

S. No	Category of Documents	Manual/ Handbook / Document	Custodian	Electronic Format	Printed Format	Free of Cost	At a Reasonable Cost	English	Vernacular / Local Language	Last date of Annual Updation	Location where available
1.	A	Minutes of the University Court	Asst. Registrar (Council & Ordinance)	YES	-	YES	-	YES	-		https://jmi.ac.in/About-Jamia/University-Court/Anjuman-(Court)
2.	A	Minutes of the Executive Council	Asst. Registrar (Council & Ordinance)	YES	-	YES	-	YES	-	30 th Sept 2025	https://jmi.ac.in/About-Jamia/University-Court/Executive-Council
3.	A	Minutes of the Academic Council	Asst. Registrar (Council & Ordinance)	YES	-	YES	-	YES	-	5 th May 2025	https://jmi.ac.in/About-Jamia/University-Court/Academic-Council
2.	C	Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University and School	Controller of Examinations	YES	YES	YES	-	YES	-	March 2026	https://admission.jmi.ac.in/Prospectus
4.	C	Annual Report of University	Asst. Registrar (Council & Ordinance)	YES	YES	YES	-	YES	YES	2025	https://jmi.ac.in/University-Reports-Dashboard/Annual-Report-(English) https://jmi.ac.in/University-Reports-Dashboard/Annual-Report-(Hindi)
5	A	Minutes of the Finance Committee	Finance Officer	YES		YES	-	YES	-	2024	https://jmi.ac.in/About-Jamia/University-Court/Finance-Committee

6.	A	Financial Report	Finance Officer	YES		YES	-	YES	YES	2025	https://jmi.ac.in/University-Reports-Dashboard/Financial-Report-(English) https://jmi.ac.in/University-Reports-Dashboard/Financial-Report-(Hindi)
7	C	Newsletters	Various Departments	YES	YES	YES	-	YES	YES	2026	https://jmi.ac.in/University-Reports-Dashboard/Newsletter/-Other-Reports
8.	C	Academic Calendar Of University	Asst. Registrar (Academic)	YES		YES	-	YES		2025	https://jmi.ac.in/ACADEMICS/Academic-Calendar/Academic-Calendar
9.	C	List of holidays observed by the University	Asst. Registrar (Administration)	YES		YES	-	YES		2026	https://jmi.ac.in/ACADEMICS/Academic-Calendar/List-Of-Holidays
10	A	Acts & Statutes	Asst. Registrar (Council & Ordinance)	YES		YES	-	YES	YES	21 st April 2026	https://jmi.ac.in/About-Jamia/Act-&-Statutes
11	A	Ordinances & Regulations	Asst. Registrar (Council & Ordinance)	YES		YES	-	YES		1 st April 2026	https://jmi.ac.in/About-Jamia/Ordinances-&-Regulations/Ordinances-&-Regulations
12	A	Other Rules & Regulations	Asst. Registrar (Council & Ordinance)	YES		YES	-	YES			https://jmi.ac.in/About-Jamia/Ordinances-&-Regulations/Other-Rules-&-Regulations
13	A	Notifications	Asst. Registrar (Council &	YES		YES	-	YES		April 2026	https://jmi.ac.in/About-Jamia/Ordinances-&-

			Ordinance)								Regulations/Notifications
14	C	Administrative Proforma	Various Offices of University	YES		YES	-	YES		2026	https://jmi.ac.in/BULLETIN-BOARD/Forms-&-Proforma/Administrative-Proforma
15	C	Bulletin Board Dashboard	Various Academic Departments and Administrative Units	YES		YES	-	YES		2026	https://jmi.ac.in/Bulletin-Board-Dashboard/Bulletin-Board-Dashboard
16	A	Ordinance 36: Proposed Life of Records / Documents of the University (Reflects the period of preservation of various documents)	Asst. Registrar (Council & Ordinance)	YES	-	YES	-	YES		2015	https://jmi.ac.in/upload/ordinances/notifications_ordinance_ad_36.htm

Note: The retention period of most of the documents mentioned in S. No. 1-15 is present in the Ordinance 36 of the University, which is present at the following link:
https://jmi.ac.in/upload/ordinances/notifications_ordinance_ad_36.htm