Form No: F2

 **INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**OFFICE OF THE DEAN (ACADEMIC)**

**REPORT OF THE CONDUCT OF EXAMINATION**

[To be submitted by Course Coordinator to the Office of Dean (Academic) within 24 hours after completion of examination]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Session** |  | **Semester**  | Monsoon |  | Winter |  | Summer |  |
| 1. | Course Code |  | Course Name |  |
| 2. | Date of Examination |  | Time & Duration |  |
| 3. | Venue of Examination |  | No. of Halls in which Examination was held |  |
| 4. | No. of Students registered in the Course |  | No. of students present |  | No. of students present |  |
| 5. | Name of Course Coordinator  |  |
| 6. | No. of Invigilators: | Faculty Member |  | Research Scholars |  |

**Report:**

 Remarks, if any

|  |  |  |  |
| --- | --- | --- | --- |
| Was the seating plan announced? | Yes | No |  |
| If the seating plan was announced, did the student sit according to the plan? | Yes | No |  |
| Did the examination start on specified time? *(If No, please give reasons at the back of the sheet)* | Yes | No |  |
| Was there any kind of disturbances during the examination? | Yes | No |  |
| Whether each Hall had a faculty member as invigilator? *(If No, the reason thereof)* | Yes | No |  |
| Cases of Unfair means, if any | Yes | No |  |
| Any other comments/ Observations: |