

**DOCUMENT RETENTION POLICY[MBA & MCA]**

<b>S.No.</b>	<b>Document Type</b>	<b>Retention Period</b>
1	Employee Service Registers	Retained in office till He/She leaves the Institution
2	Purchase bills and Vouchers	Permanent
3	Stock Register for Lab	Permanent
4	Stock Register for Library	Permanent
5	Employee Attendance	Permanent
6	Employee Acquittance	Permanent
7	Office Files	Permanent
8	Scholarship Applications	Permanent
9	Accounts	Permanent
10	Employee Insurance	Permanent
11	Income Tax	Permanent
12	TDS	Permanent
13	Student Group Insurance	Permanent
14	Staff Circular	Permanent
15	Student Circular	Permanent
16	Student Disciplinary Records	Permanent
<b>Admission Record</b>		
1	Application	Permanent
2	TC	Permanent
3	Mark Sheet	Retained in office till He/She leaves Institutions
<b>Academics Record</b>		
1	Test Papers	2 years
2	Assignments	2 years
3	Library Books	Permanent
4	AICTE Circulars	Permanent
5	Anti Ragging Records	Permanent
6	Industrial Visit	Permanent
7	Sports Records	Permanent
8	Staff Leave Form	Permanent
9	Log Book	Permanent
10	E-Mail	Permanent
11	Website	Permanent
12	Annual Day Celebration file	Permanent
13	Transport Detail	Retained in office till He/She leaves Institutions
14	NSS Records	Permanent
<b>Placement Records</b>		
1	Placement Records	2 years

<b>Examinations Records</b>		
1	Nominal Roll	Permanent
2	Consolidated Result	Permanent
3	Attendance	Permanent
4	Attendance	Permanent
5	Institution Letters	Permanent
6	Syllabus	Permanent
7	Staff joining Letters	Permanent
8	Central Valuation Letters	Permanent
9	Internal Marks	Permanent
10	Staff Circular	Permanent
11	Student Circular	Permanent
12	Exam Cell Records	Permanent