



गोंडवाना विद्यापीठ गडचिरोली

(महाराष्ट्र शासन अधिसूचना क्रमांक 2007/(322/07) विशि-4 महाराष्ट्र विद्यापीठ अधिनियम 1994 (1994 चा महा. 35) च्या कलम 3 च्या पोटकलम (2) अन्वये दिनांक 27 सप्टेंबर, 2011 रोजी स्थापित व महाराष्ट्र सार्वजनिक विद्यापीठे अधिनियम, 2016 (सन 2017 चा महाराष्ट्र विद्यापीठ अधिनियम क्रमांक 6) द्वारा संचालित राज्य विद्यापीठ)

(आस्थापना विभाग)

एम. आय. डी. सी. रोड कॉम्प्लेक्स, गडचिरोली जि. गडचिरोली 442605

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Statement of Categories of Documents held in Gondwana University, Gadchiroli.

Section 4(1)(b)(vi)

MANUAL - 6

Sr. No.	Section	Document	Contents	Type of Document
1	Administration	Personal files	Record of the employees as regards appointment, confirmations, pay scale, promotion, leaves etc.	Confidential
		Confidential Reports	Yearly assessment of the employees as per the Maharashtra Civil Service Rule 1981, Yearly confidential report is taken by university officers for evaluation.	Confidential for the third party and non-confidential to the person concerned after its declaration.
		List of Selection Committee Members.	Details of the Selection Committees members appointed for the purpose of appointments on various posts.	Confidential till the selection process is completed.
		Selection Merit list & Waiting list.	Merit List of the candidates selected and the waiting list as per recommendations of the Selection Committee according to the merits of the candidates.	Confidential till Declaration.
		Resolution/Notification/Circulars etc.	As per the subject matter of the Circular /	Non-confidential

		issued by the Central Government/ State Government/U.G.C. etc.	Resolutions.	
		U. G. C. Resolutions and Circulars	U. G. C. Resolution	Non-confidential
		Record relating to meeting of Management Council.	Agenda, Minutes of the meeting, action taken report of the concerned section	Non confidential after circulation of Minutes.
2	Academic	Syllabi	Syllabi of various courses conducted by the University.	Non confidential after its circulation
		Record relating to meeting of Academic Council	Agenda, Minutes of the meeting, action taken report of the concerned section	Non confidential after its circulation
		Academic Calendar	Tentative calendar of the university regarding dates of various meetings, seminars, workshops, programmers.	Non confidential
3	All Departments	Government Resolutions, Circulars and letters.	Government Resolution File/Circular File/Letter File/	Non-Confidential
		Agenda for Meeting	Agenda of meeting conducted by the sections concerned.	Non confidential
		Minutes of Meeting	Minutes of meeting conducted by the sections concerned.	Non confidential after its circulation.
4	Examination	Marks list for various subject received from CAP.	Subject-wise marks are mentioned in the mark lists. The mark lists are received through CAP.	Confidential up to declaration of results.
		Mark-list 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 are mentioned in the Mark lists. The Mark lists are received through the	Confidential up to declaration of results.

	Examination		Principals of the Affiliated colleges.	
		Ledgers of Results	Ledgers are the duplicate copies of the Marks statements issues to the students.	Non confidential after declaration of results.
		Verification Ledger	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.	Non confidential after declaration of results.
		Change cases of verification	It carries the information regarding change in marks of the students.	Confidential up to its declaration.
		Change cases of revaluation.		
		Time Table file	This file carries the detailed information of examination including day, time, date & class, name of the subjects etc.	Non confidential
		Panel of Examiners	This file carries the information regarding subject wise teachers who can be the examiners.	Confidential
		Statistical Information regarding result	This file carries the branches, classes information regarding number of students appeared for examination, number of students absent, number of students passed in First class, second class, pass class & ATKT and percentage of the result.	Non-Confidential
		Circular File	This file carries the circulars issued by the examination section from time to time	Non confidential
		Panel of paper setter/Examiner	Details about the paper setter/	Confidential

		/Moderator	Examiner/Moderator	
		Declaration of results	The record of the results declared of various examinations is maintained in the form of ledgers.	Non confidential after its declaration.
		List of external students	This file contains the list of external students admitted to various courses of the University	Non confidential
		Subject Equivalence file	This file carries the information regarding equivalence of the old subjects with new subjects.	Non confidential after its circulation.
5	Sports Section	University players name list	Details about University Player	Non confidential after tournaments.
		List of Team Manager & Coaches	Details about Team managers and coaches.	Non confidential after tournament.
		Minutes of Board of sports	Decision taken by the authority	Non confidential after its circulation.
		Attendance registrar	Signature of the present member	Non confidential
6	Engineering section	Original tenders & related documents.	As submitted by the tendered, from time to time	Confidential till its acceptance
		Minutes of meeting of Building & works committee.	Minutes of meeting in respect of the business of the meeting	Non confidential after its circulation.
		Bill of works executed for the University.	Details regarding the bills	Non confidential
		Measurement books	Measurement of all work	Non confidential
		Land Acquisition Record	All details about the Land acquisition	Non confidential
		Correspondence made with state government, central government, U.G.C., P. W. D., Irrigation, Municipal council, Corporation, other Departments, and Internal	Correspondence as per the subject matter.	Non confidential.

	Engineering section	Correspondence, consulting Architect, Contractors etc.		
		Valuation of University assets, land etc.	Details as regards with the Valuation of the University land, building, assets etc.	Non confidential
		All Architectural drawings.	Architectural plans in respect of constructions of the university buildings.	Non confidential
		Information regarding water supply scheme & related documents of water supply section.	Details regarding water supply scheme & related documents of water supply section.	Non confidential
		Comparative statement of quoted/negotiated rates of different contractors.	Comparative statement of quoted/negotiated rates of different contractors.	Non confidential after its approval.
		Letter of intent to I.S.D. issued to the contractor. Letter of intents issued to various contractors.	Letter of intents issued to various contractors.	Non confidential after its approval
		Letter of work order issued to the contractor.	Letter of work orders	Non confidential
		Total period consumed by the contractor for completion of any project on sanction of the university authority.	Details regarding the period consumed by the contractor for completing project.	Non confidential
		Total expenditure incurred on the project (separate head-wise-civil, Electrical, Air Conditioner etc.)	Details regarding the total expenditure	Non confidential

		General information including prominent features of the campus/individual building/ project.	Details regarding campus, building and projects.	Non confidential
		Administrative sanction to any work	Details regarding administrative sanction to any work.	Non confidential
		Technical sanction to any works	Details regarding Technical sanction to any work,	Non confidential
		Financial sanction to any works	Details regarding Financial sanction to any work,	Non confidential
		Timely circulars	Details regarding the Circulars issued from time to time.	Non confidential
7	College Section	Perspective plan of the University	Details about the locations of the colleges and institutions of higher learning in a manner ensuring equitable distribution of facilities for higher education.	Non confidential after Publications.

(Dr. Anil Hirekhan)

Registrar

Gondwana University, Gadchiroli.

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