

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](#)
 - (v) [Admission Rules for M.Phil and Ph.D \(UGC Regulations\)](#)
 - (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
