



**Rajiv Gandhi University**  
**Rono Hills: Doimukh – 791112**  
**Arunachal Pradesh, India**



### Maintenance of Records

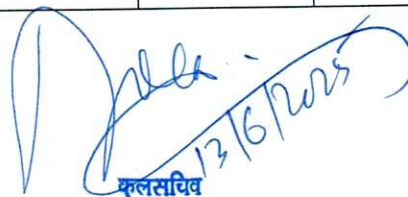
This is to certify that **Rajiv Gandhi University** has instituted a comprehensive and structured system for the **maintenance, storage, and access of all official documents, files, and institutional books** across various administrative and academic departments. The system has been developed in accordance with the principles of transparency, accountability, and efficiency, as prescribed by the **UGC Guidelines, GFR (General Financial Rules), National Archives of India**, and other relevant regulatory frameworks. As per the RGU Act 2006, the Registrar is the custodian of all records, books and documents of the university and the details below specifies the records, documents and books maintained by various branches and departments of the university.

As per the classification and categorization detailed in the official *Document Management Table*, the following measures are in place:

1. **Centralized Archival** of official records including administrative, academic, financial, legal, and research documentation.
2. **Departmental Custodianship** ensuring that each section (e.g., Project Cell, Examination Branch, Finance, Transport, Engineering, etc.) is responsible for the secure handling and timely updating of its documents.
3. **Defined Retention Periods**, Access Controls, and Compliance Mechanisms for each document category.
4. **Digitization Protocols** to preserve documents electronically and enhance accessibility through a University e-Document Repository System.
5. **Periodic Internal Audit and Review**, conducted by a designated Records Management Committee to ensure relevance, security, and proper disposal of outdated records.

This certification affirms that the system is **active, functional, and regularly monitored** for adherence to statutory and institutional requirements.

Sl. No.	Category	Type of Document/ File/ Book	Department/ Section Responsible	Storage Location	Retention Period	Access Level
1	Administration	Establishment records, service books, leave records & other employee related documents,	Establishment Branch	Establishment Branch	Permanent	Restricted (Admin)

  
13/6/2025

कुलसचिव  
राजीव गांधी विश्वविद्यालय (केन्द्रीय विश्वविद्यालय)  
Registrar  
Rajiv Gandhi University (Central University)  
Rono Hills, Doimukh, Arunachal Pradesh



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		Appointments, Confirmation etc.				
2	Finance & Accounts	Budget files, audit reports, bills, vouchers, UCs, Payrolls, Tax etc.	Finance & Accounts Section	Accounts Office	10–15 years	Restricted (Finance)
3	Academic	Curriculum files, academic calendar, syllabus, meeting records	Academic Branch	Academic Section Archive	Permanent	Semi-open (Faculty/Admin)
4	Examinations	Mark sheets, results, tabulation registers, answer script logs	Examination Branch	Exam Cell / Confidential Section	10 years (min)	Confidential
5	Legal & RTI	Court cases, MoUs, circulars, office orders, University Acts, Legal cases, RTI queries/responses, show-cause notices	CPIO/ ACPIO / Nodal Officer/ Registrar's Office	Legal Section File Room	15 years	Restricted
6	Library	Accession register, journals, books, annual reports	Central Library	Library Archive Section	Permanent	Open
7	Research	Ph.D. theses, project reports, approvals, plagiarism reports	Academic Branch / Examination Branch	Research Office / Library	Permanent	Restricted/Semi-open
8	IQAC	AQAR, SSR, feedback analysis, committee reports, Academic and Administrative Audit	IQAC Cell	IQAC Office	Permanent	Semi-restricted
9	Project Cell	DPRs, progress reports, fund release letters, project audits	Project Cell / Registrar Office	Project Office Archive	15 years	Restricted
10	Transport Branch	Logbooks, fuel records, vehicle registration, insurance, repair bills	Transport Branch	Transport Office	7 years	Restricted (Transport)

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11	Engineering/ Works Branch	Building plans, tender documents, work orders, AMC contracts	Engineering Branch	Engineering Section Archive	15 years	Restricted (Admin/Engg)
12	Registration Branch	Admission registers, student records, migration & TC, registration forms	Registration Branch	Admission & Student Record Room	10 years (active)	Restricted (Registrar)
13	Student Welfare	Scholarship records, grievance redressal files, hostel records	DSW Office	Student Welfare Office	7–10 years	Restricted
14	Meetings & Committees	Minutes of EC, AC, BoS, FC, DRC, etc.	Concerned Committee Secretariats	Registrar Office Archive	Permanent	Semi-open
15	Planning & Development	UGC/Ministry grants, proposals, plan papers, infrastructure plans	Planning Cell / Finance Branch / FO Office / Registrar's office	Planning Section	10–15 years	Restricted
16	Internal Audit/ Inspection	Audit reports, stock verification, compliance reports	Internal Audit Cell / Stock Section / Finance Branch / FO Office	Audit File Room	10 years	Restricted
17	Events & Protocol	Event invites, photos, media coverage, guest records, visitors' book	Registrar's Office	Protocol Cell	5–7 years	Open
18	Hostel & Security	Allotment registers, guest entries, security logs, CCTV backup records	Hostel Warden / Security Officer	Hostel Office / Security Room	1–5 years	Restricted
19	Teaching Activities	Student records, Attendance of students, and student activities related documents	All Teaching Departments/ Centers / IUGS	All Teaching Departments/ Centers / IUGS	5-7 years	Semi-open
20	Computer/ IT Branch	IT infrastructure files, software	Computer Centre /	Computer Centre File	5–7 years	Restricted (IT/Admin)

  
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		licenses, hardware inventory, AMC records, user access logs, network architecture plans	IT Cell	Room		
21	Sports & Physical Education	Event records, participation registers, award files, fitness assessment records, equipment inventory, budget & grant files	Department of Physical Education / ADP's Office	Sports Office / Games & Sports Store	7-10 years	Semi-open (Dept/Admin)
21	Miscellaneous	Certificates issued, old notices, casual records, staff tour approvals	Concerned Sections	Respective Department Files	3-5 years	Varies as above

  
**Registrar**

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