



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
GURGAON, DELHI-NCR  
(Established by the Haryana Act No.8 of 2013)

PERFORMA FOR DAILY REPORT OF EXAM. CENTRE, SUBMITTED TO EXAMINATION BRANCH

Name of Exam: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Examination Centre: \_\_\_\_\_

1. No. of sealed Packet/Cloth bag(s) submitted:

- (I)
- (II)
- (III)
- (IV)
- (V)
- (VI)
- (VII)
- (VIII)
- (IX)
- (X)
- (XI)
- (XII)

2. Secrecy Memo:

3. Duty chart/list of supervisory staff:

4. Question paper opening certificate:

5. Other item, if any

Centre Assistant

Centre Superintendent

EXAMINATION BRANCH

(Signature of the Recipient)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Branch/Department: \_\_\_\_\_