

**VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE
(AUTONOMOUS)
VIJAYAWADA – 520 007**

DOCUMENT RETENTION POLICY

Velagapudi Ramakrishna Siddhartha Engineering College was established in the year 1977 with an intake of 160. At present, the intake of the college is **1458 with the current strength being 5631**. 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. The College proposed a draft Document Retention Policy for discussion in the 12th meeting of the college Academic Council held on 30-08-2014. 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 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 I/c 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.

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|----------------------------------|-----------------------------|----------|
| 1. Dr. N.Vijaya Sai | Prof. ME & COE | Chairman |
| 2. Dr. T.S.R. Chowdary | Prof. CE & DCOE | Member |
| 3. Sri. B.Srinivasa Rao | Assoc.Prof. EE | Member |
| 4. Sri. N. Surendranath Chowdary | Manager, Admn. Office | Member |
| 5. Sri. P.V. Kesava Rao | Sr. Accountant, Admn.office | Member |

The Committee proposed the following “Document Retention Policy” for Velagapudi Ramakrishna Siddhartha Engineering College including rules for the preservation and destruction of records.

1. **Purpose:-** The Purpose behind the policy is to ensure that necessary records and documents of VRSEC 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 VRSEC 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 _____ to _____
 - ⇒ No. of Pages _____
 - ⇒ Month & Year of destruction
 - ⇒ Any other relevant information

Chronological order is to be followed for arranging files / records in a year wise format. There shall be a person responsible and accountable for the record room, 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 that were transferred to stores for retention. Whenever the staff member concerned changes, all the files, records etc are to be physically handover 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 outward 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 counter signed 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 in toto 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 of the Department/ section & approved by the authorities concerned.

One big room with good ventilation, without any leakages from rains is required for keeping all the registers files etc., as per the norms. Sufficient number of racks, alamariahs are to be provided for keeping the files and registers etc., One experienced record assistant is required to look after and maintain the stores efficiently. The safety measures are to be

implemented from time to time to protect the records / files from the insects and fire safety measures also be implemented.

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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 | ANU P 135, 3 |
| 2. | ACADEMIC COUNCIL | Permanent | ANU P 135 |
| 3. | FINANCE COMMITTEE | Permanent | ANU P 135 |
| 4. | BOARDS OF STUDIES | Permanent | ANU P 135 |
| 5. | ALL NON - STATUTORY COMMITTEES | Permanent | ANU P 135, 3 |
| 6. | HOD'S MEETING MINUTES | 15 years | ANU P 141, 12 |
| 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 | |
| 8. | REPORTS OF GOVERNING BODY, ACADEMIC COUNCIL & FINANCE COMMITTEE, IQAC | Permanent | |
| C. | 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 | |

| Sl. No | Description of Registers / Reports / Files | Period of Preservation | Source/Remarks |
|--------|--------------------------------------------|------------------------|----------------|
| 11. | TEQIP (CORRESPONDENCE) | 15 years | |
| 12. | GOVERNING BODY (CORRESPONDENCE) | 15 years | |
| 13. | ACADEMIC COUNCIL (CORRESPONDENCE) | 15 years | |
| 14. | MOUs | 15 years | |
| 15. | APSCHE | 15 years | |
| 16. | NON – STATUTORY COMMITTEES | 15 years | |
| 17. | GOVERNMENT ORDERS | Permanent | |
| 18. | DEPARTMENT OF TECHNICAL EDUCATION | 15 years | |
| 19. | IQAC | 15 years | |
| 20. | ACADEMIC CALENDAR | 15 years | |

