

**EXAMINATION CENTRE REQUEST FORM**

To

**The Controller of Examinations**

Manipur Council Open and Distance Learning

Sir / Madam,

***Sub: Application to seek permission for allotment of Examination Centre for conducting exams for Manipur Council Open and Distance Learning.***

I have submitted my application to seek examination centre, to conduct the examination for the forth coming session of Manipur Council Open and Distance Learning. I have gone through the Manipur Council website [www.manipurcouncil.com](http://www.manipurcouncil.com) and have read the rules, regulations and fully aware of the system followed. I have submitted my institutional bio-data for your perusal. Kindly allot our institution as the Examination Centre of Manipur Council Open and Distance Learning.

<b>Name of the Institute / School</b>	
<b>Address of the Institute / School</b>	
<b>Contact Information of the Institute / School</b>	<b>Mobile:</b> <b>Land Line:</b> <b>E-mail:</b>
<b>Head of the Institution / School (Name)</b>	
<b>Address of the Centre Head / Principal</b>	
<b>Number of Students appearing for Exams</b>	
<b>Number of Classrooms allotted for Exams</b>	
<b>Seating Capacity of Classrooms</b>	
<b>Number of Invigilators Posted</b>	

<b>Total Space Available (in Square Feet)</b>	
<b>Whether there is adequate provision for Drinking Water?</b>	<b>Yes / No</b>
<b>Whether there is adequate provision for Toilets?</b>	<b>Yes / No</b>

<b>Sl.no</b>	<b>Designation</b>	<b>Name of the Staff</b>	<b>Educational Qualification</b>
1	Chief Superintendent		
2	Hall Superintendent		
3	Invigilator		
4	Invigilator		
5	Invigilator		
6	Invigilator		

**DECLARATION**

I.....S/o D/o.....

Resident of .....

do hereby undertake as under:

1. I will conduct the examination for Preparatory Programme, VIII Standard, X Standard and XII Standard under my direct supervision and act as per the rules of Examination laid down by Manipur Council Open and Distance Learning.
2. I will conduct the examination as per the time table / date sheets of Manipur Council.
3. I will follow the instructions of Observer / Squad deputed by the Controller of Examinations of the Council.
4. I am bound to keep the whole record of the students which includes attendance sheet, copy of admit cards, student's complete details along with the photocopy of educational qualifications obtained previously.

**Place:**

**Date:**

**(Office Seal)**

**Signature of the Principal / In-Charge**