OFFICE OF THE DEAN (ACADEMIC)

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Proceedings

(As per the decision of the 104th Meeting of the Senate)

No. NITC/DAO/S104.02(d)/Gen/5 **22 January 2026**

PROCEEDINGS

Sub: Retention and Digitisation of Academic Documents/ Records – Reg.

Ref: Minutes of the 104th Meeting of the Senate held on 03 December 2025

The 104th Meeting of the Senate, held on 03.12.2025, approved comprehensive guidelines for the Retention and Digitization of Academic Documents/Records, as detailed below. The said guidelines shall be implemented with immediate effect by the Academic Section. All Departments and Faculty Members are requested to comply with the relevant provisions of these guidelines, wherever applicable.

Guidelines for Retention and Digitisation of Academic Documents/ Records

Category A: Highly Important Documents

Sl. No	Academic Records	Format and Duration for Maintenance of Record
1	Senate Minutes	Digital format - Permanent
2	Degree Register (Convocation Register)	Digital format - permanent Hard copy - permanent - to be maintained at the Academic Section
3	Result Statements	Digital format - permanent Hard copy - 4 years for B. Tech, 5 years for B. Arch, 2 years for PG and 10 years for PhD *after graduation* - 1) Final result statement after changing all I grades / grade corrections due to malpractice, revaluation etc. signed by the CC Chairperson & HoD 2) Results statement of REX/ SAY /Supplementary Exams, and Contact

Sl. No	Academic Records	Format and Duration for Maintenance of Record
		Courses signed by the course faculty and HoD 3) Oral examination result statement of PhD - to be maintained in the Academic Section
4	Grade Correction / Grade Change Records	Digital format – permanent Hard copy - to be maintained at the Academic Section for 1 year from the date of graduation.

Category B: Important Documents

Sl. No	Academic Records	Format and Duration for Maintenance of Record
5	Ordinances/ Rules/ Regulations/ Academic Circulars	Digital format - permanent
6	Board of Academic Council (BoAC) - Minutes	Digital format - permanent
7	Admission Register & Admission Record	Digital format - permanent; Hard copy – permanent for admission register and 3 years for admission record To be maintained at the Academic Section
8	Degree Certificate/ Duplicate Degree Certificate	Digital (both NITC and NAD) format – permanent.
9	Consolidated Marksheet	Digital format – permanent
10	Transcript	Digital format – permanent; Hard copy - to be maintained at the Academic Section for 5 years from the date of issue.
11	NIRF/ NBA/ NAD/ other quality related documents	Digital format - permanent; Hard copy - to be maintained at the CQAE/ NAD Section for 6 years.
12	Sanctioned Strength/Approval for Admission/ Selection list & Related documents	Digital format - permanent; Hard copy - to be maintained at the Academic Section for 10 years.

Category C: Other Documents

Sl. No	Academic Records	Format and Duration for Maintenance of Record
13	Provisional Certificate	Digital format - to be maintained for 1 year from the date of graduation.
14	Verification reports for higher studies/ Job/ Genuineness	Digital/Hard copy – to be maintained at the Academic section for 5 years from the date of issue.
15	Course File for each course handled by the faculty	Hard copy - to be maintained by the Instructor for a period of 5 years (should include question papers and sample answer sheets).
16	Question Papers, Answer Sheets, Class Committee Reports.	Hard copy – to be maintained at the concerned department - Question papers and Class Committee Reports for 5 years, Answer Sheets for 6 months.
17	Orders towards NOC / Internship/Project	Hard copy – to be maintained at the Academic section for 1 year from the date of graduation.
18	Leave Record of students (requiring approval from Dean Academic)	Hard copy – to be maintained at the respective department for 1 year from the date of graduation.
19	Temporary Discontinuation Record	Hard copy – to be maintained in the academic section for 3 years from the date of graduation.
20	MEME scheme Certificate/Diploma and Proceedings	Hard copy – to be maintained in the academic section for 5 years from the date of issue of the certificate/diploma.
21	Permanent Discontinuation	Digital format - permanent; Hard copy - to be maintained at the Academic Section for 10 years from the date of discontinuation.
22	Choice of Guide request, Guide Allotment of PhD Scholars	Hard copy – to be maintained at the respective department till the date of graduation.
23	DC Panel	Digital - IMS/backup
24	Comprehensive Examination result & Thesis Submission Certificate of PhD scholars	Digital - Permanent - NITC thesis portal
25	Migration Certificate / TC request and approval	Digital/Hard copy – to be maintained at the Academic section for 5 years from the date of issue.

Sl. No	Academic Records	Format and Duration for Maintenance of Record
26	Applications and Entrance Exam Results/Answer sheets (PG & PhD)	Digital/Hard copy – to be maintained at the respective department for 1 year from the date of admission.
27	Remuneration / Honorarium / TA / DA Claims of External / Internal member related to Academic and Admission activities	Digital/Hard copy – to be maintained at the Academic section for 5 years from the date of payment.
28	Fee collected	Digital - IMS permanent
29	Fee refunded	Hard copy – to be maintained at the Academic section for 5 years from the date of graduation.
30	Income Certificate	Digital/Hard copy – to be maintained at the Academic section for 3 years from the date of issue of the certificate.
31	Caste Certificate	Hard copy – to be maintained at the Academic section for 1 year from the date of graduation.
32	PhD Thesis	Digital format - permanent in digital library Hard copy - permanent, to be maintained at the Central Library
33	B Tech/M Tech project report/thesis	Digital format - permanent in digital library Hard copy - sample copies to be kept in the course file

Note:

1. The hierarchy of storage for digital documents is included as Appendix 1
2. In case an RTI application/grievance/complaint is pending before the authorities such as CIC/PGC/NHRC/Courts, etc., it is required to hold the records even though the prescribed retention period has exhausted.
3. In the event of an RTI regarding any document/record which is already weeded out as per their retention policy, the date of weeding out can be informed to the party by providing a copy of the relevant register of weeded out records.
4. Departments/Sections should have separate mechanisms for weeding out the documents after the due date.
5. A protocol needs to be framed for accessing the digitized version of confidential records in the academic section.

ANNEXURE 1

The digital storage hierarchy for NITC Academic Records is proposed as follows:

1) The parent system (originally hosted) must have a necessary backup process in place. For example, NITC web servers, IMS, and PhD thesis portal must have their own backup systems for recovery.

   The in-charges of the services / servers are responsible for this backup. Note that these servers are not just meant for academic purposes.

2) Next, there should be an Academic Backup Cloud Drive (ABCD) where there will be folders based on Category / Year / Semester / Term and necessary documents will be *written* to that drive in the same format as they are published / made available. For example, all senate minutes, results files etc. may be copied to this drive in a predefined folder for later access. As and when generated, a copy of the documents must be sent to the ABCD and the on-premise server (given in Point 3 below) storage as well.

   *The Academic Section will have access to this drive. This involves **additional recurring expenses** to the cloud storage provider like Google Work Space / Amazon Web Services etc.*

3) In addition to the ABCD above, an exact copy of the same may be maintained in an NITC server (on premise) with sufficient storage and RAID configuration.

   *The access to this machine is limited to the Academic section. This will require **a one time expense** for procuring a machine with expandable storage for meeting the future requirements, in addition to the RAID setup.*

4) For safe storage of results, we need a secure off-line machine with extremely restricted access where we copy the results before they get published. The format of the data (columns required) to be copied must be decided and must be downloadable as a CSV file from the IMS. This data is expected to be copied to this off-line machine periodically as and when results are generated / modified.

   *This machine is safely kept in a secure area with digital surveillance and extremely limited access. This will require **a one time expense*** not only for the machine, but for the required infrastructure too.

5) An additional backup of the above machine is required at a different geographical location, say another NIT where the data is transferred periodically. This is our BCP (business continuity plan) to meet unpredictable challenges / disasters.

*This requires a **one time expense** for the machine and a recurring expense for the data transfer and also an **MoU with the partner** institute.*

For Category A documents, we expect to have 1, 2 & 3
For Category B documents, we need 2 & 3 (in addition to 1, if applicable)
For Category C documents, we need 3 (in addition to 1, if applicable)
For all the result related documents, we must have 1,2,3,4 & 5

This is issued for information and necessary compliance.

22.01.26

Prof. A.V. Babu

Dean (Academic)