

SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai-400 020.

CITIZEN'S CHARTER

Name of the Office	Service Provided by the office	Time limit for providing the services after submission of requisite details	Names of the Officer and Staff providing services	Name and contact number of the Appellate Officer to whom complaint can be made in case service is not provided to a citizen
1. University Special Cell Churchgate Campus				
Special Cell	1. To circulate Government of India and commission decisions and to collect regularly, on annual basis information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the universities and Colleges for different course, in forms prescribed by stipulated date and to take follow up action, where required.	Within One Week	1. Shri Vinod Dahate, Deputy Registrar 2. Smt. Vishakha Pawar, Office Superintendent 3. Shri. Sachin Kulkar, Clerk-Cum-Typist	Dr. Sanjay N. Bharambe, Registrar, Telephone No. 022-22004810 <u>Email-</u> registrar@sndt.ac.in
	2. To circulate Government of India orders and Commissions decisions and to collect information in respect of appointment, training of these communities in teaching and non-teachings posts in the universities and colleges, in suitable forms	Within One Month		

	by stipulated date take follow up action where required.			
	3. To collect reports and information regarding the Government of India orders on the various aspect of education training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the commission.	Within One Month		
	4. To deal with representation received from Scheduled Caste and Scheduled Tribes candidates regarding their admission, recruitments, promotion and other similar matter in universities colleges.	Within Two Week		
	5. To monitor the working of the remedial coaching scheme, if the affiliated colleges and university.	Within One Month		
	6. To function as Grievances Redressal Cell for SC/ST Students and Employees of the university and render them necessary help in solving their academic as well as administrative problems.	Within One Week		
	7. To maintain a register for employment of SCs/STs in the university and colleges for the candidates belonging to SC/ST communities for various posts in the university / colleges.	Within One Month		
	8. Any other work assigned from time to promote	Within One Day		

	higher education among these two communities suffering economic, social and education deprivations.			
2.Examinations Section Pariksha Bhavan, Juhu Campus, Santacruz, Mumbai – 400 049.				
Certificate Unit	01. Degree/Diploma Certificate	Once in a year at the time of Convocation		➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in
	02. Correction in Degree/Diploma Certificate	21 days		
	03. Duplicate Degree/Diploma Certificate	01 month		• Shri. Deepak Pawar (Statistical Asst.)
	04. Migration Certificate	10 days		
	05. Confirmation of Migration Certificate or Duplicate Migration Certificate	10 days		• Smt. Shruti Sawant (Jr. Clerk-cum-Typist)
	06. Duplicate Marksheets	10 days		
	07. Passing Certificate	10 days		
	08. Merit Certificate	➤ Once in a year at the time of Convocation. ➤ On request within 10 days.		• Shri. Ramesh Ghige (Jr. Clrk-cum-Typist)
	09. Rank Certificate	10 days		• Shri. Balu Harvate (Jr. Clerk-cum-
				➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in ➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in ➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259

	10. Percentage Certificate	07 days	Typist)	Email : ar2exam@sndt.ac.in
Certificate Unit	11. Transfer Certificate	07 days (only for Distance Education Students)	<ul style="list-style-type: none"> • Shri. Deepak Pawar (Statistical Asst.) • Smt. Shruti Sawant (Jr. Clerk-cum- Typist) • Shri. Ramesh Ghige (Jr. Clerk-cum- Typist) • Shri. Balu Harvate (Jr. Clerk-cum- Typist) 	<ul style="list-style-type: none"> ➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in ➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in ➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in ➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259
	12. First Attempt Certificate	07 days		
	13. Medium of Instruction	07 days		
	14. Authentication Certificate / Verification of Educational Documents	07 days		
	15. Authentication / Verification of Transcripts	07 days		

Email : ar2exam@sndt.ac.in

GROUND FLOOR, PARIKSHA BHAVAN, JUHU CAMPUS, MUMBAI

Accounts unit	Accounts :	As per accounts rules	<ul style="list-style-type: none">• Smt. Madhuri Sankulkar (Asst. Accountant) • Shri. Suresh Solanki (Cashier) • Smt. Pooja Surve (Sr. Clerk-cum-Typist) • Smt. Gargi Rane (Jr. Clerk-cum-Typist) • Shri. Sunil Kadam (peon)	<ul style="list-style-type: none">➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in ➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in ➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in ➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259 Email : ar2exam@sndt.ac.in
	1. Receiving Fees			
	2. Settlement of Payments			
	3. Budget			
	4. Accounts			
5. Audit				

1ST FLOOR, PARIKSHA BHAVAN, JUHU CAMPUS, MUMBAI – 400 049.

Arts/ Commerce/ Visual Arts / Mass Media And Law Unit	1. Photocopy of Answerbooks	07 days	<ul style="list-style-type: none"> • Smt. Vinita Kadam (Sr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in
	2. Verification of Marks	07 days	<ul style="list-style-type: none"> • Shri. Vijay Jadhav (Sr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in
	3. Revaluation of Answerbook	30 days	<ul style="list-style-type: none"> • Shri. Shyam Sawant (Jr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in
	4. Correction in name, subjects, medium, marks etc. in Marksheet etc.	15 days	<ul style="list-style-type: none"> • Shri. Rohan Pujare (Jr. Clerk-cum-Typist) • Shri. Ramakant Lalge (Jr. Clerk-cum-Typist) • Shri. Sachin Hazare (Jr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259 Email : ar2exam@sndt.ac.in

1ST FLOOR, PARIKSHA BHAVAN, JUHU CAMPUS, MUMBAI – 400 049.

