



The West Bengal National University of Juridical Sciences

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MANUAL 6

A statement of the categories of documents that are held by it for under its control

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

Sr. No.	Nature of Record	Details of Information
1	University Act	The Act provides for establishment of The West Bengal National University of Juridical Sciences. Powers, Functions and duties of the University, Constitution of authorities of the University, Powers and Functions of the Vice-Chancellor and the Registrar and provision relating to other important matters.
2.	University	The Act, Regulations & Rules framed under the University Act.
3	Annual Report	All activities held in the University during the year
4	Annual Accounts	Annual Accounts Balance sheet, Audit report of Accounts for the financial year
5	Service Records	Service Records containing all details of each employee
6	Students Information	Student data Information regarding students admitted each Year
7	Result of students	Result of all students studying in the University.
8	Agenda and Minutes of Statutory Authorities	Agenda and Minutes of meetings of: - 1. General Council 2. Executive Council 3. Academic Council 4. Finance Committee
9	Stock Register	Stock Register contains entries of all material/equipments purchased by the University