

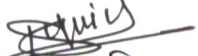


A<sup>++</sup> Accredited by NAAC (2021)  
With CGPA 3.52

शिवाजी विद्यापीठ, कोल्हापूर  
परिपत्रक  
३८/२०२२

सर्व अधिविभाग प्रमुख, प्रशासकीय अधिकारी, व विभाग प्रमुखांना आदेशान्वये कळविण्यात येते की, विद्यापीठाच्या दैनंदिन कामकाजासंदर्भातील **Organogram (Tree Structure)**, **Work Flow chart** कार्यसुची कामकाजपद्धतीचा सर्वसाधारण आराखडा तयार केला आहे. सदर आराखड्याच्या अनुषंगाने विद्यापीठाचे दैनंदिन कामकाज करण्याबाबत यापुर्वी जा.क्र.आस्थापना / १८५९ दिनांक २७ जून २०१८ रोजीच्या परिपत्रकानुसार कळविण्यात आले होते. त्यानुसार कामकाज होत नसल्याचे कार्यालयाच्या निदर्शनास आले आहे.

अधिविभाग व प्रशासकीय विभाग यांच्यामार्फत सादर करण्यात येणा—या विविध टिपण्या व फोल्डर्स यावर प्रशासकीय मान्यता सोबत जोडलेल्या सदर **Organogram** मधील पान क्रमांक १ ते १७ मधील **Work Flow Chart** मध्ये सुचित केलेल्या अधिका—यांपर्यंतच घेवून कार्यवाही करावी. तसेच वित्तीय मान्यता घेण्याबाबतची कार्यवाही लेखा संहितेतील तरतुदीनुसार करावी. सर्व अधिविभागप्रमुख व प्रशासकीय अधिकारी तसेच समकक्ष अधिकारी व विभाग प्रमुख यांनी **Organogram** मधील तरतुदीचे तंतोतंत पालन करून कामकाज करावयाचे आहे.

  
प्र.कुलसचिव

जावक क्रमांक आस्थापना / १८५९  
दिनांक : 17 SEP 2022

प्रति,

१. सर्व संचालक, समन्वयक, रेक्टर्स, अधिविभागप्रमुख, प्रशासकीय अधिकारी, समकक्ष अधिकारी, विभाग प्रमुख, व सेवक

प्रत :-

१. मा.कुलगुरु/प्र-कुलगुरु/कुलसचिव/संचालक,परीक्षा व मुल्यमापन मंडळ/वित्त व लेखाधिकारी यांचे कार्यालय
२. इंटनेर विभाग — सदरचे परिपत्रक संकेतस्थळावर प्रसिध्द करावे.

अधिविभाग प्रमुख व विभाग प्रमुख यांनी सदरचे परिपत्रक आपल्या विभागातील सर्व शिक्षक व प्रशासकीय सेवकांचे निदर्शनास आणावे.

COLLEGE & UNIVERSITY DEVELOPMENT SECTION				
Sr. No	Subject / Proposal	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Circular, Various Committee Members Nomination, Committee Report and Selection Order	All Circulars / Office Order	Hon. Vice-Chancellor / Director, BCUD	Hon'ble Registrar
		Administrative Approval to Various Committee Report	Hon. Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
		Futher Process (Nomination on Committee) Committee Report	Hon. Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
2	Regarding Letter Communication	Communication by Letter to Chancellor office	D' BCUD	Hon'ble Registrar
		Administrative approval	Hon. Vice-Chancellor	Hon. Vice-Chancellor
3	Letter Communication to U.G.C. and Other Funding agencies	Administrative approval to Send Various proposals to UGC and other funding agencies recived from Univeristy Teachers	Hon. Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
		Forwading Letter	Director, BCUD	Hon'ble Registrar
4	Various proposal received from Colleges to be sent at various funding agency	Various proposals to UGC and other funding agencies received from Affiliated Colleges Teachers	Director, BCUD	Hon'ble Registrar
		On the Sopt Evaluation Committee Selection and Approval and forwading letters to concern Colleges / Persons	Director, BCUD	Hon'ble Registrar
		On the Spot Evaluation report - Apporval and Singature	Director, BCUD and Registrar	Hon'ble Registrar
5	Sanction for various Leave and Duty Leave	approval for various Leave and Duty Leave of Class 1 to 4 officers and Staff	Director, BCUD and Deputy Registrar	Deputy Registrar and Hon'ble Registrar
6	Item to Statutory Bodies Subject and Resolution	Further process of approval as per resolution of Management Council	Director, BCUD	Hon'ble Registrar
		Administrative approval as per resolution of Management Council	Hon. Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
7	All Policy Decision	Approval to all Policy Decision	Hon. Vice-Chancellor	Hon. Vice-Chancellor
8	Approval for Purchases (Expenditures of Stationary, Equipments, Hospitality, etc.) as per deligation power	Recurring : up to Rs. 25,000/- Non-recurring : up to Rs.10,000/-	Deputy Registrar	As Per Account Code and Delegation of Power
		Recurring : Rs. 25,001/- to Rs. 75,000/- Non-recurring : Rs.10,001/- to Rs. 1,00,000/-	Director, BCUD	
		Recurring : above Rs. 75,000/- Non-recurring : above Rs.1,00,000/-	Hon. Vice-Chancellor	

