



**GSFC**  
**UNIVERSITY**  
EDUCATION RE-ENVISIONED  
An ISO 9001:2015 Certified

## Policy on Examination Documents Retention and Disposal

### GSFC University Academic Division

Office Order No. Provost/072024/112

Date: 09.07.2024

#### **Preamble :**

GSFC University is dedicated to upholding the highest standards of academic integrity and the protection of student privacy. As part of this commitment, the University recognizes the importance of establishing a robust framework for the retention and disposal of examination documents.

The purpose of this policy is to create a comprehensive framework for managing the retention and disposal of examination documents within the university. This involves determining the duration each record must be kept, applying the appropriate retention period, and eventually disposing of the records.

#### **Decision :**

The Policy on “Examination Documents Retention and Disposal” approved by the President is enclosed as *Annexure-I*.

All concerned individuals and departments are required to adhere to the policy document outlined “Examination Documents Retention and Disposal” at GSFC University”.

**Provost**  
**GSFC University**

To,  
Teaching Staff - GSFC University




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CC to,

President Office, GSFC University - For kind information, Please  
Provost's Office, GSFC University  
Director (Adm) & Registrar Office, GSFC University  
Dept. Dir. (Adm) & Director Campus, GSFC University  
Dean / Associate Deans, GSFC University  
DOST - AI Cell, GSFC University  
Finance Division, GSFC University  
Examination Division, GSFC University  
HR Division, GSFC University  
Lab Assistants of Various Computer Labs  
Department of Information Technology Enabled Services  
Department of Computer Science & Engineering  
Department of Chemical Engineering  
Department of F & EHS  
Department of Chemical Sciences  
Department of Life Sciences  
Department of Computer Applications  
Department of Data Science  
Department of Management Studies & Liberal Arts  
Department of Account & Finance  
Department of Internship & Placement  
Department of Administration  
Department of Admission  
Non-Teaching Staff, GSFC University  
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**Policy on**  
**Examination Documents**  
*Retention and Disposal*  
**at**  
**GSFC University**

Doc. No.:GSFCU/Exam/Retention/Rev.00

**GSFC University,**  
**Fertilizer Nagar, Vadodara**

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## Revision Details

<b>Sr. No</b>	<b>Revision Number</b>	<b>Revision Date</b>	<b>Revision Details</b>	<b>Approval By</b>	<b>Remarks</b>
1	00	08-07-2024	First Release	President	-

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## **1.0 Preamble**

The purpose of this policy is to create a comprehensive framework for managing the retention and disposal of examination documents within the university. This involves determining the duration each record must be kept, applying the appropriate retention period, and eventually disposing of the records.

Examination papers and records, which contain sensitive information and are intended to protect student privacy, must be physically destroyed in a manner that ensures they cannot be retrieved or reconstructed.

## **2.0 Present Scenario at GSFC University:**

All records pertaining to Mid and End Semester examinations, student applications, document issuance records, as well as practical examinations (including answer books and related documents), conducted from the first batch (2015-16) to the present, are preserved in the strong room. These records encompass all necessary documentation required for academic and administrative purposes.

However, it is important to mention that most of the examination related records of first batch 2015-16 and onwards are hardly being used or referred to.

Over a period, a sizable volume of documents/records have been generated and occupies the precious space. Moreover, on account of the growth of university going forward, such documents/records will continue to generate. Therefore, a need has been felt to devise a policy for retention and disposal of records/documents relating to examination keeping in view the statutory requirements.

## **3.0 The Policy for disposal**

The following types of documents and records in the Department of Examination & Assessment have been identified. After reviewing the policies of other universities, a decision has been made regarding whether Documents/ Particulars are required permanently or not as stated in column 3 below. Also, for documents and records that are not required permanently or are needed only for a limited period, the retention period has been determined as specified in column no. 4 in the table below.

