

Manual 6
Statement of Categories of documents held in the office SANT GADGE BABA AMRAVATI UNIVERSITY,
AMRAVATI
[Section 4(1)(b)(vi)]

Sr. No.	Subject	Type of Document	Nature of document file/muster/ Register / voucher etc.	Particulars of Heading/ type in the document	Person In-charge	Period of preservation as per Ordinance
1	Personal files	Confidential	File		DR. Administration	
2	Confidential Reports	Non confidential after its declaration	File		Registrar	Permanent
3	Names of selection Committee members	Confidential till the selection process completed	File		DR. Administration	
4	Selection Merit list & waiting list	Confidential till Declarartion	File		DR. Administration	Permanent
5	Central Govt., State Govt., U.G.C., council of Central State resolutions, Notification, Circulars etc. Records related to the meetings of Authorities	Non confidential	File		DR. Administration	Permanent
6	Meeting file of Senate	Non Confidential after Circulation of Minutes	File	Agenda, minutes of the meeting, action taken report of the concern section.	Section Officer	Permanent
7	Meeting file of Management Council	Non Confidential after Circulation of Minutes	File	Agenda, minutes of the meeting, action taken report of the concern section.	Section Officer	Permanent
8	Meeting file of Academic Council	Non Confidential after Circulation of Minutes	File	Agenda, minutes of the meeting, action taken report of the concern section.	Section Officer	Permanent
9	Meeting file of Standing Committee	Non Confidential after Circulation of Minutes	File	Agenda, minutes of the meeting, action taken report of the concern section.	Section Officer	Permanent
10	Academic Calender	Non-Confidential	File	Tentitive calender of the University Regarding dates of Verious meetings & mentai Day to day acad	Section Officer	Permanent
11	DTP type seting Register	Non-Confidential	Register	working & nature, Pages type of printing	DTP operator	
12	Xerox Register	Non-Confidential	Register	in this register name of Dept. person name & copies	Zerox oprator	
13	Gestetner Register	Non-Confidential	Register	Machine	Assistant	

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14	Marks list for various subject received from CAP	Confidential up to declaration of results	File	Subjectwise/Classes/branches/Seat No.wise Marks are available in the mark lists. The Mark lists receives through CAP .	Jr.Asstt./ Sr.Asstt.	
15	Marks list of practical/ oral/ term work / Exam. Received from examiners	Confidential up to declaration of results	File	Subjectwise, Classes, Branches, Seat No. wise Marks allotted by the Examiners are available in the Mark lists. The Mark lists receives through Principles of the Colleges.	Jr.Asstt./ Sr.Asstt.	
16	Tab. Registers	Non confidential after declaration of results	ledgers	Ledgers are the duplicate copies of the Mark statements issues to the students .	Jr.Asstt./ Sr.Asstt.	Permanent
17	Tab. Registers	Non confidential after declaration of results	ledgers	This Ledger carries the information regarding name of the students, for which subjects students have applied for verification, information regarding change/ no change in marks and the reference no. under which no change has been sent.	Jr.Asstt./ Sr.Asstt.	
18	Changes cases in verifications & redressal	Confidential up to its declaration	File	It carries the information regarding change in Marks approved by controller of Examinations and the note sheet approved by Hon. V.C. also it carries the reports of examiners where examiners have been called for compliance drawn by the office if any.	Jr.Asstt./ Sr.Asstt.	
19	Time Table file	Non confidential	File	This file carries the detailed information of examination including day, time, date & /S.O./A.R. class, name of the subjects etc.	Jr.Asstt./ Sr.Asstt.	
20	Panel of Examiner received from Confidential Section.	Confidential	File	This panel is being provided by confidential section of the examination. This file carries the information regarding subjectwise teachers who can be the examiners. This file is used at the time of assessment.	Jr.Asstt./ Sr.Asstt./SO	
21	Statistical Information regarding result (From year 2002)	Non confidential	File	This file carries the branches, classes information regarding number of students appeared for examinations. Number of students absent. Number of students Passed in First class, Second class, Pass class & ATKT and finally percentage of the result.	Jr.Asstt./ Sr.Asstt.	Permanent

