

**DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED TO BE UNIVERSITY)
DAYALBAGH, AGRA – 282005**

1.6.2 Custodian of documents/categories

1. Registrar is the custodian of records of category – A
2. Treasurer is the custodian of records of category – B
3. Controller of Examination is the custodian of records of category – C
4. Public Information Officer is the custodian of records of category – D

Category-A

1. Proceeding of the meeting of the Board of Management/Governing Body
2. Proceeding of the meeting of the Finance Committee
3. Proceeding of the meeting of the Academic Council
4. Proceeding of the meeting of the Academic Council
5. Assets Register
6. Stock Register
7. Land related documents
8. Personal files/ Service records of all employees
9. Contract / Agreement / Memorandum of Understandings (MoUs)
10. Others relevant records

Category-B

All Finance related working and Documents

Category-C

1. Students information
2. Examination results and other relevant records

Category-D

All queries and replies under RTI, Act, 2005