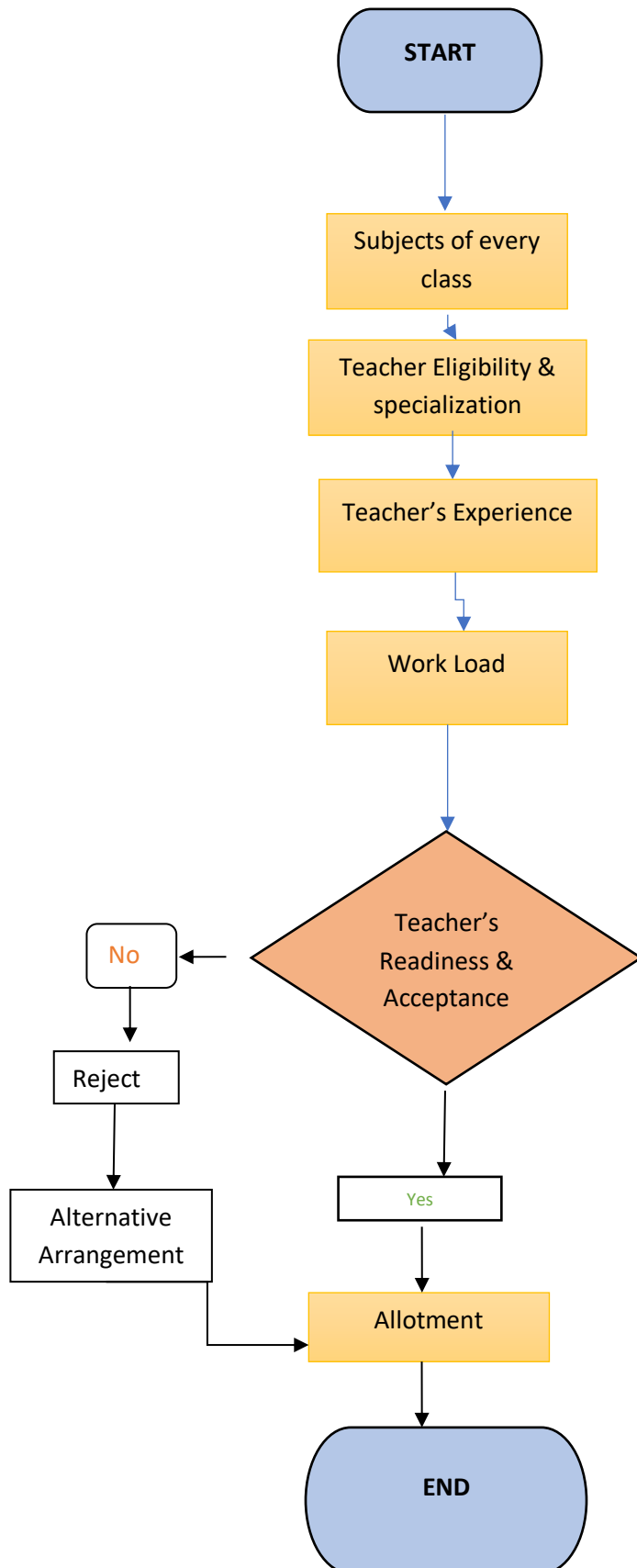
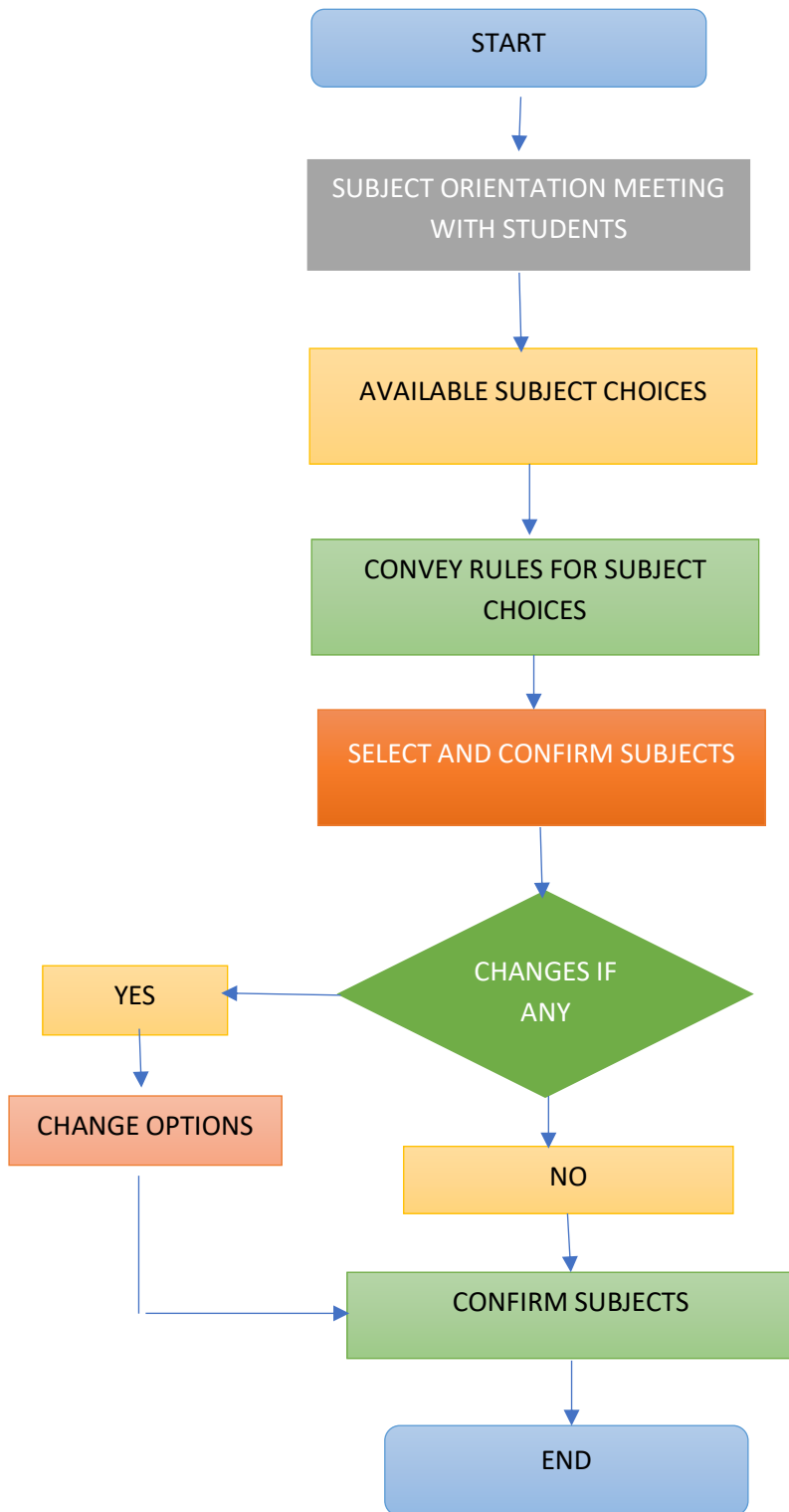


