

Standard Operating Procedure for loan application.

1. Write a request email/letter addressing Dean.
2. Once approved, produce necessary documents along with two sureties (a letter of repayment conformance from guarantors and their documents).
3. With the approval letter visit the bank for manager approval.
4. Collect the application form from the bank.
5. Fill the details, attach necessary documents, obtain the signature of the drawing officer and submit to the bank.
6. Bank shall approve or reject.
7. Bank shall intimate the school/college office for deduction of monthly installments.