

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. Jitender Sharma
Admission		Vice Principal Mrs. Kamlesh Bhalla
Examinations forms		Ms. Deepika Arora
Queries Results I, II & III		Ms. Deepika Arora
Provisional Certificates	Immediately	Ms. Deepika Arora
Migration form verification	Immediately	Ms. Deepika Arora
Marks Sheets	Immediately	Ms. Deepika Arora
Degree Certificates	Immediately	Ms. Deepika Arora
Identity Cards	One week after the Admission	Mr. Chamel Singh
Bus pass forms verification	One Day	Mr. Chamel Singh
Non-Collegiate Dealing Timings		Mr. Chet Ram/Mr. Sanjay Ahuja 10:00 a.m. to 1:00 p.m.