

केशव महाविद्यालय
(दिल्ली विश्वविद्यालय)
एच-4-5 जोन, पीतमपुरा, सैनिक विहार
के पास, दिल्ली-110034



KESHAV MAHAVIDYALAYA
(University of Delhi)
H-4-5 Zone, Pitampura,
Near Sainik Vihar,
Delhi-110034

Manual 6

Official documents and their availability

Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees are confidential in nature and are not available in public domain.

However minutes of the Governing Body meetings are available on college website.

http://keshav.du.ac.in/thecollege/governing_body

The College holds the following type of documents:

1. Calendar issued by University of Delhi containing Delhi University Act, Statutes and Ordinances of the University.
2. Regulations / instructions for admission and examination for the courses of studies run by the College.
3. University's Non-teaching Employees (Terms and Conditions of Service) Rules, 1971.
4. Various rules / instructions concerning personnel management for the teaching and nonteaching staff issued by Government of India/University Grant Commission and adopted by the University of Delhi.
5. Other Policy Letters received from University of Delhi.
6. The College prospectus and the annual report which are published every year.
7. Service Books and Personal Files of all teaching/non-teaching staff.
8. Other correspondence files and general records.

एच-4-5 जोन, पीतमपुरा, सैनिक विहार के पास, दिल्ली- 110034 दिल्ली विश्वविद्यालय
H-4-5 Zone, Pitampura, Near Sainik Vihar, Delhi-110034, University of Delhi
E:- principal@keshav.du.ac.in, Website:- keshav.du.ac.in

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The department-wise records that are held as under:

Sr. No	Nature of Records	Details of Inf. Avail	Unit/Sec. where available	Retention period
1.	Administrative	Service books, CL, EL, M.L . Records (commented) Institutional assets	Admn.	10 Years
2.	Accounts	Balance sheets, cash book, Bank Book, Registers, Ledgers etc. salaries, PF A/c, Grants Recessive/NR *Vouchers are destroyed after 3 year or after CAG Audit	Accounts	-do-

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3.	Library	Books in circulation, Reference Books, Reference materials, journals and Audio, Braille material	Library In-charge	-do-
4.	Laboratories	Records of material consumable/non consumable, stock reports	Lab. In-charge	-do-

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