

FILE PROCESSING TIME OF ESTABLISHMENT SECTION

Sl.	Nature of Work	Approval Process Flow	Estimated Time Required for Completion (working days)
1.	Issue of Offer of Appointment letter	Recruitment Section-> Check details of selected candidate & prepare offer letter by JS->DR-> Registrar -> JS (Estt.) for sending of letter along with other necessary documents	5 days
2.	Probation & Confirmation Processing	Prepare a list of employees whose confirmation is due in the month-> send and follow up on performance report-> prepare documents and arrange meeting -> put up for approval of the Director -> Registrar-> Dak-> JS(for issuance of office order)	30 days (To complete the whole cycle)
3.	Annual Performance Appraisal Report	Now in ERP: Collection of data of Reporting and Reviewing Officer from schools and Dept. -> Implement in ERP-> Launch APAR in ERP-> resolve issues (if any)	7-10 days
4.	Audit Compliance - Internal and C&AG	Received audit report/para -> Put up draft reply by JS-> DR-> Registrar -> DR-> JS	2-3 days
5.	Joining Office Order with pay fixation	Check all documents submitted by new joiner-> put up the case by JS (check doc if a pay protection case) -> DR-> Internal Audit (in case of pay protection) -> Registrar -> Director->Registrar->DR-> JS (for issuance of office order)	7-10 days
6.	RTI / Grievances	Dak-> DR-> put up draft reply by JS -> DR (APIO) for approval & signature of reply -JS (to send or upload the reply on the portal)	2-3 days
7.	Character & Antecedent Verification	JS-> DR-> Collector/DM office->follow ups letter (Estt.) -> Reply received -> DR->JS	3 months
8.	Caste Certificate Verification	Offline: JS-> DR-> Collector/DM office->follow ups letter (Estt.) -> Reply received -> DR->JS Online: verify online& put up for approval by JS-> DR-> Registrar->DR->JS	Offline: 3 months Online: 5 days
9.	Annual Increment Processing	Obtain the leave data of the employee as on the cutoff date, i.e. 1-Jan/1-Jul -> prepare and put up by JS-> DR-> Registrar-> Internal Audit -> Registrar-> Director-> DR-> JS (for issuance of office order)	10 days
10.	Pay Fixation	Request received -> examine put up by JS-> DR-> Internal Audit ->Registrar -> Director-> Registrar-> DR -> JS(for issuance of office order, if approved)	7-10 days
11.	Leave Salary & Pension Contribution/Gratuity payment	Examine the case & put up by JS-> DR-> Registrar-> Internal Audit -> Registrar -> Director-> Registrar-> DR -> JS(for issuance of office order, if approved)	7-10 days
12.	Retirement / Resignation / Technical Resignation	Dak->DR->JS(put up for approval)-> DR-> Registrar-> Director-> Registrar-DR-> JS-> issuance of no dues-> no dues submitted by employee-> put up relieving order by JS -> DR->JS (for issuance of relieving order)	10-15 days

