

**Room Superintendent's (Invigilator's) Diary**

Centre ..... Examination .....

Subject : ..... Paper : .....

Room No.: ..... Date : ..... Time : .....

1.	Name of the Room Superintendent		
2.	Number of Question Papers issued to Room Superintendent		
3.	Number of Answer Books issued to Room Superintendent		
4.	Reg. Number of Candidates Assigned		
5.	Serial Number of Answer Books issued to Room Superintendent	From	To
6.	Number of Additional Books issued to Room Superintendent		
7.	Serial Number of Additional Books issued to Room Superintendent	From	To

**CERTIFIED OF ROOM SUPERINTENDENT**

The Room superintendent shall not sign this certificate unless he has actually read to candidates the following before the commencement of the Examination :

I have read the following instructions to candidates before the commencement of Examination:

You should follow the instructions printed on the Admission Ticket and the facing sheet of the answer book.

You should search your packets, desks / benches and hand over to me any paper, book or note which you may find therein before starting to answer the paper of examination.

To be filled in by the Office

Signature of the Room Superintendent





Register Number of candidates who arrived late

Register Number of candidates who left the hall temporarily

Remarks regarding Malpractice, etc.,  
(see Note (ii) below)

Register Numbers of absentees

Total Numbers of candidates Answer books handed over to Chief Superintendent

Serial Number of blank Answer books returned to Chief Superintendent

Number of blank Additional Answer books returned to Chief Superintendent

Date : .....

*Signature of the Chief Superintendent*

- Note :**
1. The signature of candidates present shall be obtained during the first half an hour.
  2. Every case of a detection of malpractice shall be mentioned against the Remarks column by the Superintendent who detects case. In addition a separate detailed report shall be made to the Chief Superintendent.
  3. The Chief Superintendent shall preserve the Room Superintendent's Diary for a period of six months from the date of examination. However where a malpractice case is detected, the Room Superintendent's Diary shall be sent along with the detailed report and other relevant documents to the Registrar (Evaluation) of Examinations by name.