

**SUPERINTENDENT'S REPORT****REGARDING CONDUCT OF EXAMINATION**

To be sent to the Asstt./Deputy Controller (Conduct) within a week of the termination of the Examination.

1.	Centre and Building _____	8.	Arrangement made by the Supdt. for residence. _____
2.	Railway Station _____	9.	Date on which delivery of Question Papers Packets taken _____
3.	Post Office _____	10.	Condition of seals of the Question Papers Packets. _____
4.	S.S.C./ Inter. Annual/ Supply. Examination 201 _____	11.	Arrangement made by the Supdt. for safe custody of Question Papers. _____
5.	Date of commencement of Examination _____	12.	Date on which Superintendent was not present at the center _____
6.	Date of termination of written Examination _____	13.	Date of submission of report _____
7.	Date of reaching the center of Examination _____		

1. Please report below for information of the Controller of Examinations about the conduct of the examination held at your center, pointing out therein infringement of rules, if any, other by yourself or by any of the Supervisor or by the candidates:-

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2. Please report further on the following points:-

Was this an ideal center or had it some defects? In the later please point out the defects and suggest improvement:

3. Was the number of candidates seated at this centre, within its capacity at 13 sq. feet candidate or was it over or under its capacity? In the later case what was the maximum capacity of this centre:-

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4. Did you get adequate furniture for efficient conduct of the Examination or did you hire some?

Please name the institution which co-operated in lending the use of the school furniture.

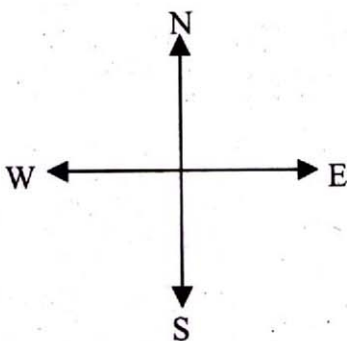
Also mention if any of the Instructions declined to lend furniture for the purpose.

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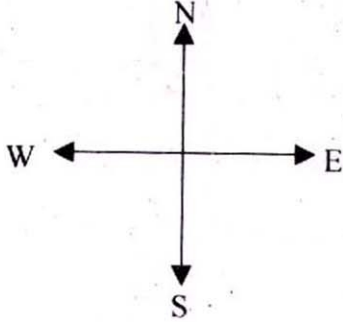
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5. Please give below rough sketch of the Hall and side rooms used as an examination centre giving dimensions of each. The doors should also be shown in the sketch.



6. Can you suggest any other suitable building in this Town which can be utilized as a center of Examination in case of necessity next year? If so please give a similar sketch of building as required under item No.5 on the proceeding page for consideration by the office.
- If you are aware of any other suitable building in the neighbourhood of this Town where we can open a center kindly suggest the same to enable us to secure sketch, etc., direct. You should at least mention the name of 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 the distance between these places.



7. Discrepancies in the question Papers, if any:

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8. Complete list of the Supervisory staff who had actually worked with special reference to the placement, if any.

S.No.	Names and Addresses	Designation	Remarks
1		Deputy Superintendent	
2		Additional Deputy Superintendent	
3		Invigilator	
4		Do	
5		Do	
6		Do	
7		Do	
8		Do	
9		Do	
10		Clerk	



10. The number of candidates belonging to other centres, who for one reason or the other had been admitted at your center. Roll Nos. of such candidates counting against each, the subject and paper in which the admission was allowed as special case should be given.  
(Superintendent should note that such admission have ordinarily to be avoided and are permissible only on the first day of Examination at places where there are more than one center.)

11. General remarks if any:-

Superintendent,

Examination, 200

Date \_\_\_\_\_ 20\_\_\_\_

Centre.