Sl.	Nature of Work	Approval Process Flow	Estimated Time Required for Completion (working days)
13.	Deputation (in / out) processing	Dak->DR->JS(put up for approval)-> DR-> Registrar-> Director-> Registrar-DR-> JS (for issuance of relieving order/ Joining order)	7 days
14.	Preparation of Eligibility List for Promotion, upgradation, including MACP cases and submission of required documents to Review section for on time conduct of DPC.	Prepare list and doc by JS-> DR-> Recruitment Section	10 days
15.	NPS Account creation/transfer/modification/withdrawal	New Joinee: Received application by DAK -> checked details and processed by JS -> DR -> Registrar -> DR -> JS -> NSDL authority / follow up if required -> NPS card received -> handed over card to employee. Transfer of old NPS no. / other requests: Received application by DAK -> checked details and processed by JS -> DR -> Registrar -> DR -> JS -> forwarded to Finance and Accounts Section for necessary action.	7-10 days
16.	Part Time CVO Appointment	DA -> DR (Estt) -> Office of Registrar -> Office of Director -> Office of Registrar -> DR Estt -> DA	07 days
17.	Vigilance Clearance	Dak -> DR (Estt) -> DA -> DR (Estt) for signature on vigilance clearance form -> CVO Office for approval -> Dak post approval -> DR Estt -> DA -> DR (Estt) for signature on certificate	07 days
18.	NoC for Other Employment	Dak -> DA -> DR (Estt) -> Office of Registrar -> Office of Director -> Office of Registrar on approval -> Dak -> DA -> Signature of DR Estt	07 days
19.	NoC for Passport / Visa	Dak -> DR (Estt) -> DA -> Signature of DR (Estt)	03 days
20.	Official Tour Approval	Receipt of Approved copy by Dak -> DR Estt -> DA -> Signature of DR Estt	03 days
21.	LTC Advance Processing	Dak -> DR Estt -> DA -> Signature of DR Estt -> Finance & Account section -> Office of Registrar -> Office of Director -> Office of Registrar -> Dak -> DA -> Signature of Office order by DR Estt	10 days
22.	LTC Settlement Processing	Dak -> DA -> Signature of DR Estt -> Forwarded to F & A section	03 days
23.	NOC for Higher Study	Dak -> DR Estt -> DA -> Recommendation by DR Estt -> Office of Registrar -> Office of Director -> Office of Registrar -> Dak -> DA -> Signature of DR Estt	07 days
24.	House Rent Allowance processing	Dak -> DR Estt -> DA -> Clearance from Guest house for newly joined employees -> Verification of Documents by DA -> Signature of DR Estt -> Office of Registrar -> Office of Director -> Office of Registrar post approval -> DA -> Signature of DR Estt	07 days
25.	Address Proof processing	Dak -> DR Estt -> DA -> Signature of DR Estt	02days

Sl.	Nature of Work	Approval Process Flow	Estimated Time Required for Completion (working days)
26.	Nomination for attending training/workshop	Dak -> DR Estt -> DA -> Signature of DR Estt	03 days
27.	Passport Identity Certificate Verification	Dak -> DR Estt -> DA -> Recommendation of DR Estt -> Office of Registrar for signature -> Dak -> Forwarding to Passport office	05 days
28.	Relocation Claim processing	Dak -> DA -> DR Estt -> Internal Audit followed by DR F&A	04 days
29.	Offer of Appointment letter issuance (Institute Contract)	DA->DR->Registrar->DR->DA->Trainee	5 days
30.	Agency monthly bill process	DA->DR->DR (F&A)	5 days
31.	Hospital empanelment / Renewal of Agreement	DA->DR->SMO->Registrar->DR->DA	5 days
32.	Employee Group Insurance Addition	DA->DR	1 day
33.	Full & Final Settlement on Resignation / Termination contract employees	DA->DR->Registrar->Director->Registrar->DR->DA	7 days
34.	Renewal/Termination of contract appointment processing	DA->DR->Registrar->Director->Registrar->DR->DA	5 days
35.	Children Education Allowance reimbursement	DA->DR->DR (F&A)	5 days
36.	All Employees Id Card Processing	DA->DR->Registrar->DR->DA	2-3 days
37.	All employees Medical Card processing	DA->DR->Registrar->DR->DA	2-3 days
38.	Administrative Assignment Office Orders	DA->DR->Registrar->Director->Registrar->DR->DA	5 days

JA-Junior Assistant, JS-Junior Superintendent, DR-Deputy Registrar (Estt.),

File Processing Time of Faculty Affairs			
Sl. No.	Item of Work	Channel of Submission	Timeline
1	CPDA processing; Foreign as well as within India visits	DA >> AR >> Dean FA / Director (only Foreign visit)	2-3 days
2	NOC for Visa/other employment	DA >> AR >> Dean FA >> Director	2-3 days
3	Approval for extension of joining of freshly recruited faculty.	DA >> AR >> Dean FA / Director (Extension beyond 3 months)	1-2 days
4	Leave matters- Special Casual Leave, Duty leave related to CPDA.	DA >> AR >> Dean FA	1-2 days
5	Endorsement letters to faculty.	DA >> AR >> Dean FA >> Director	2-3 days

Abbreviations: DA- Dealing Assistant (may be JA/JS), FA-Faculty Affairs, AR-Assistant Registrar

