

**Internal Ranking**

A.B.V. Govt. Degree College Sunni

4. Institutional Management

* 1. **Proper maintenance of office records**

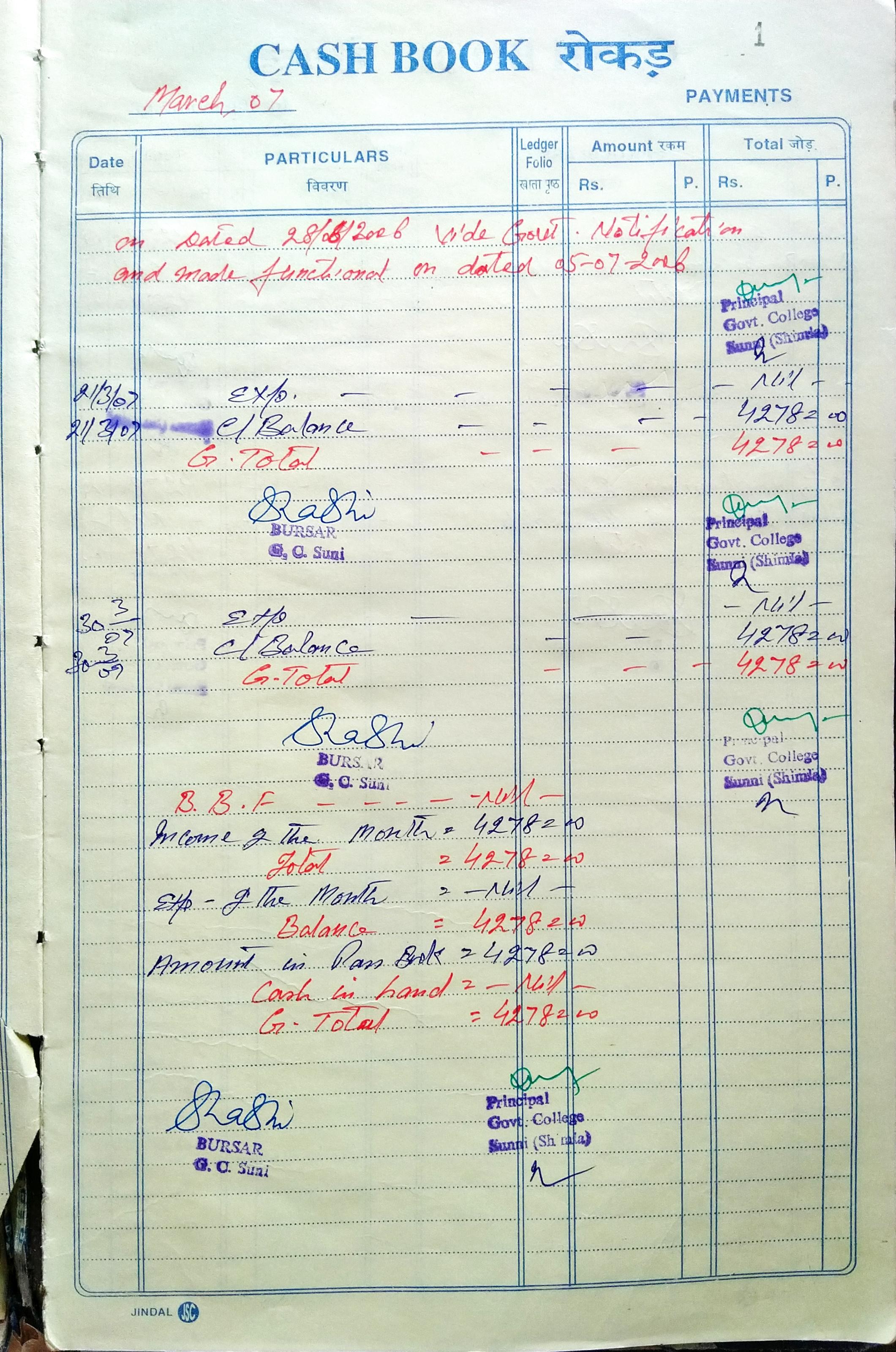
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No | Activity | Distribution of  scores | Scores |  |
| 4.10.1 | Cash Books | Yes=10 | 10 |  |
| 4.10.2 | **Stock** register |
| 4.10.3 | Fund Register |
| 4.10.4 | Leave Records |
| **4.10.5** | **Fine Funds** |
|  |  |  |  |  |