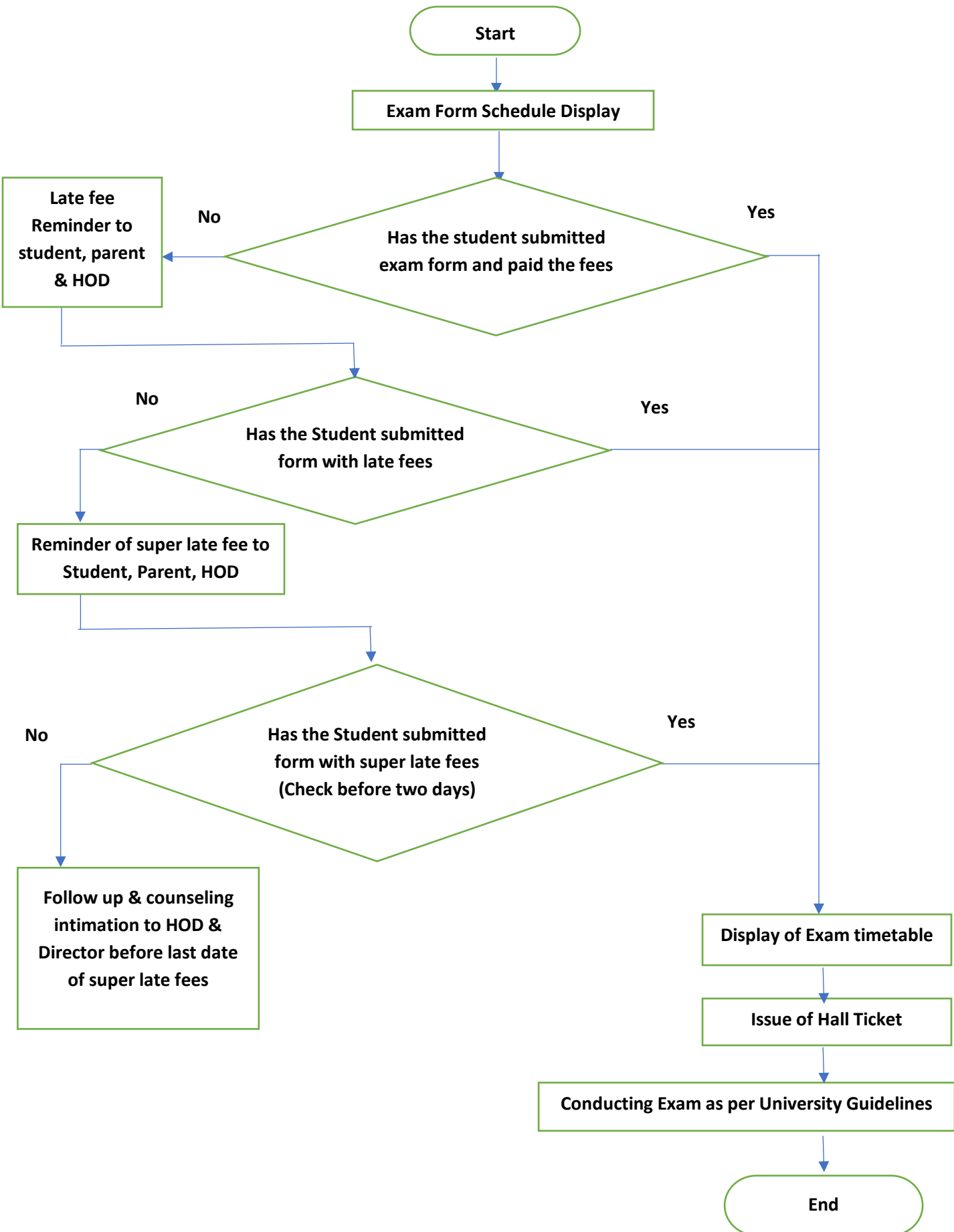
1. Subject Allocation Process



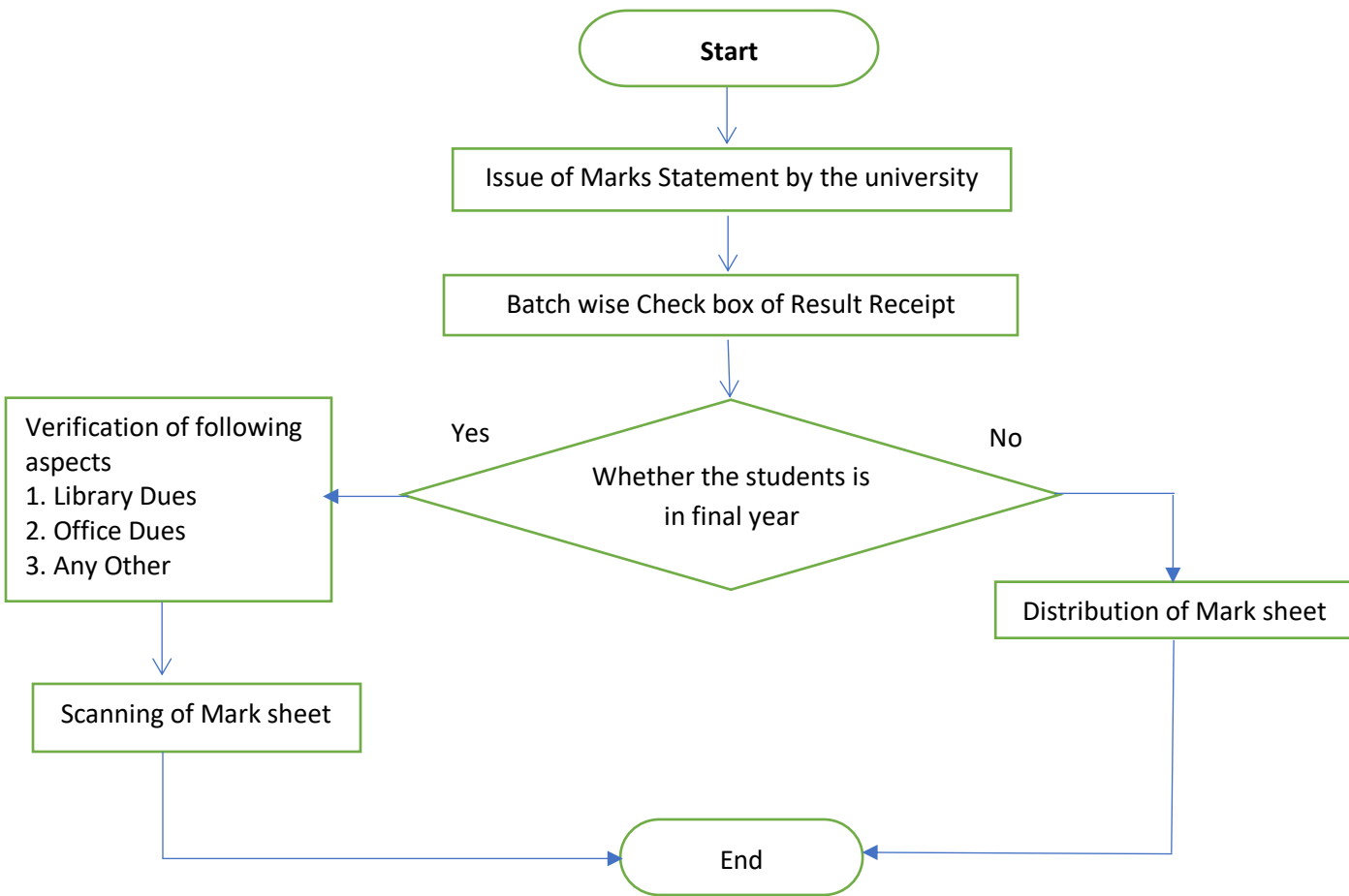
3. Subject Choice by Students Process



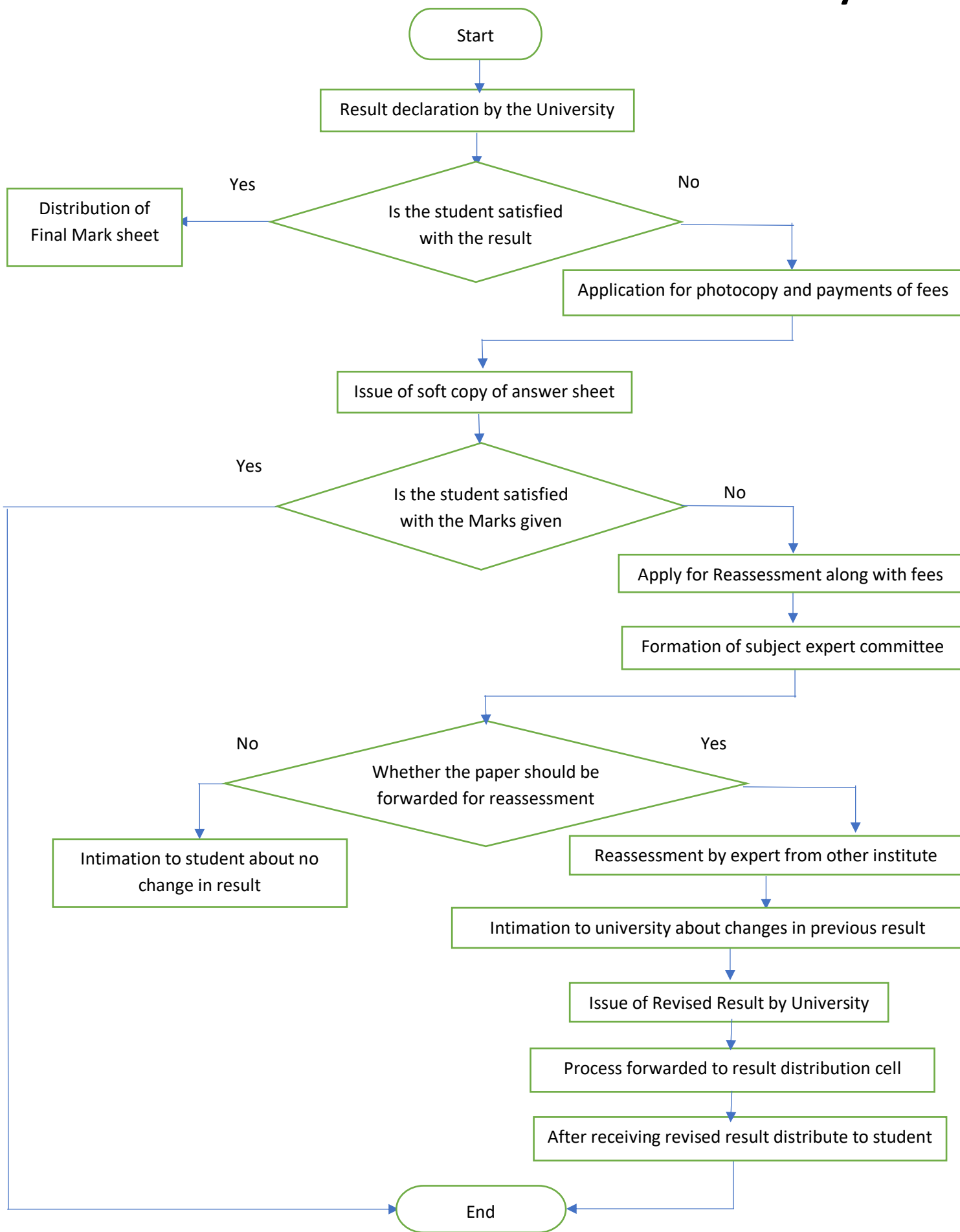
