

Manual 6

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

Statement of Categories of Documents held in the Vidyapeeth of Pune

दस्तऐवजांच्या प्रवर्गाचे विवरण

Sr. No.	Section	Document	Contents
1.	Administration	1. Personal files	Record of the employees as regards appointment, confirmations, pay scale, promotion, leaves etc.
		2. Confidential Reports	Yearly assessment forms of the employees.
		3. List of Selection Committee Members	Details of the Selection Committees members appointed for the purpose of appointments on various posts.
		4. Government Resolution, Circulars and letters	Government Resolution File / Circular File / Letter File.
		5. Agenda for meeting	Agenda of meetings conducted by the sections concerned.
		6. Minutes of Meetings	Minutes of meetings conducted by the sections concerned.
		7. Record relating to Meetings of various authorities.	Agenda, minutes of the meeting, action taken report of the concerned section.
		8. Academic Calendar	Calendar of the Academic Term regarding dates of various seminars.
2.	Examination	Marks list Register	Subject-wise marks are mentioned in the mark lists.
		Marks-lists of practical /oral/ term work / examinations received from examiners.	Subject wise / seat number wise marks are given by the examiners are mentioned in the Mark lists.
		Register of Result	Register Maintain in the Dept .including Marks statements issues to the students.

Manual 6

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		Verification Register	This register 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.
		Change case of verification. Change case of revaluation.	It carries the information regarding change in marks of the students.
		Time table file	This file carries the detailed information of examination including day, time, date & class, name of the subjects etc.
		Panel of Examiners	This file carries the information regarding subject wise teachers who can be the examiners.
		Statistical Information regarding result	This file carries the branches, classes information regarding number of students appeared for examinations, number of students absent, number of students passed in t First class, Second class, pass class & ATKT and percentage of the result.
		Circular file	This file carries the circulars issued by the Examination Section from time to time.
		Panel of Paper Setter / Examiner /Moderator	Details about the Paper Setter / Examiner /Moderator.
		Declaration of results	The record of the results declared of various examinations is maintained in the form of ledgers.

## Manual 6

Sr. No.	Section	Document	Contents
3.	Estate & Development	Original papers & related documents.	As submitted by the contractor from time to time.
		Minutes of meetings of Buildings & Works Committee.	Minutes of meetings in respect of the business of the meeting
		Bill of works executed for the Vidyapeeth.	Details regarding the bills.
		Measurement books. Land Acquisition Record.	Measurement of all books. All details about the Land Acquisition.
		Correspondence regarding made with State Government, Central Government, U.G.C. P.W.D., Irrigation, Municipal Council, Corporation, other Departments, and Internal correspondence, consulting Architect, Contractors etc.	Correspondence as per the subject matter.
		Valuation of Vidyapeeth assets, land etc.	Details as regards with the Valuation of the Vidyapeeth land, buildings, assets etc.
		All Architectural drawings.	Architectural plans in respect of constructions of the Vidyapeeth building etc.
		Letter of work order issued to the contractor/consultant.	Letter of work orders.
		Total expenditure incurred on the project (separate head-wise-Civil, Electrical, Air Conditioner etc.	Details regarding the total expenditure.
		General Information including prominent features of the campus individual building / project.	Details regarding campus, building and projects.
		Administrative sanction to any work.	Details regarding administrative sanction to any work.
Technical sanction to any work.	Details regarding Financial sanction to any work.		