

Rules for the Preservation/Destruction of Office Record

Registration Branch

1. The following items of record of Registration Branch will be preserved atleast for the period as mentioned against each.

Sr.No.	Description of Record	Period of Preservation
1.	Files of Admission Forms of the candidates admitted to various courses in the University and its institution.	2 years after the completion of the course.
2.	Files of Registration Returns of students admitted to various courses in MMU & its Institutes including Migration Certificates of other Universities/Boards submitted by the candidates.	2 years after the completion of the course.
3.	Registers of Students Registration.	Permanent
4.	Copies of Result Gazettes/Supplementary Notifications of Results/UMC Notifications, etc. for entries in the Registers of Students Registration.	Permanent
5.	Ordinances/Rules & Regulations/Prospectus / Calendars of University Regulations, etc.	Permanent
6.	Clarifications/Amendments of Rules/Regulations/Ordinance, etc.	Permanent
7.	Admission Forms; Recommendations of the Department Research Committees/Boards of Studies–Faculties and relevant Resolution of the Academic Council; Progress Reports/Payment of Fees, etc. relating to the registration of Research Scholars working for their Ph.D.	2 years after the completion of the Ph.D. Programme/ Maximum Period of Registration.
8.	Books of Counterfoils of Registration Cards issued to the students admitted to various courses in the University.	2 years after the completion of the course.
9.	Books of Counterfoils of issue of Migration Certificates to students joining courses of other Universities	3 years after the issue of Migration

		Certificate.
10.	Registers of issue of Migration certificates to the students.	Permanent
11.	Registers of Recognition of courses of other Universities by MMU.	Permanent
12.	Registers of Registered Research Scholars working for their Ph.D. Programmes	Permanent
13.	Record of registration of Research Scholars working for their Ph.D.	2 years after the completion of the Ph.D. programme
14	Progress Reports of Research Scholars working for their Ph.D.	2 years after the completion of the Ph.D. programme
15.	Recovery of Fee from Research Scholars working for their Ph.D.	2 years after the completion of the Ph.D. programme

Academic Branch

ii. **The following items of record of Academic Branch will be preserved atleast for the period as mentioned against each:**

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, Advisory Committee, Planning & Monitoring Board, etc.	Permanent
2.	Agenda and Minutes of the Meetings of the Faculties/Boards of Studies.	6 years
3.	Constitution of the University Bodies.	5 years after the term is over.
4.	Constitution of the Faculties/Boards of Studies.	5 years after the term is

		over.
5.	Registers of Constitution of the University Bodies viz Board of Management, Academic Council, Finance Committee, Advisory Committee, Planning & Monitoring Board, etc.	Permanent
6.	Registers of Constitution of the Faculties/Board of Studies.	Permanent
7.	Ordinances/Rules & Regulations/Prospectus/ Calendars of University Regulations, etc. (10 copies each)	Permanent
8.	Syllabi of various courses conducted by the University and its Institutions from time to time (5 copies).	Permanent
9.	Register of Marking Attendance of Members at the time of Meeting of the University Bodies.	5 years
10.	Files containing Clarifications/Amendments to University Rules/Regulations, Ordinances, etc.	Permanent
11.	Files containing Office copies of Approval/Circulation of Agenda items for the meeting of various University Bodies.	5 years
12.	Registers of Recognition of Courses of other Universities.	Permanent
13.	Files of Nomination of MMU Staff on University Bodies.	5 years after the term is over
14.	Files of Nomination of outside Experts on University Bodies including.	5 years after the term is over
15.	Payment of TA/DA, etc. to Members of University Bodies.	5 years
16.	Information received from various MM Institutes/Colleges for inclusion in the Prospectus.	2 years
17.	Court Cases.	Permanent

18.	Applications of Students for sanction of Financial Assistance / Scholarships by the MMU.	2 years
19.	Sanction of Financial Assistance to students by the MMU.	5 years
20.	Award of Scholarships/Financial Assistance to students by Govt. and other Agencies.	5 years
21.	All Matters relating to establishment of new Institutes/introduction of new courses/ Enhancement of seats/Inspection by various Regulating Councils like AICTE, NCTE, etc.	Permanent
22.	All Matters relating to the conferment of Deemed University status by the Ministry of Human Resource Development/UGC, etc.	Permanent
23.	Regulations/Guidelines/Norms/Policy Decisions Mandatory Instructions/Disclosures notified by the various Regulating Councils/UGC/State Govt./Central Govt., etc.	Permanent
24.	Various Schemes for sanction of Research Grants/Financial Assistance/Projects or any other Programmes for students & Teachers notified by the various Regulating Councils/UGC/State Govt./Central Govt. etc.	5 years
25.	All items of Record of Entrance Tests for admission to various courses in the University and its Institutes including the Application Forms submitted by the candidates (except for those candidates who have been admitted to the respective courses).	6 Months after the date of declaration of Result.
26.	Correspondence of Recognition of Courses of other Universities.	5 years
27.	Admission Forms of candidates applied for admission, but not selected.	6 months from the date of last admission of the session.
28.	Files of Admission Forms of students admitted to various courses in the University	Two years after the completion of the

