

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Examination Centre Code No.....

Dated:.....

Assistant Registrar
Examination-I
Indira Gandhi National Open University
Block No.9
Maidan Garhi
New Delhi- 110068

Sub: Acknowledgement of Examination Stationery and Blank Answer Books
(28 Pages) and other confidential packets etc.

Dear Sir,

This has a reference to your letter No..... dated .....

We acknowledge receipt of the parcels/packets containing the following for the ensuring examination:

Examination Stationery please specify:

- 1. Main Answer-books No(s)..... from Sl. No. .... to .....
2. Confidential Packet(s) .....
3. Guideline and Instructions .....
4. Any other, please specify, .....

The contents have been found in order in accordance with the letter referred to above.

Yours faithfully,

Signature of Centre Superintendent

Name of the Centre Superintendent

Address / Office Stamp

Email .....

Mobile No.. .....

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi-110068**

**Daily Account of use of Answer Books  
(To be filled in Duplicate)\***

Term-end Exam: **June/December** .....

Centre Code No.....

Address of Exam Centre.....

Place.....

.....

.....

.....

Email Id: .....

Mobile No. ....

<b>Date</b>	<b>Day</b>	<b>Session</b>	<b>Course/Paper</b>	<b>No. of Answer Books used with Sl. No.</b>

\*Original copy should be sent of the Assistant Registrar (Exam-I) after the conclusion of examination and duplicate copy should be retained by the Centre for record.

**Signature of Centre Superintendent  
With Seal**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi-110068**

**CERTIFICATE OF OPENING OF QUESTION PAPERS THROUGH OQPDs PORTAL AND  
PRINTING**

**(To be prepared separately for each session)**

Exam Centre Code ..... Date of Exams ..... Time of opening packet(s) .....  
Session(morning/evening)

S.No.	Programme	Course Code	No. of Printing Paper	No. of Student(s) appeared ( to be filled after attendance is completed)		
				Attendance in Computerized Attendance Sheet	+ No. of Stray Student(s) If permitted	= No. of Total Student(s)
1.	.....	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....	.....
4.	.....	.....	.....	.....	.....	.....
5.	.....	.....	.....	.....	.....	.....
6.	.....	.....	.....	.....	.....	.....
7.	.....	.....	.....	.....	.....	.....
8.	.....	.....	.....	.....	.....	.....
9.	.....	.....	.....	.....	.....	.....
10.	.....	.....	.....	.....	.....	.....

Deficiency noticed, if any .....

Signature .....

Signature .....

Name of the Dy. Supdt.....

Name of the Centre Supdt.....

(If permissible, for this session  
Otherwise strike it out)

Exam Centre Seal.....

We, the undersigned, hereby certify that the question papers of the above course(s) has/have been examined by us and found to be in proper condition and has/have been opened at the time mentioned above as per time fixed in date sheet printed in our presence, we have also checked that the correct packet(s) is/are being opened:-

**Signature of Invigilator/Observer as witness:**

Signature.....

Signature.....

1.Name of the Invigilator .....

2. Name of the Invigilator.....

Signature.....

3. Name of the observer, if deputed by the University.....

Note: This certificate is required to be signed alongwith answer scripts and other documents for the session to the Regional Evaluation Centre concern.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi-110068**

**Daily Account of Use of Answer Books  
(To be filled in Duplicate)\***

Term end Examination June/December 20.....

Centre Code No.....

Paper .....

Date .....

Address.....

Session: Forenoon/Afternoon

.....

Room No.....

.....

Roll No.					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	Total

**Note: Only one answer book should be issued at a time**

**\*Original copy should be sent to the Assistant Registrar (Exam-I), after conclusion of examination and duplicate copy should be retained by the Centre for record.**

**Signature of the Coordinator**

**Signature of Invigilator**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi-110068**

**Stock Account of Main Answer Books  
(To be filled in Duplicate)\***

Term-end Examination June/ December 20.....

Centre Code No. ....

Address .....

.....

.....

Email Id .....

<b>Opening Balance available with the centre</b>	<b>No. of Answer-books received for the current Examination with Sr. No.</b>	<b>Total No. of Answer-books (1) + (2)</b>	<b>No. of copies used for the current examination with Sl. No.</b>	<b>Balance available with the centre After Examination</b>
(1)	(2)	(3)	(4)	(5)

\*Original copy should be sent to the Assistant Registrar (Exam-I) after conclusion of the examination and duplicate copy should be replaced by the Examination Centre for record.

