

Manual - 6

1.6 Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]

1.6.1 Categories of documents

1. Students Results
2. Students Internal Assessment Marks
3. Students Fee Paid Details
4. Staff Details
5. Department Details
6. Store Stock Register
7. Library Books, Journals Register
8. Training & Placement Register

1.6.2 Custodian of documents / categories

A statement of the categories of documents held

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Academic record	Details of results, details of students, their scholarship, attendance record	Academic Branch	5 years
2.	Administrative record	Service book and Personal File	Administration Branch	Permanently retained.
3.	Accounts	Salary & other financial record	-do-	Permanent
4.	Purchase	Purchase records of M&E,	-do-	Permanent

		consumable, stationery, furniture etc.		
5.	Stores	Consumables & Non-consumables records	-do-	Permanent
6.	Library	Records of books, magazines, journals etc.	Library	Permanent
7.	Departments	Sessional test papers	Department I/Cs	Upto 5 years
8.	Training & Placement	Placement record, training record, industrial visits, expert lectures	TPO	Upto 5 years