

## Government Polytechnic College ,Khargone

### DOCUMENT RETENSION POLICY

| Document Type                  | Retention Period   |
|--------------------------------|--------------------|
| <b>Administrative Records:</b> |                    |
| Employee Service Register      | Retained in Office |
| Stock Register for Lab         | Permanent          |
| Stock Register for Library     | Permanent          |
| Employee Attendance            | Permanent          |
| Employee Acquaitance           | Permanent          |
| Office Files                   | Permanent          |
| Scholarship applications       | Permanent          |
| Scholarship Acquaitance        | Permanent          |
| Accounts                       | Permanent          |
| Employee Insurance             | Permanent          |
| Income Tax                     | Permanent          |
| TDS                            | Permanent          |
| Staff Circular                 | Permanent          |
| Staff Joining Records          | Permanent          |
| Student Circular               | Permanent          |



**Admission Records:**

Application Form Permanent

TC Permanent

Original TC and only Photocopies of the other required documents are retained by the institution at the time of admission.

**Academic Records:**

Syllabus Permanent

Detained, Readmission Records Permanent

Test Papers 2 Years

Assignments 2 Years

Marksheets Retained in Office till student leave the institution

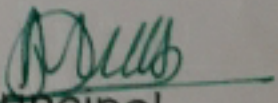
Diploma Certificates Retained in Office till student leave the institution

Provisional Certificates Retained in Office till student leave the institution

**Examination Records:**

Consolidated Result Permanent

Internal Marks Permanent

  
Principal  
Government Polytechnic College  
Khargone(M.P.)