

झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(भारतीय संसद अधिनियम, 2009 के द्वारा स्थापित)
(Established by an Act of Parliament of India in 2009)

No. CUJ/LC/15th-AC/04/2019/309

Dated: 22nd May, 2019

अधिसूचना / NOTIFICATION

It is notified for information and implementation of all concerned that in pursuance of resolution taken in the 15th Academic Council meeting held on 27.11.2018 and its subsequent approval by the Executive Council in its 26th meeting held on 08.02.2019, the rules regarding post-evaluation custody/disposal of answer scripts will be as follows:

1. Answer scripts/books of both Sessional/Internal/Practical and the End Semester examination be preserved for one year or as per the requirements of various regulatory bodies such as UGC, AICTE etc, after declaration of the results.
2. Heads of various departments need to submit answer books / assignments / practical copies / seminar or project reports etc. which has to be discarded, to the office of the Controller of Examinations after one year of the declaration of the results of the concerned examination.
3. A committee with the approval of the Vice Chancellor be formed comprising the Controller of Examination, Dy. Registrar (Examination), Finance Officer or his representative and one Dean of School every year for this purpose.
4. The Controller of Examination will be the Chairman and Dy. Registrar (Examination), the Secretary of above said Committee.
5. Under the supervision of Committee cover sheet of answer book/script be separated and burnt. Rest of the answer book/script sold through tender after separating and mixing of pages. After completion of the disposal, a report of this is to be submitted to the Vice Chancellor.
6. Answer scripts shall made available for the purpose such as photocopy/re-totalling/re-evaluation etc. Such transactions shall be record.


This will come into force with immediate effect.

This issues with the approval of the Hon'ble Vice Chancellor.


कुलसचिव / REGISTRAR

Copy for information and necessary action to:

1. All Deans of the School
2. Controller of Examinations
3. Librarian
4. Prof. I/c (Academics)
5. DSW
6. All the Heads/Coordinator of the Departments
7. I/c R&D Cell
8. IAO/DRs/EE
9. I/c Health Centre/ARs/PRO
10. I/c Purchase
11. I/c Estate
12. System Analyst – For University website
13. All the Section/Cells of the University
14. PS to the Vice –Chancellor
15. PS to the Registrar
16. PS to Finance Officer
17. Concerned file
18. Guard file


कुलसचिव / REGISTRAR