



Manda Institute of Technology

NH-11, Raisar, Jaipur Road, Bikaner – 334001

Phone: +91-151-210300, +91-151-2746911, +91-151-2746926. Fax: +91-151-2746910

E-Mail: mitbikaner@gmail.com, Website: www.mitbikaner.ac.in

Approved by AICTE, MHRD, Gol and Affiliated to BTU, Bikaner and BTER, Jodhpur

Promoted by Manda Institute of Technology Society, Bikaner - 334001

Document Retention Policy

Document Type	Retention Period
Administrative Records	
Employee Certificates/Documents	Employee should submit all the original certificates/Documents for verification to the Institute authority on the day of Appointment/Joining and the original documents will be returned to the Employee after the verification process. Permanent a copy of the certificates will be Retained in office
Staff Joining Letters	Permanent
Purchase bills and vouchers	Permanent
Stock Register for Lab	Permanent
Stock Register for Library	Permanent
Employee Attendance	Permanent
Circular/Notices/Office orders issued by University/ DTE/AICTE	Permanent
Accounts/Audit/Bank Statements	Permanent
Employee Insurance	Permanent
Student Group Insurance	Permanent
Student Admission Records	
Application	Permanent
All the Original certificates	Students should submit all the original certificates for verification to the college authority on the day of admission and the original documents will be returned to the students after the verification process. Permanent a copy of the certificates will be Retained in office
M.Tech: Mark sheet, Certificate, Provisional Certificate & Degree	Issued to the concerned student and a photocopy of the certificates will be Retained in office for three years after issue.
B.Tech: Mark sheet, Certificate, Provisional Certificate & Degree	Issued to the concerned student and a photocopy of the certificates will be Retained in office for three years after issue.



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Diploma: Mark sheet, Certificate, Provisional Certificate & Degree	Issued to the concerned student and a photocopy of the certificates will be Retained in office for three years after issue.
Academic Records	
Students Attendance	One year after semester result
Detained List of Students	Six months after semester result
Sessional / midterm exam sheet	Six months after semester result
Assignments/ Practical File	Six months after semester result
Project reports, Summer Training and Major project	Six months after semester result
Library Books	Permanent
Email	Permanent
Placement Records	
Placement Records	2 Years
Examination Records	
Nominal Roll	Permanent
Consolidated Result	Permanent
Institution Letters	Permanent
Syllabus	Permanent
Re-admission Records	Permanent
Internal Marks	Six months after semester result
Staff Circular	Permanent
Student Circular	Permanent

Principal