



# **Guidelines for Retention and Disposal of Examination Process Documents and Records**

## **Ramaiah University of Applied Sciences**

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University House, Gnanagangothri Campus  
New BEL Road, M S R Nagar.  
Bangalore -560 054.  
Karnataka, INDIA

Peenya campus  
# 470-P, Peenya Industrial Area  
Peenya 4th Phase, Bangalore - 560 058.  
Karnataka, INDIA

# **Guidelines for Retention and Disposal of Examination Process Documents and Records**

## **1. Purpose**

This guidelines are intended to ensure that Examination Process Documents and Records including the 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 same in an appropriate manner after the end of such time.

## **2. Scope**

These guidelines are applicable to Examination & Assessment Sections of all Faculties of the University that administers student examinations. It is the responsibility of the Examination & Assessment Section of each Faculty of the University to arrange for systematic storage and disposal of the documents and records, as listed in Annexure-A, in an appropriate manner, at the end of such time as they have served a specifically defined purpose.

Further, for those Faculties of the University wherein the retention requirements are specified by their respective Regulatory Bodies, such Retention Schedules have to be followed along with this guideline document as applicable.

More documents and records types may be included in the approved list with the approval of the competent authority of the University from time to time.

## **3. Policy**

### **3.1 Storage of Documents and Records**

A place must be identified for storage of the documents and records with appropriate arrangements for safety and security. The Examination & Assessment Section shall arrange for storage of the documents and records in files/covers/racks or any other appropriate means with proper identification for easy traceability.

Softcopy versions of documents and records have to be organised properly in the computer storage. Suitable backup procedure must be followed to prevent loss of data due to unforeseen / technical reason.

### **3.2 Retention of Documents and Records**

The schedule (Annexure-A) lists out the minimum preservation requirements for Examination Process Documents and Records including the students' examination scripts and related records at Examination & Assessment Sections of the Faculties.

For the examination scripts and related records, the retention period commences from the date of announcement of the results of that particular examination. For rest of the documents and records, appropriate commencement date may be decided (e.g. end of an academic year).

### **3.3 Exceptions:**

Where results are disputed or due to other administrative requirements or pending legal action, answer scripts and other related documents shall be retained until the matter is decided or all available appeal avenues are exhausted.

When the matter is decided, the normal requirement of retention of answer scripts and other related documents for a minimum of a further time period as per the above schedule is applicable.

### **3.4 Disposal of Documents and Records**

The disposal process shall be carried out as below:

- a. The disposal process shall be initiated periodically by the Controller of Examinations.
- b. A committee appointed/approved by the Vice Chancellor shall be responsible for the carrying out of disposal process on a periodic intervals. Academic Registrar – Faculty shall be member of the committee.
- c. Academic Registrar - Faculty, through the Examination & Assessment Section, arranges for identification of documents and records that are qualifying for disposal and storage in separate room/space.
- d. The committee shall inspect the documents and records identified for disposal and recommend/approve for disposal.
- e. The documents and records must be destroyed by shredding or any other appropriate manner.
- f. Process of destroying must be handled in a secure and confidential manner.
- g. The shredded papers shall be sold to an approved paper recycling agency/dealer.
- h. On completion of the process, destruction certificates must be signed by the committee members and same are archived.
- i. A notification indicating the list of documents and records that have been destroyed in a process has to be published on the website and notice boards.