File Processing Time of Finance and Accounts (F&A) Section				
Sl. No.	Item of Work	Channel of Submission (as per Delegation of Financial Power)	Timeline (Working Days for F&A to process the payment)	Payment through bank/PFMS will be made within 2 working days after receiving the approved file.
1	GFR bills	F&A>>IA>>Registrar	2-3 days	
2	HEFA procurement	F&A>IA>>Registrar>>Director	2-3 days	
3	Procurement OH-35	F&A>>IA>>Registrar>>Director	2-3 days	
4	LTC/CPDA/TA/Other Contingent advance	F&A>>Registrar	2-3 days	
5	LTC/CPDA /TA processing; Foreign as well as within India visits(as per Internal Audit manual)	F&A>>IA>>Registrar>>Director	2-3 days	
6	Student Scholarship/Payments	F&A>>IA>>Registrar>>Director	2-3 days	
7	Manpower/Security/Housekeeping	F&A>>IA>>Registrar>>Director	2-3 days	
8	Imprest settlement	F&A>> Registrar	2-3 days	
9	Engineering section	F&A>>IA>>Registrar>>Director	2-3 days	

Abbreviations: Finance and Accounts (F&A), IA (Internal Auditor)

File Processing Time of Store and Purchase Section					
Sl. No.	Type of proposal	Documents Required	File routing / dealing Sections & Offices	Time required for initiation of file (S&P Section)	Timeline for other sections/offices
1	Direct Purchase As per GEM (GFR-149)-within 1 lakh	GeM link/product ID, Annexure C (GFR-149), etc.	DA >> AR (S&P) >> DA - P.O placed	1 – 2 days	Not Applicable
2	Direct Purchase As per GEM (GFR-149)-more than 1 lakh and upto 10 Lakhs	GeM link/product ID with L1 parameters for comparison, Annexure D (GFR-149), PRC, Final Purchase Proposal Form, etc.	DA >> AR (S&P) >> IA >> AR (S&P) >> Registrar >> Director >> Registrar >> AR (S&P) >> DA	2 – 3 days	Subject to file movement in internal audit/Registrar Office/Director Office
3	Direct Purchase (GFR-154)-below 2 lakh for scientific equipment	GEMARPTS, Quotation, Annexure C (GFR-154), etc.			
4	Direct Purchase (GFR-155)-above 1 lakh to 10 lakhs	GEMARPTS, 3 different Quotations, Technical & Financial comparison sheet, Annexure D (GFR-155), PRC, Final Purchase Proposal Form, etc.			
5	Direct Purchase (GFR-155)-from 2 lakhs upto 25 Lakhs	GEMARPTS, 3 different Quotations, Technical & Financial comparison sheet, Annexure D (GFR-155), PRC, Final Purchase Proposal Form, etc.			
6	PAC Procurement (GFR-166)	GEMARPTS, Quotation, Annexure-B (PAC), Annexure C or D, PRC, Final Purchase Proposal Form, etc.			
7	PAC Procurement (GFR-166) Above 10 Lakh	Bid may be floated in GeM. Justification, Pre-installation Report, Technical Specifications, GEMARPTS, Undertaking, etc.	DA >> AR (S&P) >> IO >> AR (S&P) >> DA (2 times repeats for Technical and price evaluation)>> AR (S&P) >> DA >> AR (S&P) >> AR (IA) >> AR (S&P) >> Registrar >> Director >> Registrar >> AR (S&P) >> DA		For bidding and opening :- 25 days Remaining other activities like Technical Evaluation and Financial recommendation and depends upon the submission of other requisite documents by the indenting department.
8	Tender/Bid through CPP/GeM (Irrespective of amount)	Justification, Pre-installation Report, Technical Specifications, GEMARPTS, Undertaking, etc.			
9	Payment Recommendations	Invoice duly signed by IO, stock entry wherever applicable, warranty certificate, installation report, PBG (if applicable), payment recommendation, etc.	DA >> AR (S&P) >> DR/AR (F&A) >> IA >> Registrar >> Director >> DR(F&A)		Subject to file movement in F&A /Internal audit/Registrar Office/Director Office

Abbreviations

- DA- Dealing Assistant
- IO- Indenting Officer
- PRC- Price Reasonableness Certificate
- IA- Internal Audit

