

## **1.6 Statement of the Categories of Documents Held by the NCHMCT under its Control [Section 4(1)(b)]**

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

The office holds files and documents related to its functioning along with references and correspondence. The following documents are available with the NCHMCT's Studies Division:

### **By Studies Division:**

- 1) Results of all examinations conducted by NCHMCT
- 2) Syllabus / Course content for all the Courses offered by NCHMCT
- 3) accreditation of the Institute
- 4) space, equipment and faculty norms of the affiliated institutes
- 5) Exam related material
- 6) maintenance of computerised data of registration and result

### **By Admn. & Finance Division:**

- 1) Annual Report and Audited Statement of Accounts
- 2) Service record of all of it's employees.
- 3) Records on affiliation of the Institutes.
- 4) Records of disposal of RTI applications and appeals
- 5) Records of disposal of Public grievance
- 6) Rules & Regulations of Society
- 7) Memorandum of Association
- 8) Staff Regulations & Bye Laws

### **By Academics Division:**

- 1) Academic audit reports
- 2) CLF audit in the affiliated institutes,

- 3) Performance review and ranking of the institute
- 4) Research study
- 5) publication of news letter
- 6) publication of books and standard teaching materials
- 7) Library and documentation centre