



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

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 i. Candidates who do not qualify in the written part of the examination ii. Candidates who qualified in the written examination and declared eligible for next tier of the examination. iii. Answer sheets of candidates who are finally selected. iv. Answer sheets pertaining to court cases.	 i. Three months from the date of announcement of result of concerned tier ii. Three months from the date of announcement of the final results of the examination. iii. Three months from the date of announcement of the final results. iv. Till one year after the matter is finally disposed of. v. Till pendency of investigation/	

	<ul style="list-style-type: none"> v. Answer sheets pertaining to suspected malpractices/ impersonation etc vi. OMR answer sheets (hard copies) vii. Scanned images of used OMR answer sheets (soft copy). 	<p>prosecution in the matter.</p> <ul style="list-style-type: none"> vi. Three months from the date of announcement of the final results. vii. 3 years from the date of declaration of results. 	
3	Answer Keys used/ correction in Answer key	Three months after declaration of results of concerned tier	
4	<ul style="list-style-type: none"> i. Type scripts and transcripts of candidates who appeared in type/ shorthand tests. ii. Type scripts pertaining to court cases. iii. Type scripts pertaining to suspected malpractices/impersonation etc. 	<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>	

		in the matter	
5	<ul style="list-style-type: none"> i. Photo bearing attendance sheets/seating plan ii. Photo bearing attendance sheets/seating plan pertaining to Court cases iii. Photo bearing attendance sheets/ seating plan pertaining to suspected malpractices/impersonation etc. 	<ul style="list-style-type: none"> i. Three months from the date of announcement of final results of the particular examination. ii. Till one year after the matter is finally disposed. iii. Till pendency of investigation/prosecution in the matter 	
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"> i. All allocation Lists/Final results (Hard copy) ii. Files related to declaration of results 	<ul style="list-style-type: none"> i. 7 years from declaration of final results. ii. 10 years 	
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.	

	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.	