9	Approval : Expenditures of Stationary, Equipments, Hospitality, etc. of Department	Recurring : up to Rs. 25,000/-	Deputy Registrar	As Per Account Code and Delegation of Power
		Recurring : Rs. 25,000/- to Rs. 1,00,000/-	Director, BCUD	
		Recurring : above Rs. 1,00,000/-	Hon. Vice-Chancellor	
		Non-recurring : up to Rs. 10,000/-	Deputy Registrar	
		Non-recurring : Rs. 10,000/- to Rs. 50,000/-	Director, BCUD	
		Non-recurring : above Rs. 50,000/-	Hon. Vice-Chancellor	
		Post-Facto Approval	Hon. Vice-Chancellor	
		Travel (Taxi, Airfare and others)	Hon. Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
		Advance	Director, BCUD	As Per Account Code and Delegation of Power
		Purchase by quotation Tender	Hon. Vice-Chancellor	
10	Various Scheme / Project Proposal	Administrative approval for University proposals	Hon. Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
		Signature on proposal (Certificate)	Registrar	Hon'ble Registrar
		Forwarding Letter	Director, BCUD	Hon'ble Registrar
11	Fellowship, Scholarship, Golden Jubilee Fellowship etc.	Forwarding Letter to various funding agencies	Director, BCUD	Hon'ble Registrar
		Administrative Approval		
		Signature on proposal (Certificate)	Registrar	
12	Meeting Arrangement and Notice	Approval for meeting	Hon. Vice-Chancellor / Director, BCUD	Hon'ble Pro-Vice-Chancellor
		Meeting Notice letter	Director, BCUD / Deputy Registrar	Hon'ble Registrar
		Meeting Minutes Approval	Hon. Vice-Chancellor	Hon'ble Pro-Vice-Chancellor

## GUEST HOUSE

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Item for Management Council regarding Guest House Charges	Hon'ble Vice-Chancellor	Hon'ble Registrar
2	Reservation of VVIP Bunglow	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor
3	Free Accommodation of Guest House	Hon'ble Vice-Chancellor	Hon'ble Registrar
4	Reservation of VIP AC , AC and Dinning Hall	Hon'ble Registrar	Hon'ble Registrar
5	Internal Office Note	Asstt. Registrar	Assistant Registrar
6	Repairs and Maintenance of Guest House	Hon'ble Registrar	As per Delegation of Power
7	Purchase of Material for Guest House	As per Account Code	Hon'ble Registrar



## NACC SECTION

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	College Correspondance regarding NAAC Policy Decision.	Hon'ble Vice-Chancellor	Hon'ble Registrar
2	Correspondence after Policy decision	D' BCUD	Director Innovation Incubation Link
3	Government Correspondance Regarding NAAC	D' BCUD	Director Innovation Incubation Link
4	Representative for NAAC visit at Colleges	D' BCUD	Hon'ble Pro-Vice-Chancellor
5	Letter Received from NAAC	D" BCUD	Director Innovation Incubation Link
6	Organization of IQAC Meeting,Notice, Agenda, Minutes	D' IQAC	Director Innovation Incubation Link
7	Annual Quality Assurance Report Work Approval	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor
8	Academic and Administative Audit (AAA Visit) Nomination	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor
9	Organization of Workshop/ Seminar by IQAC	Hon'ble Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
10	Pruchase of Various Item	As per Account Code	As per Account Code
11	Internal Office Note	Administative Approval by Hon'ble 'D' BCUD and Correspondance through Dy. Registrar/ Assistant Registrar	Superintendent / Assistant Registrar
12	Inward Letter	Marking by Director BCUD	Director Innovation Incubation Link

