

PUNJAB STATE BOARD OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING

(To be filled one for each session (ITI Examination))

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 / Poor

5. Quality of Supervision
Excellent/Very Good/ Good/Poor
6. Outside interference
Suggestions to improve
Nil/Objectionable/highly objectionable

7. Is examination conducted under CCTV surveillance? Yes/ No
8. Is CCTV in working condition? Yes/ No
9. 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. _____
10. 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