

Delhi Technological University
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi-110042
(Examination Branch)

F.DTU/COE/OO/2017-18/ 12069.

22nd Aug 2017

NOTIFICATION

Subject: Revised Record Retention Schedule of Examination Branch

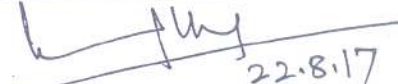
The Competent Authority has approved the revised Record Retention Schedule of the Examination Branch as detailed below for information and implementation by all concerned.

Sr No	Nature of Records	Existing	Revised
1	Question Paper Original and proof thereof	2 Years	6 Months after declaration of results
2	Answer Scripts (Theory End Term Examination , Theory Mid Term Examination & Practical Examination)	6 Months	6 Months after declaration of results except court cases & withheld result, if any.
3	Award / Grade Lists (Including Awards for Practical /Dissertation/ Project /Industrial Training etc)	Duration of course plus 1 Year	1 year from date of declaration of results except court cases & withheld result, if any.
4	Tabulated Results / Result Sheets	Permanent	Permanent
5	Appointment of Examiners, Moderators, Tabulators for the Exams of Theory, Practical & Project	3 Years	1 Year
	Internal/ External Examiners' details	_____	6 Months
6	Conduct of Examinations: Attendance Sheets, Challans, Dispatch Memos, Seating Plans etc. received from Examination Centre	1 Year	6 Months
	Examiners receipts of Answer Books	1 Year	6 Months
	Distribution of scripts among examiners	1 Year	6 Months
7	Revaluation of results , correspondence, applications and connected scripts	2 Years	Not Applicable as Revaluation has been discontinued

8	Re-checking of results, Correspondence, applications and connected scripts	2 Years	Not Applicable as Rechecking has been discontinued
9	Documents related to revision of results	4 Years	1 Year
10	Recommendations of Result Moderation Committee	2 Years	1 Year
11	Supply of Marks Files of Correspondence Applications Counterfoils	2 Years 2 Years 2 Years	1 Year 1 Year 1 Year
12	Supply of Degrees, Diplomas, Certificates, Duplicate Copies, Applications, Correspondence and Counterfoils	3 Years	1 Year
13	Convocation (i) Correspondence etc (ii) Special convocation files (iii) Scroll of degrees	2 Years Permanent _____	1 Year Permanent Permanent
14	(i) Award of scholarship, Medals and prizes files (ii) Award of Scholarship, Medals & Prizes Files from Foreign Bodies / Countries (iii) Institution of Scholarship/ Medals/Prizes & Rules and Regulations etc.	2 Years 3 Years 2 Years	1 Year 1 Year Permanent
15	Examinations conducted on behalf of other authorities	2 Years	6 Months after conduct of Exam
16	Unfair means cases files	1 Year after period of punishment	1 Year after period of punishment
17	Practical Training Certificate Files	3 Years	3 Months after declaration of result
18	(i) Pre – PhD/ Ph D/DSC/D.Litt Files correspondence (ii) Report of Examiners and proceedings of the Committee to consider the Reports	5 Years after the Publication of Results Permanent	3 Years after the Publication of Results 3 Years after Publication of Result
19	Miscellaneous correspondence files	Permanent	1 Year
20	Correspondence with the Head of Departments regarding courses of readings	2 Years	1 Year

21	Official copies for the courses of Readings	Permanent	Permanent
22	Dissertations / Project Reports	Permanent to be kept in University Library	Permanent to be kept in University Library
23	Dissertations/ Project Report etc in respect of failed candidates	Permanent to be kept in University library	1 Year
24	Diary and Dispatch Registers Peon Book	2 Years	2 Years
25	Transit Register	2 Years	2 Years
26	Results (Cyclostyled Spare Copies)	1 Year	Not applicable as cyclostyling has been discontinued
27	Examination/ Registration Forms (Regular , Supplementary & Reappear)	During course plus one Year	6 Months from date of declaration of results except court cases & withheld result, if any.
28	Stock Register	—————	Permanent
29	Register of Furniture & Assets	—————	Permanent
30	Contingent Bills for payments to Examiners, Evaluators & Paper Setters,	—————	3 Years
31	Legal Cases regarding Examinations	—————	Permanent
32	Purchase of Answer Books	—————	5 Years
33	Files relating to Policy matters related to examination	—————	Permanent
34	Reply to Parliament /Assembly Questions	—————	2 years
35	Important Orders and Circulars related to Examination	—————	Permanent
36	Ordinance & Rules status regarding evaluation of student performance	—————	Permanent
37	Leave application files & Leave register of Staff & Attendance Register of Staff ,	—————	5 years
38	Students Grievance regarding examination of results- correspondence etc/ decisions	—————	2 Years
39	Files regarding supply of statistics to UGC,NCT,AICTE etc regarding number of students appeared, passed at University examination	—————	Permanent
40	Records of Examination Fee received	—————	5 Years
41	Fixation of Examination Centers	—————	1 Year
42	Appointment of Superintendents, Dy Superintendents, Invigilators for University Examinations & appointment of Amanuensis	—————	1 Year
43	Issue of Provisional Certificates - counterfoils	—————	Permanent
44	Issue of Examination Admit cards to students	—————	1 Year
45	Special permission to take examination	—————	1 Year

46	Files relating to Attendance of students/ detained / debarred	_____	1 Year
47	Relaxation by the Vice Chancellor regarding Examination or the case not covered under any provision of the ordinances	_____	Permanent
48	Grant of exemption for qualifying the subject	_____	Permanent
49	Student Scholar register	_____	Permanent
50	Records for purchase of degree papers	_____	5 Years
51	Fixation of rates of remuneration of Paper setters, Evaluators and Board of Examiners	_____	Permanent
52	Printing of question papers correspondence and settlement of bills (End Term)	_____	1 Year
53	Stock Register of Degree Certificate and other certificate and Mark Sheet (Examinations) and files related to weeding out of used Answers sheets etc	_____	Permanent
54	Question papers / booklets (used & unused) of Admission tests, reports of the University Representative/observers and other persons authorized to supervise examination centres and other papers etc related to conduct of Admission Tests (Ph.D, M.Tech, Lateral Entry, B.Tech (Even))	_____	3 Months after declaration of results
55	Grant of honorarium to officers / staff and outsiders for examination duty	_____	2 Years
56	Result of Admission Tests	_____	10 Years

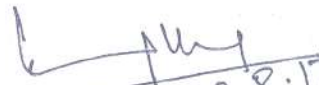

22.8.17
(KAMAL PATHAK)
Controller of Examinations

F.DTU/COE/OO/2017-18/

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Copy to

1. PA to Vice Chancellor for information of the Hon'ble Vice Chancellor.
2. PA to Pro VC (I) for information of the Pro- Vice Chancellor (I).
3. PA to Pro VC (II) for information of the Pro- Vice Chancellor (II).
4. Registrar, DTU
5. All the Deans & Heads of the Academic Department of DTU
6. Director, IQAC/All Associate Heads/All Concerned Officials
7. Chief Warden /HOI/All the Hostel warden
8. Director (Phy Edn) / Librarian /CPO/Estate Officer
9. OIC, B Tech (Evening) /OIC (S & P)
10. DR (F&A) / DDO/Consultant (Planning & Council)
11. All the Deputy Registrars /Assistant Registrars / Security Officer
12. HOD (CC) – for uploading on the website
13. OSD (Results)
14. Section Officer (Exams)
15. Guard File.


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