

# PUNJAB STATE BOARD OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING

(To be filled one for each session)

## PROFORMA FOR SUBMISSION OF REPORT BY THE OBSERVER

1. Name of Examination Centre \_\_\_\_\_
2. Date/ Session of Observance \_\_\_\_\_ Morning /Evening \_\_\_\_\_
3. No. of U.M.C. detected during the session under report
  - i) By the Centre staff itself
  - ii) On the instance of observance
4. Quality of overall organisation including Physical Facilities required and environment of Exam Centre  
Suggestions to improve  
Excellent/Very Good/ Good / Satisfactory  
\_\_\_\_\_  
\_\_\_\_\_
5. Quality of Supervision  
Excellent/Very Good/ Good/Satisfactory/Poor
6. Outside interference  
Nil  
Negligible/Objectionable/highly objectionable  
\_\_\_\_\_  
\_\_\_\_\_
7. Where the students found in possession of mass scale incriminating material  
Yes/ No
8. Was mass-scale copying going on the Examination Hall  
Yes/ No
9. Was mass-scale talking going on in the Examination Hall  
Yes/ No
10. Can responsibility for the above lapses be pin-pointed appointed? If so, please specify.  
Such as:
  - a) Name of Supervisory staff not exercising effective control \_\_\_\_\_
  - b) Name of staff on duty but not available at the place of duty. \_\_\_\_\_
  - c) Name of supervisory staff in whose row maximum lapses were detected. \_\_\_\_\_

Based on the information in column 7,8,9 & 10 specific observations recommendations of the flying squad on the action to be taken to the situation viz cancellation of the whole examination of the day ordering re-examination or cancellation of the Examination Centre or any other action. The recommendations should be substantiated with specific facts.
11. a) Was the examination stationery issued to the Superintendent Examination for day to day use properly stored in the Examination Hall?
  - b) Were the documents properly maintained by the Suptd. Examination?
  - c) Were the arrangements made for the storage of Exam. stationery with the store keeper satisfactory?
  - d) Were the accounts of the stationery in store properly maintained?
  - e) Suggestions, if any, regarding improvement in the use and /or maintenance of stationery and its accounts?
12. Name of the Institution of the Observer \_\_\_\_\_

Name

Designation

Signature

### For Office Use:

Received on (date/time) \_\_\_\_\_

Action suggested. \_\_\_\_\_

Order by Secretary