

PRASAD V POTLURI
SIDDHARTHA INSTITUTE OF TECHNOLOGY (AUTONOMOUS)
VIJAYAWADA – 520 007


DOCUMENT RETENTION POLICY

Prasad V Potluri Siddhartha Institute of Technology was established in the year 1998. with an in take of 180. At present, the in take of the college is **909 with the current strength being 3110**. Accordingly the process of maintaining records, files, documents & reports etc., has increased tremendously and further it requires more room to preserve in a safe and secure condition. As per the norms of the AICTE, every college should have an approved Document Retention Policy to maintain and preserve all the files & records in a meticulous way and to destroy some records or files which are not required to be preserved for many years and those that lose importance after a certain period. We got the permission for disposal of Internal/External Examinations old answer scripts in the 16th Academic Council Meeting held on 20-07-2020. The College proposed a draft Document Retention Policy for discussion in the 18th meeting of the college Academic Council held on 29-06-2021. After discussions, it was decided to form a college level committee to look into and recommend all the matters related to document retention policy for proper retention of records of different wings like academics, examinations, finance, confidential, establishment, student admissions, administrative office at college level and other required records etc., at the department level. The Academic Council authorized the Principal to form the said committee and fix a time limit for preparing and submitting the report.

In response, the Principal constituted a committee with the following faculty & staff to prepare and submit a Draft “Document Retention Policy” including rules for the preservation and destruction of records.

1. Dr. K SIVAJI BABU	PRINCIPAL	Chairman
2. Dr. P RAJESH KUMAR	Prof. & HEAD, ECE	Member
3. Dr. A JAYA LAKSHMI	Prof. & HEAD, CSE	Member
4. Dr. B RAGHU KUMAR	Prof. & HEAD, ME	Member
5. Dr. B V SUBBA RAO	Prof. & HEAD, IT	Member
6. Dr. M VENU GOPAL RAO	Prof. & HEAD, EEE	Member
7. Dr. K RAMESH	Prof. & HEAD, CIVIL	Member
8. Dr. CH PADMANABHA RAJU	Prof. & HEAD, FED	Member
9. Dr. P ADI LAKSHMI	Prof. & HEAD, MBA	Member
10. Dr. M S R NIRANJAN KUMAR	Prof. ME & COE	Member
11. Sri R MADHAVA RAO	Administrative Officer	Member

The Committee proposed the following “Document Retention Policy” for Prasad V Potluri Siddhartha Institute of Technology including rules for the preservation and destruction of records.


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1. **Purpose:-** The Purpose behind the policy is to ensure that necessary records and documents of PVPSIT are adequately protected and maintained and further to ensure that records that are no longer needed by the college and / or of no value are disposed of after definite time frame.
2. **Policy:-** This policy represents the PVPSIT policy regarding the retention and disposal of Records and documents of the Office of the Principal, COE & offices of the Heads of the Departments.
3. **Goals:-** The goals of this College Document Retention Policy are
 - ⇒ Retain important documents for reference and future use.
 - ⇒ Delete/destroy those documents that are no longer necessary for the proper functioning of the Organization.
 - ⇒ Organize important documents for efficient retrieval
 - ⇒ To specify the timeline/point of retention/destruction and when and how they should be destroyed.
4. **Administration:-** The Principal of the college has the prime authority over this policy and on implementation of processes and procedures to ensure that the Document Retention Schedule is followed. The Principal is also authorized to make modifications to the Document Retention Schedule as and when necessary with the approval of the statutory bodies concerned (Governing Body or Academic Council) based on the relevance of the document.
5. **Retention of Records and Documents:-** The Records, Documents, Registers shall be retained for the periods respectively as shown against them from the date of their completion as given in Annexure-I. Before a file /a set of documents is recorded, it should be bound as book and the following points shall be presented on the label which has to be pasted on cover page of the record.
 - ⇒ Name of the Record / Document
 - ⇒ Period of preservation from _____
 - ⇒ No. of Pages _____
 - ⇒ Month & Year or destruction
 - ⇒ Any other relevant information

