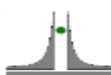


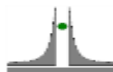
GUIDELINES FOR EXAMINATION OBSERVER / CENTRE SUPERINTENDENT



- REACH THE EXAMINATION CENTRE WELL IN ADVANCE.
- CHECK EACH EXAMINATION HALL AND THE SEATING PLAN.
- ASSEMBLE ALL INVIGILATORS AND BRIEF THEM ABOUT CONDUCT OF EXAMINATION.
- REAFFIRM UNDERSTANDING OF EACH INVIGILATOR REGARDING RULES AND PROCEDURE CONCERNING CASES OF MALPRACTICE THAT ARE DETECTED.
- VERIFY CORRECTNESS OF QUESTION PAPER PACKET TO BE OPENED VIS-À-VIS THE SUBJECT OF EXAMINATION, DATE AND TIME.
- BEFORE OPENING, IT MUST BE ENSURED THAT THE COUNCIL'S SEAL IS INTACT ON THE ENVELOPE.
- OPEN SEALED ENVELOPE CONTAINING QUESTION PAPERS.
- COUNT AND DISTRIBUTE REQUIRED NUMBER OF QUESTION PAPERS TO EACH INVIGILATOR.
- VERIFY WHETHER ANSWER BOOKS TO BE DISTRIBUTED ARE DULY STAMPED ON THE DETACHABLE PORTION.
- ENSURE START OF EXAMINATION AT THE APPOINTED TIME.



- KEEP VISITING EACH EXAMINATION HALL DURING THE EXAMINATION.
- ENSURE THAT PROPER ATTENDANCE IS MARKED BY EVERY CANDIDATE TAKING THE EXAMINATION.
- ENSURE AVAILABILITY OF ADMIT CARD WITH EACH CANDIDATE.
- KEEP A VIGIL ON CANDIDATES LEAVING THE EXAMINATION HALL FOR USE OF TOILET LEST ANY WRITTEN MATERIAL IS INFILTRATED INTO THE EXAMINATION HALL BY SUCH CANDIDATES OR REFERRED TO IN THE TOILET.
- ENSURE AVAILABILITY OF ADEQUATE NUMBER OF ANSWER SHEETS IN EACH EXAMINATION HALL.
- USE ONLY WHITE TAGS FOR SECURING ADDITIONAL SHEETS WITH THE ANSWER BOOK.
- ENSURE RECEIPT BACK OF ALL ANSWER BOOKS FROM CANDIDATES.
- ENSURE THAT ANSWER BOOKS ARE DULY COUNTED AND MATCH WITH THE ATTENDANCE SHEET.
- ANSWER BOOKS MUST BE ARRANGED IN SERIAL ORDER OF ROLL NUMBERS.
- ENSURE CROSSING OF BLANK PAGES OF ANSWER BOOK AND CONTINUATION SHEETS.
- ENSURE THAT ANSWER BOOKS ARE PROPERLY PACKED AND SEALED BEFORE DESPATCH TO THE COUNCIL EACH DAY.



- EMPTY ENVELOPE WHICH CONTAINED THE QUESTION PAPERS MUST ALSO BE RETURNED TO THE COUNCIL ALONGWITH THE ANSWER BOOKS AND ATTENDANCE RECORD.
- CASES OF DETECTED MALPRACTICE, IF ANY, SHOULD BE REPORTED ALONGWITH THE ANSWER BOOK CONCERNED WITH COMPLETE DETAILS OF ACTION TAKEN COUNTERSIGNED BY INVIGILATORS AND PACKED IN A SEPARATE COVER.
- ENSURE THAT ANSWER BOOKS ARE PACKED SEPARATELY IN SEPARATE PACKETS. MARK SUBJECT NAME ON TOP COVER.

CONTROLLER OF EXAMINATIONS
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