



**DRUGS CONTROL DEPARTMENT
BOARD OF EXAMINING AUTHORITY (D.PHARMACY)**

OBSERVER'S DAILY REPORT – CHECK LIST

Centre:

Examination:

Date:

Subject:

Session:

Paper:

Sl. No.	Particulars	Yes / No	Remarks
1)	Visited the examination centre one day prior to the commencement of examination to inspect all the arrangements made for the conduct of examination		
2)	The examination hall was large enough to accommodate all the allotted candidates		
3)	Chairs were arranged 3 ft. From one another		
4)	Furniture was provided to each candidates		
5)	Ventilation of the examination hall was satisfactory		
6)	Drinking water was provided in the same room/hall		
7)	All the examination halls were inspected by me for the presence of chits, booklets, written matters, etc.		
8)	Students are made to sit in the Examination hall by 8:45 AM / 1.45 PM		
9)	Mobiles & electronic gadgets are not allowed in to the Examination hall		
10)	The time of downloading Question Paper		
11)	Verification and certification of the number of the invigilators, room Superintendent, typist, Manager, Peon, etc. done		
12)	The Register Nos. written in the answer booklet were verified by the invigilators.		
13)	Damage of variation in the answer book were noticed (If Yes Certified)		
14)	Any students entered the hall after 9:00 AM and 2:30 PM		
15)	Any students left the hall before half an hour (9:30 AM and 2:30 PM)		
16)	Any malpractice observed during Examination hours		
17)	The students were inspected / verified for the absence of malpractice material		
18)	Was the examination conducted for three hours		
19)	The consolidated absentees list and the list of absentees are enclosed		
20)	C.C.T.V. were provided in all the rooms		
21)	U.P.S. and power supply were not disturbed		
22)	The answer booklet were immediately sealed after the exam and posted within stipulated time		

NAME OF THE OBSERVER:

SIGNATURE WITH DATE:

MOBILE NO.: