

Categories of Documents Held by Delhi Skill and Entrepreneurship University

Here is the information presented in a tabular format:

Nature of Record	Details of Information Available	Location Where Available	Retention Period
University Records			
Minutes of the University Court, Executive Council, and Academic Council	Minutes of meetings, decisions, resolutions, and discussions on academic and administrative matters.	Offices of the University Court, Executive Council, and Academic Council	Permanently retained
Brochures and Prospectuses	Information on admissions, course structures, eligibility criteria, and procedures.	Respective Faculties/Departments; University website (http://dseu.ac.in)	Retained for the relevant academic year; archived thereafter
Academic Records			
Academic Records	Student results, scholarships, placements, academic achievements, and related information.	Academic Branch; University website (http://dseu.ac.in)	Retained for 5 years; key records permanently archived
Administrative Records			
Administrative Records	Service books, personal files, transfers, postings, appointments, promotions, and retirements.	Administration Branch (Establishment); University website (http://dseu.ac.in)	Permanently retained
Financial Records			
Financial Records	Fees, scholarships, salaries, budget details, expenditure, NOC and government fund details, auditor reports.	Accounts Branch	Permanently retained
Inventory and Stock Records			

Nature of Record	Details of Information Available	Location Where Available	Retention Period
Stock Positions	Records of consumables, machinery, equipment, and non-consumable items purchased and maintained by the university.	Store	Permanently retained