

Manual 6
[Section 4(1) (b) (vi)]

Statement of Categories of documents held in the SNTD Women's University, Mumbai

Section	Document	Contents	Type of Document
Distance Education	List of Distance Education students	This file contains the list of Distance Education students admitted to various courses of the University.	Non confidential for only names (Personal details of students are confidential)
All Departments	Government Resolutions, Circulars and letters	Government Resolution File / Circular File / Letter File	Non confidential
	Agenda for Meeting	Agenda of meetings conducted by the sections concerned.	Confidential or non confidential as per the instructions of the then management.
	Minutes of Meeting	Minutes of meetings conducted by the sections concerned.	Non confidential after its circulation
Academic Section	Syllabi	Syllabi of various courses conducted by the University.	Non confidential after its circulation.
	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.
	Subject Equivalence File/Eligibility	This file carries the information regarding equivalence of the old subjects with new subjects.	Non confidential after its circulation.(Personal details of students if any on the document are confidential).
	PRN Generated	Given permanent registration number who admitted first time in our university.	Non confidential after its publication (personal details of students if any on the document are confidential)
University Secretariat	Record relating to Meetings of Senate.	Agenda, minutes of the meeting, action taken report of the concerned section.	Non confidential after its circulation (except for Internal Complaints Committee meeting and Grievance committee meeting)
	Record relating to meetings of Management Council		
	Record relating to meetings of Academic Council.		
	Record relating to meetings of Standing Committee.		

	Academic Calendar	Tentative calendar of the University regarding dates of various meetings, seminars, workshops, programmes	Non-confidential
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-lists of practical/oral/ term work /examinations received from examiners.	Subject wise/seat number wise marks are given by the examiners is mentioned in the Mark lists. The Mark lists are received through the Principals of the Affiliated Colleges.	Confidential up to declaration of results.
	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 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 examinations, 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 / Moderator	Details about the Paper Setter / Examiner / Moderator.	Confidential	
Declaration of results	The record of the results declared of various examinations is maintained in the form of ledgers.	Non confidential after its declaration.	

Estate/ Engineering	Original tenders & related documents.	As submitted by the tenderer, from time to time.	Confidential till its acceptance.
	Minutes of meetings of Buildings & Works Committee.	Minutes of meetings 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	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, consulting Architect, Contractors etc.	Correspondence as per the subject matter.	Non confidential
	Valuation of University assets, land etc.	Details as regards with the Valuation of the University land, buildings, assets etc.	Non confidential
	All Architectural drawings.	Architectural plans in respect of constructions of the University buildings etc.	Non confidential
	Letter of work order issued to the contractor	Letter of work orders	Non confidential
	Total expenditure incurred on the project	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
Information regarding Electrical Substation.	Details regarding Electrical Substation.	Non confidential	
Information regarding Architects panel.	Details regarding Architects panel	Non confidential	
Information about functioning of EPABX system.	All details about EPABX	Non confidential	

	Information about Electricity Bill	Details about the Electricity Bill	Non confidential
	Information regarding facilities provided by the Guest House.	All details about the facilities	Non confidential
Administration (Teaching)	Personal Files	Record of the employee as regards appointment, confirmation, pay scale, promotion, leaves etc.	Confidential. However only the pay scale can be provided
	Confidential Reports	Yearly assessment of the employees	Confidential for the third party and non confidential to the person concerned after its completion
	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. Any other Documents related to the service conditions of Teaching Staff.	Confidential till Declaration
Administration (Non-Teaching)	Personal Files	Record of the employee as regards appointment, confirmation, pay scale, promotion, leaves etc.	Confidential. However only the pay scale can be provided
	Confidential Reports	Yearly assessment of the employees	Confidential for the third party and non confidential to the person concerned after its completion
	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. Any other Documents related to the service conditions of Teaching Staff.	Confidential till Declaration
Affiliation Section	Proposals in the prescribed formats received from existing	Various documents of applying institutions as per Government norms i.e. application	Confidential and make it available after taking

colleges for Continuation/Extension/Natural growth, additional subject, divisions, faculty etc.	form, constitutions, infrastructure documents, land documents, maps, NOC, undertakings Reports of Scrutiny Committee, Expert Committee, etc	consent of institutions or as per directives of Head of the Section.
Proposals for starting of new colleges affiliated to SNDT Women's University, Mumbai	Various documents of applying institutions as per Government norms i.e. application form, constitutions, infrastructure documents, land documents, maps, NOC, undertakings etc., Reports of Scrutiny Committee, Expert Committee, etc	Confidential and make it available after taking consent of institutions or as per directives of Head of the Section.
Continuation of Affiliation	Records contains proposal received from Colleges, Report of LIC visit committee & continuation letter issues to the colleges.	Confidential for third party and make it available with consent of Head of the Section
Various decisions taken by BCUD , Board of Deans, Academic Council & Management Council	Resolutions passed in the various meeting of BCUD, Board of Deans, Academic Council, Management council matters pertains to Affiliated colleges.	Confidential for third party and make it available with consent of Head of the Section.
Circular, Notifications, Reminders, Correspondence with Affiliated and Conducted colleges.	Records of Circulars, Notifications, Reminder letters, and other Correspondence issued to Affiliated and Conducted colleges.	Confidential however Non confidential after its circulation.
Reply to Government Correspondences	Records of reply given to Government letters, para's, Information, statistical Data, etc	Non confidential
Staff Approvals	Records contains advertisement approvals, Selection Committee Reports, and approval issued to the Affiliated colleges.	Confidential for third party and make it available with consent of Head of the Section
Promotions under CAS,	Records contains approvals letters issued to the Affiliated colleges, University API Committee Reports, etc	Confidential for third party and make it available with consent of Head of the Section
College files	Records contains letter received and reply issued to the Conducted and Affiliated	Confidential for third party and make it

		colleges.	available with consent of Head of the Section
	Age Extension	Records contains proposal received from colleges, Committee Report, and approval issued to the colleges	Confidential for third party and make it available with consent of Head of the Section