



GURU NANAK GIRLS COLLEGE

(Affiliated to Kurukeshtra University)

SANTPURA YAMUNA NAGAR – 135001 (HARYANA)

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DOCUMENT RETENTION POLICY

1. Introduction

Guru Nanak Girls College, Yamunanagar is committed to maintaining complete, accurate, and high-quality records in support of its academic, administrative, statutory, and regulatory functions. Records shall be retained for the period of their immediate use and thereafter for such longer duration as required for academic reference, statutory compliance, legal obligations, accreditation requirements (including NAAC), audits, or institutional memory. Records that are no longer required and have fulfilled their prescribed retention period shall be disposed of in a systematic and secure manner, in accordance with this policy. No officer or employee of Guru Nanak Girls College, Yamunanagar shall knowingly destroy, alter, or conceal any document with the intent to obstruct or influence any inquiry, audit, inspection, investigation, or legal proceeding by any statutory or regulatory authority. This policy applies to all records and documents of Guru Nanak Girls College, Yamunanagar, irrespective of their form..

2. Scope of the Policy

This policy applies to all records and documents created, received, or maintained by Guru Nanak Girls College, Yamunanagar in the course of its academic, administrative, financial, and statutory activities. It covers records in both physical and electronic forms, including emails and digital data, across all departments, offices, and committees of the College.

3. Responsibility for Administration

The Principal of Guru Nanak Girls College, Yamunanagar shall be the competent authority responsible for the implementation, monitoring, and administration of this Document Retention Policy. The Principal may delegate operational responsibilities to designated committees, offices, or record custodians as required.

4. Statement of Policy

It is the policy of Guru Nanak Girls College, Yamunanagar:

1. To comply with all applicable statutory, regulatory, and accreditation requirements, including those prescribed by UGC, affiliating University, State Government, NAAC, and other competent authorities.
2. To ensure availability of records necessary for smooth academic functioning, governance, quality assurance, audits, and institutional review.
3. To promote transparency, accountability, and good governance through proper record management.
4. To ensure that all officers, faculty members, and staff adhere strictly to this policy.

5. For the purpose of this policy, the term “documents” includes paper records, electronic files, emails, scanned documents, databases, and any other form of recorded information created or received in the course of institutional activities.

5. Record Retention Schedule

The detailed **Record Retention Schedule** indicating categories of documents and their minimum retention periods shall be maintained separately and approved by the competent authority.

Documents	Document Retention Period
<i>Financial documents, ledger, expense reports, bank statements, etc.</i>	<i>8 years</i>
<i>Inspection related documents, audit reports, AICTE, KUK, etc files</i>	<i>5 years</i>
<i>Departmental academic records and student related files.</i>	<i>1 year</i>
<i>Departmental functional files/ documents</i>	<i>5 years</i>
<i>Documents on college website</i>	<i>5 years</i>

6. Review and Amendments

This Document Retention Policy shall be reviewed periodically by the College authorities to ensure continued relevance, statutory compliance, and alignment with best practices in higher education governance.



Principal

Principal
Guru Nanak Girls College
Santpura, Yamuna Nagar