



OFFICE OF THE CONTROLLER OF EXAMINATIONS

Telangana University

DICHPALLY, NIZAMABAD-503 322 (T. S.)
(A State University Established under the Act No.28 of 2006. A.P.)
Recognized by UGC under 2(f) and 12 (B) of UGC Act, 1956
Accredited by NAAC with 'B' Grade

☎:08461-222214
Fax : 08461-222212

Dr. Naga Raj

M.Sc., Ph. D.

Controller of Examinations

OBSERVERS REPORT

Date :	Paper :
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Name :
Designation :
Phone number :
Centre Allotted :
Reporting time to the Exam Centre :

1. Whether the Online Question Paper is downloaded in the presence of Chief Superintendent or Academic Coordinator YES / NO
2. Whether the confidential material is in safe custody YES / NO
3. Whether the confidential material is opened not before 15 minutes from the specified time of commencement of examination YES / NO
4. Whether the confidential material is opened by the Chief Superintendent in the presence of at least two invigilators and certified the Opening Certificate in presence of the above members YES / NO
5. Whether the confidential material is as per the time table and strength YES / NO
6. Whether the students are check thoroughly at entry level and stopped them from carrying any type of incriminating material. YES / NO
7. Whether the bell timings are maintained as per schedule. YES / NO
8. Whether Answer booklets and Question Papers were distributed to the candidates in time. YES / NO
9. Whether seating arrangement standards (jumbling and space between two candidates from any side) were maintained. YES / NO
10. Whether the Invigilators were allotted to the exam halls as per specifications. YES / NO
11. Whether Invigilators are discharging their duties or not with regard to the attendance / taking students Signature / strict vigilance. YES / NO
12. Whether the exam duration is maintained accurately. YES / NO
13. Whether the students report was maintained properly. YES / NO
14. Whether used and unused question papers and Answer booklets in accounted in registers. YES / NO
15. In case of malpractice, details such as Candidate Name, Paper, Subject, Ht. No., Room No, Invigilator, Invigilators report counter signed by Chief Superintendent / Principal, should be recorded.
16. Supervising Packing and Sealing of answer scripts with Chief Superintendent and Observer Signature.
17. Please Mention the Strength Particulars Total Strength() Present () Absent () Malpractice ()

This report is to be submitted to the Examination Branch, Telangana University.

Signature of the Observer