



**R.B. Narayanrao
Borawake College,
Shrirampur,
Pin-413709**

Manual: 6

**Statement of Categories of
documents held in the
R.B. Narayanrao Borawake
College, Shrirampur.**

**Right to Information Act, 2005
under [Section 4(1) (b) (vi)]**

Official documents and their availability

Following documents are available in the College with various officers under Principal.

Sr. No.	Person with whom information is available	Document
1	Teachers	Student attendance, assignment, academic diary, internal examination record, co-curricular, extracurricular activities records. Record of academic and administrative assigned.
2	Registrar / Office Superintendent	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To supervise the official work and administration of office To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal
3	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, pay book, muster book, Audited statement, Assessment Report, Employee service book and personal file, Cheque register, dead stock register, voucher files
4	Senior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals
5	Junior Clerk	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freeships,
6	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E- resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & Newspaper register

● **Following documents are available in the college office**

- The college Timetable
- Examination Schedules
- Scholarship Notices
- Admission Forms
- Administrative Notices
- Students Records (General Register)
- Students, Internal Assessment Records

- Examination results
- The College prospectus
- Staff information and College directory (Muster, Service Books and Personal files)
- Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports)
- Composition and proceedings of various Committees.