

MANUAL – 6

A statement of the categories of documents that are held by it or under its control (Section 4(1) (b) (vi))

Finance Section		
Sr. No.	Description of record	Retention Period
1.	Budget Copies; Audited Annual Accounts copies; Advance Registers; GPF Challan Registers; GPF Advance/Withdrawal Registers; NPS Ledger/Registers; Endowment Registers; Salary Deduction Records; Annual Salary Earnings & Deductions Statement; GPF Annual Statement; GPF Remittances Challans & Other Correspondence; NPS Challans & Records; Agenda for Finance Committee Meeting; Minutes of the Finance Committee Meeting; Audit Files/Observations including replies/comments; PAC related Documents; Inspection Report including replies/comments	Permanent
2.	Budget Control Registers; Utilization Certificate copies	5 years
3.	Computerized Accounts	5 years after audit
4.	Security Deposits and EMD Registers; Caution Money Account	5 years after the completion of work
5.	Ledger Accounts	15 years
6.	Payment Vouchers; Receipt Vouchers; Project Sanction Orders	10 years
7.	Copy of Form – 16; VAT Certificates	3 years
ACADEMIC PG Section		
8.	Board of Studies files	10 yrs
9.	Copies of Syllabus; Ph.D. files; Ph.D. Entrance Test Answer Booklets & Question papers; Academic Term files; Correspondence relating to Prospectus	2 yrs
10.	Miscellaneous matters relating to BoS; Follow up action files of Academic Council/ Standing Committee of Academic Council; Follow up action files of Executive Council; Recognition files;	5 yr

	Enrolment files; Financial Assistance Files for teachers; Financial Assistance files for students; Equivalence Certificates / Declaration Certificate files; Rail Concession file and related Matters; Appointment of Counselor files; Faculty Board files; Change of Faculty/subject	
11.	Attendance Registers of BoS Meetings; Synopsis; Equivalence Certificates / Declaration Certificate applications; CD containing Synopsis and Thesis; Recognition applications	1 yr
12.	PG Admission files; Provisional Merit List files; Ph.D. Admission files; CD Containing Questions & Answer Keys for Ph.D. Entrance Test; Prospectus file; Refund of Fees Files of PG Programs	3 yrs
13.	Enrolment Forms/ ID Card Forms	Old forms to be discarded
14.	Endowment files; Agenda items, files and minutes of Academic Council and Standing Committee of AC	Permanent
ACADEMIC College Section		
15.	Provisional eligibility certificate; Panel of subject experts; Selection committee recommendation/CAS; Original set of application of selected Teachers/candidates; Screening/Selection Committee along with score sheet of selected and non-selected candidates; File Application of students; Application for career advancement Scheme, pre screening Committee report along with API based PBAS score, Screening/Selection Committee report Order of placement/promotion in Colleges; Screening/Selection Committee along with score sheet of selected candidates; Files of Students admitted for programs; Students Attendance Sheets and time table; Admission File of students; Bonafide Character/Certificate File; Transference Certificate	5 years
16.	Correspondence on issue of eligibility	One month after confirmation
17.	College teacher appointment approvals; Correspondence on approval	10 Years

	matter/Noting; Student enrollment register	
18.	Request for list of experts from colleges; Circular to BOS/Dean inviting academic terms; AC agenda & related document; Enrollment forms from Colleges; Transfer of Student within affiliated Colleges; Equivalence of degree; N.S.S. special cases; Extra mural studies; Notification for appointment of teachers/ Advertisement on Newspapers in Colleges	1 year
19.	Communication of approval of teachers (Regular/Contract/Lecture Basis)	Until completion of digitalization
20.	Tuition fees Circular; Circular conveying the academic terms to colleges; Anti ragging (Punishment); Anti ragging (Non-Punishment); Principals meeting; C.D.C. Correspondence	3 year
21.	Migration Certificates; Application for Migration; Correspondence relating to Migration	3 months (As per the instruction in the form)
22.	Change of Name/correction correspondence	6 Months
23.	Loss of Card	6 Months after issue of fresh card
24.	Transfer from outside the State;Prima facie eligibility; Confirmation of prov. Eligibility; Monthly attendance details from colleges; Condonation of attendance; NSS/NCC (Grace Marks, Work record)	Equivalent to Course duration
25.	Master panels for Selection Committee; Enrolment/registration; Personal files of College Teacher	Permanent
26.	Quotation/Order/purchase of Equipment & Furniture	Lifetime of the equipment
ACADEMIC General Section		
27.	Transcripts Application along with documents required for UG, PG and Professional programmes (Verified marksheets & Degree Certificates)	6 months
28.	Medium of instruction	3 months
29.	Office Copy of Transcripts	1 year
30.	Application for permanent affiliation; Application for continuation/extension of	1) 1 set to be retained for 5 years

