



## **Categories of Document**

## **SCHOOLS OF STUDIES**

S. No.	Name of the School		Documents			
1.	School of Humanities	1.	School Board Minutes			
(SOH)			Programme Guides			
	Established: 1987	2. 3.	Brochures			
		4.	Study Material			
		5.	Reports			
		6.	DRC Minutes			
		7.	RTI records			
			School Council Minutes			
2.	School of Social Sciences	1.	School Board Minutes			
	(SOSS)	2.	Programme Guides			
	Established: 1987	3.	Brochures			
		4.	Study Material			
		5.	Reports			
		6.	DRC Minutes			
		7.	RTI records			
		8.	School Council Minutes			
3.	School of Sciences (SOS)	1.	School Board Minutes			
	Established: 1987	2.	Programme Guides			
		3.	Brochures			
		4.	Study Material			
		5.	Reports			
		6.	DRC Minutes			
		7.	RTI records			
		8.	School Council Minutes			
4.	School of Education	1.	School Board Minutes			
	(SOE)	2.	Programme Guides			
	Established: 1987	3.	Brochures			
		4.	Study Material			
		5.	Reports			
		6.	DRC Minutes			
		7.	RTI records			
		8.	School Council Minutes			
5.	School of Continuing	1.	School Board Minutes			
	Education (SOCE) Established : 1987		Programme Guides			
			Brochures			
			Study Material			
			Reports			
		6.	DRC Minutes			
		7.	RTI records			
		8.	School Council Minutes			
6	School of Engineering &	1.	School Board Minutes			
	Technology (SOET) Established : 1987	2.	Programme Guides			
		3.	Brochures			
		4.	Study Material			
		5.	Reports			
		6.	RTI records			
7	0.1 1.01	7.	School Council Minutes			
7.	School of Management	1.	School Board Minutes			
	Studies (SOMS) Established : 1987	2.	Programme Guides			
	Established : 1987	3.	Brochures			
		4.	Study Material			
		5.	Reports			
		6.	DRC Minutes			
		7.				
0	0.1 1 011 14 0 1	8.	School Council Minutes			
8.	School of Health Sciences	1.	School Board Minutes			





