

Policy for Disposal of Old Academic Documents

To optimize storage and maintain systematic records, the following retention and disposal policy for academic documents is to be followed across all departments:

S. No.	Type of Academic Document	Retention Period	Remarks
1	Sessional Answer Scripts	Retain last 3 years in designated storage (for NBA/NAAC). Dispose records older than 3 years.	COE to allot space; HoD to coordinate.
2	Practical Files / Portfolios	Dispose after result declaration. Retain 10% exemplary work for 3 years(5yrs for GCAD)	Selected samples to be preserved for reference and quality showcase within the department.
3	Question / Confidential Papers	Retain up to 3 years. Dispose beyond 3 years.	Disposal to be done in presence of HoD/COE or representative.
4	Project Reports / Thesis / Dissertations / STRs	Retain last 3 years record and Dispose older than 3 years records (5 years fro GCAD)	Best work (10%) selected by department to be showcased in institute's KRC.
5	Files / Documents	Dispose once no longer required for accreditation or institutional purpose.	Approval of HoD and Dean Academics required.

1. Sorting, Shifting and Storage

- Disposal to be carried out during lean periods (summer/winter).
- Department committee (3–4 members led by senior faculty) to prepare disposal list (Annexure-1).
- List to be approved by HoD, submitted to Purchase Officer, and shared with Dean Academics.
- Purchase Officer to coordinate final disposal across departments.

2. Implementation

- HoDs responsible for strict compliance and maintaining records.
- Faculty members must be informed of disposal procedures.

SUBMITTED BY  Sunny Singla Dean Academics Gateway Education	APPROVED & ISSUED BY  27 OCT 25	
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Dr. (Col) A Garg
Director General
Gateway Education

GATEWAY EDUCATION Delhi-NCR, Sonapat	Office Order Policy for Disposal of Old Academic Documents	DOC: GE/HE/DG OFFICE/2025/185 REV: - DATE: 27 Oct 25 PAGE: 2 of 2
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3. Timeline

- (a) Disposal to be completed by:
 30th December (Winter Cycle)
 30th June (Summer Cycle)

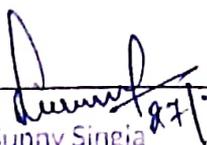
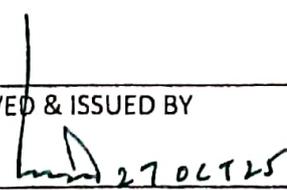
4. Completion reports to be submitted to Dean Academics Office.



Dr. (Col) A Garg
Director General

Distribution: Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Head ITS, Estate Officer & Head Maintenance, Head Purchase, Head AS&H, COE, IQAC Coordinator and All Teaching & Non-Teaching Staff

Copy to: Chairman, Executive Chairman & Executive Directors

SUBMITTED BY  Sunny Singia Dean Academics Gateway Education	APPROVED & ISSUED BY  27 OCT 25 Dr. (Col) A Garg Director General Gateway Education	CONTROLLED COPY STAMP 
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Gateway Education, Delhi NCR
Record of Academic Documents for Disposal

Institute Name : _____

Department / Programme : _____

S. No.	Type of Document	Details / Description	AY(s) / Semesters Covered	Quantity	Reason for Disposal	Remarks / Retention (if any)	Committee Members Signature	HOD Approval
1								
2								
3								
4								
5								
6								

Certification:

We, the undersigned committee members, hereby certify that the above-mentioned academic documents were reviewed and recommended for disposal as per institutional guidelines.

Committee Members Name

Signature with date

1. _____

2. _____

3. _____

4. _____

HOD Approval:

_____ (Signature & Date)

D-Academic's Acknowledgement:

_____ (Signature & Date)


Sunny Singla
Dean Academics
Gateway Education
27/10/2025


27 OCT 25
Dr. (Col) A Garg
Director General
Gateway Education