

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032

(Accredited 'A' Grade by NAAC)



NOTIFICATION

No.MANUU/EB.I/F.52 /2014/ 358

16th October 2014

Sub: MANUU – Examination Branch – Schedule for Disposal of Regular and Distance Mode Examination Scripts – Notification – Issued.

Ref: Approval of the 22nd Meeting of the Academic Council dated 23 January 2014.

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Consequent upon the approval of the 22nd Meeting of the Academic Council held on 23rd January 2014, the Examination Branch shall dispose the material on regular intervals as per the schedule detailed below.

SN	Details of Material in the Examination Branch to be Discarded	Duration for discard of material of Regular Mode Programmes	Duration for discard of material of Distance Mode Programmes
1)	Answer scripts	Semester Mode Exams: Six months after completion of the Examination. Annual Exams: One year after completion of the Examination.	One year after completion of the Examination.
2)	Award Lists	One year after completion of the prescribed maximum duration of the Course.	One year after completion of the prescribed maximum duration of the Course.
3)	Application forms of Convocation, Examination, Recounting, Grievances, etc.	Three months, subject to completion of the task.	Three months, subject to completion of the task.

Gachibowli, Hyderabad – 500 032, A.P., India

Tel: +91(040) 2300-6601(VC-Office) 2300-6602 (Registrar) 2300-6605 (Controller of Examinations)

Tel.No.23006605. EPABX: 23006612/3/4/5 Ext. 115. 125 Website: www.manuu.ac.in

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
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4) Cancelled certificates	Subject to completion of the task.	Subject to completion of the task.
5) Postal dispatch details	After completion of Internal Audit, Audit of Accounts and Transaction Audit.	After completion of Internal Audit, Audit of Accounts and Transaction Audit.
6) Textbooks of outdated syllabus	One time permission	One time permission


Controller of Examinations

Copy to:

1. Vice Chancellor's Peshi
2. Pro-Vice Chancellor's Peshi
3. Registrar's Peshi
4. Finance Officer's Peshi
5. All the Heads of the Departments
6. Academic Section
7. Incharge IT Cell (with a request to upload on the University Website)
8. PRO

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NOTIFICATION

No.MANUU/EB.I/F.52 /2014/ 357/01

16th October 2014

Sub: MANUU – Examination Branch –Disposal of Used Answer Scripts from 1998 to 2012 and Assignment Answer Scripts from 1998 to 2012 of Distance and Regular Mode Examinations – Notification – Issued.

Ref: Approval of the 22nd Meeting of the Academic Council dated 23 January 2014.

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Consequent upon the approval of the 22nd Meeting of the Academic Council held on 23rd January 2014, all the Answer Scripts of Regular and Distance Mode Examinations conducted from 1998 to 2012 and the Assignment Answer Scripts of Distance Mode held from 1998 to 2012 shall be disposed after one month (30 days) from the issuance of this notification. Any claim / enquiry / procurement of the said scripts through RTI or in general cannot be admitted thereafter.


Controller of Examinations

Copy to:

- 1) Vice Chancellor's *Peshi*
- 2) Pro-Vice Chancellor's *Peshi*
- 3) Registrar's *Peshi*
- 4) Finance Officer's *Peshi*
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