

RATAN TATA
MAHARASHTRA STATE
SKILLS UNIVERSITY

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SKILLS UNIVERSITY**

Manual 3

1st Floor Elphinstone Technical High
School, Metro Chowk, Mumbai -
400001

The Procedure followed in the Decision-Making process, Channels and Supervision and Accountability.

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



Manual 3

The Procedure followed in the Decision- making process, Channels and Supervision and Accountability

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

Sr. No.	Section	Details of Activity	Days within which procedure is completed	Authority responsible for that activity
1.	Administration	Submission of Monthly Attendance Report	10 Days before preparation of salary sheet.	Admin at center/campus.
		Sanction of Long Leave	3 Days before proceeding for Leave.	Admin for non-teaching/HOD for teachers.
		Issue of various Certificates	07 Days from demand	Respective Section Head.
		Recruitment process including Advertisement, Written Examination, Interview and Appointment.	Generally within 150 days from receipt of requirement from center/campus/section.	HR Section/ Admin/Registrar.
		Preparation of submission of Pension case	6 Months before the date of superannuation	Admin/Registrar.
		Issue of Appointment Letters	07 Days after selection.	HR Section.
2.	All Departments	Abstract of Inward/Outward Register	7 Days after expiry of the previous month.	Registry Clerk/ Admin Head at center/Campus/Head Office
		Para wise information in Court case to be supplied to the Lawyer.	As required by Law Section.	Admin/Registrar.
		Contracts for maintenance of various machinery	15 Days before completion of previous contract.	Teaching Asst/HOD for Dept./Purchase Section/Estate



Sr. No.	Section	Details of Activity	Days within which procedure is completed	Authority responsible for that activity
		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.	Admin assistant/Accounts clerk
		Correspondence, If required	Generally within 2 Days from the receipt or as per the urgency of the matter.	Admin assistant/Accounts clerk
		Letters to be put up for approval	Generally within 2 Days from the receipt or as per the urgency of the matter.	Admin assistant/Accounts clerk
		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.	Academic section/Head of Skill Departement
		Issue of approval of Advertisement after following due process	2 Days.	Admin/Registrar
		Sending of Selection Panel	07 Days before the date of interview.	HR Section
		Approval to Teachers	15 Days after necessary compliances	HR Section
4.	Reservation	Verification of Roster Registers	7 Days from the date of proposal	HR Section
		Scrutiny of Advertisement	3 Days from the date of proposal	HR Section
		Enrollment of names in Reservation Cell	Same day on receipt of the complete proposal.	Admin assistant
		Supply of list of candidates on	3 Days.	S.O.



