

## **DOCUMENT RETENTION POLICY**

1)	<b><u>STUDENTS:-</u></b> Students should submit the following original certificates at the time of admission	
	<b><u>First Year</u></b>	
	i	Transfer Certificate
	ii	SSLC Mark Sheet
	iii	Community Certificate
	<b><u>Direct Second Year :</u></b>	
	i	Transfer Certificate
	ii	SSLC Mark Sheet
	iii	Higher Secondary Mark Sheet
	iv	Community Certificate

This all originals will be returned after getting approval from Directorate of Technical Education.

- 2) **STAFFS:-** Regarding staff at the time of joining they should submit all original certificates. The originals will be returned after getting geniuses

*R. S. R.*  
*22/11/21*  
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