

# **JAWAHARLAL NEHRU UNIVERSITY**

## **Manual 6**

### **A statement of the categories of documents that are held by it or under its control**

#### **[Section 4 (1)(b)(vi)]**

#### **1. ADMISSION BRANCH**

The Admission Branch deals with work relating to admission of students to various programmes of study of the University. The Branch is charged with the responsibility to implement the Admission Policy and Procedures as approved by the Academic Council of the University from time to time so as to achieve the goals as laid down in the University Act/Statutes. The records held by this Branch are mainly related to Admission Policy and Procedures, holding of JNU entrance examination, minutes of Standing Committee on admissions, prospectus, admission schedule, admission of students, copies of records, files, instructions, circulars, and course lists, etc. The Branch also deals with awards of Scholarship/fellowships, endowments, casual students/research affiliates, fee waiver of foreign students, etc.

#### **2. EVALUATION BRANCH**

This Branch deals with work relating to evaluation of theses/dissertations of students of the University and its recognized institutions, issue of certificates, mark-sheets, transfer-cum-migration certificates, arranging of special convocations for the award of Honorary Degrees to eminent personalities, maintaining VC Discretionary Fund, Financial Assistance to Students for typing/binding charges, preparation, finalization and declaration of end Semester results, issue of mark-sheets, issue of provisional certificates, Zero semester cases, deregistration and re-registration of Students. The Branch holds files/records relating to enrolment forms, results, reports of examiners, degrees awarded, approved original results, copies of notifications, etc.

#### **3. PROJECT CELL**

The Cell deals with processing and forwarding of Projects/Seminars proposals to funding agencies, constitution of Selection Committee for appointment of staff for projects/chairs, statistical records, etc. The Cell holds records/files relating to the above activities and a Handbook for running Research Projects.

#### **4. RECRUITMENT CELL**

The Recruitment Cell mainly deals with open recruitment of teachers and Research Associates in the University. The processes followed are issuance of advertisement for vacant teaching positions, sorting out the applications received in response to the advertisement School/Centre-wise; forwarding of such applications to respective Schools/Centres/Special Centres for scrutiny and shortlisting. After this initial process is completed, Cell initiates further action for holding Selection Committee meetings as per established procedure, both for open recruitment as well as promotion cases of faculty under UGC's Career Advancement Scheme(CAS) for teachers. The Cell also deals with appointment of Visitor's Nominees on various Selection Committees from MHRD; maintain records pertaining to recruitment files, correspondence with UGC on matters relating to Recruitment Rules; Essential Qualifications for Professors, Associate Professors & Assistant Professors; obtaining panel of experts from Schools/Centres; to get the Panel of Experts approved from Academic Council/Executive Council; to get the minutes/proceedings of Selection Committee meetings approved from the Executive Council; etc.

## **5. ADMINISTRATION BRANCH**

The Administration Branch deals with recruitment and establishment matters/service matters, such as, leave, confidential reports of nonteaching employees and officers, retirement, etc. of nonteaching employees and Officers. The Branch maintains personal files, service books, documents, papers, rules, circulars, notifications, decisions/instructions, etc. issued by the University/UGC/MHRD/GOI on such matters from time to time.

## **6. HINDI CELL**

The main function of the Hindi Cell is to provide translation of English version of annual reports, annual accounts and correspondence with outside agencies and to conduct workshops from time to time for promotion of use of Hindi Language by staff in their official noting and drafting work, etc. The Cell maintains papers, files, and circulars relating to the work conducted by it, issued from time to time by the University/ UGC/MHRD/GOI.

## **7. ACADEMIC BRANCH**

The Academic Branch deals with the establishment/service matters, such as, leave, reemployment, retirement, etc in respect of teachers of the University as well as appointment of guest faculty, visiting faculty/scholars, appointment of Deans of Schools/Chairpersons of Centres, Dean of Students, Associate Dean of Students, Provosts, Wardens, Director ASC, Chief Proctor, etc. It also deals with work relating to replies of parliament questions, cultural exchange programmes, matters relating to JNU's membership of various International/National Academic Associations/Institutions of repute, meetings of the University's Court, Executive Council and the Academic Council etc. Additionally it also handles work relating to membership of University's Court, Executive Council, Academic Council, Board of Studies and Special Committees. The Branch holds files, records, circulars, instructions, rules etc. connected with its activities as mentioned above.

