

KIET Group of Institutions

Disposal of Old Academic Documents

The point related to the disposal of old academic documents were brought to the attention that plenty of old answer scripts and related files kept in all the departments. It creates the problem of storage in the departments. It is proposed to adopt the proper procedure for disposal of old academic documents as per following:-

1. Sessional Answer Script:-

- a) All answer scripts older than 3 years shall be disposed off.
- b) For answer scripts of last three years, all answer scripts of all subjects to be kept as record for NBA/NAAC team.

2. Practical Files: - After the declaration of result, the practical files can be disposed off. However 10% good practical files can be kept as record for 03 years.

3. Question/Confidential papers: - All Sessional question papers if exists older than 3 years may be disposed off in the presence of HOD/COE or representative by the respective departments.

4. Project Reports (Major & Mini/Industrial Training):-

- a) Hard copies for last three years may be kept for display in the Departmental Library.
- b) Best projects of previous older than three years may be kept for display in the Departmental Library.
- c) Rest shall be disposed off.

5. Files:-The Files/Documents which are of no use further for any Accreditation /Dept/Institution function or the documents as deemed unnecessary will be disposed off.

6. Sorting/Shifting and Storage:-

- a) The disposal may be done during lean period in summer/winter to reduce the piling of unwanted documents.
 - b) Department will form a committee of 3-4 members under a senior faculty. They will prepare the list of material to be Disposed & will take approval from HoD for disposal material.
 - c) List of material to be disposed will be submitted to purchase officer and one copy of list will also be submitted to the Dean Academics office.
 - d) Purchase officer will coordinate with all departments for disposal of material.
7. All Hods' are requested to ensure meticulous implementation of the above procedures and maintenance of proper record henceforth. All faculty members of their respective departments may also be informed accordingly.
8. The activity of Academic Documents disposal as required should be completed before 30th December (winter) / 30th June (Summer) by all the departments and submit the report to Dean Academics Office.

Director

10 Dec 18

Dean (Academics)

10/12/2018