B.Ed, M.A., Special Education, Msw Unit	1. Photocopy of Answerbooks	07 days	<ul style="list-style-type: none">• Shri. Pankaj Solanki (Head Clerk)	<p>➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in</p>
	2. Verification of Marks	07 days	<ul style="list-style-type: none">• Shri. Janardan Bhosale (Sr. Clerk-cum-Typist)	<p>➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in</p>
	3. Revaluation of Answerbook	30 days	<ul style="list-style-type: none">• Smt. Sharmila Sawant (Sr. Clerk-cum-Typist)	<p>➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in</p>
	4. Correction in name, subjects, medium, marks etc. in Marksheet etc.	15 days	<ul style="list-style-type: none">• Smt. Ravita Nijai (Jr. Clerk-cum-Typist)	<p>➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259 Email : ar2exam@sndt.ac.in</p>

1ST FLOOR, PARIKSHA BHAVAN, JUHU CAMPUS, MUMBAI – 400 049.

Home science, Nursing unit	1. Photocopy of Answerbooks	07 days	<ul style="list-style-type: none"> • Shri. Pankaj Solanki (Head Clerk) 	<ul style="list-style-type: none"> ➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in
	2. Verification of Marks	07 days	<ul style="list-style-type: none"> • Smt. Chetana Chaudhari (Sr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in
	3. Revaluation of Answerbook	30 days	<ul style="list-style-type: none"> • Shri. Aniket Rathod (Jr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in
	4. Correction in name, subjects, medium, marks etc. in Marksheet etc.	15 days	<ul style="list-style-type: none"> • Shri. Sandeep Shirsat (Jr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259 Email : ar2exam@sndt.ac.in

1ST FLOOR, PARIKSHA BHAVAN, JUHU CAMPUS, MUMBAI – 400 049.

Technology Unit	1. Photocopy of Answerbooks	07 days	<ul style="list-style-type: none"> • Shri. Kamlakar Jadhav (Head Clerk) 	<ul style="list-style-type: none"> ➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in
	2. Verification of Marks	07 days	<ul style="list-style-type: none"> • Shri. Dineshchandra Dodiya (Sr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in
	3. Revaluation of Answerbook	30 days	<ul style="list-style-type: none"> • Smt. Tejashree Salunkhe (Sr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in
	4. Correction in name, subjects, medium, marks etc. in Marksheet etc.	15 days	<ul style="list-style-type: none"> • Smt. Trupti Nathgosavi (Jr. Clerk-cum-Typist) • Shri. Bhikaji Dhadwad (Jr. Clerk-cum-Typist) 	<ul style="list-style-type: none"> ➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259 Email : ar2exam@sndt.ac.in

1 ST FLOOR, PARIKSHA BHAVAN, JUHU CAMPUS, MUMBAI – 400 049.				
Ph.D. Unfair Means Vigilance Unit	<ul style="list-style-type: none"> • Subject Committee Meeting 	<ul style="list-style-type: none"> ➤ Twice a year 		<ul style="list-style-type: none"> ➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in
	<ul style="list-style-type: none"> • Unfair Means Committee Meeting • Board of Examinations Meeting • Ph.D. Thesis / M. Phil Thesis 1. Evaluation by referees 2. Arranging Viva-Voce examinations • Letters to colleges /students about punishments / penalties • Vigilance Squad. 	<ul style="list-style-type: none"> ➤ As and when required ➤ As decided by Vice Chancellor ➤ Within one month ➤ Within 15 days ➤ Immediately after BOE meeting ➤ For all examinations 	<ul style="list-style-type: none"> • Smt. Suvarna Maru (Jr. Clerk-cum-Typist) • Shri. Santosh Ture (Peon) 	<ul style="list-style-type: none"> ➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in ➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in ➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259 Email : ar2exam@sndt.ac.in
02 ND FLOOR, PARIKSHA BHAVAN, JUHU ROAD, SANTACRUZ, MUMBAI – 400 049.				
Confidential Unit	<ul style="list-style-type: none"> • Collecting panels of Paper Setters 	<p>According to semesters examinations</p>		<ul style="list-style-type: none"> ➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93

	<ul style="list-style-type: none"> • Arranging Centralized Paper Setting • Collecting the three sets of question papers • Proof reading of question papers • Printing of question papers • E-mode delivery of question papers 		<ul style="list-style-type: none"> • Smt. Swati Pawar (Sr. Clerk-cum-Typist) • Shri. Samit Parange (Jr. Clerk-cum-Typist) 	<p>Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in</p> <p>➤ Shri. Umakant Jadhav Deputy Registrar Examinations 022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in</p> <p>➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in</p> <p>➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259 Email : ar2exam@sndt.ac.in</p>
PARIKSHA BHAVAN, JUHU ROAD, SANTACRUZ, MUMBAI – 400 049.				
Computer Centre	<ul style="list-style-type: none"> • Data Entry • Processing the Results 	Accordinging	<ul style="list-style-type: none"> • Smt. Sulbha Powar (Computer Programmer) • Shri. Dilip Bhujbal (Technical Assistant) 	<p>➤ Dr. Subhash Waghmare Director Board of Examinations and Evaluation 022-26608462/93 Extn . - 2393 022- 26615159 (Direct) Email : doee@sndt.ac.in</p> <p>➤ Shri. Umakant Jadhav Deputy Registrar Examinations</p>

