

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

ROUTING OF APPLICATIONS

1. **CL** – Head of Department or Sectional Head
2. **Earn Leave/ Special Casual Leave/ Medical Leave** –
 - a) **Faculty** (including group A)>HoD/ HoS > Dean FW/ Director > OSD(Estt) / DR (Admin)
 - b) **Nonfaculty** >HoD/HoS> Registrar > OSD(Estt.)
3. Experience Certificate : employee >HoD/ HoS > OSD (Estt)/ DR(Admn) > Dean (FW)/ Registrar
4. **CPDA** – Faculty > HoD > Dean FW > Dean P&D > Director > DR (F & A)
5. **LTC** – Faculty/ Staff > HoD/ HoS > DR (Admin)/ OSD (Estt) for O/o > Dean FW(Faculty + Group A) / Registrar (non teaching staff) > Director for final Approval > HoD/ HoS> Faculty/ Staff
6. a) **Major Purchase**- Faculty/ Group A > HoD/HoS >Dean P&D>Director> Store/ SPC > Registrar>Store
b) **Bill Payment** – Faculty / Staff > HoD/HoS> Store > DR (Accts)> Dean (P & D)> Director>DR(Accts)
7. **Temporary Advance** – Faculty/ Group A > HoD/ HoS > Dean P&D > Director > DR (F & A)
8. a)**Financial Approval** – Faculty/Group A Officers > HoD/HoS> Dean P & D> Director > Faculty/ Group A Officers
b) **Advance Settlement** – Faculty/Group A Officer > DR (Accts) > Dean(P & D)>Director>DR (Accts)
9. a) **Medical Bills** – Faculty/ Staff > HoD/ HoS > IAO >Dean P&D >Director>DR (F & A) for Finance
b) **Medical Leave** - Faculty/Staff> HoD/ Hos>Dean FW / Registrar > OSD(Estt) / DR (Admin)
10. a) **Conferences/ Seminars (India)** – Faculty > HoD> Dean FW > Dean R&C >Dean P&D > Director >OSD(Estt) / DR(Adm) >HoD > Faculty
b) **Conference / Seminar/ STTP (India)** – Non Teaching Staff > HoD / HoS > Registrar > Dean (R & C) > Dean (P & D) > Director > OSD (Estt) for O/o > HoD/HoS > Staff
11. **Conference/ Seminar (Abroad)** – Faculty > HoD > Dean R & C > Dean (Acad) > Dean FW > Dean P&D > Director > Chairman BoG > Dean FW >OSD(Estt)/DR(Admin) >Faculty
12. **New construction** – HoD/HoS + Dean P&D > FIC (New Construction) > E(M) >BWC > FC > BoG (Admin Approval) > E(M) > BWC > Estate & Maint + Dean P&D for further processing.
13. a) **Major Maintenance** – Faculty/ HoD/HoS > E (M) > FIC (Civil) > Dean P&D > Director > E(Maint)> User for certification > DR (F & A)
b) **Routing Maintenance** – Faculty/ HoD/HoS> E (M)/ FIC (Electrical)> Faculty/HoD/HoS for user certificate after completion
14. **Security** – Faculty/Staff / Student > SO > Registrar > Director
15. **Transport** – Faculty/ Staff > Registrar >Faculty /Staff
16. **Grievance Redress** – Faculty/ Staff > HoD/HoS > Dean FW/ Registrar > Concerned Committee> Director.
17. a) **Responsibilities of Senate** – Dean Acad/ Dean R&C + Registrar
b) **Responsibilities of FC** – Dean P&D + Registrar + DR F &A;
c) **Responsibilities of BoG** – Director + Dean FW + Registrar;
d) **Responsibilities of BWC** – Dean P&D + FIC + Registrar
18. a)**Student Related Matters** – Student>Warden/ Matron/Chief Warden/FIC (Sports/Cultural Technical)> Dean SW > Dean(P&D) (Only if finance is involved)> Director
b) **Mess Related Matter** – Student> Warden/ Matron> Chief Warden > Mess Council > Chief Warden > Dean (SW) > Director
19. **Identity Certificate/ NoC** – Faculty & Staff > HoD> DR(Admin)/ OSD (Estt) > Dean FW / Registrar
20. **GPF Loan/ Part Final Withdrawal** – Faculty/ Staff > DR (Accts) > Dean P&D> DR F&A

DIRECTOR