

MANUAL 6

A statement of the categories of documents that are held by it for under its control

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

S.No.	Nature of Record	Details of information available	Unit/ section where available
1.	University Act and First Statutes	<p>The Act provides to establish and incorporate an affiliating and teaching university at Delhi. It is the basis for functioning of the University.</p> <p>The first Statutes are those made by the Govt. with the prior approval of the Chancellor within thirty days of the notification of the University Act.</p>	Stores
2.	Statutes, Ordinances and Regulations	All statutes, ordinances and regulations framed under provisions of the Act and approved by the statutory authorities. In case of new statutes or amendment in existing statutes, assent from Chancellor also attained.	Coordination Branch
5.	Annual Report	All activities held in the University during the financial year	Planning Branch
6.	Annual Accounts	Balance sheet, Audit report of Accounts	Accounts Dept.
7.	Service Records	Registers containing all details of each employee (all kinds of leave availed, etc.)	Personnel Branch
8.	Personal files of employees	Contains Personal matters of all officers and employees	Personnel Branch
9.	Student data	Information regarding students admitted each year by counseling	Academic Branch
10.	Records of all affiliated colleges	Files reg. each college affiliated to the University and its correspondence	Affiliation Branch

S.No.	Nature of Record	Details of information available	Unit/ section where available
11.	CET results	Results of all Common Entrance Test conducted in the University for admissions	Examination wing
12.	Norms and standards for affiliation	Specific norms and standards for affiliation for various programmes.	Affiliation Branch
13.	Agenda and minutes of meetings of statutory authorities	Agenda items and proceedings of :- (i) University Court (ii) Board of Management (iii) Planning Board (iv) Board of Affiliation (v) Academic Council (vi) Finance Committee	In the concerned branch which conducts the meeting
14.	Stock Register	Contains entries of all materials purchased	Store Branch. (Central/ School level)