

Manual – 6: - A Statement of the Categories of Documents that are held by it or under its control:

List & Category of records maintained:

Library records are maintained for different Biotechnology books, Journals and e-subscriptions ELSEVIER and Springer.

The following documents are held by the university, further the documents are maintained as per the classification of files like a/b/c/d.

- (i) GBU Act 2018
- (ii) Agenda and minutes of meetings
- (iii) Annual Accounts
- (iv) Voucher Book
- (v) Peti Cash Register
- (vi) Necessary files are maintained by concern department