

CHAPTER-6 (Manual-5)

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

Sl.No.	Category of Documents	Name of the documents and its introduction in one line	Procedure to do tails the documents	Held by/under conduct of
1.	All official documents relating to establishment & Accounts	1) Information Brochure and rules and regulation of this institute	Written request in the prescribed format addressed to the Dean	The Registrar-cum-Accounts officer
2.	All official documents in respect of academic matters	Sale of applications administration, conduct of examination, issue of T.C., conduct certificates, statements of marks etc.	Written request in the prescribed format addressed to the Dean	The Registrar (Academic)