Established : 1987		(SOHS)	2.	Programme Guides			
4.   Sody Material							
School of Computer & Information Sciences (SOCIS)   Stablished: 1991   A School of Agriculture (SOCIS)   Stablished: 2005   Stablished: 2005   School of Agriculture (SOCIS)   School of Agr	Established . 1907						
School of Computer & Information Sciences (SOCIS)				· ·			
School of Computer & Information Sciences (SOCIS)   S. School Council Minutes   S. S							
School of Computer & Information Sciences (SOCIS)   Established : 1991   4							
School of Computer & Information Sciences (SOCTS)   Established: 1991   School for Agriculture (SOCA)   Sabblished: 2005   Stablished: 2007   St							
Information Sciences (SOCIS)   Established: 1991   4	9 School of Computer &						
School of Agriculture   Color   Colo	<i>)</i> .						
Established: 1991							
School of Agriculture (SOA)							
10.							
10.   School of Agriculture (SOA)   Established : 2005   Stablished : 2007   Stablis							
School of Agriculture (SOA)							
1.   School of Agriculture (SOA)   Established : 2005   Stablished : 2006   Stablished : 2007   Stablish							
Color   Colo	10	School of Agriculture					
Established : 2005	10.						
4.   Sudy Material							
School of Law (SOL)							
Company   Comp							
T.   School of Law (SOL)   Established ; 2005   School Council Minutes							
School of Law (SOL)							
11.   School of Law (SOL)   Established : 2005   Stablished : 2005   Stablished : 2005   Stablished : 2005   School Formation   School of Vocational Education and Training (SOVET)   Established : 2007   School of Interdisciplinary & Transdisciplinary Studies (SOTTS)   Established : 2007   School of Interdisciplinary Studies (SOTTS)   Established : 2007   School of Gender & Development Studies (SOGDS)   Established : 2007   School of Gender & Development Studies (SOGDS)   Established : 2007   School of Gender & Development Studies (SOGDS)   Established : 2007   School of Gender & Development Studies (SOGDS)   Established : 2007   School of Gender & Development Studies (SOGDS)   Established : 2007   School of Gender & Development Studies (SOGDS)   Established : 2007   School of Gender & Development Studies (SOGDS)   School Council Minutes   School School Coun							
Established : 2005	11	School of Law (SOL)					
3.   Brochures	11.						
4.   Study Material     5.   Reports     6.   DRC Minutes     7.   RTI records     8.   School Gouncil Minutes     12.   School of Vocational Education and Training (SOVET)     Established : 2007     13.   School of Interdisciplinary & Transdisciplinary Studies (SOITS)     Established : 2007     14.   School of Gender & Development Studies (SOGDS)     Established : 2007     15.   School of Translation Studies (SOGDS)     Established : 2007     15.   School of Translation Studies (SOTST)     15.   School of Translation Studies (SOTST)     16.   School of Performing and Visual Arts (SOPWA)     16.   School of Performing and Visual Arts (SOPWA)     17.   School of Performing and Visual Arts (SOPWA)     18.   School of Performing and Visual Arts (SOPWA)     19.   School of Minutes     10.   School of Performing and Visual Arts (SOPWA)     10.   School of School of Performing and Visual Arts (SOPWA)     11.   School of Performing and Visual Arts (SOPWA)     12.   School of Performing and Visual Arts (SOPWA)     13.   School of Performing and Visual Arts (SOPWA)     14.   School of Performing and Visual Arts (SOPWA)     15.   School of Performing and Visual Arts (SOPWA)     16.   School of Performing and Visual Arts (SOPWA)     17.   School of Performing and Visual Arts (SOPWA)     18.   School of Performing and Visual Arts (SOPWA)     19.   School of Performing and Visual Arts (SOPWA)     10.   School of Performing and Visual Arts (SOPWA)     10.   School of Performing and Visual Arts (SOPWA)     11.   School of Performing and Visual Arts (SOPWA)     12.   Programme Guides		Established . 2005					
School of Vocational Education and Training (SOVET)							
1.   School of Vocational Education and Training (SOVET)							
12.   School of Vocational Education and Training (SOVET)   Established : 2007   School Board Minutes							
