

# **Dev Sanskriti Vishwavidyalaya**

**Gayatrikunj-Shantikunj, Haridwar-249411**

## **Retention and Disposal of Examination Papers and Other Records of University**

**Effective from 2016**



DEV SANSKRITI  
VISHWAVIDYALAYA

(Prepared based on Guidelines on Retention and Disposal of Examination Papers and Records approved by the Academic Council in its 25th Meeting held on the 13th August 2015 and Board of Governors 23rd Meeting held on the 14th January 2016 approved)

# **Retention and Disposal of Examination Papers and Other Records of University**

## **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 Other 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.

In exercising powers conferred to the Board of Management “to conduct all administrative affairs of the institution deemed to be University not specifically provided for” and “to take all necessary decisions for the smooth and efficient functioning of the University”, the Academic Council in its 25<sup>th</sup> Meeting held on the 13th August 2015 and Board Of Governors 23rd Meeting held on the 14th January 2016 approved the guidelines for disposal of examination scripts and related records.

## **2. Purpose**

This guideline is intended to ensure that students examination scripts, related records and other records which are not useful for the university, there records are retained for the maximum period of three years.

## **3. Scope**

These guidelines apply to the Dev Sanskriti Vishwavidyalaya, Haridwar to dispose the examination related scripts, records and other university related records in appropriate manner at the end of such time as they served a specifically define purpose.

#### 4. Policy

	Type of Record	Retention Period
1	Examination scripts (used answer booklets/Answer sheets), multiple choice question OMR answer sheets and Question Booklets	A maximum period of three years from the date of announcement of results
2	Invigilators diary, Observer's report, Tabulation check lists, Marks sheet submitted by examiners, Coding slips, Examination application and attendance statement	
3	Original Question Paper submitted by examiners (Used)	
4	Convocation application submitted by eligible candidates	A maximum period of three years from the completion of respective convocation
5	Any other records	The decision about which shall be taken by the university administration on case to case basis on regular intervals. The maximum period of three years.

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