

ARYABHATT INSTITUTE OF TECHNOLOGY

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DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
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Manual No. 6

(I&II) A statement of the categories of documents that are held by it for under its control.

Details of the records available may be made in a statement form, wing-wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

Sl. No	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1.	Academic Records of Students, Personal Files of students, Internal Evaluation of students	Complete information of each student Marks obtained by each student in Internal Evaluation Examination copies	Academic Cell	Compliance as per office order F.161/90/Mis. Matter/TE/SD/DT TE/2018/1937 dated 22/03/2018.
2.	Establishment Records of: Teachers, Technical Support Staff, Class IV Employees & Ministerial staff	Personal files, Service Books & other Establishment related files	Main Office	As per Govt. Norms.
3.	Purchase Records Purchase Files	Documents pertaining to complete purchase right from approvals, tender/quotation inviting papers, orders etc.	Purchase Section	As per Govt. Norms.
4.	Acctts. Related Records Pay Bills, Medical, contingency Bills sanctions, Budget etc.	Supply	Accts. Section	As per Govt. Norms.
5.	Stores	Stock Register of consumable & Non-consumable items	Stores	As per Govt. Norms.