



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Venkatagiri Road, Yerpedu Post, Tirupati District, Andhra Pradesh – 517619

SCHEDULE FOR RETENTION, MAINTENANCE, PRESERVATION AND WEEDING OUT OF RECORDS IN RESPECT OF EXAMINATIONS CONDUCTED BY IIT TIRUPATI FOR VARIOUS POSTS (FACULTY AND NON FACULTY).

| S. No. | Type of Record                                                                                                                                                                                                                                                                                                                                          | Retention/preservation period                                                                                                                                                                                                                                                                                                                                             | Remarks                                       |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1      | Unused question booklets and answer sheets                                                                                                                                                                                                                                                                                                              | To be weeded out immediately after the examination.                                                                                                                                                                                                                                                                                                                       | Sample copies of Question Booklets to be kept |
| 2      | Used Answer sheets/ scripts<br><br>i. Candidates who do not qualify in the written part of the examination<br><br>ii. Candidates who qualified in the written examination and declared eligible for next tier of the examination.<br><br>iii. Answer sheets of candidates who are finally selected.<br><br>iv. Answer sheets pertaining to court cases. | <br><br>i. Three months from the date of announcement of result of concerned tier<br><br>ii. Three months from the date of announcement of the final results of the examination.<br><br>iii. Three months from the date of announcement of the final results.<br><br>iv. Till one year after the matter is finally disposed of.<br><br>v. Till pendency of investigation/ |                                               |

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|   | <p>v. Answer sheets pertaining to suspected malpractices/ impersonation etc</p> <p>vi. OMR answer sheets (hard copies)</p> <p>vii. Scanned images of used OMR answer sheets (soft copy).</p>                                    | <p>prosecution in the matter.</p> <p>vi. Three months from the date of announcement of the final results.</p> <p>vii. 3 years from the date of declaration of results.</p>                                                                                                                                                             |  |
| 3 | Answer Keys used/ correction in Answer key                                                                                                                                                                                      | Three months after declaration of results of concerned tier                                                                                                                                                                                                                                                                            |  |
| 4 | <p>i. Type scripts and transcripts of candidates who appeared in type/ shorthand tests.</p> <p>ii. Type scripts pertaining to court cases.</p> <p>iii. Type scripts pertaining to suspected malpractices/impersonation etc.</p> | <p>I(a) Three months from the date of declaration of the final results in respect of candidates not qualified.</p> <p>(b) Three months from the date of announcement of final results of candidates who qualified.</p> <p>ii. One year after the matter is finally disposed of.</p> <p>Till pendency of investigation/ prosecution</p> |  |

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|    |                                                                                                                                                                                                                                                                                                           | in the matter                                                                                                                                                                                                                                                                           |  |
| 5  | <ul style="list-style-type: none"> <li>i. Photo bearing attendance sheets/seating plan</li> <li>ii. Photo bearing attendance sheets/seating plan pertaining to Court cases</li> <li>iii. Photo bearing attendance sheets/ seating plan pertaining to suspected malpractices/impersonation etc.</li> </ul> | <ul style="list-style-type: none"> <li>i. Three months from the date of announcement of final results of the particular examination.</li> <li>ii. Till one year after the matter is finally disposed.</li> <li>iii. Till pendency of investigation/prosecution in the matter</li> </ul> |  |
| 6  | Interview proceedings                                                                                                                                                                                                                                                                                     | One year from the date of announcement of final results                                                                                                                                                                                                                                 |  |
| 7  | Medical/Review medical results                                                                                                                                                                                                                                                                            | One year from the date of announcement of final results                                                                                                                                                                                                                                 |  |
| 8  | Original marks lists/marks data of all examinations                                                                                                                                                                                                                                                       | Three years from the date of announcement of the final results (in the form of CDs in the case of OMR based examinations)                                                                                                                                                               |  |
| 9  | <ul style="list-style-type: none"> <li>i. All allocation Lists/Final results (Hard copy)</li> <li>ii. Files related to declaration of results</li> </ul>                                                                                                                                                  | <ul style="list-style-type: none"> <li>i. 7 years from declaration of final results.</li> <li>ii. 10 years</li> </ul>                                                                                                                                                                   |  |
| 10 | Data files pertaining to results processing of intermediate and final results processing stage (soft                                                                                                                                                                                                      | 7 years from declaration of final results in the form of non-rewritable CD backups.                                                                                                                                                                                                     |  |

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|    | copy)                                                   |                                                                                                                                            |  |
| 11 | Representations/complaints about written/ final results | Six months from the date of declaration of final results or till the final disposal of the Representations/complaints, whichever is later. |  |
| 12 | Hard copies of applications received by post            | Three months from declaration of final results.                                                                                            |  |