

Master Files/ Work Instruction/ Manuals

Doc. No	Description	Issue No	Rev. No	Date
ID-01	Brochure	1.0	00	01.11.02
ID-02	Prospectus	1.0	00	01.11.02
ID-03	Admission Form	1.0	00	01.11.02
ID-04	Students' Hand Book	1.0	00	01.11.02
ID-05	Students' ID cards	1.0	00	01.11.02
ID-06	Short listing Parameters	1.0	00	01.11.02
ID-07	Master file for Hotel Management & Catering Science	1.0	03	01.08.2011
ID-08	Master file for Computer Science	2.0	01	05.06.2012
ID-09	Master file for Commerce- B. Com	2.0	02	15.06.2012
ID-10	Rules & Regulations in the library	1.0	00	01.11.02
ID-11	Master file for Commerce – M.Com	1.0	00	24.09.2012
NI:WI:01	Incoming inspection parameters (for food and stationery items)	1.0	01	05.04.2006
NI:WI:02	In-process inspection parameters	1.0	02	13.08.10
NI:WI:03	Final inspection parameters	1.0	02	13.08.10
NI:WI:04	Work instruction for industrial exposure training	1.0	00	01.11.02
NI:WI:05	Work instruction for placement assessment	1.0	00	01.11.02
NI:WI:06	Work instruction for Housekeeping (practical)	1.0	00	04.03.04
NI:WI:07	Work instruction for Front Office (practical)	1.0	00	04.03.04
JD-01	Job Description for Head of the Department	1.0	00	01.08.2011
JD-02	Job Description for Selection Grade Lecturer	1.0	00	01.08.2011
JD-03	Job Description for Senior Lecturer	1.0	00	01.08.2011
JD-04	Job Description for Lecturer	1.0	00	01.08.2011
JD-05	Job Description for Lab Instructor- Hotel Management	1.0	00	01.08.2011
Prepared by MR		Reviewed by Principal		Approved by Executive Director