

Manual – 6 Section 4 (1) (b) (vi)

A Statement of the categories of documents that are held by it or under its control;

1. The college Timetable
2. Examination Schedules
3. Scholarship Notices
4. Administrative Notices
5. Students, Attendance Records
6. Students, Internal Assessment Records
7. Examination results

These are available on the College website: www.vmpu.in and displayed on the College Notice Board. Students attendance register & T R of Examination results are kept in the concerned departments.

1. The College prospectus regarding admission information are published every year available on payment from Administrative Office of College. It is also uploaded on College official Website.
2. Student code of conduct, Syllabus, distributed free to all current students.
3. Academic Calendar & important Notice of events/activities can be accessed on College website – www.vmpu.in.
4. Staff information with contact details in College prospectus available on website as well as from Administrative Office on payment in printed form.
5. Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the Selection Committees, minutes of the College Development Committee and Staff Council are confidential and will remain confidential not available in public domain.

Sl. No.	Nature of Records	Details of Inf. Avail	Unit/Sec. where available	Retention period
1.	Administrative	Service books, CL, EL, M.L. Records, Institutional assets	Admn.	Since it inception in 1953
2.	Accounts	Balance sheets, cash book, Bank Book, Registers, Ledgers etc. Salaries, PF A/c, Grants.	---	Do
3.	Library	Books in circulation, Reference Book, Reference materials, journals and Audio material	Library-In-Charge	Do
4.	Laboratories	Records of material consumable/non consumable, stock reports	Lab-In-Charge	Do