



## GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

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### **Approved guidelines (9<sup>th</sup> meeting of AC and 18<sup>th</sup> meeting of BoG) regarding preservation/destroy of academic and examination records of the Institute**

#### **Ref: Sub-committee appointed by examination committee**

1. The Dean Academics, Controller of Examination (CoE), Assistant Controller of Examination Pre-examination [Asst CoE (Pre-exam)], Assistant Controller of Examination Post-examination [Asst CoE (Pre-exam)], Heads of the Department (HoD), I<sup>st</sup> year B. Tech. coordinator and other officer/staff of the Institute involved in examination activities shall arrange to transfer such records of their Departments/Sections to the storekeeper in the sealed bundle form with the information filled in packing slip and pasted on the top of bundle.
2. The storekeeper shall pass on an acknowledgement to the concerned Department/Section on receipt of records and shall be responsible for preservation of the records.
3. The storekeeper shall also be responsible for destroy of records using following procedure.
  - (a) The storekeeper shall submit the consolidated statement of records and their expiry date to the Registrar.
  - (b) The Registrar shall examine whether the records are to be destroyed or not and shall issue orders thereon accordingly.
  - (c) The storekeeper shall destroy the records within five working days after receiving the order from the Registrar and submit the report to Principal and Registrar.
  - (d) If any difficulty arises regarding the preservation or destroy of old records of the Institute the decision of the Principal thereon shall be final.
  - (e) Any record of the Institute shall not be sold in the market if it is ordered by Registrar to destroy the same.
  - (f) Records to be destroyed should be cut in small parts using the paper shredder machine available in the institute and then either given for pulping to a paper mill or burnt.
  - (g) Storekeeper shall keep the list of such papers in the register and duly sign the same.
4. If specific rule for preservation/destruction does not exist for any record, period of preservation should be determined with reference to analogous record in the table. Doubtful cases should be referred to the Principal.
5. The period prescribed should be reckoned from the completion of the case or from the time when (the old registers being full or completed) a new one is started after bringing forward the live entries.
6. The records of the institute are classified in five groups for the purpose of preservation and shall be preserved in colored cloth bundles/bags as shown below.

Group A: To be preserved permanently	red
Group B: To be preserved for 30 years	green
Group C: To be preserved for 10 years	blue
Group D: To be preserved for 5 years	yellow
Group E: To be preserved for 3 years	Orange
Group F: To be preserved for 1 year	white

Based on the groups the period of preservation of different record shall be as follows.

<b>S.N.</b>	<b><i>Title of Records</i></b>	<b>Period of Retention</b>
1	Office copy of appointment orders issued to question paper setters	Three years
2	Acceptance/non-acceptance/ declaration received from paper setters	One year
3	Office copy acknowledgement for receipt of question paper issued to question paper setters	One year
4	Statement (statistical data) of the sealed packets of question papers selected for printing and balance	One year
5	The packets containing hard and soft copy of the used question paper, hard and soft copy of the question papers received from paper setters (including CD/DVD)	One year
6	Declaration by question paper moderator	One year
7	Question paper moderation records	One year
8	Statement (statistical data) of issuing question papers to the CoE	Three years
9	All ESE/ISE/MSE question papers in the form of booklet	Ten year
10	Attendance of students in ISE/MSE/ISA/ICA	One year
11	Specimen question papers and sample answer books of ISE/MSE/ISA	Five years
12	Evaluated answer books of ISE/MSE/ISA, laboratory journals, mini project, project, seminar reports	One year
13	Attendance in ESE TH, ESE PR and summary	Three year
14	Office copy of appointment orders issued to faculty and staff for conduction of ESE TH, ESE PR (except examiners)	One year
15	Office copy of ISE/MSE/ESE TH/ESE PR time table	One years
16	Record (statistical data) of used and balance answer books, supplements, graphs and other stationery for ESE (TH)	Three year
17	Application received from student and permission granted by authority for a writer/extension of time in ESE	One year
18	Statement/undertaking/request for issuing new answer book etc of examinee who is alleged to have used unfair means at the ESE	One year or till the result if complaint is pending with court
19	Report of invigilator/ head of department regarding unfair means and malpractice by examinee at ESE	
20	Office copy of show cause notice to examinee	
21	Report to police station for unfair means	
22	Report and action by Grievance Redress Committee after inquiry of the examinee caught copying and seized copying material, answer sheets and supplements	
23	Office copy of appointment orders issued to used and balance answer books, supplements, graphs and other stationery used for ISE/MSE/ISA/ICA/ESE (LAB)	One year
24	Office copy of appointment orders issued to examiners for ESE PR	One year
25	Centralized record (statistical data) of issued and balance answer books, supplements, graphs and other stationery at AEC office	Five years
26	Class wise, laboratory wise and faculty wise time table	Five year
27	Office copy of attendance certificate issued to faculty/staff for academic and examination related activities at departmental level/ institute level	One year

28	Course registration forms and reports	Three years
29	Examination registration forms and report	Three years
30	Agenda, book of enclosure including agenda notes and MoM of BoS, EC and AC	Ten years
31	Office copy of appointment orders issued to evaluators, moderators, and other faculty/staff appointed for CAP	One year
32	Declaration/undertaking submitted by evaluators, moderators, and other faculty/staff appointed for CAP	One year
33	Record (statistical data) of answer books received from CoE and attendance record of ESE TH and LAB	Three year
34	ESE answer papers for which court case is not pending	Three years
35	ESE answer papers for which court case is pending	Three years or till court decision
36	Revaluation and re-revaluation forms and their records	Three years
37	Marks statements received from HoDs	Three years
38	Attendance record of ESE received from CoE and/or HoDs	Three years
39	Various complaints received from students and related decision	Three years
39	Application for revaluation and re-revaluation	One year
40	Tabulation results R1 to R11 for which court case is not pending	Three years
41	Tabulation results R12 to R13 for which court case is not pending	Ten years
42	Tabulation results R1 to R11 for which court case is pending	Till court decision or five years
43	Tabulation results R12 to R13 for which court case is pending	Till court decision or Ten years
44	Tabulation results R14 to R17	Permanent
45	Manuscript of various mark statements received in AEC	One year
46	Internal performance cancellation applications and records	Three years
47	Attendance record of faculty/staff appointed for all ESE activities	Three years
48	All paid vouchers bills etc including remuneration bills, TA/DA bills etc	As per Govt rules
49	Academic audit reports and appointment of experts	Permanent
50	Agenda, MoM and agenda notes, book of enclosure (if any) of DFB, APEC	One year
51	Autonomous Status, 2F, 12 B and other documents	Permanent
52	Admission Form UG/PG with all relevant documents	Five years
53	Students original L.C./ T.C. (Received and copy of issues); Students general register	Permanent
54	Court cases of students' caste validity and related matters	Till decision
55	Transcript File (Includes all over performance of student & salient features of Institute)	Three years
56	All circulars related to academic and examination cell	Three years or till court decision
57	Dissertation/Thesis reports	Thirty years

<b>58</b>	Project reports	Three years
<b>59</b>	Cancelled examination stationery	One year
<b>60</b>	Record (statistical data) of used and balance blank grade reports	Permanent
<b>61</b>	Cancelled blank/printed grade reports	Three years
<b>62</b>	Budget and audited receipt/payment account of AEC	Permanent
<b>63</b>	Various communication received from faculty/staff members regarding academic/examination related activities	1 years
<b>64</b>	Any other record	As per directive of Principal
<b>65</b>	Rule books	Thirty years

Date 01.08.2019

Principal

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