## LEAD COLLEGE

<b>Sr. No.</b>	<b>Details of Work</b>	<b>Present Apporving Atuthority</b>	<b>Proposed Approving Authority</b>
1	College Correspondence	D' BCUD	Dean Commerce and Management
2	Distribution of Lead College Scheme and Funds	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor
3	Utilization Certificate of Lead College	Hon'ble Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
4	Approval for organization of Workshop, Seminar under Lead College	Hon'ble Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
5	Audit of Lead College Scheme	D' BCUD	Dean Commerce and Management

## BCUD will become- Board of Deans

<b>Sr. No.</b>	<b>Details of Work</b>	<b>Present Apporving Atuthority</b>	<b>Proposed Approving Authority</b>
1	Organisation of BCUD (Deans Committee) Approval	Hon'ble Vice-Chancellor	Hon'ble Pro-Vice-Chancellor
2	Correspondence /Minutes	D' BCUD	Dean Commerce and Management

## BOYS / GIRLS & B.TECH. HOSTEL

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Annual Hostel Admission Quota	Hon'ble Vice-Chancellor	Hon'ble Registrar
2	Cancellation of Admission	Hon'ble Vice-Chancellor	Hon'ble Registrar
3	Disciplinary Action on Student	Hon'ble Vice-Chancellor	Hon'ble Registrar
4	Purchase /Repairs/Bill Pass	As per Delegation of Power	

## MEETING SECTION

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Date of the Meeting	Hon'ble Vice- Chancellor / Chairman	Hon'ble Vice- Chancellor / Chairman
2	Items approval	Secretary of Authority	Secretary of Authority
3	Cicular for items regarding Meeting	Dy. Registrar	Dy. Registrar
4	Notice of the Meeting	Dy. Registrar	Dy. Registrar
5	Agenda of the Meeting	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
6	Sending the Agenda of the Meeting to Members	Hon'ble Registrar	Hon'ble Registrar
7	Minutes of the Meeting	Hon'ble Vice- Chancellor / Chairman	Hon'ble Vice- Chancellor / Chairman
8	Sending Minutes	Hon'ble Registrar	Hon'ble Registrar
9	Quarterly Report	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
10	Election for Authorities : As per Act provisions election for various authorities i.e. Senate, Academic	Election officer of the University (Registrar)	Election officer of the University (Registrar)
11	Appeal on the Elections	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
12	Purchase	As per financial Delegation of Power	As per financial Delegation of Power
13	Prepare Calender of Events	Hon'ble Registrar	Hon'ble Registrar

## DEPARTMENT

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Proposal For financial Aid to Apex body / Project/ Scheme/ Fellowship (all)/ Seminar/ Conference/ Workshop / Symposia	Hon'ble Vice-Chancellor	Hon'ble Pro Vice-Chancellor
2	Admission to Courses under Department	Hon'ble Registrar	Hon'ble Registrar (through Admission Committee)
3	Cancellation and Admission / Scholarship/ Fellowship	Hon'ble Registrar	Hon'ble Registrar
4	Organisation of Seminar/ Conference/ Workshop / Symposia	Hon'ble Vice-Chancellor	Hon'ble Pro Vice-Chancellor
5	Item for Management / Academic Council etc.	Hon'ble Vice-Chancellor	Hon'ble Registrar
6	Vehicle Apporval / Guest , Guest Lecture Approval	Hon'ble Vice-Chancellor	Hon'ble Pro Vice-Chancellor
7	Study Tour	Hon'ble Vice-Chancellor	Hon'ble Pro Vice-Chancellor
8	Bonafide	Head of the Department	Head of the Department
9	Purchase and Repairs / Bill Pass	(1) As per Delegation of Power. All Forlders of Maintence Budget through FAO Section and PVC and VC	
		(2) For Development Budget all preoposals shall be sent to CUD Section	
10	Approval for consultancy	Hon'ble Vice-Chancellor	Hon'ble Pro Vice-Chancellor

All folders regarding purchase, sanction for guest, TA/DA/Honorarium to guest shall be routed through concerned administration unit i.e. Accounts, PG Seminar / Establishment etc.

No folder should be directly submitted to Hon'ble Vice-Chancellor, Hon'ble Pro Vice-Chancellor or Registrar office.

