



**MANUAL - 6**

**A statement of the categories of documents that are held by it or under its Control  
(Section 4(1) (b)(vi))**

S.No.	Nature of record	Details of information available	Unit/Section where available
1	Finance	University Budget, Income and Expenditure, Grants received from Governments and other funding agencies.	Account Section & Claim
2	Academic (General)	-Academic terms of all College programmes ..... --Admission & late Admission in Colleges ..... -NSS Co-ordination for Colleges ..... -College Development Council ..... -Transfer/Readmission of Students in Colleges ..... -Matters related to attendance in Colleges ..... -Principal' Meetings ..... -anti-ragging Committee in Colleges ..... -Prevention of Sexual Harassment Committee for Colleges ..... -Any other task assigned by the Registrar. ....	C.C.D.C office D.S.W office N.S.S C.C.D.C office D.S.W office Concerned College General section 'A' Concerned College General section 'A' Concerned Section
3	Academic (General)	-Affiliation of College & recognition Institutions ..... -Academic Council meetings ..... -Media & Communication ..... -IQAC Programs for Colleges & PG Department/NAAC & UGC Plan Documentation .....  -Placement facilitation .....  -Hospitality to dignitaries visiting the University ..... -All function of the University ..... -Matter related to MHRD, UGC, Central Council, correspondence from the Office of Chancellor, Govt. of Bihar on general academic issues.	General section 'C' General section 'A' PRO office IQAC Placement cell, (University Department of Commerce & Management ) <b>J.P.U.</b> Guest House D.S.W office D.O. Office & General section 'A'
4	Academic (PG Departments)	-Admissions to PG Programs ..... -HOD'S Meetings ..... -Boards of Studies (UG/PG) and Syllabus ..... -Recognition of PG teachers/Research Guides ..... -Matters related to attendance in PG Department ..... -Commencement of new PG Course / Departments ..... -Entrance Test for PG Programs/M.Phil/Ph.D ..... -Anti-ragging Committees for PG Departments ..... -Unassigned Grants Committee Meetings .....  -Annual Report & Other incidental publications .....  -Any other task assigned by the Registrar.....	C.C.D.C office General section 'A' Examination section Research section Concerned deptt. C.C.D.C office D.S.W office D.S.W office  D.O. office  Establishment or the section concerned depending of the nature of task assigned
5	Administration (Non-Teaching)	-Creation and recruitment of non-teaching post, direct/promotion .. including reservation policy ..... -All Service matters of non-teaching staff ..... -All files including personal files, past service records, retirement benefits, service books etc. of non-teaching staff ..... -Election & reconstitution of University Bodies ..... - Court matters .....	Establishment section Establishment section Establishment section  Pension Section General section 'A' Legal Section
6	Administration (Teaching)	-All Service matters of teaching faculty -All files including personal files, CAs files, past service records, retirement benefits, service books etc. of teaching faculties	General section 'A' Pension section

		-Vigilance matters ..... -Court matters .....	Registrar office / Legal or assigned by the Registrar
7	Administration (Purchase)	-All purchases of the university ..... -Maintenance of physical assets register and verification of assets -Printing and supply of stationery for the university ..... -Receipt and distribution of post, telegraph and other correspondence.	University Store Estate dept & Egg. Sect. University Store University Store