



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

**Manual 4**

**Norms set for the discharge Of functions**

**Right to Information Act, 2005  
under [Section 4(1) (b) (iv)]**

## Manual 4 [Section 4(1)(b)(iv)]

### Norms set for the discharge of functions in K.B.C. NORTH MAHARASHTRA UNIVERSITY, JALGAON

| 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. Assistant                              | Respective HOD  | All Deptt. |                            |
| 2      | Inward of letter   | Immediate   | Jr. Assistant                              | Respective HOD  | All Deptt. |                            |
| 3      | Submission of Dak to HOD                                       | On the day of Inward  | Jr. Assistant                              | Respective HOD  | All Deptt. |                            |
| 4      | Disposal of Urgent letter                                      | within 2 days from the remarks                                    | Jr. Assistant /SO/ Section In charge/ HOD  | Respective HOD  | All Deptt. | Including Typing           |
| 5      | Disposal of Immediate Cases                                    | within 4 days   | Jr. Assistant                              | Respective HOD  | All Deptt. | Including Typing           |
| 6      | Disposal of General Letters                                    | within 5 Days   | Jr. Assistant                              | Respective HOD  | All Deptt. | Including Typing           |
| 7      | Replies to Star questions                                      | at the earliest   | Jr. Assistant /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. Assistant                              | Respective HOD  | All Deptt. | Including Typing           |
| 10     | Preparation of information required by Higher Authority        | 1-2 hrs/per information   | Jr. Assistant ASO / SO                     | Respective HOD  | All Deptt. | With remark                |
| 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                                     | Jr. Assistant                              | 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 |

| 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                                 | As per University Act             | Jr. Assistant / Steno / S.O. / HOD                  | Respective HOD  | All Deptt.     |  |
| 20      | Preparation of MINUTES other than Senate                                   | at the earliest                   | Jr. Assistant / 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 | In charge of the section                            | Respective HOD  | All Deptt.     |  |
| 23      | Photocopies 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   | Depending on daily work           | Steno typist/ Steno / Assistant                     | 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 KBCNMU 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                                     |   | Construction   |  |
| 31      | Entries in Service Books   | Maximum 15 Minutes per entry      | Concerned Staff                                     |   | Administration |  |
| 32      | Preparation of Personal Files & Service Books of New Joined Employees etc. | 2 Hours per candidate             | Concerned Staff                                     |   | Administration |  |
| 33      | Filling of Log Book  | Same day / Time to time           | Concern Driver                                      |   | Administration | Immediately after starting and completion of Journey |

| Sr. No. | Function / Activity   | Time frame/ Norm                                       | Authority Responsible                              | Authority for Grievances Redressal in case of failure | Section                | Remarks                           |
|---------|---|--|--|---|------------------------|-----------------------------------|
| 34      | Acceptance of Roster & proposals from affiliated Colleges.                                    | same day   | Jr. Assistant                                      | HOD   | B.C.Cell               |                                   |
| 35      | Checking of Reservation of the Posts in the advertisement.                                    | Ten days after receipt of the advt. from various Deptt | Section officer                                    | HOD   | B.C.Cell               |                                   |
| 36      | Enrollment of names of reserved category candidates in the register                           | Maximum 02 days  | Jr. Assistant                                      | 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 |                                   |
| 39      | Verification of Answer Books  | minimum 40 Answer Book per day per table               | Section officer                                    | HOD   | Exam                   |                                   |
| 40      | Preparation of Photocopies of Answer Books  | minimum 20 Answer books per day                        | Xerox operator and Section In charges              | HOD   | 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 . Assistant                                     | HOD   | Exam                   |                                   |
| 43      | Scrutiny of convocation forms   | Minimum 300 per day per table                          | Jr . Assistant                                     | 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                                  | 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      | Entries in accession Register   | 10 minutes per entry                                   | Concerned Staff                                    | Library   |                        |                                   |
| 52      | Numbering on Books  | 5 minutes per book                                     | Concerned Staff                                    | Library   |                        |                                   |
| 53      | Issues of Books   | 5 minutes per book                                     | Concerned Staff                                    | HOD   | Library                | Including Entry                   |
| 54      | Issue of I-Card for students with data entry  | 25 minutes per card                                    | Concerned Staff                                    | HOD   | Library Automation     |                                   |

| <b>Sr. No.</b> | <b>Function / Activity</b>                      | <b>Time frame/ Norm</b>          | <b>Authority Responsible</b> | <b>Authority for Grievances Redressal in case of failure</b> | <b>Section</b>   | <b>Remarks</b>            |
|----------------|---|----------------------------------|------------------------------|--|------------------|---------------------------|
| 55             | Classification of Thesis                        | 15 thesis per Hour               | Concerned Staff              |  | Library          |                           |
| 56             | Preparation of labels                           | 5 Minutes per label              | Concerned Staff              |  | Library          |                           |
| 57             | Carrying and shelving of books                  | 70 books per day with prefix and | Concerned Staff              |  | Library          |                           |
| 58             | Allotment of Circular No, and Entry in Register | 5 Minutes per letter             | Jr. Assistant / SO/ Steno /  |  | Meeting & Record |                           |
| 59             | Receipt of Record for Record Room               | One hour per file                | Jr. Assistant                | HOD  | Record           | Including Verificati      |
| 60             | Keeping of Record in record room                | One hour per Bundle              | Jr. Assistant                | HOD  | Record room      | Including Classificati on |