

**Proactive Disclosure under Section 4(1) (b)
(xiv) of the Right to Information Act, 2005**

**Details in respect of the information, available to or
held by it, reduced in an electronic form**

Proactive Disclosure Manual under Right to Information Act, 2005

Proactive Disclosure under Section 4(1)(b)(xiv) of the Right to Information Act, 2005

Details in respect of the information, available to or held by it, reduced in an electronic form

Information Availability Table – Academic & Examination Sections

Sr. No.	Type of Information	Format in which available
1	Student Admission Records (B.E. / M.E.)	Digital (ERP/Portal) & Physical Files
2	Academic Calendar	Digital (PDF)
3	Scheme of Instruction / Syllabus	Digital (PDF)
4	Examination Timetables	Digital (PDF) & Notice Boards
5	End Semester Examination Results	Digital (ERP/Portal) & Physical Files
6	Mark Sheets (Semester-wise)	Physical Copies
7	Transcript Applications & Records	Physical Files
8	Examination Forms and Fee Records	Digital
9	Unfair Means (UFM) Case Records	Physical Files
10	Revaluation / Rechecking Applications	Digital
11	AICTE Approval Documents	Digital (PDF) & Physical Files
12	NIRF Data and Submissions	Digital (PDF)

13	Student Grievance Records	Physical Files
14	Scholarship and Fee Concession Records	Physical Files
15	Hall Tickets / Admit Cards	Digital (PDF)
16	Correspondence with Goa University	Physical Files
17	Minutes of Academic / Examination Meetings	Physical Files
18	LAQ	Physical Files
19	University Affiliation Files	Digital (PDF) & Physical Files

Library Section:

Sr. No	Type of Information	Format in which Available (CD/Hard Disk/Website) If Website write the address
1.	List of Books	Hard disk/LIBMAN/KOHA
2.	E-journals	Hard disk/ONOS

Workshop Section:

Sr. No.	Type of information	Format in which available(CD/Hard Disk/ Website) if website write the address
1	Attendance data in electronic (latest data)	Hard disk of dept. PC
2	All other data	Hardcopy