II. EXAMINATION SECTION:

| Sl. No | Description of Records | Period of Preservation | Source/Remarks |
|-----------|---------------------------------------------|------------------------|----------------|
| A. | REGISTERS / RECORDS | | |
| 1. | ADMISSION REGISTERS (FROM 1977) | Permanent | ANU 140, 5, 2 |
| 2. | ATTENDANCE PARTICULARS –ANNEXURE - (I – IV) | 10 years | ANU139,19 b)6 |
| 3. | CAUTION DEPOSIT | Permanent | |
| 4. | CMM DISPATCH REGISTER | 10 years | |
| 5. | DUPLICATE MARKS LIST DISPATCH | Permanent | |
| 6. | GALLIES (REGULAR & SUPPLE) | 10 years | |
| 7. | LOCAL TAPAL BOOK | 10 years | |
| 8. | MARKS LISTS DISPATCH REGISTER | 10 years | |
| 9. | NAME CORRECTIONS | 10 years | |
| 10. | PRACTICAL ANSWER BOOK A/C | 10 years | |
| 11. | SESSIONAL MARKS | Permanent | |
| 12. | SQUAD /OBSERVER | 10 years | |
| 13. | STOCK REGISTER | Permanent | |
| 14. | Tc,CC & MC CERTIFICATE | Permanent | |
| 15. | THEORY EXAMS ANSWER BOOKS A/C | 10 years | ANU139,19b)7 |
| 16. | TRANSCRIPTS DISPATCH | 10 years | |
| 17. | XEROX A/C | 5 years | |
| 18. | EXAMS ATTENDANCE & ABSENTEES STATEMENTS | 2 years | ANU139,19 b)4 |
| 19. | THEORY EXAMINATIONS INVIGILATORS | 2 years | ANU139,19 b)9 |
| 20. | NO DUES CERTIFICATES | 10 years | |
| 21. | STUDENT HALL TICKETS REGULAR & SUPPLE EXAMS | 4 years | |
| 22. | LAB EXAMINATIONS (DUPLICATE MARKS) | 10 years | ANU139,19b)11 |
| 23. | BANK CHALLANS COUNTER FILES | 2 years | |
| B | FILES | | |

| Sl. No | Description of Records | Period of Preservation | Source/Remarks |
|---------------|-----------------------------------|-------------------------------|-----------------------|
| 1. | ACADEMIC CALENDAR | 10 years | |
| 2. | ACADEMY CORRESPONDENCE | 4 years | |
| 3. | AUTONOMOUS EQUIPMENT | Permanent | |
| 4. | CIRCULARS | 4 years | |
| 5. | COLLEGE GOLD MEDALS AND RANKS | 10 years | ANU139,19 b)9 |
| 6. | CONDONATIONS | 5 years | |
| 7. | CONTROLLER CORRESPONDENCE | 4 years | |
| 8. | DETAINED POST LETTERS | 4 years | |
| 9. | DETENTIONS | 10 years | |
| 10. | DUPLICATE HALL TICKET | 4 years | ANU139,19b)7 |
| 11. | ELECTIVES | 8 years | |
| 12. | IMPORTANT INFORMATION | Permanent | |
| 13. | INVIGILATORS MEMOS | 4 years | |
| 14. | INVIGILATION ADJUSTMENT | 4 years | ANU139,19b)7 |
| 15. | RE – JOINING | 4 years | |
| 16. | MALPRACTICE ENQUIRY COMMITTEE | 4 years | ANU139,19b)13 |
| 17. | PRACTICAL EXAMINATIONS | 5 years | |
| 18. | PRACTICAL TIME TABLE | 5 years | ANU139,19b)10 |
| 19. | RATES OF REMUNERATION | 10 years | |
| 20. | RV REFUND | 10 years | |
| 21. | REMUNERATION THEORY | 10 years | |
| 22. | REMUNERATION PRACTICAL'S | 10 years | |
| 23. | RESULT ANALYSIS BATCH WISE | 5 years | |
| 24. | RESULTS | 10 years | ANU139,19b)3 |
| 25. | RESULTS ANALYSIS | 10 years | ANU139,19b)3 |
| 26. | SMP CASE BOOKING | 10 years | ANU139,19b)13 |
| 27. | SMP CASE RESULTS | 10 years | ANU139,19b)13 |
| 28. | SCALE OF PUNISHMENTS | 10 years | ANU139,19b)6 |
| 29. | SQUAD /OBSERVERS FOR THEORY EXAMS | 4 years | |
| 30. | STUDENT REPRESENTATIONS | 4 years | |
| 31. | STUDENT VERIFICATIONS | 4 years | |
| 32. | SUBJECT WISE RESULT ANALYSIS | 4 years | ANU139,19b)3 |
| 33. | THEORY EXAMINATIONS | 4 years | |
| 34. | THEORY TIME TABLES | 2 years | ANU139,19b)10 |
| 35. | TRANSITORY REGULATIONS | 8 years | |
| 36. | QUOTATIONS AND ORDERS | 10 years | |
| 37. | BANK ACCOUNT STATEMENT | 10 years | |
| 38. | OTHER EXAMINATIONS | 8 years | |