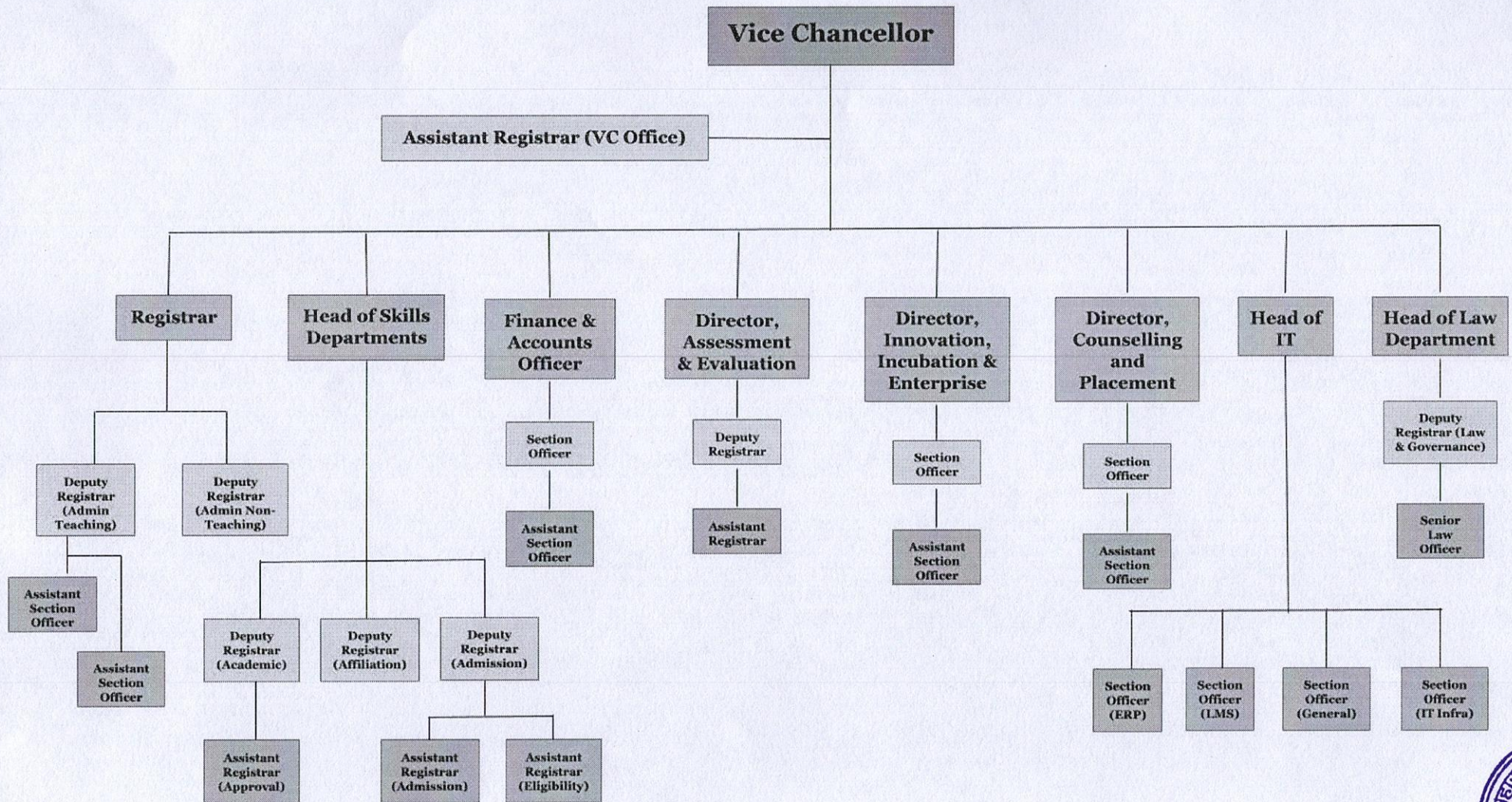
Sr. No.	Section	Details of Activity	Days within which procedure is completed	Authority responsible for that activity
		demands		
5.	Eligibility	Issue of final eligibility	15 Days after the scrutiny.	Academic section
		Grant of permission for change in University/Faculty, College subject, readmission.	7 Days after prescribed date of submission is over.	Academic section
		Eligibility for centralized admissions.	15 Days on receipt of Merit list from competent authority.	Academic section
		Issue of Eligibility Certificate/ Migration Certificate/ T.C. on demand	2 Days from receipt of application.	S.O./A.R.
6.	Examination	Issue of Duplicate Marks statement, Correction in names, Passing Certificates, Merit list	07 Days from receipt of application.	Exam assistant
		Issue of Hall Ticket	07 Days before starting of Examination.	Exam 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.	Exam assistant
		Conduct of meeting for appointment of Examiners for Practical/Oral Examination	1 Month before of the date of Practical.	Exam assistant
		Issue of appointment letter to	15 Days before the date of	Exam assistant



Sr. No.	Section	Details of Activity	Days within which procedure is completed	Authority responsible for that activity
		Examiners	Examination concern.	
		Preparation and publication of Time Table	1 Month before the start of the examination.	S.O./A.R.
7.	Library	Purchase of books, periodicals and journals	1 Month before the start of the Academic year.	Librarian/Library Assistant
		Classification and Accession of books	15 Days on receipt of books.	Librarian/Library Assistant
8.	Record Room	Receipt of record including Scrutiny sorting of record	Same day	Meetings & Record Section
		Sorting of record	1 Hour per bundle	Meetings & Record Section
		Placing of record category wise	5 Days from the receipt	Meetings & Record Section



Organogram



**CHANNEL OF SUPERVISION
(TEACHERS)**

VICE CHANCELLOR

Head of Skills Department

HEAD of the Departments/ Director of School

**TEACHING STAFF
PROFESSOR/
ASSOCIATE PROFESSOR/
ASSISTANT PROFESSOR**

**(For Teaching staff and Officers of the rank
of Assistant Registrar and above Vice
Chancellor will be Disciplinary Authority)**

NON-TEACHING STAFF

**(For Non-Teaching Staff - excluding
Officers of the rank of Assistant
Registrar above Registrar will be
Disciplinary Authority)**

