

TIME TABLE FOR SERVICE

Adopted by the GB in its meeting dated 13.04.2017

In recognition of the right to be served expeditiously, the authority of MUC Women's College is pleased to notify the Time Table of Service for the benefit of the students. In case of any delay beyond the specified time, the authority will be duty bound to satisfy the stakeholders with reasons for the same.

Sl. No	Service	Designated Teacher/ Staff	Stipulated Time	Reviewing Teacher/ Staff	Stipulated Time	Appellate Officer	Stipulated Time
1	Class	Teacher Concerned	2 Days	Head of the Department	2 Days	Principal	2 Days
2	Filling up of Exams Form	1 Krishnendu Roy 2 Manik Sen	7 Days	Head Clerk	5 Days	Principal	5 Days
3	Issuance of Mark sheet/ Diploma	1 Suresh Mishra	2 Days	Head Clerk	2 Days	Principal	2 Days
4	Filling up of Registration Form	1 Krishnendu Roy 2 Manik Sen	2 Days	Head Clerk	7 Days	Principal	5 Days
5	Issuance of Registration Certificate	1 Krishnendu Roy 2 Manik Sen	2 Days	Head Clerk	2 Days	Principal	2 Days
6	Application for Review	1 Krishnendu Roy 2 Manik Sen	2 Days	Head Clerk	7 Days	Principal	5 Days
7	Issuance of Identity Card	1 Sumitra Hazra	2 Days	Head Clerk	2 Days	Principal	2 Days
8	Collection of Fees (College)	1 Sukomol Das 2 Partha Kr Mallick	2 Days	Head Clerk	2 Days	Principal	2 Days
9	Collection of Fees (Hostel)	1 Tanmoi Mazumdar	2 Days	Head Clerk	2 Days	Principal	2 Days

10	Test Result Checking	Teacher Concerned	2 Days	Convenor (s) Examination Committee	2 Days	Principal	2 Days
11	Attendance Checking	Subject Teacher	2 Days	Convenor (s) Examination Committee	5 Days	Principal	5 Days
12	Free Studentship/ Stipend	Sk Laltu	5 Days	Convenor(S) Welfare Committee	5 Days	Principal	5 Days
13	Cleanliness & Hygiene	Kameswar Singh	1 Day	Head Clerk	2 Days	Principal	2 Days
14	Internet Connection	Head of the Deptt/ Rajeswar Roy	2 Days	Convenor(s) ICT Committee	2 Days	Principal	2 Days
15	Borrowing of Books/ Library Clearance	1 Barnali Chakraborty 2 Piyali Das 3 Prayas Tamang 4 Kuntal Ghosh	2 Days	Senior most Teacher of Library Committee	2 Days	Principal	2 Days
16	Consideration Transfer Prayer	Head Clerk	5 Days	Head of the Department Concerned	5 Days	Principal	2 Days
17	Issuance of Certificate	1 Krishnendu Roy 2 Manik Sen 3 Suresh Mishra 4 Sk Laltu 5 Tanmoi Majumdar	1 Day	Head Clerk	1 Day	Principal	1 Day