

SHIVAJI UNIVERSITY, KOLHAPUR.

REPORT OF THE VIGILANCE SQUAD

(To be submitted by the Vigilance Squad after its visit to an Examination center)

Name of Exam center Centre for Distance & online Shri. M. V. K. P.

Name of the Principal Dr. K. B. Patil /c. Director

Name and Designation of the Internal Sr. Supervisor Shri. M. M. S. C. /c.

Name and Designation of the External Sr. Supervisor _____

1.	Examination Report	
	A. Have the appointment orders of the staff working in examination been issued?	✓ Yes/No
	B. Has the non-teaching staff been appointment as supervisors / invigilators.	✓ Yes/No
	C. If yes, have their appointment orders been issued?	✓ Yes/No
	D. Percentage of non-teaching staff working as supervisors.	_____
2.	Seating arrangement of the examination :	
	A. Is the furniture provided to examinees suitable?	✓ Yes/No
	B. Is the seating arrangement proper?	✓ Yes/No
	C. Are all examination rooms / halls on the same floor?	✓ Yes/No
	D. If not, are the control room and examination halls on the same floor?	✓ Yes/No
	E. Does the adopted seating arrangement allow 1.0 m ² space to each examinee?	✓ Yes/No
3.	Mandatory documents for examination?	
	Did the examinees possess :	
	A. Examination fee receipts	✓ Yes/No
	B. Self-signed Hall-tickets	✓ Yes/No
	C. Valid identity cards	✓ Yes/No
4.	Instances of malpractices, copying etc.	
	A. Has the Vigilance Squad noticed any cases of malpractice or copying? Yes/No	NO
	B. If yes, the seat number/s of the alleged examinee/s :	
	C. Has the Vigilance Squad noticed participation of the supervisors in catching the cases of malpractice?	NO Yes/No yes
5.	Examination related Documents :	
	A. Have the instruction for the examinees, giving information on malpractice and penalties, been property displayed?	✓ Yes/No
	B. Have the entries of blank answer books been properly recorded in the relevant register?	✓ Yes/No
	C. Have the entries regarding answer books issued to the examinees and those canceled been properly recorded?	✓ Yes/No
	D. Have the entries of the supplements been made with their serial numbers?	✓ Yes/No
	E. Have the answer books been duly marked with the marker stamp?	✓ Yes/No
	F. Have the answer books of the examinees been duly signed by the supervisors after verifying their seat numbers?	✓ Yes/No
	G. Have the signatures of Internal Sr. Supervisor & External Sr. Supervisor been taken on the sealed question paper packets before opening them?	✓ Yes/No
	H. Have the entries of the question papers used and those remaining in balance been taken correctly?	✓ Yes/No
6.	Supervisor's Report :	
	A. Are the entries in the supervisor's reports clear, correct and without scratches or over-writing?	✓ Yes/No
	B. Have the entries of the present and absent examinees been taken and signed?	✓ Yes/No
7.	Have all the present examinees signed on the Attendance Report and have the serial numbers of the answer books and supplements been written in it?	✓ Yes/No
8.	Has relevant seating plan been displayed in each examination hall/room separately?	✓ Yes/No

9.	Have proper and effective precautions been taken regarding security of sealed answer books and question papers?	✓ Yes/No
10.	Since the commencement of the examination, after how much time the unused question papers and answer books were collected back?	—
11.	Was the Principal working as officer-in-charge?	✓ Yes/No
12.	Was an external staff member appointed as Sr. Supervisor?	✓ Yes/No
13.	If yes, Name of the person _____ Name of the Institute _____	—
14.	Has Internal Vigilance Squad been appointed?	✓ Yes/No
15.	If yes, does it include a female staff?	✓ Yes/No
16.	Has each examinee written his seat number on his question paper?	✓ Yes/No
17.	Was any objectionable material, such as books, note books, loose papers etc. found in the lavatories during inspection?	✓ Yes/No
18.	Was there police bandobast as the examination center?	✓ Yes/No
19.	S.R.P.D. – - SRPD Mechanism & arrangement - SRPD Register - Details of discrepant Question Paper during printing	✓ Yes/No ✓ Yes/No ✓ Yes/No
20.	Other deficiencies observed, if any :	



Signature of the members of the Vigilance Squad :

Sign [Signature]
Name Mr. Suryawanshi N. N.

Coordinator
Vigilance Squad

Member
Vigilance Squad

Member
Vigilance Squad

Date : 04/07/2025
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