

DOCUMENT RETENTION POLICY

Documents (in original) required at the time of reporting:

For B.Tech/Diploma Courses:

i)	Mark Sheet – 10 th	vi)	Migration Certificate
ii)	Mark Sheet – 12 th	vii)	JEE Rank Card (if appeared)
iii)	Transfer / School Leaving Certificate	viii)	6 PP size colour latest photographs
iv)	Character Certificate	ix)	Residence / Domicile Certificate
v)	Voter ID / Adhar Card / Driving License / Any other Photo ID	x)	In case of reserved candidates – Proof of Caste / Religion / BPL Card

For MBA Courses:

i)	Mark Sheet – 10 th	vi)	Migration Certificate
ii)	Mark Sheet – Graduation	vii)	CAT card
iii)	Transfer / College Leaving Certificate	viii)	6 PP size colour latest photographs
iv)	Character Certificate	ix)	Residence / Domicile Certificate
v)	Voter ID / Adhar Card / Driving License / Any other Photo ID	x)	In case of reserved candidates – Proof of Caste / Religion / BPL Card

This all originals will be returned after getting approval/ verification from concern board / University.

- 2) **Faculty/ Staff:-** Faculty/staff at the time of joining, they should submit all original certificates (PAN card, Adhar Card, Bank passbook, PP photos, Cancelled Cheque, Qualification and Experience Certificates). The originals will be returned at same time after getting verification or get photocopies of documents.