

Manual-4

NORMS set for the discharge of functions [section 4 (I) (6) (10)]

4.1 The main activities of the Institution are:

- ❖ Holding lecture classes, tutorial and practical in laboratories.
- ❖ Organizing co-curricular and extra-curricular activities to enhance the activity of the students
- ❖ Providing a healthy and conducive environment
- ❖ Issuing I. Cards, Library Tickets, Provisional Certificate, Migration Certificate, DTC Concessional bus forms etc as required by the students

4.2 Chart of the pattern of discharge of functions

Function	Duration	Dealing Official
Return Security Financial	One Week	Mr. Chet Ram
Admission		Dr. Yamini Gautam(Vice Principal) Mr. Mahender Singh
Examinations forms		Mr. Govind Singh
Queries Results I, II & III		Mr Govind Singh/Mr. Chamel Singh
Provisional Certificates	Immediately	Mr. Govind Singh
Migration form verification	Immediately	Mr. Govind Singh
Marks Sheets	Immediately	Mr. Chamel Singh
Degree Certificates	Immediately	Mr. Chamel Singh
Identity Cards	One week after the Admission	Mr. Janam Singh
Bus pass forms verification	One Day	Mr. Janam Singh
Non-Collegiate Dealing Timings		Mr. Chet Ram/Mr. Sanjay Ahuja 10:00 a.m. to 1:00 p.m.