## **8. SC/ST Cell**

The Cell is responsible to monitor policies and programmes of Govt. of India/MHRD/UGC for SCs/STs, Physically challenged and OBCs from time to time. It maintains reservation rosters relating to teaching and nonteaching posts for SC/ST/OBC/PH categories. The Cell also looks after the work relating to reimbursement of medical claims of employees, advances, such as, House Building Advance, Computer Advance, Car Advance, Scooter Advance, Cycle Advances, Festival Advances etc, including Group Insurance Scheme for employees. The Cell holds records, rosters, files, rules, circulars, papers, instructions received from GOI/MHRD/UGC on matters concerning activities, as aforementioned.

## **9. ESTATE BRANCH**

The Estate Branch is responsible for purchase of articles/stores such as office stationery, equipment, furniture items, sanitary materials, liveries, vehicles, etc and their distribution to various branches/departments/Schools/Centres; maintenance of Vehicles, booking of University's community centre/parks, work relating to allotment of University houses, shops/canteens kiosks and charging rent; payment of property tax, water and electricity bills, physical verification of stores/ furniture and equipment of the University and conducting meetings of Campus Development Committee; Survey Boards from time to time. The Branch maintains records, rules, files, circulars, papers etc connected with the above activities.

## **10. SECURITY BRANCH**

The Security Branch is responsible to provide security to the University Campus –Residences, Hostels, University's buildings, Offices, fixtures and fittings, etc. It also issues identity cards to

employees as well as vehicle registration stickers. The Branch maintains records, files, circulars, registrar regarding security matters, duties charts of the security personnel etc.

#### **11. PUBLIC RELATION OFFICE**

The Public Relation Office is responsible for interface between the University and the members of the society. This office looks after the preparation of Annual Report of the University, publication of JNU News Bulletin, booking of accommodation in the guest houses, JNU's city centre and its, management, etc. It maintains records, files, instructions, registers and decisions relating to the above matters.

#### **12. CHIEF PROCTOR OFFICE**

The Office deals with matters relating to indiscipline in respect of students of the University. The office maintains records, files, orders, instructions relating to complaints, enquiries, orders issued by it from time to time, rules of discipline for students etc.

#### **13. ENGINEERING DEPARTMENT**

The Branch is responsible to execute major and minor works in the University and to supervise daytoday maintenance work. The Branch maintains Files,Records, Estimates, Circulars, copies of Budget Allocation, building register, Sanction Plans Register, Register for Annual Maintenance Account, Register for Special Repairs. Register for employees on Muster Roll, Advances Register,History Sheets Register, Measurement and Stock Material at Site Register, CPWD Manuals/rules etc.

#### **14. HEALTH CENTRE**

Health Centre of the University provides medical facilities to the Students and retired employees and consultative medical facility to the employees of the University. It maintains records relating to purchases of medicines, files, registers etc. relating to the above matters.

#### **15. LIBRARY**

The Library is the hub of any academic activity. It houses a number of Books, Magazines, Journals, press clipping, News papers, Govt. Documents, Census, UN and other internationals documents, microfilms and microfisches etc. for the benefit of students/faculty/staff and other readers including facilities for Helen Keller unit for visually challenged researchers/scholars information browsing for faculty members. It also makes purchase of books etc. from time to time to meet the requirements of its readers. It maintains records, files, stock registers, etc. in connection with the above activities.

#### **16. TELEPHONE CELL**

The Cell looks after the JNU Telephone exchange, official telephones in the offices and residences of certain Officers/Staff and arranging payment of bills from time to time, reimbursement of telephone bills to certain officers/employees of the University. It prepares the telephone directory of the University and maintains files, records, registers, etc. relating to its above activities.