Date: .....

**Signature of Centre Superintendent  
With Seal**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi-110068**

**Stock Account of Supplementary Answer Books**  
**(To be filled in Duplicate)\***

Term-end Examination June/ December 20.....

Centre Code No. ....

Address .....

.....

.....

Email Id .....

<b>Opening Balance available with the centre</b>	<b>No. of Supplementary Answer-books received for the current Examination with Sr. No.</b>	<b>Total No. 1 + 2</b>	<b>No. of Supplementary Answer-books used for the current examination with Sl. No.</b>	<b>Balance available with the centre After Examination</b>
(1)	(2)	(3)	(4)	(5)

\*Original copy should be sent to the Assistant Registrar (Exam-I) after conclusion of the examination and duplicate copy should be replaced by the Examination Centre for record.

Date: .....

**Signature of Centre Superintendent**  
**With Seal**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**DESPATCH MEMO**

**(To be prepared separately for each course in every session)**

Exam Centre Code .....	Day.....
Programme.....	Date.....
Course.....	<b>Session: Forenoon/ Afternoon</b> <b>(Please tick the relevant)</b>
Total No. of Answer-book(s) Packed .....	.....
Total No. of Candidate(s) Absent* .....	.....
Total No. of Unfair Means Case(s)* .....	.....

**\*'Absent'/'UFM', as the case may be, if any, is required to be mentioned in red ink against the concerned enrolment number(s) in the attendance sheet.**

The answer book(s) have been packed in our presence on .....at .....am/pm

Signature of two invigilators:	Signature of the Centre Superintendent:
Signature: .....	Signature: .....
1. Name: .....	Name: .....
Signature.....	Exam Centre seal.....
2. Name.....	

**Note:-**

1. Answer books are not required to be segregated medium wise, if more than one medium has been used for writing the examination by the students.
2. Answer books are required to be sent on the same day for forenoon session and on next working day for afternoon session
3. In case, no student is present for a course, dispatch memo is required to be prepared accordingly and submitted alongwith attendance sheet of that course, showing the student(s) absent and my be sent with answer scripts and other documents of other courses for that session.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi-110068**

**PROFORMA-A  
FORM FOR REPORTING CASE OR ACTS OF UNFAIR MEANS USED BY THE STUDENT AT THE  
EXAMINATION CENTRE**

(IT MAY BE KEPT IN A SEPARATE ENVELOPE SUPERSCRIBING 'UNFAIR MEANS CASE' ALONGWITH THE ANSWER BOOK(S) OF CONCERNED STUDENT & OTHER MATERIAL, IF ANY, RECOVERED FROM HIM/HER AND SENT IN THE PACKET CONTAINING OTHER ANSWER BOOK(S) AND RELEVANT MATERIAL OF THAT SESSION).

Exam Centre Code..... Date.....  
Programme..... Time of Detection.....  
Course code..... Room/ Examination Hall no. ....

**STUDENT'S PARTICULARS AND NATURE OF UNFAIR MEANS**

1.Name of the Student..... 2.Enrolment No. ....  
3.Father's Name .....  
4.Permanent Address .....  
5. Total No. of incriminating papers recovered:  
(a) No. of printed papers..... (b) No. of handwritten paper..... (c) Term Book Pages.....  
(d) Any other materials (Please specify the details).....

(Note: The Director should sign the recovered objectionable material)

6. The material as mentioned above was recovered from the student from the student as indicated below: (Please tick the relevant).

- |  |   |
|--|---|
| (1) In the student hand;                   | (6) on/in the student's table/desk;     |
| (2) In the student's pocket;               | (7) in the student's answer-book;       |
| (3) In the student's shoes or socks;       | (8) under the student's question paper; |
| (4) Under the clothes worn by the student; | (9) any other place (please specify)    |
| (5) On hanker chief                        |   |

7. Smuggled main answer book / . Supplementary answer book has been recovered from the student during the examination of above course.

8.Student has ran away with the main answer book/ supplementary answer book. (In such case, FIR is to be lodged with the Police authorities and a copy of FIR is required to be attached with this proforma).

