



राज ऋषि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर

Raj Rishi Bhartrihari Matsya University, Alwar

PROFORMA FOR REPORT TO BE FILLED IN BY THE INSPECTORS PAYING SURPRISE VISIT THE EXAMINATION CENTRES.

1. Name of the Centre
2. (a) Date and time of reaching the examination centre
- (b) Time of leaving the Centre
3. Examination(s) for which the Institution is a Centre
4. Number of candidates registered at the centre for
- All Examination.
5. Number of candidates present on the day of
- surprise visit.
6. Arrangements for keeping :-
- (a) Question paper envelopes
- (b) Blank answer-books and their custody
- (c) Stamps and seal and their custody
7. Whether question paper envelopes are
- opened and signed in the presence of
- candidates and invigilators ?
8. Whether daily account of distribution of
- answer-books and balance in hand is maintained ?
- If so under whose direct supervision ?
9. Whether record of alphabet stamps used
- daily maintained
10. Condition of question paper envelope
- opened and unopened and seals on them.
11. Condition regarding Diary of Invigilators
- in respect of answer-books absentees
- and Roll No. going out under escort etc.
12. Disposal of written answer-books collected daily.
13. Adequacy of Invigilators employed and
- the efficiency of their performance.
14. Arrangements made for examinees for :
- (a) Keeping books etc. outside the examination Hall
- (b) Drinking water.
- (c) Urinals and Latrines
- (d) Ink Supply.
- (e) Medical Aid.

15. Verification of the signature of candidates
on the application forms by the centre
Supdt. whether made ?
16. Details of duties assigned to the additional
superintendent Does the additional superintendent
like the centre superintendent remain present
during both the session ? If so the durations
be given for each session in each case.
17. Any irregularity discovered.
18. General impression about the Centre.
19. Suggestions, if any, for improvement
of the arrangement at the centre.

Dated

1.

Signature of the Inspector/Leader

Full Name

Total Teaching Experienceyears

Address :

.....

2.

Signature of the Inspector/Member

Full Name

Total Teaching Experienceyears

Address :

.....

3.

Signature of the Inspector/Member

Full Name

Total Teaching Experienceyears

Address :

.....

4.

Signature of the Inspector/Member

Full Name

Total Teaching Experienceyears

Address :

.....

Note :- Extra Sheet(s) of papers may be used if necessary



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UNIVERSITY EXAMINATION (MAIN/SUPPLE.)

Name of the Centre.....

Date & Session.....

Invigilators (Full Name)	Class & Faculty	Roll No.	Material caught (description with signature of the Invigilator Member Surprise Inspection Team and Centre Superintendent	Location of Material caught	Full Signature of the Invigilator	Full Signature of the Member of the Inspection Team	Full Signature of the Centre Superintendent

1. The Invigilator, Member Surprise Inspection Team and the Centre Supdt. should the material caught. The candidate also should be asked to put his signature on the material recovered.
2. Three copies of this Proforma be got filled by the member(s) of the Inspection Team. The First copy alongwith the Original material caught from a student and his answer-book(s) has to be sent to the Police station concerned. The Second copy the report alongwith a photo stat copy of the material and the answer book(s) are to be sent to the Asstt. Registrar (Exam. III- UM. Section) alongwith Form No. E-39 and the third copy be retained for your record.
3. If there is no case of Unfairmeans caught by the University Inspection Team. even than a Nil report in this Proforma(B) duly signed by the Centre Supdt.. should be sent alongwith Proforma No. 'A'.

If necessary you may please show this letter to the Centre Superintendent as an authority for inspection.

"You are authorized to check the question paper balance at the centres at least on a random basis".

The minimum teaching experience for of the leader of team is 10 years and rest of the members is 5 years.

A Flying Squad Team visiting the Centre of Girls College should preferably have at least one female member in the team.

Yours faithfully,

Convener / Registrar (Exam, U. M.)

- Encls. : 1. Performa - A.
2. Performa - B.

- Notes : 1. The Inspection Team is expected to remain at the examination Center for as much time as possible.
2. Hired Taxi is not allowed for the visit, unless specially allowed by the University, However, conveyance Charges are admissible at the place(s) of visit as per T.A. rules of the University.
3. Taxi Allowed form to

No. F5 (i)/Exam. III/Insp./9/Conf./

Dated

Copy forward to the following for information :

1.
2.
3.
4. The Principal

For information and favour of necessary action.

Convener (Exam. U.M.)