

MANUAL 6

Statement of the categories of documents that are held or under control

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

1. Gazette Notification
2. Statutes/Ordinances/Regulations of the AUD
3. Personal files, Confidential Reports and Service Books of the employees
4. Annual Reports
5. Syllabus of various courses being conducted by the AUD
6. Cash Book, Ledger, various registers in respect of Accounts of the AUD
7. Stock Register in respect of consumable and non-consumable items of the AUD
8. Annual Accounts and Audit Reports
9. Examination related records
10. Records related to purchase of books, issue and returns of books, stock of books etc. of the AUD Library
11. Minutes of the Board of Management, Establishment Committee, Finance Committee, Board of Studies of Schools, Academic Council, Datar Committee, Hostel Committee, Admission Committee, Library Advisory Committee, Screening Committee, Selection Committee , Committees appointed from time to time.
12. Records related to admission of the students, such as enrolment register.
13. Prospectus.
14. Delegation of Powers.
15. Pay bill Registers, Vouchers.
16. List of Holidays observed by the University available in print form.
17. Academic Calendar of the University in print form.