

(vi) A statement of the categories of documents that are held by it or under its control:

	Subject	Documents
1.	HR & Establishment section	<ul style="list-style-type: none"> - Service Books - Attendance Reports - Personal Files.
2.	Accounts Section	<ul style="list-style-type: none"> - Cash book - Ledger - Salary Sheets - Budget Record book - Balance Sheet - Vouchers record book - Provident Fund record book
3.	Students Section	<ul style="list-style-type: none"> - Students Register - Students Personal File - Scholarship record file
4.	Inward & outward Section	<ul style="list-style-type: none"> - Inward & outward register. - outward record file.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

A statement of the boards, councils, committees :

1. Governing Body Committee
2. Finance Committee
3. Apex Board of Studies Committee
4. Examination Committee
5. Programme wise Board of Studies Committee
6. Library Committee
7. Grievances Committee
8. Women Development Cell Committee
9. Student Forum