	<ul style="list-style-type: none"> • Printing of Marksheets, Ledgers • Passing Certificates • Corrections in Marksheets, Passing Certificates 	to semesters examination	<ul style="list-style-type: none"> • Smt. Devika Jamathe (Technical Assistant) • Shri. Prashant Chavan (Clerk-cum-Typist) • Shri. Sairam Shekhar (Clerk-cum-Typist) 	<p>022-26608462/93 Extn. – 2343 022-26611524 (Direct) Email : drexam@sndt.ac.in</p> <p>➤ Shri. Ajay Bhatia Assistant Registrar Examinations 022-26608462/93 Extn. – 2341 022-26615138 (Direct) Email : arexam@sndt.ac.in</p> <p>➤ Shri. B.S. Kadam Assistant Registrar Examinations 022-26608462/93 Extn. – 2399 022 – 26603259 Email : ar2exam@sndt.ac.in</p>
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3.Campus Administration and Implementation of Technology
SANTACRUZ, MUMBAI – 400 049

Juhu campus	1. To hire Mini Auditorium on rental basis	Within two days from the date of application	Mr. Giridhar B. Gajabe, Deputy Registrar,	Dr. Sanjay N. Bharambe, Registrar, Telephone No. – 022-22004810 Email- registrar@sndt.ac.in
	2. To hire Committee Room on rental basis	Within two days from the date of application	Mr.Rajendra B. Pawale, Senior Clerk	
	3. To hire Grounds on rental basis.	Within two days from the date of application.	Mrs. Anuja Jadhav, Clerk-cum-Typist	
Churchgate Campus	To hire Patkar Hall on rental basis	Within two days from the date of application.	Mrs. Neha Naik, Senior Clerk	Dr. Sanjay N. Bharambe, Registrar, Telephone No. – 022-22004810

[Email-
registrar@sndt.ac.in](mailto:registrar@sndt.ac.in)

**4.Affiliation Section
Churchgate,Mumbai-20**

Affiliation Section	To invite proposals in the prescribed formats from existing colleges for Continuation/Extension/Natural growth, additional subject, divisions, faculty etc. upto 30 September of every year. Arrangements of necessary statutory bodies meeting for approvals and convey decisions to the applicants colleges by issuing Continuation letter every year	As per Government Resolution and Clauses mentioned in Maharashtra University Act 2016	Ms. Uma Parab, Assistant Registrar Affiliation Section Tel. No. 022- 22091577 E-mail : Ar.affiliation@sndt.ac.in Mr. Girish Raut	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	To invite proposals for starting of new colleges to be affiliated to the University, advertisement is released in News papers, Arrangements of necessary statutory bodies meetings for its approval and forward the approved proposals to Government of Maharashtra for their approval	As per the process and period mentioned in the Government Resolutions and Clauses mentioned in Maharashtra University Act 2016	Ms. Uma Parab Assistant Registrar Affiliation Section Mr. Manoj Gosavi Office Superintendent Mr. Girish Raut	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
Affiliation Section	To convey the decision of the Management Council to the Trusts concerned.	Within 15 working days from receipt of the Management Council resolution	Ms. Uma Parab Assistant Registrar Affiliation Section Mr. Girish Raut	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	To provide information to the citizens under the Right to Information Act, 2005	Within 15 working days on receipt of RTI application from University secretariat.	Ms. Uma Parab Mr. Manoj Gosavi Ms. Sunita Joshi	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in

	To convey the various decisions taken by the Board of College and University Development, Academic Council & Management Council by way of circulars and to share the information received from the NCTE, UGC, AICTE, Pharmacy & Nursing Councils etc with the Trusts and/or Management of affiliated colleges.	Within 15 working days on receipt of resolutions from University secretariat, duly signed by the Registrar.	Ms. Uma Parab Mr. Manoj Gosavi Ms. PramilaWarik	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	Reply to department/college correspondences	Within 15 working days on the receipt of the letter to the affiliation section or as per the Urgency	Ms. Uma Parab Ms. PramilaWarik	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
Affiliation Section	Reply to Government Correspondences	Within 15 working days or as per the Urgency	Ms. Uma Parab Mr. Manoj Gosavi+ Mr. Girish raut	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	To approve the advertisement received from the Trusts/ Colleges/ Institutions for recruitment of various Teaching posts	Within 7 working days on receipt of Approval from Special cell.	Ms. Uma Parab Ms. PramilaWarik	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	- To constitute Selection Committee applicable to all direct recruitments and Faculty positions and Career Advancement promotions of Assistant Professor to Associate Professor in Affiliated colleges.	Within 15 working days from receipt of request from concerned college	Ms. Uma Parab Ms. PramilaWarik	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	- To arrange the Performance Review Committee to scrutinized the proposals of Age extension received from the Affiliated college Principal - On scrutiny submit the proposal to the	Within 30 working days from receipt of proposal from college.	Ms. Uma Parab Mr. Manoj Gosavi Ms.PramilaWarik	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in

