

4.9. Prompt Response to Official Correspondence

Yes, the administrative wing of the institution responded to all the official correspondence promptly and routed it through official channel as per directions received from the authorities.

PROMPT RESPONSE TO OFFICIAL CORRESPONDENCE

The administrative wing of the college is being headed by Superintendent Grade I. The team of other staff members assists him in handling all official correspondence. All the official correspondence is being handled by the administrative cell of the college in a very efficient manner. The administrative cell is using all modern technological methods to manage its operations. The use of Email, Google forms, digital messaging, video conferences, scanners and all such modern technological methods are useful for faster transmission of administrative circulars and notices to faculty members, students, and other stakeholders and also for easy storage and retrieval of data, reducing the risk of lost or misplaced documents and contributing for responding quickly to all queries received from different channels. The institute's website is helpful in providing easy access to important information and schedules, making it convenient for students, parents, and other stakeholders to stay informed. The use of online application portal for student's admissions and fee collection has also contributed to transparency along with the efficiency of the department. The digitalization of the records is not only helping in saving the resources but also contributing to the quick response of the institution in all correspondences. The various financial matters are also being maintained in digital format for ease of conciliation and improving transparency.

The salary and other emoluments of all the faculty members and other staff members are being disbursed directly into their bank accounts, ensuring timely and accurate payment. To guarantee accountability and transparency, the yearly financial accounts are carefully examined by government auditors and local Certified Accountants (CAs).

The college's Accounts Department is in charge of keeping up-to-date digital records. Financial data may be easily retrieved and stored as a result, facilitating effective administration and decision-making.

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Principal,
Govt. College, Una
(H.P.) Pin-174303

CERTIFICATE OF PROMPT RESPONSE TO OFFICIAL CORRESPONDENCE

This is to certify that our college maintains and adheres to a policy of providing prompt response to all the official correspondence directed to the institution.

It is hereby affirmed that our administrative department prioritizes timely communication in the matters pertaining to academic, administrative and official engagements.

Date:

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