

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)
Maulana Mohammad Ali Jauhar Marg, New Delhi-110025

जामिया मिल्लिया इस्लामिया

(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

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कुलसचिव कार्यालय

Office of the Registrar

No. JMI/R.O./L&Ord./2015

January 13, 2015

NOTIFICATION

This is to notify for information of all concerned that the Executive Council in its Meeting held on 19.11.2014 vide its Resolution No.EC-2014(III):3.31 has approved the amendment in Ordinance 36 (XXXVI) {Administrative/General} captioned "Preservation of various Records & Documents in the University" by incorporating a new Para No.17 regarding preservation of records in Departments/Centres/Faculties of the University on the recommendation of the University's Academic Council vide its meeting held on 17.10.2014 [Resolution No.AC-2014(II):21].

While approving the above, the Majlis (AC) directed to send old records of more than 10 years to Premchand Archives & Literary Centre, JMI for preservation.

The amended Ordinance 36 (XXXVI) {Administrative/General} as approved would now be read as shown in the Annexure.

Shahid Ashraf
(Prof. Shahid Ashraf)
Registrar

Copy for information to:-

1. All Deans of Faculties/DSW/Directors/Hony. Directors of the Centres/HoDs, JMI
2. The Finance Officer, JMI
3. The Controller of Examinations, JMI
4. The Chairperson, Standing Committee-ASO, JMI
5. The Additional Director, FTK Centre for Information Technology, JMI – With the request to display on Jamia's Website.
6. The Jt. Registrar (HRD), JMI
7. The Asstt. Registrar (Establishment), JMI
8. The Media Co-ordinator, JMI
9. The Hindi Officer, JMI – With the request to pursue uploading on University's website and updating the amendment in the relevant Ordinance.
10. The Secretary to the Vice-Chancellor, JMI
11. The Asstt. Registrar (Legal & Ord.), JMI – With the request to incorporate in the appropriate place of the University's Ordinances.
12. The Asstt. Registrar (A&C), JMI
13. The Asstt. Registrar, Registrar's Secretariat, JMI
14. File /Folder

V. P. Singh
Assistant Registrar
(Legal & Ordinance)

Amendment in Ordinance 36 (XXXVI) {Administrative/General} captioned "Preservation of various records & documents in the University" by incorporating a new Para No.17 reg. Preservation of records in Departments/Centres of the University vide E.C. Resolution No.EC-2014 (III):Reso-3.31 dated 19.11.2014.

Ordinance 36 (XXXVI) {administrative/general}
"Preservation of various Records & Documents in the University"

| S.No. | Name of the Section | Particulars of Records/Documents | Proposed life/ period of Maintenance |
|-------|-----------------------------------|--|---|
| 17 | Departments/Centres/ Faculties | (i) Non-Consumable Stock Register | Permanent |
| | | (ii) Consumable Stock Register / OPD Consumable Register | 3 Financial Years |
| | | (iii) Purchase Committee Register | 3 Financial years |
| | | (iv) Dispatch Register / Peon Book | 5 Years |
| | | (v) Attendance Register - Staff | 3 Years |
| | | (vi) Minutes of Board of Studies/Committee of Studies/Faculty Meetings | Permanent |
| | | (vii) Departmental Meetings Register | 2 Years |
| | | (viii) Practical Files of Students | 6 months after declaration of examination results |
| | | (ix) Internal Assessment Test Answer Books of Students | 1 Year after declaration of examination results |
| | | (x) Question Papers of all Examinations | 3 years |
| | | (xi) Indent/Issue Register | Permanent |
| | | (xii) Correspondences with Registrar, Vice- Chancellor and other competent authorities of administration | 3 years |

| S.No. | Name of the Section | Particulars of Records/Documents | Proposed life/ period of Maintenance |
|-------|---------------------|---|---|
| | | (xiii) Leave Record of Teaching and Non-Teaching Staff/ Casual Leave Register | 2 years |
| | | (xiv) DRS Project Records | 2 Financial years after completion of the project |
| | | (xv) Papers related to different Extramural Projects | 2 Financial years after completion of the project |
| | | (xvi) Notice Inviting Tender | 3 Financial years |
| | | (xvii) Institutional Ethical Clearance Certificate for Use of Human | 1 year after completion of research work |
| | | (xviii) Institutional Ethical Clearance Certificate for Use of Animals | 1 year after completion of research work |
| | | (xix) Bio-safety clearance certificate of different project | 1 year after completion of research work |