	approving body along with reports of University statutory bodies as per prevailing norms.			
Affiliation Section	- Updating University Information on Government of Maharashtra MIS portal online every year -	Within the time limit prescribed by the concerned authority	Ms. Uma Parab Mr. Manoj Gosavi	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	- Updating University Information on Government of Maharashtra AISHE portal online every year -	Within the time limit prescribed by the concerned authority	Ms. Uma Parab Mr. Manoj Gosavi	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	- To provide the Factual information in case of court matter belongs to Affiliated colleges as per directives of the Head. -	Within 7 days on from receipt of the letter from Legal Cell/RTI cell of university.	Ms. Uma Parab Mr. Manoj Gosavi	OSD, (Addl. charge) Affiliation Section Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
5.University Secretariat Churchgate,Mumbai-20				
University Secretariat	To constitute the Boards Studies, /Ad-hoc Boards/Faculties/Academic Council/Management Council/Senate	Within three months	Mr. Umakant Jadhav Deputy Registrar Mrs. Kavita Rege Assistant Registrar	Dr. S. N. Bharambe, Registrar, TelNo. – 022-22004810

	To conduct University elections to Statutory Authority/Bodies.	Within three months	Mrs. Sangeeta Fakare, Junior Stenographer	Email- registrar@sndt.ac.in	
	To prepare Notices, Circulars, Agendas, Minutes of the Meetings.	Within one month			Mrs. Shobha Ghogale, Senior Clerk
	To take follow-up action in respect of the meetings with the concerned officials i.e. Heads of the Departments/Colleges and to keep records of the all meeting.	Within 10 days			Mr. Sanjay Nikam, Clerk-Cum-Typist
	Maintaining the records/files/Minutes and agenda of various authorities of the University.	Within one week			
	To do all the correspondence pertaining to assigned various University meetings	Within one week			
	Maintaining of lists of Members of the Management Council, Senate, and Academic Council, Boards of Studies/Ad-hoc Boards, Grievance Committee, Statutes, Committee, and Standing Committee.	Within one month			
	To communicate the decisions of the Management Council on grievances of employees, as per reconstructions of the Grievances Committee.	Within 15 days			
	To provide information to the citizens under the Right to Information Act, 2005 related to University Secretariat.	Within one month			
	To liaise with Advocates for Legal matters related to University, its Departments/Intuitions/Self-supporting units.	Within 15 days			
6.Academic Section Churchgate,Mumbai-20					

	To constitute the BOS/ Ad-hoc BOS- RRC & BUTR for Faculty wise	Within three months	Ms. Uma Parab Assistant Registrar, (Addl. Charge) Academic Section Ms. Sadhana Landge Office Superintend	Dr. Archana Bhatnagar Officer on Special Duty Tel. No. 022- 22072484 E-mail: bcud@sndt.ac.in
	To prepare Annual Report, Diary, Overviews, Fees Structure, Merge Scheme UGC, SUUTI fellowship, Ethics Committee	Within three months	Mr. Sumangal Dhepe Head Clerk	
	To prepare Notices, Circulars, Agendas, Minutes , Fellowship, Scholarship, Provide Provisional Eligibility Certificate	Within three months	Ms. Shravani Tukrul Clerk-Cum- Typist	
	To take follow-up action in respect of the meetings with the concerned officials i.e. Heads of the Departments/Colleges and to keep records of the all meeting up-to date	Within 10 days		

**7. Finance & Accounts Office– Spp Unit
Churchgate,Mumbai-20**

SALARY/PENSION/PROVIDENT FUND (SPP)UNIT	To monitor and administer SPP unit. To provide information to the citizens under the Right to Information Act,2005.	Daily Basis	Mrs Janhavi Bhole Deputy Finance & Accounts Officer 2) Mrs Varsha Patel Assistant Finance & Account Officer	Dr. S.Bharambe Registrar (Finance & Accounts Officer) (additional charge)
	Finalisation of Salary A/c Govt Salary Budget preparation University Salary Budget University Salary processing	Every Year Twice a Year Every year Every Month Within 10 days	Mrs Varsha Patel Assistant Finance & Account Officer 2) Mrs Usha Pawar Junior Accountant 3) Mr J .R. Dalvi Sr. Clerk 4) Mr. Sanjay Dambre Clerk-Cum-Typist 5) Mr Rakesh Mondkar Clerk-Cum-Typist	
	University/Depts/Conducted Colleges confirmation Bank reconciliation.	Once in a year	1) Mrs Usha Pawar Junior Accountant	

