

**MANAV RACHNA UNIVERSITY**  
Estd. vide Haryana Act no.26 Of 2014  
(Formerly Manav Rachna College of Engineering)  
Sector 43, Aravali Hills, Faridabad.

**F. No. MRU/OM-OO/Vol (III)/2019 /1184**

**Dated: 26.03.2021**

**Office Order**

The Competent Authority is pleased to notify that the Board of Management in its 16<sup>th</sup> Meeting held on 04.03.2021 approved the **MRU (Record Retention Schedule) 2021**, prescribing therein time frame for keeping the various academic, administrative, examination and accounting records and disposal of the same after the specified period.

All the Departments/Faculty Concerned are required to adhere with norms as prescribed. A copy of Retention Policy is enclosed.

Encl: as above

  
**Registrar**

**F. No. MRU/OM-OO/Vol (III)/2019**

**Dated: 26.03.2021**

Copy to:

1. PS to Chancellor for kind information of the Hon'ble Chancellor, MRU
2. PS to VP for kind information of the "H" Vice President
3. PS to VC for kind information of the Hon'ble Vice Chancellor, MRU
4. All the Deans/Associate Dean/HoDs
5. Chief Finance & Accounts Officer/ GM (Purchase & Audit)
6. Registrar, MREI
7. Dy. Registrar (Admin/ R&S) / Dy. Registrar (Academics)
8. Asst. Manager, CHR
9. Admin Staff, for necessary action
10. Executive Accounts, MRU, for necessary action.
11. Web Controller to upload the copy of the Policy on the website of the MRU.

  
**Registrar**



MANAV RACHNA  
॥vidyayatariksha॥

MANAV RACHNA  
UNIVERSITY

FORMERLY MANAV RACHNA COLLEGE OF ENGINEERING  
NAAC ACCREDITED A GRADE INSTITUTION

Declared as State Private University under section 2f of the UGC act, 1956

## MRU Record Retention Schedule-2021

### A. Rules regarding Periodicity for Preservation/Weed out of Old Record Related to Academics/Administration

Record which shall be preserved for specific periods as indicated against each

S. No.	PARTICULARS	Period
1	Final Admission Brochure(Year Wise)	Permanent
2	Personal File of Students (Hard Copy) <ul style="list-style-type: none"><li>• B.Tech</li><li>• M.Tech</li><li>• Integrated LAW</li><li>• B.Sc</li><li>• M.Sc</li><li>• BBA</li><li>• B.Ed</li><li>• Integrated B.Ed</li></ul>	(from Admission)  3 Years after completion of Program
3	Appointment of Admission Officers/Counselors	2 Years
4	Cancellation/Withdrawal of Admission	1 Year
5	Entrance Exam Result (MRNAT)	1 Year
6	Schedule of Counseling and other Counseling result	1 Year
7	Issue of Migration Certificates of this University along with the Applications	1 Year
8	Award/Scholarship Policy Files	6 Years
9	Statues, regulations & Ordinance files- Additions, alterations etc.	Permanent
10	Academic Council/Board of Studies/Board of Faculties/Board of Management records file	Permanent
11	Record of MOU s	5 Years from expiry

12	Record of Student Exchange Programme	3 Years (after completion)
13	Personal Files of P.h D Scholars	6 Years (from admission)
14	Fixation of remuneration(salary) to Staff	Permanent
15	Important orders & circulars related to Academics/Administrative Branch	5 Years
16	Legal Cases /RTI Information	2 Years
17	Complaint Register	1 Year
18	Fee Notification	1 Year
19	Correspondences with Higher Education	5 Years
20	Files related to statistics supplied to outside Agencies (UGC/AICTE/etc.)	5 Years
21	Miscellaneous/General correspondence	1 Year
22	Dispatch Register	5 Years
23	Peon Books	1 Year
24	Casual/Compensatory Leave & Attendance record of Staff Members	1 Year
25	Personal Files of Staff Members	Upto 2 Years after superannuation/leaving the position of the University
26	File regarding Visiting Faculty	1 Year
27	Posting & Transfers	2 Years
28	Appraisals Records	Permanent
29	Advertisements	1 Year
30	Selection & Appointments	Permanent
31	Preparations of Salary	2 Years
32	Minutes of Meeting of different Bodies	5 Years
33	Guest Lectures/ Seminars/ Conferences/ Workshop Record	1 Year
34	Approval/Recognition of the Regularity body	Permanent
35	Approval of the Government for the Academic Programmes	Permanent

