

## 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
- \* 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	Ms. Jyoti, Mr. Praveen Kumar
Admission		Dr. Poonam Juneja Mrs. Deepika Arora
Examination forms		Mr. Thaneshwar Pandey, Mr. Sandeep Verma Mr. Deepak Yadav
Queries Results I, II & III		Mr. Thaneshwar Pandey, Mr. Sandeep Verma Mr. Deepak Yadav
Provisional Certificates	Immediately	Mr. Thaneshwar Pandey, Mr. Sandeep Verma Mr. Deepak Yadav
Migration form verification	Immediately	Mr. Thaneshwar Pandey, Mr. Sandeep Verma Mr. Deepak Yadav
Marks sheets	Immediately	Mr. Thaneshwar Pandey, Mr. Sandeep Verma Mr. Deepak Yadav
Degree Certificates	Immediately	Mr. Thaneshwar Pandey, Mr. Sandeep Verma Mr. Deepak Yadav
Identity cards	One week after the Admission	Mr. Thaneshwar Pandey, Mr. Sandeep Verma Mr. Deepak Yadav
Bus pass forms verifications	One Day	Mr. Thaneshwar Pandey, Mr. Sandeep Verma Mr. Deepak Yadav
Non-Collegiate Dealing Timings		Mr. Sanjay Ahuja, Mr. Vinod (Library) Mr. Sanjay Dhangar 10:00 a.m. to 1:00 p.m.