	Preparation of salary cheques	Every Month Every month	2) Shri. J.R.Dalvi Sr. Clerk 3) Mr. Rakesh Mondkar Clerk-Cum-Typist	
	Preparing Circular, Letters, Notes related to salary Statutory Payment like TDS/PT etc. And Filling Return.	As per Requirement	Mrs Varsha Patel Assistant Finance & Account Officer 2) Mrs Usha Pawar Junior Accountant	
	Voucher Preparation & Cash Book Entry / Bank Reconciliation entries. Bank Correspondence related to salary	Daily Basis	1) Mr. Sachin Salvi Clerk-Cum-Typist 2) Mr. Rakesh Mondkar Clerk-Cum-Typist	
	University staff Salary processing & Temporary Salary All Salary related issues.	Every Month	1) Shri. Rakesh Mondkar Clerk-Cum-Typist 2) Mr. Sachin Salvi Clerk-Cum-Typist	
	All CPF work & Pension (Unaided) related work	Within One month	Shri Prasad Rahate. Clerk- Cum- Typist	
	All University employees GPF (Provident Fund) related work. GPF work at Joint Director, Higher Education, Mumbai All related work of GPF	Within One month	1) Shri. Sunil Katwe Jr. Clerk – Typist	
	Work related to E-Vetan/ E-Sevarth. Submission of monthly Pay bills & Claim to Government. To prepare and check the statement of arrears for Claim to Jt. Director Office All type of data processing, Data updating, data feeding as per Jt. Director Office.	Daily Basis	Shri. Sanjay Dambre Jr. Clerk – Typist	
	Maintaining Inward and Outward Registers.	Within one day	Temporary Clerk Mrs Janhavi Bhole Deputy Finance & Accounts Officer	

8. The Finance and Accounts Officer's Office
Churchgate,Mumbai-20

The Finance and Accounts Officer's Office SNDT Women's University, Mumbai	Inward of All References / Bill cum Vouchers / Administrative / Financial Approval Proposals etc	Same Day Entry in the respective Registers & distribution. Providing & obtaining of acknowledgement	Mr. Namdev Manchekar Jr. Clerk Ms. Janhavi P Bole Deputy Finance & Accounts Officer	Ms. Janhavi P. Bhole, Deputy Finance & Accounts Officer, Telephone No. – 022-22074944 Head of Department Dr. S.N.Bharambe, Registrar and Finance & Accounts Officer (Addl. Charge), Email-fao@sndt.ac.in
	Disposal of Proposals for Administrative Financial Approval.	Three Workings Days	Ms. Archana Gurav Junior Accountant Ms. Anushree Dandekar Accountant Ms. Janhavi P Bole Deputy Finance & Accounts Officer	
	Personal Claims of Employees Like Travelling Allowance / CPF / Medical Bills etc	Two Workings Days	Pratapsing Chavan Jr. Accountant Ms. Anushree Dandekar Accountant	
	Travelling Allowance Claim of Officials / Invitees for Meetings.	Same Workings Days	Pratapsing Chavan Jr. Accountant Ms. Anushree Dandekar Accountant Ms. Janhavi P Bole Deputy Finance & Accounts Officer	
	All the Electricity Bills, Telephone Bills, custom Bills, Urgent Bills etc.	Same Workings Days	Pratapsing Chavan Jr. Accountant Ms. Anushree Dandekar Accountant Ms. Janhavi P Bole Deputy Finance & Accounts Officer	
	Drawal & Issuance of Cheques for all passed bills.	Same Workings Days	Pratapsing Chavan Jr. Accountant Ms. Anushree Dandekar Accountant Ms. Janhavi P Bole	

			Deputy Finance & Accounts Officer	
	Cancellation of periodical Time Barred Cheques & intimation to the bank for Stop Payment.	With in three working days from the date of Cheque becoming Time barred	Pratapsing Chavan Jr. Accountant, Ms. Anushree Dandekar Accountant	
	Receipt & Payment & Bank Reconciliation Statement.	By 5th of Every Month	Pratapsing Chavan Jr. Accountant, Ms. Anushree Dandekar Accountant	
	Remittances to the Institutions.	By 5th & 20th of Every Month	Pratapsing Chavan Jr. Accountant Ms. Anushree Dandekar Accountant	
	Preparation of Monthly Trial Balance.	By 15th of Every Month	Pratapsing Chavan Jr. Accountant Ms. Anushree Dandekar Accountant	
	Monitoring of Disposal of Time bound Work, Cash Flow, Review of the Bank Balances for Investment Proposals & MIS	Daily	Ms. Anushree Dandekar Accountant	
	Investment Proposals.	Two Days before the date of Investment	Ms. Rama Adivarekar Jr. Clerk Ms. Anushree Dandekar Accountant	
	Submission Files pertaining to the Finance & Accounts Section.	On the same Day in person	Ms. Anushree Dandekar Accountant Ms. Janhavi P Bole Deputy Finance & Accounts Officer	
	Resolution of Queries or Difficulties.	On the same Day in person	Ms. Anushree Dandekar Accountant Ms. Janhavi P Bole Deputy Finance & Accounts Officer	

