

PROFORMA-I
STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
TELANGANA STATE : : HYDERABAD
EXAMINATION OBSERVERS REPORT
(To be sent at the end of a Spell of Examinations)

1	Name of the observer (With Designation & Poly. he/she belongs to)	
2	Place of Visit and Examination with center code	
3	Date and Time	
4	Name of the Chief Superintendent with designation	
5	Constitution of Internal flying squad as per norms	
6	Seating Plan done properly OR not	
7	Whether Numbering is put on table in advance	
8	Whether the Chief Superintendent is maintaining the record SGS and answer books issued to halls every session/day	
9	Number of Candidates in each hall/room for each session enclosed in separate sheets	
10	Whether Question papers generated /distributed according to norms	
11	Allotment of Halls to Invigilators is pre planned	
12	Names of Joint Chief Superintendents with designation	
13	Whether previous examinations DC bills settled	
14	Attendance condonance fee remitted	
15	Your Remarks/Opinion on conduct of examination	

COUNTER SIGNATURE OF THE CHIEF SUPDT.

SIGNATURE OF THE OBSERVER WITH DESIGNATION
AND ADDRESS

OBSERVERS' REPORT**(To be observed for each session of examination and sent every day)****STATE BOARD OF TECHNICAL EDUCATION AND TRAINING****TELANGANA : : HYDERABAD**

1	Name of the observer (With Designation & Poly. he/she belongs to)			
2	Place of Visit and Examination with center code			
3	Time of the password received			
4	Time of the Question paper downloading.			
5	Time of the Printing of Q.P.completed			
6	Did you put your signature or seal on sealed answerscripts bundles			
7	FN session sealed bundle booked under BNPL			
8	AN session sealed bundle booked under BNPL(previous day)			
9	Examinations scheduled on the day.			
10	In how many Halls/Rooms the examination were conducted	no of halls		no of students present/total
11	Whether Invigilators reported in time			
12	Whether			
13	a) Invigilators are posted as per norms			
14	b) Total number of Invigilators			
15	Whether the Examinations are commenced at correct time			
16	Police Bundobust arranged or not			
17	Flying Squad/Officer inspected or not			
18	Whether Attendance taken in halls			
19	Whether Bell timings are maintained?			
20	Whether the Examination are closed at correct time			
21	Whether any M.P. Cases have been booked ? If so Mal practice proforma enclosed?			
22	Were the Answer Scripts Bundle sealed in your presence and two invigilators			
23	Packing and sealing of Answer Scripts done properly, immediately at the end of examination			
24	AN session sealed bundle kept in Police Station(to day & Time of deposit			

SIGNATURE OF THE OBSERVER