



गोंडवाना विद्यापीठ गडचिरोली

(महाराष्ट्र शासन अधिसूचना क्रमांक 2007/(322/07) विशि-4 महाराष्ट्र विद्यापीठ अधिनियम 1994 (1994 चा महा. 35) च्या कलम 3 च्या पोटकलम (2) अन्वये दिनांक 27 सप्टेंबर, 2011 रोजी स्थापित व महाराष्ट्र सार्वजनिक विद्यापीठे अधिनियम, 2016 (सन 2017 चा महाराष्ट्र विद्यापीठ अधिनियम क्रमांक 6) द्वारा संचालित राज्य विद्यापीठ)

(आस्थापना विभाग)


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Procedure Followed in Decision-Making Process Section 4(1)(b)(iii)

MANUAL - 3

Sr. No.	Details of Activity	Days within the Procedure after completion of all formality	Authority Responsible for that activity	Section	Remarks
1	Sanction of Long leave	5 days	SO/AR/DR/ Registrar	Administration	
2	Issue of various certificates	8 days from demand	SO/AR/DR/ Registrar	Administration	
3	Preparation & submission of pension case	6 months before the date of superannuation	SO/AR/DR/ Registrar	Administration	
4	Abstract of inward/outward Register	7 days after expiry of the previous month.	SO/AR/DR/ Registrar	All Dept.	
5	Pare wise information in court matters	As required.	SO/AR/DR/ Registrar	All Dept.	
6	Activities which are to be performed annually	As decided by competent authority	Section In charge	All Dept.	
7	Preparation of notes	Within 3 days	Jr. Clerk	All Dept.	
8	Correspondence if required on dak	2 days from receipt of Dak	Jr. Clerk	All Dept.	
9	Letters to be put up for approval	Within 3 days from receipt of Dak	Jr. Clerk	All Dept.	
10	Acceptance of forms (any kind)	Same day as prescribed in schedule	Concerned Staff	All Dept.	
11	Issue of approval to advertisement	2 days	SO/AR/DR/ Registrar	Approval	
12	Sending of selection panel	As per university act.	SO/AR/DR/ Registrar	Approval	
13	Approval to teachers / Principal	15 days	College Sect./ Registrar	Approval	
14	Verification of roster registers	7 days from the date of proposal	SO/AR/DR/ Registrar	B. C. Cell	
15	Scrutiny of Advt.	3 days from the date of proposal	SO/AR/DR/ Registrar	B. C. Cell	
16	Enrollment of names in B. C. Cell	Same day on receipt of complete proposal	SO/AR/DR/ Registrar	B. C. Cell	
17	Publication of syllabus	15 days before the commencement of academic year	H. O. D.	Eligibility	

18	Issue of final Eligibility	15 days after scrutiny	S.O./A.R./D.R./ DBEE	Admission/ Eligibility Section	
19	Eligibility to centralized admission	15 days on receipt sanction PNS list from competent authority	S.O./A.R./D.R./ DBEE.	Admission/ Eligibility Section	
20	1. Issue of Eligibility Certificate	15 days after receipt of application	S.O./A.R./D.R./ DBEE.	Admission/ Eligibility	
21	Issue of Migration Certificate on demand	Maximum 15 days after receipt of application form.	S.O./A.R./D.R./ DBEE.	Examination	
22	Issue of duplicate mark statement name correction passing certificate Merit certificate after following due process	15 days on receipt of form computer section.	S.O./A.R./D.R./ DBEE.	Exam.	
23	Issue of transcript by following due process	15 days after demand	Concerned Staff	Exam.	
24	Issue of Hall tickets	15 days before starting of Exam.	Jr. Clerk	Exam.	
25	Issue of Xerox copy of answer book after following due process	As prescribed by ordinance	Concerned Staff	Exam.	
26	Result of Verification	As prescribed by ordinance	Concerned Staff	Exam.	
27	Redressal result after following due process	8 days	Jr. Clerk	Exam.	
28	Preparation results after following due process	One month before of the date of examination	S.O./A.R./D.R./ DBEE.	Exam.	
29	Determination of periodicals list, purchase of book.	One Month before calendar years starts	Concerned Staff	Library	
30	Classification & accession of books	15 days on receipt of books subjects to terms and conditions of order	Concerned Staff	Library	
31	Receipt of record	Same day	Record keeper	Record Room	
32	Placing of record categories	5 days from the receipt	Record keeper	Record Room	
33	Inter collegiate tournament activity	45 days before the event	Director	Sports	
34	Inter Group tournament	30 days for each event	Director	Sports	
35	Inter University tournament	30 days after group tournament	Director	Sports	
36	Coaching camp for inter university tournament	5 days for each event	Director	Sports	
37	Maintains of Dead Stock register	Day to day	S.O./A.R./D.R./ F.A.O.	Finance	


(Dr. Anil Hirekhan)

Registrar

Gondwana University, Gadchiroli.

