

HANDLING OF STUDENT PROPERTY

IN ACADEMIC BRANCH.

- 1. Personal file of each and every student is maintained in the Academic Branch for keeping their documents in safe custody.**
- 2. At the time of admission, their original certificates of Matriculation/10+2 (Non-Medical) are collected for getting their admission approved from the University. After verification, their original certificates are returned against proper receipt.**
- 3. Other certificates like Caste, Residential Proof, Migration, etc., are kept in their personal files, as per requirement.**
- 4. Documents of students are treated as their property and every care is taken.**