File Processing Time for Sponsored Research and Industrial Consultancy (SRIC)			
Sl. No.	Item of Work	Channel of Submission	*Tentative Timeline (working Day)
1	Endorsement	DA >> JS/SO>> AR >> Dean SRIC	03-04 days
2	Research/Consultancy Proposal Registration	JS >> AR >> Dean SRIC (Subject to availability of all relevant documents.)	04-05 days
3	Seed Grant Proposal Approval	DA >> JS/SO>> AR >> Dean SRIC (Subject to availability of all relevant documents.)	06-07 days
4	Seed Grant Proposal Registration	JS >> AR >> Dean SRIC	04-05 days
5	Proforma Invoices	DA >> JS >> AR (After generation of the project code)	03-04 days
6	Tax Invoices/Credit Note	DA >> JS >> SO >> AR (After receipt of the payment intimation)	03-04 days
7	Recruitment	DA >> JS/SO>> AR >> Dean SRIC	04-05 days
8	Salary processing including Project Staff, Research Scholar, DST fellows, AHRC staff, 89 days contract	JS >> AR >> Audit >> AR >> Dean SRIC (Payment below 10 lakhs) JS >> AR >> Audit >> AR >> Dean SRIC >> Director (only payment above 10 Lakhs) (Subject to fund availability in the project.)	03-04 days
9	Salary Payment approval	DA >> JA >> AR >> Dean SRIC (Subject to fund availability in the project.)	02-03 days
10	Consultancy/Honorarium Payments	JS >> AR >> Dean SRIC (Payment below 10 lakhs) JS >> AR >> Dean SRIC >> Director (only payment above 10 Lakhs) Subject to availability of all relevant documents.	04-05 days
11	Purchase Approval (Below 2 Lakhs)	DA/JA >> Dean SRIC	02-03 days
12	Purchase Approval (Above 2 Lakhs to 10 lakhs- Calling quotations)	DA >> JA >> JS/SO>> AR >> Audit >> AR >> Dean SRIC	10-15 days
13	Purchase Approval (Above 10 Lakhs to 25 lakhs- Calling quotations)	DA >> JA >> JS/SO>> AR >> Audit >> AR >> Dean SRIC >> Director	15-20 days
14	Purchase Approval (Above 10 Lakhs to 25 lakhs- tenders)	DA >> JA >> JS/SO>> AR >> Audit >> AR >> Dean SRIC >> Director	02-03 months
15	Purchase Approval (Above 25 lakhs- tenders)	DA >> JA >> JS/SO>> AR >> Audit >> AR >> Dean SRIC >> Director	02-03 months
16	Purchase Payment Approval	JS >> AR >> Audit >> AR >> Dean SRIC (Payment below 10 lakhs) JS >> AR >> Audit >> AR >> Dean SRIC >> Director (only payment above 10 Lakhs) Subject to availability of all relevant documents.	06-07 days
17	Purchase Payment	JA >> AR >> Dean SRIC	06-07 days

18	GFR Bills	JA >> AR >> Dean SRIC	07-08 days
19	TA Bills approval	DA >> JA >> AR >> Dean SRIC	04-05 days
20	TA Bills payment	DA >> JA >> AR >> Dean SRIC	02-03 days
21	Paper Publication Charges approval and reimbursement	DA >> AR >> Dean SRIC (based on the availability of all relevant documents)	07-08 days
22	SE & UC	JA >> AR >> Dean SRIC	06-07 days

*Subject to all requisite documents in order.

Abbreviations: DA- MTSO, JA- Junior Accountant, JS – Junior Superintendent, SO- Section Officer,
AR-Assistant Registrar (SRIC)

