

(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

01. Service Register
02. Personal File
03. Statutes
04. Board of appointment Proceedings
05. Ledgers/Registers of examinations
06. Marks lists
07. Files pertaining to award of Ph.D.
08. Books of award of Convocation degree/Gold medal/Ranks
09. 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

01. BOA attendance registers
02. Stock registers
03. Annual Report
04. Audit report
05. Statutes approval file
06. Tender and purchase files
07. BOA Proceedings
08. Annual report
09. 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 professionals staff.
14. Tender files of original works

C. 5 years

01. Advertisement files
02. Inward register
03. Despatch register
04. Delivery books
05. Attendance registers
06. C.L. letters
07. Despatch registers

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

D. 3 years

01. All files regarding correspondence with colleges
02. Files regarding rectification of marks
03. Files regarding dispatch of marks cards to the colleges
04. Files regarding of appointment of Central valuation/Coders/Decoders/Senior Supervisor/Tabulators/Secrutinisers and Squad etc.
05. Students fellowship/Scholarship (3 years after expiry)
06. Major research project (3 years after expiry)
07. Contingence file
08. Correspondence files
10. Year wise P.G. admission files
11. Routine correspondence

E. 1 year

01. All dissertations copies including M. Phil.(to be shifted to library after one year)
02. All project reports/Duplicate marks lists
03. All Ph.D. Thesis(after one years thesis to be sent to University Library for reference purpose)
04. All answer scripts and examination applications
05. All schedules for conduct of Examination
06. All time tables for conduct of Examination
07. "A" form and Junior Supervisor dairy received from various colleges
08. Other files for one year
09. Telephone bill file
10. Audit file
11. Eligibility files

12. Hotel and Guest house bills etc.
13. Circular files
14. Construction proposal