

H M Patel Institute of English Training and Research

The efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions.

The institution maintains complete transparency in its financial, academic, and administrative functions as follows:

Financial transparency:

1. All type of financial transactions are made through online process, Demand Drafts and account payee cheques.
2. The legal receipt/voucher is provided to the students whenever fees are collected.
3. Employee salary is deposited direct into their account by the CHE, Gujarat.
4. Other expenditures to be incurred for various activities of the institute are discussed in the meetings of IQAC.
5. Financial Audits are done regularly by external chartered Accountant and the records are displayed on the website.
6. Donations (if any) and are duly acknowledged and recorded.

Academic Transparency:

1. Teaching planning is done by IQAC and report is forwarded to the Principal.
2. Yearly Academic achievements are maintained by the faculty and get it sanctioned by the Principal.
3. All the information regarding teaching learning process and other related academic activities are made available on the institutional website.
4. The institution completely adheres to academic calendar.
5. All types of assessment and evaluation with rubrics are shared with the students.
6. Provision of reassessment of assignments and tests.

Administrative Transparency:

1. Service Books of all employees are updated and maintained.
2. All appointments are made as per the rules of NCTE and state government.
3. All the information regarding administration, body's rules and regulation are made available in the college prospectus as well as on the institutional website.


Principal

H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