File Processing Time (Tentative) of Academic Section

Sl. No.	Item of Work	Channel of Submission	Timeline	Remark
1	Senate (Agenda + Minutes)	DA >> AR >> Dean PG&RP /Dean UGP >>Registrar	7-10days	
2	UGPEC, PGPEC, RPEC (Agenda + Minutes)	DA >> AR >> Dean UGP / Dean PG&RP	3-5 days	
3	Student conference	DA >> AR >> Dean PG&RP/UGP / 3member committee >> Director (only Foreign visit)	4-5 days	
4	Migration Certificate, Provisional Certificate, Bonafide Certificate	DA >> AR	1-2 days	
5	Transcript	DA >> Finance>>AR	2-3 days	
6	Education Verification	DA >> Finance>>AR	2-3 days	Subject to receiving requisite payment from the agency and payment done confirmation from Finance
7	Temporary withdrawal for Joining Job.	DA >> AR >> Dean PG&RP	2-3 days	
8	Resignation	DA >> AR >> Dean PG&RP/Dean UGP >> Director	3-5 days	O/o issued subject to completion of formalities by the student like payment of processing fee and submission of no -dues
9	Termination from any program	DA >> AR >> Dean PG&RP/Dean UGP >> Director	2-3 days	
10	Elective/Breadth/Lateral change	DA >> AR >> Dean PG&RP / Dean UGP	2-3 days	
11	Student rejoining after temporary withdrawal	DA >> AR >> Dean PG&RP	2-3 days	
12	Issue of Duplicate ID card	DA >> AR >> Dean PG&RP	1-2 days	
13	Issue of duplicate certificate and transcript	DA >> ERP>>AR >> Dean PG&RP / Dean UGP >> Registrar>>Director	1 week	
14	RTI	DA >> AR >> Dean PG&RP /Dean UGP	As per the deadline /13-15 days	
15	Ministry data / other data	DA >> AR	As per the deadline / 1-3days	MHRD UGC NIRF AISHE
16	Processing of Ph.D and MS.R selection files	DA >> AR >> Dean PG&RP>>Director	3-5 days	
17	Registration Seminar for Ph.D Students & issuing the Office Order after approval	DA >> AR >> Dean PG&RP >> Director	1-1.5 months	Disposal are carried out monthly

18	Enhancement Seminar for Ph.D Students & issuing the Office Order after approval	DA >> AR >> Dean PG&RP >> Director	3-4 days	
19	To process for Q Exam for Ph. D Students	DA >> Dean PG&RP	1-2 days	
20	Change of DAC member & Supervisor	DA >> AR >> Dean PG&RP	2-3 days	
21	Addition of Co-Supervisor	DA >> AR >> Dean PG&RP	2-3 days	
22	Change of fellowship	DA >> AR >> Dean PG&RP	2-3 days	
23	Semester Withdrawal due to health issues/Family calamity	DA >> AR >> Dean UGP	2-3 days	
24	Internship Application of Internal students	DA >> AR >> Dean UGP	2-3 days	
25	Assistantship of Dual Degree Students who promoted their 5th year	DA >> AR >> Dean UGP >> Director	2-3 weeks of declaration of result	
26	Curriculum Revision	DA >> AR >> Dean UGP	As per the requirement	
27	Academic Calendar	DA >> AR >> Dean UGP >> Director	Before Spring Semester Registration	
28	Regulation update	DA >> AR >> Dean PG&RP /Dean UGP	As per the requirement	
29	Debarring from the Examination	DA >> AR >> Dean UGP	2-3 days	Due to shortage of attendance
30	Conducting Examination of the students	DA >> AR >> PIC, Examination >> Dean UGP	As per the Academic Schedule	
31	Stationary procurement for Examination	DA >> AR >> PIC, Examination >> Dean UGP	15 days before the examination	
32	Arrangement of Examination Misconduct Meeting	DA >> AR >> Dean PG & RP /Dean UGP	3-5 days of examination	
33	Approval of Disciplinary Action against to the student due to Misconduct in Exam	DA >> AR >> Dean PG&RP/Dean UGP >> Director	5-7 days of examination	
34	Maintenance and procurement of /for Learning Hall Complex	DA >> AR >> Dean UGP	2-3 days	
35	NSP	DA >> AR >> Dean UGP	15 to 20 applications per day	Verification of all applications within the deadline