6. Examination Conduction Process



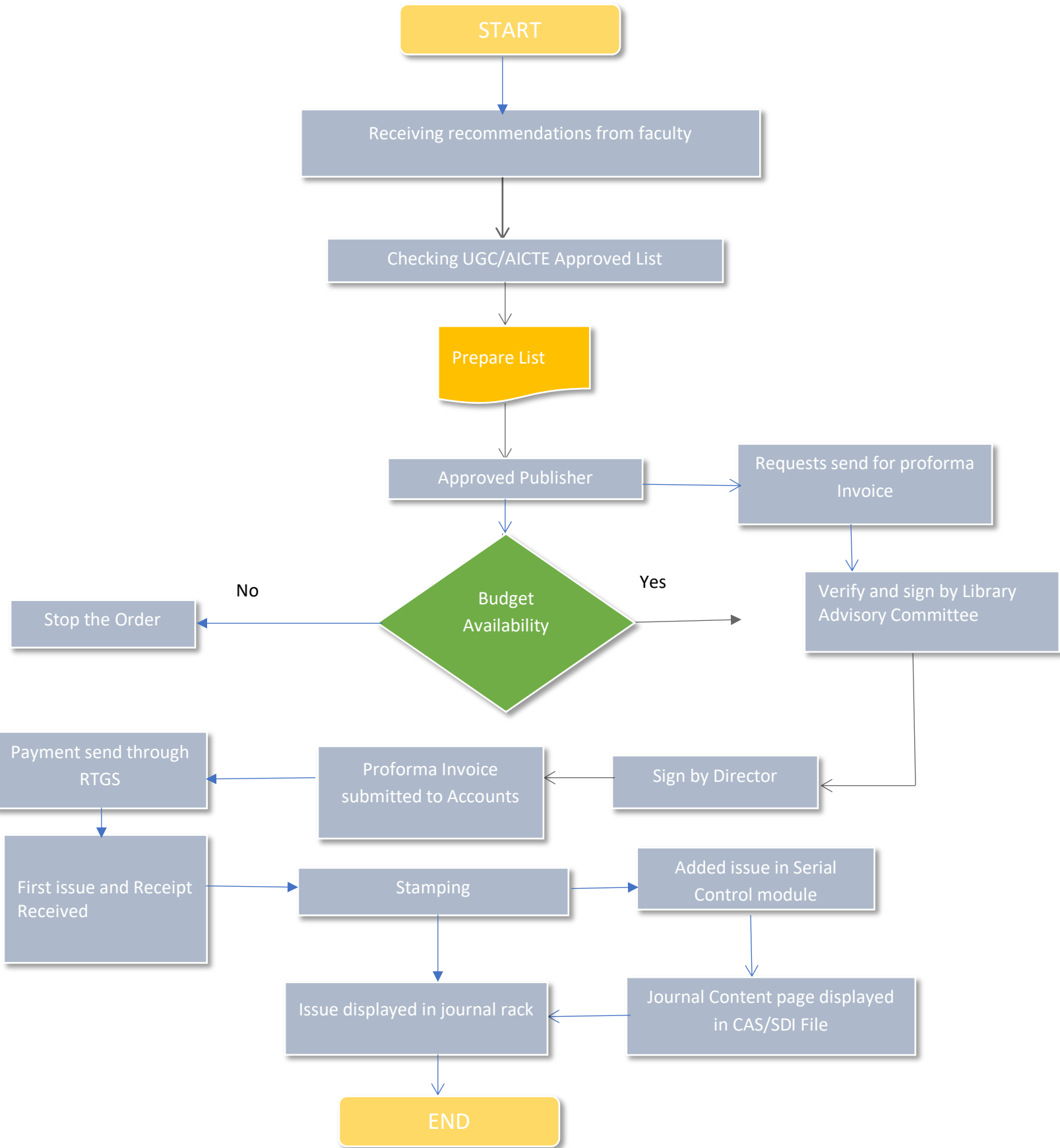
7. Examination Result Distribution



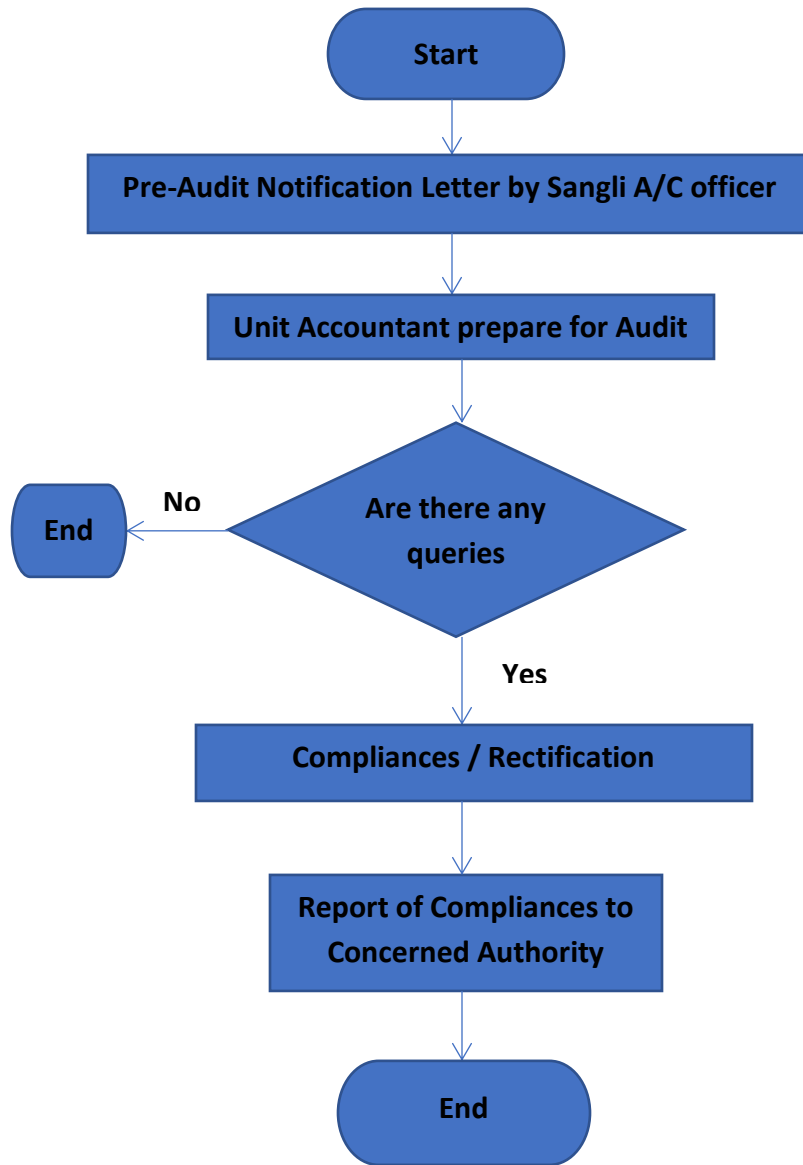
8. Examination Grievance Process for first year



