

Categories of Document

SCHOOLS OF STUDIES

S. No.	Name of the School	Documents
1.	School of Humanities (SOH) Established : 1987	1. School Board Minutes
		2. Programme Guides
		3. Brochures
		4. Study Material
		5. Reports
		6. DRC Minutes
		7. RTI records
		8. School Council Minutes
2.	School of Social Sciences (SOSS) Established : 1987	1. School Board Minutes
		2. Programme Guides
		3. Brochures
		4. Study Material
		5. Reports
		6. DRC Minutes
		7. RTI records
		8. School Council Minutes
3.	School of Sciences (SOS) Established : 1987	1. School Board Minutes
		2. Programme Guides
		3. Brochures
		4. Study Material
		5. Reports
		6. DRC Minutes
		7. RTI records
		8. School Council Minutes
4.	School of Education (SOE) Established : 1987	1. School Board Minutes
		2. Programme Guides
		3. Brochures
		4. Study Material
		5. Reports
		6. DRC Minutes
		7. RTI records
		8. School Council Minutes
5.	School of Continuing Education (SOCE) Established : 1987	1. School Board Minutes
		2. Programme Guides
		3. Brochures
		4. Study Material
		5. Reports
		6. DRC Minutes
		7. RTI records
		8. School Council Minutes
6	School of Engineering & Technology (SOET) Established : 1987	1. School Board Minutes
		2. Programme Guides
		3. Brochures
		4. Study Material
		5. Reports
		6. RTI records
		7. School Council Minutes
7.	School of Management Studies (SOMS) Established : 1987	1. School Board Minutes
		2. Programme Guides
		3. Brochures
		4. Study Material
		5. Reports
		6. DRC Minutes
		7. RTI records
		8. School Council Minutes
8.	School of Health Sciences	1. School Board Minutes

	(SOHS) Established : 1987	2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
9.	School of Computer & Information Sciences (SOCIS) Established : 1991	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
10.	School of Agriculture (SOA) Established : 2005	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
11.	School of Law (SOL) Established : 2005	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
12.	School of Vocational Education and Training (SOVET) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
13.	School of Interdisciplinary & Trans-disciplinary Studies (SOITS) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
14.	School of Gender & Development Studies (SOGDS) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
15.	School of Translation Studies & Training (SOTST) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
16.	School of Performing and Visual Arts (SOPVA) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures

		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
17.	School of Tourism Hospitality Service Management (SOTHSM) Established :2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
18.	School of Journalism and New Media Studies (SOJNMS) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
19.	School of Foreign Languages (SOFL) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
20.	School of Extension & Development Studies (SOEDS) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes
21.	School of Social Work (SOSW) Established : 2007	1.	School Board Minutes
		2.	Programme Guides
		3.	Brochures
		4.	Study Material
		5.	Reports
		6.	DRC Minutes
		7.	RTI records
		8.	School Council Minutes

DIVISIONS

Sl.No.	Name of the Division		
1.	Administration Division (AD) Established: 1986	1.	Minutes of Board of Management
		2.	Minutes of Purchase Committee
		3.	Minutes of Establishment Committee
		4.	Minutes of DPCs
		5.	AQARs of employees
		6.	Procurement records
		7.	Recruitment records
		8.	Personal Files and Service books of Non-academic employees
		9.	Circulars, office orders and notifications of the University
		10.	Act and Statutes of the University
		11.	MoUs/MoAs
		12.	Court cases
		13.	Personal records of administrative consultants
		14.	RTI records

		15.	Stock register
2.	Finance & Accounts Division (F&A D) Established: 1986	1.	Minutes of the Finance Committee
		2.	Salary records
		3.	Bills, Vouchers and receipts
		4.	Income and expenditure records
		5.	Grants, Funds and projects records
		6.	Audit reports
		7.	Annual Accounts
		8.	RTI records
		9.	Financial Code
3.	Academic Coordination Division (ACD) Established: 1986 (ACD w.e.f. 1995 prior to that Planning & Teachers Affairs)	1.	Minutes of the Academic council
		2.	Minutes of the Academic Council Standing Committee
		3.	Policy Documents
		4.	Personal Files and Service books of Teachers and Other Academics
		5.	Personal records of Academic consultants
		6.	Recruitment records
		7.	Records pertaining to CAS of teachers and other academics
		8.	RTI records
		9.	Notifications and office orders
4.	Library and Documentation Division (L&DD) Established : 1986	1.	Minutes of Library committee
		2.	Catalogues
		3.	Procurement records
		4.	Books, Journals, PhD Theses etc.
		5.	RTI records
		6.	Records
5.	Regional Services Division (RSD) Established : 1986	1.	Minutes of the Student Support Services of BOM
		2.	Monthly monitoring reports of Regional Centres
		3.	Database of LSCs, RCs and RRCs
		4.	RTI records
		5.	Database of academic counsellors
6.	Construction and Maintenance Division (CMD) Established : 1986	1.	Minutes of the Works Committee
		2.	Records pertaining to construction
		3.	Procurement records
		4.	RTI records
		5.	Records pertaining to repair and maintenance
7.	Student Registration Division (SRD) Established: 1986	1.	Minutes of Equivalence Committee
		2.	Student registration records
		3.	Student fee records
		4.	RTI records
		5.	Student Profile data
8.	Student Evaluation Division (SED) Established: 1986	1.	Minutes of Exam Committee
		2.	Minutes of Unfair Means Committee
		3.	Student result records
		4.	Answer Sheets, Projects etc.
		5.	Database of RECs
		6.	Procurement records
		7.	RTI records
		8.	Database of Evaluators and moderators
		9.	Database of Exam Centres
9.	Material Production & Distribution Division (MPDD) Established: 1986	1.	Minutes of the Physical Inspection Committee
		2.	Minutes of the Sample Collection Committee
		3.	List of Printers, Graphic Designers etc.
		4.	Catalogues
		5.	Inventory of Study materials
		6.	Procurement records
		7.	RTI records
		8.	Stocks of the Study materials
10.	Computer Division (CD) Established: 1986	1.	Inventory of Computers and peripherals
		2.	Servers and network maintenance records
		3.	Procurement records
		4.	RTI records
		5.	Stock register of Computers and peripherals

