

Answer Books Packet Opening Certificate

.....EXAMINATION, 200
.....CENTRE

We, the undersigned, certify that the packets containing Answer Books noted below have been opened in our presence today. The.....and found in order/Excess/Short (if found in excess/ short give serial nos., of the Answer-books in the Column mentioned below:-

Sr. No.	Excess Total Nos. Sr. Nos.	Short Total Nos.Sr.Nos.
---------	-------------------------------	----------------------------

- | | | |
|-------------------------------------|--|--------|
| 1. Secrecy Answer-Books
36 pages | | |
| 2. Secrecy Answer-Books
40 pages | | P.T.O. |

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<p>..... Centre Supdt. Deputy Supdt. Asstt. Supdt. (Witness) Clerk (Witness) Dated.....200</p> <p>Note: This card should be used for each packet separately.</p>	<p>To</p> <p>The Office Supdt. (Conduct) I.G. University, Meerpur. Rewari</p>	<p>..... Centre Supdt. Deputy Supdt. Asstt. Supdt. (Witness) Clerk (Witness) Dated.....200</p> <p>Note: This card should be used for each packet separately.</p>	<p>To</p> <p>The Office Supdt. (Conduct) I.G. University, Meerpur. Rewari</p>
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INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

No. Cond./ AC-5.....

Dated.....

To

The Principal /Head

Subject:- Supply of A/books for annual/ Supplementary Examination to be held at your college/Central/ Deptt. Through an official

Branch as under:-

Sir/Madam

I am sending here with answer books for the annual / supplementary examinations of this University to be held at your College / Dept. through an official of this Branch as under:-

Sr. No.	Category	Quantity	No. of Bundles.
1	Answer-Books(36 pages)
2	Answer-Books(40 pages)

NOTE :-Standard packing of a bundles containing A/ Books is of 200 each.

IMPORTANT INSTRUCTION :-

- The answer books of 36 pages will be used under in graduate examinations (B.A./B.Sc./B.Com./B.Pharma./B.Tech./BCA/D.Pharmacy/MIL/B.Ed./BIT/C.P.Ed./DP.Ed./B.Physi./ etc.)and the answer books of 40 pages will be used in the PG examinations (MA/M.Sc./M.Com./PG Diploma/LL.M./M .Tech/& MMS/MBA& MCA/LL.B. etc.) and no continuation sheets will be provided.
- Soon after the receipt of bundles of answer-books , it may be entered in the Stock Register and proper accounts of A/Books be maintained.
- The packed bundles of A/Books will be kept in almirahs/trunks .The room in which the bundles are kept will have a lock and both the keys will remain with the Principal/Supdt.-in-Chief.
- The gunny bags of A/Books will be opened only in presence of principal/Supdt.-in-Chief and these A/Books will be supplied to the Centre Supdt. On physical counting having proper receipt. If there is any shortage/excess of any A/Book, the same shall be entered in the A/Book opening certificate as soon as the A/Books packet are opened and information in this regard may be sent to University. In case of any A/Books(s) is/are lost during the period they are in the safe custody to the Principal/Centre Supdt. except as mentioned in the A/Book packet opening certificate, Principal/Supdt.-in-Chief or the CentreSupdt., as the case may be, shall be liable to a penalty of Rs. 1000/- for each A/Book. While keeping the daily account of A/Books the Sr. No.of A/Books issued/consumed/balance should be clearly indicated in the statement.
- The answer books be issued daily to the Centre Supdt. after proper counting and daily record of Sr. No. of answer – book issued/consumed/balance be kept by the Principal/Supdt-in-Chief. The Centre Supdt.(s)will return the balance answer books daily to the Principal/Supdt.-in-Chief.
- The Principal of the College will ensure that the answer books available in the stock of the College may be used first in the examinations.**
- As and when the annual examinations are over, the Principal of the College will constitute a committee consisting of three lectures/teachers to check/verify the records of A/Books and after checking the same, the following information will be supplied to the University immediately:-
 - Total No. of A/Books available with the College at the time of start of examinations.
 - Total No. of A/Books used.
 - Balance of A/Books after the examinations.
 - Requirement of A/Books for the next session

Yours faithfully,

Superintendent(Conduct)
For Dy. Register (Conduct)

ATTENDANCE CHART

..... Examination.....20

This Attendance-Chart is to be used only for all the examinations of I.G. University
 Important Note: Separate Attendance Chart is to be used for each examination at each centre.

.....Centre No.....

Important Instructions **Shift.....**

1. This Attendance Chart is to be sent to Assistant Registrar (Results) INDIRA GANDHI University, Meerpur, Rewari, by name in a separate registered cover, within seven days of the examination of the last written paper.

