



Rashtreeya Sikshana Samithi Trust

RV Institute of Management[®]

Permanently Affiliated to Bengaluru Central University

Approved by : AICTE, New Delhi ; Recognised by : Govt. of Karnataka

DOCUMENT RETENTION POLICY

RV Institute of Management follows the instructions of all the concerned regulatory bodies namely AICTE, State Government and Affiliating University with regard to all the Policies and Procedures.


OBJECTIVES:

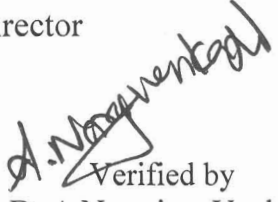
- To retain original documents of Staff/Students as per the government norms and to return the retained documents as and when the verification process is completed
- To maintain the records of the documents collected/ returned in a systematic manner
- To ensure adequate Data Protection related to the collected document by the Administrative office


POLICY FRAMEWORK:

To comply with the policy framework provided by the concerned regulatory bodies, RV Institute of Management follows the below mentioned guidelines:

- The original documents collected from the Staff/Students are scanned and are stored digitally. The Staff/Students are given access to these documents to ensure transparency.(Password protected)
- The documents retained at the time of admission to MBA Programme are returned immediately after the mandatory verification process is completed by the Affiliating University and Karnataka Examination Authority (KEA)
- In case of emergency, the documents can be collected by the Staff/Students with a written request to the Director


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