1. **Organisation and Function**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Item** | **Details of disclosure** | **Remarks/Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)** |
| 1.6 | Categories of documents held by the authority under its control[Section 4(1) (b) (vi)] | 1. **Categories of documents: -**

Act, Statute, Ordinance, Minute of the Board of Governors, Minute of the Society, Minute of Finance Committee, Minute of the Academic Council, Minute of the Planning & Monitoring Committee, Land related documents, UGC/Ministry of Culture/other Ministries or Departments correspondence etc.  The information is available on the website under the link- MoA[**https://cihts.ac.in/moa/#gsc.tab=0**](https://cihts.ac.in/moa/#gsc.tab=0)Minutes ofAcademic Council[**https://cihts.ac.in/statuary-bodies/#gsc.tab=0**](https://cihts.ac.in/statuary-bodies/#gsc.tab=0)Society[**[https://cihts.ac.in/statuary-bodies/#gsc.tab=0](https://cihts.ac.in/webpage/cmspage.aspx?catid=402&postid=404&BrCode=1)**](https://cihts.ac.in/statuary-bodies/#gsc.tab=0)Planning & Monitoring[**[https://cihts.ac.in/statuary-bodies/#gsc.tab=0](https://cihts.ac.in/Webpage/cmspage.aspx?catid=178&postid=99)**](https://cihts.ac.in/statuary-bodies/#gsc.tab=0)Finance Committee [[**https://cihts.ac.in/statuary-bodies/#gsc.tab=0**](https://cihts.ac.in/statuary-bodies/#gsc.tab=0)](https://cihts.ac.in/Webpage/cmspage.aspx?catid=178&postid=97)Board of Governors[**https://cihts.ac.in/statuary-bodies/#gsc.tab=0**](https://cihts.ac.in/statuary-bodies/#gsc.tab=0) | **Fully met** |
| 1. **Custodian of documents/categories: -**

Registrar of the Institute. The information is available on the website under the link-[**https://cihts.ac.in/registrar/#gsc.tab=0**](https://cihts.ac.in/registrar/#gsc.tab=0) | **Fully met** |