

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 superintende	ent	
	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 disovered.		
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

UNIVERSITY EXAMINATION (MAIN/SUPPLE.)	Name of the Centre	Date & Session
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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'.



Voucher for Claiming Honorarium for visiting College's as Leader/Member of University Flying Squad

••••••	•••••		
		e following College's as Leade ag dates and sessions:	er/Member of the University
Date	Session	Name of College Visite	d Amount
			Total Rs
(Rupees			only)
Verified			
Convenor, U	niversity F.S.		Signature of Leader/Member
		(For use in A & F Section only)	
Pav Rs		(Rupees	only)

Finance Comptroller

To,	
No. Exam. /Insp./Conf./	Dated
Dear Sir,	
I am directed to request you Kindly to p	ay a surprise visit as a Leader/Member of the
University surprise Inspection Team to the follo	wing examination Centre (s) for the ensuring
PG./UG./Professional Examination Commencing fro	
senior persons of your College on the dates/times me	
satisfactory arrangements have been made for the sm	ooth conduct of the various examinations.

Members of the surprise Inspection Team are authorized to take round in or outside the examination rooms at the Examination Centre and search the candidates, wherever deemed necessary, without giving any prior notice in the examination rooms and if they find any candidate(s) using Unfairmeans they should report the same to the centre Superintendent for taking further necessary action in the matter. A consolidated list of the Roll Nos. of all the candidates found using unfairmeans alongwith the details of the material recovered by you/your team should be prepared in triplicate. It should be got signed by the Centre Supdt. It is also desirable that you should write your report against the candidate caught by you in unaorguous terms in Form No. 39 (E) and get it duly signed by the invigilator(s).

You may also kindly see that proper arrangements exist for keeping the question papers and answer-books etc. and that the examinations are conducted according to the rules given in the instruction to Superintendents and Invigilators.

kindly favor this office with your report on the proforma(s) sent herewith immediately after the inspection together with your T.A. Bill (a blank form of which is enclosed). Please send all this material to the Registrar/ Examination III U.M. Cell. If due to some unavoidable reasons you are unable to visit the above Centres, Kindly inform the undersigned immediately and return the documents so that person may be appointed for the purpose in time.

You are requested to get the attendance of all the members of surprise Inspection team verified by the centre Superintendent on proforma 'B'.

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.)

Convener (Exam. U.M.)

1. Performa - A.	
2. Performa - B.	
1. The Inspection Team is expectime as possible.	ted to remain at the examination Center for as much
2. Hired Taxi is not allowed for	r the visit, unless specially allowed by the University,
•	es are admissible at the place(s) of visit as per T.A. rules o
•	to
•	Datedation :
	cessary action.
	1. The Inspection Team is expectime as possible. 2. Hired Taxi is not allowed for However, conveyance Charge the University. 3. Taxi Allowed form

B.K.Sharma

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