School of Vocational Education and Training (SOVET)							
12.   School of Vocational Education and Training (SOVET)							
Education and Training (SOVET)	10	C-111					
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Established : 2007							
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13.   School of Interdisciplinary & Transdisciplinary Studies (SOTTS)   Established : 2007   Established : 2007   School Dard Minutes     14.   School of Gender & Development Studies (SOGDS)   Established : 2007   Established : 2007   Established : 2007   School Board Minutes     14.   School of Gender & Development Studies (SOGDS)   Established : 2007   Establi		Established . 2007					
13.   School of   Interdisciplinary & Trans-disciplinary Studies (SOITS)   Established : 2007   Established : 2007   School Board Minutes     14.   School of Gender & Development Studies (SOGDS)   Established : 2007							
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14.   School of Gender & Development Studies (SOGDS)   Established : 2007   Established : 2007   Sudies & Training (SOTST)   Established : 2007   Establis		Established : 2007					
14.   School of Gender & School Council Minutes     14.   School of Gender & Development Studies (SOGDS)   Established : 2007							
School of Gender & Development Studies (SOGDS)							
14.         School of Gender & Development Studies (SOGDS)         1.         School Board Minutes           Established : 2007         2.         Programme Guides           Established : 2007         4.         Study Material           5.         Reports         6.         DRC Minutes           7.         RTI records         8.         School Council Minutes           15.         School of Translation Studies & Training (SOTST)         1.         School Board Minutes           Established : 2007         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)         1.         School Board Minutes           16.         Programme Guides         2.         Programme Guides							
Development Studies (SOGDS)	1.4						
School of Performing and Visual Arts (SOPVA)   Study Material	14.						
Established : 2007							
School of Translation   Studies & Training (SOTST)   Established : 2007   Established : 2007   School of Performing and Visual Arts (SOPVA)   School Board Minutes							
6. DRC Minutes     7. RTI records     8. School Council Minutes     15. School of Translation     Studies & Training (SOTST)     Established : 2007     Established : 2007     A Study Material     5. Reports     6. DRC Minutes     4. Study Material     5. Reports     6. DRC Minutes     7. RTI records     8. School Council Minutes     16. School of Performing and Visual Arts (SOPVA)     C School Board Minutes     1. School Board Minutes     2. Programme Guides     C School Board Minutes     C School Bo		Established: 2007					
7.   RTI records							
School of Translation   Studies & Training (SOTST)   Established : 2007   4.							
15.         School of Translation Studies & Training (SOTST)         1.         School Board Minutes           Established: 2007         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)         1.         School Board Minutes           2.         Programme Guides							
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Established : 2007				Programme Guides			
5.   Reports   6.   DRC Minutes   7.   RTI records   8.   School Council Minutes   16.   School of Performing and Visual Arts (SOPVA)   1.   School Board Minutes   2.   Programme Guides   2.   Programme Guides   1.   School Board Minutes   2.   Programme Guides   3.   Programme Guides   9.							
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7.   RTI records   8.   School Council Minutes   16.   School of Performing and Visual Arts (SOPVA)   1.   School Board Minutes   2.   Programme Guides   1.   School Board Minutes   2.   Programme Guides   1.   School Board Minutes   2.   Programme Guides   3.   Programme Guides   9.   Progr			_				
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Visual Arts (SOPVA) 2. Programme Guides							
	16.						
Established: 2007 3. Brochures							
		Established: 2007	3.	Brochures			