11. Purchase of Library Resources (Journals/Magazines)



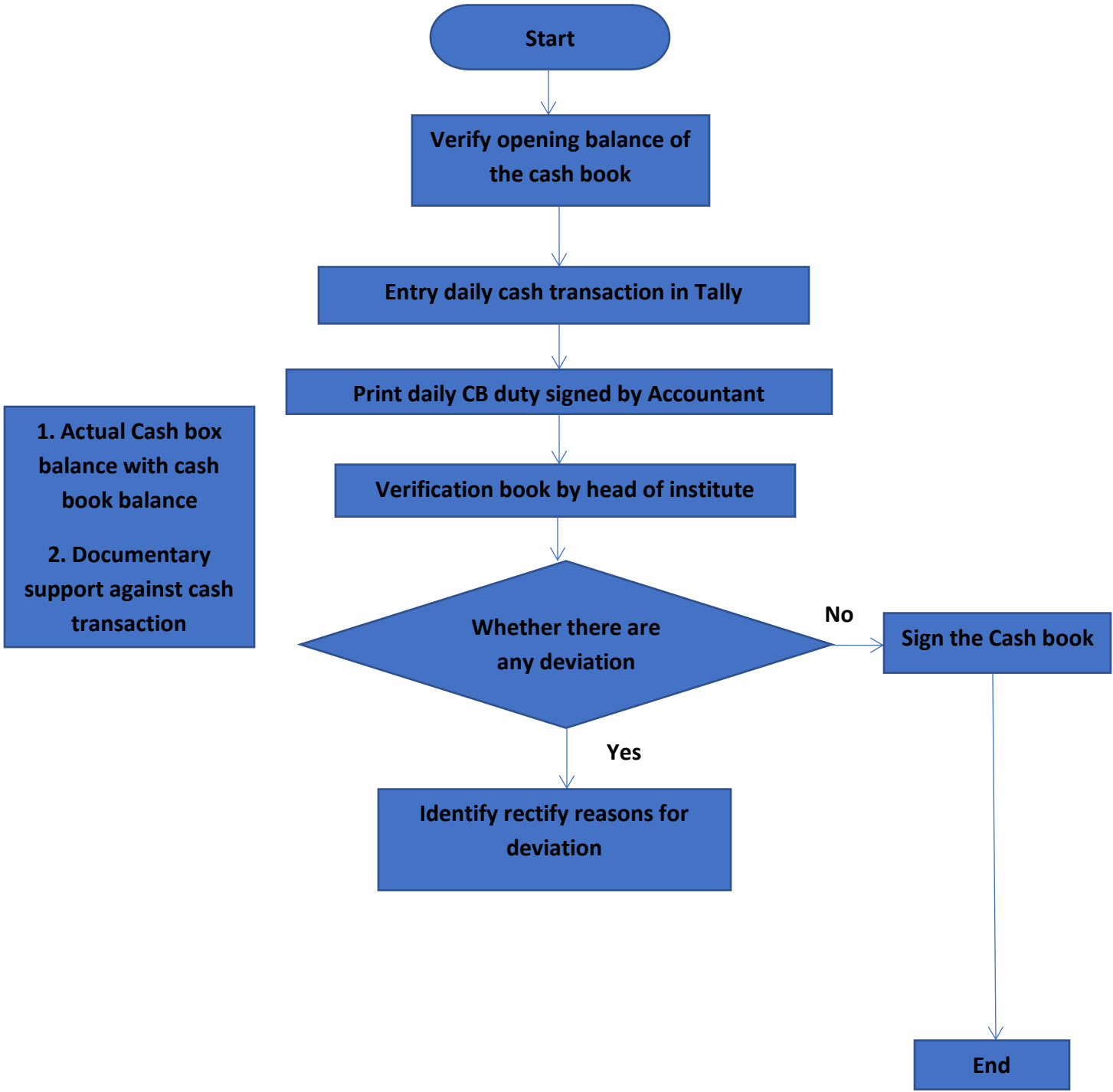
13. Internal Audit Process



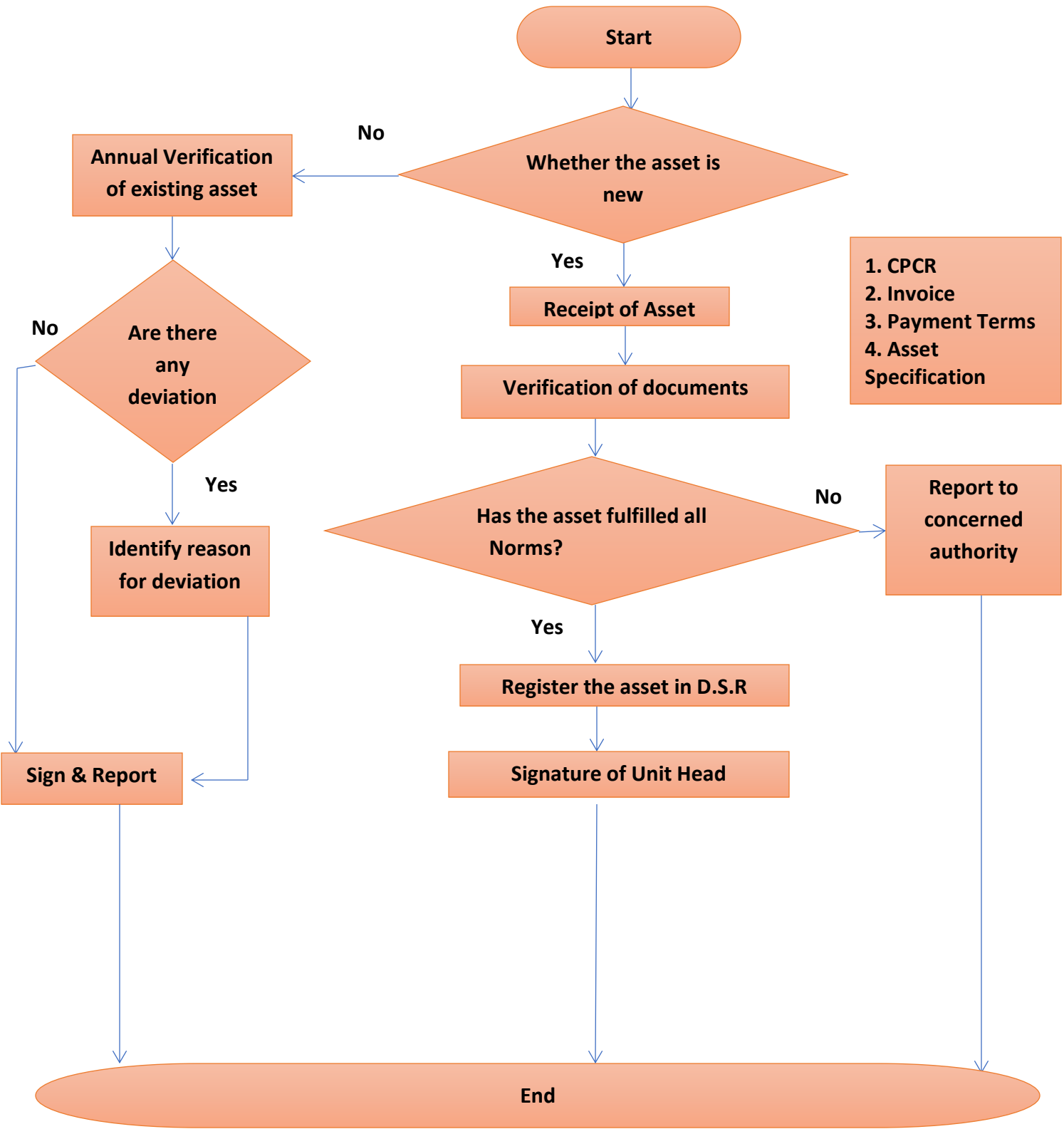
Identification of Document to be audit

1. Cash Book
2. Bank Book
3. Journal Voucher
4. Bank Reconciliation
5. Fees Reconciliation
6. Salary
7. TDS

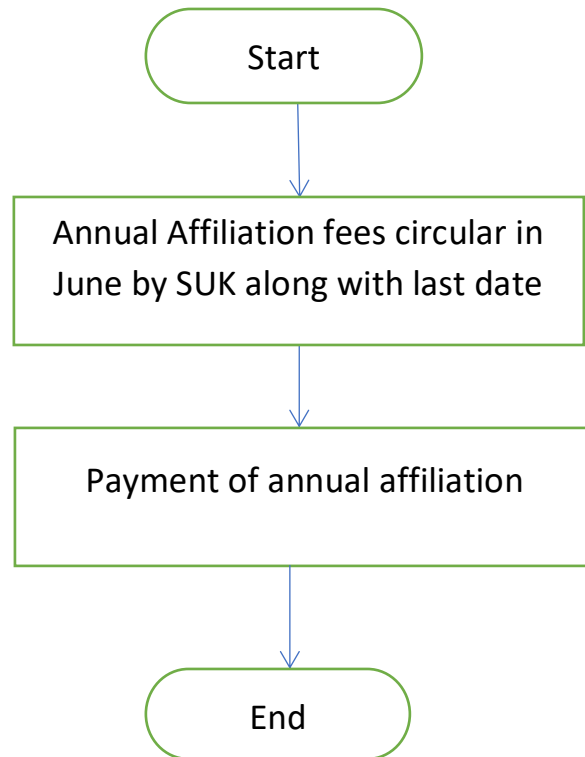
14. Daily cash book verification process