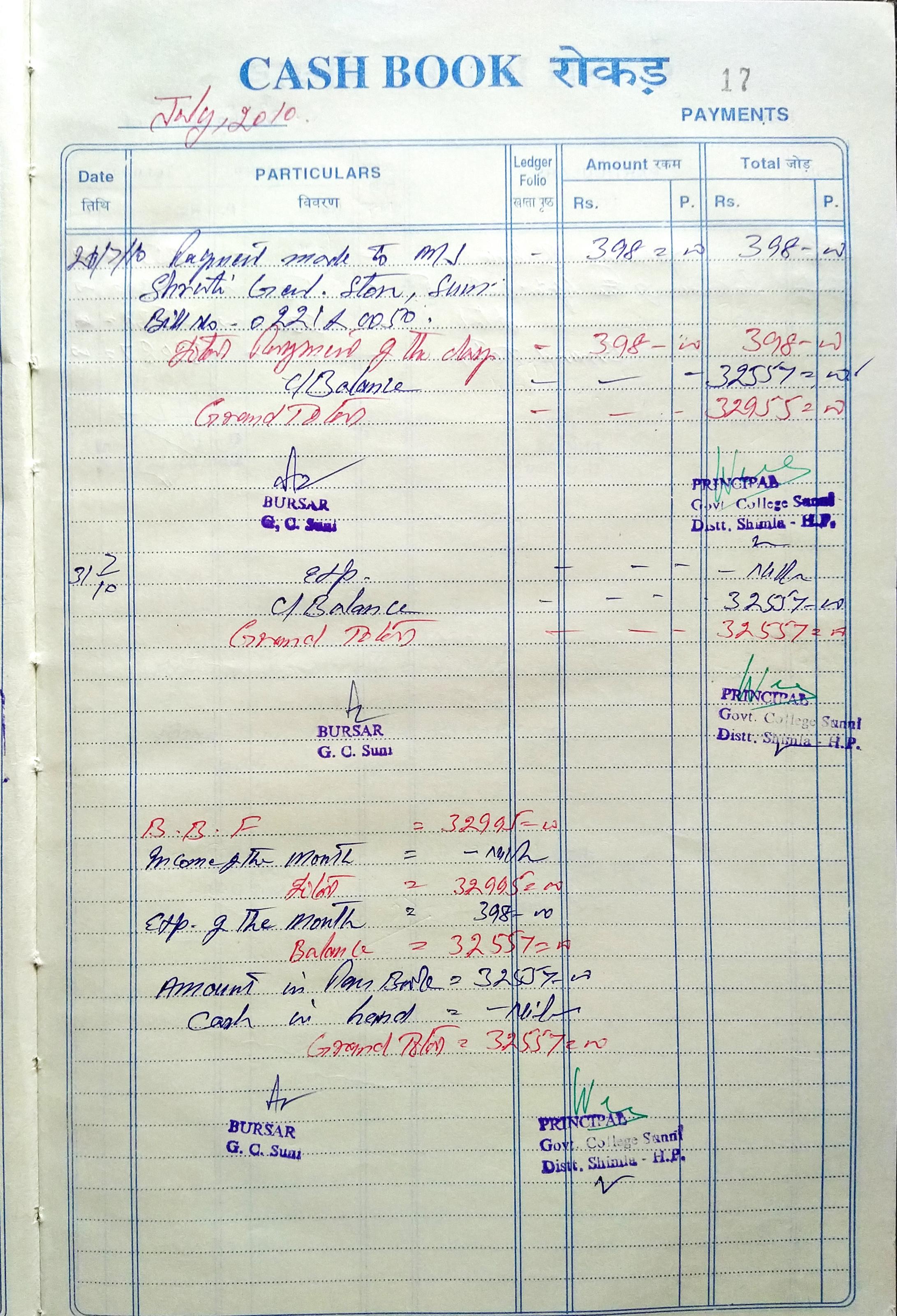
**4.10.5 Fine Funds**

In Government College Sunni, various types of fine funds are collected from the students as per the departmental fine rules.

In the fine fund, disciplinary fines are imposed on the students for absence from class, late fees, name stuck in class and absence from special educational functions.

The funds received from the students are collected and accounted for by the authorized officer. The funds received are used for the welfare of the students. Fund collection and expenditure is done as per the rules and recommendations of the college committee and instructions of the principal





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