

Ch. Ranbir Singh University JIND

STATEMENT SHOWING THE CONSUMPTION OF BLANK ANSWER BOOKS AT THE CENTRE OF EXAMINATION

Name of the Examination.....
Name of the College.....
Centre Code No.
Year

SPECIAL INSTRUCTION TO THE CENTRE SUPERINTENDENT

1. Four copies of this proforma be prepared One copy may be sent to he Dy/Asstt. Registrar (Conduct) after the termination of the Exams. Second copy be sent to Asstt. Registrar (Accounts), alongwith the bill third copy be deposited with the head of Institution and fourth copy may be the Centre Supdt., For record
2. The stock taken from the Institution may be considered as part of Opening balance and entered in the balance Column of the Proforma.
3. If on opening the boundle(s) of Answer-books any Answer-book(s) is/are found short, they should inform the Controller of Examinations/Dy/asstt. Registrar (Conduct) on the same day by Fax/Telegram/Telephone giving Sr. No. of the Answer book(s) found short. If they do not inform about the shortage of Answer-books on the same day they will be held responsible for the same.
4. The bundle of Answer-books should be opened according to increasing Sr. No. of the Answer-books and these should not be Opened randomly.
5. If after Opening the bundle of Answer-book, some Answer-books remain unutilised these, should be used first instead of Opening a new bundle.
6. After the examination are over, utilised Answer-books of the bundle should be repacked/sealed and kept in a safe custody alongwith other bundles of Answer-books. These balance Answer-books should be re-packed/sealed in the presence of the Centre Superintendent and the Principal of the college.
7. Separate proforma if different type of Answer-books are being used at the centre side by side.
8. The demand and spoiled Answer-books should be sent to university in the Supdt. Last Packet. The entry of Sr. No. or damaged/Spoiled Answer-books be made in the proforma at the appopriate place.
9. Supdt. is to ensure that entry of total No. of Answer-books consumed and damaged/Spoiled Answer-books sent to University in respect of the centre are tallied with the entry made by the Principal in the stock register of Answer-books maintained by the College.

Date	Session	No. of Candidates actually appeared	Consumption of A/Book.....pages	Balance	Sr. No. of A/Books	Remarks

Date	Session	No. of Candidates actually appeared	Consumption of A/Book/Pages	Balance	Sr. No. of A/Books	Remarks
					Particulars of A/BooksPages	Sr. No. of damaged/ Spoiled Answer Books
1. Total No. of Answer-Books received from the Institution						
2. Answer-Books received from another Institution.....if any						
3. Total No. of Answer-Books (Sr. No. 1&2)						
4. Total No. of Answer-Books consumed at the centre						
5. No. of Answer-Books transferred to.....						
6. Total No. of Answer-Books damaged/Spoiled sent to University						
7. Total No. of Answer-Books (Sr. No. 4+5+6)						
8. Balance of Answer-Books deposited with the College (Sr. No. 3-7)						

Certified that the opening balance and subsequent Supply as shown in the proforma is correct and the balance answer-books as shown above have been deposited with the College

The balnce answer-books as stated above have been received by me.

PRINCIPAL
.....College
.....

Centre Supdt.
Centre Code No.
Permanent Address.....
.....
.....
.....

Statement showing detail of the subjects in which no candidate appeared at the centre

This form should be sent direct to the Assistant Registrar (Secrecy), Ranbir Singh University immediately after termination of the examination.

I hereby certify that no candidate appeared at this centre in the subjects and papers noted below. Necessary intimation to this effect was sent to the University office/examiner on the dates mentioned against each.
.....Exam.....20 Centre.....

Sr. No.	Subject and Paper	Date of Examination
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Signature of Superintendent of
Examination Centre.....

Ch. Ranbir Singh Universiy, JIND

(Established by the State Legislature Act XII of 1956)
("A" Grade NAAC Accredited)

Daily Attendance Chart of the Supervisory Staff and Service Staff at Examination

Centre No. College

Place

Please prepare three copies (one to be supplied to the Deputy/Asstt. Registrar (Conduct). One copy to be attached with the bill and the other copy to be retained by the Supdt. for record).

Sessions (M/E).....

Sr. No.	Name	Designation	Room No.	No. of candidates in the room	Signature of Supervisor/	The Time of Arrival of Supervisor

Date.....

Signature of the Centre Supdt.