



Dt: 11-06-2025

## **DOCUMENT RETENTION POLICY**

Siddhartha Academy of Higher Education, an Institution Deemed-to-be University, formerly known as Velagapudi Ramakrishna Siddhartha Engineering College, was established in 1977 with an initial intake of 160 students. Over the years, the institution has achieved significant milestones, including being conferred with Deemed-to-be University status marking a new chapter in its journey toward academic excellence.

The University's intake stands at **1,736**, with a total student strength of **6,163 for the year 2024-25**. Consequently, the volume of records, files, documents, and reports has increased substantially, necessitating more space for secure preservation.

As per AICTE norms, every institution must have an approved Document Retention Policy to ensure systematic maintenance of records and to authorize the disposal of files that are no longer relevant or have outlived their utility. In line with this, the University proposed a draft Document Retention Policy for discussion and approval during the 4th meeting of the Academic Council held on 10-06-2025 and the 4th meeting of the Executive Council held on 20-06-2025. Both the Academic Council and the Executive Council approved the policy.

### **1) Purpose:**

The purpose of this policy is to ensure that necessary records and documents of Siddhartha Academy of Higher Education (Deemed-to-be University) are adequately protected and maintained, and that records no longer needed by the University and/or of no value are discarded at the appropriate time.

### **2) Policy:**

This policy outlines the guidelines of Siddhartha Academy of Higher Education (Deemed-to-be University) for the retention and disposal of records and documents maintained by the Office of the Registrar, the Controller of Examinations (COE), and the offices of the Deans and Heads of Departments.

### **3) Goals:**

*The objectives of this University Document Retention Policy are to:*

- ❖ Ensure the retention of important documents for reference and future use.
- ❖ Facilitate the deletion or destruction of documents that are no longer required for the effective functioning of the organization.
- ❖ Maintain organized records to enable efficient retrieval.
- ❖ Define clear timelines for document retention and provide guidelines for their appropriate disposal.

### **4) Administration:**

The Registrar of the University holds primary authority over this policy and is responsible for implementing the processes and procedures necessary to ensure adherence to the Document Retention Schedule. The Registrar is also authorized to make modifications to the

Document Retention Schedule, as needed, with the approval of the relevant statutory bodies (Executive Council or Academic Council), based on the continued relevance of the documents.

**5) Retention of Records:**

All records, registers, files, and related documents shall be retained in their respective schools, departments, or sections of the University in accordance with the retention periods specified in the Retention Policy **enclosed as Annexure – I**. This will ensure proper documentation and efficient record management.

**6) Destruction of Records:**

Records, registers, and related documents shall be destroyed only after obtaining prior approval from the Registrar. The concerned Deans and Heads of Departments must submit a formal proposal to the Registrar, requesting approval for destruction.

*This proposal should include the following details:*

- 1) The files / records that need to be destroyed.
- 2) Period from \_\_\_\_\_ to \_\_\_\_\_
- 3) Reasons for a destroying.
- 4) Information regarding the record / file's retention period.

Files, records, and related documents may be destroyed upon the completion of their prescribed retention period, effective from the last date of the most recent official entry covered by the record.

Upon receiving approval from the Registrar, the files shall be destroyed either by burning or shredding, under the supervision of the concerned Dean or Head of the Department. Once a file or record is destroyed, a corresponding entry must be made in Destruction Register.

\*\*\*

*m. K. Richard*  
11/6/25  
**Registrar**  
**Siddhartha Academy of Higher Education**  
**(Deemed to be University)**  
**Vijayawada - 520 007**



# SIDDHARTHA

## ACADEMY OF HIGHER EDUCATION

An Institution **DEEMED TO BE UNIVERSITY**

(Under Section 3 of UGC Act, 1956)

Kanuru, Vijayawada - 520 007, AP - [www.vrsiddhartha.ac.in](http://www.vrsiddhartha.ac.in)

