

Disclosure of information under section 4(1)(a) of the Right to Information Act, 2005

I. List of General files maintained at Academic Unit of Directorate of Post Graduate Studies

Sl. No.	Name of The Files
1.	Acknowledgement (Signature of New Admitted Students)
2.	Admission File
3.	Allotment of I. D. No's
4.	Cancellation of Admission
5.	Character Certificates
6.	Conversion (Trimester to Semester)
7.	Convocation
8.	Course Calendar
9.	Discontinuation of Studies
10.	Foreign Nationals
11.	Grade Point Correspondence
12.	Index-Semester System
13.	Issue of Course & Regulation Books
14.	Migration Certificate
15.	Miscellaneous
16.	No Dues/ Hostel Dues
17.	Non Credit Courses
18.	Original Certificate Acknowledgement (Received from Registrar office)
19.	Passport/ original Certificate Verification
20.	Result Notification
21.	Revised & Duplicate Marks Cards
22.	Scrutiny
23.	Semester Calendar
24.	Statistics
25.	Thesis Correspondence
26.	University Resident Merit Scholarship

II. List of registers maintained at Academic unit of Directorate of Post Graduate studies

Sl. No.	Name of the Register
1.	Admission Register
2.	PG recognition register
3.	Thesis Dispatch register Thesis Receipt book
4.	Earned/Commuted leave sanction orders register
5.	Increment sanction order register
6.	Dispatch: Inward Form No.1 to 6 of students Outward register(Registrar's/DoE/Misc.)
7.	Originals Issue Register
8.	Students out going register
9.	Meeting attendance register
10.	URMS scholarship application issue & receive register
11.	Marks card final/Foreign National bonafide/eligibility certificate signature from Registrar
12.	Convocation register
13.	Regular/Single Grade Reports Register
14.	AGP/CGPA card issue register
15.	Conference hall booking register
16.	Booking of vehicle for external Examiner to attend final viva-voce
17.	Casual Leave Register
18.	Attendance Register (Permanent/contract)
19.	Movement Register
20.	All certificates register (bonafide /character/academic progress)
21.	DBI, DBR and stock ledger