

Chapter 6

Statement of the Categories of Documents Held by the CIHM 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 office:

By Academic Division:

- a) Results of all mid-term examinations conducted by the institute for all semesters of BSc H&HA and Diploma courses.
- b) Syllabus and course content of short- term courses and training offered by CIHM
- c) Placement and industrial training records of the students.
- d) Industrial Training and Research Projects of the students.
- e) Annual Magazine "XENIA"

By Administrative Division:

- a) Secretary Report and Audited Statement of Accounts
- b) Service record of all of its employees.
- c) Minutes of Board of Governors meeting and decision taken by them (available on request).