		course or Maximum period for completion of the course is over. Whichever is earlier.
29.	Files of Issue of Advertisement of Admission Notices/Convocation/Alumni Meet, etc.	2 years
30.	Information invited for preparation of Prospectus for admission to various courses in the University	2 years
31.	Files of correspondence for the issue of NOC for new courses/Institution by the State Govt.	Permanent
32.	Applications for the Award of MMUT Merit Scholarship.	2 years
33.	Sanction for the award of MMUT Merit Scholarships to students.	5 years

Examination Branch

III. **The following items of record of the University Examinations will be preserved atleast for the period as mentioned against each:**

Sr No.	Description of Record	Period of Preservation
1	Examination Forms for various examinations conducted by the University.	3 Years after the declaration of Results.
2	Result Sheets of the University Examinations.	Permanent
3	Award Lists (Both Theory and Practicals Examinations including Internal Assessment).	3 Years after the declaration of Results.
4	Re-evaluation Cases.	3 Years after the declaration of Results.
5	Result Gazettes of Examinations of all the courses in the University including supplementary Notifications of Result late Cases & Notifications of UMC &	Permanent

	Reevaluation (Three set).	
6.	Application Forms for issue of DMCs, Degrees, Duplicate DMCs/Degrees/Certificates/Merit Certificates, Provisional Degrees/Certificates, etc.	2 years
7.	Examiners' Lists (Theory & Practicals Examinations).	5 Years
8.	Files of UMC Cases	2 Years or after the period of disqualification, whichever is later.
9	Registers containing names of Paper-setters/Examiners.	Permanent
10.	Record of Examination Centres.	2 years
11.	Expenditure Registers for Theory/Practical Examinations.	Permanent
12.	Registers of despatch/receipt of Answer Books to Examiners/Reevaluators	3 years after the declaration of Results.
13.	Registers of Receipt of Answerbooks from the Examination Centres	2 years after the declaration of Results
14.	Theses/Dissertations/Project Reports, etc. <ul style="list-style-type: none"> - MD/MS/PG Diploma - MDS - M.Phil/M.Tech - UG/PG Courses Note: After the expiry of the prescribed period copies of the Dissertations/Project Reports are to be deposited in the Libraries of the respective Institutes against proper receipt under the orders of the competent authority.	5 years 5 years after the 3 years declaration 2 years of results.
15.	Appointment Registers containing the names of Centre Supdts./Dy. Supdts./Supervisors/ Flying Squads, etc.	2 years
16.	Marked Answerbooks of all the University Examinations.	9 months after the declaration of results

17.	Record of Rechecking of Answerbooks.	1 year
18.	Registers of Accounts of fee paid by the students/institutions.	5 years
19.	Used Question Papers of University Examinations: However, after the Examinations are over: <ul style="list-style-type: none"> - Three sets of question papers will be preserved in bound forms for reference in the Examination Branch. - Two sets of the question papers will be sent to the respective Departments/ Institutes to be preserved in bound form in the concerned Depts./Institutes for reference of the Faculty. - Two sets of question papers will be sent to the Librarian of the concerned Institute to be preserved in bound form for reference of the students/faculty. 	3 years
20.	Court Cases	Permanent
21.	Files containing Clarifications/Amendments to University Rules/Regulations/Ordinances, etc.	Permanent
22.	Sets of Calendars of University Rules & Regulations/Ordinances, etc.	Permanent
23.	Approval of Names of Papersetters/ Examiners/Reevaluators, etc. from the competent authorities of the University.	3 years

- IV. (1) No record of the University and its Institutions will be disposed off without the specific approval of the Vice Chancellor.
- (2) Before allowing the record to be disposed off, the relevant record will be examined by a committee constituted by the Vice Chancellor.
- (3) Even, if the period specified for the preservation of record for any item as above has been over, No record including Registers, Files, Answerbooks, document, 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.

Establishment Branch:

Sr. No	Description of Record	Period of Preservation
1.	(i) Casual Leave, Academic Leave and Duty Leave application of the Staff of the University. (ii) Casual Leave, Academic Leave/Duty Leave Account.	One year after the Calendar year in which leave is taken 5-years
2.	Applications of various Teaching & Non-Teaching posts of such candidates who have not been selected	2-years with the condition that there is no dispute/Court case against any category of post and the said record will be maintained till the dispute is finally resolved.