

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.	Head Clerk (Co-ordination)					<ol style="list-style-type: none"> <li>1. Processing various files pertaining to Dept. of Western Music, Faculty of Indian Music &amp; Dance and Kala Academy's Music Centres.</li> <li>2. Repairs and purchase of instruments (by inviting quotations).</li> <li>3. Lease Agreements of premises taken on hire for conducting music classes (centres).</li> <li>4. Admissions of <b>Dept. of Western Music and Faculty of Indian Music and Dance.</b> <ol style="list-style-type: none"> <li>(a) Issue of press notes in the local dailies regarding admissions (Indian Music, Western Music &amp; Kala Academy's Music Centres).</li> <li>(b) Scrutinizing and preparing the detailed statement of the applications received for admissions. (IM &amp; WM).</li> <li>(c) Preparing the Aptitude Test Results to be placed on the Notice Board (IM &amp; WM).</li> <li>(d) Preparing fee bills and issue of challans (IM &amp; WM).</li> <li>(e) Compiling the details of the students admitted along with the fees collected (IM &amp; WM).</li> <li>(f) Preparing statements of the students admitted – discipline wise and teacher wise (IM &amp; WM).</li> <li>(g) Typing the time-tables of the students admitted (IM, WM &amp; KAMCs).</li> <li>(h) Compiling the addresses and telephone nos. of the students admitted (for SMS purpose) (IM &amp; WM).</li> <li>(i) Compiling details of the students admitted at the six music centres.</li> </ol> </li> </ol>

					<p><b>5. Examinations of Indian Music and Dance, Dept. of Western Music and Kala Academy's Music Centres.</b></p> <p>(a) Preparing letters to the external examiners (IM &amp; WM)</p> <p>(b) Statements of TA and DA to be paid to the external examiners (IM &amp; WM)</p> <p>(c) Preparation of vouchers (payment to external examiners).</p> <p>(d) Typing of Questions Papers (IM).</p> <p>(e) Preparation of Marksheet Formats (IM, WM &amp; KAMCs).</p> <p>(f) Checking of the Eligibility lists of the students appearing for the Final Exam (IM &amp; KAMCs).</p> <p>(g) Examination Time Tables (IM, WM &amp; KAMCs).</p> <p>(h) Preparing seat nos. of the students answering written theory papers (IM &amp; KAMCs).</p> <p>(i) Typing of various other formats in connection with the examinations (IM &amp; WM).</p> <p><b>6. Work related to the following programmes of Dept. of Western Music :</b></p> <p>(a) Annual Day</p> <p>(b) Founders Day</p> <p>(c) Christmas Day Function</p> <p>(d) Internal programmes of staff and students.</p> <ul style="list-style-type: none"> <li>- Taking financial and administrative approvals.</li> <li>- Sanction Orders.</li> </ul> <p><b>7. Work related to the following programmes of Indian Music and Dance :</b></p> <p>(a) Annual Day</p> <p>(b) Guru Poornima</p> <p>(c) Sangeet Melawa</p> <p>(d) Classroom Programmes</p> <p>(e) Workshops</p> <ul style="list-style-type: none"> <li>- Taking financial and administrative approvals.</li> <li>- Sanction Orders</li> </ul>
--	--	--	--	--	---

					<ol style="list-style-type: none"> <li>8. Providing information sought under RTI (Indian Music &amp; Dance, Kala Academy's Music Centres &amp; Dept. of Western Music).</li> <li>9. Replying to LAQs (Faculty of Indian Music &amp; Dance, Kala Academy's Music Centres &amp; Dept. of Western Music).</li> <li>10. Work related to compiling/typing of Prospectus of Dept. of Western Music, Indian Music and Dance and Kala Academy's music centres. (making necessary changes/ corrections/ alterations/ additions from time to time, before getting the same printed).</li> <li>11. Preparing bonafide certificates of the students (IM, WM &amp; KAMCs)</li> <li>12. Preparation of Identity Cards of the students (IM, WM &amp; KAMCs).</li> <li>13. Various other typing work such as office orders, office notes, circulars etc.</li> <li>14. Replying to correspondence.</li> <li>15. Settlement of credit bills.</li> <li>16. Attending to the public seeking information regarding admissions (phone calls and personal visits).</li> <li>17. Maintaining Casual Leave records of staff of Indian Music and Dance, Dept. of Western Music and Kala Academy's Music Centres.</li> <li>18. Preparation of Annual Report of Activities and Calendar of Programmes (IM &amp; WM).</li> </ol>
2.	U.D.C.				<ol style="list-style-type: none"> <li>1. Repairs and servicing of vehicles.</li> <li>2. Insurance of vehicles.</li> <li>3. Settlement of credit bills of fuel and servicing of vehicles.</li> <li>4. Maintaining records of the bills received in connection with the repairs of vehicles and fuel bills.</li> <li>5. Replying to RTI regarding vehicles.</li> <li>6. Replying to LAQs regarding vehicles.</li> </ol>

						<p>7. Sparing of vehicles for election purpose.</p> <p>8. Preparing attendance statements of the staff of Dept. of Western Music, Faculty of Indian Music &amp; Dance, Kala Academy's Music Centres and Faculties Co-ordination Section.</p> <p>9. Preparation of vouchers (payment to the lecture basis teachers of Dept. of Western Music).</p> <p>10. Writing of Muster Roll (Indian Music, Western Music &amp; Faculties Co-ordination Section)</p> <p>11. Other Typing work.</p>
--	--	--	--	--	--	---

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)	<b>To receive applications for Admissions</b>	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)	<b>To receive applications for issue of Identity Card.</b>	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)	<b>To receive application for issue of Bonafide certificate</b>	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 passing/results to be confirmed.	Faculties Co-ordination Section	1 – 2 days
(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**

<b>Sr.No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/section where available</b>	<b>Retention period, where available</b>
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



**Manual 14**  
**Information available in an electronic form**  
[Section 4 (1)(b)(xiv)]

**Details of information**

<b>Sr. No.</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available on website or is being used as back end data base</b>
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

**Manual 15**  
**Particulars of facilities available to citizens for obtaining information**  
[Section 4 (1)(b)(xv)]

**Facilities available for obtaining information**

<b>S.No</b>	<b>Facility available</b>	<b>Nature of information available</b>	<b>Working hours</b>
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"> <li>1) Results of the Aptitude Test of the students admitted in the Faculty of Indian Music &amp; Dance and Dept. of Western Music.</li> <li>2) Eligibility List of the students appearing for the Final Examination (Indian Music)</li> <li>3) List of the students along with seat nos., appearing for the Final Examination – Written Theory Paper (Indian Music).</li> <li>4) Notice regarding vacations.</li> <li>5) Notice regarding Discretionary and Special holidays.</li> <li>6) Notice for payment of fees.</li> </ol>	9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. (Monday to Friday)