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## 4.1 b(vi) A statement of the categories of documents that are held by it or under its control

## The Categories of Documents that are held by the Centre.

- (1) <u>Annual Reports</u>
- (2) <u>Information Brochure</u>
- (3) <u>Course Announcement/ Admissions</u>
- (4) Record of Faculty/ Visiting Fellows
- (5) Cash Book/ Bank Book/ Ledger
- (6) Stationary Stock Register
- (7) Contingency Stock Register
- (8) Outward Register
- (9) Receipt Books Register
- (10) Dead Stock Register
- (11) Guest Room Register
- (12) Advance Payment Register
- (13) Attendance Register
- (14) Accession/ Non-Book Material Register
- (15) Withdrawal Register