

**VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED STUDIES
THEORY EXAMINATION – OBSERVER’S REPORT**

Name of the Institute :
Address :
Name of the College/School :
Institute :
Phone Number :
Title of Paper & Course :
Date & Time of Examination :

Sl. No.	Event	Observation
1	Time of entry of student into hall	
2	Time of entry of Chief Supt. & Invigilators	
3	Staff on duty as per order	
4	Numbering and Seating arrangement	
5	Lighting and Ventilation	
6	No. of student presents in roll	
7	No. of student Present and Absent	
8	Question paper sealed	
9	Question paper opened as per procedure	
10	Time of start of the Examination	
11	Chief Supt.’s Instruction to students	
12	Integrity of the staff on vigilance	
13	Integrity and discipline of the students	
14	Orderly collection of answer sheets	
15	Closing time of the Examination	
16	Proper sealed packing of answer sheets	

Date:

Signature of Observer