

REGULATIONS PERTAINING TO RETENTION AND DISPOSAL OF EXAMINATION PAPERS AND RECORD

1. Preamble

The retention and disposal of University records refers to the practice of determining the length of time each record must be retained before the record can be destroyed, application of that retention period and eventual destruction (disposal) of the record and maintenance of destruction records in permanent archive.

Examination Papers and Records contain sensitive personal information and are to be disposed of by physical destruction in such a way that they cannot be retrieved or reconstructed.

2. Purpose

This guideline is intended to ensure that students' examination scripts and related records are retained for sufficient period of time to address any examination related grievances by the students and dispose the examination scripts and related records in an appropriate manner after the end of such time.

3. Scope

These guidelines apply to Examination Branch of the University that administers student examinations. It is the responsibility of the Examination Branch of the University to dispose the examination answer scripts and related records in an appropriate manner at the end of such time as they have served a specifically defined purpose.

4. Policy

4.1 Retention

The schedule below outlines the minimum storage requirements for Examination answer scripts and related documents pertaining to University Examinations and Entrance Examinations:

Sr. No	Type of Record	Retention Period
1.	Examination Ordinances, Regulations & Policy Files	Permanent
2.	End Term Examination Result Tabulation sheets	Permanent
3.	Award Lists of Theory and Practical	Permanent
4.	Used answer booklets and answer sheets, multiple choice question papers, OMR answer sheets and questions papers	A minimum period of 36 Months (3 Years) from the date of announcement of results.

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5.	Attendance Records	A minimum period of 60 Months (5 Years) from the date of conduct of Examinations.
6.	Convocation Register	Permanent
7.	Appointment of End Term Exam Question Paper Setters/Examiners-Correspondences, forms, settlements of bills etc.	A minimum period of 24 Months (2 Years) after conduct of Exam
8.	Appointment of End Term Exam Question Paper Moderator - Correspondences, forms, settlements of bills etc.	A minimum period of 24 Months (2 Years) after conduct of Exam.
9.	End Term Exam Question Papers (Copies provided To Library)	06 Months after conduct of Exam
10.	Students Grievances related to End Term Exam Question Papers - File, committee recommendations, approval etc.	A minimum period of 24 Months (2 Years) after declaration of results.
11.	End Term Examination Forms	1 Years after declaration of Results
12.	Finalization of End Term Examination Centre, Appointment of Centre Superintendent, Deputy Centre Superintendent, Invigilators, Observers and payments of bills	1 Years after declaration of Results
13.	Record of issuance of End Term Exam Admit Card	06 months after declaration of results.
14.	End Term Exam Detention Lists	1 Years after declaration of Results
15.	Decision of the Un-Fair Means cases along committee report	Permanent
16.	Records of Special Exam, Backlog Examination, Extra Chances	3 Years after declaration of Results
17.	Re-evaluation Records and Results	Permanent
18.	End Term Examination Result Declaration Files	5 Years after declaration of Results
19.	Grace Marks Award File	3 Years after declaration of Results
20.	Files pertaining to moderation of Results	3 Years after declaration of Results
21.	Record of issuance of Original/Duplicate Degree Certificate	Permanent
22.	Record of issuance of Original/Duplicate consolidated statements of Marks and Provisional Certificate	Permanent
23.	Record of issuance of Original/Duplicate statements of Marks (Semester Mark sheets)	Permanent
24.	Record of issuance of Transcript	2 Years after processing
25.	File of attestation/verification of documents/certificates issued by examination branch	1 Years after processing
26.	Students undertaking for award of special certificates issued by examination branch	1 Years after processing
27.	Files of Ph.D. Scholars	Permanent
28.	Files and bills related to printing of formats for end term admit cards, OMR Sheets, DMC, Degree, Provisional Certificates	3 Years
29.	Formats used in various examination department purposes	5 Years or subject to requirement
30.	Guidelines related to various examination activities	5 Years or subject to requirement
31.	Examination Schedule, Duty Chart, Issue and Submission of Answer sheets details	A minimum period of 36 Months (3 Years) from the date of announcement of results.
31.	Register of records identified for weeding out	5 Years
32.	Files related to weeding out old records	3 Years

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Where results are disputed or due to other administrative requirements or pending legal action, answer scripts and other related papers shall be retained until the matter is finalised or all available appeal avenues are exhausted. When the matter is finalised, the standard requirement to retain examination scripts for a minimum of a further 36 months applies.

4.2 Disposal

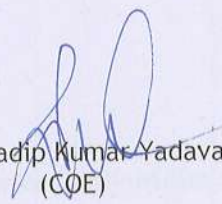
Records that are ready to be disposed must go through the following procedures:

- a) Shifting of all answer sheets/booklets and other records to the store-room after the expiry of period given above.
- b) Answer sheets/MCQ papers/Mark lists/Evaluation sheets/ Question Booklets etc. are arranged and bundled systematically kept in racks in the store room.
- c) A committee appointed/approved by the Vice Chancellor shall be responsible for the destruction of records.
- d) Records must be destroyed by shredding or any other appropriate means.
- e) Destruction must be handled in a secure and confidential manner.
- f) Once the destruction is completed, destruction certificates signed by the committee members shall be transferred to permanent archive.
- g) The shredded paper bits shall be sold for recycling to approve paper merchants.

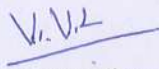
4.3 Composition of Committee

The committee appointed by Vice-Chancellor shall consists of following members.


1. One senior office from respective school or Dean of school
2. One senior professor
3. Assistant Registrar/Deputy Registrar/Registrar
4. One member from Examination Department
5. Controller of Examinations
6. Any special invitee

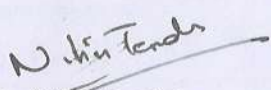

Mr. Pradip Kumar Yadava
(COE)

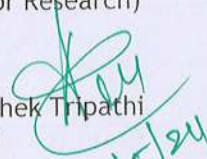

Dr. Simaranjeet Kaur Gill
(Dean Academics)


Dr. Vir Vikram
(HOS, SOPS)


Dr. Vipul Yadav
(Registrar)


Dr. Sanjay Khanduri
(Director, IQAC)


Dr. Nitin Tandon
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