

**Manual No 6**

[Section 4(1)(b)(vi)]

Statement of Categories of documents held in the office NORTH MAHARASHTRA UNIVERSITY, JALGAON

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	Individual Information regarding employees.	DR. Administration	30 Years
2	University Change/ Faculty Change / Subject Change / Readmission proposals Forms & Sanction letter	Non confidential	File	University Change / Faculty Change / Subject change/ Readmission Proposals	Jr/Sr. Assistant of Admission/Eligibility Section.	5 Years.
3	Eligibility forms & Supporting documents /Queries list	Non confidential	File	This files carries eligibility forms, and supporting documents/Queries list	Jr/Sr.Assistant of Admission/ Eligibility section	5 Years.
4	Eligibility list	Non confidential	File	Information regarding final Eligibility	Jr./Sr Assistant of Admission /Eligibility section	Permanent
5	Change in Name (Name correction)	Non confidential	File	Application / Name change	Jr./Sr Assistant of Admission /Eligibility section	5 Years.
6	Service books of employees	Confidential	Book	Information regarding service record of the employees.	D. R. Administration	Permanent
7	Concurrence File	Non confidential	file	Proposal regarding concurrence for salaries of the staff appointment under various schemes of UGC for plan periods.	D. R. Administration	Permanent
8	Seniority List of teaching to non teaching employee	Confidential	File	Information regarding seniority of employees.	D. R. Administration	Permanent
9	Names of selection Committee members	Confidential till the selection process completes.	File	Teaching and non-teaching	DR. Administration	Permanent
10	Selection Merit list & waiting list	Confidential till its Declaration	File	Teaching and non-teaching	DR. Administration	Permanent
11	Roster Register	Non-Confidential	Register	Information regarding candidates of Reserve Category	DR. Administration	Permanent
12	Affiliation / Recognition Files	Non Confidential	File	Information regarding Affiliation Colleges	DY. Register Affiliation	Permanent
13	Approval to Teachers	Non Confidential	File	Information regarding Approval given to teacher	Dy. Register approval	30 Years
14	Enrolment of Candidates belonging to SC, ST, DT/NT, SBC & OBC	Non confidential	Register	Carries the information names of candidates address, and qualifications	Junior Assistant of B.C. Cell	Permanent
15	Grievances Resolution	Non confidential after its approval	Grievances Resolution file	Carries the information regarding resolutions of Grievance committee.	Senior Assistant of B.C. cell	Permanent
16	Ph.D. Thesis reports and results	Non confidential after its	Book and files	Information regarding research work	Director, BCUD	Permanent

		declaration				
17	Register of PG Recognition of Teachers	Non Confidential	Register	Information of individual regarding PG recognition	Director, BCUD	Permanent
18	Information regarding facilities of shopping complex, Guest house, Staff quarters, Senate hall, Canteen	Non confidential	File	Information regarding facilities of shopping complex, Guest house, Staff quarters, Senate hall, Canteen	Assistant Residential Engineer	Permanent
19	Original Tenders & related documents.	non-Confidential	Binded	Tenders	Executive Engineer	Permanent
20	Bills of works executed for the University	Non confidential	Binded	Bills	Executive Engineer	Permanent
21	Measurement books.	Non confidential	Binded	Measurement of Works completed	Executive Engineer	Permanent
22	Land acquisition record	Non confidential	File	Record of land acquired for University.	Executive Engineer	Permanent
23	Correspondence made with State Govt., Central Govt., U.G.C., P.W.D., Irrigation, Municipal council, Corporation, other Departments, and Internal correspondence, consulting Architect, Contractors etc.	Non confidential	File	Correspondence	Executive Engineer	10 Years.
24	Construction cost per sq.ft. built up area.	Non confidential	File	Information regarding Cost of Construction.	Executive Engineer	Permanent
25	Valuation of university assets, land etc.	Non confidential	File	Valuation regarding University assets.	Executive Engineer	Permanent
26	All Architectural drawings.	Non confidential	File	Drawing of Universities Buildings.	Executive Engineer	Permanent
27	Agreement Bonds of Buildings Contractors	Non-confidential	File	Agreement Bonds	Executive Engineer	30 Years
28	Details of proposed plant of the plans for infrastructural / campus development in future.	Non confidential	File	Information regarding proposed plans for infrastructural developments of buildings	Executive Engineer	Permanent
29	Master plan of the University	Non confidential	File	Plan of Development	Executive Engineer	Permanent
30	Information regarding water supply scheme & related documents of water supply section	Non confidential	File	Information regarding water supply scheme.	Executive Engineer	Permanent
31	Letter of intent to I.S.D. issued to the contractor	Non confidential after its approval	File	Letter issued regarding intent of ISD.	Executive Engineer	Permanent
32	Letter of work order issued to the contractor.	Non confidential	File	Correspondence regarding issue of work orders.	Executive Engineer	Permanent