91 866 2582333  
866 2582334  
866 2584930

Dt: 11-06-2025

### 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 Records	Period of Preservation
<b>A.</b>	<b>MINUTES BOOKS</b>	
1.	Executive Council	Permanent
2.	Finance Committee	Permanent
3.	All Non-Statutory Committees	15 years
4.	HoD's Meeting Minutes	15 years
<b>B.</b>	<b>REPORTS</b>	
1.	Proposals Submitted to AICTE for Approval	10 years
2.	Proposals Submitted to UGC	10 years
3.	Proposals Submitted to JNTUK for Affiliation.	5 years
4.	Proposals Submitted to NAAC for Accreditation	Permanent
5.	Proposals Submitted to NBA for Accreditation	Permanent
6.	Self-Evaluation Reports	10 years
7.	University Annual Reports	Permanent
8.	Reports / PPT of Executive council, Academic Council & Finance Committee	Permanent
9.	IQAC Records	Permanent
<b>C.</b>	<b>FILES</b>	
1.	AICTE Sanction Letters	Permanent
2.	AICTE Correspondent Letters	15 years
3.	UGC Sanction Letters	Permanent
4.	UGC Correspondent Letters	15 years
5.	JNTUK Affiliation Sanction Letters	Permanent
6.	JNTUK Correspondent Letters	15 years
7.	NAAC Sanction Letters	Permanent

Sl. No.	Description of Records	Period of Preservation
8.	NAAC Correspondent Letters	15 years
9.	NBA Sanction Letters	Permanent
10.	NBA Correspondent Letters	15 years
11.	NIRF Ranks	Permanent
12.	NIRF Correspondent Letters	15 years
13.	Executive Council	15 years
14.	Finance Committee	15 years
15.	ISO 21001:2018	15 years
16.	MOUs	15 years
17.	APSCHE	8 years
18.	Non-Statutory Committees	8 years
19.	Government Orders	Permanent
20.	Department of Technical Education	8 years
21.	Legal	15 years
22.	Notices – Circulars	10 years
23.	RTI Act	10 years
24.	Service Rules	Permanent
25.	Student Suspensions	10 years
26.	IQAC	10 years

## II. ACCOUNTS:

Sl. No.	Description of Records	Period of Preservation
<b>A.</b>	<b>REPORTS</b>	
1.	Audit Reports	Permanent
<b>B</b>	<b>REGISTERS / RECORDS</b>	
1.	Cash Book	20 years
2.	Ledger	20 years
3.	Bills & Vouchers related to UNIVERSITY, Schools, Hostel & Consultancy	8 years
4.	Bank Pass Books	10 years
5.	Fee Receipts for Tuition Fee, Special Fee, etc.,	8 years
6.	Central Equipment, Furniture, Stock etc.,	Permanent
7.	Students Rolls	8 years

Sl. No.	Description of Records	Period of Preservation
<b>C</b>	<b>FILES</b>	
1.	AICTE, DST, UGC, DRDO, DRDL & ISRO Projects files etc.,	10 years after completion of the Projects
2.	JNTUK Affiliation and other Fee	8 years
3.	Canteen, Hostel, Gate Stipend, PF, Income Tax, GS LIC, DCTO, GST, ESI, Re-admission etc.,	8 years
4.	Sanction letters, and Purchase Orders	8 years

### III. ESTABLISHMENT:

S. No.	Description of Records	Period of Preservation
<b>A</b>	<b>MINUTES BOOKS</b>	
1.	Minutes File (Recruitment) of Faculty	Permanent
<b>B</b>	<b>REGISTERS / RECORDS</b>	
1.	Pay bills	15 years
2.	Acquaintance Registers ( if maintained)	15 years
3.	Faculty & Staff Service Registers	4 years after Retirement / Resignations
4.	Leave Registers – CL, SCL	2 years
5.	Leave Registers - ML, EL.	Permanent
6.	Acknowledgement for receipt of Original Certificates	4 years after Retirement / Resignations
<b>C</b>	<b>FILES</b>	
1.	Staff Personal files (including NMR)	8 years after Retirement / Resignations
2.	Budget Files	8 years
3.	Salary Deduction Files ( PF, ESI, LIC, INCOME TAX, Professional Tax, GSLI, OD-I,II)	8 years
4.	Increment File	8 years
5.	D.A. GOs File	10 years
6.	Leave Files - CL,SCL, LOP	2 years
7.	Leave Files - EL, ML.	5 years

S. No.	Description of Records	Period of Preservation
8.	Superannuation File (staff)	Permanent
9.	Staff gratuity File	Permanent
10.	Health insurance File	5 years
11.	Staff legal affairs File	10 years
12.	Leave Rules	Permanent
13.	Interview Schedules	3 years
14.	Salary certificates File	3 years
15.	Medical facility File	3 years
16.	Pay bill particulars File	10 years
17.	Higher Education Study Leave Files	5 years
18.	Promotions File (CAS)	10 years
19.	Vacation & Non-Vacation staff details	5 years
20.	Paper Advertisements File	5 years
21.	Bill of Charges	8 years
22.	ST Returns	8 years
23.	TDS File	8 years
24.	E-Receipts (Service Tax)	8 years

