

Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram

Policy Number: *SGMC / Acad. Pol / 010 / 2020*

Category: Student Affairs

Content: Confidentiality of Student Records

Effective Date: *01.08.2020*

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Signed by:



Director



Dean Emeritus



Principal



# Confidentiality of Students Records

## Statement of Purpose

This Institution has an obligation to uphold an individual's right to privacy while exercising its right to release certain information as is deemed necessary by the circumstances.

## Policy

- By taking admission in this institution, the student accepts to be evaluated for his academic abilities and in so doing, shall accept that his/her internal assessment marks shall be displayed on the noticeboard and may be shared with his / her parents.
- The students's current record shall contain the following documents and shall be maintained throughout the years of stay of the student in the institution and for an additional period of 5 years from the day of graduation or withdrawal:
  - Application forms, admission letter, and copies of documents submitted at the time of admission.
  - Copy of his photo ID proof.
  - Copies of fee receipts.
  - Reminders for unpaid fee.
  - Record of address, mobile number, email id, parent's details including their names, occupation, residential address, mobile number, email id, change of address or any other changes.
  - Copy(ies) of University marks list.
  - Record of any grievances
  - Record of grievance redressal proceedings
  - Record of Disciplinary actions taken
  - Record of legal or criminal case or action pending or taken.
- Student's permanent record shall contain only his University marks in the form of transcript and this shall be maintained for a period of 50 years from the date of graduation.
- The college Administrative Officer shall collect data and shall be responsible for maintaining the students records safely.
- Students can peruse their own record under the supervision of the Administrative Officer upon prior request and may authorise release of information to a third party.
- The Institution shall maintain confidentiality about the disciplinary actions taken, or any legal actions pending or taken and ensures that the information is accessible only to the authorised personnel.

- Administrative Officer shall act with discretion regarding release of data or access to student records.
  - Only the data that is publicly available shall be released for third party enquires e.g. whether a student is currently enrolled or not, whether a student has graduated, etc.
  - College counsellor shall be given access to personal and academic details upon authorisation signed by the student and Principal.
  - College authorities may access the appropriate records when deemed necessary.
  - Disciplinary Committee shall be given access to the previous records of the disciplinary committee, if any.
  - Grievance redressal committee shall be given access to the previous appeals of grievances and the records of redressal, if any .
  - On enquiry by police or courts, the institution shall hold a meeting with a committee of members consisting of Director, Dean, Principal and Administrative Officer and act based on the unanimous decision reached in the meeting. The committee may also seek legal counsel in such cases.

**Applies to:**

All the students of this institution.

College Administrative Officer of the Institution.