33	General Information including prominent features of the campus/ individual building/ project.	Non confidential	File	General Information regarding features campus of individual building projects.	Executive Engineer	Permanent
34	Plans and Estimates	Non-confidential	File	Information regarding plans and estimates	Executive Engineer	30 Years
35	Property Register	Non-confidential	Register	Information regarding properties	Executive Engineer	Permanent
36	Administrative sanction to any works	Non confidential	File	Information regarding administrative sanction for construction.	Executive Engineer	30 Years
37	Technical sanction to any works	Non confidential	File	Information regarding Technical sanction for construction.	Executive Engineer	30 Years
38	Financial sanction to any works	Non confidential	File	Information regarding financial sanction for construction.	Executive Engineer	30 Years
39	Information regarding Architects panel.	Non confidential	File	Information regarding Panel of Architects.	Executive Engineer	30 Years
40	Dead Stock register	Non-confidential	Register	Information regarding articles, furniture, and equipment etc.	Fine Arts Dept.	Permanent
41	Subject Equivalence file	Non confidential after its circulation	File	This file carries the information regarding equivalence of the old subjects with new subjects.	Dy. Registrar of BOS	Permanent
42	Admission Register	Non-Confidential	Register	Carries the information of the students who have sought admission to various courses, date of admission, date of birth, casts, issue of T.C. etc.	Concern Person of admission unit.	Permanent
43	Names of Printing press and MOU made with printing press	Confidential	File	This files carries the MOU regarding of Question papers.	AR/COE Confidential Unit.	30 Years
44	CAP Rules	Non confidential	File	As per ordinance & the provisions of the Act, assessment of the Answer book are to be carried out centrally. This work is recognized as Central Assessment Program . The rules made in that behalf are available in this file.	COE office	Permanent
45	Moderation Rules & Regulations	Non confidential	File	As per ordinance 5 of uniform ordinance a detailed schemes made in this behalf is available in this file.	COE office	Permanent
46	Register of Degree Certificate including duplicate	Non-confidential	Register	Information regarding degree certificates issued.	Jr. Clerk of Convocation Unit	Permanent
47	Marks lists for various subject received from CAP	Confidential up to declaration of results Confidential to third party	File	Subject wise/ Classwise / branches wise /Seat No. wise Marks are available in the mark lists. The Mark lists receives through CAP .	Jr.Clerk of Exam. Section	2 Years

48	Marks list of practical/ oral/ term work / Exam. Received from examiners	Confidential up to declaration of results Confidential to third party	File	Subject wise/ Classwise/ branches wise /Seat No. wise Marks are available in the mark lists. The Mark lists receives through Principles of the Colleges.	Jr.Clerk of Exam. Section	2 Years
49	Tabulation Register of Results	Non confidential after declaration of results	ledgers	Ledgers are the duplicate copies of the Mark statements issued to the students .	Jr.Clerk of Exam. Section	Permanent
50	Verification Ledger	Non confidential after declaration of results	Register	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.Clerk of Exam. Section	2 Years
51	Change 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.	Jr.Clerk of Exam. Section	2 Years
52	Statistical Information regarding result	Non confidential	File	This file carries the branches wise class wise, 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.Clerk of Exam. Section	Permanent
53	Eligibility File	Non confidential	File	This file carries the information regarding enrolled eligible students	Jr/Sr Assistant of Admission/Eligibility Section	Permanent
54	Register of Class improvement Scheme	Non confidential	Register	This register carries the information who have enrolled their names under O.174 for improvement of class or percentage.	Jr.Clerk of Exam. Section	Permanent
55	Time Table file	Non confidential	File	This file carries the detailed information of examination including day, time, date & class, name of the subjects etc.	S.O. of exam seciton	Permanent
56	Panel of Examiner received from Confidential Section.	Confidential	File	This file carries the information regarding subject wise teachers who can be the examiners. This file is used at the time of assessment.	SO of exam. Section	2 Years