36	State Scholarship	DA >> AR >> Dean PG&RP /Dean UGP	3-7 days	Verification of all applications within the deadline
37	Remission applications	DA >> AR >> Dean UGP		As per the Academic Section timeline
38	UGC/CSIR Fellowship	DA >> AR >> Dean PG&RP	2-3 days	Verification of Joining
			5-7 days	Monthly Fellowship
			3-7 days	Quarterly Contingency
			3-7 days	Upgradation from JRF to SRF
39	Foreign student VISA extension	DA >> AR >> Dean PG&RP	3-5 days	
40	All the procurements bill of the Academic Section	DA >> AR >> Dean PG&RP /Dean UGP	3-7 days	
41	Medal preparation for Convocation	DA >> AR >> Dean PG&RP /Dean UGP		As per the requirements
42	Preparation of certificate folder with final degree certificate and transcript	DA >> AR >> Dean PG&RP /Dean UGP		
43	Preparation of Convocation Brochure	DA >> AR >> Dean PG&RP /Dean UGP		
44	Sending the Certificate and Transcript to the students in case of absentia	DA >> AR >> Dean PG&RP /Dean UGP	10-15 days	After the Convocation
45	Supplementary and Summer Quarter Examination	DA >> AR >> Dean PG & RP / Dean UGP	4-5 days	As per the Academic Calendar

File Processing Time of Legal Cell			
Sl. No.	Item of Work	Channel of Submission/Matrix	Timeline
1	Legal Matters (collecting information related legal issues)	Matter received from Court/DSGI>>DA (JA)>> ALO >> Concerned Section>>ALO	7-10 days
2	Legal Matters (Preparing draft affidavit, Written Statements, Defence Statement and Letters)	Matter received from Court/DSGI>>DA (JA)>> ALO >> Registrar>> Director	20-25 days or as per Hearing Date (on or before)
3	Legal Matters (Seeking Legal Opinion)	Internal- Concerned Section >> DA (JA)>> ALO >> Concerned Section External-Concerned Section >>DA (JA)>> ALO >>External Council>>ALO>> Concerned Section	4-5 days
4	Advocate Fees Processing	Bill received from Advocate>>DA (JA) >> ALO >> Registrar	2-3 days
5	RTI Request (collecting information when two or more sections are involved)	Application>> RTI Nodal Officer>> CPIO>>DA (JA) >> CPIO >> Concerned Section	7 days
6	RTI Request (Disposal after collecting information)	DA (JA)>> CPIO>>Applicant	30 days
7	RTI First Appeal (Disposal)	Appeal>> RTI Nodal Officer>> FAA>>DA (JA) >> RTI Nodal Officer >> FAA>>Appellant	30 days maximum 45 Days
8	RTI Second Appeal before CIC	Appeal>>DA (JA)>>CPIO>>FAA>>CPIO>>CIC Hearing	7 days or as per Hearing Date (on or before)
9	RTI Third Party Audit	Audit Letter>> DA(JA)>CPIO>>concerned section for collecting information and update to website >> CPIO >> FAA/ Registrar >> Third Party Auditor	15 days or as per Audit Date (on or before)
10	RTI Audit Fee Processing	Bill received>>DA(JA)>>CPIO>>Registrar>>CPIO>>DR (F&A)	2-3 days
11	Filing of RTI quarterly returns as per the act.	DA(JA)>> CPIO>>DA (JA)>> Filing	Within 15 days of each quarter
12	Disposal of Grievance received through portal (CPGRAMS).	Grievance>>DA(JA)>> Nodal Officer Grievance/ALO >> Concerned Section from which grievance pending>> Nodal Officer Grievance/ALO>>DA(JA) drafting final letter>>Nodal Officer Grievance/ALO>> Registrar>>Nodal Officer Grievance/ALO	21 days
13	MoU Committee (MoU Vetting)	Draft/request received >> MoU Member Secretary/ALO (Vetting) >>Committee Members (Comments) >> MoU Member Secretary/ALO	8 -10 days
14	MoU Committee (MoU Approval)	DA(JA) Brief MoU Summary preparation>>MoU Member Secretary/ALO>> Committee Members (Signature)>>MoU MoU Member Secretary/ALO>> Chairperson MoU Committee>>Director	5-6 Days

Medical Bills/Note Sheet/Documents Processing Time of Sanjeevan Health Centre			
Sl. No.	Item of Work	Channel of Submission	Timeline
1	Empanelled Hospital Medical Bills Monthly for Reimbursement.	Pharmacist >> Medical Officer >> Senior Medical Officer>>PIC Health Care.	15 days
2	Personal Medical Bills in a bunch for Reimbursement.	Pharmacist >> Medical Officer >> Senior Medical Officer>>PIC Health Care.	15 days
3	Apollo Pharmacy Medical Bills Monthly for Reimbursement.	Pharmacist >> Medical Officer >> Senior Medical Officer>>PIC Health Care.	20 days
4	Note Sheet/Documents	Senior Medical Officer>>PIC Health Care.	2-3 days

