

## DAYANANDA SAGAR ACADEMY OF TECHNOLOGY & MANAGEMENT

(Affiliated to Visvesvaraya Technological University, Belagavi and Approved by AICTE, New Delhi)
(6 Branches CSE, ISE, ECE, EEE, ME& CE Accredited 3 years by NBA, New Delhi)
Opp. Art of Living, Udayapura, Kanakapura Road, Bangalore- 560082

## **Document Retention Policy**

- SSLC and PUC Marks Cards of the students are collected during admission process and will be returned to the students after course completion.
- Before course completion, if the students want the documents to apply for Scholarship, Passport or
  Driving License etc., a letter should be forwarded by the HOD and authorized by the Principal and that
  will be submitted to the Admission Department to get the required documents.

Dr. B.R. Lakshmikantha Ph.D
Principal / Director
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