

Government Degree College Kaffota
District Sirmaur, Himachal Pradesh
Ranking of Government Colleges in HP

Criterion 4 Institutional Management

Key Indicator 4.7 Regular Updation of Service Books/Service Records

Metric 4.7 Regular Updation of Service Books/Service Records



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RANKING FRAMEWORK

4. INSTITUTIONAL MANAGEMENT

4.7. Regular Updation of Service Books/Service Records

Response: Yes

Service Books and Service Records for all employees are consistently updated both online and offline by the administrative staff of the college office. This meticulous record-keeping includes accurate and timely entries on employee service history, including leave records, promotion dates, transfers, leave balances, training, professional development, performance evaluations, and incremental dates as per institutional guidelines. Regular updates ensure that records are precise and aligned with institutional policy, facilitating smooth processing of benefits, promotions, and verification of employee credentials. This systematic approach supports institutional compliance and the efficient management of employee information.