



UNIVERSITY
of
SWABI

THE OFFICE
OF
THE REGISTRAR

F. No. 1(1)-Reg-10/UOS/2023/16659

January 18, 2023

NOTIFICATION

Consequent upon the recommendations of the Academic Council in its 21st Meeting held on December 20, 2022, the Syndicate in its 36th Meeting held on December 23, 2022 approved, the "Mechanism for Disposal of Answer Sheets" (**Annexed**) with immediate effect.

Deputy Registrar
(Academics and Affiliation)

Copy to:

- PS to Vice Chancellor
- PA to Registrar
- All Deans
- All Chairpersons/Heads of Teaching Departments
- All Heads of Sections
- Academic Council File
- Syndicate File
- Master File

Deputy Registrar
(Academics and Affiliation)



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**MECHANISM FOR DISPOSAL OF ANSWER SHEETS
UNIVERSITY OF SWABI**

1. The answer books of those examinations which are conducted by the Examination Section or the concerned department, will be retained for at least **two years** in the Examination Section or the department (*as the case may be*) after time barred (period), as per details below:

S#	Degree Type (Program)	Examination conducted by	Time barred (period)	Total Minimum Retention period (after enrolment)
1	2-year degree, Semester system, 14-year education (AD, ADE etc.)	Examination Section	3 years (6 semesters)	5 Years
2	4-year degree, Semester system, 16-year education in the Colleges (BBA, BS etc.)	Examination Section	6-years (12 semesters)	8 Years
3	4-year degree, Semester system, 16-year education in the University (BBA, BS, etc.)	Department	6-years (12 semesters)	8 Years
4	2-year degree, Annual system, 14-year education (BA, BSc. etc.)	Examination Section	5 years	7 Years
5	2-year degree, Annual system, 16-year education (MA, MSc. etc.)	Examination Section	5 years	7 Years
6	2-year degree, Semester system, 16-year education (MA, MSc. etc.)	Examination Section	5 years	7 Years
7	3.5-year degree, Semester system, 17.5-year education (MBA 3.5)	Examination Section	6 years	8 Years
8	1-year Professional degree, Semester system (M.Ed, B.Ed, etc.)	Examination Section	1.5 years (3 semesters)	3.5 Years
9	5-year degree, Annual system, 17-year education (Pharm-D etc.)	Examination Section	8 years	10 Years
10	5-year degree, Semester system, 17-year education (LL.B etc.)	Department	8 years (16 semesters)	10 Years
11	MS/MPhil/MSc (Honors)	Department	4 years	6 Years
12	PhD	Department	8 years	10 Years

2. After completion of the required period, the answer sheets may be auctioned by the store officer as per procedure of the University of Swabi.
3. The answer sheets retained by a department/section will be disposed of (auctioned) with the consent of Head of that Department/Section, and in consultation with the Controller of Examinations (COE).
4. A letter will be circulated by the COE among the Heads of Departments so that answer sheets of the same sessions may be auctioned at the same time.
5. The same disposal (auction) of answer sheets may be reported to the ensuing meeting of the Academic Council for information.

Signature
18/1/22