

**Statement of the categories of documents that are held by the Department or under its control**

(1) **Vital** - Act, Statute, Ordinance, Land related documents, UGC approval letter, Fund sanction/ release order by UGC, fund sanction/ release order by MHRD and other Funding agencies.

(<http://www.tezu.ernet.in/download/tuact.pdf>)

**Decision of the authorities:**

(a) Proceeding of the meeting of the Board of Management

([http://www.tezu.ernet.in/statutory\\_bodies/minutes-bom.htm](http://www.tezu.ernet.in/statutory_bodies/minutes-bom.htm))

(b) Proceeding of the meeting of the Finance Committee

(c) Proceeding of the meeting of the Planning Board & Academic Council ([http://www.tezu.ernet.in/statutory\\_bodies/minutes-ac.htm](http://www.tezu.ernet.in/statutory_bodies/minutes-ac.htm))

(d) Proceeding of the meeting of the School Board, Board of Studies, Master Plan of the University

(e) Assets Register

(f) Stock Register

(g) Building Register

(h) Annual Accounts with AG (Audit) Report.

([http://www.tezu.ernet.in/Annual\\_Accounts/annual\\_accounts.htm](http://www.tezu.ernet.in/Annual_Accounts/annual_accounts.htm))

(i) Personal files/ Service records of all employees

(j) Contract / Agreement / Memorandum of Understandings (MoUs)

(k) Students information (Details available in the respective webpages of Department/ Centre)

(l) Examination results

**(2) Routine :-**

(a) Correspondence with Public

(b) Other Organizations

(c) Employees

(d) Minutes of meetings