

**DIPLOMA IN PHARMACY PART –I & II EXAMINATION**  
**DUTIES OF OBSERVER / SP. OBSERVER**

- 1) He/She shall check the seating arrangements in the various Exam halls and if not convinced or satisfied in respect to the spacing shall bring it to the notice of the Chief-Superintendent and see that proper arrangements are made before the start of Examinations .
- 2) The observer shall ascertain the intactness of Question paper packet and shall sign on the Question paper opening certificate recording the time and date of the Question paper packet as per the Board of Examining authority time table. He shall check the contents and if any discrepancy is there, immediately bring it to the notice of Member Secretary / Chairman Board of Examining Authority.
- 3) He/she shall at frequent intervals of time make inspection rounds of all the Examination units/halls and shall see that no student indulges in any type of Mal practice, including exchange of answer books, transfer of articles or talking to one another.
- 4) The observer shall with the help of duplicate admission tickets, verify the authenticity of the candidate's Identity writing the examination and in case of any impersonation, shall bring it to the notice of Chief-Superintendent / Deputy Chief Superintendent for further needful action.
- 5) In the event of Malpractice the observer shall ask the concerned invigilator to record the Malpractice case in the answer book. The observer shall also make a detailed report of the case and sign in the answer book; such answer book shall be handed over to the Deputy Chief superintendent / Chief superintendent to be despatched to the Board separately.
- 6) He/She shall assist the Deputy Chief / Chief Superintendent in the scrutiny of answer books at the closure of the Examination.
- 7) He/she shall ensure that in his presence, the answer books are placed inside the packets, sealed packets sealed with cellophane tapes after signature of Deputy Chief / Chief are fixed at joints secured with cellophane tape, packets placed inside cloth bag, stitched and sealed with sealing wax using metal seal bearing the fascimile of the Chief Superintendent.
- 8) He/she shall sign on the sealed cloth bag along the stitched Joints on the sticker along with the Deputy Chief Superintendent / and Chief superintendent.
- 9) In case of any serious lapses; the observer shall at once bring the matter to the notice of the Member Secretary / Chairman.

Phone No. of Member Secretary  
**Office:- 22483465**  
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