

**Answer Books Packet Opening Certificate**

.....EXAMINATION, 20

.....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		Short	
	Total Nos.	Sr. Nos.	Total Nos.	Sr. Nos.
1. Secrecy Answer-Books 36 Pages				
2. Secrecy Answer-Books 40 Pages				P.T.O.

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.....  
Centre Supdt.  
.....  
Deputy Supdt.  
.....  
Asstt. Supdt. (Witness)  
.....  
Clerk (Witness)  
Dated ..... 20  
Note: This card should be used for  
each packet separately.

To

The Office Supdt.  
(Conduct)  
Ch. Bansilal University,  
Bhiwani

.....  
Centre Supdt.  
.....  
Deputy Supdt.  
.....  
Asstt. Supdt. (Witness)  
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Asstt. Supdt. (Witness)  
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Clerk (Witness)  
Dated ..... 20  
Note: This card should be used for  
each packet separately.

To

The Office Supdt.  
(Conduct)  
Ch. Bansilal University,  
Bhiwani

# CH. BANSI LAL UNIVERSITY BHIWANI

Established by Govt. of Haryana Act No. 25 of 2014

## Question Paper Opening Certificate

..... Examinations 201 .....

..... Center .....

We, the undersigned, certify that the sealed envelopes containing question-papers in the subjects noted below have been opened in our presence on the day and time fixed in the date-sheet and found them in good condition.

Sr. No.	Subject	Paper	Session	No. of copies found	No. of copies distributed	Balance
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Centre Superintendent

Dy. Supdt.

Astt. Supdt.  
(Witness)

Centre Clerk  
(Witness)  
PTO

Note :- This card should be used for each Examination separately.

To

The DR/AR (Conduct),  
Ch. Bansi Lal University,  
Bhiwani

### CHAUDHARY BANSI LAL UNIVERSITY BHIWANI

Established by Govt. of Haryana under ordinance No. 5 of 2014

#### ATTENDANCE CHART

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

This Attendance-Chart is to be used only for all the Examination of Chaudhary Bansi Lal University Bhiwani

Important Note: Separate Attendance chart is to be used for each examination at each centre

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

**Important Instructions Shift.....**  
**This Attendance Chart is to be sent to Assistant Registrar (Results) Chaudhary Bansi Lal University, Bhiwani, by name in a separate registered cover, within seven days of the examination of the last written paper.**

- The Chart is to be filled in neatly and correctly in detail and is to be signed by the Centre Superintendent.
- 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 subject columns which are not required may be deleted and used.
- 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), Chaudhary Bansi Lal University, Bhiwani, under a separate registered cover along with a forwarding letter giving the correct Roll No. of the erring candidate.
- Before despatching this attendance Chart, it may kindly be ensured that the number of answer-books despatched tallies with the total number of Roll Nos. of the candidates shown as "Present" in the chart.
- 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.
- FOR INSTRUCTIONS 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 instructions.

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 instructions laid down in the superintendent's Manual or Handbook of Instructions supplied to me by the Assistant Registrar (Conduct). Chart has been filled up correctly and completely

.....  
 Superintendent  
 .....Centre

Dated.....20

.....  
 Permanent Address.....  
 for correspondence

Attendance Chart of ..... Centre No. ....

Subject and Paper	Actual number 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					

I Certify that all the above entries have been correctly made.

Date .....

Signature of Superintendent .....

Examination, 20

Attendance Chart of ..... Centre No. ....

Subject and Paper	Actual number of Answer-books	Date of Exam.	Roll Nos. of Candidates present in this paper	Roll Nos. of absentees	Remarks
7					
8.					
9.					
10.					
11.					
12.					

I Certify that all the above entries have been correctly made.

Date .....

Signature of Superintendent .....

Attendance Chart of ..... Centre No: .....

Subject and Paper	Actual number of Answer-books	Date of Exam.	Roll Nos. of Candidates present in this paper	Roll Nos. of absentees	Remarks
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

I Certify that all the above entries have been correctly made.

Date .....

Signature of Superintendent .....



Examination, 20

Attendance Chart of ..... Centre No. ....

Subject and Paper.	Actual number of Answer-books	Date of Exam.	Roll Nos. of Candidates present in this paper	Roll Nos. of absentees	Remarks
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					

I Certify that all the above entries have been correctly made.

Date .....

Signature of Superintendent .....

Attendance Chart of ..... Centre No. ....

Subject and Paper	Actual number of Answer-books	Date of Exam.	Roll Nos. of Candidates present in this paper	Roll Nos. of absentees	Remarks
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					

I Certify that all 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 practicals 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 Superintendent of the centre where such candidates appeared for their written papers.
2. In the case of the centres where candidates in Science Subjects take their examination both in the Written and Practical Papers, the Superintendent 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. Psychology .....		.....
7. Math.....		..... ..... .....

The Candidates of my centre will appear:-

- for Physics Practical at .....Centre
- for Chemistry Practical at .....Centre
- for Botany Practical at .....Centre
- for Zoology Practical at .....Centre
- for Geography Practical at .....Centre
- for Psychology Practical at .....Centre
- for Math.....Centre

Date.....20

.....  
Signature of Superintendent



**CH. BANSI LAL UNIVERSITY BHIWANI**

Established by Govt. of Haryana Act No. 25 of 2014

**MEMO FOR SECRECY OFFICE**

(To be used for the examinations mentioned against Rule No. 27 of the Book of Instructions for Superintendents)

Note:- 1. Superintendents are requested to send this Memo, Slip to the Dy./ Assistant Registrar (Secrecy) packed **INDISE THE PACKET ALONG WITH THE ANSWER-BOOKS.**

2. Please see that the Memo should not be sent separately.

..... Examination/Subject.....Paper.....

