

MANUAL 6 : A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY SATYAWATI COLLEGE (EVE.)OR UNDER ITS CONTROL

S. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/Under Control of
1	Administrative	Service Books, Leave Records, College Assets, Students Record	Through Section Heads, Students's record and principal's	A.O./ S.O. [Admn.]
2	Accounts	All Accounts Books, vouchers, receipts and information bulletin	Annual Report Through Section Heads, Students's record and principal's Annual Report	A.O./ S.O. [Accts.]
3	Library	Records relating to Books in circulation, Reference Books, Reference Material, Journals and Audio, Braille material	Through Section Heads, Students's record and principal's Annual Report	Librarian