



**Indian Institute of Technology Kanpur**  
Kanpur - 208 016, Uttar Pradesh, India  
**Academic Section**

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No. A(P)/OO/2022-23/  
November 18, 2022

**Office Order**

**Subject: Retention Period of Answer Booklets.**

As per Clause 7.2.4 of the UG manual Answer Booklets of the Examination(s) must be retained by the instructor in charge for a minimum period of six Months.

This is applicable for all the UG and PG courses.

**Shalabh**  
Dean, Academic Affairs

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