



**RATAN TATA
MAHARASHTRA STATE
SKILLS UNIVERSITY**

1st Floor Elphinstone Technical High
School, Metro Chowk, Mumbai -
400001

Manual 6

Statement of Categories of Documents
held in the Ratan Tata Maharashtra State
Skills University, Mumbai.

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

Manual 6

Statement of Categories of Documents held on the Ratan Tata Maharashtra State Skills University, Mumbai-400001. [Section 4 (1) (b) (vi)]

Sr. No.	Section	Document	Content	Type of Document
1.	Eligibility	Subject equivalence file	This file carries the information regarding equivalence of the old subjects with new subjects.	Non confidential after its circulation
2.	All Departments	Government Resolutions, Circulars and Letters	Government Resolution file/ Circular File/ Letter file.	Non confidential
		Agenda for Meeting	Agenda of meetings conducted by the section concerned.	Non confidential
		Minutes of Meeting	Minutes of meetings conducted by the sections concerned.	Non confidential after its circulation
3.	Academic	Syllabi	Syllabi of various courses conducted by the University.	Non confidential after its circulation
		Perspective plan of the University.	Details about the locations of the colleges and institutions of higher learning in a manner ensuring equitable distribution of facilities for Higher Education.	Non Confidential after publications.
4.	Planning and Development	U.G.C. Resolutions and Circulars	U.G.C. Resolution	Non confidential

Sr. No.	Section	Document	Content	Type of Document
5.	Administration	Personal files	Record of the employee as regards appointment, confirmations, pay scale, promotion, leaves etc.	Confidential
		Confidential Reports	Yearly assessment of the employees as per the Standard Code Rules, 1984.	Confidential for the third party and non confidential to the person concerned after its declaration.
		List of Selection Committee Members.	Details of the Selection Committees members appointed for the purpose of appointments on various posts.	Confidential till the selection process is completed.
		Selection Merit list & Waiting list.	Merit List of the candidates selected and the waiting list as per recommendations of the Selection Committee according to the merits of the candidates.	Confidential till Declaration.
		Resolutions/ Notification/ Circulars etc. issued by the Central Government/ State Government/ U.G.C. etc.	As per the subject mater of the Circulars/Resolutions.	Non confidential
6.	Meetings and Record Section	Record relating to Meetings of Senate.	Agenda, minutes of the meeting, action taken report of the concerned section.	The Minutes of meetings of the Senate/ Management Council and resolutions passed in such meetings are accessible for public, subject to the provisions of the RTI Act, 2005.
		Record relating to Meetings of Management Council.		
7.	Academic	Record relating to Meetings of Academic Council.	Agenda, minutes of the meeting,	
8.	Planning and Development	Academic Calendar	Tentative calendar of the University regarding dates of various meetings, seminars, workshops, programmes	Non-confidential

Sr. No.	Section	Document	Content	Type of Document
9.	Examination	Marks list for various subject received from CAP.	Subject-wise marks are mentioned in the mark lists. The Mark lists are received through CAP.	Confidential upto declaration of results.
		Mark-lists of practical/ oral/ term work / examinations received from examiners.	Subject wise/seat number wise marks are given by the examiners are mentioned in the Mark lists. The Mark lists are received through the Principals of the Affiliated Colleges.	Confidential up to declaration of results.
		Ledgers of Results.	Ledgers are the duplicate copies of the Marks statements issued to the Students concerned.	Non confidential after declaration of results issued to students concerned.
		Verification Ledger.	This ledger carries the information regarding name of the students, for which subjects students have applied for verification, information regarding change/ no change in marks and the Reference no. Under which no change has been sent.	Non confidential after declaration of results issued to students concerned.
		Change cases of Verification.	It carries the information regarding Change in marks of the students concerned.	Confidential up to its declaration of the result issued to the students concerned.
		Change cases of revaluation.		
		Time Table file	This file carries the detailed information of examination including day, time, date & class, name of the subjects etc.	Non confidential
		Panel of Examiners	This file carries the information regarding subject wise teachers who can be the examiners.	Confidential
		Statistical Information regarding result	This file carries the branches, classes information regarding number of students appeared for	Non confidential

Sr. No.	Section	Document	Content	Type of Document
			examinations, number of students absent, number of students passed in First class, Second class, pass class & ATKT and percentage of the result.	
		Circular file	This file carries the circulars issued by the Examination Section from time to time.	Non confidential
		Panel of Paper Setter / Examiner / Moderator	Details about the Paper Setter / Examiner / Moderator.	Confidential
		Statistical Information regarding result	This file carries the branches, classes information regarding number of students appeared for examinations, number of students absent, number of students passed in First class, Second class, pass class & ATKT and percentage of the result.	Non confidential
		Circular file	This file carries the circulars issued by the Examination Section from time to time.	Non confidential
		Panel of Paper Setter / Examiner / Moderator	Details about the Paper Setter /Examiner / Moderator.	Confidential
		Declaration of results	The record of the results declared of various examinations is maintained in the form of ledgers.	Non confidential after its declaration.
10.	Estate	Original tenders and related documents	As submitted by the tenders, from time to time.	Confidential till its acceptance.
		Land acquisition record	All details about the Land acquisition.	Non confidential
		Correspondence made with State Government, Central Government, U.G.C., P.W.D., Irrigation, Corporation, other Departments and Internal correspondence, consulting Architect, Contractors etc.	Correspondence as per the subject matter.	Non confidential

Sr. No.	Section	Document	Content	Type of Document
		All Architectural drawings	Architectural plans in respect of constructions of the University buildings etc.	Non confidential
		Information regarding water supply scheme and related documents of water supply section.	Details regarding water supply scheme and related documents of water supply section.	Non confidential
		General Information including prominent features of the campus/ individual building/ project	Details regarding campus, building and projects.	Non confidential
		Timely circulars.	Details regarding the circulars issued from time to time.	Non confidential
		Information about Electricity Bill.	Details about the Electricity Bill.	Non confidential