| Sl. No | Description of Records | Period of Preservation | Source/Remarks |
|----------|-----------------------------------------------|-----------------------------------------------------|----------------|
| 39. | ACADEMY RENT | 8 years | |
| C | OTHER EXAMINATIONS | | |
| 1. | EAMCET | 05 years | |
| 2. | ECET | 05 years | |
| 3. | AMIE | 05 years | |
| 4. | IETE | 05 years | |
| 5. | SRMEE | 05 years | |
| 6. | FDRT | 05 years | |
| 7. | ICFAI- CPT-IPC | 05 years | |
| D | FILES RELATED TO UNDER ANU AFFILIATION | | |
| 1. | PRACTICAL EXAMINATION REMUNERATION | 10 years after completion of university affiliation | |
| 2. | THEORY EXAMINATION REMUNERATION | | |
| 3. | INTERNAL MARKS | | |
| 4. | UNIVERSITY MARKS | permanent | |
| 5. | IMPORTANT INFORMATION | Permanent | |
| 6. | ATTENDANCE | 10 years | |
| E | BUNDLES | | |
| 1 | MID TERM EXAMINATIONS (Q P & ANSWER BOOKS) | 8 Years | |
| 2 | ASSIGNMENTS (QUESTION PAPERS & ANSWER BOOKS) | 8 Years | |
| 3 | LAB RECORDS | 8 Years | |

III. AUTONOMOUS WING:

| Sl. No | Description of Records | Period of Preservation | Source/Remarks |
|-----------|----------------------------------------------------------------|------------------------|----------------|
| A. | MINUTES BOOK | | |
| 1. | Malpractice Enquiry Committee Minutes | Permanent | Madras Univ.12 |
| 2. | Minutes of UG & PG Results Committee | Permanent | ANU138,19a(7) |
| B | RECORDS / REGISTERS | | |
| 1. | Question Paper procurement and usage Log Book | Permanent | Madras Univ.14 |
| 2. | Question Paper scrutiny Log Book | 4 Years | |
| 3. | Question Paper print counter Log Book | 4 Years | |
| 4. | Question Paper printing and packing schedule Log Book | 4 Years | ANU140, 20 |
| 5. | Log Book for Answer Scripts Bundles Received from Exam Section | 4 Years | |
| 6. | Log Book for coding of Answer Scripts | 4 Years | |
| 7. | UG & PG Spot Valuation register | 8 Years | |
| 8. | Award sheets of UG & PG programmes Semester-end Examinations. | Permanent | ANU138,19a(1) |
| 9. | Answer Script Scrutiny Register | 8 Years | |

| Sl. No | Description of Records | Period of Preservation | Source/Remarks |
|---------------|---------------------------------------------------------------------------|-------------------------------|-----------------------|
| 10. | Grafted Tabulated Reports of UG & PG Programmes | Permanent | |
| 11. | Final Tabulated Reports of UG & PG Programmes | Permanent | |
| 12. | Revaluation Award lists of UG & PG programmes | Permanent | |
| 13. | Consolidated Examination data of UG & PG students submitted to University | Permanent | |
| 14. | Academic Regulations of UG & PG Programmes | Permanent | |
| 15. | Paper Setting requirement log book | 4 Years | |
| 16. | UG & PG Galley | 8 Years | |
| 17. | Provisional Certificates log book. | Permanent | |
| 18. | Duplicate Provisional Certificate log book | Permanent | |
| 19. | Permanent Articles Stock Book | Permanent | |
| 20. | Store Room opening & closing log book | 4 Years | |
| 21. | Tapal Book of confidential section | 4 Years | |
| 22. | Confidential section opening and closing Log Book | 4 Years | |
| 23. | Code Slips of UG & PG | 8 Years | |
| 24. | Coding & Decoding Books of UG & PG | Permanent | |
| 25. | Internal Marks of UG & PG programmes | Permanent | |
| 26. | Scheme of Evaluation file | 4 Years | |
| 27. | Semester-end Examination Question Papers file | 4 Years | |
| 28. | Question Paper section opening and closing Register | 4 Years | |
| 29. | UG & PG Marks Memos / Credit sheet Stock Registers | Permanent | |
| 30. | UG & PG Marks memo issue register | 8 Years | |
| 31. | Transitory Candidate Credit Sheet / Memo Register | 8 Years | |
| 32. | Name Correction Register: UG & PG | 8 Years | |
| 33. | University data Verification Register | 4 Years | |
| 34. | Printer Maintenance Register | 4 Years | |
| 35. | Print Count Registers (Server & other computers) | Two Years | |
| 36. | Transcripts Stock Register | 8 Years | |
| 37. | DPR Register | 4 Years | |
| 38. | Stationery Stock Register | Permanent | |
| 39. | C.D Stock Register | 4 Years | |
| 40. | Inward Cheques Register | 4 Years | |
| 41. | Imprest Account Register | 4 Years | |
| 42. | Students Registers: UG & PG | Permanent | |
| C | BUNDLES | | |
| 1. | Exam Applications file | 8 Years | Madras Univ.12 |
| 2. | Lab Answer Scripts Bundles | 8 Years | ANU138,19b(1) |
| 3. | Semester-end Answer Scripts Bundles | 8 Years | ANU138,19b(1) |

