



Scheme for Voluntary Certification of Yoga Professionals

Supported by AYUSH and Managed by QCI

Quality Council of India (QCI), 2nd Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi – 110 002
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Records, Confidentiality and Impartiality

Contents

1.0	Objective	_____	2
2.0	Scope	_____	2
3.0	Responsibility	_____	2
4.0	References	_____	2
5.0	Procedure	_____	2
6.0	Records	_____	3



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1.0 OBJECTIVE:

To define the method of keeping records and to safeguard confidentiality of the information obtained in the course of the examination activities and the impartiality in the functioning of the yoga programme. This also defines retention period of documents pertaining to the candidates.

2.0 SCOPE:

This procedure is applicable to the records of examination system and all categories of the staff working for the yoga programme either paid or honorary.

3.0 RESPONSIBILITY:

Head PAD Division is responsible to establish, implement, maintain and amend this procedure.

4.0 REFERENCES:

ISO/IEC 17024

5.0 PROCEDURE:

5.1 Records: The records pertaining to the examination process are maintained for a period as per the procedures of the Scheme by Head PAD Division and its staff. Records are suitably identified and stored in a manner to facilitate easy accessibility.

The documents of registered candidates (absent/failed) which attendance, optical mark reader (OMR) sheet, subjective answer and question paper and its answer sheet, UFM evidence, if any etc. shall be retained for a period of one year from the date of examination. The documents of qualified candidates including attendance, optical mark reader (OMR) sheet, subjective answer and question paper and its answer sheet, etc. shall be retained for one certification cycle only.

5.1.1: All records in hard copies would be held under the custody of QCI staff working under YP scheme with restricted access. Cupboards and/or storage cabinets are provided with lock and key for safe storage of records. Soft copies are on PCs and laptops are protected by individuals by following general password protection. Back up of soft copies are taken at regular intervals. Soft and hard copies are destroyed after the completion of stipulated period as defined above.



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5.2 Confidentiality and Impartiality: The confidentiality of the information about the certification/examination collected by the staff working under yoga programme in the process of approval and conduct of examination and impartiality of the staff shall be maintained by the Yoga programme by taking a commitment from each of the category of staff who participates in the examination process.

The commitment to confidentiality and impartiality is obtained in writing as part of the contract or a separate undertaking as applicable to that category of the member including the Steering Committee/Certification Committee/Technical Committee members. The undertaking may be obtained as a commitment given as recorded in the minutes/proceedings of the meeting.

The information can be given to any third party by the Yoga Programme only under any of the following conditions individually or severally

a) If required by the laws of the country or a request enumerating from any organization/Government Department such as Ministry of AYUSH, then the information is shared under intimation to the concerned.

5.3 Breach of Confidentiality and/or Impartiality

In the event of any breach of confidentiality and or impartiality by any of the members or staff of the yoga programme, the issue shall be brought to the notice of the Head PAD Division and suitable action will be taken by the Head PAD Division which may include suspension / termination / initiation of legal proceedings.

6.0 Records:

The Head PAD Division of the yoga programme maintains the confidentiality and impartiality undertakings signed by the different members and staff of the Board.

Forms used:

YP AF	001	: Application Forms
YP QP	002	: Question Papers
YP OS	003	: OMR Sheets
YP OD	004	: Any other documents



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Amendment Record

<u>Date</u>	<u>Auth. by</u>	<u>Description of Amendment</u>
May 2017	Head PADD	Clause 5.1.1 added to define controls for protection of documents