

**KERALA UNIVERSITY OF HEALTH SCIENCES
THRISSUR, KERALA 680596**

Abstract

KUHS-Examination – retention and disposal policy with respect to hard-copies of the attendance and registration reports, internal marks, attendance etc –approved - Orders issued.

Examination Branch

No. 50/2020/Exam General

21/05/2020

- Read: 1) Minutes of the meeting of Board of Examinations dt.10/01/2020
2) Minutes of the 59th meeting of Governing Council dt.25/04/2020
3) Order in file no. 2020/11733/1, dt.21/05/2020

Order

With respect to the conduct of Examinations, the internal examination marks, attendance etc., of the Candidates are uploaded from the colleges to KUHS portal for further processing. Similarly, Examination Registration has been made online right from the establishment of the University. The marks secured in the Practical Examination are also uploaded to the KUHS portal. The required data are, thus, being kept as electronic data. However, Colleges are required to submit hard-copies of the above in order to ascertain the discrepancies if any in the uploaded data. It is very difficult to keep these hard copy documents for a long period. In the above circumstances, it was proposed to retain the hard copies mentioned above documents for a period of six months only, after publishing of the results. If any of the above, in respect of any Candidate/Centre is already a subject of litigation, it may be retained till the litigation is finally disposed of by the Court or any other Forum. The 25th meeting of Board of Examinations have considered the above proposal vide its Agenda No. 25.26 and resolved to approve the above proposal, vide paper read as (1) above.

The 59th meeting of Governing Council, vide agenda no 59.29 have resolved to approve the decisions of the Board of Examinations with respect to the retention/disposal policy of hard copies of the attendance and registration reports, internal marks, attendance etc, vide paper read as (2) above.

The Hon. Vice Chancellor has accorded sanction to implement the decision of the Governing Council with respect to the decision of Board of Examinations, vide paper read as (3) above.

Hence ***the hard copies of internal marks, attendance, attendance registration reports etc should be retained/kept for a period of six months only, after publishing of the results. If any of the above in respect of any Candidate/Centre is a subject of litigation already, it shall be retained/kept till the litigation is finally disposed of by the Court or any other Forum.***

Orders are issued accordingly.

Sd/-

Controller of Examinations

To

All Examination Sections

Copy to: PS to VC, PA to PVC, PA to Registrar,
PA to CE, PA to FO, DR Examinations
Stock file, FC, KSAD,
SM-IT- for Web updating

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Section Officer