

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

(List of the files)

A. 50 years Permanent

1. Service Register
2. Personal File
3. Statutes
4. Board of appointment Proceedings
5. Ledgers/Registers of examinations
6. Marks lists
7. Files pertaining to award of Ph.D.
8. Books of award of Convocation degree/Gold medal/Ranks
9. Files pertaining to Institution of Gold medals/Cash prizes
10. All plan & Non Plan vouchers
11. Advance pay bill, Bills payment register
12. Stock registers
13. Stock register surgical equipment
14. Affiliation Notification
15. Course regulation
16. Agenda, Proceedings of Syndicate & Academic Council, Attendance Register, Action taken report
17. Affiliation fees register (DCB)
18. Affiliation files of each college (year wise)
19. Admission fee register (DCB)
20. M.Phil. Ph.D. fee register (DCB)
21. Syllabus, regulations
22. P.G. admission fee register (DCB)
23. Estimate files of original works

B. 25 Years

1. BOA attendance registers
2. Stock registers
3. Annual Report
4. Audit report
5. Statutes approval file
6. Tender and purchase files
7. BOA Proceedings
8. Annual report
9. Audit report
10. Statutes approval file
11. M.Phil. Ph.D. files
12. Audit observation files

13. Stationery-file/Dead-Stock Register, Membership records, Books/Theses/Dissertations/ Accession register/Periodicals Registers/Meeting records and Personal files of
14. Professionals staff.
15. Tender files of original works

C. 5 years

1. Advertisement files
2. Inward register
3. Dispatch register
4. Delivery books
5. Attendance registers
6. C.L. letters
7. Dispatch registers
8. Stock and issue register
9. Work allotment register
10. Contingency purchase register
11. Cancelled marks cards
12. Research Projects, UGC Plans
13. Contingence register
14. Syllabus (after its ceases)
15. Constitution of Syndicate and Academic Council
16. Advertisement files
17. Tender and purchase file
18. Admission files
19. Migration DCB register
20. Migration counterfoils
21. Miscellaneous files
22. Attendance report of staff
23. M. Phil. Ph.D. Applications & Notifications
24. Co-ordination files (Academic)
25. P.G. admission Notification
26. P.G. Admission applications
27. Leave maintenance files (other than C.L.)
28. Eligibility files
29. Book procurement files, consumables/user statistics journal procurement/subscription files, contingency bills, attendance registers/files, personal files of administrative staff.
30. Inward/outward registers/student attendance register, casual leave register, general correspondence, visitors registers etc.
31. Maintenance works

D. 3 years

1. All files regarding correspondence with colleges

2. Files regarding rectification of marks
3. Files regarding dispatch of marks cards to the colleges
4. Files regarding of appointment of Central
5. Valuation/Coders/Decoders/Senior Supervisor/Tabulators/Scrutinizers and Squad etc.
6. Students fellowship/Scholarship (3 years after expiry)
7. Major research project (3 years after expiry)
8. Contingence file
9. Correspondence files
10. Year wise P.G. admission files
11. Routine correspondence

E. 1 year

1. All dissertations copies including M. Phil.(to be shifted to library after one year)
2. All project reports/Duplicate marks lists
3. All Ph.D. Thesis(after one years thesis to be sent to University Library for reference purpose)
4. All answer scripts and examination applications
5. All schedules for conduct of Examination
6. All time tables for conduct of Examination
7. "A" form and Junior Supervisor dairy received from various colleges
8. Other files for one year
9. Telephone bill file
10. Audit file
11. Eligibility files
12. Hotel and Guest house bills etc.
13. Circular files
14. Construction proposal