

Manual No. 6

Statement of Categories of documents held in the office Solapur University, Solapur [Section 4(1) (b) (vi)]

Sr. No	Subject	Type of Document	Nature of Document File/Muster/Register/ Voucher etc.	Particulars of Heading/Type in the Document	Person In Charge	Period of preservation as per Ordinance
1	Personal files	Confidential	File	Individual Information regarding employees	Dy. Registrar	Permanent
2	University Change/ Faculty Change / Subject Change / Readmission proposals Forms & Sanction letter	Non confidential	File	University Change / Faculty Change / Subject change/ College Change / Readmission Proposals	Concerned person of Admission Unit	5 Years
3	Eligibility forms & Supporting document/ Quires list	Non confidential	File	This files carries eligibilities forms, and supporting Documents	Concerned person of Admission Unit	5 Years
4	Eligibility lists	Non confidential	File	Information regarding final Eligibility	Concerned person of Admission Unit	Permanent
5	Change in Name	Non confidential	File	Application / Name change	Concerned person of Admission Unit	5 Years
6	Service books of employees	Confidential	Book	Information regarding service record of the employees	Dy. Registrar	Permanent
7	Seniority List of teaching and non teaching employee	Non Confidential	File	Information regarding seniority of employees	Dy. Registrar	Permanent
8	Names of selection Committee members	Confidential till the selection processes Completes	File	Teaching and non-teaching	Dy. Registrar	Permanent

9	Selection Merit list & waiting list	Confidential till its Declaration	File	Teaching and non-teaching	Dy. Registrar	Permanent
10	Roster Registrar	Non-Confidential	Register	Information regarding candidates of Reserve Category	Dy. Registrar	Permanent
11	Affiliation/ Recognition Files	Non-Confidential	File	Information regarding Affiliation of Colleges	Dy. Registrar	Permanent
12	Approval to Teachers	Non-Confidential	File	Information regarding Approval given to teacher	Dy. Registrar	Permanent
13	Enrolment of Candidates belonging to SC, ST, DT/NT, SBC & OBC	Non-Confidential	Register	Carries the information names of candidates address and qualifications	Junior Assistant of B.C. Cell	Permanent
14	Grievances Resolution	Non-Confidential after its approval	Grievances Resolution File	Carries the information regarding resolutions of Grievance committee	Senior Assistant of B.C. Cell	Permanent
15	Ph.D. Thesis reports and results	Non-Confidential after its declaration	Book and files	Information regarding research work	Director, BCUD	Permanent
16	Register of PG Recognition of Teachers	Non-Confidential	Register	Information of individual regarding P.G Recognition	Director, BCUD	Permanent
17	Information regarding Facilities, Guest house, Staff quarters, Canteen	Non confidential	File	Information regarding facilities of Guesthouse, Staff quarters, Canteen	Assistant Residential Staff	Permanent
18	Original Tenders & Related documents	Non-Confidential	Binded	Tenders	Dy. Registrar	Permanent
19	Bills of works executed for the University	Non confidential	Binded	Bills	Dy. Registrar	Permanent
20	Measurement books.	Non confidential	Binded	Measurement of Works completed	Dy. Registrar	Permanent
21	Land acquisition Record.	Non confidential	File	Record of land acquired for University	Dy. Registrar	Permanent
22	Correspondence made	Non confidential	File	Correspondence	Dy. Registrar	10 Years

	with State Govt., Central Govt., U. G. C., P. W. D., Irrigation, Municipal Corporation, other Departments, and Internal correspondence, consulting Architect, Contractors etc.					
23	Construction cost per sq. ft. built up area	Non confidential	File	Information regarding Cost of Construction.	Dy. Registrar	Permanent
24	Valuation of university assets, land etc.	Non confidential	File	Valuation regarding University assets.	Dy. Registrar	Permanent
25	All Architectural Drawings	Non confidential	File	Drawing of Universities Buildings.	Dy. Registrar	Permanent
26	Agreement Bonds of Buildings Contractors	Non-confidential	File	Agreement Bonds	Dy. Registrar	30 Years
27	Details of proposed Plans for infrastructure / campus Development in future	Non confidential	File	Information regarding proposed plans for infrastructural development of Land buildings	Dy. Registrar	Permanent
28	Master plan of the University	Non confidential	File	Development Plan	Dy. Registrar	Permanent
29	Information regarding water supply scheme & related documents of Water supply section	Non confidential	File	Information regarding water supply scheme	Dy. Registrar	Permanent
30	Letter of intent to I. S. D. issued to the contractor	Non confidential after its approval	File	Letter issued regarding intent of ISD	Dy. Registrar	Permanent
31	Letter of work order Issued to the contractor	Non confidential	File	Correspondence regarding issue of work orders	Dy. Registrar	Permanent
32	General Information	Non confidential	File	General Information regarding	Dy. Registrar	Permanent

