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**[Section 4(1)(b)(vi)]**

**Statement of Categories of documents held by the Savitribai Phule Pune University**

| <b>S. No.</b> | <b>Section</b>  | <b>Document</b>                               | <b>Contents</b>   | <b>Type of Document</b>                |
|---------------|-----------------|---|---|--|
| 1.            | Board of Sports | University players name list                  | Details about University Players.   | Non Confidential after tournaments     |
|               |                 | List of Team Manager & Coaches                | Details about Team Managers and Coaches.  | Non Confidential after tournaments     |
| 2.            | External        | List of external students                     | This file contains the list of external students admitted to various courses of the University. | Non confidential                       |
| 3.            | Eligibility     | Subject Equivalence file                      | This file carries the information regarding equivalence of the old subjects with new subjects.  | Non confidential after its circulation |
| 4.            | All Departments | Government Resolutions, Circulars and letters | Government Resolution File / Circular File / Letter File.                                       | Non confidential                       |
|               |                 | Agenda for Meeting                            | Agenda of meetings conducted by the sections concerned.   | Non confidential                       |
|               |                 | Minutes of Meeting                            | Minutes of meetings conducted by the sections concerned.  | Non confidential after its circulation |

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|---------------|--------------------------|--------------------------------------|---|--|
| 5.            | Academic                 | Syllabi                              | Syllabi of various courses conducted by the University.   | Non confidential after its circulation   |
|               |                          | Perspective plan of the University.  | Details about the locations of the colleges and institutions of higher learning in a manner ensuring equitable distribution of facilities for higher education. | Non Confidential after publications.   |
| 6.            | Planning and Development | U.G.C. Resolutions and Circulars     | U.G.C. Resolution   | Non confidential   |
| 7.            | Board of Sports          | Minutes of Board of Sports           | Decision taken by the authority   | Non Confidential after its circulation.  |
|               |                          | Attendance registrar                 | Signature of the present member   | Non confidential   |
| 8.            | Administration           | Personal files                       | Record of the employee as regards appointment, confirmations, pay scale, promotion, leaves etc.   | Confidential   |
|               |                          | Confidential Reports                 | Yearly assessment of the employees as per the Standard Code Rules, 1984.  | Confidential for the third party and non confidential to the person concerned after its declaration. |
|               |                          | List of Selection Committee Members. | Details of the Selection Committees members appointed for the purpose of appointments on various posts.   | Confidential till the selection process is completed.  |

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| S. No. | Section                     | Document  | Contents  | Type of Document                               |
|--------|-----------------------------|---|---|--|
|        |                             | Selection Merit list & Waiting list.  | Merit List of the candidates selected and the waiting list as per recommendations of the Selection Committee according to the merits of the candidates. | Confidential till Declaration.                 |
|        |                             | Resolutions/Notification/Circulars etc. issued by the Central Government/ State Government/ U.G.C. etc. | As per the subject mater of the Circulars/Resolutions.  | Non confidential                               |
| 9.     | Meetings and Record Section | Record relating to Meetings of Senate.  | Agenda, minutes of the meeting, action taken report of the concerned section.   | Non Confidential after circulation of Minutes. |
|        |                             | Record relating to meetings of Management Council.  |   |  |
| 10.    | Academic                    | Record relating to meetings of Academic Council.  |   |  |
| 11.    | Election Unit               | Record relating to meetings of Standing Committee.  |   |  |

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| 12. | Planning and Development | Academic Calendar  | Tentative calendar of the University regarding dates of various meetings, seminars, workshops, programmes  | Non-confidential                               |
| 13. | Examination              | Marks list for various subject received from CAP.                                | Subject-wise marks are mentioned in the mark lists. The Mark lists are received through CAP.   | Confidential upto declaration of results.      |
|     |                          | Mark-lists of practical/ oral/ term work / examinations received from examiners. | Subject wise/seat number wise marks are given by the examiners are mentioned in the Mark lists. The Mark lists are received through the Principals of the Affiliated Colleges.   | Confidential upto declaration of results.      |
|     |                          | Ledgers of Results.  | Ledgers are the duplicate copies of the Marks statements issues to the students.   | Non confidential after declaration of results. |
|     |                          | Verification Ledger.   | This ledger carries the information regarding name of the students, for which subjects students have applied for verification, information regarding change/ no change in marks and the reference no. Under which no change has been sent. | Non confidential after declaration of results. |

