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**RATAN TATA
MAHARASHTRA STATE
SKILLS UNIVERSITY**

Manual 4

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

**Norms set for the discharge of functions in
Ratan Tata Maharashtra State Skills University,
Mumbai.**

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



Manual 4

Norms set for the discharge of functions in Ratan Tata Maharashtra State Skills University, Mumbai.[Section -----]

Sr. No.	Section	Function/ Activity	Norms
1.	Administration	Preparation of personal files and service books of newly joined employees.	Personal files 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 accepting the report of selection committee by authority. issuing Appointment letters to selected candidates (As per the provision of the Ratan Tata Maharashtra State Skill Universities Act, 2021, Maharashtra Civil Service Rules and Teachers Statute)
		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 Maharashtra Civil Service Rules or Teachers Statute, as the case may be.
		Disciplinary proceedings	Minor Penalty-Issuance of show cause notice, calling forexplanation, 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. 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 office/committee, if the explanation is not satisfactory, conduct of enquiry, submission of the report by enquiry committee 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 Maharashtra Civil Service Rules and Teachers Statutes).



Sr. No.	Section	Function/ Activity	Norms
		Sanction of Long Leave	After receipt of an application for long leave, the same is forwarded to the Registrar of Vice-Chancellor, as the case may be after verifying by the staff concerned.
2.	All Department	Acknowledgement of correspondence	Correspondence is acknowledge by the Registry Clerk/Admin Head at Centre/Campus/Head Office immediately.
		Inward of letter	Entries are made in the inward Register by the Registry Clerk/Admin Head at Centre/Campus/Head Office immediately.
		Submission of correspondence to the Head	Correspondence is submitted to the Head on the same day, by the the Registry Clerk/Admin Head at Centre/Campus/Head Office 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.



Sr. No.	Section	Function/ Activity	Norms
		Replies to Assembly Questions	Assembly Questions 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 the Registry Clerk/Admin Head at Centre/Campus/Head Office .
		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 remark 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 form 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, and 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
		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.
		Para wise 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 Governing Council. The report is submitted to the Chancellor and the State Government. The Governing Council Shall take appropriate actions on the recommendations of the Senate and report the action taken to the



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			Senate as per section 136 of the Ratan Tata Maharashtra State Skill Universities Act, 2021.
		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 process.	Within 1 month after demand.
		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.	1 Month before 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
9.	Meeting & Records	Allotment of Circular No, and Entry in Registers.	5 Minutes per letter



Sr. No.	Section	Function/ Activity	Norms
		Preparation of Agenda for Governing Council and Senate.	As per requirement
		Confirmation of Minutes of the meetings of Governing Council and Senate.	Within 8 days from the date of meeting of the Governing 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 Governing Council and Senate.
		Maintenance of records.	Records are maintained up to date.