57	Panel of Setter / Examiner / Moderator	confidential	File	This files carries Names of Papers setter examiners.	SO/AR of Confidential Unit.	permanent
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58	Manuscripts of question papers	Confidential	Envelops	Draft of Question Papers	SO/AR of Confidential Unit.	Up to 3 exam. Chances after change of syllabus.
59	Exam Remuneration rules	Non confidential	File	This booklet carries the information regarding examination rule & remuneration to be paid to Jr Sup/Sr Sup./Examiner/Custodian etc.	SO/AR of exam section	Permanent
60	Merit list	Non confidential after its declaration	File	Carries the information about students who rank as first/second/third etc.	SO/AR of exam section	Permanent
61	Computer Programmes related to Examination system	Confidential	System	Programmes related to exams.	System Analyst / Programmer	Permanent
62	Scholarship Register	Non Confidential	Register	Information regarding Scholarship to Students	AFO	5 Years
63	Departmental Fee Register	Non Confidential	Register	Information regarding Students wise fee collection pertaining	AFO	5 Years
64	Educational Loan Register	Non Confidential	Register	Information regarding Education loan disbursed to students	AFO	5 Years
65	Cash Book	Non confidential	Register	Daily Transaction	AFO / AR Finance	30 Years
66	Ledgers	Non confidential	Register	Account wise position of Financial transaction	AFO / AR Finance	30 Years
67	Bank Register	Non confidential	Register	Memorandum	AFO / AR Finance	30 Years
68	Collection Register	Non confidential	Register	Daily receipt of cash and Bank	AFO / AR Finance	30 Years
69	Challan Collection Register	Non confidential	Register	Amount received through challan	AFO / AR Finance	30 Years
70	Broachers Files	Non confidential	File	Daily payment cash or cheque	AFO / AR Finance	10 Years
71	Bank Pass Book / Statements	Non Confidential	Statement forms	Day to day bank transaction	AFO / AR Finance	5 Years
72	Counter foil of cheque	Non confidential	Book	Counters file of cheque issued	AFO / AR/PO Finance	5 Years
73	Income Tax TDS Register	Non Confidential	Register	Information Tax deducted at Sources	AR Finance	5 Years
74	Remuneration to Examiners	Non Confidential	Register	Individual Information regarding remuneration	AR Finance	5 Years
75	Pay Acquittance Roll	Non Confidential	File	Information regarding salary paid to Teaching and Non-Teaching Employees	AR Finance	30 Years
76	Advance Register	Non Confidential	Register	Advances paid various purposes	AR Finance / AFO	5 Years
77	TA / DA Register	Non Confidential	Register	TA / DA paid to individuals	AR Finance / AFO	5 Years

78	Stock Register of forms and publications	Non Confidential	Register	Information regarding receipts and issue of forms and publications	Cashier	5 Years
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79	DD. Inward register	Non Confidential	Register	Information regarding DD.s / Cheques received through Cash counters.	Cashier	5 Years
80	Register regarding endowment	Non confidential	Register	Information regarding endowment.	Dy. Finance Officer.	Permanent
81	Budget	Non Confidential	Book	Information regarding Budget and Estimates	FAO	30 Years
82	Audit Report	Non Confidential	File	Information regarding Audit Report	FAO	30 Years
83	Printing and Purchased Order Register	Non Confidential	Register	Information regarding Printing and Purchase Orders Issued to Suppliers	PO	5 Years
84	Legal Proceeding / Writ Petition register	Non Confidential	Register	Information regarding Court matter and decisions thereof.	Law officer	30 Years
85	DTP type setting Register	Non-Confidential	Register	Information regarding job work done.	DTP operator	Permanent
86	Confidential Reports	confidential but final observations are not confidential	File	Personal documents.	Registrar	Permanent
87	Academic Calender	Non-Confidential	Booklet /file	Tentative calendar of the University Regarding dates of Various meetings & mental Day to day acad	Section Officer Meeting Section	Permanent
88	Xerox Registrar	Non-Confidential	Register	In this register Dept. name, subject matter, table no. no of copies drawn	zerox operator	1 Year
89	Players name list	Non Confidential after tournaments	File	Carries the information of the students who have been selected as players.	Asstt .Director of Sports / Director of Sports	Permanent
90	List of Team Manager & Coaches	Non Confidential after tournaments	File	Carries the information regarding names of team managers	Asstt. Director of Sports / Director of Sports	3 years
91	Moveable Property register	Non Confidential	Register	Information regarding Movable property concerned HOD	Concern HOD	5 Years
92	Central Govt., State Govt., U.G.C., council of Central, Govt. resolutions, Notification Circulars etc.	Non confidential	File	Notification, resolutions and circulars received.	Concerned HOD	Permanent

93	record related to the meeting of Authorities as mentioned in section 24 of the Act (other than Proceedings)	Non Confidential after Circulation of Minutes of	Concer ned File	Agenda, minutes of the meeting, action taken report by the concerned section.	Concerned HOD	Permanent
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		the  Authority concerned				
94	Attendance register	Non Confidential	Register	Signature of the present member	Concerned HOD	10 Yrs. For statutory Bodies prescribed by act, Statute , ordinances and 3 years for sub committees.
95	Gestetner Register/ Cyclostyle register	Non- Confidential	Register	In this register Dept. name, subject matter, table no. no of copies drawn	Concerned person	1 Year