

## Himachal Pradesh University

### Form for Superintendent's Report regarding Conduct of Examination

**Note :** This form is being supplied in duplicate. One copy duly filled in should be sent to the Assistant Registrar (Conduct) immediately after termination of the examination and the second copy may be retained by the Superintendent for record.

Examination..... Date of commencement of examination.....  
 Station..... Date of termination of written examination.....  
 Date of submission of report.....  
 Centre.....  
 Building.....  
 Total No. of candidates.....

- |  |         |
|--|---------|
| 1. Where did you reach your station of examination?  | 1. .... |
| 2. What arrangements did you make for your stay?   | 2. .... |
| 3. When did you take delivery of the Insured Parcels containing Question Papers? What is the name of the person who identified you at the Post Office?   | 3. .... |
| 4. Did you satisfy yourself after carefully examining the seals of the insured parcel/parcels that these were not tampered with?   | 4. .... |
| 5. What card did you take for the safe custody of the Insured Parcel or Parcels?   | 5. .... |
| 6. Before opening the parcel or parcels on the date fixed for their opening did you get the certificate from the Assistant Superintendents?  | 6. .... |
| 7. Did you verify the subjects with Date Sheet and Centre Statement and satisfy yourself that sufficient number of copies of question papers had been supplied?  | 7. .... |
| 8. Did you take the certificate of opening of sealed envelopes containing question papers from the Assistant Superintendent before opening the envelopes for each day?   | 8. .... |
| 9. <u>Did you obtain a certificate from the supervisory staff that none of them was related to any candidate or no candidate was privately coached by any of the staff individually or in an unrecognized Institution?</u> | 9. .... |

10. Did the supervisory staff report in the examination hall each day at least half an hour before the commencement of the examination? If not, list of such Asstt. Superintendents coming late should be forwarded to the Registrar after the termination of the examination?

10. ....

11. Did you leave the centre during examination days without the previous permission of the Registrar?

11. ....

12. Had you to act contrary to the rules on your own discretion without obtaining a previous permission from the Registrar? If so, where?

12. ....

13. Names of institutions with No. of candidates seated at the centre.

13. ....

14 (a) Was the examination conducted smoothly at your centre? Point out infringement of rules, if any, either by yourself or by any of the Supervisors or by the candidates.

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(b) Did you conduct the examination strictly according to the date and time specified in the Date Sheet : If so, please fill in the enclosed certificate for record.

Certified that the \_\_\_\_\_ Examination in each paper at my Centre was held according to the Date Sheet and that the envelopes containing question papers were opened on the date and at the time fixed for the commencement of the examination in the relevant papers.

Asstt. Superintendent  
(Witness)

Superintendent  
Centre

15. Was this centre an ideal centre or had it some defects? In the latter case please point out the defects and suggest improvements.

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16. Was the number of candidates seated at this centre, within its capacity at 14 Sq. ft. per candidate or was it over or under its capacity? In the latter case what was the maximum capacity of this centre.

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17.(a) Did you get adequate furniture for efficient conduct of the examination or you had to hire some? Please name the institutions which co-operated in lending the use of the school furniture.

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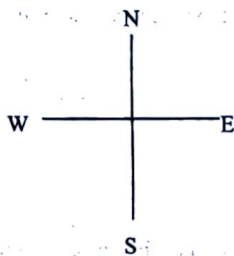
(b) Also mention below if any institution declined to lend furniture for the purpose.

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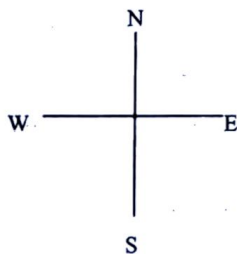
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18. Give below a rough sketch of the Hall and the side rooms used as an examination centre, indicating the dimensions of each. All toe doors should also be shown in this sketch to see whether the rooms were interconnected or not etc.



19. (a) Can you suggest any other suitable building in this town which can be utilized as a centre of examination in case of necessity next year? If so, please give below a sketch of the building as required under item 18 on this page.



(b) If you are aware of any other suitable building in the neighbourhood of this town where we can open a centre, kindly suggest the same to enable us to secure sketch etc., direct. You will at least mention the name of the schools which can be seated here, in order to remove congestion from this town and furnish us with a plan of the roads or railway lines connecting each other, giving distance between these places.

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20. State below the discrepancies in the question paper, if any :

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21. Give below a list of unopened question papers sent in the Packet of Assistant Registrar (Secrecy) on the termination of the examination.

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22. Give below a complete list of the Supervisory Staff actually employed with special reference to the replacements, if any.

Name and address

### Remarks

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

23. Indicate the number of unfair means cases detected at your centre. Name of the examination and Roll Nos. of the candidates should be given.

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24. Indicate number of candidates belonging to other centres, who for one reason or the other were admitted at your centre. Roll Nos. of such candidates, quoting against each subject and paper in which the admission was allowed, as special case should be given.

(Superintendents should note that such admissions have ordinarily to be avoided are premissible only on the first day of examination at places where there is more than one centre).

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25. General remarks, if any :

[illegible]

Dated.....

**Superintendent**

.....Examination.