



# TULSIRAMJI GAIKWAD-PATIL COLLEGE OF ENGINEERING & TECHNOLOGY

Wardha Road, Nagpur - 441108

Accredited with NAAC A+ Grade & NBA Accredited (EE, ME, CE & ECE)

Approved by AICTE, New Delhi, Govt. of Maharashtra

(An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)



*Administrative Office*

No. TGPCET/2025-26/ 93(A)

Date:23/07/2025

## **STUDENTS' DOCUMENT RETENTION POLICY**

### **1. Purpose & Scope**

To ensure proper verification, handling, and security of documents for all candidates admitted through CET Cell processes (CAP/Institutional Quota).

### **2. Submission & Verification**

Candidates shall submit required original documents at reporting. Admission is confirmed only after document verification and fee payment. Any discrepancy or falsification shall be reported, and such admissions are liable for cancellation.

### **3. Retention of Documents**

Original documents may be retained only for admission verification purposes. A receipt shall be issued indicating the documents submitted and date.

### **4. Provisional Admission**

If documents are pending, provisional admission may be granted against valid proof/undertaking. Candidates must submit documents within the stipulated time, failing which admission shall be cancelled.

### **5. Return of Documents**

Original documents shall be returned upon cancellation of admission, completion of the course, or as per directives. Documents shall not be retained for fee recovery.

Acknowledgement shall be obtained at the time of return.

### **6. Record Maintenance & Compliance**

The Institute shall maintain secure records for audit/inspection by CET Cell or competent authorities. The Head of the Institution shall ensure compliance.

### **7. Conclusion**

This policy ensures transparency, accountability, and adherence to CET Cell norms.



**Director (Administration) / Principal**

**Principal**

**Tulsiramji Gaikwad-Patil  
College Of Engineering &  
Technology, Nagpur**

**Copy Submitted for Information to –**

1. Hon'ble Chairman, & Hon'ble Vice-Chairman, GPG } for kind information.
2. Hon'ble Treasurer, GPGI }
3. Office of Hon'ble Principal, Director (Administration) & All Hon'ble Vice-Principals
4. All Directors, Deans, Registrar, CoE, Library, HODs / Section In-charges.