#### IV. SCHOLARSHIP SECTION:

Sl. No.	Description of Records	Period of Preservation
<b>A.</b>	<b>REGISTERS / RECORDS</b>	
1.	Dispatch Book	10 years
2.	Tapal Book	5 years
3.	Railway Concession Register	5 years
4.	Visitors Register (Welfare Dept.)	5 years
5.	Certificate Issuing Register-Permanent	Permanent
6.	Certificate issuing register-temporary	Permanent
7.	Merit Scholarship Acquaintance Register	8 years
8.	Daily Purchase Register	Permanent
9.	Stock Register	Permanent

Sl. No.	Description of Records	Period of Preservation
<b>B</b>	<b>FILES</b>	
1.	SC , ST, BC, EBC, MINORITY (Proposal, Proceedings, Acquaintances)	10 years
2.	Circulars (Scholarships)	5 years
3.	Circulars (General)	5 years
4.	Railway Concession Register	5 years
5.	Railway Seasonal Pass	5 years
6.	Railway Concession for Educational Tours	5 years
7.	Railway Correspondence	5 years

**V. EXAMINATION SECTION:**

Sl. No.	Description of Records	Period of Preservation
<b>A.</b>	<b>REGISTERS</b>	
1.	Admission Registers	Permanent
2.	Attendance Particulars - Annexures 1,2,3	8 years
3.	Caution Deposit	Permanent
4.	CMM Dispatch Register	20 years
5.	Duplicate Marks List Dispatch	Permanent
6.	Gallies (Regular & Supple)	8 years
7.	Local Tapal Book	8 years
8.	Marks Lists Dispatch Register (Engg./Arts/MBA/MCA)	8/6/4 years
9.	Name Corrections	8 years
10.	Practical Answer Book A/c	4 years
11.	Record of Continuous Internal Evaluation Marks	8 years
12.	Observer Book	8 years
13.	Stock Register	Permanent
14.	TC, CC & MC Certificate	Permanent
15.	Transcripts Dispatch Book	8 years
16.	Attendance & Absentees Statements (Theory & Practicals)	8 years
17.	No Dues Certificates	4 years
18.	Lab Examinations (Duplicate Marks)	15 years
19.	Bank Challans Counter Files	4 years
20.	Electives Book	4 years

Sl. No.	Description of Records	Period of Preservation
21.	Student Verifications Book	4 years
<b>B</b>	<b>FILES</b>	
1.	Academic Calendar	10 years
2.	Circulars	4 years
3.	Gold Medals and Ranks	Permanent
4.	Condonations	15 years
5.	Controller Correspondence	4 years
6.	Detained Post Letters	4 years
7.	Detentions by Attendance / Marks	Permanent
8.	Detentions by Credits	Permanent
9.	Duplicate Hall Ticket	4 years
10.	Important Information	Permanent
11.	Invigilators Memos	4 years
12.	Invigilation Adjustment	4 years
13.	Re-Joining	4 years
14.	Practical Examinations	8 years
15.	Practical Time Table	8 years
16.	Rates of Remuneration	8 years
17.	RV Refund	8 years
18.	Remuneration Theory	8 years
19.	Remuneration Practicals	8 years
20.	Result Analysis Batch Wise	8 years
21.	Results	8 years
22.	SMP Case Booking	8 years
23.	SMP Case Results	8 years
24.	Observers for Theory Exams	4 years
25.	Student Representations / Grievances	4 years
26.	Theory Examinations	4 years
27.	Theory Time Table	8 years
28.	Transitory Regulations	4 years
29.	Quotations and Orders	10 years
30.	Bank Account Statement	15 years
31.	Other Examinations	8 years



Sl. No.	Description of Records	Period of Preservation
32.	Academy Rent	8 years
33.	Theory Examinations Invigilators	4 years
34.	CBCS	4 years
35.	Minors & Honors	4 years
36.	Record of ISO 21001 – 2018 File	4 years

