



**YASHWANTRAO CHAVAN  
MAHARASHTRA OPEN UNIVERSITY**

**'Dnyangangotri', Near Gangapur Dam, Goverdhan Village,  
Nashik – 422 222**

**MANUAL 6**

**Statements of Categories of  
documents held**

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





## Yashwantrao Chavan Maharashtra Open University

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### Manual : 6

Information to be published under section 4 (1) (b) (vi)

#### Statement fo Catregories of Documents held.

1. All Departments
  - Government Resolutions, Circulars and Letter – Non Confidential
  - Agenda for Meeting – conducted by the sections concerned- Non confidential, after the meeting is conducted.
  - Minutes of Meeting : Minutes of meetings conducted by the sections concerned.- Non confidential after its circulation
2. Academic
  - Learning Material of various courses conducted by the University. Non confidential after its circulation
3. Administration
  - Personal files - Record of the employee as regards appointment, confirmations, pay scale, promotion, leaves etc. - Confidential
  - Confidential Reports : Yearly assessment of the employees - 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
  - 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/Notifcation/ Circulars etc. issued by the Central Government/ State Government/ U.G.C. etc. : As per the subject mater of the Circulars/Resolutions. Non confidential
4. Meetings and Record Section
  - 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.

## 5. Academic

- Record relating to meetings of Academic Council.: Agenda, minutes of the meeting, action taken report of the concerned section. – Non Confidential after circulation of Minutes.

## 6. 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.
- Change cases of verification./ Change cases of revaluation.: It carries the information regarding change in marks of the students. - Confidential up to its declaration .
- 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

- Declaration of results : The record of the results declared of various examinations is maintained in the form of ledgers. Non confidential after its declaration.

## **7. Building and Works**

- Original tenders & related documents. : E-Tender Process as per GR.
- Minutes of meetings of Buildings & Works Committee.: Minutes of meetings in respect of the business of the meeting.- Non confidential after its circulation.
- 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.
- 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 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
- Total expenditure incurred on the project (separate head-



wiseCivil, 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 about Electricity Bill : Details about the Electricity Bill. Non confidential

