

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

## RETENTION OF ACADEMIC DOCUMENTS

(Senate in its 4<sup>th</sup> meeting held on 2<sup>nd</sup> December 2010 approved the following)

Sr. No.	Particulars	Guidelines for Retention of Documents
1	Assignment items	The Hard copy assignments for a course / lab. / Project / Seminar etc. be returned to the respective student as soon as the assessment is completed and marks / grade obtained are tabulated by the course instructor.
2	Answer Scripts of <ul style="list-style-type: none"><li>• Quiz</li><li>• Class Tests</li><li>• Mid-Semester</li></ul>	The answer scripts of Quizzes / Class Tests / Mid-semester examination be returned to the respective student as soon as the assessment is completed and marks / grades obtained by the student is tabulated by the course instructor. The unclaimed answer scripts may be retained with the course instructor / departmental office, until the Semester – end examination is concluded and final marks / grade are awarded.
3	Answer Script of Semester End Examination	The Answer Scripts of the Semester–End–Examination and or Semester-End-Re-Examination ( <i>as the case may be</i> ) be retained by the Course Instructor / Departmental office for a period of one semester from the date of examination. The Answer Script thus retained for a semester may be given back to the students on their request or be disposed off by the course instructor / departmental office by shredding them.
4.	Laboratory Journals, Seminar / Project Reports.	The Laboratory Journals / Seminar / Project reports and any other such assignments in hard copy form may be returned to the students for their reference. The Laboratory Journals, Report of Seminar / Project etc. if not claimed by student with in a semester from the date of conclusion of the semester may be disposed off by the course instructor / departmental office by shredding them after retaining them for a semester. Under no circumstances the disposal should be in “intact” form.
5.	Answer Scripts / Reports / Journals in electronic form	Documents in electronic form shall be retained for a period of 3 months on the Institute server, and the same shall be disposed off by deleting the electronic files. If case of important documents, the same may be kept with the Library of the Institute in electronic form for further reference as the case may be.