



# INDO ASIAN ACADEMY DEGREE COLLEGE

(Affiliated to Bangalore North University/Approved by Govt. of Karnataka / India)  
Indo Asian Bus Stop, Adjacent to Kalyan Nagar Bus Depot., Outer Ring Road,  
Kalyan Nagar, Bagnalore - 560 043. INDIA

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[www.indoasianacademy.co](http://www.indoasianacademy.co)

Prof Dr. T. Ekambaram Naidu  
Founder Chairman-Managing Trustee

## Document Retention Policy

**Objective** The purpose of this policy is to establish guidelines for the retention, management, and disposal of documents in compliance with AICTE norms, institutional requirements, and applicable legal and regulatory frameworks.

**Scope** This policy applies to all departments, administrative offices, faculty, staff, and students of Indo Asian Academy Degree College. It encompasses all types of institutional records, including physical and electronic formats.

**Policy Statement** Indo Asian Academy Degree College is committed to maintaining a structured and efficient document retention system. This system ensures that essential records are preserved for the appropriate duration, while obsolete records are disposed of responsibly.

### **Retention Guidelines**

- 1. Academic Records:** Student admission, attendance, assessment, and certification records are retained as per AICTE and university norms.
  - Student admission records: Retain for 5 years post-graduation.
  - Examination and assessment records: Retain for 3 years post-examination cycle.
- 2. Financial Records:** Financial statements, budgets, invoices, and audit reports.
  - Retain for a minimum of 7 years as per statutory requirements.
- 3. Human Resources Records:** Employee recruitment, appraisal, and service records.
  - Retain for 5 years post-employment or as mandated by labor laws.
- 4. Administrative Records:** Correspondence, meeting minutes, and institutional approvals.
  - Retain for 5 years or until administrative relevance expires.
- 5. AICTE and Regulatory Compliance Records:** Approvals, annual reports, and mandatory disclosures.
  - Retain permanently or as specified by AICTE guidelines.



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## Responsibilities

- Department heads ensure compliance within their respective domains.
- The IT department manages secure storage for electronic records and ensures data backups.

**Storage and Security** All documents must be stored in secure and designated locations. Digital records should be encrypted and regularly backed up. Confidential and sensitive records require restricted access.

**Disposal of Records** Records that have met their retention period must be disposed of securely to ensure data confidentiality. Disposal methods include shredding, incineration, or permanent deletion of electronic files.

**Review and Amendments** This policy will be reviewed annually or as required to incorporate changes in AICTE guidelines or institutional needs.

**Approval** This policy is approved by the Management and is effective from the date of issuance.

Principal / Director

Dr. N. Bharathi

**PRINCIPAL**

**INDO ASIAN ACADEMY PU COLLEGE (AN-528)**

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