



**Govt. Degree College  
Nowshera, PIN-  
185151**

**Manual: 6**

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Statement of categories of  
documents that are held by the  
college or under its control

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

**MANUAL: 6****STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COLLEGE OR UNDER ITS CONTROL****[Section 4(1)(b)(vi)]****Official documents and their availability**

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

S.No.	Person with whom information is available	Document
1.	<b>Principal</b>	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 to administer the office correspondence.
2.	<b>Teachers</b>	Student attendance, assignment, internal examination record, co-curricular, extracurricular activities records, record of various administrative tasks assigned.
3.	<b>Junior Assistant</b>	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, Audited statement, Assessment Report, Employee's service books and personal files, dead stock register, voucher files, Fee Receipt, Stock Register, Stationary, Students Correspondence, Admission forms, T.C, General Register, University Result gazettes, University & Government Correspondence, Scholarships.
4.	<b>Librarian</b>	Books, Journals, Periodicals, Accession Register, E- resources, Stock Register, Day Register, repository, Magazine & Newspaper register.

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

- The college Timetable
- Examination Schedules
- Scholarship Notices
- Admission Forms
- Administrative Notices
- Students Records
- Students Internal Assessment Record
- Examination results
- The College prospectus
- Staff information (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.
- Composition of various Committees.