after approval by the Management Council. The report is submitted to the Chancellor and the State Government. The Management Council shall take appropriate actions on the recommendations of the Senate and report the action taken to the Senate as per section 104 of the Maharashtra Universities Act, 1994.
		Sending proposals to the UGC and various funding agencies.	Within the time limit provided by the UGC/other funding agencies or as required by the projects.
4.	Estate	Calling Tenders, opening tenders, negotiations, awarding work contract etc.	As per provisions laid down in Ordinances and PWD rules and directions of the competent authorities.
5.	Eligibility	Monitoring and supervising the process of granting eligibility.	Overall supervision on the process of granting eligibility and redressal of grievances of the students.
		Issue of duplicate mark statement, name correction, passing certificate.	7 days on receipt of application to that effect.
		Issue of transcript by following due	Within 1 month after demand.

Manual 4

S. No.	Section	Function / activity	Norms
		process.	
		Issue of Hall ticket	15 days before the date of commencement of the Examination.
6.	Examination	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 examiners for practical oral examinations and issuance of appointment letters to examiners.	15 days before the date of commencement of the Practical / Oral Examination.
7.	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 Receipt	15 Minutes
8.	General Section	Issue of Stationery, Diaries, All Administrative work pertaining to conduct of functions in the University	30 Minutes to 01 Hour
		Cyclostyling work	300 copies per hour

Manual 4

S. No.	Section	Function / activity	Norms
9.	Meetings & Records	Allotment of Circular No, and Entry in Registers.	5 Minutes per letter
		Preparation of Agenda for Management Council and Senate.	As per requirement
		Confirmation of Minutes of the meetings of Management Council and Senate.	Within 8 days from the date of meeting of the Management Council and within 1 month from the date of Senate.
		Sending Resolutions to the sections concerned for appropriate actions and calling for their reports regarding actions taken on the Resolutions.	Within 7 days from the date of confirmation of the minutes of the meetings of the Management Council and Senate.
		Maintenance of records.	Records are maintained up to date.