	affiliation for aided and self financed Programmes	2) disposal of other sets 3 months after grant of affiliation
31.	Original main file for affiliation, file Conveying letters to colleges, AIC Report etc; Bar Council of India; All India Council for Technical Education; Dental Council of India; Indian Nursing Council; Medical Council of India; University Grants Commission Matters; Aayush; Standing Affiliation Inquiry Committee (Minutes file); Constitution Standing Affiliation Inquiry Committee; EC/AC/Action Taken Files	10 yrs
32.	Equipments Maintenance Files; Settlement of TA/DA/Honorarium Bills etc.	2 years
33.	Agenda of Academic Council; Minutes of Academic Council Meeting; Agenda of Standing Academic Council; Minutes of Standing Committee of Academic Council; Accreditation file	Permanent
34.	Statistics; Swatch Bharat Abhiyan; Drafting and Vetting files; Staff Work Allocation orders file	5 years
ADMINISTRATION Non-Teaching Section		
35.	Application forms of candidates for recruitment	Original application of the wait list candidates to be retained for 1 year, Multiple sets of application to be disposed after 6 months
36.	DPC/DSC reports; Personal Files; Service Book; MACP files; Leave Records except – casual leave; Pension cases; GPF records on superannuation; Pay fixation files; Agenda and minutes of Statutory bodies viz. Court/Executive Council/Planning Board; Election of Statutory Bodies; Agenda and minutes of Statutory bodies viz. Court/Executive Council/Planning Board; Panel of expert file; Reservation Rosters	Permanent
37.	APRs	Till retirement
38.	Appointment Order for contractual staff	3 years
39.	GPF application for withdrawal/advance; Election files/Orders	2 years

40.	Other Office Files	Permanent or to retain only important paper/documents
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ENGINEERING AND TECHNICAL DIVISION		
Sr. No.	Description of record	Retention Period
41.	Building Committee records; Work Files (construction/repairs /maintenance works); Available records of matter relating to Design plus; Available records of Consultants File; Available Arbitration Files; Land Record Files; Building Drawings; Measurement Books; Space Planning Allocation committee(SPAWC)records; Audit files/replies	Permanent
42.	Complaint Register (Civil & Electrical); Challan copies	2 years
43.	Tender Notice; Water supply Bill Files; Electricity Bill Files; Quotation File; Water supply Bill Files; Watch & Ward Files; Press notes	10 years
44.	Site Order Books; Matters in purview of CAC; Matters in purview of security committee; Quarters allotment records; Swatch Bharat records	20 years
45.	Vehicle Maintenance	Life time of the vehicle
46.	Advertisement Bills; Budget Estimate	5 years

EXAMINATIONS SECTION		
47.	Examination forms; Attendance/ Absentees report of the students at the examinations; Application of the students for Provisional Degree, Duplicate certificate Correction in name, etc. (Whether Online or hard copy); Time Table copies; Taxi Hire files; Appointment records of daily wage; Convocation Booklets (Prizes/VC Speech/ Chancellors Speech)	1 Year
48.	Assessed answer books.	6 months after the declaration of Revaluation / Challenge Evaluation results. For PG departments till the academic audit.
49.	Mark list/mark input form received from the Examiners.	2 Years after declaration of result
50.	Used manuscripts/answer keys of Question papers.	6 months
51.	Record or copies and ledgers of examinations result; Copies of examination results declared in case of Computerized Examination; Master panel of Examiners.	Permanent
52.	Appointment of Paper Setters & Examiners; Question papers set of each examination; OB- 4 Panel of examiners each examination.	Double the duration + 1 Year
53.	Appointment of Chief Conductor/ Sr. Supervisor; Duplicate Convocation forms; Application of the students for verification, revaluation, grievance Committee and Communication sent to the student on the outcome of the action; Settlements of Remuneration bill file.	2 Years
54.	The programme of Internship Training; Answer books connected with Unfair means cases or revaluation case, result held in reserve/ abeyance or delayed results etc; NCC/NSS/Sports marks award related matter; Unused manuscripts.	3 Years

55.	Correspondence related to printing of question papers.	5 Years
ADMINISTRATION (TEACHING) SECTION		
56.	Advertisement files; Original set of application of selected candidate; Service Book; Pay fixation files; Pension and GPF record on Superannuation; Personal files; Appointment as HODs/Deans; Seniority of teachers; All files of UGC, FRP Teachers; All files pertaining to Statutes/ Ordinances and Act; Proportionate Earned Leave files; Establishment of Dept./School and creation of Teaching Positions files; Reservation Rosters	Permanent
57.	All files of visiting/adjunct teachers	Till the appointment of concerned Teacher
58.	GPF applications for withdrawal/advance	2 Years
59.	Appointment Orders for contractual staff; Panel of Subject Experts	10 Years
60.	Report of the Pre-Screening Committee for Direct Recruitment; Statistics file	5 Year
61.	Applications of non-selected candidates; Application for best meritorious Awards for teachers	3 Months
62.	Main CAS Applications and other relevant information.	Multiple sets of application to be disposed after 6 months.
PURCHASE SECTION		
63.	File, papers and documents relating to contracts, agreements etc.	5 years (after the contract/agreement is fulfilled or terminated. In cases where audit objections have been raised, however the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities.)
64.	File pertaining to telephone connections; Files pertaining to Office Appliances relating to postage (Franking Machine, etc); File pertaining to purchase of Furniture, computers etc for office use; Files pertaining to purchase of	5 years after closer of last matter

	Printing Stationery for General Administration	
65.	Files pertaining to general purchase like Uniforms, Umbrellas, Acrylic name plates.	3 years after closer of last matter

COMPUTER CENTRE		
66.	All electronic data generated in Computer Centre (HRMS, Exam, Student, Payroll, etc.)	10 Years, it will be kept in the University's server and thereafter transferred to the National Archives of India (NAI)/Backup data.
67.	Purchase files of equipment; Purchase of Furniture	Life time of equipment

Directorates and Public Relations		
68.	Scholarship files; ICCR Files; Files related to Foreign Students	5 Years
69.	Scholarship applications; ICCR Applications	2 Years
70.	Research Studentship File	8 Years
71.	RTI Register	Permanent
72.	Research Studentship Applications	2 Years
73.	Anti-Ragging Files; Reports of Anti-Ragging files	3 Years