

ATME College of Engineering, Mysore

Document Retention Policy

The ATME College of Engineering adheres to the following retention policy for the BE programs:

- The necessary documents like original marks cards and certificates of the students required for verification are retained until necessary approvals are obtained from the Directorate of Technical Education and Visvesvaraya Technological University, Belagavi. All the original documents are returned to the students immediately after verification and approvals.
- The college retains two sets of attested copies of all original documents in the college for record purposes.
- However, students may be asked to submit the original documents as and when required for verification by any statutory body.