	Disposal of References	Within Seven Working Days for general References & Two working Days for Government References	Ms. Anushree Dandekar Accountant Ms. Janhavi P. Bhole, Deputy Finance & Accounts Officer	
	Statutory Payments like Non Salary TDS, GST, Service Tax and filing of returns	Within due dates prescribed	Ms. Sagar More Ms. Anushree Dandekar Accountant Ms. Janhavi P. Bhole, Deputy Finance & Accounts Officer	
9. Grants Department Churchgate, Mumbai-20				
	1. Inward of All References / Bill cum Vouchers / Administrative / Financial Approval Proposals etc	<ul style="list-style-type: none"> • Same Day Entry in the respective Registers & distribution. • Providing & obtaining of acknowledgement 	<ul style="list-style-type: none"> • Mr. Angad Pukale Assistant Accountant • Mr. Prathamesh Deshpande Clerk-cum-typist • Ms. Janhavi P. Bhole, Deputy Finance & Accounts Officer 	Ms. Janhavi P. Bhole, Deputy Finance & Accounts Officer, Telephone No. – 022-22074944
	2. Disposal of Proposals for Administrative / Financial Approval.	<ul style="list-style-type: none"> • Three Workings Days 	<ul style="list-style-type: none"> • Mr. Angad Pukale Assistant Accountant • Mr. Prathamesh Deshpande Clerk-cum-typist • Ms. Janhavi P. Bhole, Deputy Finance & Accounts Officer 	Head of Department Dr. S.N.Bharambe, Registrar and Finance & Accounts Officer (Addl. Charge), Email-fao@sndt.ac.in
	3. Drawal & Issuance of Cheques for all passed bills.	<ul style="list-style-type: none"> • 1 to 2 working days 	<ul style="list-style-type: none"> • Mr. Prathamesh Deshpande Clerk-cum-typist 	
	4. Cancellation of periodical Time Barred Cheques & intimation to the bank for Stop Payment	<ul style="list-style-type: none"> • Within three working days from the date of Cheque becoming Time barred 	<ul style="list-style-type: none"> • Mr. Prathamesh Deshpande Clerk-cum-typist • Mr. Nitin Makwana 	

			(Peon)	
	5. Receipt & Payment & Bank Reconciliation Statement.	<ul style="list-style-type: none"> • By 5th of Every Month 	<ul style="list-style-type: none"> • Mr. Angad Pukale Assistant Accountant • Mr. Prathamesh Deshpande Clerk-cum-typist 	
	6. Monitoring of Disposal of Time bound Work, Review of the Bank Balances for Investment Proposals.	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Mr. Prathamesh Deshpande Clerk-cum-typist 	
	7. Investment Proposals.	<ul style="list-style-type: none"> • Two Days before the date of Investment 	<ul style="list-style-type: none"> • Mr. Prathamesh Deshpande Clerk-cum-typist 	
	8. Disposal of References a) like Proposal & disposal of Fellowship, JRF, FIP, Travel, Conferences/seminars/workshop, publication, visiting professor/fellow under UGC, Research work under UGC, ICSSR, ICMR, Research work under Central/state Govt. & other Agencies. b) proposal & disposal work under RUSA, All Chairs . c) Project conducted by various department under UGC e.g. e_pathshala, Canadian Studies Centre, Shodhganga (Library). d) Proposals under Plan period.	<ul style="list-style-type: none"> • Within Seven Working Days for general References & Two working Days for Government References 	<ul style="list-style-type: none"> • Mr. Angad Pukale Assistant Accountant • Mr. Prathamesh Deshpande Clerk-cum-typist • Ms. Janhavi P. Bhole, Deputy Finance & Accounts Officer 	
10. Establishment Section-I Churchgate, Mumbai-20				
Establishment Section - I	1. Recruitment of Teaching Staff and other officers of the University (aided & unaided)	within 03 months after approval of competent authority	Mr. Rakesh Valvi, Deputy Registrar, Email – argad@sndt@ac.in Mrs. Rajshri Sarawade,	Dr. Sanjay Bhambe, Registrar, Telephone No – 022-22004810,

			Assistant Registrar, <u>Email –</u> arteaching@establishment.sndt.ac.in Mr. Akash More, Head Clerk Mr. Sunil K. Ghadi, Senior Clerk Mr. Sameer Gaikwad, Clerk-Cum-Typist	<u>Email –</u> registrar@sndt.ac.in
Establishment Section - I	2. Confirmation of Teachers	within 01 months after approval of competent authority	Mr. Rakesh Valvi, Deputy Registrar, <u>Email –</u> argad@sndt.ac.in Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email –</u> arteaching@establishment.sndt.ac.in Mr. Akash More, Head Clerk Mr. Sunil K. Ghadi, Senior Clerk Mr. Sameer Gaikwad, Clerk-Cum-Typist	Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email –</u> registrar@sndt.ac.in
Establishment Section - I	3. Yearly Confidential Report	As per Govt. Schedule	Mr. Rakesh Valvi, Deputy Registrar, <u>Email –</u> argad@sndt.ac.in Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email –</u> arteaching@establishment.sndt.ac.in	Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email –</u> registrar@sndt.ac.in

			<p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	
Establishment Section - I	4. Promotions of the Teaching Staff Under CAS	within 03 months after approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, Email – argad@sndt.ac.in</p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, Email – arteaching@establishment.sndt.ac.in</p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, Email – registrar@sndt.ac.in</p>
Establishment Section - I	5. Study leave Sanction to the teachers a. To prepare Agenda item to placed before the Management Council b. To issue a letter after approval of the competent authority.	<p>a. within 07 working days after receipt of application</p> <p>b. within 07 working days</p>	<p>Mr. Rakesh Valvi, Deputy Registrar, Email – argad@sndt.ac.in</p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, Email – arteaching@establishment.sndt.ac.in</p> <p>Mr. Akash More, Head Clerk</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, Email – registrar@sndt.ac.in</p>

