

Sample Copy

Final Report of Examination Centre Inspection

Report of the Inspection Committee constituted for inspection of Examination Centre of District The Inspection Committee visited the School/College Examination Centre on and thoroughly verified the existing infrastructure such as Sorting Strong Room, Class Room, Toilets, High Boundary Wall (Permanent/Temporary), CCTV installation etc. along with strength of both Teaching and Non-Teaching Staff and Nos. of candidates of the centre and found that the Examination Centre has/has not fulfilled the eligibility criteria as prescribed by the **Govt. of Assam (Secondary Education Deptt.) vide Notification No. ASE 16/2016/230 dt. 28/11/2017 and Assam Higher Secondary Education Council guidelines.**

Hence, the Committee decided to recommend/not recommend for continuation the Examination Centre for HS Final Examination, 2019. The Council may take appropriate decision in this regard.

(N.B.): The Inspection formats along with relevant documents are enclosed herewith for necessary action. To the best of our knowledge the information are correct as we personally visited the Institution.

**Full name with
Signature**

**Full name with
Signature**

**Full name with
Signature**

**Full name with
Signature**

Sample Copy

Centre Inspection Form (Information about the Centre)

Roll-2018:

Institution Code:

Name of the Centre with address , Ph. No. & Email ID:

1	Recognised & Date	
2	Year of Granting Examination Centre	
3	Stream & Subject (Recognised)	
4	Year of Permission, Stream & Subject	
5	Non Permitted Subject	
6	Total Registration No. of Candidate (2017-2018)	
7	Total 1st Year From fill-up Candidate (2018)	
8	Total 1st Year Pass Candidate (2018)	
9	Total Fail Candidate in 2018 (HS Final)	
10	Total Teacher with Subject	
11	Total Staff (Non Teaching)	
12	Total No. of Class Room/Hall	
13	Boundary Wall with Height (a) Permanent (b) Temporary	
14	Electric Provision	
15	Instalation of CC Camera (Strong Romm/Others)	
16	Confidential/Strong Room	
17	Staff Common Room	
18	Total Urinal Male/Female	
19	Name of P.S. & Treasury	
20	Distance from Examination Centre	
21	Distance of Post-Office	
22	Is there any internal Venue (with address)	

Certified that I have personally verified the above statement and found the statement is correct.

(N.B.): Enclosed Surrunding Photograph of the Centre with Sign board.

**Signature of Principal/Centre i/c
(With Seal)**

Certified that above information furnished by the Principal/Centre i/c are varified by us and found to be true to the best our knowledge.

Full name with Signature

Full name with Signature

Full name with Signature

Full name with Signature

Sample Copy (To be submitted to the Exam. Centre within 4th September 2018)

Centre Inspection Form (Information about the Tagging Institution)

Roll-2018:

Institution Code:

Name of the Centre:

**Name of the Tagging Institution with address , Ph. No. & Email ID
(Recognised/Permitted):**

1	Year of Recognition	
2	Recognised Stream & Subject	
3	Date of Permission	
4	Permitted Stream & Subject	
5	Non Permitted Subject (If any)	
6	Total Registered Candidates (2017-2018)	
7	Total 1st Year From fill-up Candidate	
8	Total 1st Year Pass Candidate	
9	Total Fail Candidate in 2018 (HS Final)	
10	Total Teacher with Subject	
11	Total Staff (Non Teaching)	
12	Distance to the Centre	

Certified that I have personally verified the above statement and found the statement is correct.

**Signature of Principal
(With Seal)**

Certified that above information furnished by the Principal/Centre i/c are varified by us and found to be true to the best our knowledge.

Full name with Signature

Full name with Signature

Full name with Signature

Full name with Signature

Sample Copy (To be submitted to the Exam. Centre within 4th September 2018)

Centre Inspection Form (Information about the Tagging Institution)

Roll-2018:

Institution Code:

Name of the Centre:

**Name & Address of the Tagging Institution with address , Ph. No. & Email ID
(Not Permitted by the Govt/Council):**

1	Teaching Subject of the Institution	
2	Total Registered No. of Candidates (2017-2018)	
3	Total 1st Year From fill-up Candidate	
4	Total 1st Year Pass Candidate	
5	Total Fail Candidate in 2018 (HS Final)	
6	Total Teacher with Subject	
7	Total Staff Non Teaching)	
8	Distance to Centre	
9	Whether Institution applied for Permission from the Govt/Council If Yes then furnished the documents	

Certified that I have personally verified the above statement and found the statement is correct.

**Signature of Principal
(With Seal)**

Certified that above information furnished by the Principal/Centre i/c are varified by us and found to be true to the best our knowledge.

Full name with Signature

Full name with Signature

Full name with Signature

Full name with Signature