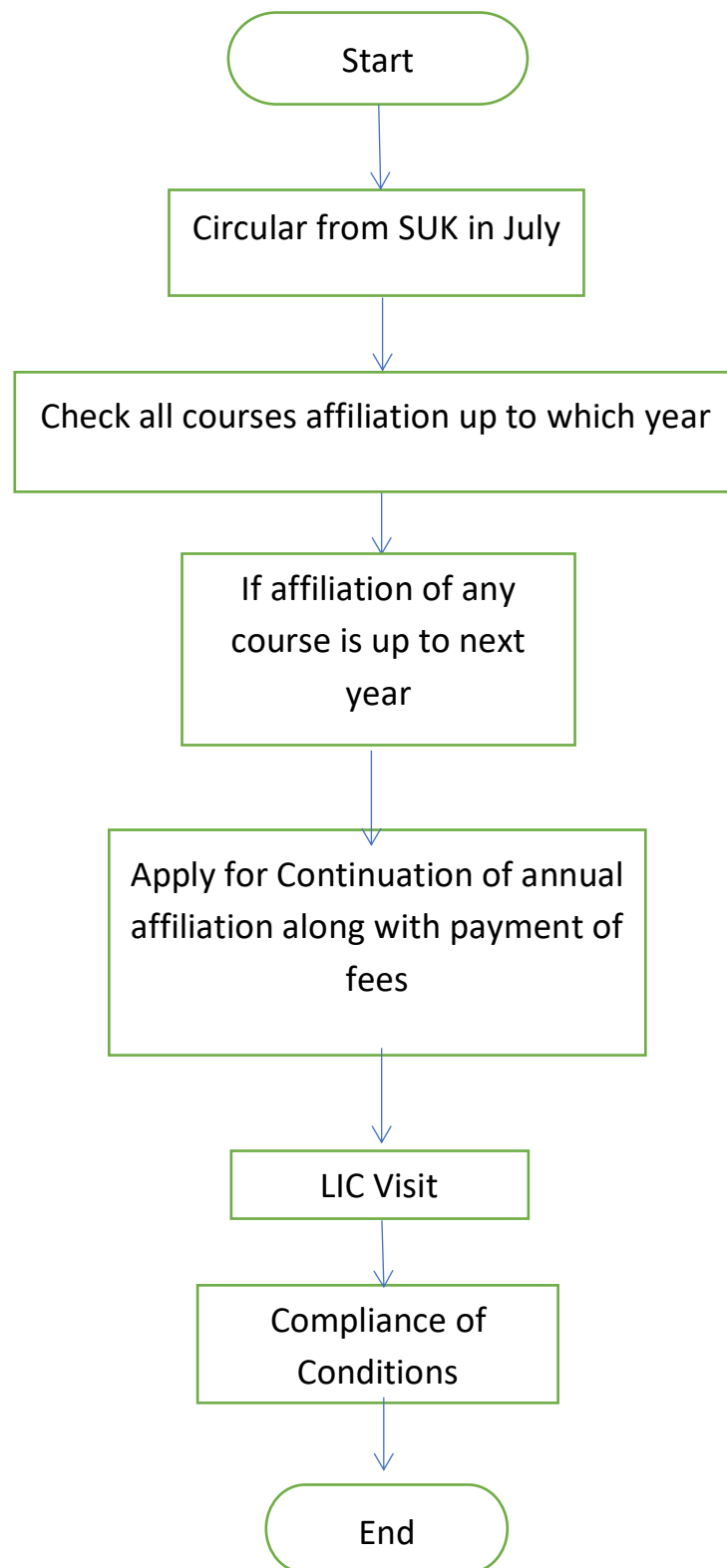
15. Dead Stock Register Maintenance Process



