



INVIGILATOR'S DIARY

Exam : Month..... Year 20.....

(To be prepared in duplicate for each paper and each College/tagged College separately)

Name of the Exam Centre :

.....Centre Code :

Name of the tagged College :

.....College Code :

Course.....Subject.....Paper.....Paper Code :

Room No..... Date..... Time.....

Register Numbers of Candidates assigned

From	To	Total	From	To	Total
Total Number of Candidates					

Invigilator's Name.....

Designation with Address.....

Name of Group 'D' assigned to the Room.....

Serial Numbers of Answer Books issued to the invigilator

Answer Books			Answer Books		
From	To	Total	From	To	Total
Grand Total					

Note : The above information is to be filled in by the College Office.

Received the above Answer Books

Name and Signature of the Head Clerk/Clerk of the College

Signature of the Invigilator

- Note : (1) Question Paper opening certificates and daily account of answer books despatched, shall be enclosed in a single envelop and then sealed. The same should be sent to the Registrar (Evaluation) on the date of examination.  
 (2) Diaries in original should be arranged course wise, year/semester wise, subject and code number wise and should be sent to the Registrar (Evaluation) within four days from the date of last examination held in the Centre.

College Code:

Sl. No.	Register No. of Candidate	Serial No. of Answer Book Issued	Name of the Candidate (in Block Letters)	Full Signature of the Candidate
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				
9				
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11				
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36				
37				
38				
39				
40				
41				
42				
43				

Note: (1) Register Number in Column No. 2 to be entered by the College Office only.

\* All nine digits of the register number in each case must be written.

**PASTE SEATING ARRANGEMENT CHART HERE**

### INVIGILATOR'S CERTIFICATE

\*Before writing the Paper of the exam, you should follow the instruction issued to the Candidates. Search your pockets, desks and hand over to me any piece of paper, books etc., if found.

Certified that, I have read the above to the Candidates before commencement of the examination.

*Signature of the Invigilator*

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Register Numbers of Candidates  
who arrived late

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Register Number of Candidates  
who left the hall temporarily

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Register Number of Candidates  
involved in Malpractice

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Register Number of Absentees

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Total Numbers of Candidates Answer Books  
handed over to Chief-Superintendent

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Serial Numbers of blank Answer Books  
returned to Chief-Superintendent

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Date.....

*Signature of the Invigilator*

#### **Instructions to Invigilator :**

1. Before commencement of the examination the instructions printed on the top of the last page should be read over to the Candidates.
2. Invigilator diary should be **prepared in duplicate (for each paper, each college separately).**
3. The Invigilator should obtain the serial number of Answer Book, Name and Signature of Candidates present, **during the first half an hour.**
4. The register number on the Answer Books and Invigilator diary should be verified by the Invigilator with reference to the admission ticket.
5. Malpractice detection may be noted in the remarks column & the detailed report should be submitted separately to the Chief-Superintendent.
6. Also follow the detailed **instructions issued separately to Invigilator.**