



Rules for the Retention and Disposal of Office Records

The rules for Retention and Disposal of Office Records in Gokul Global University, Sidhpur, Gujarat are listed below. The records classified as Permanent will be preserved permanently and other records will be disposed off after completion of the period of their retention.

I. Records related to admissions and examinations:

S. No.	Description of Record	Period of Preservation
1.	Prospectus (5 copies of each year)	Permanent
2.	File of issue of Advertisement of Admission Notices/Convocation/Alumni Meet, etc.	2 years
3.	Files of admission forms and record of enrolment of the candidates admitted to various courses in the university.	Permanent
4.	Mark sheet, Certificates, Degree Certificates, Character Certificates and Migration Certificates etc. of other Universities/Boards submitted by the candidates at the time of admission.	3 year after the completion of the programme.
5.	All records of items related to Entrance Tests and Counseling for admission to various courses in the university and its institutes including the Application Forms submitted by the candidates (except application forms of those candidates who have been admitted to the respective courses).	6 month after the date of declaration of Result.
6.	Admission form and other documents of candidates applied for admission, but not selected	2 months from the last date of admission of the session.
7.	Records related to Lecture Plans, Time Table, Office Orders etc. in constituent institutes and records of internal examination.	2 year after the completion of programmes.
8.	Examination forms for various examinations conducted by the University.	2 year after declaration of Result
9.	Examiner's lists (theory & practical, Thesis, Projects and other examinations.)	2 year
10.	Record of paper-setters/Examiners	2 year
11.	Record of Examination Centers.	3 year
12.	Appointment records containing the names of Center Supdts./DY. Supdts./Supervisor/Invigilators/Flying Squads etc of examination.	2 year
13.	Record of receipt of answer books from the Examination Center	3 year after the declaration of Results
14.	Record of dispatch/ receipt of answer books to Examinations/Revaluators	3 year after the declaration of Results
15.	Marked Answer books of all the university	3 year after the completion of





	examinations and internal examinations.	programmes
16.	Award Lists (both theory and practical examinations).	2 year after the completion of programmes
17.	Result sheets (TR) of the university examination	Permanent
18.	Re-evaluation forms	2 year after the completion of programmes
19.	Files of UMC Cases	2 year after the completion of programmes
20.	Result Notification of Examination of all the courses in the University & Notification of UMC (Unfair means cases) & revaluation.	3 year
21.	Application forms for issue of DMCs, Provisional Degree/Certificates, Degree Certificates, / Merit Certificates etc.	3 year
22.	Record of rechecking of answer books.	3 year after the completion of programmes
23.	Used Question Papers of examinations	5 year
24.	Records Ph.D students Admission forms, synopsis, minutes of approvals of committee for advance Studies & Research, Progress Report/ other relate records/degree award notification, copy course work result/certificate ,copy of degree certificate etc.	Permanent
25.	Records of Migration Certificates issued to students	Permanent
26.	<p>Thesis/Dissertations/Project Reports etc. of</p> <ul style="list-style-type: none">• Ph.D/ M.Phil• M.Ch• MD/MS/MDS/PG Diploma• MBBS/BAMS/BHMS• M.Tech• PG/UG Courses <p>Note- After the expiry of the prescribed period copies of the thesis/Dissertation/Project reports are to be deposited in the Library of the respective institute against proper receipt under the orders of the competent authority.</p>	3 years after the declaration of results.
27.	Court Cases	Till the disposal of cases in concerned court



**II. Records related to Academic, Establishments and other offices /Constituent institute.**

Sr.No	Description of Record	Period of Preservation
1	Agenda and minutes of the meetings of various Bodies of the University viz. Board of Management, Academic council, Finance committee etc.	Permanent
2	Agenda and minutes of the meetings of the Faculties/ Board of Studies	Permanent
3	Constitution of the University Bodies	Permanent
4	Constitution of the Faculties/ Board s of studies	2 years after the term is over
5	Record of attendance of the members at the time of meeting of the university bodies	2 year
6	Files containing office copies of approval/circulation of Agenda item for the meeting of various university bodies	Permanent
7	Ordinance/rules and regulations ; Clarification/ Amendments of Rules/Regulations/ Ordinance etc.	Permanent
8	Proceedings/orders of committee related to discipline of students and employees issued by various offices.	2 years
9	Applications of students for sanction of Financial assistance/ Scholarships by the Gokul Global University Gujarat, Sidhpur	5 years
10	Sanction of Financial assistance to students by the Gokul Global University Gujarat, Sidhpur	5 years
11	Award of Scholarships/Financial assistance to students by Govt. and other agencies	2 years
12	All matters relating to establishment of the institute/introduction of new courses/ Enhancement of seats/Inspection by various regulating councils	Permanent
13	Regulations/Guidelines/Norms/Policy Decisions Mandatory instructions/Disclosures notified by the various regulating councils/ UGC/ State Govt./Central Govt. etc	Permanent
14	Various schemes for sanction of Research Grants/Financial Assistance/Projects or any other programmes for students and teachers notified by the various regulating councils/ UGC/ State Govt./Central Govt. etc	5 years
15	Office orders/Circulars issued by various offices of the University	5 years
16	Casual leave, Academic leave and Duty leave application of the staff of the University	One year after the calendar year in which the leave is taken





17	Casual Leave, Academic Leave/Duty Leave Account	2 years
18	Applications/CVs received for recruitment on various teaching and non teaching posts of such candidates who have been not selected	2 years
19	Application form, copy of appointment letter, HR performa, personal life, undertaking, PF forms, nomination forms, declaration, personal activities and testimonials, no dues, relieving and experience letter, copy of Aadhar card, Pan Card and other I-card, photographs (personal and family), Service book of each employee of university.	Permanent
20	Court Cases	Till the disposal of cases in concerned Court.

III. Guidelines:

1. No record of the university and its constituent institutions will be disposed off without the specific approval of the competent authority.
2. Before allowing the record to be disposed off, the relevant record will be examined by a committee constituted by the competent authority.
3. Even, if the period specified for the preservation of record for any item as above has been over, no record including Registers, Files, Answer books, documents, etc. related to any dispute or Court Case will be disposed off in any case until the case/dispute has finally been decided by the respective Court/Appellate Court/Authorities whichever is later.
4. Similarly even if the period specified for the preservation of record for any item as above has been over, no record relating to any financial transaction like receipt of fee or expenditure made will be disposed off until the Audit of the entire record has been got conducted and objections raised have been settled under the orders of the competent authority of the University.
5. More items of the office record may be included in the above list with the approval of the competent authority of the University from time to time.
6. Any other notification from UGC and other regulatory bodies will be adhered to.




Registrar
Gokul Global University, Sidhpur