2. The Chart is to be filled in neatly and correctly in detail and is to be signed by the Centre Superintendent.
3. If for any subject offered by a candidate, the relevant column is not printed in this chart, the blank column of this chart is to be used if further necessary, other subjects column which are not required may be deleted and used.
4. The Roll Nos.of the “present” or “absent” candidates shown in this chart, should be compared with the Roll Nos. on the answer- books and also with the list of candidates supplied by this office. If during comparison, any answer-books is detected bearing a wrong Roll No., it must be sent to the Assistant Registrar (Results), INDIRA GANDHI University, Meerpur, Rewari, under a separate registered cover along with a forwarding letter giving the correct Roll No.of the erring candidate.
5. Before dispatching this attendance Chart, it may kindly be ensured that the number of answer-books dispatched tallies with the total number of Roll Nos. of the candidates shown as “present” in the chart.
6. If the examination in a particular subject or paper is shifted to another centre under any special arrangement, the superintendent of the centre, where the candidates concerned were to appear originally, should mention the fact against such a subject/s in this chart.
7. FOR INSTRUCTION REGARDING PRACTICAL, PLEASE SEE PAGE 7 OF THIS CHART.
 N.B.- An automatic deduction can be made from the remuneration of a centre Superintendent for contravening the instruction.

8. In the case of candidates who have used unfair means or have been expelled or whose answer books have been sent to The University Office separately for any special reasons, the Centre Superintendent should supply the following details:

Roll No.	Subject and paper	Reasons, in brief	Disposal of answer- books
.....
.....

9. In the case of a candidate who has written wrong Roll No. on his/her answer-books, the Superintendent should supply the following information :

Correct Roll No. of the candidate	Subject and Paper	Wrong Roll No. as written on answer- books	Disposal of answer- books
.....
.....

Declaration

10. I hereby declare that the examination at my centre has been conducted strictly according to the instruction laid down in the superintendent’s Manual or Handbook of Instruction supplied to me by the Assistant Registrar (Conduct). Chart has been filled up correctly and completely.

Superintendent
Centre
 Full Signature with contact no.
 Permanent Address.....
 For correspondence.....

Dated.....20

Attendance Chart of..... Centre No.

Subject and Paper	Actual No. of Answer - Books	Date of Exam	Roll Nos. of Candidates Present in this Paper	Roll Nos. of absentees	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

I Certified that the above entries have been correctly made.

Date.....

Signature of Superintendent.....

Attendance Chart of..... Centre No.

Subject and Paper	Actual No. of Answer - Books	Date of Exam	Roll Nos. of Candidates Present in this Paper	Roll Nos. of absentees	Remarks
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

I Certified that the above entries have been correctly made.

Date.....

Signature of Superintendent.....

Attendance Chart of..... Centre No.

Subject and Paper	Actual No. of Answer - Books	Date of Exam	Roll Nos. of Candidates Present in this Paper	Roll Nos. of absentees	Remarks
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					

I Certified that the above entries have been correctly made.

Date.....

Signature of Superintendent.....

Attendance Chart of..... Centre No.

Subject and Paper	Actual No. of Answer - Books	Date of Exam	Roll Nos. of Candidates Present in this Paper	Roll Nos. of absentees	Remarks
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					

I Certified that the above entries have been correctly made.

Date.....

Signature of Superintendent.....

Attendance Chart of..... Centre No.

Subject and Paper	Actual No. of Answer - Books	Date of Exam	Roll Nos. of Candidates Present in this Paper	Roll Nos. of absentees	Remarks
33.					
34.					
35.					
36.					
37.					
38.					
39.					

I Certified that the above entries have been correctly made.

Date.....

Signature of Superintendent.....

Chart showing the Distribution of candidates and Examiners in the Practicals of Science subjects at

..... Centre

CAUTION: 1. This chart be filled up in full details. In the case of candidates in a particular subject going for their practical to a mofussial centre , the superintendent of such mofussial centres must be supplied with the list of the Roll Nos. of the outgoing candidates by the superintendents of the centre where such candidates appeared for their written papers.

2. In the case of the centres where candidates in science subject take their examination both in the written and practical papers, the Superintendents of the centre concerned must provide to the examiner or examiners individually with a list of the Roll Nos. allotted to each examiner.

Subject	Name of Examiner	Roll Nos. of Candidates allotted to the examiner
1. Geography
2. Physics
3. Chemistry
4. Botany
5. Zoology
6. Geology
7. Music
8. Home Science
9. Military Training
10. Psychology.....
11. Sociology.....
12. Electronics.....
13. Math.....

The candidates of my centre will appear:-

- For Physics Practical atCentre
- For Chemistry Practical at.....Centre
- For Botany Practical atCentre
- For Zoology Practical atCentre
- For Geology Practical atCentre
- For Geography Practical atCentre
- For Music Practical atCentre
- For Home Science Practical atCentre
- For Military Training Practical atCentre
- For Psychology Practical atCentre
- For Sociology Practical atCentre
- For Electronics Practical atCentre
- For Math Practical atCentre

Date2C

.....
Signature of Superintendent

