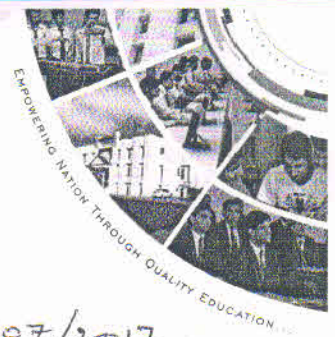


VAISHNO COLLEGE OF ENGINEERING

Approved by AICTE & Affiliated to HPTU & HPTSB



Ref. No. V.C.E/Engg/Admission/2019-20/6206

Date: 12/07/2017

DOCUMENT RETENTION POLICY

1. PURPOSE

The purpose of this Document Retention and Destruction Policy is to ensure that Vaishno College of Engineering retains its official records in accordance with the requirements of all applicable laws and to ensure that official records no longer needed by are discarded periodically.

2. COVERED RECORDS:

This policy applies to all the official records generated in the course of the Vaishno College of Engineering operations, including but not limited to:

- Typed, or printed hard copy (i.e., paper) documents;
- Electronic records and documents (e.g., answer scripts, email, web files, text files, PDF files);
- Video or digital image;
- Graphics representations;
- Electronically stored information contained on network servers and/or document management system; and
- Recorded audio material

3. ADMINISTRATION

Record retention

- a. All records shall be maintained and stored for a period of five years. The director Vaishno College of Engineering will be responsible for the administration of this policy to all employees and to ensure that the policy is implemented.
- b. Make modifications to the Record Retention Schedule from time to time to ensure that this Policy complies with local, state and federal laws and includes the appropriate document and record categories for the university.
- c. Monitor the compliance of the college officers and employees with this policy;
- d. Director shall take other action as may be authorized by the Management of Vaishno College of Engineering

RECORD STORAGE PROCEDURES

- a. In order to facilitate administration of this Policy, where practicable, official records are to be organized and stored according to general categories in manner that best facilitates the efficient administration of the college's operation.
Records within each category are to be organized and stored in chronological order or by time period (e.g., month or year).
- b. Categories of records not required to be retained on a permanent basis should be maintained by date or conspicuously dated to enable such records to be easily identified for destruction at the end of the record retention period.
- c. Records containing confidential information should be labeled and/or stored in a manner to limit access to those employees or other individuals with authorization to view such records.

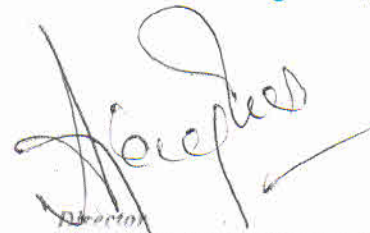
4. SUSPENSION OF RECORD DISPOSAL IN EVENT OF LITIGATION OR CLAIMS

If the college authorities of Vaishno College of Engineering reasonably anticipated or become aware of a governmental investigation or audit concerning the university or the commencement of any litigation against or concerning the university, such employee shall inform Director and any further disposal of documents shall be suspended until such as the Director with the advice of the Management, determines otherwise. The Director shall take such step as are necessary to promptly inform affected staff of any suspension in the disposal or destruction of document.

5. CONFIDENTIALITY AND OWNERSHIP

All records are the property of Vaishno College of Engineering and employees are expected to hold all official records in confidence and to treat them as college assets. Records must be safeguarded and may be disclosed to parties outside of the university only upon proper authorization. Any subpoena, court order or other request for documents received by employees, or questions regarding the release of the college's official documents, must be directed to the Management prior to the release of such documents. Any record of the university in possession of an employee must be returned to the employee's supervisor or the Director upon termination of employment.

This Policy is not intended to and does not constitute or create contractual terms of employment, assure specific treatment under specific conditions, and /or does not alter the at-will nature of any employment relationship with Vaishno College of Engineering.


Director
Vaishno College of Engineering
Thapkoar, Teh. Nurpur, Dist. Kangra (H.P.)