

Manual – 6 Section 4 (1) (b) (vi)

A Statement of the categories of documents that are held by it or under its control;

1. The college Timetable
2. Examination Schedules
3. Scholarship Notices
4. Administrative Notices
5. Students, Attendance Records
6. Students, Internal Assessment Records
7. Examination results

These are available on the College website: www.mvcollegebuxar.org and displayed on the College Notice Board. Students attendance register & T R of Examination results are kept in the concerned departments.

1. The College prospectus regarding admission information are published every year available on payment from Administrative Office of College. It is also uploaded on College official Website.
2. Student code of conduct, Syllabus, distributed free to all current students.
3. Academic Calendar & important Notice for events/activities can be accessed at College website – www.mvcollegebuxar.org.
4. Staff information with contact details College directory available on website as well as from Administrative Office on payment in printed form.
5. Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the Selection Committees minutes of the College Development Committee and Staff Council until these are printed are confidential and will remain confidential not available in public domain.

| Sl. No. | Nature of Records | Details of Inf. Avail | Unit/Sec. where available | Retention period |
|---------|-------------------|--|---------------------------|-------------------------------------|
| 1. | Administrative | Service books, CL, EL, M.L. Records (Commented) Institutional assets | Admn. | 60 Years since it inception in 1958 |
| 2. | Accounts | Balance sheets, cash book, Bank Book, Registers, Ledgers etc. Salaries, PF A/c, Grants Revesive/NR | --- | Do |
| 3. | Library | Books in circulation, Reference Book, Reference materials, journals and Audio material | Library-In-Charge | Do |
| 4. | Laboratories | Records of material consumable/non consumable, stock reports | Lab-In-Charge | Do |