File Processing Time of Public Relation Department			
Sl. No.	Item of Work	Channel of Submission	Timeline
1	Faculty Recruitment Advertisements	APRO >> Dean FA >> Registrar >>Director	2-3 days
2	Non-Teaching Recruitment Advertisements	APRO >> Registrar >>Director	2-3 days
3	Calendar	APRO >> Registrar >>Director	3-4 days
4	Publication of Institute-level brochures, booklets etc.	APRO >> Registrar >>Director	2-3 days

Abbreviations: DA- Dealing Assistant (may be JA/JS), FA-Faculty Affairs, AR-Assistant Registrar

File Processing Time of Student Affairs			
Sl. No.	Item of Work	Channel of Submission	Timeline
1	Student permission file	DA >> AR >> Dean SA	2-3 days
2	Ministerial/Institute Events File	DA >> AR >> Dean SA >> Director	2-3 days
3	Hostel Files	DA >> AR >> Dean SA >> Director (If required)	2-3 days
4	Gymkhana Files	DA >> AR >> Dean SA >> Director (If required)	2-3 days
5	NSS & Counselling Service Files etc.	DA >> AR >> Dean SA >> Director (If required)	2-3 days
6	Transport Bill	DA >> AR >> Dean SA >> Director	2-3 days
7	Transport Activities	DA >> AR >> Dean SA	Immediate / 1 day
8	Community and Auditorium Booking Process	DA >> AR >> Dean SA	Immediate / 1 day

Abbreviations: DA- Dealing Assistant (may be JA/JS), SA-Student Affairs, AR-Assistant Registrar

File Processing Time of Hall of Residence & Gymkhana			
Sl. No.	Item of Work	Channel of Submission	Timeline
01	Refund of Mess Balance	HA>>AR>>CWC	5-7 Days
02	GeM Procurement process	JA/HA>>AR>>CWC>>Dean	3-4 Days
03	Bill Payment (GFR 149)	JA/HA>>AR>>CWC	2-3 Days
04	Housekeeping/AMC Bill Processing	JA/HA>>AR>>CWC	3-4 Days
05	Mess Bill Processing	JA/HA>>AR>>CWC	2-3 Days
06	Hall staff salary bill	JA/HA>>AR>>CWC	2-3 Days
07	TDS (IT & GST) & GST Data	HA>>AR>>CWC	1-2 Days
08	ERP Matters (Students)	JA/HA>>AR>>CWC	2-3 Days
09	Procurement and payment (GFR 154 & 155)	JA/HA>>AR>>CWC	5-7 Days
10	Processing of Tender Files	JE/JA>>AR>>CWC>>Dean	5-7 Days
11	Common item Procurement (spares & consumables)	JA/HA>>AR>>CWC	5-7 Days
12	GeM CRAC & processing Payments	JA/HA>>AR>>CWC	5-7 Days
13	Fees Reconciliation (Mess advance & Hostel estt. charges)	JA/HA>>AR>>CWC	15-20 Days
14	Bank Reconciliation	JA/HA>>AR>>CWC	5-7 Days
15	Refund to Intern & JRF	HA>>AR>>CWC>>Dean	3-5 Days
16	Leave record and data updation for processing salary of Hall staff	JA>>AR>>CWC	2-3 days
17	Preparation of monthly mess account	HA>>AR>>CWC	1-2 days
18	Monthly update of student, staff and vacancy details	JA>>AR>>CWC	2-3 days
19	Disciplinary matters and its compliances	JE/HA>>AR>>CWC>>Dean	5-7 Days
20	Student queries and issues related to fees and complaint related to other facilities	JE/HA>>AR>>CWC	3-4 days

Note :

1. Files are forwarded to the Dean/ Director if the amount exceeds ₹2 lakh.
2. Other files are forwarded to the Dean/Director whenever a decision is required.