Chronological order is to be followed for arranging files/records in a year wise format. There shall be a persons responsible in the concerned departments & sections and accountable for the records, who shall receive, record, preserve and produce the files as and when required by the authorities concerned. There shall be a Retention Register for each wing to enter the files / records which are preserved permanently and for those files. Whenever the staff member concerned changes, all the files, record set care to be physically hand over to the new staff member appointed I/c of the files, records etc. If any record/file is sent from any department office for destruction, the details of such records/files shall be recorded in the specific out ward register while making entry for deletion of the said records from the Retention Register. The records, files etc., which are sent for destruction should get approval

from the Principal before destruction in all cases. The date of approval and signature of the Principal is required in the retention and destruction register(s).

Destruction:-When records, registers etc., are to be destroyed, they should be destroyed only after the approval of the Principal. The Heads of the Departments concerned should submit a proposal to the Principal for approval with the details like

1. The files / records that need to be destroyed.
2. Period from to _____
3. Reasons for a destroying
4. Information regarding the record / files retention period.

The files/records etc may be destroyed on the expiry of prescribed period effective from the last day of the latest official covered by the record.


After getting approval from the Principal the files are to be destroyed by being burnt or shred under the supervision of the HOD concerned. When a file /record etc is destroyed, an entry to that effect should be entered in the destruction register and also in document retention register and both should be countersigned by the Principal.

Implementation of the Policy:

The proposed document retention policy submitted by the committee is to be reviewed in the Heads of Departments meeting. After incorporating the suggestions/ observations made by HODs regarding the matters related to Academic, Examinations etc. are to be placed in the college Academic Council, for approval. After getting approval in the Academic Council, the proposed policy is to be placed in the Governing Body for consideration & approval.

The Document Retention Policy of the college has to be sent to the management also for approval after getting approval from Academic Council and Governing Body.

After getting approval from the Academic Council, Governing Body & Management, the policy is to be implemented. Before implementing the policy, every department/section has to prepare a list of files, records, registers etc that are to be preserved and should be recorded from which year the department/section has those files/records and should be signed by the staff/faculty concerned, attested by the Head/I/c of the department /section & approved by the authorities concerned.


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ANNEXURE-I

The following records should be preserved for not less than the periods specified against each item.

I. AFFILIATIONS, APPROVALS AND ADMISSIONS

Sl. No	Description of Registers / Reports / Files	Period of Preservation	Source/Remarks
A.	MINUTES BOOKS		
1.	GOVERNING BODY	Permanent	
2.	ACADEMIC COUNCIL	Permanent	
3.	FINANCE COMMITTEE, IQAC	Permanent	
4.	BOARD OF STUDIES	Permanent	
5.	ALL NON-STATUTORY COMMITTEES	Permanent	
6.	HOD's MEETING MINUTES	15 years	
B.	REPORTS		
1.	PROPOSALS SUBMITTED TO AICTE FOR APPROVAL	15 years	
2.	PROPOSALS SUBMITTED TO JNTUK FOR AFFILIATION.	15 years	
3.	PROPOSALS SUBMITTED TO NAAC FOR ACCREDITATION	20 years	
4.	PROPOSALS SUBMITTED TO NBA FOR ACCREDITATION	20 years	
5.	PROPOSALS SUBMITTED TO UGC FOR AUTONOMOUS STATUS	20 years	
6.	SELF-EVALUATION REPORTS (NBA)	20 Years	
7.	COLLEGE ANNUAL REPORTS	Permanent	
C.	REGISTERS/FILES		
1.	AICTE APPROVALS	Permanent	
2.	JNTUK AFFILIATION	Permanent	
3.	NAAC ACCREDITATION	Permanent	
4.	NBA ACCREDITATION	Permanent	
5.	UGC APPROVALS	Permanent	
6.	AICTE(CORRESPONDENCE)	15 years	
7.	JNTUK(CORRESPONDENCE)	15 years	
8.	NAAC(CORRESPONDENCE)	15 years	
9.	NBA(CORRESPONDENCE)	15 years	
10.	UGC(CORRESPONDENCE)	15 years	