**V. UNIVERSITY CONFIDENTIAL WING:**

Sl. No.	Description of Records	Period of Preservation
1.	New Education Policy (NEP)	Permanent
2.	UG / PG Programs from schools	Permanent
3.	Examination Manual	Permanent
4.	Examination & Evaluation Procedures	Permanent
5.	Syllabus & Academic Regulations	Permanent
6.	Academic Calendar	Permanent
7.	Minutes of Financial Committee	Permanent
8.	Minutes of Academic Council	Permanent
9.	Award Sheets of (Theory/Lab) UG & PG Programmes Semester-end Examinations.	Permanent
10.	UG & PG Model Question Papers and Detailed Syllabus	8 Years
11.	Record of Detained List (Attendance/Credits)	Permanent
12.	Record of Provisional Certificate issued to the Candidates	Permanent
13.	Record of Marks Memos issued to the Candidates	Permanent
14.	Record of Migration, ODs, CMM issued to the Candidates	Permanent
15.	Record of Students Nominal Rolls	Permanent
16.	Record of Candidates Register Honors/Minor Courses	8 Years
17.	Record of Candidates Register CBCS Courses	8 Years
18.	Record of Exam Fee Notifications	8 Years
19.	Out of Syllabus & Considerations during UG & PG Valuation	4 Years
20.	Revaluation Refund Details	8 Years
21.	Dispatch list of Marks Memos, CMM, PC, OD, Migrations etc., (UG & PG) to Examination Section	8 Years
22.	Students Grievances	4 Years
23.	CD's containing Soft Copies of Question papers	4 Years
24.	Record of APAAR IDs	Permanent
25.	Record of Transcript issued to the Candidates	Permanent

Sl. No.	Description of Records	Period of Preservation
26.	Revaluation Award lists of UG & PG Programmes	Permanent
27.	Subject wise Results of UG & PG	Permanent
28.	Semester wise and Overall Consolidated Results Analysis of UG & PG Programmes	Permanent
29.	Letters from UGC / AICTE	Permanent
30.	List of Question paper Scrutinizer /Moderators	Permanent
31.	Approved Rates of Remuneration of UG & PG Examination Work.	Permanent
32.	Answer Script Bundles (Theory/practical) of UG (B.Tech)	8 Years
33.	Answer Script Bundles (Theory/practical) of UG (B.Com., B.Sc., BA)	6 Years
34.	Answer Script Bundles (Theory/practical) of PG	4 Years
35.	Code Slips of UG & PG	4 Years
36.	UG & PG Spot Valuation Register	4 Years
37.	Answer Script Scrutiny Register	4 Years
38.	Timetables for Semester end of Examinations	4 Years
39.	Timetables for CIE (Theory & Lab) Examinations	4 Years
40.	Correspondence to Dean Examination Evaluation, Registrar & VC	4 Years
41.	List of Examiners Scheme of Evaluation and Valuation	4 Years
42.	Semester-End Examination Question Papers file	4 Years
43.	Transitory Candidate Credit Sheet / Memo Register	8 Years
44.	Coding File	4 Years
45.	Spot Valuation: List of Examiners of UG & PG (Internal & External) Programmes	4 Years
46.	Cancelled Memos UG/PG/PC/OD etc., File	4 Years
47.	Minutes of UG & PG Results Committee	Permanent
48.	Malpractice Enquiry Committee Minutes - Notices	Permanent
49.	Annexures & Final Attendance of Candidates	8 Years
50.	Record of UG & PG Gallies	Permanent
51.	Provisional Certificates Log Book.	Permanent
52.	Duplicate PC/OD Log Book	Permanent
53.	Permanent Articles Stock Book	Permanent
54.	Internal Marks of UG & PG programmes	Permanent
55.	UG & PG Marks Memos, PC, CMM, OD, Migration etc Stock Registers	Permanent
56.	Coding & Decoding Books of UG & PG	8 / 6 / 4 Years

Sl. No.	Description of Records	Period of Preservation
57.	Log Book for Answer Scripts Bundles Received from Exam Section	4 Years
58.	Absent Statements for Semester End Exams	4 Years
59.	Name Correction Register UG & PG	8 Years
60.	Consolidated Examination data of the University Tabulated Report	Permanent
61.	Examiners Scheme of Evaluation and Valuation	Permanent
62.	Tabulated Reports with marks and without marks Semester wise reports	Permanent
63.	Question Paper Procurement and usage Log Book	Permanent
64.	Autonomous Section closing & opening Log book	4 Years
65.	Question Paper Printing room staff/faculty Log book	4 Years

