



SRM
UNIVERSITY
DELHI-NCR, SONEPAT

Examination Branch

Record Retention Policy

The Examination Branch of the University has to maintain several records related to the examination of the students. The Examination Branch has 100% automation of the entire division and it implements the Examination Management System through the Enterprise Resource Planning (ERP) system. With a view to bring economy of space and efficiency in retrieval of relevant documents, in principle, online maintenance of records shall be encouraged. The following Record Retention Schedule shall be followed at the Examination Branch.

1. Schedule for Retention of Records in Examination Branch

S.no	Particulars of Records	Retention period
1	Examination Ordinance, Regulation, Policy Files	Permanent
2	Convocation Register	Permanent
3	Correspondence with statutory/regulatory Bodies	Permanent
4	Records of Issuance of original/duplicate statement of marks & provisional etc	Permanent
5	Record of issuance of original/duplicate degree certificate	Permanent
6	Records of Ph.D. scholars (other than mentioned in point 4 and 5 above)	Completion of the Degree+ One year
7	Approved Final Copies of Program Structure, Evaluation Scheme and Syllabus of Courses (Dean Academic Affairs shall transmit a final approved copy of the above documents to the COE within 15 days of the approval of respective Academic Council Minutes)	Discontinuation of syllabus + 5 Years (digital form)
8	Files pertaining to preparation of Gold Medal, Silver Medal, Prizes, awards etc. with reference to the Convocation	Completion of the respective convocation+ One year
9	Semester Examination Results declaration File	Declaration of the result + 1 Year (digitally permanent)

10	Award sheets of Semester Examinations including Mercy/Special Examination	Declaration of result of the examination + One year (digitally permanent)
11	Cases not covered under any provision of Ordinances, Regulations, Relaxation in eligibility, for appearing in Semester Examinations	Declaration of result of the examination + One year (digitally permanent)
12	Decisions and documents relating to the Unfair Means cases	Declaration of result+ 1 year
13	Answer sheets of Semester Examination and any Special/Mercy Examination	Result Declaration+ 06 Months
14	Answer Scripts of Internal Examination I & II, Quiz, Seminar/Assignments handled by respective Departments/Faculty. Records to be handed over to COE for disposal as per weeding policy.	Result Declaration+ 06 Months
15	Examination Attendance Records/Daily examination room report/Receiving Record file of Answer sheet/Debarred students file/Date sheet file/Re-Totalling record file/Seating Plan/Invigilation duties & other related records	Result Declaration+ 1 Year
16	Records relating to Question Papers of Semester Examination (including Special/Mercy examination, if any), moderation and all related documents	Result Declaration+ 1 Year (a digital/scanned/Hard Copy compilation of the question papers semester-wise shall be kept in the knowledge portal – to be maintained by the library)
17	Examination Forms including any mercy, special examination and all other forms relating to re-totalling, etc. filled in by the students	Result Declaration+ 1 Year
18	Files of Attestation /Verification of Documents (Students)	One year after processing
19	Students Grievances related to Semester Examination, Question papers, marks, committee recommendation & approval etc	Result Declaration+ 1 Year
20	Payments of Bill/Remuneration related to exam	One year processing/Internal Audit
21	Stock register of consumables (Answer sheet)	One year after the end of the register
22	Records of Examination Conducted on behalf of other Departments	Conduct of the examination+ 1 Year
23	Files/papers relating to matters not covered above	Process Approval+1 Year
24.	File pertaining to the Weeding of Records including details of the records destroyed from time to time	Permanent

NOTE: In exceptional cases, a record may be retained for a period longer than specified in the Schedule, if it has certain special features or such a course is warranted by the peculiar needs

of the department. However, in no case, will a record be retained for a period shorter than the prescribed in the schedule.

Year means 'Academic Year'.

2. Weeding of Records and Disposal Process: The documents which have completed their retention schedule as per the above policy may be disposed of by the Controller of Examination following the process mentioned below:

2.1 A five-member Committee shall be constituted with the approval of the Vice Chancellor comprising of:

1. Dean Academic Affairs (Chair)
2. Director Administration
3. Assistant Registrar (Registrar's Office Nominee)
4. Any one Dean/HOD nominated by the Vice Chancellor
5. Controller of Examination (Member Secretary)

2.2 COE shall present the details of the records identified to be weeded out to the Committee, which shall be then reviewed by the Committee. The Committee may issue a notice through COE, to invite comments, if any, from the departments of the University, before weeding out the records. The recommendation of the Committee shall be presented to the Vice Chancellor for final approval through the Registrar.

2.3 COE in consultation with the Registrar shall call for the quotation/EOI for hiring third-party agencies/vendor(s) having experience in the management and disposal of records. The terms of engagement of the vendor shall include the provision of shredding of records on the University Premises itself. The Committee in 2.1 shall review the applications and recommended vendor(s) shall be put up for approval by the Vice-Chancellor through the Registrar.

2.4 COE will get the documents weeded off through the approved agency/vendor. A record of documents weeded out including the report shall be submitted by COE for information of the Vice Chancellor and the said signed report shall be kept as a permanent record.

3. Vice-Chancellor shall be empowered to sanction the weeding out of records not specified under this policy and may prescribe such conditions as deemed fit.

Mr. Vikram Barara
Controller of Examination

Registrar

Vice Chancellor

COE