

**ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)**

List of Documents available in the Administrative and Accounts Branches

1. Administrative Branch:

A. Students:

- 1) Student Admission Records
- 2) Student Enrolment Data
- 3) Student Examination Records
- 4) Student Internal Assessment Records
- 5) Student Attendance Records
- 6) Degrees

B. Staff:

- 1) Personal Files of Teaching and Non-Teaching Staff
- 2) Service Books of Teaching and Non-Teaching Staff
- 3) Minutes of the Selection Committees of Recruitment of Teaching Staff
- 4) Minutes of the Selection Committees of Promotion of Teaching Staff
- 5) Minutes of the Selection Committees of Recruitment of Non-Teaching Staff
- 6) DPC Minutes of the promotion of Non-Teaching staff
- 7) Research Publications of Teachers
- 8) APARs of Teaching and Non-teaching staff
- 9) Agenda and minutes of the Staff Council meeting.

C. Management:

- 1) Governing Body meeting Agenda
- 2) Governing Body meeting Minutes

2. Accounts Branch:

- 1) Cash Books of all Accounts
- 2) Ledgers of all Accounts
- 3) Vouchers of all Accounts
- 4) Audit Reports of all Accounts
- 5) Purchase Files
- 6) Tenders