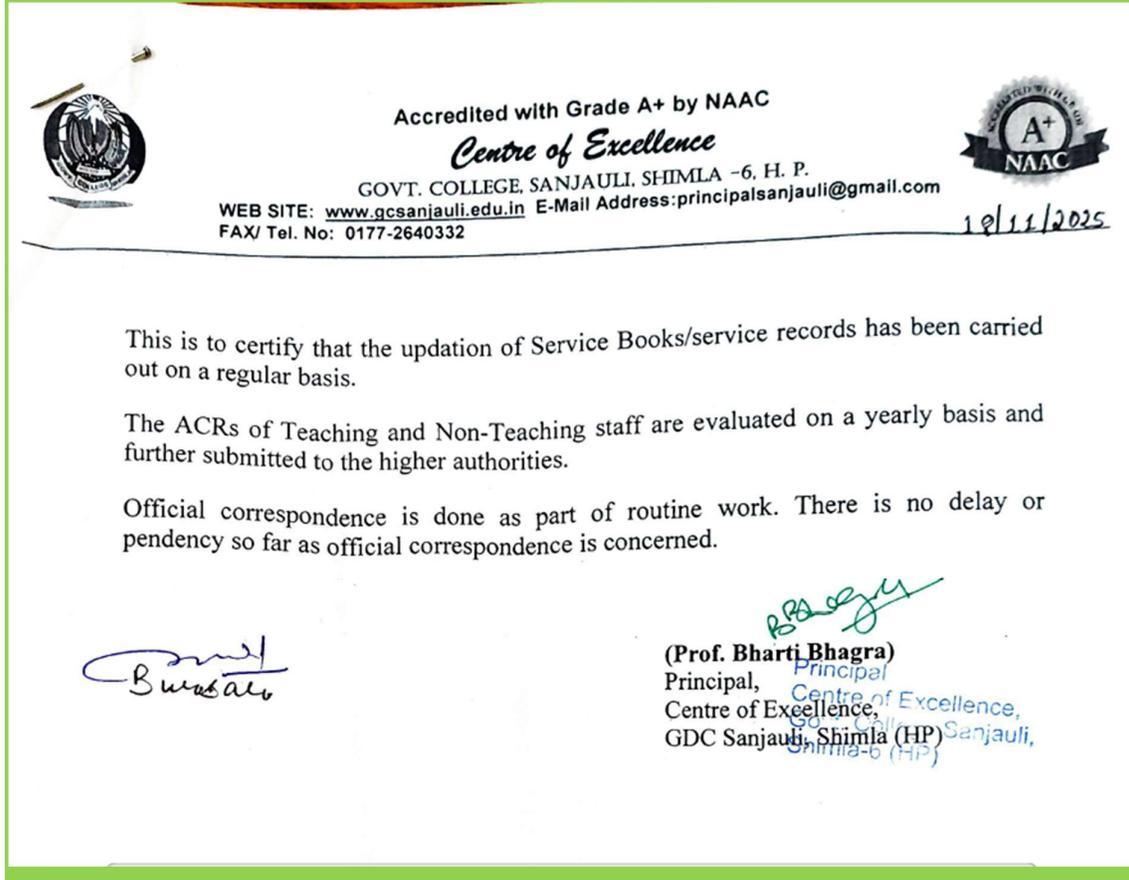


**SELF ASSESSMENT REPORT (SAR) CRITERION IV:
INSTITUTIONAL MANAGEMENT**

4.9 Prompt response to official correspondence

The college administration ensures a **prompt response to official correspondence** received from higher authorities and other offices. All communications, letters, and emails are attended to in a timely manner and appropriate action is taken without delay. This practice helps maintain efficient administration and smooth coordination with concerned departments and authorities.



Certificate of prompt response to official correspondence