

A Statement of the categories of documents held by it or under its Control

Sr. No	Nature of record	Details of information available	Unit/Section where available
1.	Finance	-University Budget Income and Expenditure, Grants received from Governments and other funding agencies -All matter related to payment including salary of employees -Preparation of Annual Account and Maintenance of its records	Finance & Account Section Account Section Accounts Section
2.	Academic Administration	-Academic terms of all Department's programmes. -Admission & late Admission -NSS Co-ordination -Transfer/Re-admission of Students -Matters related to attendance -Anti-ragging Committee in Colleges -Prevention of Sexual Harassment -Any Academic task assigned by the Registrar. -Academic Council meetings -Media & Communication -IQAC/NAAC & UGC Plan Documentation -Placement facilitation -Hospitality to dignitaries visiting the University ... -All function of the University -Matter related to MHRD, UGC, Executive Council, correspondence from the Office of Chancellor, Govt. of India on general academic issues.	Academic Section / Concern Department -do- Gen. Admin / N.S.S Coordinator's office Academic Section Concern Department Admin / DSW Gen. Admin / Sexual Harassment Cell Academic Administration Academic Section PRO Office IQAC Office Academic/Placement cell Gen. Admin/Guest House Gen Admin Concerned Section/Cell
	Administration	-Creation and recruitment of faculty & non-teaching post, direct/promotion including reservation policy.. -All files including personal files, past service records, retirement benefits, service books etc. of faculty & non-teaching staff -Legal/Court/Grievance matters -Matter related to Vigilance/Annual Property Return -All purchases matters of the university -Maintenance of physical assets register and verification of assets -Printing and supply of stationery for the university -Receipt and distribution of post, telegraph and other correspondence.	Establishment Section (Teaching & Non-Teaching) Establishment Section (Teaching & Non-Teaching) General Administration CVO Office/Establishment Purchase Section Estate & Store Section Purchase & Store Section Dispatch Section