36	Annual Reports	Permanent
37	Files regarding starting of New courses	Permanent
38	Library Books Records	Permanent
39	Students Aid Funds records	5 Years
40	Endowment funds Record	Permanent
41	Office orders/Circular/Notices	2 Years
42	Faculties, Departments Misc. correspondence	2 Years
43	Misc. type of correspondence with the staff & faculty	2 Years
44	Purchase files of Apparatus & Equipment's by the departments	5 Years

## **B. Rules regarding Periodicity for Preservation/Weed out of Old Record Related to Examinations**

I. Record which shall be preserved as mentioned below:

<b>Sl. No</b>	<b>PARTICULARS</b>	<b>Duration</b>
1	Legal cases regarding examinations	One year after completed
2	Files related to policy matters related to examinations	Permanent
3	Important orders & circulars related to examination	2 years
4	Ordinance & Rules status regarding evaluation of students performance	permanent
5	Result sheet/ Tabulation register	permanent
6	Files regarding supply of statistics to UGC, NCTE, AICTE, NCTE, BCI etc, regarding number of students appeared, passed at university examinations	permanent
7	Relaxation by the Vice Chancellor regarding examination or the case not covered under any provision of the ordinances	permanent
8	Grant of exemptions for qualifying the subject	permanent

II. Record which shall be preserved for specific periods as indicated against each

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>Period</b>
1.	Budget Files	2 years
2	Contingent Bills for payments to Examiners, Evaluators & Paper Setters.	3 years
3	Bills and vouchers of purchase of answer books	3 years
4	Diary and Dispatch Register	5 years
5	Original Question papers and proof thereof (T3)	6 months after declaration of result (One copy to be maintained)
6	Award List of Examination For major examination(including awards for Practical/Dissertation/Project/Industrial Training etc.) and Internal Award List & Attendance sheet	2 years after the declaration of result of final semester /year
7	Appointment of Examiners 1.Files –correspondence 2.Acceptance-forms	1 year
8	Appointment of Moderators for Questions Papers	1 year
9	Conduct of Examinations: 1. Used Answer sheets for T3 except in the case of Litigation 2. Used Answer sheets for T1 & T2 except in the case of Litigation 3. Challans, Dispatch memos, seating plans and other papers related to conduct of T3 Examinations.	1 year 1 year 6 Months after final Academic year
10	Re-checking of results, correspondence, applications and corrected scripts, Answer books of results revised due to scrutiny	1 year
11	Student's grievance regarding examination of results– correspondence etc. / decisions.	1 years
12	Files of correspondence regarding permissions/exemptions	1 year after completion of program
13	Convocation files	2 years

14	File concerning conduct of outside exams	1year
15	Files relating to unfair means cases	2 years after the period of Punishment or till no legal issue
16	Miscellaneous correspondence files	2 years
17	Applications for Reappear / Repeat Exams	6 months after the declaration of the results or till no legal issue
18	Appointment of Superintendents, Dy. Superintendents, Invigilators for university examinations & Appointment of amanuensis (writers)	1 year
19	Issue of examination admit cards to students	1 year
20	Special permission to take examination	1 year
21	Files relating to attendance of students detained/debarred	1 year
22	Fixation of rates of remuneration of paper setters, evaluators and board of examiners	5 years
23	Printing of question papers correspondence and settlement of bills (T3)	1 year
24	Grant of honorarium to officers/staff and outsiders for examination	2 Years
25	Answer scripts of minor/practical examinations and project reports	1 Year
26	Dissertation	1 Year & may sent to central library after convocation
27	Internal/External examiners' details	1 Year
28	Weeding out of used Answer sheets	1 Year

**C. Rules regarding Periodicity for Preservation/Weed out of Old Record Related to Finance**

Sl. No.	PARTICULARS	Period
1.	Cash Book	10 years
2	Cheque Register	10 years
3	Stock Register of Receipt Book	10 years
4	TDS Register	6 years

5	Income Tax Statements	6 years
6	Budget Estimates, Approvals	3 Years
7	Pay Bill Register	10 years
8	Contingent Bills (Payment, Receipt & Journal Vouchers)	3 Years
9	Stock Register of Cheques	3 Years
10	Counterfoils of receipt Books	5 Years
11	Ledgers	Permanent
12	Minutes of Statutory bodies	Permanent
13	Files Containing correspondence regarding different meeting	2 year after audit
14	Miscellaneous Correspondence	1 year
15	Statement of annual Income	Permanent
16	Statement of Reconciliation	To be weeded out after the accounts for the F.Y have been finalized
17	Diary, Dispatch Register & Peon Book	2 Years
18	Postal Receipts	3 years
19	Refund Vouchers	3 Years
20	Bills (Examiners, TA, Paper Setters)	2 years

This is issued with the approval of the Competent Authority

**SD/-**  
**Registrar**