

MANUAL-VI

Statement of the categories of documents that are held by Administrative and Establishment Section or under its control.

1. Administrative and Establishment Record.

- Agenda and minutes of all the meetings of the Society and Board of Management. The Agenda and minutes of all meetings of Board of Management are available in the Central Library of the Institute being voluminous in nature. Due to shortage of space on the website the Agenda and Minutes of these Meetings have not been put on the Institute website.
- Recruitment records pertaining to the various teaching and non-teaching posts in the Institute.
- Legal cases files in respect of the cases filed against the Institute as well as by the Institute.
- Service Books and personal files of all the regular employees of the Institute.
- General Files relating to the administrative instructions issued by the Institute as well as received from the Government of India and Ministry of HRD, AICTE etc.
- Central out going dak, dispatch register and public postage stamps registers.
- Record related to the promotion of teaching and non-teaching employees under Assured Progression Scheme and Career Advancement Scheme.

2. Finance and Accounts Record

Agenda and minutes of the meetings of the Finance Committee.

- Cash Books
- Ledgers
- Journals
- Payment Voucher Files
- Record regarding annual reports
- Demands and collection Registers of fees realized from student fess.
- Fee Collection Register
- Salary bills
- Annual Grant-in-aid Accounts of the Institute
- Grant-in-aid Registers
- CPF Record
- FDRs Record

3. Academic and Examination Records.

- Personal files of Students
- Tabulation sheets of Results
- Award Lists of Students
- Detailed Mark Sheets of students
- Academic Schemes of all Modules
- Record pertaining to BOS meetings
- Files regarding approval for degree courses by AICTE

4. Purchase files

- Tender Files (Invitation of Tender)
- Department-wise purchase of equipments/consumables through postal quotation.
- Department-wise purchase of equipment through Tenders.
- Purchase of consumables and equipments through R.C.
- Purchase of material through committees.
- Office order files.
- Misc. Files
- Enlistment of venders and catalogue files.