	including prominent features of the campus/ individual building/ Project			features campus of individual building projects		
33	Plans and Estimates	Non-confidential	File	Information regarding plans and estimates	Dy. Registrar	Permanent
34	Property Register	Non-confidential	Register	Information regarding properties	Dy. Registrar	Permanent
35	Administrative sanction to any works	Non confidential	File	Information regarding administrative sanction	Dy. Registrar	30 Years
36	Technical sanction to any works	Non confidential	File	Information regarding Technical sanction for construction.	Dy. Registrar	30 Years
37	Financial sanction to any works	Non confidential	File	Information regarding financial sanction for construction.	Dy. Registrar	30 Years
38	Information regarding Architects panel.	Non confidential	File	Information regarding Panel of Architects.	Dy. Registrar	30 Years
39	Dead Stock register	Non-confidential	Register	Information regarding articles, furniture, and equipment etc.	Dy. Registrar	Permanent
40	Subject Equivalence file	Non confidential after its circulation	File	This file carries the information regarding equivalence of the old subjects with new subjects	Dy. Registrar of BOS	Permanent
41	Admission Register	Non-Confidential	Register	Carries the information of the students who have sought admission to various courses, date of admission, date of Birth, casts, issue of T. C. etc.	Concern Person of Admission unit	Permanent
42	Names of Printing press	Confidential	File	This files carries the MOU	AR/ COE Confidential	30 Years

	and MOU made with printing press			regarding of Question papers	Unit	
43	CAP Rules	Non confidential	File	As per ordinance & the provisions of the Act, assessments of the Answer book are to be carried out centrally. This work is recognized as Central Assessment Program . The rules made in that behalf are available in this file.	COE office	Permanent
44	Moderation Rules & Regulations	Non confidential	File	As per ordinance a detailed schemas made in this behalf is available in this file.	COE office	Permanent
45	Register of Degree Certificate	Non-confidential	Register	Information regarding degree certificates issued.	Jr. Clerk of Convocation Unit	Permanent
46	Marks lists for various subject received from CAP	Confidential up to declaration of results Confidential to third party	File	Subject wise/ Classwise/ branches wise /Seat No. Wise. Marks are available in the mark lists. The Mark Receives through CAP.	Jr. Clerk of Exam. Section	2 Years
47	Marks list of practical/ oral/ term work / Exam. Received from Examiners	Confidential up to declaration of results Confidential to third party	File	Subject wise/ Classwise/ branches wise /Seat No. wise. Marks are available in the mark lists. The Mark lists Receives through Principles of the Colleges.	Jr. Clerk of Exam. Section	2 Years
48	Tabulation Register of Results	Non confidential after declaration of results	ledgers	Ledgers are the duplicate copies of the Mark statements issued to the students.	Jr. Clerk of Exam. Section	Permanent

49	Verification Ledger	Non confidential after declaration of results	Register	This Ledger 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.	Jr. Clerk of Exam. Section	2 Years
50	Change cases in verifications & redressal	Confidential up to its declaration	File	It carries the information regarding change in Marks approved by controller of Examinations and the note sheet approved by Hon. V. C. also it carries the reports of examiners where examiners have been called for Compliance.	Jr. Clerk of Exam. Section	2 Years
51	Statistical Information regarding result	Non confidential	File	This file carries the branches wise class wise, information regarding number of students appeared for examinations. Number of students absent. Number of Students Passed in First class, Second class, Pass class & ATKT and finally percentage of the result.	Jr. Clerk of Exam. Section	Permanent
52	Eligibility File	Non confidential	File	This file carries the information regarding enrolled eligible students. This information receives from the eligibility section	Jr. Clerk of Exam. Section	Permanent

53	Register of Class improvement Scheme	Non confidential	Register	This register carries the information who have enrolled their names under for improvement of class or percentage.	Jr. Clerk of Exam. Section	Permanent
54	Time Table file	Non confidential	File	This file carries the detailed information of examination including day, time, date & class, name of the subjects etc.	O.S of exam section	Permanent
55	Panel of Examiner received from Confidential Section	Confidential	File	This file carries the information regarding subject wise teachers who can be the examiners. This file is used at the time of assessment.	O.S of exam. Section	2 Years
56	Panel of Paper Setter / Examiner / Moderator	confidential	File	This files carries Names of Paper setter examiners.	O.S/ AR of Confidential Unit.	Permanent
57	Manuscripts of question papers	Confidential	Envelops	Draft of Question Papers	O.S/ AR of Confidential Unit.	Up to 3 exam Chances after change of Syllabus.
58	Exam Remuneration rules	Non confidential	File	This booklet carries the information regarding examination rule & remuneration to be paid to Jr. Sup/ Sr. Sup./ Examiner/ Custodian etc.	O.S/ AR of exam section	Permanent
59	Merit list	Non confidential after its declaration	File	Carries the information about students who rank as first/ second/ third etc.	SO/ AR of exam section	Permanent
60	Computer Programmes related to Examination	Confidential	system	Programmes related to exams.	Programmer	Permanent
61	Scholarship Register	Non Confidential	Register	Information regarding	FAO	5 Years