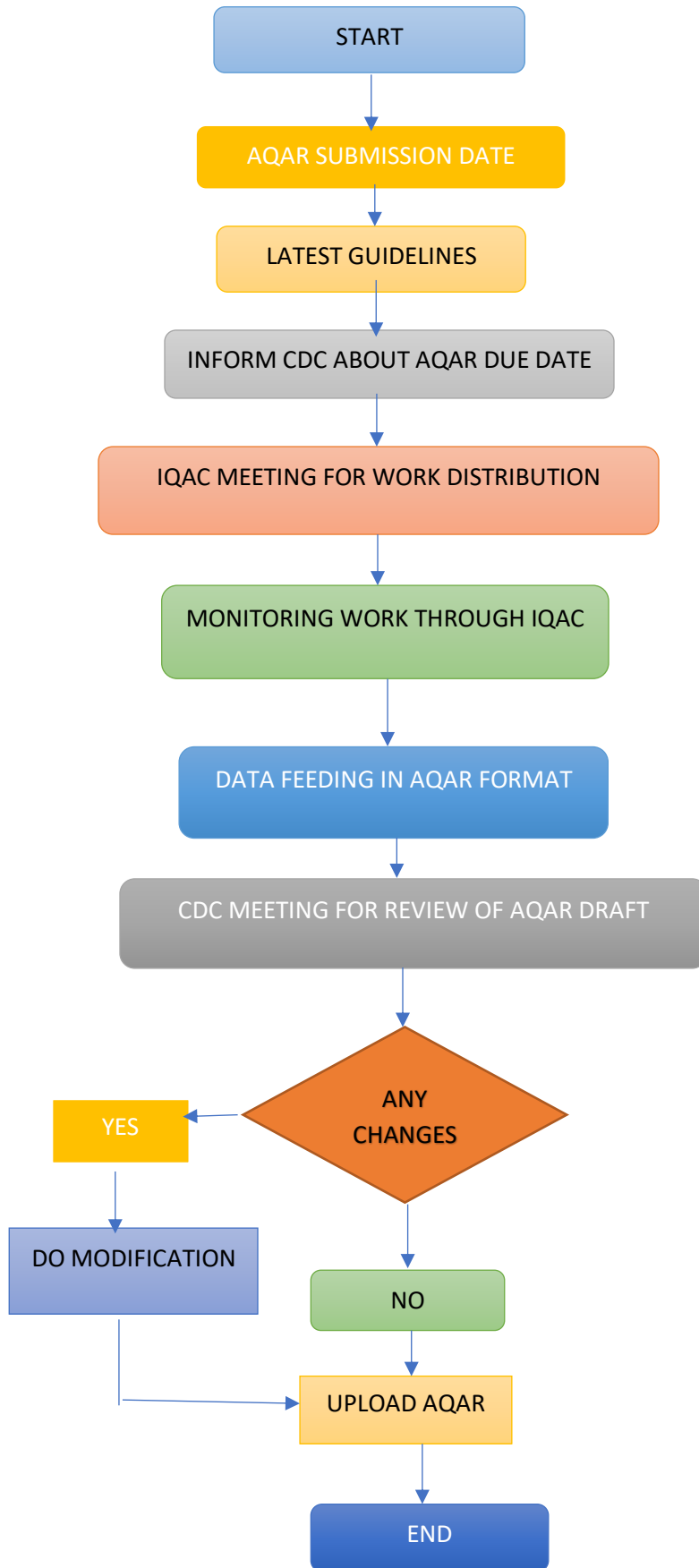
16 A. University Affiliation Process



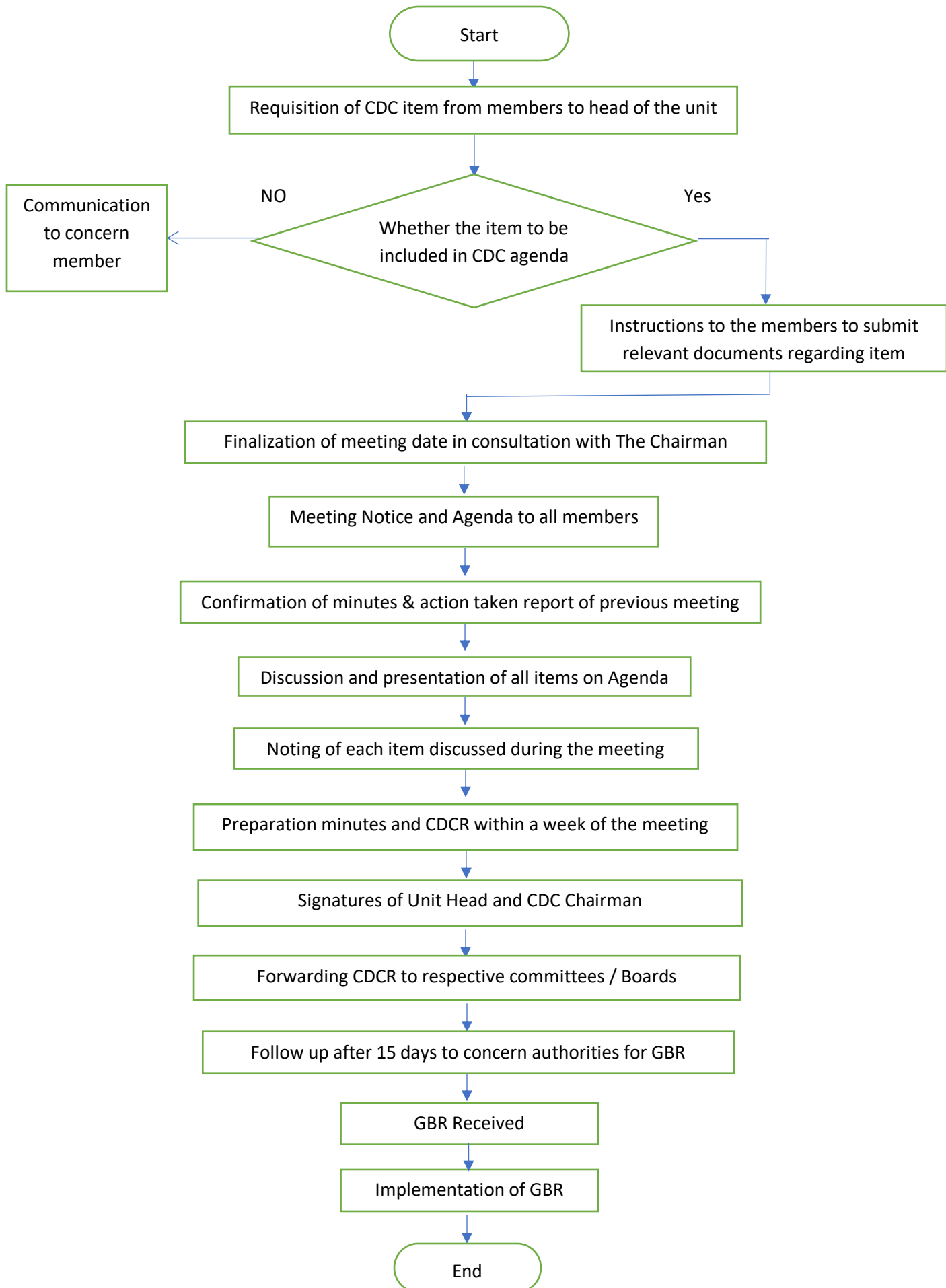
16 B. Continuation of Affiliation



17. NAAC AQAR/ Accreditation Process

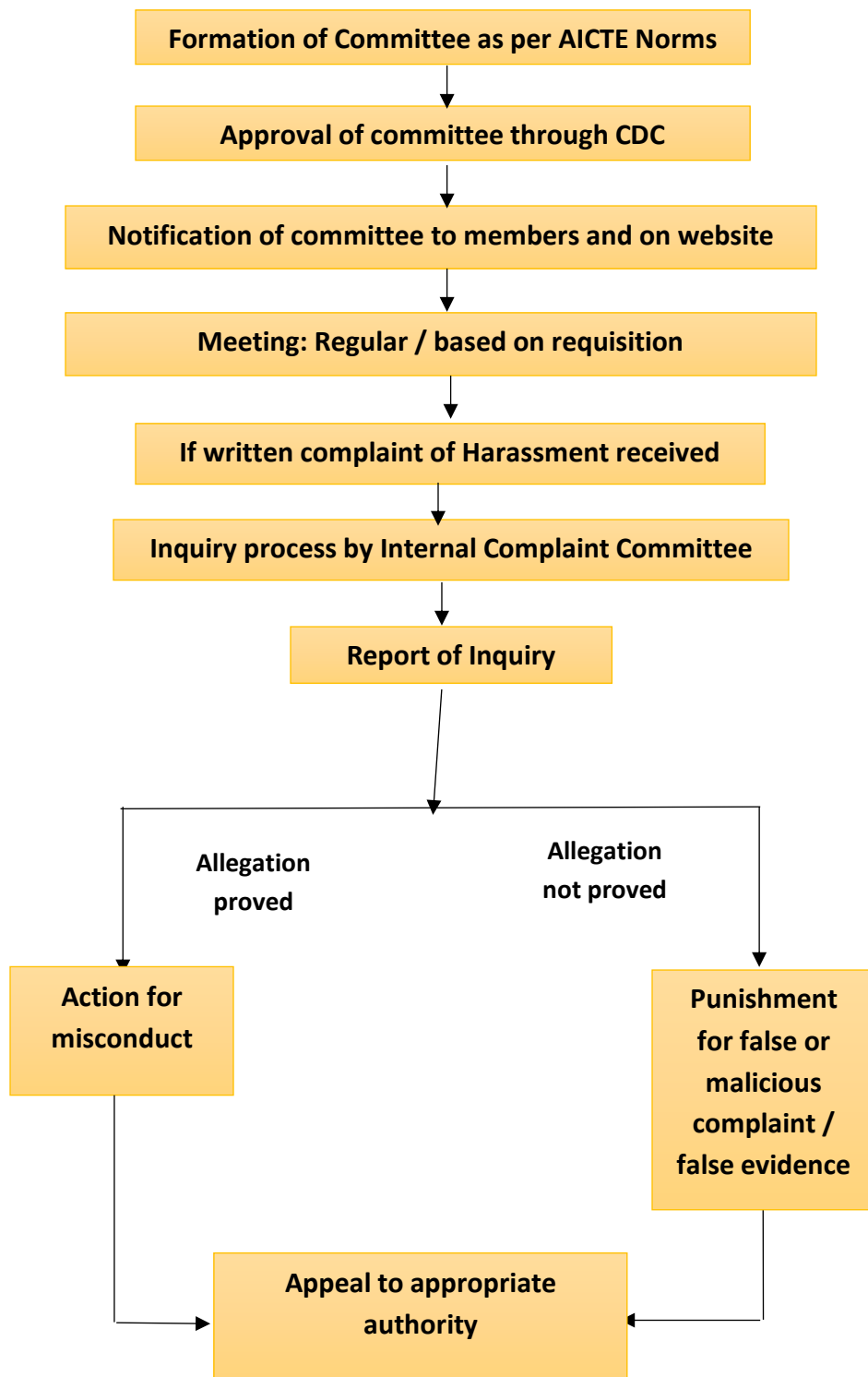


18. CDC functioning and Record Keeping Process



20. Internal Complaint Committee

TIME LINES



A written complaint has to be filled by the female employee within 3 months of the date of the incident.

The Inquiry has to be completed withing 90 days.

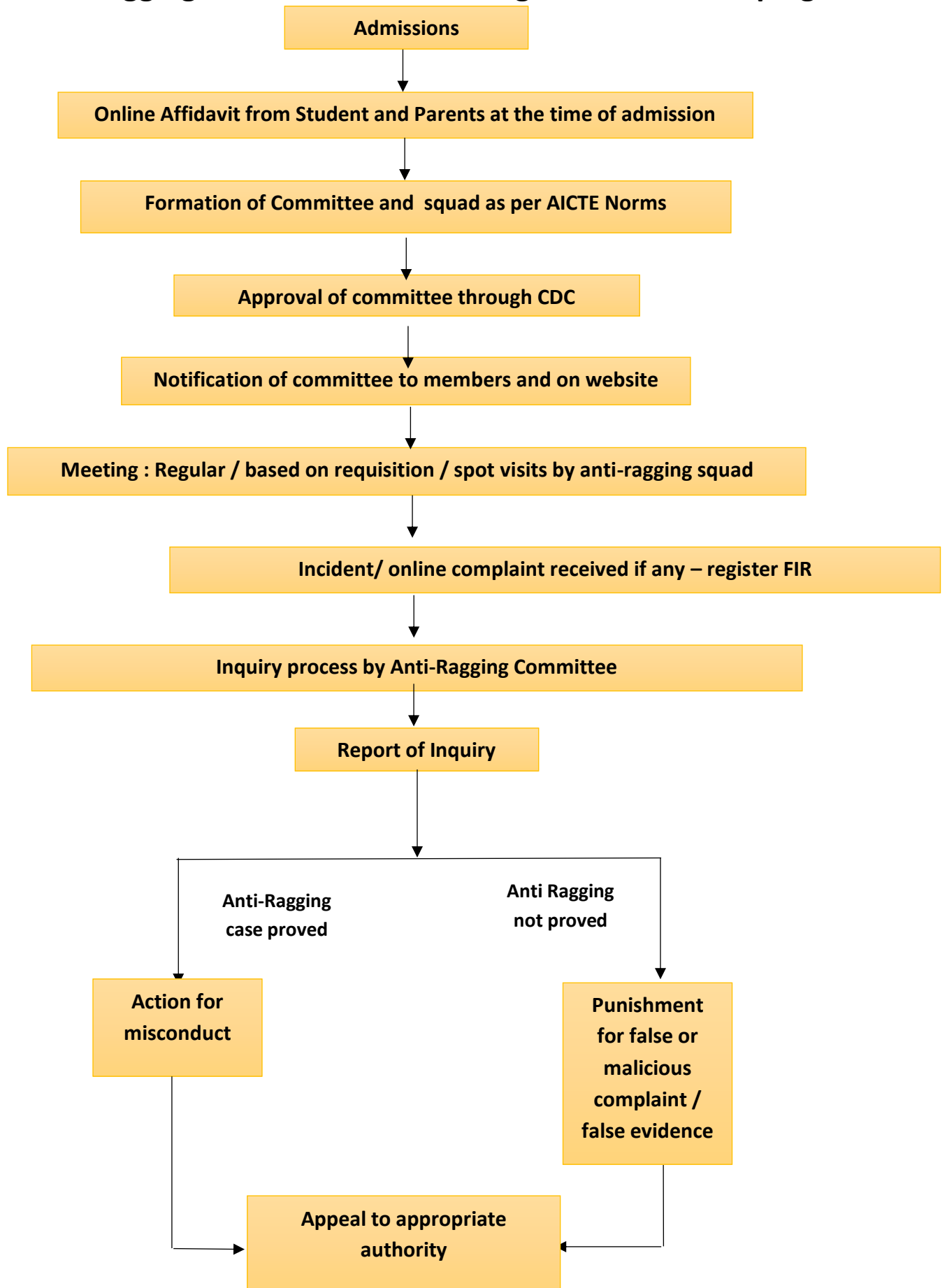
The inquiry report has to be issued within 10 days from the date of completion of inquiry .