9. The student was found giving/ receiving help to / from another student , bearing enrolment no. .... who was sitting just in front/ behind /left or right of him/her.

10. Another person (named..... address .....  
.....) has impersonated the student.

11. Any other mode of use of unfair means: .....

12. misconduct, if any.....

Signature.....  
Name of the Detector.....  
Date..... Designation.....



**PROFORMA-B**

**Statement of the Centre Superintendent and the Student about the incident of Unfair means**

The matter has further been examined by me and found that during the examination of the course....., for which examination held on....., the student named ....., enrolment number..... was involved in use of unfair means as mentioned at para ..... in Proforma A.

I am enclosing the following evidence(s) in support of the allegations of the use of unfair means by the student in the University's Examination:-

- 1. The incrimination material recovered from the student as mentioned in column No. 5/ column no. 7 on pre-page (Proforma-A)
- 2. The answer-book of the student as per detail given below:-  
No. of main answer-book(s)..... No. of supplementary answer book(s) .....

  - (a) In case, the student has been issued second answer book, it should not be sent alongwith answer books mentioning second answer book on it.
  - (b) In case the student has not been issued second answer book / he has refused to accept the second answer book, this fact ..... be ..... stated specifically.....

- 3. A copy of the Seating Plan (This should be attached without fall).
- 4. A copy of the FIR (if relevant).
- 5. Further observations, if any.....

Signature.....

Name of the Centre Superintendent.....

.....

Exam Centre Code .....

Date:

Exam Centre seal .....

**STATEMENT OF THE STUDENT AT THE EXAMINATION CENTRE TO BE RECOVERED BY THE CENTRE SUPERINTENDENT**

**(The Superintendent will give a hearing to the student and record his statement. He may allow the student to question the detector and questions and answers between them are also to be recorded. If the student refuses to make any statement, this fact will be recorded by the Superintendent).**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Signature of the Centre Superintendent**

**Signature of the Detector**

**Signature of the student**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Maidan Garhi, New Delhi-110068

**Attendance Sheet of Stray Candidate, whose enrolment numbers do not exist in the computerized attendance sheet and have been permitted to appear in the examination by the competent authority.**

**(This attendance sheet is to be used if there is no sufficient space on the computerized attendance sheet to take the attendance of stray candidate(s) of respective course)**

**(To be prepared separately for each course in every session)**

**Exam Centre Code.....**

**Day.....**

**Programme.....**

**Date.....**

**Course code**

**Session: Forenoon /After noon**  
**(Please tick the relevant)**

<b>Sl. No.</b>	<b>Candidate's Name</b>	<b>Enrolment No.</b>	<b>Signature</b>	<b>Sr. No. of Answer book</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**Signature.....**

**Signature of the Centre Superintendent.....**

**Name of the Invigilator.....**

**Notes:-**

1. This attendance sheet may be attached with the computerized attendance sheet of the same course.
2. Answer book(s) of stray candidate(s) may be sent alongwith the answer scrip(s) of other student(s) for the same course.

**Appendix-X**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Undertaking by the Centre Superintendent/ Invigilator /Staff on Examination Duty**  
**(To be signed individually)**

I ..... S/o Shri ..... employed as  
..... in .....do  
hereby state and affirm as under:

1. I have been assigned with the duties of ..... For IGNOU Examination being conducted at this Centre for during ..... to .....
2. None of any relations is appearing in the Examination of the courses at this Centre.
3. None of the candidate appearing at this Centre has received private coaching from me.

.....  
**(Signature)**

**Date:**.....

**Name in Capital Letters:**.....

**Examination Centre Code** .....

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Daily Session-wise Attendance Sheet of Staff Engaged for**  
**Examination Duty at the Examination Centre**

**Course Code No** .....

**Day & Date** .....

**Place** .....

**Session** .....

(To be prepared separately for each session/day)

<b>Sl. No.</b> <b>(1)</b>	<b>Name</b> <b>(2)</b>	<b>Designation</b> <b>(3)</b>	<b>Nature of Duty</b> <b>(4)</b>	<b>Signature</b> <b>(5)</b>

**Signature of Centre Superintendent**

**Date:**

**Stamp of Centre Superintendent**

