

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

Sr. No.	Nature of Record	Details of Information
1	Sikkim University Act, 2006 No.10 of 2007	The Act provides for establishment of Sikkim University, 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. https://cus.ac.in/images/content/static/QuickLink/ActStatOrd/the_su_act.pdf
2	University Statutes and Rules and Regulations	The Statutes and Rules & Regulations framed under the Sikkim University Act, 2006 No. 10 of 2007. Regulations: https://cus.ac.in/index.php/en/su-regulations Rules & Guidelines: https://cus.ac.in/index.php/en/su-rules
3	Annual Report	https://cus.ac.in/index.php/en/annual-report-e
4	Annual Accounts	Archive of Annual Accounts Balance sheet, Audit report of Accounts for the financial year. https://cus.ac.in/index.php/en/annual-account-2
5	Service Records	Service Records containing all details of each employee in service book
6	Students Information	Academic Details: https://cus.ac.in/index.php/en/academics-mm-eng Office of the Dean Students Welfare keeps records of the students
7	Minutes of Statutory Authorities	Agenda and Minutes of meetings of :- 1. Executive Council: https://cus.ac.in/index.php/en/mom-ec-e 2. Academic Council: https://cus.ac.in/index.php/en/mom-ac-2 3. Finance Committee: https://cus.ac.in/index.php/en/governance-2/authorities/finance-committee
8	Stock Register	Stock Register contains entries of all material/equipment's purchased by the University, maintained by central.
9	Log Books	Log Books of University Vehicles.

Custodian of documents/categories: Section Head/Head of Department. The overall custodian of all documents is under the Registrar.