Document Retention Policy

Of

Green Heaven Institute of Management and Research

Documents required:

1. Score Card
2. Original Mark Sheet (Xth)
3. Original Mark sheet (H.S.C.)
4. Original Mark Sheets (Graduation: 1st Year to Final Year)
5. Original College Leaving Certificate
8. Eligibility Certificate of R.T.M. Nagpur University (Candidate passing out from the University other than RTM Nagpur University)
9. Migration Certificate (Candidate passing out from the University other than RTM Nagpur University)
10. Indian Nationality Certificate OR Nationality Written on Leaving Certificate.
11. Educational Gap Certificate (if applicable)
12. Documents submitted in ARC copy
13. Attested 2 Photo copies of each documents mentioned above.

Passport size photograph (Coloured) 2 Nos

Reasons of retaining the documents:

• As a compulsory process all the above documents are to be sent by Institute to DTE(Directorate of Technical Education) regional office for verification.
• This process of verification from DTE takes at least 6 months.
• Another verification is done by Pravesh Niyantran Samiti(PNS), Mumbai. The list of verified students form DTE goes to PNS, and then PNS send the approved students list and Letter to the Institute
• This letter and the list of approved students sent by PNS is then again verified Enrolment section of RTMNU, Nagpur.
• That is how the complete process of document verification gets over.

After the verification process is complete and if student has paid full fees of 2 years course, he/she can take the documents back from the institute.
- **Flow chart of Document Verification.**
  If we take an example of academic year 2015-16

- July-August-15 Documents submitted by students
- Oct-2015 Documents sent to DTE for Verification
- Jan-16, verification by DTE egts over and the approved list of students is sent to Institute by DTE.
- List of Approved students is then sent to PNS and it gets over by June-16
- PNS send Approval letter and List of students(approved) to Institute by June-16
- July-16, this Letter and list is finally sent to Enrollment section of RTMNU, Nagpur.
- Sep-16, verification process gets over