

SELF-ASSESSMENT REPORT (2023-24)

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Regular Up-dation of Service
Books/Service Records

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Regular Up-dation of Service Books/Service Records

The institution maintains meticulous records of employee service history through regular updates to service books. Annually, service books are updated to reflect employees' service history, leave records, and other relevant details, typically on the date of increment or anniversary date, as per institutional policy. Updates include promotions, transfers, leave balances, training, professional development, performance evaluations, and other service-related information. This ensures accurate record-keeping, efficient processing of benefits and promotions, compliance with policies and regulations, and smooth verification of employee credentials. The college ensures timely and accurate maintenance of service books, guaranteeing seamless management of employee data and institutional compliance.

1. Service book of Dr. Ravi Kant

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