			<p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	
Establishment Section - I	6. Grant of Lien & Maternity Leave to teaching staff	within 15 working days after approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email – arteaching@establishment.sndt.ac.in</u></p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email – registrar@sndt.ac.in</u></p>
Establishment Section - I	7. Information under the Right to Information Act, 2005.	within 01 month	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email – arteaching@establishment.sndt.ac.in</u></p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email – registrar@sndt.ac.in</u></p>

Establishment Section - I	8. Appointment of temporary teachers (Visiting Faculty on CHB, Part-time etc)	within 15 working days after approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email – arteaching@establishment.sndt.ac.in</u></p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email – registrar@sndt.ac.in</u></p>
Establishment Section - I	9. Permission to teachers for refresher and orientation course.	within 07 working days	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email – arteaching@establishment.sndt.ac.in</u></p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email – registrar@sndt.ac.in</u></p>
Establishment Section - I	10. Provide statistical data and other information related to the Teaching Staff to the State Government, UGC, and other Agencies.	within stipulated time	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-</p>

			<p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email –</u> arteaching@establishment.sndt.ac.in</p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>22004810, <u>Email –</u> registrar@sndt.ac.in</p>
Establishment Section - I	11. Communicate decision of the Management Council to the concern teachers	within 07 working days	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email –</u> argad@sndt.ac.in</p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email –</u> arteaching@establishment.sndt.ac.in</p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email –</u> registrar@sndt.ac.in</p>
Establishment Section - I	12. Provide information of the Teaching Employee to the Grievance Committee.	within 15 working days	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email –</u> argad@sndt.ac.in</p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email –</u> arteaching@establishment.sndt.ac.in</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email –</u> registrar@sndt.ac.in</p>

			ac.in Mr. Akash More, Head Clerk Mr. Sunil K. Ghadi, Senior Clerk Mr. Sameer Gaikwad, Clerk-Cum-Typist	
Establishment Section - I	13. Provide information of the Teaching Employee to the Legal Cell.	within 07 working days	Mr. Rakesh Valvi, Deputy Registrar, Email – argad@sndt@ac.in Mrs. Rajshri Sarawade, Assistant Registrar, Email – arteaching@establishment.sndt.ac.in Mr. Akash More, Head Clerk Mr. Sunil K. Ghadi, Senior Clerk Mr. Sameer Gaikwad, Clerk-Cum-Typist	Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, Email – registrar@sndt.ac.in
Establishment Section - I	14. To prepare agenda item to be placed before the Management Council.	within 07 working days	Mr. Rakesh Valvi, Deputy Registrar, Email – argad@sndt@ac.in Mrs. Rajshri Sarawade, Assistant Registrar, Email – arteaching@establishment.sndt.ac.in Mr. Akash More, Head Clerk	Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, Email – registrar@sndt.ac.in

			<p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	
Establishment Section - I	15. Issue Confirmation letter to the Teachers after receipt of proposal.	within 15 working days after approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email – arteaching@establishment.sndt.ac.in</u></p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email – registrar@sndt.ac.in</u></p>
Establishment Section - I	16. Issue NOC for Foreign Travels & Visa, Passport etc. to the teachers.	within 07 working days after the approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email – arteaching@establishment.sndt.ac.in</u></p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email – registrar@sndt.ac.in</u></p>

Establishment Section - I	17. Issue NOC for attending seminar, conference, workshop etc.	within 07 working days after the approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email – arteaching@establishment.sndt.ac.in</u></p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email – registrar@sndt.ac.in</u></p>
Establishment Section - I	18. Issue NOC for applying in the other organizations.	within 07 working days after the approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email – arteaching@establishment.sndt.ac.in</u></p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email – registrar@sndt.ac.in</u></p>
Establishment Section - I	19. Response to the queries/ clarifications received from the colleges/departments any other agencies.	within 21 working days after approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email – argad@sndt.ac.in</u></p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-</p>

			<p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email –</u> arteaching@establishment.sndt.ac.in</p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>22004810, <u>Email –</u> registrar@sndt.ac.in</p>
Establishment Section - I	20. Issue of Retirement Order	within 21 working days after approval of competent authority	<p>Mr. Rakesh Valvi, Deputy Registrar, <u>Email –</u> argad@sndt.ac.in</p> <p>Mrs. Rajshri Sarawade, Assistant Registrar, <u>Email –</u> arteaching@establishment.sndt.ac.in</p> <p>Mr. Akash More, Head Clerk</p> <p>Mr. Sunil K. Ghadi, Senior Clerk</p> <p>Mr. Sameer Gaikwad, Clerk-Cum-Typist</p>	<p>Dr. Sanjay Bharambe, Registrar, Telephone No – 022-22004810, <u>Email –</u> registrar@sndt.ac.in</p>