<b>Sr. No.</b>	<b>Type of Documents/ Particulars</b>	<b>Permanent (Yes/No)</b>	<b>Retention Period</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1.	Examination Ordinances, Regulations & Policy Files	Yes	Permanent
2.	End Term Exam Result Tabulation Sheets	Yes	Permanent
3.	End Term Exam Question Papers (Copies to be provided to library)	No	06 Months after conducting the exam.
4.	End Semester Examination Activity Records (Such as: Examination Time table, Paper Setter Order, Appointment of Invigilators/other staff, Duty Record etc.)	No	1 year after declaration of result. (Soft copies will remain with Examination Division at least for 05 Years)
5.	"A. UnFair Means case files and related records B. Decision of the UnFair Means cases"	No	01 year after result declaration  Permanent
6.	Files pertaining to conduct of Special Exams- Supplementary Exam, Mercy Chance, Extra Chance etc.	No	05 Years after declaration of result
7.	Evaluated Answer Books of End Semester Exam	No	06 Months after declaration of result
8.	End Term Exam Result Declaration files	No	05 Years after declaration of result
9.	End Term Exam Theory Examination Marks Award sheets, Attendance sheet, Question Papers & Answer Keys, Students undertaking etc.	No	06 Months after declaration of result
10.	Mid Examination Activity, Award sheet of Theory Internal/Mid Sem, Practical Internal / External, Projects, Dissertation etc.	No	01 year after declaration of result
11.	Evaluated answer books of Theory Internal/Mid, Practical Internal/External etc.	No	90 Days after declaration the Exam Results
12.	File Pertaining to Moderation of Result	No	06 Months after declaration of result
13.	Application for Rechecking/Inspection/Personal Observation.	No	90 Days after declaration the Exam Results
14.	Re-evaluated\Re-checked answer books	No	06 Months after declaration of result
15.	Record of issuance of Original/Duplicate Degree Certificate, Consolidated Statement of Marks and Provisional Certificates	Yes	Permanent
16.	Record of issuance of Original/Duplicate Statement of Marks (Semester Marksheet)/Correction in Marksheet	No	1 Year
17.	Application for Provisional mark sheets/ Transcript/Migration, other examination certificates/Authority Letter/Convocation Attire Record.	No	06 months
18.	Record of Issuance of Transcript/Migration/Leaving Certificate/Any other Examination Certificate	No	05 Years

19.	File of attestation/verification of documents/WES/ order certificates issued by Examination Division	No	06 Months after processing
20.	Stock Register of Consumables	No	1 Year (Financial)
21.	Files and bills related to printing Examination Stationary/Answer books/Marksheet/Degree Certificate/etc.	No	02 Years
22.	Convocation Register/Record of Graduated students	Yes	Permanent
23.	Files pertaining to preparation of Gold Medals, Silver Medal, Prizes etc. for award to Meritorious students/Academic Excellence Award.	Yes	Permanent (In Soft Copy)
24.	Register for records identified for weeding out	No	05 Years
25.	Files related to weeding out of old records	No	01 Year
26.	Record of Examinations conducted on behalf of other authorities	No	01 year after conduct of exam
27.	Report/Thesis Submitted by UG/PG/Ph.D. students	Yes	A hard copy AND/OR a soft copy shall be maintained in the library
28.	Miscellaneous Case/Corresponding File	No	01 year after processing

**Note: A sample of 05 copies of question papers and answer books for every end-semester examination from each school shall be kept for NAAC purposes.**

### **Procedure for Disposal of Non-Permanent Documents/Records:**

Following procedure has to be followed for non-permanent Examination related documents/records:

- a. Transfer of all answer books and related records to the store-room following the announcement of results for a specific period.
- b. Answer books bundles are arranged and kept systematically in the store room.
- c. Once the retention period is over, the records must be destroyed by shredding or any other appropriate means. (The selection of a Paper Shredding Services Agency will be determined in accordance with the University Procurement Procedure.)
- d. This disposal would be done **once in a year**.
- e. It would be the responsibility of Asst. Registrar Examination to undertake the exercise. However, he may be assigned the responsibility to any other officer in the Examination Division.
- f. Destruction must be handled in a secure and confidential manner.
- g. The shredded paper particles will be sold to authorized paper merchants for recycling.

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