| Sl. No | Description of Records | Period of Preservation | Source/Remarks |
|----------|-------------------------------------------------------------------------------|------------------------|----------------|
| D | FILES | | |
| 1. | Guidelines For Paper Setting and Valuation : UG & PG | Permanent | |
| 2. | Manuscripts of Question Papers | 4 Years | |
| 3. | List of Question paper scrutinizers | Permanent | |
| 4. | Coding File | 4 Years | |
| 5. | UG & PG Internal Valuations list of Examiners | 8 Years | |
| 6. | Spot Valuation: List of Examiners for UG & PG courses | 8 Years | |
| 7. | SMP Cases | 8 Years | |
| 8. | SMP Notices | 8 Years | |
| 9. | Cancelled memos file | 8 Years | |
| 10. | Annexures Attendance file | 8 Years | ANU139,b(6) |
| 11. | Academic Calendars of UG & PG Programmes | 4 Years | |
| 12. | UG & PG Model Question Papers & Detailed Syllabus | 8 Years | |
| 13. | Amendments to Scheme Codes/Syllabus of UG & PG Programmes | 8 Years | |
| 14. | Students Joined in VRSEC from Other Colleges / Universities | 8 Years | ANU136, 3(c) |
| 15. | Electives List of UG & PG | 8 Years | |
| 16. | Semester-end Examination Time Tables | 5 Years | ANU139,19b(10) |
| 17. | Detained Student List | 4 Years | |
| 18. | Question Paper Requirement | 2 Years | |
| 19. | Absent Statements file | 8 Years | Madras Univ.12 |
| 20. | Out of syllabus & considerations during UG & PG Valuation | 4 Years | |
| 21. | Subject wise results of UG & PG | Permanent | |
| 22. | Semester wise and Overall Consolidated Results Analysis of UG & PG programmes | Permanent | |
| 23. | Revaluation Applications file | 20 Years | Madras Univ.12 |
| 24. | Revaluation Register numbers List & Refund Details | 8 Years | |
| 25. | Dispatch list of Marks Memos, CMM & PC (UG & PG) to Examination section | 8 Years | ANU140, 19 |
| 26. | Transcript Applications file | 8 Years | |
| 27. | Duplicate marks memos Applications file | 8 Years | |
| 28. | Name Correction Application file | 8 Years | Madras Univ,13 |
| 29. | Formats of VRSEC Marks Memos | Permanent | |
| 30. | Formats of Marks memos of Other Colleges / Universities | Permanent | |
| 31. | Letters from UGC & University | Permanent | |
| 32. | Annual Maintenance Contract file (AMC) | 4 Years | |

| Sl. No | Description of Records | Period of Preservation | Source/Remarks |
|---------------|-------------------------------------------------------------|-------------------------------|-----------------------|
| 33. | Approved Rates of Remuneration of UG & PG Examination work. | Permanent | |
| 34. | Notice & Circulars issued by Controller of Examinations | 4 Years | |
| 35. | Letters from students to controller of Examinations | 4 Years | |
| 36. | Quotations, Purchase orders & Bills of Equipment | Permanent | |
| D | SOFT COPIES | | |
| 1 | CD's containing soft copies of Question papers | 4 Years | |

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.