				Scholarship to Students		
62	Departmental Fee Register	Non Confidential	Register	Information regarding Students wise fee collection pertaining	FAO	5 Years
63	Cash Book	Non confidential	Register	Daily Transaction	FAO	30 Years
64	Ledgers	Non confidential	Register	Account wise position of Finical transaction	FAO	30 Years
65	Bank Register	Non confidential	Register	Memorandum	FAO	30 Years
66	Collection Register	Non confidential	Register	Daily receipt of cash and Bank	FAO	30 Years
67	Challan Collection Register	Non confidential	Register	Amount received through challan	FAO	30 Years
68	Vouchers Files	Non confidential	File	Daily payment cash or check	AR Finance	10 Years
69	Bank Pass Book / Statements	Non Confidential	Statement forms	Day to day bank transaction	FAO	5 Years
70	Counter foil of check	Non confidential	Book	Counters file of check issued	FAO	5 Years
71	Income Tax TDS Register	Non Confidential	Register	Income Tax deducted at Soucers	AR Finance	5 Years
72	Remuneration to Examiners	Non Confidential	Register	Individual Information regarding remuneration	AR Finance	5 Years
73	Pay Acquittance Roll	Non Confidential	File	Information regarding salary paid to Teaching and Non-Teaching Employees	AR Finance	30 Years
74	Advance Register	Non Confidential	Register	Advances paid various purposes	AR Finance	5 Years
75	TA / DA Register	Non Confidential	Register	TA / DA paid to individuals	AR Finance	5 Years
76	Stock Register of forms and publications	Non Confidential	Register	Information regarding receipts and issue of forms and publications	Cashier	5 Years
77	DD. Inward register	Non Confidential	Register	Information regarding DD. s / Checks received through Cash counters.	Cashier	5 Years

78	Register regarding endowment	Non confidential	Register	Information regarding endowment.	AR Finance	Permanent
79	Budget	Non Confidential	Book	Information regarding Budget and Estimates	FAO	30 Years
80	Audit Report	Non Confidential	File	Information regarding Audit Report	FAO	30 Years
81	Printing and Purchase Order Register	Non Confidential	Register	Information regarding Printing and Purchase Orders Issued to Suppliers	Concern HOD	5 Years
82	Legal Proceeding / Writ Petition register	Non Confidential	Register	Information regarding Court matter and decisions thereof.	Law officer	30 Years
83	DTP type setting Register	Non-Confidential	Register	Information regarding job work done.	Concerned HOD	Permanent
84	Confidential Reports	confidential but final actions are not confidential	File	Personal documents.	Registrar	Permanent
85	Academic Calendar	Non-Confidential	Booklet / File	Tentative calendar of the University Regarding dates of Various meetings	O.S Meeting Section	Permanent
86	Xerox	Non-Confidential	Register	In this register Dept. name, subject matter, table no, number of copies drawn.	Xerox operator	1 Year
87	Players name list	Non Confidential after tournaments	File	Carries the information of the students who have been selected as players.	Director of Sports	Permanent
88	List of Team Manager & Coaches	Non Confidential after tournaments	File	Carries the information regarding names of team managers	Director of Sports	3 years
89	Moveable Property register	Non Confidential	Register	Information regarding Moveable property concerned HOD	Concern HOD	5 Years

90	Central Govt., State Govt., U. G. C., council of Central, Govt. resolutions, Notification, Circulars etc.	Non confidential	File	Notification, resolutions and circulars received.	Concerned HOD	Permanent
91	record related to the meeting of Authorities as mentioned in section 24 of the Act (other than Proceedings)	Non Confidential after Circulation of Minutes of the Authority concerned Concerned	File	Agenda, minutes of the meeting, action taken report by the concerned section.	Concerned HOD	Permanent
92	Attendance registers	Non Confidential	Register	Signature of the present member	Concerned HOD	10 Yrs. For statutory Bodies prescribed by act, Statute , ordinances and 3 years for sub committees.
93	Cyclostyle register	Non-Confidential	Register	In this register Dept. name, subject matter, table no. no of copies drawn	Concerned person	1 Year