Act on recommendations of the committee within 60 days of receipt of inquiry report.

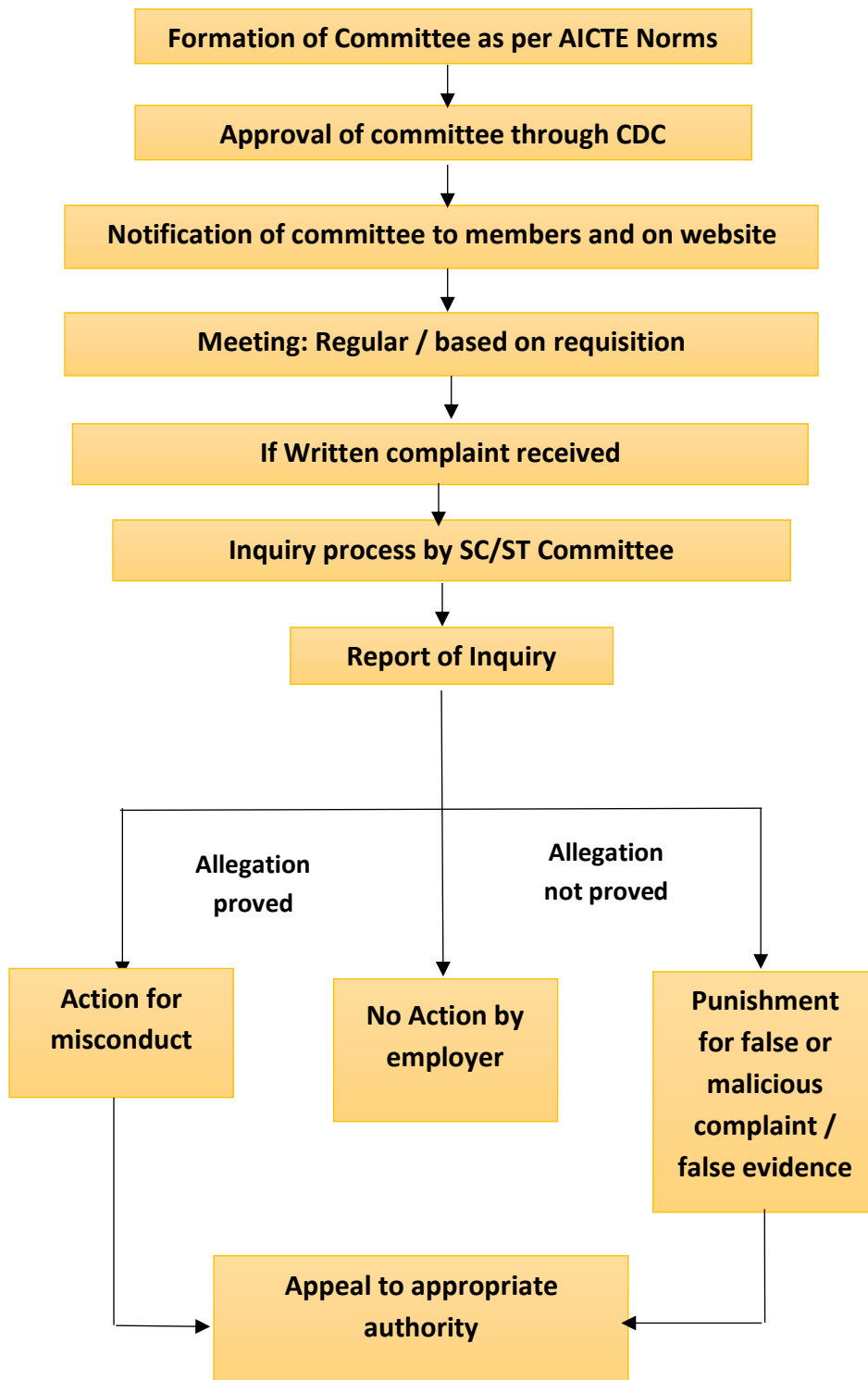
Appeal against the decision of the committee is allowed within 90 days of the date of recommendations.

Annual Report to be submitted to AICTE before 30th June every year.

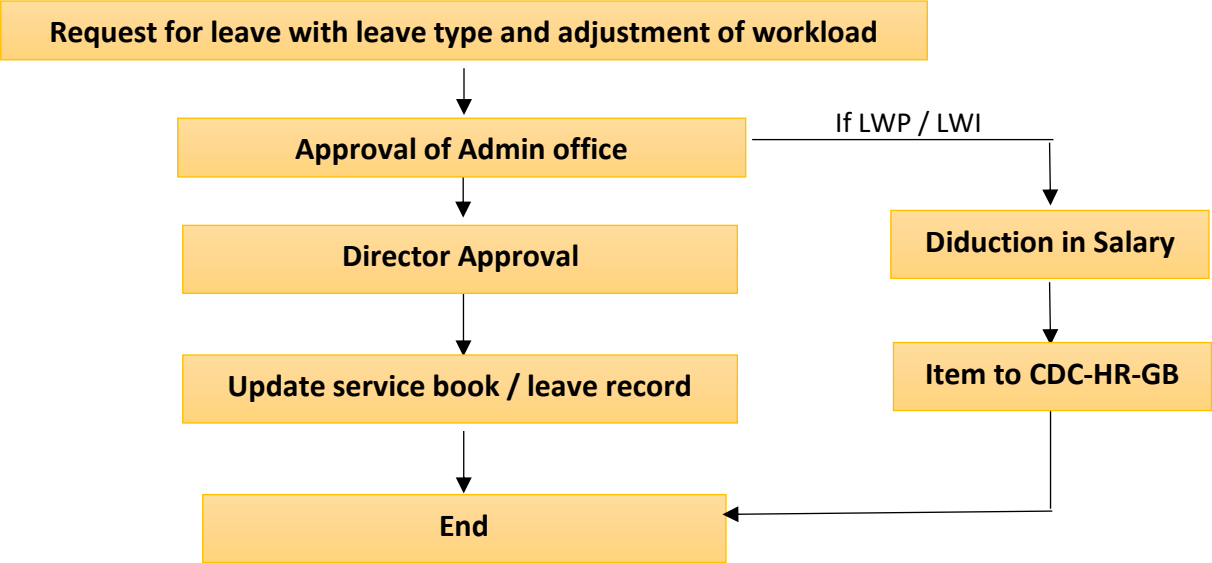
21. Anti-Ragging Committee Functioning and Record Keeping Process



