SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

(A central University established by an Act of Parliament)

RIGHT TO INFORMATION ACT-2005
Section 4(1)(b)(vi)

1.6. CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE AUTHORITY UNDER ITS CONTROL

1.6.1: Categories of Documents

a. Administrative Documents:-
   (i) Central Sanskrit Universities Act-2020
   (ii) Bye laws governing Recruitment Rules
   (iii) Delegation of Powers
   (iv) Bye laws governing Allotment of Accommodation
   (v) Manual for Office Procedure
   (vi) FR/SR and other GOI Rules
   (vii) Minutes of Executive Council
   (viii) Annual Report

b. Academic Documents
   (i) Parichaya Niyamawali
   (ii) Parichaya Niyamawali for Hostel
   (iii) Academic Calendar
   (iv) Admission Rules for Shastri and Acharya
   (vi) SSET/SAET/VVET (B. Ed/M. Ed/Ph.D.) Guidelines
   (vii) NCTE Guidelines
   (viii) Equivalency Certificates Guidelines/Rules
   (ix) Minutes of Academic Council

c. Accounts Documents
   (i) General Financial Rules
   (ii) Annual audited and accounts report
   (iii) Minutes of Finance Committee

d. Library Documents:-
   (i) Library Rules

e. Examination Documents:-
   (i) Gazette(Results)
   (ii) Examination Manual

f. Engineering Documents:-
   (i) Works Manual (CPWD)
   (ii) Buildings/Works/Tenders Rules
   (iii) Delegation of Financial Power

g. Computer Centre Document:-
   (i) [Functions of Computer Centre](#)
h. Research and Publication Documents:-
   (i) [Publication Rules](#)
   (ii) [List of Publications](#)
   (iii) [Link of shodhganga](#)
i. Development Document:-
   (i) [Minutes of P&M Board](#)

j. Procurement Manuals
   (i) [For Goods](#)
   (ii) [For Consultancy and other Services](#)
   (iii) [For Works](#)

1.6.2: Custodian of Documents/categories:

Registrar is the prime custodian for each document of the University.

Respective document of each department is held with their Department Heads. The list of custodians of each department:
   a. Library Department: Assistant Librarian
   b. Administration Department: Assistant Registrar(Admin)
   c. Academic Department: Assistant Registrar(Academic)
   d. Exam Department: Controller of Examination
   e. Finance & Accounts Department: Finance Officer
   f. Computer Centre: System Administrator
   g. Development Department: Assistant Registrar(development)
   h. Engineering Department: Executive Engineer
   i. Teaching Departments: Respective Deans
   j. Hostel: Hostel Warden
   k. Guest House: Guest House In-charge