

## 4.7

### **Regular updating of Service Books/Service Records/ Prompt Response to Official Correspondence:**

The Administrative Cell of the institution has efficiently integrated technology into its operational framework, resulting in enhanced productivity, accuracy, and

transparency. The adoption of digital systems has strengthened data management, enabling secure, organized, and easily retrievable storage of records, thereby minimizing the risk of loss or misplacement of documents. Furthermore, technology-enabled communication platforms such as email and WhatsApp have accelerated the dissemination of circulars, notices, and official communications to faculty members, students, and other stakeholders.

- The institution's official website serves as a comprehensive information portal, ensuring seamless access to academic schedules, administrative announcements, and essential updates. This enhanced accessibility greatly benefits students, parents, and other concerned parties by keeping them informed in real time. Additionally, the availability of prompt email correspondence facilitates timely redressal of queries received from students, parents, and inter-departmental units, reflecting the institution's commitment to responsiveness and service efficiency.
- Digitization has further contributed to greater institutional transparency, allowing stakeholders to access authentic information and remain apprised of significant events, decisions, and policy updates. Salary disbursement to faculty members and non-teaching staff is carried out through direct bank transfers, ensuring timely, precise, and secure payment processing. To uphold financial accountability, the institution's annual accounts are

audited meticulously by Certified Public Accountants (CAs) and Government Audit Authorities.

The Accounts Department maintains fully digitized financial records, updated regularly to ensure data accuracy and accessibility. This systematic approach supports effective financial monitoring, facilitates informed decision-making, and strengthens administrative governance.