Station..... Name of the Building.....

Centre No. .... Date .....

Roll Nos. of the candidates whose Answer-books have been dispatched

(Use back side is necessary)

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

Total Nos. of Answer-books dispatched.....

Roll No. of Absentees .....

Total Nos. of Absentees .....

Roll Nos. of candidates whose } .....

Answer-Books have been sent as stray } .....

} .....

Total of stray Answer-books .....

**(Signature of the Superintendent)**

**Note :** In case any mistake is found by the Secrecy Section for wrong entry. ₹ 1 per error will be deducted from the remuneration of the Superintendent.

Superintendents should satisfy themselves that the Roll Nos. mentioned here tally with those given on the Answer-books.

**CH. BANSI LAL UNIVERSITY BHIWANI**

Established by Govt. of Haryana Act No. 25 of 2014

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..... Examination/Subject.....Paper.....

Station..... Name of the Building.....

Centre No. .... Date .....

Roll Nos. of the candidates whose Answer-books have been dispatched

(Use back side is necessary)

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

Total Nos. of Answer-books dispatched.....

Roll No. of Absentees .....

Total Nos. of Absentees .....

Roll Nos. of candidates whose } .....

Answer-Books have been sent as stray } .....

} .....

Total of stray Answer-books .....

**(Signature of the Superintendent)**

**Note :** In case any mistake is found by the Secrecy Section for wrong entry. ₹ 1 per error will be deducted from the remuneration of the Superintendent.

Superintendents should satisfy themselves that the Roll Nos. mentioned here tally with those given on the Answer-books.

**CHAUDHARY BANSI LAL UNIVERSITY BHIWANI**

Established by Govt. of Haryana under ordinance No. 5 of 2014

**FORM FOR REPORTING CASE OF UNFAIR MEANS OR ACTS OF INTERFERENCE WITH THE  
PROPER CONDUCT OF UNIVERSITY EXAMINATION**

(To be filled in by the official detecting the case and to be forwarded by the Superintendent, after recording the statement of the candidate, to the Deputy/Assistant Registrar (Conduct) by name under a registered insured cover, on the very day of the detection of the case, in the cloth lined envelope supplied for purpose.)

1. Name of the Examination .....
2. Centre of Examination .....
3. Subject ..... 4. Paper .....
5. Date and exact time of detection ..... Date .....  
of the case under report ..... Time .....
6. Name of the Candidate .....
7. Name of the Candidate's father .....
8. Roll No. ....
9. Permanent address of the candidate .....
10. Total No. of incriminating papers recovered .....  
(a) No. of printed papers .....  
(b) No. of handwritten papers .....  
(c) Torn book pages .....

**Note:- The Detector should sign the recovered objectionable material.**

11. The material was recovered from the candidate under reference as indicated below:-  
**(Please strike) out the columns which are not applicable).**
  - (i) In candidate's hand
  - (ii) In candidate's pocket
  - (iii) In candidate's shoes or socks
  - (iv) Under the clothes worn by the candidate
  - (v) On candidate's table/desk
  - (vi) In candidate's answer-book
  - (vii) Under candidate's answer-book
  - (viii) Under candidate's question-paper
  - (ix) Under his feet
  - (x) Near his seat on the ground at a distance of .....
  - (xi) Any other place. ....
12. The candidate, Roll No. .... was found giving/receiving help to/from candidate  
Roll No. .... who was sitting just in front/behind/left or right of the candidate Roll No. ....
13. Any other mode of use of unfair means:-
14. ....  
Signature of the candidate (in case of his refusal  
to do so, signature of another member of the  
staff certifying this fact) Name of the Asstt.  
Supdt. on duty. ....  
Room No. ....  
Date .....

Signature of the Detector

Designation .....

Date .....

**REPORT OF THE CENTRE SUPERINTENDENT**

I am enclosing the following evidence in support of the allegation of the use of unfair means by this examinee in the University Examination:-

- (i) The incriminating material recovered from the candidate as mentioned in column No. 11 on pre-page.
- (ii) The scripts (Answer-Book) of the candidate:  
No. of answer book .....  
(In case the candidate refused to have second answer-book, this fact be stated specifically)
- (iii) A copy of the seating plan (This should be attached without five further observations, if any).

Signature (full) .....  
Superintendent

Exam. Centre No. ....

Date .....

Permanent address .....  
.....

**STATEMENT OF THE CANDIDATE AT THE EXAMINATION CENTRE TO BE RECORDED BY THE CENTRE SUPERINTENDENT**

*Note :* The Superintendent will give a hearing to the candidate and record his statement. He may allow the student to question the detector and the questions and answers will also be recorded. If the candidate refuses to make any statement this fact will be recorded by the Superintendent.

.....  
Name of the Asstt. Supdt. on duty

Room No. ....

Date .....

.....  
Signature of Superintendent





**CHAUDHARY BANSI LAL UNIVERSITY BHIWANI****Established by Govt. of Haryana under ordinance No. 5 of 2014**

Daily Attendance Chart for the Supervisory Staff and Service Staff at

Examination Centre No. .... College .....

Place .....

Please prepare three copies, (one copy to be supplied to the office of A.R/D.R. (Conduct), one copy to be attached with the bill and the other copy to be retained by the Supdt. for record).

Date .....

Serial No.	Name	Designation	Room	No. of Candidates in the room	Signature of the Supervisor

Date : .....

Signature of the Centre Supdt.