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**Pt. Deendayal Upadhyay Shekhawat University, Sikar**

PROFORMA FOR REPORT TO BE FILLED IN BY THE INSPECTORS PAYING  
SURPRISE VISIT THE EXAMINATION CENTRES.

1. Name of the Centre : S
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 Examinations. : \_\_\_\_\_
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 seals 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 envelopes opened and unopened and seals on them. : \_\_\_\_\_
11. Condition regarding Diary of Invigilators in respect of answer-books, absentees and Roll Nos, 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 ? : \_\_\_\_\_