



# GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar  
ISO Certified 9001:2015

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Secretary & Director

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Principal

Ref. No.: GPC/IQAC/POLICY/16

Date: 03.05.2021

## Policy Document: Maintaining and Removing Old Record Notebooks

### Introduction:

This policy outlines the procedures and guidelines for maintaining and removing old record notebooks at GEMS Polytechnic College. It aims to ensure the efficient management of record notes while adhering to the standards set by the State Board of Technical Education (SBTE), Bihar.

### 1. Maintenance of Record Notebooks:

#### Responsibility:

- The respective laboratory faculties are responsible for maintaining the record notebooks of the laboratory courses.

#### After Semester Practical Exams:

- After the SBTE, Bihar end-semester practical exams conclude, the laboratory faculties must:

#### Retain Three Good Samples:

- Preserve three exemplary samples of record notes for each laboratory course from the previous academic year.

#### Return Remaining Notebooks:

- The remaining record notebooks are preserved in the institute's common store room.

#### Quality Check:

- Ensure that the retained record notebooks represent the standard and quality expected by the SBTE, Bihar.



## 2. Retention of Sample Record Notebooks:

### Duration:

- GEMS Polytechnic College must maintain the last three years' sample record notebooks in the respective laboratories.

### Purpose:

- Retaining these notebooks serves as a reference for future students, faculty, and accreditation purposes.

### Accessibility:

- The sample record notebooks should be easily accessible to faculty members and students for reference purposes.

## 3. Disposal of Old Record Notebooks:

### Criteria for Removal:

- Old record notebooks beyond the three-year retention period should be disposed of securely.

### Review Process:

- The disposal of old record notebooks must undergo a review process by the laboratory faculties and relevant administrative authorities.

### Secure Disposal:

- Ensure that the disposal process adheres to environmental regulations and data protection standards.

### Documentation:

- Maintain records of the disposal process, including dates, reasons, and methods used.

## 4. Compliance:

### Adherence to SBTE Guidelines:

- Ensure that all procedures related to maintaining and removing old record notebooks align with the guidelines set by the SBTE, Bihar.

### Training:

- Provide training to laboratory faculties regarding the proper implementation of this policy and adherence to SBTE standards.



**Conclusion:**

By following this policy, GEMS Polytechnic College aims to uphold the highest standards of record notebook management, ensuring the availability of quality reference materials for educational and accreditation purposes while complying with regulatory requirements set by the SBTE, Bihar.

**Approval:**

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 03.05.2021

College Seal:



Reviewed by

*R. S. P.*  
03/05/2021  
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