## SEMINAR SECTION

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Committee for Annual Report	Hon'ble Vice-Chancellor	Hon'ble Pro Vice-Chancellor
2	Apporval of Annual Report	Senate	Senate
3	Financial Aid for Seminar, Conference , Workshop etc.	Hon'ble Vice-Chancellor	Hon'ble Pro Vice-Chancellor
4	Financial Assistance for attending conference	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor
5	Publication of Ph. D. Thesis	Hon'ble Vice-Chancellor	Hon'ble Registrar
6	Workshop as New Changed Syllabus	Hon'ble Vice-Chancellor	Deans Committee
7	Item for different Authorities	Hon'ble Vice-Chancellor	Hon'ble Registrar
8	Committee for Magzine Competition	Hon'ble Vice-Chancellor	Hon'ble Registrar
9	Certificates to Competition Winners	D' BCUD	Hon'ble Registrar
10	Lecture Service	throught Committee under Chairmanship of Hon'ble Vice-chancellor	
11	Approval to Guest and Program Thanks letter	Hon'ble Vice-Chancellor	Hon'ble Registrar
12	Journal Publications	Hon'ble Vice-Chancellor	Hon'ble Registrar
13	Approval to Advances	As per Delegation of Power	
14	Printing of all Certificates proformas	Hon'ble Vice-Chancellor	Hon'ble Registrar



## ELIGIBILITY SECTION

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Item for Academic council / MC/ Senate	Hon'ble Vice-Chancellor	Dean ➡ Hon'ble Registrar
2	Equivalence Committee Meeting	Hon'ble Vice-Chancellor	As per approval rate Dean
3	Equivalence Certificate	Hon'ble Registrar	Dean
4	All College Circular	Hon'ble Registrar	Dean
5	Item of Equivalence Committee	Hon'ble Registrar	Concerned Dean
6	To solve any query after getting documents	Dy. Registrar	Dy. Registrar
7	To Finalize the eligibility of student after the verifying the document regarding eligibility of student	Concerned Employee	Concerned Dean
8	Internal Office Note	Superintendent/ Assistant Registrar	Superintendent/ Assistant Registrar
9	Purchase of Stationary, Equipment	As per Deligation of Power	
	Facultywise folder shall be sent to concerned Dean. It is proposed in organagram that BUTR, BOS and Eligibility these three Sections shall be splited and facultywise work should be allottted to Science and Engineering, Commerce and Management, Humanities and Interdisciplinary studies Faculty with additional responsibilities to concerned Section.		

## P.G. BUTR SECTION

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Administrative approval to publish admission Notification / Advertisements through News Papers	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
2	Correspondance :		
	(a) Government	Hon'ble Registrar	Dean
	(b) Colleges / Students	Hon'ble Registrar	Dy. Registrar
	(c) Circulars to Colleges / Students/ Public	Hon'ble Registrar	Dean
3	Nominations on various university authorities/ bodies/ Committees (as prescribed under the Maharashtra Public University Act, 2016 and the Rules made thereunder)	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor / Hon'ble Pro Vice Chancellor
4	Administrative approval to Correspondance with Hon'ble Chancellor's Office	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
5	Administrative Approval to Nominations of Experts / Referees/ Chairmen of Open Defence (with reference to Ph.D./ M.Phil)	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor / Hon'ble Pro-Vice-Chancellor
6	Assent to Proposals for D.Litt.	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor

