

## Chapter 7

### **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 it's employees.
- c) Minutes of Board of Governors meeting and decision taken by them (available on request).