

SRM University Delhi-NCR, Sonapat  
Minutes of the Meeting

Date: 5<sup>th</sup> April, 2021

Venue: Mini Conference Hall

Subject: Committee on Policy for retention and disposal of Answer Scripts/Assignments /Project Reports and other material related to examination

1	Dr. V. Samuel Raj, Dean (Academic Affairs)	Chairman
2	Dr. Sanjay Kumar (Associate Dean(student welfare)	Member
3	Dr. Upender Pratap Singh, Associate Professor , Commerce	Member
4	Dr. Ajay Sharma, Professor. of CSE/DyCOE	Member
5	Dr. Ajit Kumar, HOD, Chemistry	Member
6	Mr. Satyender Srivastav, AP ECE	Member
6	Mr. Vikram Barara (CoE)	Member Secretary

Controller of Examination, welcomed all the members and briefed about the agenda items for discussion in the meeting

Sl. No.	Agenda:	Discussion and recommendations
1	Minimum time limit for safe keeping of evaluated Answer Sheets, Assignments/Project Record and other related documents (Attendance sheet, Seating Arrangement etc.), after publishing of the results.	The disposal process shall be initiated periodically by the Controller of Examinations. The evaluated Answer Sheets, Assignments, Project Record and other related documents (Attendance sheet, Seating Arrangement etc.), shall be preserved safely in their original packets, for a period of at least one academic year from the date of convocation.
2	Convocation time line/duration	Timeline for organize convocation to be the month of August of every calendar year, for the academic year ending in June/ July.
3	Maximum time limit for safe keeping of evaluated Answer Sheets, Assignments/Project Record and other related documents ( Attendance sheet, Seating Arrangement etc.), after publishing of the results.	In exceptional case, if the convocation is delayed for any reason, the evaluated Answer Sheets, Assignments/Project Record and other related documents (Attendance sheet, Seating Arrangement etc.), shall be preserved safely for a period of maximum three academic years from the date of publication of results in their original packets.
4	Procedure for disposal of evaluated Answer Sheets, Assignments/ Project Record and other related documents (Attendance sheet, Seating Arrangement etc.).	The University should provide a system for the periodic destruction/ disposal of evaluated Answer Sheets, Assignments/Project Record and other related documents (attendance sheet, seating arrangement etc.). Disposal will be done by a 3 member committee duly constituted by Registrar

*[Handwritten signatures and initials in blue and green ink]*

	<p>(Certified by CoE), through a tender/MoU* along with a condition that the used answer scripts would be recycled.</p> <p>During disposal, the front page of evaluated Answer Scripts must be detached from the used answer scripts and destroyed through shredder machines by the Examination Department and the details of disposed answer scripts would be maintained for records.</p> <p>Once the destruction/disposal is completed, destruction/ disposal certificates should be signed by the committee members and handed over to COE.</p> <p>The shredded paper bits of Assignments/Project Records and other related documents (attendance sheet, seating arrangement etc.), shall be sold for recycling to approved paper merchants.</p> <p>The paper merchant should not belong to the same state of the university.</p> <p>*Decision of Registrar office would be final and binding, for the Terms and conditions of the tender/MOU, as recommended by the constituted committee.</p>
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Chairman

Member

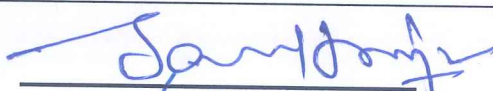
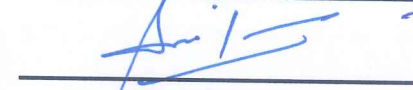


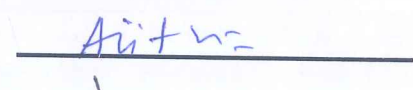
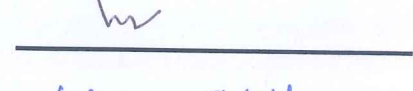
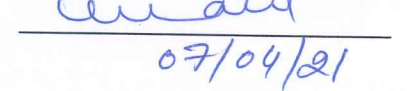
Member

Member


Member

Member

Member  
Secretary

  
  
  
  
  
  
  
07/04/21

Put up for approval

  
Honorable VC