11.	Distance Education Council (DEC) Established : 1992 Dissolved: 2013	1.	Files and records of erstwhile DEC
12.	Planning & Development Division (P&DD) Established : 1995	1.	Minutes of Planning Board
		2.	Minutes of Academic Planning Committee
		3.	Annual Reports
		4.	Records of Projects
		5.	Profile of the University
		6.	VC Reports
		7.	RTI records
		8.	Reports, Policy Documents etc.
13.	International Division Established : 2002	1.	Student registration records
		2.	Student fee records
		3.	Student Profile data
		4.	Database of OSCs
		5.	Database of academic counsellors
		6.	RTI records
		7.	Students result records

CENTRES & INSTITUTE

Sl.No.	Name of the Division		
1.	Electronic Media Production Centre (EMPC) Established: 1986 (Upgraded to EMPC w.e.f. 1995 prior to that Communication Division)	1.	Inventory of equipments
		2.	Records of transmission channels
		3.	Records of broadcasts
		4.	Procurement records
		5.	Records of telecasts
		6.	RTI records
		7.	Recordings of programmes conducted
2.	Staff Training and Research Institute of Distance Education (STRIDE) Established : 1986 (STRIDE w.e.f. 1993; prior to that Division of Distance Education established in 1986)	1.	Training materials/ Handbooks
		2.	Minutes of Faculty meetings
		3.	Schedules of training programmes
		4.	Reports of training programmes conducted
		5.	RTI records
4.	Student Service Centre Established : 1999 (Previously Students Support Services Cell, which was made an independent Centre in 2007)	1.	Records of student grievances
		2.	Records of student grievances redressal
		3.	Minutes of Grievance Redressal Committee
		4.	Minutes of Equal Opportunity Cell
		5.	RTI records
		6.	Records of Student Queries
5.	Centre for Online Education Established : 2006 Renamed the formerly Inter University Consortium (IUC) by extending its scope to COE in 2016)	1.	Inventory of Computers and peripherals
		2.	Server Maintenance records
		3.	Records pertaining to SWAYAM and SWAYAMPURABHA channels
		4.	MOOCs
		5.	Online study materials
		6.	RTI records
		7.	Records pertaining to online student counseling
6.	National Centre for Disability Studies (NCDS) Established : 2006 (Previously NCDA which was renamed as NCDS in 2008)	1.	Records pertaining to accessibility audit
		2.	Reports
		3.	RTI records
		4.	Programme Schedules
7.	National Centre for Innovation in Distance Education (NCIDE) Established : 2006	1.	Reports and documents
		2.	Records of Projects
		3.	Records of innovations
		4.	Records of workshops conducted
		5.	RTI records
		6.	Minutes of meeting of Innovation Club@IGNOU
16.	Centre for Modern Indian Languages (CMIL) Established: 2009 (Renamed the formerly Centre for Bhojpuri	1.	Records of programmes conducted
		2.	Study Materials
		3.	RTI records

	Language, Literature and Culture (CBLIC) which was closed in 2013, to CMIL by extending its scope to 2021)		
21.	National ODL Centre for Local Governance (NOCLG) Established: 2013	1	Records of programmes conducted
		2	RTI records
22.	Centre for Gandhi and Peace Studies Established: 2013	1	Records of programmes conducted
		2	RTI records
23.	Centre for Internal Quality Assurance (CIQA) Established: 2016	1	CIQA Annual Reports
		2.	Feedback Analysis reports
		3.	Action Taken Reports
		4.	Documents of Best Practices
		5.	Records pertaining to NAAC peer team visit
		6.	RTI records
		7.	Certificate of NAAC accreditation

UNITS & CELLS

Sl.No.	Name of the Division		
1.	Vigilance Cell Established: 1998	1	Records pertaining to vigilance enquiries
		2	Minor and Major penalty proceeding records and orders
		3.	RTI records
2.	Horticulture Cell Established:	1.	Records pertaining to procurement of related equipments and materials
		3.	RTI records
2.	Horticulture Cell Established:	2.	Tree Census of the University
3.	Public Information Unit Establishment: 1999	1.	Digi News: Pragatipath issues
		2.	Newspaper clippings
		3.	RTI records
		4.	Records pertaining to Social Media
4.	Campus Placement Cell (CPC) Established : 2005	1	Records of placement drives
		2	Records of placements
		3	RTI records
		4	Records of placement requests
8.	Research Unit Established : 2008	1.	Database of PhD Scholars
		2.	Admission records of PhD Scholars
		3.	Minutes of Research Council
		4.	Minutes of Research Council Standing Committee
		5.	PhD Theses
		6.	Policy Documents
		7.	RTI records