



IISERB

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

शैक्षणिक कार्यालय / Office of Academic Affairs

IISERB/DOAA/2024/176

April 03, 2024

अधिसूचना / Notification

Sub: Documents Retention Policy for Students' Personal Files and Answer Sheets – reg.

Ref: Minutes of the 2024-1/78th Senate meeting dated March 13, 2024 (Item No. 13).

The Senate vide minutes referenced above has approved the policy for Retention of records related to the Office of Academic Affairs as per the Annexure – I.

This is for information and necessary action by all concerned.



शैक्षणिक अधिष्ठाता / Dean, Academic Affairs

प्रतिलिपि:

1. Registrar, IISER Bhopal via E-mail
2. All Heads of Academic Departments via E-mail
3. Notice/Website.

Annexure - I

Retention of Records related to the Academic Section

S.No.	Description	Permanent	Periodicity
1.	Personal files of the students	Yes (Digitised Version) (Except leave records)	Hard Copy Files: 5 Years after Graduation/removal of name from the rolls of the Institute.
2.	Transcripts	Yes	-
3.	Tabulation Records/ Results Sheets	Yes	-
4.	Evaluated Answer Books	No	Will be kept 1 year after the examination by the instructors
5.	Admission forms/records of PG/PhD Candidates (a) Rejected Applications (b) Selected Applications	No Yes	(a) Six Months after closure of process, if applicable. (b) To be treated as Personal File Records
6.	Degree Certificate Register records/Convocation Register	Yes	
7.	Files related to correspondence with Central/ State Govt. regarding award/ renewal of Scholarship to UG/PG students	No	10 Years
8.	Thesis Submitted by the Students	Yes	A Hardcopy and Softcopy shall be maintained in the Library
9.	Inward/outward Registers	No	1 Year from the Date of Closing
10.	Minutes of Scholarship Committee Meeting	No	10 Years
11.	Admission Schedule/Advertisements	No	3 Years