

# Himachal Pradesh University

## ATTENDANCE CHART

### ..... Examination

This Attendance chart is to be used only for the following examinations:

Under-graduate, Post-graduate, O.T & M.I.L. and MBBS Examination

Important Note : Separate attendance chart is to be used for each examination at

..... Centre

No .....

### IMPORTANT INSTRUCTIONS

Shift .....

1. This Attendance Chart is to be sent to Assistant Registrar (Examinations), HPU Shimla-5 by name, in a separate registered cover, within seven days of the exam. of the last written paper.
2. The chart is to be filled in neatly and correctly in details and is to be signed by the Centre Superintendent.

3. If for any subject offered by a candidate, the relevant column is not printed in the chart, the blank column in this chart is to be used. If further necessary, other subject columns which are not required may be deleted and used.
4. The Roll Nos. of the "present" or "absent" candidates, which will be shown by you in this chart, should please be compared with the Roll Nos. on Answer Books and also with the list of candidates supplied by this office. If during the course of comparison, any answer-books is detected bearing a wrong Roll No., is should be sent to the Assistant Registrar (Exam.) Himachal Pradesh University, Shimla-5, under a separate registered cover along with a forwarding letter giving the correct Roll No. of the erring candidate.
5. Before dispatching this Attendance Chart, it may kindly be ensured that the number of Answer-Books dispatched tallies with the total number of Roll Nos. of the candidates shown as "present" in this chart.
6. If the examination in a particular subject or paper is shifted to another centre under any special arrangement, the Superintendent of the Centre, where the candidates concerned were to appear originally, should please mention this fact invariably against such a subject/s in this chart.
7. FOR INSTRUCTIONS REGARDING PRACTICAL, PLEASE SEE PAGE 7 OF THIS CHART.

N.B : An automatic deduction can be made from the remuneration of a Centre Superintendent for contravening the instructions.

8. In the case of candidates who are caught using unfair means during the course of the examination or whose answer-books were sent to the University Office separately for any special reasons the Centre Superintendent should please supply the following information :

Roll No.	Subject and paper	Reasons in brief	Disposal of answer-books
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

9. In the case of candidate who has written wrong Roll No. on his/her answer book, the Superintendent should please supply the following information:

Roll No.	Subject and paper	wrong Roll No. as written on answer-books	Disposal of answer-books
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

**DECLARATION**

10. I hereby declare that the examination has been conducted at my centre strictly according to the instructions laid down in the Superintendent's Manual or Handbook of Instructions supplied to me by the Assistant Registrar (Conduct).

Chart has been filled up correctly and completely.

*Superintendent*

..... Centre

Permanent Address.....

for correspondence.....

Dated .....

..... Examination,

Attendance Chart of ..... Centre No .....

Subject	Actual number of answer-books	Date of Exam.	Roll Nos. of candidates present in this Paper	Roll Nos. of Absentees	Remarks
1. English Paper A					
2. English Paper B					
3. Math. Paper A					

4. Math. Paper B					
5. Physics					
6. Chemistry					

I certify the all the above entries have been correctly made.

Date .....

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Signature of Superintendent

..... Examination,

Attendance Chart of ..... Centre No .....

Subject	Actual number of answer-books	Date of Exam.	Roll Nos. of candidates present in this Paper	Roll Nos. of Absentees	Remarks
7. Botany					
8. Zoology					
9. Geology	A				
	B				

10.	History				
11.	Pol. Science				
12.	Economics				

I certify the all the above entries have been correctly made.

Date .....

.....

Signature of Superintendent

..... Examination,

Attendance Chart of ..... Centre No .....

Subject	Actual number of answer-books	Date of Exam.	Roll Nos. of candidates present in this Paper	Roll Nos. of Absentees	Remarks
13. Public Admin.					
14. Hindi (Elective)					
15. Sanskrit (Elective)					

16.	Philosophy					
17.	Sociology					
18.	Geography					

I certify the all the above entries have been correctly made.

Date .....

.....

Signature of Superintendent



..... Examination,

Attendance Chart of ..... Centre No .....

Subject	Actual number of answer-books	Date of Exam.	Roll Nos. of candidates present in this Paper	Roll Nos. of Absentees	Remarks
19. Sanskrit					
20. Hindi Additional					
21.					
22.					

23.					
24.					
25.					

I certify the all the above entries have been correctly made.

Date .....

.....

Signature of Superintendent

..... Examination,

Attendance Chart of ..... Centre No .....

Subject	Actual number of answer-books	Date of Exam.	Roll Nos. of candidates present in this Paper	Roll Nos. of Absentees	Remarks
26.					
27.					
28.					
29.					

30.					
31.					
32.					

I certify the all the above entries have been correctly made.

Date .....

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Signature of Superintendent

..... Examination,

Chart Showing the Distribution of Candidates and Examiners in the Practicals of Science Subject at

..... Centre

- CAUTION :-
1. This chart must be filled up in full details. In the case of candidates in a particular subject going for their practical's to a mofussil centre, the Superintendents of such mofussil centres must be supplied with the lost of the Roll Nos. of the outgoing candidates by the Superintendent of the centre where such candidates appeared for their written papers.
  2. In the case of the centres where candidates in Science Subjects take their examination both in the Written and practical Papers, the Superintendent of the centre concerned must provide to the examiner or examiners individually with a list of the Roll Nos. allotted to each examiner.

	Subject	Name of Examiner	Roll Nos. of Candidates allotted to the Examiner
1.	Geography.....		
2.	Physics .....		
3.	Chemistry .....		
4.	Botany .....		
5.	Zoology .....		
6.	Geology .....		
7.	Music .....		
8.	Home science .....		

- 9. Military Training .....
- 10. ....
- 11. ....
- 12. ....
- 13. ....

The candidate of my centre will appear:-

- for Physics practical at .....Centre
- for Chemistry practical at .....Centre
- for Botany Practical at .....Centre
- for Zoology Practical at .....Centre
- for Geology Practical at .....Centre
- for Geography Practical at .....Centre
- for Music Practical at .....Centre
- for Home Science Practical at .....Centre
- for Military Training Practical at .....Centre
- for.....Centre
- for.....Centre
- for.....Centre
- for.....Centre

Date.....

.....  
Signature of the Superintendent



