

## **Statement of Categories of Documents Held by the Organization**

### **Statutory Record :**

- Correspondence related to meeting
- Annual reports
- Attendance register of meeting
- Legal matters
- Pay and Pension
- Convocations
- Stock verification
- Annual Property returns
- Establishment related records
- APAR

### **Accounts :**

- Salary / Pension
- Other Personnel Claims
- Taxations
- Banking Transaction
- Accounts and Audit
- Grant in Aid

### **Estate Maintenance :**

- Tender and Quotation Work
- Civil / Electrical /Sanitation/ Horticulture Maintenance

### **Academic :**

- Admission of Students
- Scholarship and Stipend
- Course Registration

### **Library :**

- Purchases / Procurement
- Periodicals
- Book Volumes
- General
- Social Welfare / Book Bank

**Hostels :**

- Students related records
- Record of meetings
- Hostel Account and Fee Related Documents