



CONFIDENTIAL

PROFORMA FOR ESTABLISHMENT OF EXAMINATION CENTRE TERM-ENDEXAMINATION: _____

(Para 1 below is to be filled up, if proposed examination centre is also established study centre of IGNOU, otherwise leave it blank)

1. **STUDY CENTRE CODE NO** : _____
- Name of the coordinator & : _____
- & Official address with pin code : _____
- : _____
- Telephone No. with STD Code : _____
- Mobile No. : _____
- E-mail ID : _____
- Fax No. : _____
- Residential address with pin code : _____
- : _____
- Telephone No. with STD Code : _____

2. In case your centre is establishment as examination centre by the University:-

- Name of the Centre Supdt. & : _____
- & Official address with pin code : _____
- : _____
- Telephone No. with STD Code : _____
- Mobile No. : _____
- E-mail ID : _____
- Fax No. : _____
- Residential address with pin code : _____

3. **Venue of examination Centre** : _____
- With full mailing address** : _____
- : _____
- Telephone no. with STD Code : _____
- Fax No. : _____
- Seating Capacity of centre: _____
- Morning Session : _____
- Evening Session : _____

(Please mention separately the No. of maximum students can be accommodated per session)

4. If proposed examination centre is study centre of IGNOU, the Coordinator of the study centre will be the custodian of all the confidential material related to the examinations. The University will send all the confidential material to him at his official address mentioned in para I above. In case the Coordinator is unable to be the custodian of confidential material due to unavoidable circumstances, the Coordinator should nominate any other person for custody of confidential material. His name and address may be mentioned below:

- a) Name of person nominated by Coordinator as _____
 Custodian of confidential material : _____
 Telephone No. with STD code : _____
 Mobile No. : _____
 E-mail ID : _____
- b) Address, where confidential material is to be sent, with pin code : _____
 : _____
 : _____

(In case (a) & (b) above are not relevant, please mention N.A.)

If proposed examination centre is NOT study centre of IGNOU; the Examination Centre Suptd. Will be the custodian of confidential material related to examinations. The University will send all the confidential to him at his official address mentioned in para 2 above.

5. Demand Draft/Cheque for advance and final payment for the expenditure incurred in conduct of examination will be drawn in favour of IGNOU in case proposed examination centre is also study centre of IGNOU.

If proposed examination centre is NOT study centre of IGNOU, Demand draft/Cheque for advance & final payment is to be drawn in favour of _____

6. Special requirement/proposal, if any: _____

7. If your centre was established examination centre during test examination of the University, the amount of advance and final payment sent to you by the University Rs. _____ (Advance Payment)

Rs. _____ (Final Payment)

- Number of answer books available in the Centre Main _____
 Supplementary _____

- Number of answer books additional required in the Centre Main _____
 Supplementary _____

8. I hereby declare that to the best of my knowledge none of my close relative is appearing at the Examination Centre for June, 2012 Term-end examination.

Signature: _____

Name: _____

Name of Coordinator of Study Centre with office stamp
 (If proposed Exam Centre is study centre)

OR

Name of Exam Suptd. With office stamp:

Date: _____

(If proposed exam centre is NOT study centre of IGNOU)

(This proforma duly filled in is to be sent to Regional Centre concerned only)