#### **17. SALARY/CASH SECTION**

The Salary Section of the University is responsible for preparation/payment of salary including arrears bills of the faculty, staff and officers of the University. Deduction of Income tax from salary, depositing it with Income Tax Department etc. Records maintained by it include salary ledgers, files, instructions, circulars issued by the University/Govt. of India, MHRD/UGC in this regard from time to

time, rules on matters being dealt by it. The Cash Section is responsible for issue of Cheques/Bank drafts. The cash section also issues receipts for the payments received from Students, Staff, etc. and maintains Cash Books, Ledgers, Registers, etc.

#### **18. BILL SECTION**

The Bill Section is responsible to process bills/temporary advance requisitions, etc and to maintain instructions records, ledgers, rules, etc, relating to the above works.

#### **19. BAG/IA**

The Budget, Accounts and Grants (BAG) is responsible for preparation of budgets, financial estimates/accounts and proposal for grants for the University, submitting utilization certificates, etc. It also deals with holding of finance Committee meetings. Internal Audit ( IA) deals with cases referred to it for preauditing. It also conducts auditing of records/files of various Branches/ Departments/Offices/Schools/Centres/Units of the University. It maintains rules, instructions, records relating to Budget and Accounts and files, registers, rules, etc. on the subjects being dealt by it, issued from time to time by the UGC/MHRD/GOI/University.

#### **20. PROVIDENT FUND/PENSION SECTION**

The Section deals with Provident Fund/Pension and gratuity in respect of faculty, staff and officers of the University. It maintains rules, records, registers, ledgers, files, circulars, instructions issued by the University, UGC/MHRD/GOI on the subject from time to time.

#### **21. DEFENCE AND BIOTECHNOLOGY CELL**

The Cell conducts Combined Biotechnology Entrance Examination for admission to M.Sc. in Biotechnology; M.Sc. in Agriculture Biotechnology; MVSc, Animal Biotechnology and M.Tech programme Biotechnology for several participating Universities. Records/files prepared by it from time to time include merit lists, issue of provisional certificates/degrees, migration certificates, etc.

#### **22. DEAN OF STUDENTS OFFICE**

The Dean of Students is the overall incharge of hostels and supervise, various facilities provided to the Students such as Hostel facilities and their management, medical facilities, Sports facilities, cultural activities, National Service Scheme including Yoga Centre. The office holds files, registers regarding allotment of hostels, establishment charges, folios of days scholars, meetings of Provosts and Inter Hall Administration, Stock Registers for the purchases made by it from time to time, contract appointment in the hostel messes, measurement books, daily complaint register for civil and electrical maintenance work of hostels, etc.

#### **23. USIC**

The University Science and Instrumentation Centre strengthen the technological infrastructure through collaborative efforts of Academic Community of the University and undertakes programme to spread culture of instrumentation in the higher educational system. It also looks after the work relating to AMCs of Computers of the University. The Centre maintains records, registers, files of the above activities.

#### **24. ACADEMIC STAFF COLLEGE**

It conducts Orientation Programmes and Refresher courses for inservice College/University teachers. It also provides library, lab, boarding and lodging facilities to the participants. It holds

records, files, UGC guidelines etc relating to refresher courses, lists participants, purchase of articles, books, boarding and lodging details, budget allocations, etc.

## **25. Sports Office**

The Sports Office provides sports facility, such as Athletics, Badminton, Cricket, Football, Tennis, Weightlifting, powerlifting, Yoga, Mountaineering and Trekking, Taekwando, etc. The Office maintains records, files, registers relating to above activities, prizes, awards, purchases made by it.

## **26. Schools/Centres**

The details of Schools/Centres/Special Centres are given in the Academic Ordinances, which is part of item no. 02 of Manual 05 under RTI. Schools/Centres are Units of teaching and research activities imparting instructions/education and research in various disciplines and programmes of studies. The Schools/Centres maintain files, registration folios of students, minutes of meetings of Centre level, School level Committees such as Committee of the Centre/Committee for Advanced Studies & Research (CASR), Boards of Studies/Special Committees, etc.

\* The Dean/Chairperson/HoD are the custodian of the document/data pertaining to their functions (Administrative/Academic/Research).

\* Updated as on 18th October 2023