

CASE FILE

Student Admissions & Confidential Academic Records

Mahatma Gandhi University, Kottayam



ADMISSIONS PROCESSING

MIGRATION DOCS

RECORDS HANDLING

POLICY COMPLIANCE

01 — THE ASSIGNMENT

Every academic term, a paper trail with real stakes

Processed and verified admissions, migration, transfer, and exam documents for the university's student body — checking each file for completeness and accuracy before it entered the official record, while safeguarding confidential student record registries at every step.

100+

Documents processed & verified per academic term

04

Document types in scope — admissions, migration, transfer, exam

01

Confidential student record registry maintained & safeguarded

02 — AREAS OF RESPONSIBILITY

Four tabs in the same file

Tab I

Admissions Processing

Checked applicant records against admission norms — eligibility, prior marksheets, category certificates — before entry into the admissions register each term.

Tab II

Migration Docs

Prepared and cross-checked migration certificates for students moving between affiliated colleges, matching every entry to prior academic history.

Tab III

Records Handling

Maintained the confidential student record registry — secure storage, controlled access, and accurate retrieval of academic files across departments.

Tab IV

Policy Compliance

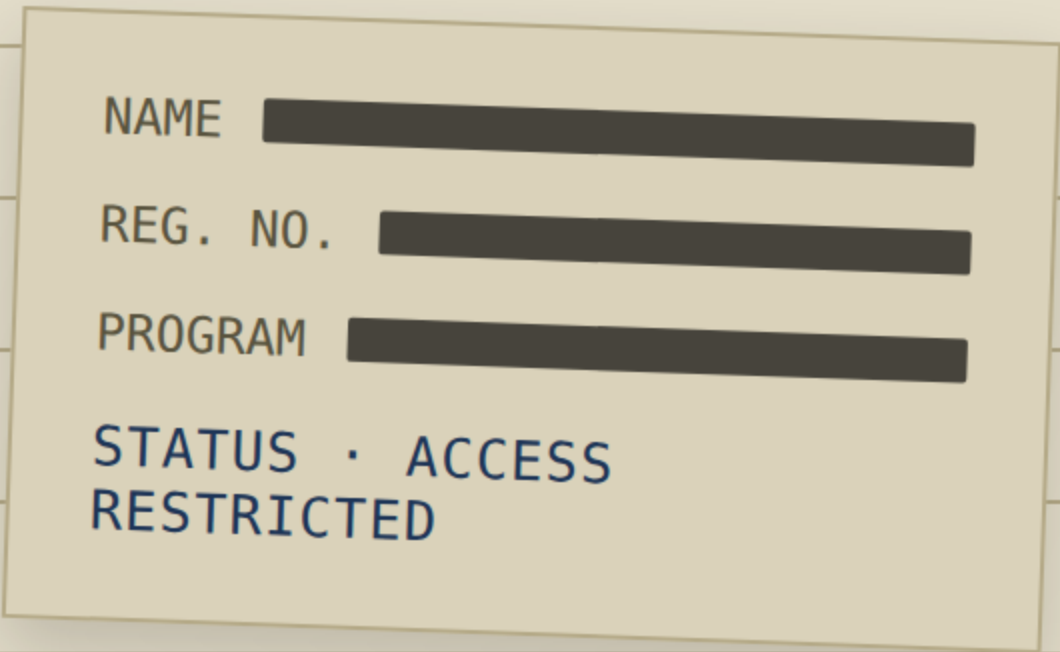
Applied university regulation and data-confidentiality policy across admissions, migration, transfer, and exam-document processing.

03 — CONFIDENTIALITY & COMPLIANCE

Behind every file, a real student

Academic records carry a student's history in full — marksheets, transfer status, category and eligibility details. Handling them meant treating access and disclosure as seriously as accuracy: only the people entitled to see a record ever did.

That discipline held across every register — admissions files, migration paperwork, and exam documentation alike — in line with university policy at each stage of processing.



04 — ON FILE

Volume handled carefully, records kept confidential

A term-over-term routine of admissions, migration, transfer, and exam documentation — 100+ files at a time — processed for accuracy and kept confidential, under Mahatma Gandhi University's academic record policy.

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- POLICY COMPLIANCE

