

MANUAL – 6

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

Sr. No.	Nature of record	Details of information available	Unit/ Section where available	Retention period, where available
1	Finance	University Budget, Income and Expenditure, Grants received from Governments and other funding agencies.	Finance	Being decided
2	Academic (Colleges)	<ul style="list-style-type: none"> <li>-Academic terms of all College programmes</li> <li>-Appointment of teachers in Affiliated Colleges</li> <li>-Panels of Vice Chancellor's nominees for Colleges</li> <li>-ICCR/foreign students admission in Colleges</li> <li>-Admission &amp; late Admission in Colleges</li> <li>-Eligibility (Provisional &amp; Confirmation), Migration, Registration</li> <li>-Equivalence of Boards/Universities</li> <li>-Board of Extension/Extra-Mural Studies</li> <li>-NSS Co-ordination for Colleges</li> <li>-College Development Council</li> <li>-Issue of Prima Facie letter for admission in respect of foreign students</li> <li>-Transfer/Readmission of Students in Colleges</li> <li>-Internship in Professional Colleges</li> <li>-Matters related to attendance in Colleges</li> <li>-Principal's Meetings</li> <li>-Anti-ragging Committees in Colleges</li> <li>-Prevention of Sexual Harassment Committee for Colleges</li> <li>-Any other task assigned by the Deputy Registrar (Academic) or the Registrar.</li> </ul>	Acad. Colleges	Being decided
3	Academic (General)	<ul style="list-style-type: none"> <li>-Affiliation of College &amp; recognition of Institutions</li> <li>-Academic Council meetings</li> <li>-Transcripts (UG/PG/Professional)</li> <li>-Statistical Cell for all statistics relating to University Departments &amp; Affiliated Colleges</li> <li>-Media &amp; Communication</li> <li>-IQAC programs for Colleges &amp; PG Departments/NAAC &amp; UGC Plan Documentation</li> <li>-Placement Facilitation</li> <li>-Hospitality to dignitaries visiting the University</li> <li>-Matter regarding Hospitality, Booking of tickets, Advertisement, Press Release etc.</li> <li>-SIP and other International Programs</li> <li>-All function of the University</li> </ul>	Acad. General	Being decided

		<ul style="list-style-type: none"> <li>-Matter related to MHRD, UGC, Central Council, correspondence from the Office of Chancellor, Govt. of Goa on general academic issues.</li> <li>-Any other task assigned by the Deputy Registrar (Academic) or the Registrar.</li> </ul>		
4	Academic (PG Departments)	<ul style="list-style-type: none"> <li>-Admissions to PG programs</li> <li>-Admissions to foreign students to PG Programs</li> <li>-Dean's Meetings</li> <li>-HoD's Meetings</li> <li>-Boards of Studies (UG/PG) and Syllabus</li> <li>-Recognition of PG teachers/Research Guides</li> <li>-Contributory/Visiting Faculty in PG Departments</li> <li>-Matters related to attendance in PG Departments</li> <li>-Commencement of new PG Courses/Departments</li> <li>-Matter relating to Directorate of Students Welfare</li> <li>-Editing &amp; Publication of University Handbook</li> <li>-Endowments, Free-ships, Merit Scholarships</li> <li>-Entrance Test for PG Programs / M.Phil / Ph.D.</li> <li>-Anti-ragging Committees for PG Departments</li> <li>-RDRM Cell</li> <li>-Unassigned Grants Committee Meetings</li> <li>-CPIR records</li> <li>-SIP and other International Programs</li> <li>-Annual Report &amp; Other incidental publications</li> <li>-Any other task assigned by the Deputy Registrar (Academic) or the Registrar</li> </ul>	Acad. PG	Being decided
5	Administration (Non-Teaching)	<ul style="list-style-type: none"> <li>- Creation and recruitment of non-teaching posts, direct/promotion including reservation policy</li> <li>- All service matters of non-teaching staff</li> <li>- All files including personal files, past service records, retirement benefits, service books etc. of non-teaching staff</li> <li>-Executive Council / Court / Planning Board meetings</li> <li>- Election &amp; reconstitution of University Bodies</li> </ul>	Admn.(NT)	Being decided
6	Administration (Teaching)	<ul style="list-style-type: none"> <li>- Creation and recruitment of teaching posts, direct/CAS including reservation policy</li> <li>- All service matters of teaching faculty</li> <li>- All files including personal files, CAS files, past service records, retirement benefits, service books etc. of teaching faculties</li> <li>- Vigilance Matters</li> <li>- Matters pertaining to CPSHW</li> </ul>	Admn.(T)	Being decided
7	Administration (Purchase)	<ul style="list-style-type: none"> <li>- All purchases of the university</li> <li>- Maintenance of physical assets register and periodic verification of assets</li> <li>- Printing and supply of stationery for the university</li> <li>- EPABX &amp; Telephone services of the university</li> <li>- Receipt and distribution of post, telegraph and other correspondence</li> </ul>	Admn. (Purchase)	Being decided

		- Repairs & maintenance, Condemnation & disposal of all movable items		
8	Examination (Post Graduate)	- M. A., M. Sc., M.Com. Examinations - M. B. A., M. C. A., Examinations - PGDCA Examinations - PGDM, PGDPCT, Examinations - PG Dip. In Clinical Genetics Examinations - M. Phil, Ph. D. Examinations	Exam.(PG)	Being decided
9	Examination (Professional)	- All Examinations under the Faculty of Medicine & Allied Subjects - All examinations under the Faculty of Engineering/ Faculty of Design /Faculty of Law/ Faculty of Performing Art and Music Examinations	Exam.(Prof.)	Being decided
10	Examination (Under Graduate)	- Convocation - B. A., B. Com . B.Sc. Examinations -Faculty of Education Examinations - B.C.A., Home Science Examinations - Exams under the Faculty of Management.	Exam.(UG)	Being decided
11	University Engineer	-Construction activity on the Campus, Maintenance and development of infrastructure. - Contracts relating to security, canteen and Kiosks, shopping centre and bank. - Running and maintenance of University Vehicles	University Works Division	Being decided
12	Legal Section	- Matters relating to University Act, Statutes, Ordinances, Rules and Regulations and maintenance of relevant registers. - All LAQs/RSQs/LSQs/RTI -Drafting and Vetting Committees	Legal	Being decided
13	Legal Assistant	-Matters before various Courts -Matters referred for legal opinion	Legal Assistant	Being decided
14	Computer Centre	- Central Computing facilities. -Computerization of various activities of Administration, Finance, Academic and Examination. -University network, Internet services and the University Web site	Computer Centre	Being decided
15	Sports	- Sports activities of the post-graduate students as well as students of the affiliated colleges.	Sports	Being decided
16	Directorate of Students Welfare	- Students' welfare programmes. - Students' elections.	Directorate of Students Welfare	
17	Health Centre	Health facilities	Health Centre	