

## MANUAL 6

### A statement of the categories of documents that are held by it for under its control

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

<b>S. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/ section where available</b>
1.	University Act and First Statutes	<p>An Act to provide for the reconstitution of the Delhi College of Engineering as a Delhi Technological University and to incorporate it as a non-affiliating, teaching and research University at Delhi to facilitate and promote studies, research, technology incubation, product innovation and extension work in Science, Technology and Management Education, and also to achieve excellence in higher technical education and other matters connected therewith or incidental thereto.</p> <p>In exercise of the powers conferred by sub-section(1) of section 31 read with section 30 of the Delhi Technological University Act.2009 (Delhi Act 6 of 2009), The Government of National Capital</p>	Stores

<b>S. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/ section where available</b>
		Territory of Delhi, after obtaining the prior approval of the chancellor makes the 1 <sup>st</sup> Statute of the DTU.	
2.	Subsequent Statutes, Ordinances and Regulations	All statutes, ordinances and regulations framed under provisions of the Act and approved by the statutory authorities. In case of new statutes or amendment in existing statutes, assent from Chancellor also attained.	Planning dept., and also given in website
3.	Annual Report, Plan, Budget	All activities held in the University during the financial year	Planning department
4.	Annual Accounts, Audit	Balance sheet, Audit report of Accounts	Accounts department
5.	Service Records	Registers containing all details of each employee (all kinds of leave availed, etc.)	Establishment branch
6.	Personal files of employees	Contains Personal matters of all officers and employees	Establishment branch

<b>S. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/ section where available</b>
7.	Student data and admission record	Information regarding students admitted each year by counseling	Academic branch
8.	Stock Register	Contains entries of all materials purchased	Store and Purchase d department (Central/ School level)
9.	Litigation, Vigilance, Disciplinary, RTI matters	Hearing dates, case status.	Legal Cell