## ESTABLISHMENT SECTION

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Recrutiment :		
	I) Request for roster points	Hon'ble Vice- Chancellor	Registrar
	II) Approval for Advertisements in News papers / periodicals	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
	III) Qualifications :		
	(a) Teaching Staff	Management Council	Management Council
	(b) Administrative Staff	Management Council	Management Council
	IV) Scrutiny of applications	Committee by Hon'ble Vice- Chancellor / Registrar	Committee by Hon'ble Vice- Chancellor / Registrar
	V) Interview	Hon'ble Vice- Chancellor / Registrar	Hon'ble Vice- Chancellor / Registrar
	VI) Approvals for appointments of Teachers and Class I Officers	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
	VII) Approvals for appointments of Class II Officers and subordinates	Hon'ble Vice- Chancellor / Registrar	Registrar
2	Creations of Posts from University funds	Management Council	Management Council
3	Daily wages/ Contract / Page based remuneration	Registrar	Registrar
4	Circulars related to teachers and Class I officer, Draft approval	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
5	Circulars related to Administrative Staff	Hon'ble Vice- Chancellor	Registrar
6	Circulars as per decisions of authorities	Hon'ble Vice- Chancellor	Registrar
7	Circulars regarding reforms/ new rules/ changes	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
8	Experience / No Objection Certificate	Registrar	Registrar
9	Nomination on various Committee of Class I officers and Teachers	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
10	Nomination on various Committee of other Non Teaching Staff	Hon'ble Vice- Chancellor	Registrar
11	Leave Sanction		
	I) Teachers and Class I	Hon'ble Vice- Chancellor	HOD / Statutory Officer
	However Monthly Statement of leave shall be submitted for find approval of Hon'ble Vice- Chancellor		
	II) Class II, III, and IV employee	Registrar	Registrar
12	Leave of Statutory Officers	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
13	Correspondence to :		
	(a) Chancellor Office	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
	(b) Government State / Central outside funding agencies and external organization	Registrar	Registrar
	(c) Teachers / Officers Orders	Registrar	Registrar
	(d) Teachers and Staff other than orders	Registrar	Dy. Registrar

14	Item to be placed before authorities	Registrar	Secretary
15	Pay fixation / Pension proposal	Registrar	Registrar
16	Preparation of say by concerned section	Registrar	Registrar
17	Organization of Programs		
	(a) Approval for Guest	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
	(b) Table Program	Registrar	Registrar
	(c) Other arrangements for program	Registrar	Registrar
18	Transfer		
	(a) Class I / II	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
	(b) Class III / IV	Registrar	Registrar
19	Allocation of quarters	D' BCUD	Registrar
20	Allocation of Space	Registrar	Registrar
21	Approval/ Nominaitons for Departmental Promotion Committee for administrative staff	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
22	Approval/ Nominaitons for Departmental Pramotion Committee (DPC) Minutes	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
23	Issue of Departmental Pramotion Committee (DPC) orders	Registrar	Registrar
24	Seniority List	Registrar	Registrar
25	MoU		
	(a) Approval	Management Council	Management Council
	(b) Signing	Registrar	Registrar
26	Nomination of HOD / Director/ Co-ordinator	Hon'ble Vice- Chancellor	Hon'ble Vice- Chancellor
27	Entries in Service Books of (except first information) Teachers and Class I Officers	Registrar	Registrar
	(except first page information) Class III/ Class IV employees	Dy. Registrar	Dy. Registrar
28	Action on Misconduct	As per Act	As per Act
29	LTC		
	(a) Teachers, Class I officer	Registrar	Registrar
	(b) Class II/ III/ IV	Dy. Registrar	Dy. Registrar
30	Internal Office Note	Dy. Registrar / Assitt. Registrar	Superintendent

## STATISTICAL CELL

<b>Sr. No.</b>	<b>Details of Work</b>	<b>Present Apporving Atuthority</b>	<b>Proposed Approving Authority</b>
1	Inward	Dy. Registrar	Statistical Officer - Dy. Registrar
2	Submission for approval to send Information to UGC, Joint Director, DHE-Pune, State Government and other agencies.	Hon'ble VC	Hon'ble Pro. VC
3	Letter for sending Information to UGC, Joint Director, DHE-Pune, State Government and other agencies.	Director, BCUD	Hon'ble Pro. VC
4	Submission for approval to send AISHE and MIS Circular/Letter to affiliated colleges	Hon'ble VC	Hon'ble Pro. VC
5	Submission for approval to send Utilization Certificate regarding AISHE	Hon'ble VC	Hon'ble Pro. VC
6	Submission for approval to organise Workshop and related expenses	Hon'ble VC	Hon'ble Pro. VC
7	Approval for Keeping statistical information and other information related to this section on University Website.	Hon'ble VC	Hon'ble Pro. VC
8	Leave Sanction	Director, BCUD	Hon'ble Pro. VC
9	AISHE and MIS NOC to college	Stat Officer/Nodal Officer (AISHE and MIS)	Statistical Officer
10	Internal Office Note	Assitt. Registrar / Dy. Registrar	Statistical Officer

