

॥ यः क्रियावान् स पण्डितः ॥



UNIVERSITY OF PUNE  
GANESHKHIND, PUNE 411007.

Manual No. 3

[Section 4(1)(b ((iii)]

Right to Information Act 2005

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	S.O./ AR
		Sanction of Long leave	3 days before proceeding for leave	S.O./ AR/ H.O.D.
		Confirmation of staff	15 day after completion of probation period	S.O./ AR/ H.O.D.
		Issue of various certificates	5 days from demand	S.O./ AR/ H.O.D.
		Recruitment process Including Advertisement, Written Examination, Interview & appointment	Generally within 150 days	S.O./ AR/ H.O.D.
		Preparation & submission of pension case	6 months before the date of superannuation of increment	S.O./ AR/ H.O.D.
		Placement proposals (CAS)	90 days	S.O./ AR/ H.O.D.
		Issue of appointment letters	5 days after selection	S.O./ AR/ H.O.D.
2	All Deptt.	Abstract of inward / outward register	7 days after expiry of the previous month	S.O./ AR/ H.O.D.

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<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>
		Parawise information in court case to be supplied to the law section	As required by Law Section	S.O./ AR/ H.O.D.
		Contracts for maintenance of various Machinery	15 days before completion of previous contract	S.O./ AR/ H.O.D.
		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 syllabus	15 days before the commencement of the course	A.SO./S.O./A.R./ D.R.
		Issue of approval of advertisement after following due process	2 days	S.O. / AR
		Sending of selection panel	15 days before the date of interview	S.O. / AR
		Approval to teachers / Principal	15 days after necessary compliances	S.O. / AR
4	Reservation	Verification of roster registers	7 days from the date of proposal	D.R.

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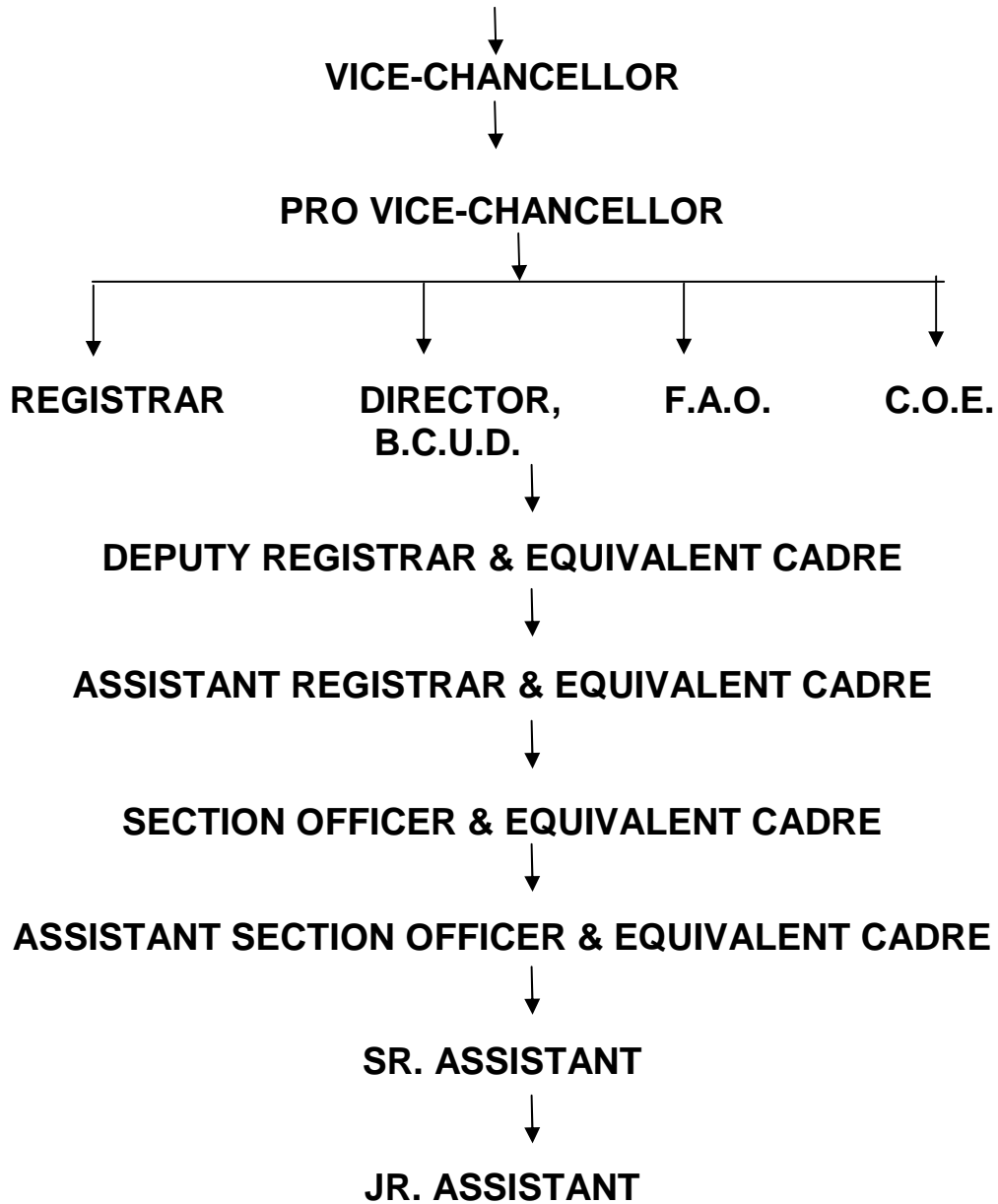
<b>Sr. No.</b>	<b>Section</b>	<b>Details of Activity</b>	<b>Days within which Procedure is completed</b>	<b>Authority Responsible for that activity</b>
		Scrutiny of Advertisement	3 days from the date of proposal	D.R.
		Enrolment of names in Reservation Cell	Same day on receipt of the complete proposal	Assistant
		Supply of list of candidates, on demands	3 days	S.O
5	Eligibility	Issue of final Eligibility	15 days after the scrutiny	S.O. / AR
		Grant of permission for change in University/faculty, college subject, readmission	7 days after prescribed / date of submission is over	S.O. / AR
		Eligibility for centralized admissions	15 days on receipt of merit list from competent authority	S.O. / AR
		Issue of Eligibility certificate/ Migration Certificate / T.C. on demand	2 days from receipt of application	S.O. / AR
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

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<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>
		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	S.O./ AR.
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
9	Board of Sports	Inter collegiate tournament activity	45 days before the event	Director
		Group tournament	30 days for each event	Director
		Inter University tournament	30 days after group tournament	Director
		Coaching camp for inter University tournament	5 days for each event	Director

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

**CHANNEL OF SUPERVISION**



**CHANNEL OF SUPERVISION  
(TEACHERS )**

