



Gujarat National Law University
Academic Directive
GNLU/AD/25/11

Saturday, 14 May 2011

Subject: Examination Records

1.0. PURPOSE

GNLU shall maintain written records of each examination related activities on a regular basis.

2.0. PROCEDURES

The examination department shall keep original records within the Department, while a copy shall be kept by concerned faculty and one copy to Director and Registrar's Office each. If a verbal announcement is made of an examination date/viva date etc., then the same shall be communicated in writing too through Written Notification, WITHOUT FAIL.

It is the responsibility of the Faculty Member to give original copy to Examination Department and then the Examination Department may take two copies - one for their own department and another for Director and Registrar Office.

Since all the staff members have common drive, each faculty shall create an Exam Folder in his/her drive and place all documents concerning exam into that folder only. It shall be properly labelled and referred.

3.0 Duration: All Exam Records Correspondence shall be kept for 5 years at least.

4.0 This academic directive shall come into effect from 14 May 2011.

Bimal N. Patel
Director