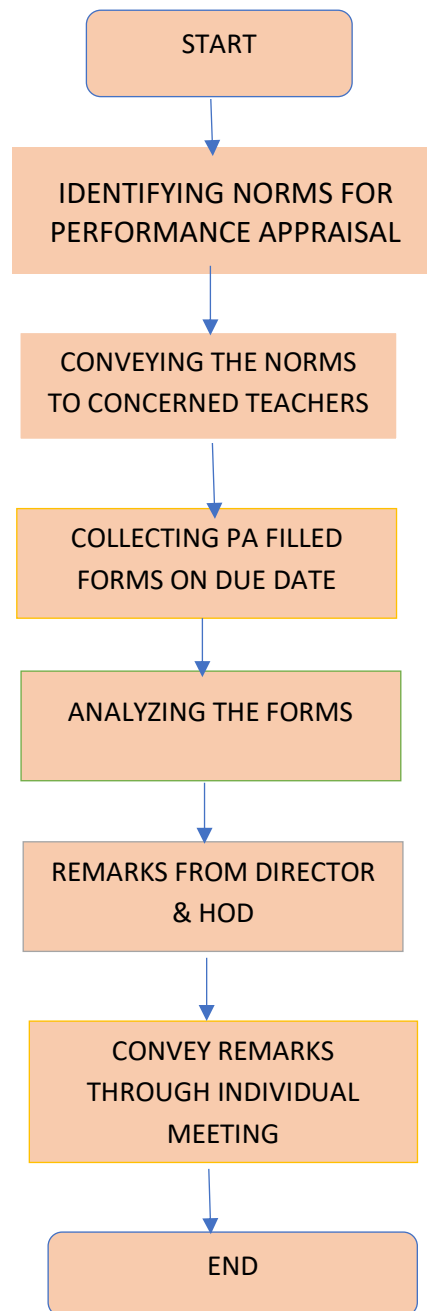
22. SC-ST Committee Functioning and Record Keeping Process



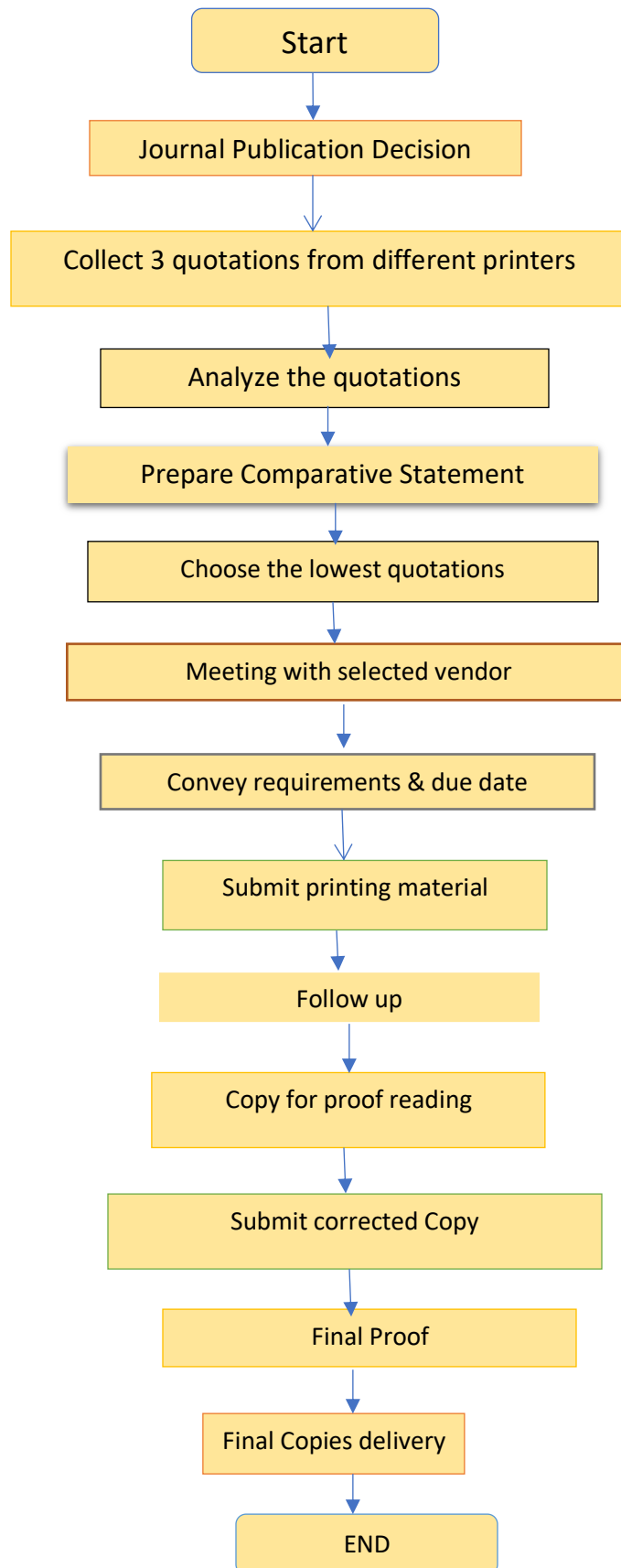
23. Employees leave application and sanctioning process



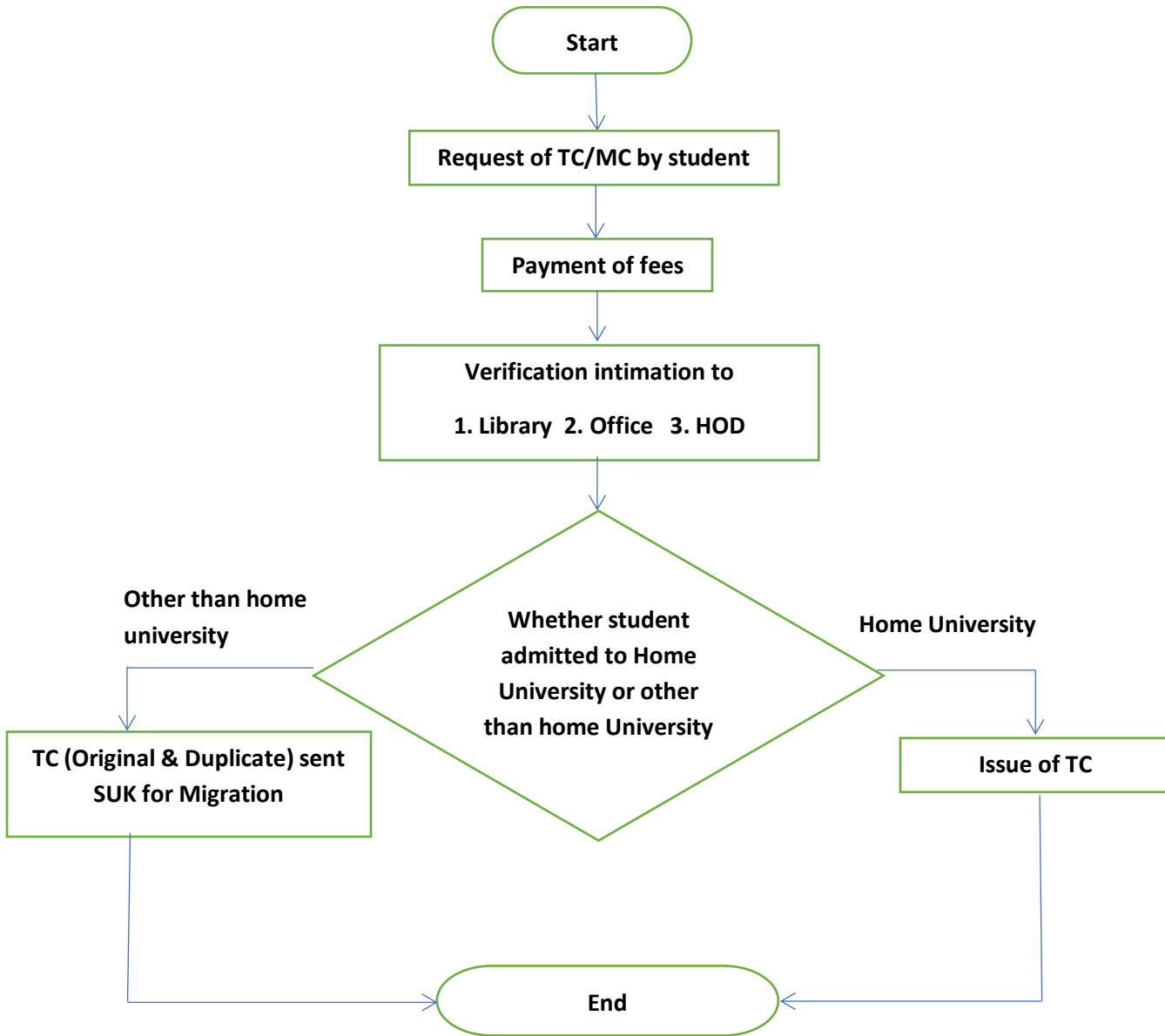
24. Teaching Staff Performance Appraisal Process



27. College Journal/ Magazine Publication Process



28. Issue of TC



29. Convocation Process