**11.Establishment Section-I
Churchgate,Mumbai-20**

Establishment Section - II	1. Recruitment of Non-Teaching Staff	Within 3 months of advertiesment	Shri. Rakesh Valvi, Deputy Registrar, drestablishment@gmail.com Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Yashwant Gawde, Junior Stenographer, Smt. Swati Patil, Senior Clerk, Shri. Dharampal Ghadge, Clerk-cum-Typist, Sagar Kokare, Clerk-cum-Typist	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in
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<p>Establishment Section - II</p>	<p>2. Promotion of the Non-Teaching Staff</p>	<p>Within 3 months of vacancy</p>	<p>Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Yashwant Gawde, Junior Stenographer, Smt. Swati Patil, Senior Clerk. Shri. Pratik Kajrolkar, Clerk-cum-Typist</p>	<p>Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in</p>
<p>Establishment Section - II</p>	<p>3. Leave Sanction</p>	<p>Within seven working days Depending on sanction authority</p>	<p>Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Smt. Swati Patil, Senior Clerk, Shri. Ratan Jaiswar, Clerk-cum-Typist.</p>	<p>Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in</p>

<p>Establishment Section - II</p>	<p>4. Updating of Service Book a) Increment b) Leave record c) Appointment/ Promotion/ Fixation/ Memo</p>	<p>Updating is done on regular basis within fifteen working days and with the approval of comptent authority</p>	<p>Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Smt. Swati Patil, Senior Clerk, Shri. Ratan Jaiswar, Clerk-cum-Typist.</p>	<p>Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in</p>
<p>Establishment Section - II</p>	<p>5. Leave Travel Concession</p>	<p>Within seven working days (from the Date of application received) and with approval of comptent authority</p>	<p>Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Ratan Jaiswar, Clerk-cum-Typist.</p>	<p>Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in</p>

Establishment Section - II	6. Temporary Appointment against vacant post	Within Seven working days of approval of competent authority	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Dharampal Ghadge, Clerk-cum-Typist. Shri. Sagar Kokare, Clerk-cum-Typist.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in
Establishment Section - II	7. Confirmation	Within one month within one month of approval of the competent authority	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Yashwant Gawde, Junior Stenographer, Smt. Swati Patil, Senior Clerk.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in

Establishment Section - II	8. Yearly Confidential Report	As per Govt Schedule	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Smt. Swati Patil, Senior Clerk.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in
Establishment Section - II	9. Issurance of Retirement and encashment order	Within fifteen working days of approval of comptent authority	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Ratan Jaiswar, Clerk-cum-Typist.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in

Establishment Section - II	10. Praparing the statistical data received the Governement Office Mantralaya / Director of Higher Education.	Immediatly	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Pratik kajrolkar, Clerk-cum-Typist.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in
Establishment Section - II	11. Appointment on Compassionate Ground and Lad-Page	Proposal is forwarded to DHE within One month receipt the application by dependant family members	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Dharampal Ghadge, Clerk-cum-Typist.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in

<p>Establishment Section - II</p>	<p>12. Reimbursement of Medical bills</p>	<p>Within seven working days receipt proposal from the University staff and with approval of competent authority</p>	<p>Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Yashwant Gawde, Junior Stenographer, Smt. Dharampal Ghadge, Senior Clerk.</p>	<p>Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in</p>
<p>Establishment Section - II</p>	<p>13. Providing information under Right to Information Act</p>	<p>Within one month of receipt of application from the RTI Appellant</p>	<p>Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar.</p>	<p>Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in</p>

Establishment Section - II	14. To updating Seniority List of Non-Teaching Staff	As per Govt. Rule	Shri. Rakesh Valvi Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Dhanashree Thorat, Head Clerk, Shri. Pratik kajrolkar, Clerk-cum-Typist.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in
Establishment Section - II	15. Prepare Pay Fixation of Newly Recruited Employee of the University	Within one month from the Recruitment and obtaining relevant document from the concern College/ Department	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Jayshree Gurav, Head Clerk, Shri. Jitendra Indap, Senior Clerk.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in

	16. prepare pay fixation of Promotion post of Non-Teaching staff of the University	Within fifteen working days and with approval of comptent authority		
	17. prepare pay fixation of Promotion Employees of the Affiliated Colleges	Within one month from pay fixation obtaining relavant document from the concern Affiliated College		

Establishment Section - II	18. Prepare Pension Cases of the University Employees/ Employees of the conducted College	Within one months after receiving file from the Department/ Conducted Colleges	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Jayshree Gurav, Head Clerk, Smt. Asha Shetty, Head Clerk.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in
Establishment Section - II	23. Bio-Metric Records A) Registration B) Maintaning records	A)within a day B) Within Seven days	Shri. Rakesh Valvi, Deputy Registrar, Smt. Usha Bhagade, Assistant Registrar, Smt. Jayashree Gurav, Head Clerk, Smt. Dhanashree Thorat, Head Clerk, Shri. Dharampal Ghadage, Clerk-cum-Typist, Shri. Ratan Jaiswar, Clerk-cum-Typist Shri. Pratik kajrolkar, Clerk-cum-Typist.	Dr. S. N. Bharambe, Registrar, Tel.No. 22004810, Email- registrar@sndt.ac.in
	24. Uapdating Roster of Non-Teaching staff	After three years (as per Govt. Rule)		