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Criterion: 4.Institutional Management

4.10 Proper maintenance of official records

4.10.1 Proper maintenance of official records

Official records such as cashbooks, stock registers, admission registers, scholarship files and examination records are maintained systematically in the office. Appropriate indexing and filing practices are followed to facilitate quick retrieval of information whenever required. Periodic weeding out of obsolete records is also undertaken as per norms to optimise storage space.

Proof: Proof attached as file: [Proof_4.10_1.pdf](#)



Proof_4.10_1.pdf