

# MANUAL 14

## Norms set by the department for discharge of its functions:

- (i) Time Schedule- strict maintenance
- (ii) Punctuality at all stages
- (iii) Division of work
- (iv) Stock taking
- (v) Set target
- (vi) Monitoring of progress - Physical - Financial- Academic
- (vii) Achieve Target
- (viii) Analysis of short fall in any area
- (ix) Attend to all queries from MoWR and other Ministries ,  
Departments- Organization
- (x) Compliance of all rules, regulations, directives of the  
authorities having control over the Institute.
- (xi) Application of standard checks in financial transactions, vehicle  
movements, generator use, labour deployment.