

**MAHARAJA AGRASEN MAHAVIDYALAYA,  
JAGADHRI**


DATED: 05/04/2021

**Circular**

**Subject:- Preservance/Secrecy of Record of Examination UG/PG  
odd Semester online/offline 2021(Hard Copy & Soft Copy)**

As per the Notice Endst No. CT-III/21/16736-935 dated 09-02-2021 regarding UG/PG odd Semester Examination February/March 2021, the College office will preserve all records of Examination 2021 (Hard Copies and Soft Copies)

1. Record of daily proctoring/invigilation duty for a period of 3 months from the conduct of exams.
2. All folders of soft copies of Answer Books datewise in one folder using winzip/winrar in the google drive of the official E-mail ID and in computer system for the prescribed period i.e. 6 months after the date of declaration of the result.
3. All Hard copies of Answer Books (If any offline mode exam or any other cases)
4. Memo Files
5. Any other record submitted by centre suptd. ~~on~~ Assistant Co-ordinator Evaluation.

  
Principal

CC:-Centre Superintendent

**Assistant Coordinator (Evaluation)**