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## **Criterion: 4.Institutional Management**

### **4.7 Regular updation of service books**

#### **4.7.1 Regular updation of service books / records**

Service books and service records of teaching and non-teaching staff are updated regularly with entries relating to appointments, promotions, increments, leaves and trainings. The office staff ensures that all orders and notifications issued by the Higher Education Department are promptly incorporated. This practice helps in accurate maintenance of personal files and timely processing of service-related benefits.

**Proof:** Proof attached as file: [Proof\\_4.7\\_1.pdf](#)



Proof\_4.7\_1.pdf