

Manual 2

Powers and duties of Officers and employees

{ Section 4 (1) (b) (ii) }

Power and duties of Officers and staff

Sr. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Director					Processing files, allotment of students, Teaching, String Orchestra Rehearsals, Reviewing solo / choir / ensemble performances, Planning Examination, Setting Theory Papers Reviewing Syllabi
2.	Lecturer in Violin					Teaching Violin, String Ensemble Rehearsals
3.	Lecturer in Piano					Teaching Piano, accompaniment for students
4.	Lecturer in Solo Singing					Teaching Solo Singing, Solfeggio, Theory, Conducting Sr. Choir Rehearsals, Coordination of Subsidiary Subjects
5.	Lecturer in Guitar					Teaching Guitar, Guitar Ensemble Rehearsals
6.	Violin Teacher					Teaching Violin, String Ensemble Rehearsals
7.	Teacher in Guitar					Teaching Guitar, Guitar Ensemble Rehearsals
8.	Keyboard Teacher					Teaching Keyboard
9.	Teacher in Solfeggio/ Theory					Teaching Solfeggio, Theory, Choral Singing
10.	Teacher in Piano (on lecture basis)					Teaching Piano
11.	Teacher in Solo Singing (on lecture basis)					Teaching Solo Singing
12.	Teacher in Violin (on lecture basis)					Teaching Violin
13.	Teacher in Guitar (on lecture basis)					Teaching Guitar
14.	Teacher in Keyboard (on lecture basis)					Teaching Keyboard
15.	Teacher in Cello (on lecture basis)					Teaching Cello
16.	Teacher in Solfeggio/Theory (on lecture basis)					Teaching Solfeggio and Theory
17.	Multi Tasking Staff					Work assigned by the Director

Note: Substantive powers and duties for each position may be defined.

Manual 3

Procedure followed in decision –making process

[Section 4 (1)(b)(iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The Flow process charts can give a comprehensive process as may be seen from the following illustration a food card.

Flow process Chart for issue of Food Card

S.No	Activity	Level of action	Time Frame
1. (a)	To receive applications for Admissions	Inward Clerk	Same day
(b)	Application forwarded to DA/MS	Inward Clerk	Same day
(c)	Application marked to the Director, Western Music/Indian Music	DA/MS	1 to 2 days
(d)	To receive all the Applications	Head Clerk, Co-ordination	15 - 20 days time is given to receive all the applications
(e)	Aptitude Test is fixed and test conducted accordingly	DIM/DWM	3 to 4 days
(f)	Results are submitted to the office	Lecturers/teachers FIM& D and WM	3 to 4 days
(g)	File is put up to the authorities for approval.	Head Clerk, Co-ordination	3 days
(h)	After approval list is prepared and placed on the Notice Board	Head Clerk, Co-ordination	Next day
2. (a)	To receive applications for issue of Identity Card.	Faculties Co-ordination Section	Same day
(b)	Preparation of Identity Card	Faculties Co-ordination Section	1 – 2 days
(c)	Obtaining signature of the concerned Director and the Member Secretary	Director (Indian Music/Western Music) and Member Secretary	Same day
(d)	Issue of Identity card	Faculties Co-ordination Section	Same or next day
3. (a)	To receive application for issue of Bonafide certificate	Inward Clerk	Same day
(b)	To mark the application to the Director (Admn.)/Member Secretary	Inward Clerk	Same day
(c)	The application is returned back to the Inward Clerk by marking to the Faculties Co-ordination Section	Director (Admn.)/Member Secretary	1 – 2 days
(d)	The application is sent to the Faculties Co-ordination Section	Faculties Co-ordination Section	Same day
(e)	Details regarding the year of	Faculties Co-ordination	1 – 2 days

	passing/results to be confirmed.	Section	
(f)	File is processed along with the certificate to be issued to the concerned student, for obtaining signatures of the authorities.	Member Secretary	Same day
(g)	Certificate is sent to the Outward Clerk for issue of the same.	Outward Clerk	1 day

Such charts may be prepared for major Functions.

Manual 5

Rules, regulations, instructions, manuals and records for discharging functions

[Section 4 (1)(b)(v)]

Prepare a list of rules, regulations , instructions , manuals and records for discharging Functions available with the public authority for the smooth discharge of its functions

List of regulations , instructions , manuals and records.

S.No	Name of the act, rules, regulations etc	Brief list of the contents	Reference No, if any	Price in case of priced publications
1.	Prospectus of Faculty of Indian Music and Dance.	Rules and regulations for admission in the Faculty of Indian Music and Dance and syllabus of the courses taught in the Faculty.	---	Rs. 200/-
2.	Prospectus of Dept. of Western Music	Rules and regulations for admission in the Dept. of Western Music.	---	Rs. 50/-
3.	Prospectus of Kala Academy's Music Centres	Rules and regulations for admission at Kala Academy's Music Centres and syllabus of the courses taught at the Centres.	---	Rs. 100/-

Manual 6**A statement of the categories of documents that are held by it for under its control**

[Section 4 (1)(b)(vi)]

Details of the records available may be made in statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

A statement of the categories of documents held

Sr.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Fee receipts	Details of fees paid	Faculties Co-ordination	2 years
2.	Admission forms	Details of the students seeking admissions	Faculties Co-ordination	2 years
3.	Admission files	Details pertaining to admissions	Faculties Co-ordination	5 years
4.	Annual Examination files	Details pertaining to the Annual Examinations.	Faculties Co-ordination	5 years
5.	Results	Details pertaining to results	Faculties Co-ordination	Permanent
6.	Identity Card Forms	Details of the student	Faculties Co-ordination	2 years
7.	Audition Results (admission)	Details of the marks secured by the students.	Faculties Co-ordination	2 years
8.	Files pertaining to programmes	Details of the programmes	Faculties Co-ordination	10 years
9.	Files pertaining to purchase of instruments	Details of the instruments purchased.	Faculties Co-ordination	20 years
10.	Files pertaining to repairs of instruments	Details of the instruments repaired.	Faculties Co-ordination	10 years

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Information available in an electronic form
[Section 4 (1)(b)(xiv)]

Details of information

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1.	Prospectus for admissions in the Faculty of Indian Music and Dance.	Rules and regulations, syllabus and the admission form.	Yes	Available on website
2.	Prospectus for admissions in the Dept. of Western Music.	Rules and regulations and the admission form.	Yes	Available on website
3.	Prospectus for admissions at Kala Academy's Music Centres.	Rules and regulations, syllabus and the admission form.	Yes	Available on website

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Particulars of facilities available to citizens for obtaining information
[Section 4 (1)(b)(xv)]

Facilities available for obtaining information

S.No	Facility available	Nature of information available	Working hours
1	Information Counter	Information regarding the courses available in the Dept. of Western Music and Faculty of Indian Music & Dance.	9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. (Monday to Friday)
2	Website	Prospectus of the Dept. of Western Music, Faculty of Indian Music & Dance and Kala Academy's Music Centre.	24 hours
3	Library	Books related to Indian and Western Music.	9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. (Monday to Friday)
4	Notice Board	<ol style="list-style-type: none"> 1) Results of the Aptitude Test of the students admitted in the Faculty of Indian Music & Dance and Dept. of Western Music. 2) Eligibility List of the students appearing for the Final Examination (Indian Music) 3) List of the students along with seat nos., appearing for the Final Examination – Written Theory Paper (Indian Music). 4) Notice regarding vacations. 5) Notice regarding Discretionary and Special holidays. 6) Notice for payment of fees. 	9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. (Monday to Friday)