

## 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	<ul style="list-style-type: none"> <li>-University Budget Income and Expenditure, Grants received from Governments and other funding agencies</li> <li>-All matter related to payment including salary of employees</li> <li>- Preparation of Annual Account and Maintenance of its records</li> </ul>	<ul style="list-style-type: none"> <li>Finance &amp; Account Section</li> <li>Account Section</li> <li>Accounts Section</li> </ul>
2.	Academic Administration	<ul style="list-style-type: none"> <li>-Academic terms of all Department's programmes.</li> <li>-Admission &amp; late Admission .....</li> <li>-NSS Co-ordination .....</li> <li>-Transfer/Re-admission of Students .....</li> <li>-Matters related to attendance .....</li> <li>-Anti-ragging Committee in Colleges .....</li> <li>-Prevention of Sexual Harassment .....</li> <li>-Any Academic task assigned by the Registrar. ....</li> <li>-Academic Council meetings .....</li> <li>-Media &amp; Communication .....</li> <li>-IQAC/NAAC &amp; UGC Plan Documentation .....</li> <li>-Placement facilitation .....</li> <li>-Hospitality to dignitaries visiting the University ...</li> <li>-All function of the University .....</li> <li>-Matter related to MHRD, UGC, Executive Council, correspondence from the Office of Chancellor, Govt. of India on general academic issues. ....</li> </ul>	<ul style="list-style-type: none"> <li>Academic Section / Concern Department</li> <li>-do-</li> <li>Gen. Admin / N.S.S Coordinator's office</li> <li>Academic Section</li> <li>Concern Department</li> <li>Admin / DSW</li> <li>Gen. Admin / Sexual Harassment Cell</li> <li>Academic Administration</li> <li>Academic Section</li> <li>PRO Office</li> <li>IQAC Office</li> <li>Academic/Placement cell</li> <li>Gen. Admin/Guest House</li> <li>Gen Admin</li> <li>Concerned Section/Cell</li> </ul>
	Administration	<ul style="list-style-type: none"> <li>-Creation and recruitment of faculty &amp; non-teaching post, direct/promotion including reservation policy..</li> <li>-All files including personal files, past service records, retirement benefits, service books etc. of faculty &amp; non-teaching staff</li> <li>- Legal/Court/Grievance matters .....</li> <li>-Matter related to Vigilance/Annual Property Return</li> <li>-All purchases matters of the university .....</li> <li>-Maintenance of physical assets register and verification of assets</li> <li>-Printing and supply of stationery for the university</li> <li>-Receipt and distribution of post, telegraph and other correspondence.</li> </ul>	<ul style="list-style-type: none"> <li>Establishment Section (Teaching &amp; Non-Teaching)</li> <li>Establishment Section (Teaching &amp; Non-Teaching)</li> <li>General Administration</li> <li>CVO Office/Establishment</li> <li>Purchase Section</li> <li>Estate &amp; Store Section</li> <li>Purchase &amp; Store Section</li> <li>Dispatch Section</li> </ul>