

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

Record Retention Rules for 'Preservation' and 'Destruction' of Eligibility Section Records.

1. The records of the University may be classified broadly for the purpose of preservation, however, Head of the Department/Section will have to use their discretion while discarding a particular file/document for being destroyed.
2. The record retention of the Eligibility Section are classified as under for the purposes of preservation.

Group A	:	To be preserved Permanently.
B	:	To be preserved for 20 yrs.
C	:	To be preserved for 10 yrs.
D	:	To be preserved for 5 yrs.
E	:	To be preserved for 1 yrs.

The classification of record retention may be reviewed in every five years.

3. No record of the University shall be sold in the market. Such records can be either given for pulping to a paper mill or it shall be burnt after duly keeping a list of documents.
4. The respective Faculty In-charge shall arrange to transfer the old records to Record Room & maintain record in 'Record Transfer Register.'
5. Before destroying the records, the Head of Department/Section shall place detailed statement thereof before the Registrar, who will examine the question whether the records are to be destroyed and shall issue orders thereon accordingly.
6. If any difficulty arises regarding the preservation or destruction of old records, the decision of the Hon'ble Vice Chancellor shall be final.

The following chart provides a guideline for Record Retention of Eligibility Section.

Sr. No.	PARTICULARS OF RECORD/DOCUMENTS	TYPE OF DOCUMENT/FILE/ REGISTER/BINDED/ LIST/BUNDLE	RECORD RETENTION CLASSIFICATION
01	University Circular for submission of Registration & Eligibility proposals.	Document	C
02	Application of Eligibility forms of students along with photocopies of documents, CD, College Correspondence.	Bundle, documents & CD	D
03	Eligibility granted by the University.	List	C

Sr. No.	PARTICULARS OF RECORD/DOCUMENTS	TYPE OF DOCUMENT/FILE/ REGISTER/BINDED/ LIST/BUNDLE	RECORD RETENTION CLASSIFICATION
04	Return of Original documents by University to College/respective student.	Document	C
05	University correspondence between Central Councils.	Document	A
06	University correspondence with Competent Authorities. Central Council Students verification/AIU/Central Govt. / Records of PNS.	Document	D
07	University correspondence between State Govt.	Document	C
08	Record of Agenda & Minutes of meetings conducted by University related to Eligibility Section.	Document	C
09	Eligibility Notification published by University.	Document	C
10	Correspondence/Email Correspondence from Students, parents regarding queries related to Eligibility Section.	Document	E
11	Internal Correspondence with Other Departments/Sections of University & Internal meeting records.	Document	D
12	Court matter documents/parawise comments documents	File (case-wise)	C
13	RTI Correspondence related to Eligibility Section.	File	D
14	Submission Note of Section/Academic Council/Management Council/Senate/any other Authorities, etc.	Document	D
15	Under-Graduate, Post-Graduate & Superspeciality records of CET conducted by the University.	All records related to CET	D
16	Refund of fees.	File	C
17	Record of Leave Application of Officer/Employees of Eligibility Section	Document	D
18	Register:	-	-
	i) Inward & Outward	Register	C
	ii) Meeting.	Register	C
	iii) Notification.	Register	C
	iv) Eligibility fees Received.	Register	D
	v) Movement (Employee).	Register	D
	vi) Stock.	Register	D
	vii) Record Room.	Register	A
	viii) Transfer of Documents to Record Room.	Register	A
ix) Original Document Return	Register	C	
19	Fees Receipt	Document	D

INSTRUCTIONS TO BE OBSERVED FOR RECORD RETENTION:-

01. Eligibility proposals submitted by the college shall be arranged Academic year-wise, Faculty-wise & college-wise in cotton cloth bundle. Original documents of students shall be separately arranged Faculty & college-wise. Records shall be updated every fortnightly by the concerned Faculty In-charge.
02. After grant of final eligibility, respective colleges shall be informed to collect original documents of their students.
03. On grant of final eligibility, eligibility proposals shall be transferred from Eligibility Section to Record Room. All necessary entries must be recorded in 'Record Transfer Register.' This process shall be completed prior to one month of acceptance of proposals of next academic year.
04. Eligibility proposals shall be arranged Academic year-wise, Faculty-wise & College-wise, in the Record Room so as to facilitate smooth procurement of document from Record Room.
05. Eligibility proposal of any candidate, whose final eligibility is held in abeyance, shall be strictly retained in the Eligibility Section along with Original documents. The concerned Faculty In-charge shall ensure that, at no stage, such proposals are transferred to Record Room (for eg. provisional eligibility, court-matter, etc.) However, on grant of final eligibility, such proposals shall be transferred to Record Room & shall be kept in the concerned college bundle/lot of respective academic year.
06. The retention period of eligibility proposals shall be reckoned from respective academic year in which students are admitted in the college. The retention period of eligibility proposal to whom final eligibility is granted subsequently will be governed on similar basis. It is clarified that date of grant of eligibility will not be a criteria for destruction of documents & particular academic year will be reckoned for destruction of documents. All correspondence of University, College, PNS etc. related to grant of eligibility of students will be governed on similar basis.
07. Court matter files shall be properly maintained Case-wise by the concerned Faculty In-charge. Any Court matter that is subjudice shall be kept in Eligibility Section & shall not be discarded till such time the said matter is disposed off.

Sr. No.	PARTICULARS OF RECORD/DOCUMENTS	TYPE OF DOCUMENT/FILE/ REGISTER/BINDED/ LIST/BUNDLE	RECORD RETENTION CLASSIFICATION
<u>MIGRATION</u>			
01	Application form of student for Migration Certificate with documents & Correspondence.	Bundle	D
02	University copy of Migration Certificate issued to students	Binded	A
03	Register of issuance of Migration Certificate	Register	A
04	Fee Receipts of Migration.	File	D
05	Fees correspondence with Finance Section (Internal)	File	E

INSTRUCTIONS TO BE OBSERVED FOR RECORD RETENTION:-

01. Application form shall be arranged Year-wise , Case No.-Wise in cotton cloth bundle. Each Bundle shall comprise of 250 application.
02. University copy of Migration certificate shall be arranged in cotton cloth bundle Year-wise.
03. Original Transfer/Leaving Certificate submitted by the concerned student will also be discarded along-with Application Form of the student.
04. It shall be ensured that all entries of students in Register shall be maintained. Migration Certificate Book number must be entered in the Register.