



**SAVITRIBAI PHULE
PUNE UNIVERSITY**

Ganeshkhind,
Pune- 411 007.
Maharashtra, India.

Manual 6

**Statement of Categories of
documents held**

**Right to Information Act, 2005
under [Section 4(1) (b) (vi)]**

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[Section 4(1)(b)(vi)]
Statement of Categories of documents held in the University of Pune

S. No.	Section	Document	Contents	Type of Document
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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S. No.	Section	Document	Contents	Type of Document
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. Record relating to meetings of Management Council.	Agenda, minutes of the meeting, action taken report of the concerned section.	Non Confidential after circulation of Minutes.
10.	Academic	Record relating to meetings of Academic Council.		
11.	Election Unit	Record relating to meetings of Standing Committee.		

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S. No.	Section	Document	Contents	Type of Document
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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S. No.	Section	Document	Contents	Type of Document
		Change cases of verification.	It carries the information regarding change in marks of the students.	Confidential up to its declaration .
		Change cases of reevaluation.		
		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.	Non confidential
		Circular file	This file carries the circulars issued by the Examination Section from time to time.	Non confidential
		Panel of Paper Setter / Examiner / Moderator	Details about the Paper Setter / Examiner / Moderator.	Confidential

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S. No.	Section	Document	Contents	Type of Document
		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.	Measurement of all work.	Non confidential
		Land Acquisition Record.	All details about the Land Acquisition.	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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S. No.	Section	Document	Contents	Type of Document
		Valuation of University assets, land etc.	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 to I.S.D. issued to the contractor.	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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S. No.	Section	Document	Contents	Type of Document
		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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S. No.	Section	Document	Contents	Type of Document
		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