<b>Annexure-A</b>						
<b>List of Documents and Records that are covered under -</b>						
<b>'Guidelines for Retention and Disposal of Examination Process Documents and Records'</b>						
S.No.	Document / Record Name or Description	Maintained at Department / Section	Type of Document	Softcopy	Hardcopy	Retention Period (Months)
1	Notice - Test and Examination Schedules	ESA	Short-Term	Y	Y	12
2	Notice - Registration -RS and RR, OE, OCs,etc	ESA	Short-Term	Y	Y	12
3	Notice - Fees Payment Schedules	ESA	Short-Term	Y	Y	12
4	Notice - Reschedule of Classes/ Test/Exams	ESA	Short-Term	Y	Y	12
5	Notice - Holiday Announcement	ESA	Short-Term	Y	Y	12
6	Notice - Results Announcements	ESA	Archive	Y	Y	Archive
7	Notice - Meeting Schedules	ESA	Short-Term	Y	Y	12
8	Student Requests for Letters - Bank/Scholarship/Hostel/Placement/Visa/others	ESA	Short-Term	N	Y	12
9	Request for Provisional Consolidated Marks Cards + Copy	ESA	Short-Term	N	Y	12
10	Request for Promotion Letter + Copy	ESA	Short-Term	N	Y	12
11	Provisional Course Completion Certificate Request Letter + Copy	ESA	Short-Term	N	Y	12
12	Registration/Re-sit applications	ESA	Short-Term	N	Y	12
13	Request for Document Attestation Letter + Copy	ESA	Short-Term	N	Y	12
14	Registration Forms - RS / RR / Fast Track / Module RR / others	ESA	Short-Term	N	Y	12
15	Registration Form - Open Elective	ESA	Short-Term	N	Y	12
16	Online Registration Forms - Open Elective / Core Elective	ESA	Short-Term	N	Y	12
17	Revaluation Application forms	ESA	Archive	N	Y	Archive
18	Attendance Sheets - UG	ESA	Short-Term	N	Y	12
19	Attendance Sheets - PG	ESA	Short-Term	N	Y	12
20	Attendance Condonation Request Letters with attached documents	ESA	Short-Term	N	Y	12
21	Term Test / Assignment Attendance/Submission Records	ESA	Short-Term	N	Y	12
22	CE Schedules	ESA	Long-Term	Y	Y	24
23	Seating Plans	ESA	Short-Term	N	Y	12
24	Superintendent Reports	ESA	Short-Term	N/A	Y	12
25	Damaged Answer Scripts	ESA	Short-Term	N/A	Y	12
26	Unused Question Papers after the Term Test/s	ESA	Short-Term	N/A	Y	12
27	CE - Laboratory Evaluation Sheets	ESA	Short-Term	N/A	Y	12
28	CE - Answer Scripts/ Answer Booklets	ESA	Short-Term	N/A	Y	12
29	Term Test/s Question Papers with Scheme of Evaluation	ESA	Short-Term	N/A	Y	12
30	Condonation Request Forms	ESA	Short-Term	N/A	Y	12
31	Eligibility List - UG (for SEE)	ESA	Archive	Y	Y	Archive
32	Eligibility List - PG (for MEE)	ESA	Archive	Y	Y	Archive
33	Admission Tickets - Faculty Copies	ESA	Short-Term	N/A	Y	12
34	SEE Schedules	ESA	Long-Term	Y	Y	24
35	SEE Answer Scripts - Laboratory	ESA	Short-Term	N/A	Y	12
36	SEE - Answer Scripts- Evaluated	ESA	Short-Term	N/A	Y	12
37	SEE - Question Papers with Scheme of Evaluation	ESA	Short-Term	N/A	Y	12
38	Seminar Evaluation Sheet	ESA	Short-Term	N/A	Y	12
39	Project Work Evaluation Sheet	ESA	Short-Term	N/A	Y	12
40	Internship Evaluation Sheet	ESA	Short-Term	N/A	Y	12
41	Online Course Evaluation Sheets	ESA	Short-Term	N/A	Y	12
42	Seminar Reports	ESA	Short-Term	N/A	Y	12
43	Project Work Booklets	ESA	Short-Term	N/A	Y	12
44	Dissertation Student Copies	ESA	Short-Term	N/A	Y	12
45	Input Sheets Course Marks from Course Leader	ESA	Short-Term	N/A	Y	12
46	Result Verification Sheets	ESA	Short-Term	N/A	Y	12
47	SAB Sheets	ESA	Archive	Y	Y	Archive
48	Result Summary	ESA	Archive	Y	Y	Archive
49	PAB Sheets	ESA	Archive	Y	Y	Archive
50	External Examiners Moderation Reports	ESA	Long-Term	Y	Y	24
51	Result Announcement Sheets	ESA	Archive	Y	Y	Archive
52	B. Tech. Students Promotion List	ESA	Archive	Y	Y	Archive
53	Photocopies of the Transcripts issued	ESA	Long-Term	N/A	Y	24
54	Minutes of Meeting - SSCM and ATR	ESA	Archive	Y	Y	Archive
55	Minutes of Meeting - SAB/PAB and ATR	ESA	Archive	Y	Y	Archive
56	Remuneration - External Examiners Bills	ESA	Short-Term	N/A	Y	12
57	Remuneration - Statements	ESA	Short-Term	N/A	Y	12
58	MPC Records	ESA	Long-Term	N/A	Y	24
59	Selection process for various awards during convocation - Records/Files	ESA	Long-Term	N/A	Y	24
60	Academic Calendar	ESA	Archive	Y	Y	Archive
61	Academic Regulations	ESA	Archive	Y	Y	Archive
62	Programme specifications	ESA	Archive	Y	Y	Archive
63	Course Specifications	ESA	Archive	Y	Y	Archive
64	Module Specifications	ESA	Archive	Y	Y	Archive
65	BOS - MOMs	ESA/ Dept.	Archive	Y	Y	Archive
66	Course Revision Documents	ESA/ Dept.	Archive	Y	Y	Archive
67	External Experts Inputs	ESA/ Dept.	Archive	Y	Y	Archive
68	External Examiner Appointment Letters	ESA/ Dept.	Long-Term	N	Y	24
69	List of External Examiners - Exam-wise	ESA	Long-Term	Y	Y	24
70	Course Notes	ESA	Archive	Y	Y	Archive
71	Module Notes	ESA	Archive	Y	Y	Archive
72	Quality Review Reports - Course Notes	ESA	Short-Term	N	Y	12
73	Quality Review Reports - Assignments	ESA	Short-Term	N	Y	12
74	Quality Review Reports - Question Papers	ESA	Short-Term	N	Y	12