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**DUTIES OF CENTRAL LEVEL OBSERVER (CLO)**

**DAILY REPORT FORMAT**

**RCI Recognized Diploma/Certificate Courses Examinations, July 2022**

**(CLO Confidential report)**

Name of the CLO .....

Date of the Exam: ..... Course/s: ....., ....., .....

Name of the Examination Centre & Code: .....

Semester / Term End: ..... Paper Code & Title: .....

.....

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**1. Condition of Exam related material & Time sense**

- a. Exam related material sealing status (Fully opened / Partially Opened/ Seal Intact)
  - i. Question Paper .....
  - ii. Answer Booklets .....
  - iii. Additional Answer Sheets .....
  - iv. Translated Question Paper .....
- b. Timings observed for various exam related activities – delay/in time  
 If any delay, please specify .....

**2. Hall Discipline & CLO Initiation:**

- a. Silence observed / Not observed.
- b. Any collision between students, Invigilator & Attender observed / Not observed
- c. Mal- practices if any Yes / No

<u>Name of the student</u>	<u>Roll No.</u>

(e) Did CLO made any request/s (in writing) to Chief Exam Superintendent Yes / No.  
 (If yes enclose copy).

**3. Arrangements:**

- |   |   |
|---|---|
| I. Rooms  | Adequate/Manageable/Not adequate          |
| II. Seating   | Adequate /Manageable/Not adequate         |
| III. Post Exam Sealing Material                           | Adequate/Manageable/Not adequate          |
| IV. Lighting/Fans/Ventilation                             | Adequate/Manageable/Not adequate          |
| V. Washroom Facilities (Water/Toilets)                    | Neat & Clean/Manageable/Not fit for usage |
| VI. Bell/ Announcement Arrangements                       | Arranged /NotArranged                     |
| VII. Notice Board Display / Hall ticket number on benches | Arranged /NotArranged                     |
| VIII. Drinking water / Attender                           | Arranged/Not Arranged                     |
| IX. Paper Translation arrangement                         | Arranged/Not applicable                   |
| X. Scribe/Writer support to the Person with Disability    |   |
| XI. No of students with PwD_____                          |   |
| XII. No of Scribes written Examinations_____.             | Arranged/Not applicable                   |

**4. Packing/Preserving:**

- |   |        |
|---|--------|
| i. Translated Question paper copy appended  | Yes/No |
| ii. Answer Booklets collected & arranged in proper condition  | Yes/No |
| iii. All the packets (Used /Unused Answer Booklets & Question Papers) sealed in the presence of CLO | Yes/No |
| iv. Dispatch in the same Examination day Answer booklets.   | Yes/No |

**5. Overall Impression of CLO on conduct of Examination & Examination Centre:**

- a. i. Examination conducted Successfully; Centre could extend needed facilities.  
ii. Examination conducted with manageable difficulties – facilities at the center need upgradation.  
iii. Examination conducted with great difficulty; center has poor infrastructure.  
iv. Any other .....
- b. In terms of Grading:  
(Grade –A: Adequate facilities /proper arrangements).  
(Grade-B: Manageable facilities/moderate arrangements)  
(Grade-C: Poorly equipped/meagre arrangements)

CLO recommendation for short listing the centre for future exams  
(If the center rank is A or B – Recommend, C - Not Recommend)

**6. Attendance Sheet Uploading.**

- a. Online Attendance Entered. Yes/No
- b. Number of Students Present course wise\_\_\_\_\_. (Please Specify)
- c. Number of Students Absent course wise\_\_\_\_\_. (Please Specify)
- d. Malpractice if any reported. (Please Specify)

**7. DAILY REPORT.**

- a. I have sent the report for the examination center \_\_\_\_\_ held on \_\_\_\_\_ to Email ID [attendance.nbernovember2021@gmail.com](mailto:attendance.nbernovember2021@gmail.com) .

**Date:**

**Signature of CLO**