

EXAMINATION CENTRE REQUEST FORM

To

The Controller of Examinations

Tamilnadu Council for Open and Distance Learning

Sir / Madam,

Sub: Application to seek permission for allotment of Examination Centre for conducting exams for Tamilnadu Council for Open and Distance Learning-Reg

I have submitted my application to seek examination centre, to conduct the examination for the forth coming session of Tamilnadu Council for Open and Distance Learning. I have gone through the Tamilnadu Council website www.tamilnaducouncil.org 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 Tamilnadu Council for Open and Distance Learning.

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

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

Sl.no	Designation	Name of the Staff	Educational Qualification
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 Tamilnadu Council for Open and Distance Learning.

2. I will conduct the examination as per the time table / date sheets of Tamilnadu 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