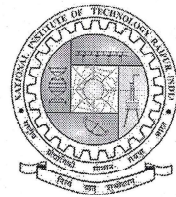




राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर  
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR  
(An Institute of National Importance)  
Under Ministry of Education, Govt. of India



No./ExamCell/2024/ 1196

Dated: 05/9/2024

### Office Order

As decided in 52<sup>nd</sup> Senate meeting and approval of the meeting in 63<sup>rd</sup> Board of Governor, NIT Raipur. The following Record Retention Schedule (RRS) for Examination Cell and Academic Section of related documents are as under for proper management of records within the existing space and limited manpower: -

RECORD RETENTION SCHEDULE FOR EXAMINATION CELL			
S. NO.	CATEGORY OF RECORDS	PERMANENT	PERIODICITY
1	Ordinance and regulations of all programmes	Yes	-
2	Exam time table	-	2 years after declaration of results
3	Exam admit card/Hall ticket	-	6 months after the results declaration
4	Valued answer books	-	1 year after publication of the final results
5	Original foil-counter foil/marks list/grade list of examinations	-	2 years after declaration of results
6	Used MOI/answer key	-	2 years after declaration of results
7	Representation grievance about interim/final results	-	2 years after resolution of grievance
8	Result corrigendum related applications and supporting documents	-	2 years after declaration of results
9	Paper setter allotments records/question paper appointment letter	-	2 years after the declaration of results
10	Original copy of used question papers	-	2 year of after declaration of the results
11	Attendance record of the students in the examination	-	Six months after the results declaration
12	Tabulation Chart/Results	Yes	-

13	Answer book receiving register/docket	-	2 years after result declaration
14	Convocation Scroll of the Degrees	Yes	-
15	Provisional certificates not collected by students	-	Six months from the date of degree award
16	Various applications received from students for duplicate marksheets/grade card/degree certificate, correction in name/name change/provisional certificate/degree certificate/rank list/merit list/education loan etc.	-	2 years from the date of issue
17	Internal correspondence related to examination with various offices of the Institute	-	2 years from the date of issue
18	Appointment letter of external/internal examiner	-	2 years after result declaration
19	Ph.D. comprehensive/eligibility certificate application	-	2 years after the date of issue
20	Official memorandum of Ph.D.	Yes	-
21	Approval of provisional degree certificate by the Director & Senate Chairman	Yes	-
22	Correspondence related to student verification	-	2 years from the date of issue
23	Correspondence regarding MIS/software corrections related to academic	-	2 years from the date of issue
<b>RECORD RETENTION SCHEDULE FOR ACADEMICS</b>			
24	Spot round application for various courses: a) Rejected application/not selected b) Selected application	b) Yes	a) Six months of the closer of the process if applicable b) To be treated as personal file and records.
25	Ph.D. admission: a) Rejected application/not selected b) Selected application	b) Yes	a) 2 years of the closer of the process if applicable b) To be treated as personal file and records.
26	Branch sliding related applications and supporting documents	-	3 years from the issue date of the list

27	Application of leave, application for late registration, application for change of elective subjects, late fee submission, income certificate, late submission of income certificate, extension of exam,	-	2 years from the submission date
28	Admission forms/records of the UG/PG/PhD/ Spot round, Sponsored (MCA/M.Tech/ Applied Geology):  a) Rejected application: -  b) Selected application	-  b) Yes	a) Six months of the closer of the process if applicable [e.g., UG applications and PG (CCMT, NIMCET, JOSAA, CCMN etc.) are accepted/Rejected by the conduction agency]  b) To be treated as Personal File and records.
29	Students No Dues form	-	Six months of the graduation

  
**Registrar**  
 NIT Raipur

Copy to: -

- The Director, NIT Raipur for kind information.
- The Dean (Academics), NIT Raipur for kind information.
- The Controller of Examinations, NIT Raipur.
- All Head of the Departments, NIT Raipur.
- Joint Registrar, NIT Raipur.
- Dy. Registrar (F&A), NIT Raipur.
- Dy. Registrar (S&P), NIT Raipur.
- Assistant Registrar (Student Section).
- Webmaster to upload on Institute Website.