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|  |              | Change cases of verification.                | It carries the information regarding change in marks of the students.  | Confidential up to its declaration . |
|  |              | Change cases of revaluation.                 |  |                                      |
|  |              | Time Table file                              | This file carries the detailed information of examination including day, time, date & class, name of the subjects etc.   | Non confidential                     |
|  |              | Panel of Examiners                           | This file carries the information regarding subject wise teachers who can be the examiners.  | Confidential                         |
|  |              | Statistical Information regarding result     | This file carries the branches, classes information regarding number of students appeared for examinations, number of students absent, number of students passed in First class, Second class, pass class & ATKT and percentage of the result.<br>This file carries the circulars issued by the Examination Section from time to time. | Non confidential                     |
|  |              | Circular file                                |  | Non confidential                     |
| Panel of Paper Setter / Examiner / Moderator | Confidential |  |  |                                      |
|  |              | Panel of Paper Setter / Examiner / Moderator | Details about the Paper Setter / Examiner / Moderator.   | Confidential                         |

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|     |        | Declaration of results  | The record of the results declared of various examinations is maintained in the form of ledgers. | Non confidential after its declaration. |
| 14. | Estate | Original tenders & related documents.   | As submitted by the tenderer, from time to time.   | Confidential till its acceptance.       |
|     |        | Minutes of meetings of Buildings & Works Committee.   | Minutes of meetings in respect of the business of the meeting.                                   | Non confidential after its circulation. |
|     |        | Bill of works executed for the University.  | Details regarding the bills.   | Non confidential                        |
|     |        | Measurement books.<br>Land Acquisition Record.  | Measurement of all work.<br>All details about the Land Acquisition.                              | Non confidential<br>Non confidential    |
|     |        | Correspondence made with State Government, Central Government, U.G.C., P.W.D., Irrigation, Municipal council, Corporation, other Departments, and Internal correspondence, consulting Architect, Contractors etc. | Correspondence as per the subject matter.  | Non confidential                        |

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|--------|---------|--|---|--------------------------------------|
|        |         | Valuation of assets, land etc.   | University Details as regards with the Valuation of the University land, buildings, assets etc. | Non confidential                     |
|        |         | All Architectural drawings.  | Architectural plans in respect of constructions of the University buildings etc.                | Non confidential                     |
|        |         | Information regarding water supply scheme & related documents of water supply section.                         | Details regarding water supply scheme & related documents of water supply section.              | Non confidential                     |
|        |         | Comparative statement of quoted / negotiated rates of different contractors.                                   | Comparative statement of quoted / negotiated rates of different contractors.                    | Non confidential after its approval. |
|        |         | Letter of intent issued to the contractor.   | I.S.D. Letter of intents issued to various contractors.   | Non confidential after its approval. |
|        |         | Letter of work order issued to the contractor.   | Letter of work orders.  | Non confidential                     |
|        |         | Total period consumed by the contractor for completion of any project on sanction of the University authority. | Details regarding the period consumed by the contractor for completing project.                 | Non confidential                     |

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|        |         | Total expenditure incurred on the project (separate head-wise- Civil, Electrical, Air Conditioner etc.). | Details regarding the total expenditure.                  | Non confidential |
|        |         | General Information including prominent features of the campus/ individual building/ project.            | Details regarding campus, building and projects.          | Non confidential |
|        |         | Administrative sanction to any work.   | Details regarding administrative sanction to any work.    | Non confidential |
|        |         | Technical sanction to any works  | Details regarding Technical sanction to any work.         | Non confidential |
|        |         | Financial sanction to any works  | Details regarding Financial sanction to any work.         | Non confidential |
|        |         | Timely circulars.  | Details regarding the Circulars issued from time to time. | Non confidential |
|        |         | Information regarding Electrical Sub station.  | Details regarding Electrical Sub station.                 | Non confidential |
|        |         | Information regarding Architects panel.  | Details regarding Architects panel.                       | Non confidential |



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|---------------|----------------|---|-------------------------------------|-------------------------|
|               |                | Information about functioning of EPABX system.                | All details about EPABX.            | Non confidential        |
|               |                | Information about Electricity Bill.                           | Details about the Electricity Bill. | Non confidential        |
|               |                | Information regarding facilities provided by the Guest House. | All details about the facilities.   | Non confidential        |

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