



**YASHWANTRAO CHAVAN  
MAHARASHTRA OPEN UNIVERSITY**

**'Dnyangangotri', Near Gangapur Dam, Goverdhan Village,  
Nashik – 422 222**

**MANUAL 4**

**Norms set for the discharge Of functions**

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





## Yashwantrao Chavan Maharashtra Open University

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### Manual 4

Information to be published under section 4 (1) (b) (iv)

### Norms Set for the discharge of Functions.

#### (A) Administration

1. Entry in Service Book - Necessary entries in the Service Book are made by the I/C Assistant.
2. Preparation of Personal Files & Service Books of Newly Joined Employees - Personal files and Service Books are maintained up to date.
3. 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.
4. 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 YCMOU ACT and Statute).
5. Employee Processes - Issuance of Confirmation letters to the employees after successful completion of probation period/extended probation period after following procedure as laid down in Statute, Promotions, DPC etc.
6. 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 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, 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).

7. 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.
8. Preparation & submission of pension case - Formalities are started 6 months before the date of superannuation the concern staff.
9. Verification of roster registers - The roster registers are submitted for verification within a month from the date of proposal.

### **(B) All Department**

1. Acknowledgement of correspondence - Correspondence is acknowledged by the Assistant/Sr. Assistant immediately.
2. Inward of letter - Entries are made in the Inward Register immediately.
3. Submission of correspondence to the Head - Correspondence is submitted to the department incharge on the same day.



4. Disposal of Letters - General Letters are disposed of within 7 Days
5. Replies to Star questions - Star question is replied as immediately and sent to Manatralaya as per their instructions.
6. Dispatch of Letters - Letters are dispatched on the same day after completing the formality.
7. Preparation of notes - Notes are prepared on the same day of cause of action by the Assistant / Sr. Assistant.
8. Preparation of information required by Higher Authority - The information required by the higher authority is provided on the same day, as far as possible.
9. Submission of items Immediately after the directions to that effect and before the due date.
10. Preparation of Agenda for Various Meetings - As per provisions laid down in Statue, Ordinances, Directions, Acts.
11. Preparation of Minutes other than Senate - Within 3 days from the date of meeting.
12. Circulation of Minutes/ Resolution - Within 7 days from the confirmation.
13. 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.
14. Parawise information of Court Cases Information is supplied within the required time limit.

(C) Development

1. Annual Report – Annual report of the University shall be prepared from 1<sup>st</sup> April to 31<sup>st</sup> March of calendar year. The Annual Report of University shall be published for the period of financial year before December.



2. 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.



### **(D) Building and Works**

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.

### **(E) Examination**

1. Issue of duplicate mark statement, name correction, passing certificate. - 15 days on receipt of application to that effect.
2. Issue of transcript by following due process. - Within 1 month after demand.
3. Issue of Hall ticket - 15 days before the date of commencement of the Examination.
4. Result of Verification - 30 days from the receipt of answer book to the section.
5. 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.
6. 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.

### **(F) Finance**

1. Preparation of Cheques After completion of pre-requisites immediately.
2. Passing or Cash Vouchers – One Day
3. Issue of No Dues Certificates – One Day
4. Payment of Cash per Voucher – One Day
5. Acceptance of Cash and Issue of Receipt - 30 Minutes

### **(G) General Section –**



Issue of Stationery, Diaries, All Administrative work pertaining to conduct of functions in the University - 30 Minutes to 01 Hour

**(H) Meetings & Records –**

1. Allotment of Circular No, and Entry in Registers One Day
2. Preparation of Agenda for Management Council. As per requirement
3. Confirmation of Minutes of the meetings of Management Council Within 7 days from the date of meeting of the Management Council.
4. 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.
5. Maintenance of records.- Records are maintained up to date.

