

# **REPORT OF SUPERVISORY OFFICER**

*(To be submitted separate report for each day of examination)*

1. Name of the Supervisory Officer :
2. Name of the Examination Centre :
3. Date of arrival of Supervisory Officer :
4. Time of arrival of Supervisory Officer :
5. Programme of Examinations : Master / Degree / Diploma / Certificate / D.El.Ed
6. Name of Paper(s):
7. Detailed information about Learners and Invigilators:

Room No							
No. of Learners							
Female Invigilator(s)							
Total Invigilators							

8. Time of departure of Supervisory Officer:

**Signature of centre in-charge & Seal**

**Signature of Supervisory Officer**

**CONFIDENTIAL**

**Please circle  your remark**

9. Overall infrastructural arrangement : Excellent; Good; Satisfactory
10. Whether Examination Centre-in-Charge is present: Yes; No
11. Whether Centre Coordinator is present : Yes; No
12. Incidents of unfair means : Yes; No  
If YES, level of unfair means : Negligible; Moderate; Extreme
13. Whether disciplinary action was taken : Yes; No  
If YES, nature of action : Warning; Debarred for the same day; Expulsion
14. Overall observation of Supervisory Officer :

**Signature of Supervisory Officer**

***NB. This will be treated as your Report cum Bill of the examination concerned. Please submit this to:***

Dr. Bhabaranjan Sharma  
Controller of Examinations  
Krishna Kanta Handiqui State Open University  
Housefed Complex, Last Gate  
Dispur, Guwahati – 781006

Please write your Postal Address to send Remuneration

Contact person: Assistant Registrar (Exam) @ 8811016566

## **INSTRUCTIONS**

***(for Supervisory Officers / Centres-in-Charge / Coordinators )***

1. Supervisory Officers are performing duties on behalf of the University, and he/she should consider his duty as part of public responsibility.
2. Supervisory Officers are requested to supervise examinations staying for the entire examination hours in the premise of Examination Centre.
3. Supervisory Officers have full right to take action for any mal-practices in the Examination Hall.
4. Supervisory Officers are requested to fill in the Report cum Bill form (*complete in all fields*) for each day of examination.
5. Centres-in-charge / Coordinators are requested to verify all examination data for future records of the University.
6. Supervisory Officers are requested to send all Reports within 5 (five) days of completion of examinations.