#### VI. DEPARTMENTS:

Sl. No.	Description of records	Period of preservation
<b>A.</b>	<b>MINUTES BOOK</b>	
1.	Boards of Studies, DAB, PAC	Permanent
2.	Faculty Meetings	6 years
<b>b</b>	<b>RECORDS / REGISTERS</b>	
1.	Permanent Stock Register	Permanent
2.	Daily Purchase Register	Permanent
3.	Stationery	4 years
4.	Imprest	8 years
5.	Proctor Dairy	4 years
6.	Tapal Book	4 years
7.	Project reports – student (soft copy permanent)	4 years
8.	Academic regulations & syllabus	Permanent
9.	Staff Leave Registers	4 years
10.	Fine Receipts Book	4 years
11.	Students Attendance Registers	4 years
12.	Staff Attendance Registers	4 years
13.	Internal marks & Consolidated Attendance	8 years
<b>C</b>	<b>BUNDLES</b>	
1.	MID -TERM EXAMINATIONS (Q P & ANSWER BOOKS)	5 years
2.	Assignments (Q P & Answer Books)	5 years

Sl. No.	Description of records	Period of preservation
3.	Sample Lab Records	4 years
<b>d</b>	<b>FILES</b>	
1.	All Types of Circulars / Notices	4 years
2.	All Types of files with regard to ISO & NBA	4 years
3.	Academic Results	8 years
4.	Faculty Incentives / Research Papers	4 years
5.	Delegation of Duties	4 years
6.	Warrantee Cards	Permanent
7.	Faculty Participation in Work Shops / Seminars / FDPs etc., (Soft Copy Permanent)	4 years
8.	Programmes Organized by the Department / Faculty (soft Copy Permanent)	4 years
9.	Research Publications of the faculty (Soft Copy Permanent )	5 years
10.	Faculty Achievements	4 years
11.	Students Achievements	4 years
12.	Student Industrial tours	4 years
13.	Students Participation in Extra- Curricular Activities & Paper Presentations.	4 years
14.	Department Budget Files (Soft Copy Permanent)	4 years
15.	List of Condemned Equipment	4 years
16.	Purchase Orders	4 years
17.	Students Feed Back	4 years
18.	PBAS	4 years
19.	Research Grants	Permanent
20.	Faculty Paper Publications	4 years
21.	Faculty Personal Files.	Permanent
22.	Students Rolls List	4 years
23.	ALUMNI	Permanent
24.	Students Performance in Competitive Examinations (GRE, TOFEL, CAT, MAT, PGECT, GATE etc.,)	4 years
25.	Students Placements	4 years
26.	Students Progression (Jobs – off / in / Govt. jobs / Higher Studies etc.)	8 years
27.	Students Achievement in Sports & Games	4 years
28.	Condonation File	4 years
29.	Detained File	4 years

Sl. No.	Description of records	Period of preservation
30.	Minutes of Result Analysis Committee	4 years
31.	Department Malpractice Committee File	4 years

#### VII. DEAN ACADEMICS:

Sl. No.	Description of Records	Period of Preservation
<b>A.</b>	<b>MINUTES BOOKS</b>	
1.	Academic Council Minutes Book	Permanent
2.	Academic Council Correspondence	20 years
3.	Academic Calendar	15 years

#### VIII. DEAN ADMISSIONS & STUDENT AFFAIRS:

Sl. No.	Description of Records	Period of Preservation
1.	Admission Applications of Various Programs	10 years
2.	UG, PG Admission s Details	15 years
3.	UG, PG Admission information Registers	Permanent
4.	Anti -Ragging Committee Minutes book	Permanent
5.	Anti -Ragging File	5 years
6.	Student Indiscipline	5 years

#### IX. LIBRARY:

Sl. No.	Description of Records	Period of Preservation
1.	Books Accession Register	Permanent
2.	Loss of Books Record	Permanent
3.	Weed out Books Record	Permanent
4.	Stock Register	Permanent
5.	Back Volumes	15 years
6.	News Papers	1 year
7.	Gate Registers	5 years
8.	Books Invoice	Permanent
9.	Online e-journals Purchase Record	10 years
10.	Periodicals Register	5 years

**Amendments to Record Retention Policy:**

The Registrar of the University may add or delete any registers or files, and may increase or reduce the maximum retention period, with the approval of the Vice-Chancellor from time to time. Such additions or modifications shall subsequently be placed before the Academic Council and the Executive Council for approval.

**Applicability of Retention Policy:**

The Retention Policy applies to all registers, records, files, and related documents maintained at Siddhartha Academy of Higher Education, an institution deemed to be a university, with effect from the academic year 2024–25. It also covers the registers, records, files, and related documents maintained at Velagapudi Ramakrishna Siddhartha Engineering College under the affiliation of ANU and JNTUK, prior to the institution being declared a deemed-to-be university by the Ministry of Education, Government of India.

\*\*\*

  
11/6/25  
**Registrar**  
**Siddhartha Academy of Higher Education**  
**(Deemed to be University)**  
**Vijayawada - 520 007**