



**YBN UNIVERSITY**

Established by the Act of Government of Jharkhand Act 15, 2017  
Gazette Notification No. 505, Dated 17th July 2017  
As per Section 2(f) of UGC Act. 1956

**Office of the Dean Academics**

Ref. no. YBN/UNIV/DA/28032024/022

Date: 28/03/2024

**NOTICE REGARDING DOCUMENTS RECORD**

Keeping in view of the upcoming UGC inspection during mid of April 2024 (Tentative) all concerned Deans/Principals of Schools/College/Departments are hereby informed to prepare the following documents record as per the attachment.

Copy to:

1. The Hon.Chancellor/Chairman/CEO
2. PA to VC/ Dean Academics
3. Registrar/Asst. Registrar (Academics)
4. Proctor/ DSW/COE/R&D /Director HR/ IQAC
5. All Deans/ Principals of Concerned Schools/Colleges under YBN University
6. Notice Board/Website

*Asharma*

Dean Academics  
YBN University Ranchi

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YBN University Ranchi



**Documents Record in the School/College/Departments**  
**From year 2020 to 2024**

1. Academic calendar
2. Event Calendar
3. Holiday Calendar
4. Board of Studies
5. Syllabus of the respective subjects
6. Mid- term/Internal assessment examinations questions/ results/  
Assignments/ Presentation reports
7. Notification Files
8. Notice Register
9. University official notification file
10. Record of Bonafied certificate issues to the students
11. Conference/ Seminar/ Webinar/event reports
12. Faculties Attendance Register/ work load chart
13. Academic activities of Faculties year wise
14. Faculties Teaching record register
15. Students Details Record (File/ Register) Year wise
16. Students Training/Placement Record
17. Students achievement record
18. Departmental meeting Register/ Minutes of meetings File
19. Students Grievances record on School/College/Department level  
/minutes of meetings
20. Committees notification at School/College level/ minutes of meetings

*Ashwini*  
28/3/24  
Dean Academics  
YBN University Ranchi