

**Internal Ranking**

A.B.V. Govt. Degree College Sunni

4. Institutional Management

* 1. **Prompt response to official correspondence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No | Activity | Distribution of  scores | Scores |  |
| 1 | **Prompt response to official correspondence** | Yes=5 | 5 |  |
|  |  |  |  |  |

**4.9 Prompt response to official correspondence**

In today's communication age, quick exchange of information is an important capability and characteristic of the office. Government correspondence and requested information is resolved promptly in Government College Sunni.

An office has been established for official correspondence in which office Superintendent Grade-I & Grade-II, Sr. Assistant alongwith two clerks have been appointed. The official correspondence is processed quickly under the supervision of the principal, in which the complete procedure of official correspondence is followed. Modern means of communication are used for messages and information.