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11.	GOVERNING BODY (CORRESPONDENCE)	15 years	
12.	ACADEMIC COUNCIL (CORRESPONDENCE)	15 years	
13.	MOUs	15 years	
14.	APSCHE	15 years	
15.	NON-STATUTORY COMMITTEES	15 years	
16.	GOVERNMENT ORDERS	Permanent	
17.	DEPARTMENT OF TECHNICAL EDUCATION	15 years	
18.	IQAC	15 years	
19.	ACADEMIC CALENDAR	15 years	
20	ADMISSION REGISTERS (FROM1998)	Permanent	
21	CAUTION DEPOSIT	Permanent	
22	Tc,CC & MC CERTIFICATE	Permanent	
23	NO DUES CERTIFICATES	10years	
24	ACADEMY CORRESPONDENCE	Permanent	
25	AISHE	15 years	

II. ADMINISTRATIVE OFFICE

ACCOUNTS


01	Audited Statements of College & Hostel Accounts	Permanent	
02	Bills / vouchers	10 years	
03	Statutory remittances: TDS/EPF/ESIC/LIC/Prof. Tax/ etc.,	Permanent	
04	Forms 16 & IT returns of staff members who are under tax net	Permanent	
05	Govt. Projects / Funds Released Orders Accounts & Audited statements	Permanent	
06	Students fee collections year wise	Permanent	

SCHOLARSHIPS:

01	Fee reimbursement proposals to Govt.	Permanent	
02	Tuition fee sanction orders	Permanent	
03	Acquittances for the fee reimbursement amounts	Permanent	


OTHER FILES:

01	Inward/Out ward Registers	Permanent	
02	Stock Register	Permanent	
04	Leave Register (EL/HPL/etc.,)	Permanent	
05	Staff Personal files & Registers	Permanent	



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III. AUTONOMOUS SECTION:

Sl. No	Description of Records	Period of Preservation	Source/Remarks
A.	MINUTES BOOK		
1	Malpractice Enquiry Committee Minutes	Permanent	
2	Minutes of UG & PG Results Committee	Permanent	
B.	RECORDS / REGISTERS/FILES		
1	Question paper procurement and usage Log Book	Permanent	
2	Question paper scrutiny	4 years	
3	UG & PG Spot Valuation	8 years	
4	Award Sheets sheets of UG & PG programmes	Permanent	
5	Answer Scripts Scrutiny	8 years	
6	Grafted TRs	Permanent	
7	Final TRs	Permanent	
8	Consolidated Examination data of students submitted to University	Permanent	
9	Academic Regulations	Permanent	
10	Students galley	8 years	
11	CGG, Provisional Certificates, acknowledgement files & Dispatch list	Permanent	
12	Permanent Articles Stock book, DPR	Permanent	
13	Coding slips	8 years	
14	Internal Marks	Permanent	
15	Scheme of Evaluation	4 years	
16	Semester End Examination Question Papers files	4 years	
17	Marks Memos, CGG, Computerised transcripts Registers	8 years	
18	Transitory Candidates File	8 years	
19	Name correction	8 years	


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20	AMC, Printer Maintenance	4 years	
21	Guidelines for Paper Setting and Valuation	Permanent	
22	Cancelled Memos	8 years	
23	Academic Calenders	4 years	
24	Syllabus and Model Question Papers	8 years	
25	Electives list of UG & PG	8 years	
26	Internal & Semester End Examination Time tables	5 years	
27	Detained Student List	4 years	
28	Examination D forms, Day wise statements	8 years	
29	Result analysis	Permanent	
30	Revaluation applications	8 years	
31	Revaluation Register numbers list and refund details	8 years	
32	Transcripts, Duplicate marks memo, Name Correction applications	8 years	
33	Approved Rates of Remuneration for Examination work	Permanent	
34	Notice & Circulars issued by COE	4 years	
35	Student Correspondence	4 years	
36	Quotations, Purchase Orders	Permanent	
37	Used Question Paper kits and CDs containing soft copies of Question Papers	4 years	
38	COLLEGE GOLD MEDALS AND RANKS	10years	
39	CORRESPONDENCE RELATED TO EXAMINATIONS WITH JNTUK	8 years	
40	STUDENT VERIFICATIONS (AUTONOMOUS)	8 years	
41	BANK ACCOUNT STATEMENT	10years	



