

Manual 6 – Categories of Documents held by the College
[Section 4(1)(b)(vi)]

The College holds the following type of documents:

1. Calendar issued by University of Delhi containing Delhi University Act, Statutes and Ordinances of the University.
2. Regulations / instructions for admission and examination for the courses of studies run by the College.
3. University's Non-teaching Employees (Terms and Conditions of Service) Rules, 1971.
4. Various rules / instructions concerning personnel management for the teaching and non-teaching staff issued by Government of India/University Grant Commission and adopted by the University of Delhi.
5. Other Policy Letters received from University of Delhi.
6. The College prospectus and the annual report which are published every year.
7. Service Books and Personal Files of all teaching/non-teaching staff.
8. Other correspondence files and general records.