

Shiksha Mandal, Wardha's  
**G. S. College of Commerce (Autonomous)**  
**Direction No. 01 of 2025**

(REGARDING USED ANSWER BOOKS/SPOILED ANSWER BOOKS/USED QUESTION PAPERS AND MEMORANDUM OF ANSWERS/USED OR SPOILED PRACTICAL EXAMINATION

ANSWER BOOKS/USED QUESTION PAPERS ENVELOPES/USED MEMORANDUM OF ANSWERS ENVELOPES/SPOILED OR DAMAGED MARKSHEETS/ USED EXAM FORMS/ USED REVALUATION FORMS/ INTERNAL ASSESSMENT SHEETS SCRAP POLICY FOR ALL UG AND PG NEP & NON-NEP PROGRAMMES)

G. S. College of Commerce, Wardha has been granted autonomy by the University Grants Commission (UGC) and the RTM Nagpur University, Nagpur, from the session 2024-2025 and the college has been implemented New Education Policy-2020 as per the GR dated 20-04-2023 and 16-05-2023.

Being an autonomous college, G. S. College of Commerce has the authority to design & implement the **Scrap Policy** for used answer books/spoiled answer books/used question papers and memorandum of answers/used or spoiled practical examination answer books/used question papers envelopes/used memorandum of answers envelopes/spoiled or damaged marksheets/ used exam forms/ used revaluation forms/ internal assessment sheets scrap policy for all UG and PG NEP & Non-NEP programmes. This policy establishes guidelines for the collection, storage and disposal of used and spoiled examination related materials for all UG and PG NEP & Non-NEP programs. It aims to ensure secure, environmentally responsible and compliant handling of these materials within the academic ecosystem of G. S. College of Commerce, Wardha

This policy applies to all examination materials, including but not limited to:

1. Used answer books
2. Spoiled answer books
3. Used question papers
4. Used memorandum of answers
5. Used or spoiled practical examination answer books
6. Used question paper envelopes
7. Used memorandum of answers envelopes
8. Spoiled or damaged marksheets
9. Used examination forms
10. Used revaluation forms



## 11. Internal assessment sheets

The college has kept the used answer books/spoiled answer books/used question papers and memorandum of answers/used memorandum of answers envelopes/used or spoiled practical examination answer books/used question papers envelopes/spoiled or damaged marksheets/ used exam forms/ used revaluation forms/ internal assessment sheets since from the 2024 examinations.

- A) The objective of this policy is to establish guidelines for the proper disposal of used answer books/spoiled answer books /used question papers and memorandum of answers/used or spoiled practical examination answer books/used question papers envelopes/ used memorandum of answers envelopes /spoiled or damaged marksheets/ used exam forms/ used revaluation forms/ internal assessment sheets ensuring efficient inventory management and compliance with academic standards.
- B) The disposal of used answer books/spoiled answer books/used question papers and memorandum of answers/used or spoiled practical examination answer books/used question papers envelopes/ used memorandum of answers envelopes /spoiled or damaged marksheets/ used exam forms/ used revaluation forms/ internal assessment sheets shall be carried out under the supervision of Controller of Examinations (COE). Materials must be shredded or pulped to ensure confidentiality and prevent misuse.
- C) Disposal shall be executed in an environmentally sustainable manner, adhering to all relevant waste management regulations and guidelines.
- D) The disposal process shall be documented accurately, recording details such as the quantity and type of materials disposed of, alongwith the date and method of disposal. Ensure all examination materials are handled securely to maintain the confidentiality of students' information.
- E) Regular monitoring and evaluation shall be conducted to ensure adherence to the guidelines outlined in this policy.
- F) The college will keep the examination material as per the following:
  - 1) **Used Answer Books:** Retain for a minimum of one academic year post declaration of regular and revaluation results after which they may be disposed of, provided no grievances are pending.
  - 2) **Used Question Papers and Memorandum of Answers:** Retain for one academic year post examination.
  - 3) **Used Practical Examination Answer Books:** Retain for one academic year post declaration of results.
  - 4) **Spoiled or Damaged Mark Sheets:** Retain for one academic year from the date of issue.
  - 5) **Used Examination Forms and Revaluation/Reassessment Forms:** Retain for one academic year post declaration of results or grievance



resolution.

- 6) **Internal Assessment Sheets:** Retain for one academic year post declaration of results or grievance resolution.
- 7) **Exception:** In case of ongoing disputes, legal matters or audit requirements, materials must be retained until the matter is resolved.

Therefore, the college has resolved to discard used answer books/spoiled answer books/used question papers and memorandum of answers/used or spoiled practical examination answer books/used question papers envelopes/ used memorandum of answers envelopes /spoiled or damaged marksheets/ used exam forms/ used revaluation forms/ internal assessment sheets after retain for a minimum of one academic year post declaration of regular and revaluation results.

Hence, now onwards, the college will dispose of all the following materials after the completion of each academic year and the declaration of reassessment results for all semesters:

1. Used answer books
2. Spoiled answer books
3. Used question papers
4. Used memorandum of answers
5. Used or spoiled practical examination answer books
6. Used question paper envelopes
7. Used memorandum of answers envelopes
8. Spoiled or damaged marksheets
9. Used examination forms
10. Used revaluation forms
11. Internal assessment sheets

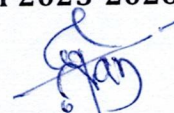
The proposed changes were discussed and approved by all Boards of Studies (BOS) of the college, including both internal and external members, during their meetings held on 28-04-2025.

Any amendments or revisions to this policy shall be proposed by the COE and the Principal and subject to approval by Academic Council and Governing Body of the college.

This Direction has been approved by the Academic Council of the college in its meeting dated 29-04-2025 and by the Governing Body in its meeting dated 29-04-2025.

**The Direction shall come into effect from the academic session 2025-2026 for all NEP and non-NEP Programmes.**



  
Dr. Arundhati Ninawe  
Principal  
G. S. College of Commerce  
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