

**SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S**

**SCIENCE COLLEGE PAUNI, DIST. BHANDARA**

**STAFF CHARTER**

<b>Sr. No.</b>	<b>Service/Document Name</b>	<b>Issue period</b>	<b>Schedule Period</b>	<b>Issuing/Receiving authority</b>
1	Salary Disbursement	Within 2 Days	After receipt from Government	Principal
2	Experience Certificate	Same Day	As and when required	Office Clerk and Principal
3	No Objection Certificate (NOC)	Within 2 Days	As and when required	Office Clerk and Principal
4	Relieving Certificate	01 Day	As and when required	Office Clerk and Principal
5	Duty Certificate	01 Day	As and when required	Office Clerk and Principal
6	On Duty Certificate	01 Day	As and when required	Office Clerk and Principal
7	Issue of List of Admitted Students	01 Day	After completion of admission process	Office Clerk
8	Issue of Attendance Register	01 Day	At the onset of teaching module	Office Clerk
9	Issue of Time-Table	01 Day	Before initiation of teaching module	Time Table Committee
10	Issue of Salary Certificate	Same Day	As and when required	Office Clerk and Principal
11	Submission of Committee Reports	Within 07 Days	Last week of April	Principal/IQAC
12	Submission of Stock Verification Report	Within 07 Days	Last week of April	Principal
13	Submission of Abstract of Attendance	Within 07 Days	Last week of April	Office Clerk and Principal
14	Submission of API-PBAS Format	Within 07 Days	Last week of April	Principal/IQAC
15	Submission of Confidential Report	Within 07 Days	Last week of April	Principal
16	Submission of Result Analysis Report	Within 07 Days	After declaration of results	Principal/IQAC
17	Issue of Form Number 16	Within 07 Days	Last week of April	Office Clerk and Principal
18	Updating Service Book	Within 07 Days	First week of January and July	Office Clerk and Principal
19	Departmental Planning	Within 07 Days	Last week of April	Principal/IQAC
20	Feedback Analysis Report	Within 07 days	Last week of April	Feedback Committee

**IQAC**

**Principal**

**Science College, Pauni, Dist. Bhandara**