## P. G. ADMISSION SECTION

Sr. No.	Details of Work	Present Apporving Atuthority	Proposed Approving Authority
1	Endowment and donation for prizes and Gold Medals	Management Council	Management Council
2	Creation of prizes	AC - MC	Board of Deans - Management Council.
3	Committee for Rules regarding Prizes	Hon'ble Vice-Chancellor	Hon'ble Vice- Chancellor
4	Committee for Scrutiny of the The President of India Gold Medal	Hon'ble Vice-Chancellor	Hon'ble Vice- Chancellor
5	Permission for Education Tour	Hon'ble Vice-Chancellor	Registrar
6	Quartly Report	Registrar	Registrar
7	P.G. Admission Process	Hon'ble Vice-Chancellor	Registrar
8	Student related Schemes - distribution of funds	Hon'ble Vice-Chancellor (above Rs. 50,000/-) Registrar above Rs. 20,000/- Dy. Registrar upto Rs. 20,000/-	Hon'ble Vice- Chancellor (above Rs. 3,00,000/-) Pro Vice-Chancellor above Rs. 1,00,000/- Registrar above Rs. 50,000/- Dy. Registrar upto Rs. 50,000/-
9	Advertisements	Hon'ble Vice-Chancellor	Registrar
10	Admissions regarding special Cases	Hon'ble Vice-Chancellor	Registrar
11	Concessions in Fees for children of University employees at only Non grantable Courses	Hon'ble Vice-Chancellor	Registrar
12	Permission for students to pay tuition fees in installments.	Hon'ble Vice-Chancellor	Registrar
13	Organization of Training programmes for Administrative Staff of University P. G. Departments	Hon'ble Vice-Chancellor	Registrar
14	Organization of Lectures for students of University PG Departments regarding admission process and scholarships	Hon'ble Vice-Chancellor	Registrar
15	Concession in attendance to students as per O.32	Management Council	Management Council



16	Presentation Federation of Indian Chambers of Commerce and Industries (FICCI)	Hon'ble Vice-Chancellor	Director of Incubation, Innovation and Linkages (DIIL)
17	Grievance Redressal of Students	Hon'ble Vice-Chancellor	Board of Students Development as per section 87 read with sub clause (b) of sub section (2) of section 56 (DSD)
18	Printing and distribution of various forms	Registrar	Registrar
19	Publication of Course Directory	Registrar	Registrar
20	Correspondence to University departments and Colleges regarding admission process	Registrar	Dy.Registrar
21	Cancellation of Admission and Refund of Fees as per UGC guidelines and Admission Rules.	Registrar	Registrar
22	Correspondence to students regarding Cancellation of Admission and Refund of Fees as per UGC guidelines and Admission Rules.	Asst.Registrar / Dy.Registrar	Asst.Registrar / Dy.Registrar
23	Refund of Fees of Vidhyarthi Bhavan Students	Registrar	Registrar
24	Education Loan Certificate and Loan Amount Refund	Dy.Registrar	Dy.Registrar
25	Fee Refund Order after approval	Registrar	Asst.Registrar / Dy.Registrar
26	Approval for Purchase, Bills, Maintenance etc.	as per delegation of power and University Accounts Code	as per delegation of power and University Accounts Code
27	Issue of Admitted student Smart Card	Registrar	Registrar
28	No Dues certificate of students	Asst.Registrar / Dy.Registrar	Asst.Registrar / Dy.Registrar
29	T.C. & M.C. Remarks	Registrar	Dy.Registrar
30	Conduct of Antiragging Meeting	Registrar	Registrar

## BOARD OF STUDIES SECTION

<b>Sr. No.</b>	<b>Details of Work</b>	<b>Present Apporving Atuthority</b>	<b>Proposed Approving Authority</b>
1	Permission to arrange meetings of Faculty / BOS/ Subcommittees	Hon'ble Vice- Chancellor	Hon'ble Pro-Vice Chancellor
2	Communication of meetings to concern members of committee	Dy.Registrar	Dy.Registrar
3	Permissions for Car and TA / DA	as per circular	as per circular
4	Faculty / BOS/ Subcommittees meeting refreshement	D' BCUD	Dean Concerned Faculty.
5	Item for Academic Council Management Council, Senate	D' BCUD - Registrar	Dean - Registrar
6	All colleges Circular	D' BCUD	Dean of Concerned Faculty
7	Purchase and settlement of bills	Dy. Registrar	As per Delegation of Power
8	Syllabus Attestation	Dy. Registrar	Dy. Rgistrar
9	Rules and Regulation Circular	D' BCUD	Dean of Concerned Faculty
10	Internal Office Note	Superintendent / Assistant Registrar	Superintendent / Assistant Registrar