

Room Superintendent's (Invigilator's) Diary

Centr	e Exami	nation		
Subje	ct : Pape	ər :		
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	То	
6.	Number of Additional Books issued to Room Superintendent			
7.	Serial Number of Additional Books issued to Room Suprintendent	From	То	

CERTIFIED OF ROOM SUPERINTENDENT

The Room superintendent shall not sign this certificate unless the 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.

Register Number (i)	Serial Number of Answer books issued (ii)	Signature of Candidate (present)	Initials of candidates to whom Additional books are issued (iii) with the serial number of the additional books (a) (b) (c) (d)
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Note: (i) To be entered by the College Office

(ii) To be entered by Room Superintendent

(iii) Every time an additional answer books is issued, the candidate shall be required to put his initials and shall enter the serial number of additional book issued.

Register Number (i)	Serial Number of Answer books issued (ii)	Signature of Candidate (present)	Initials of candidates to whom Additional books are issued (iii) with the serial number of the additional books (a) (b) (c) (d)
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⁽ii) To be entered by Room Superintendent

⁽iii) Every time an additional answer books is issued, the candidate shall be required to put his initials and shall enter the serial number of additional book issued.

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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			
			1.44
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Date :	Sig	gnature of the Chie	f Superintendent
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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.