

## Bhaskaracharya College of Applied Sciences

### RTI Manual – 6

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

##### 6.1 The College holds the following type of documents:

1. 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, 2013
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.

##### The department wise records that are held as under:

Sr. No.	Type of records	Details of information available	Section where available	Retention period
1.	Administrative	Service Book Leave Record	Administration	10 years
2	Accounts	Balance Sheets , Cash book, Bank Book, Registers, Ledgers etc. salaries , PF A/c. Grants Received	Accounts	-do-
3	Library	Books in circulation , Reference Books, Reference materials, journals and Audio, Braille material	Library In charge	-do-
4	Laboratories	Record of material consumable/ non-consumable	Laboratory In-Charge	-do-

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