		4.	Study Material				
		5.	Reports				
		6.	DRC Minutes				
			RTI records				
		7. 8.	School Council Minutes				
17.	School of Tourism	1.	School Board Minutes				
	Hospitality Service	2.	Programme Guides				
	Management (SOTHSM)	3.	Brochures				
	Established :2007	4.	Study Material				
		5.	Reports				
		6.	DRC Minutes				
		7.	RTI records				
		8.	School Council Minutes				
18.	School of Journalism and	1.	School Board Minutes				
	New Media Studies	2.	Programme Guides				
	(SOJNMS)	3.	Brochures				
	Established: 2007	4.	Study Material				
		5.	Reports				
		6.	DRC Minutes				
		7.	RTI records				
		8.	School Council Minutes				
19.	School of Foreign	1.	School Board Minutes				
	Languages (SOFL)	2.	Programme Guides				
	Established: 2007	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				
_	<u> </u>	8.	School Council Minutes				
	DIVISIONS						

Sl.No.	Name of the Division		
1.	Administration Division (AD)	1.	Minutes of Board of Management
	Established: 1986	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)	1.	Minutes of the Finance Committee
	Established: 1986	2.	Salary records
		3.	Bills, Vouchers and receipts
		4.	Income and expenditure records
		5.	Grants, Funds and projects records
		6.	1 7
		7.	Annual Accounts
		8.	RTI records
		9.	
3.	Academic Coordination Division (ACD)	1.	Financial Code Minutes of the Academic council
3.	Established: 1986	2.	Minutes of the Academic Council Standing Committee
	(ACD w.e.f. 1995 prior to that Planning &	3.	Policy Documents
	Teachers Affairs)	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
4.	Library and Documentation Division (Lⅅ)	9. 1.	Notifications and office orders  Minutes of Library committee
T.	Established: 1986	2.	Catalogues
		3.	Procurement records
		4.	Books, Journals, PhD Theses etc.
		5.	RTI records
		6.	Records
5.	Regional Services Division (RSD)	1.	Minutes of the Student Support Services of BOM
	Established: 1986	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)	1.	Minutes of the Works Committee
	Established: 1986	2.	Records pertaining to construction
		3.	Procurement records
		4. 5.	RTI records  Records pertaining to repair and maintenance
7.	Student Registration Division (SRD)	1.	Minutes of Equivalence Committee
/.	Established: 1986	2.	Student registration records
		3.	Student fee records
		4.	RTI records
		5.	Student Profile data
8.	Student Evaluation Division (SED)	1.	Minutes of Exam Committee
	Established: 1986	2.	Minutes of Unfair Means Committee
		3.	Student result records  Answer Shorts Projects etc.
		4. 5.	Answer Sheets, Projects etc.  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	1.	Minutes of the Physical Inspection Committee
	(MPDD)	2.	Minutes of the Sample Collection Committee
	Established: 1986	3.	List of Printers, Graphic Designers etc.
		<u>4.</u> 5.	Catalogues Inventory of Study materials
		6.	Procurement records
		7.	RTI records
		8.	Stocks of the Study materials
10.	Computer Division (CD)	1.	Inventory of Computers and peripherals
	Established: 1986	2.	Servers and network maintenance records
		3.	Procurement records
		4.	RTI records
<u> </u>		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 (Pⅅ)	1.	Minutes of Planning Board
	Established: 1995	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	1.	Student registration records
	Established: 2002	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)	1.	Inventory of equipments
	Established: 1986	2.	Records of transmission channels
	(Upgraded to EMPC w.e.f. 1995 prior to that	3.	Records of broadcasts
	Communication Division)	4.	Procurement records
		5.	Records of telecasts
		6.	RTI records
		7.	Recordings of programmes
			conducted
2.	Staff Training and Research Institute of	1.	Training materials/ Handbooks
	Distance Education (STRIDE)	2.	Minutes of Faculty meetings
	Established: 1986	3.	Schedules of training programmes
	(STRIDE w.e.f. 1993; prior to that Division of	4.	Reports of training programmes conducted
	Distance Education established in 1986)	5.	RTI records
4.	Student Service Centre	1.	Records of student grievances
	Established: 1999	2.	Records of student grievances redressal
	(Previously Students Support Services Cell,	3.	Minutes of Grievance Redressal Committee
	which was made an independent Centre in	4.	Minutes of Equal Opportunity Cell
	2007)	5.	RTI records
		6.	Records of Student Queries
5.	Centre for Online Education	1.	Inventory of Computers and peripherals
	Established: 2006	2.	Server Maintenance records
	Renamed the formerly Inter University	3.	Records pertaining to SWAYAM and SWAYAMPRABHA channels
	Consortium (IUC) by extending its scope to	4.	MOOCs
	COE in 2016)	5.	Online study materials
		6.	RTI records
		7.	Records pertaining to online student counseling
6.	National Centre for Disability Studies (NCDS)	1.	Records pertaining to accessibility audit
	Established: 2006	2.	Reports
	(Previously NCDA which was renamed as	3.	RTI records
	NCDS in 2008)	4.	Programme Schedules
7.	National Centre for Innovation in Distance	1.	Reports and documents
	Education (NCIDE)	2.	Records of Projects
	Established: 2006	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)	1.	Records of programmes conducted
	Established: 2009	2.	Study Materials
	(Renamed the formerly Centre for Bhojpuri	3.	RTI records





	Language, Literature and Culture (CBLLC) which was closed in 2013, to CMIL by extending its scope to 2021)		
21.	National ODL Centre for Local Governance	1	Records of programmes conducted
	(NOCLG)	2	RTI records
	Established: 2013		
22.	Centre for Gandhi and Peace Studies	1	Records of programmes conducted
	Established: 2013	2	RTI records
23.	Centre for Internal Quality Assurance (CIQA)	1	CIQA Annual Reports
	Established: 2016	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	1	Records pertaining to vigilance enquiries
	Established: 1998	2	Minor and Major penalty proceeding records and orders
		3.	RTI records
2.	Horticulture Cell	1.	Records pertaining to procurement of related equipments and materials
	Established:	3.	RTI records
		2.	Tree Census of the University
3.	Public Information Unit	1.	Digi News: Pragatipath issues
	Establishment: 1999	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	1.	Database of PhD Scholars
	Established : 2008	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