



ADARSH INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY

[A UNIT OF ADARSH GROUP OF INSTITUTIONS]

(Recognised by Govt. of Karnataka and affiliated to Bengaluru City University)
(Approved by AICTE - New Delhi)

DOCUMENT RETENTION POLICY

Objectives:

- To retain and preserve original documents of staff/students/others as prescribed by the respective regulatory bodies such as AICTE/UGC/BCU/Government.
- To maintain the documents in the best possible way to facilitate easy, and quick access.
- To safeguard the documents collected by the institution from all types of perils and return the documents in good condition.
- To provide the required documents for audits and inspections from the concerned governing bodies.

Policy Framework:

The following are the steps/rules followed by the institution for collection, protection, and retrieval of the documents collected.

- The original documents collected from Staff/students are scanned, and stored in digital form.
- The staff/students are given access to these documents on request to ensure transparency.
- The documents collected from the students during admissions are returned after the admissions verification process which is mandatory from the University and Karnataka Examination Authority.
- In case of any requirement by staff/student with a written request to the Principal/Director the documents can be collected.

A JAIN INSTITUTION



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- The 120 government quota seats are filled through PG CET and counselling.
- 120 management quota seats are filled through the national/ state entrance tests approved by AICTE, New Delhi, and University Grants Commission (UGC) - CAT/MAT/AIMA/CMAT/KMAT
- Students need to submit a duly filled application form along with relevant documents to the admission department.
- Students will be allotted admission as per their scores in the respective entrance examination and their academic performance in the undergraduate program after verification of the documents submitted.
- Reservations of seats are as per the notification of The Government of Karnataka notification issued through the affiliating university (BCU).
- All the guidelines, rules, and regulations are adhered to with respect to all admissions.

DIRECTOR & PRINCIPAL
ADARSH INSTITUTE OF MANAGEMENT AND
INFORMATION TECHNOLOGY
CHAMARAJPET, BANGALORE-560 018