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22	Eligibility File	Non confidential	File	This file carries the information regarding enrolled eligible students. This information receives from the eligibility section	Jr.Asstt./ Sr.Asstt.	
23	Register of CIS O.174 improvement of division	Non confidential	Registrar	This register carries the information who have enrolled their names under O.174 for improvement of class or percentage.	Jr.Asstt./ Sr.Asstt.	
24	Names of Printing press and MOU made with printing press	Confidential	File		SO/AR/COE	
25	Panel of Setter / Examiner / Modarator	confidential	File		SO/AR	
26	Manuscripts of question papers	Confidential	Envelops		SO/AR	
27	Computer Programms related to Examination system	Confidential	System		System Analyst	Permanent
28	Merit list	Non confidential after its declaration	File		SO/AR	Permanent
29	Declaration of results	Non confidential after its declaration	Ledgers		Jr.Asstt./ Sr.Asstt.	
30	Enrollment of Students belonging to SC, ST, DT/NT, SBC & OBC	Non confidential	Register	Enrollment Register	Jr.Asstt./ Sr.Asstt.	
31	Grievances Resolution	Non confidential after approval of necessary authorities	Grievances Resolution File	Grievances Resolution	Senior Assistant	
32	Attendance registrar	Non Confidential	Registrar	Signature of the present member	Asstt.Director of Sports / Director of Sports	3 years
33	University players name list	Non Confidential after tournaments	Eligibility for A.I.U.	Director of Sports	Asstt.Director of Sports / Director of Sports	Permanent
34	List of Team Manager & Coaches	Non Confidential after tournaments	Minitus for Board of Sports	Director of Sports	Asstt.Director of Sports / Director of Sports	3 years
35	Subject Equivalence file	Non confidential after its circulation	File	This file carries the information regarding equivalence of the old subjects with new subjects.		Permanent

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36	University Change/ Faculty Change / Subject Change College / Readmission proposals Forms & Sanction letter / Note	Non confidential	File	University Change / Faculty Change / Subject change/ College Change / Readmission Proposals	Table - 5, 6, 8, 11, 12 As per College list	
37	Eligibility forms & Supporting document/ Queries list / Note	Non confidential	File	College code/ Name	Table - 5, 6, 8, 11, 12 As per College list	
38	Eligibility lists	Non confidential	File			Permanent
39	Change in Name	Non confidential	File	Application / Name change	Table - 5, 6, 8, 11, 12 As per College list	
40	Original Tenders & related documents.	Confidential till its acceptance	Binded		Executive Engineer	
41	Bills of works executed for the university	Non confidential	Binded		Executive Engineer	
42	Measurement books.	Non confidential	Binded		Executive Engineer	Permanent
43	Land acquisition record.	Non confidential	File		Executive Engineer	Permanent
44	Correspondence made with State Govt., Central Govt., U.G.C., P.W.D., Irrigation, Muncipal council, Corporation, other Departments, and Internal correspondance, consulting Architect, Contractors etc.	Non confidential	File		Executive Engineer	
45	Construction cost per sq.ft. built up area.	Non confidential	File		Executive Engineer	Permanent
46	Valuation of university assets land etc.	Non confidential	File		Executive Engineer	Permanent
47	All Architectural drawings.	Non confidential	File		Executive Engineer	Permanent
48	Details of proposed plant of the plans for infrastructural / campus development in future.	Non confidential	File		Executive Engineer	Permanent

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49	Master plan of the University	Non confidential	File		Executive Engineer	Permanent
50	Information regarding water supply scheme & related documents of water supply section.	Non confidential	File		Executive Engineer	Permanent
51	Letter of intent to I.S.D. issued to the contractor	Non confidential after its approval	File		Executive Engineer	
52	Letter of work order issued to the contractor.	Non confidential	File		Executive Engineer	
53	General Information including prominent features of the campus/ individual building/ project.	Non confidential	File		Executive Engineer	
54	Administrative sanction to any works	Non confidential	File		Executive Engineer	
55	Technical sanction to any works	Non confidential	File		Executive Engineer	
56	Financial sanction to any works	Non confidential	File		Executive Engineer	
57	Information regarding Electrical Sub station.	Non confidential	File		Executive Engineer	
58	Information regarding Architects panel.	Non confidential	File		Executive Engineer	
59	Information regarding facilities of shopping complex, Guest house, Staff quarters, Senate hall, Canteen	Non confidential	File		Jr. Engineer/ Tech. Asstt.	