

# Maharaja Agrasen College, Jagadhri

Sr. No. 36

Date 28-07-2021

## Notice

### UG/PG odd Semester Examination Jan/March 2021

In Continuation to Circular dated 05-04-2021-

1. Mr. Lakhpat Singh is requested to preserve the folders & soft copies of Answer Books received on college web portal date wise in one folder using winzip/winrar in the google drive of the official E-mail ID macynr@kuk.ac.in and in the computer system in the College office for the prescribed period i.e. at least 6 months after the date of declaration of the result and for any further future requirement is also requested to keep the data storage on college web-portal.
2. Mr. Gourav Shukla, Centre Clerk is also requested to ensure the preservance of all folders of soft copies of Answer Books collected via google form in the college office computer.
3. All hard copies of Answer Books will be preserved by College Office (Mr. Rajiv Goel).
4. Mr. Rajiv Goel, off. Head Clerk will ensure the preservance and secrecy of all data preserved in the college office computer.

Principal

AKSai  
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