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BUNDLES			
1	Exam Application forms	8 years	Approved in 16 th Academic Council Meeting dated 20-07-2020
2	Internal Examination Answer Booklets & Question papers, Assignment Answers Books and Question Papers, Lab Records (to be maintained by Department)	8 years	
3	Semester End Examination Answer Booklets (practical & Theory)	8years	

IV. EXAMINATION SECTION:

Sl. No	Description of Records	Period of Preservation	Source/Remarks
A. REGISTERS/RECORDS			
1	ATTENDANCE PARTICULARS	10years	
2	DUPLICATE MARKS LIST DISPATCH	Permanent	
3	GALLIES (REGULAR & SUPPLE)	10years	
4	MARKS LISTS DISPATCH REGISTER	10years	
5	NAME CORRECTIONS	10years	
6	PRACTICAL/INTERNAL ANSWER BOOK Account	10years	
7	SQUAD/OBSERVERS FOR THEORY EXAMS	10years	
8	STOCK REGISTER	Permanent	
9	THEORY EXAMS ANSWER BOOKS A/C	10years	
10	TRANSCRIPTS APPLICATION RECORD	10years	
11	XEROX A/C	5 years	
12	EXAMS ATTENDANCE & ABSENTEES STATEMENTS (D forms and Day Wise Statements)	2 years	
13	THEORY EXAMINATIONS INVIGILATORS	2 years	
14	STUDENT HALLTICKETS REGULAR & SUPPLE EXAMS	4 years	
15	LAB EXAMINATIONS (DUPLICATE MARKS)	10 years	

B FILES			
Sl. No	Description of Records	Period of Preservation	Source/Remarks
1	CIRCULARS	4years	
2	CONDONATION LISTS	5years	
3	DETENTIONS LISTS	10years	
4	INVIGILATORS MEMOS	4years	
5	INVIGILATION ADJUSTMENT	4years	
6	PRACTICAL TIME TABLE	5years	
7	REMUNERATION THEORY	10years	



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8	REMUNERATION PRACTICAL'S	10years	
9	SMP CASE BOOKING	10years	
10	STUDENT VERIFICATIONS (JNTUK)	4years	
11	SUBJECT WISE RESULT ANALYSIS (JNTUK)	4years	
12	THEORY TIME TABLES	2years	
13	TRANSITORY REGULATIONS	8years	
14	BANK ACCOUNT STATEMENT	10years	
15	ACADEMY RENT	8years	

C OTHER EXAMINATIONS			
Sl. No	Description of Records	Period of Preservation	Source/Remarks
1.	EAMCET (online exam) maintained with CSE Dept.	05years	
2.	ICFAI-CPT-IPC	05years	
3.	Other Examinations	05 years	
D FILES RELATED TO UNDER JNTUK AFFILIATION			
1.	PRACTICAL EXAMINATION REMUNERATION	10years after completion of university affiliation	
2.	THEORY EXAMINATION REMUNERATION		
3.	INTERNAL MARKS (maintained by departments)		
4.	UNIVERSITY MARKS (maintained by departments)	permanent	
5.	IMPORTANT INFORMATION	Permanent	
6.	ATTENDANCE	10years	

A SPECIAL NOTE:

The College does not wield any responsibility for any claim/appeal regarding any piece(s) of information contained in any of the destroyed or disposed documents after specified time frames. The college is immune to any legal proceedings in such matters.


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