(COMPUTER BASED EXAMINATIONS-CBT)
VENUE AUDIT / CERTIFICATION DOCUMENT

• It should be filled by the Venue authorised representative and returned to our authorised representative.

Date of Examination :	
Venue Name :	
Location :	chandrapur
Particulars	
NAME OF THE INSTITUTION	**GURUSAI POLYTECHNIC CHANDRAPUR**
AFFILIATED TO (Board/University)	**Approved By Govt. of Maharashtra, AICTE & DTE, Affiliated to MSBTE**
If Not Affiliated, what is the Nature Of Activity	
POSTAL ADDRESS (This address will be printed on the Admit card as Examination Venue 's Address - Ensure it is written legibly/typed out correctly)	**GURUSAI POLYTECHNIC, DATALA MIDC ROAD, CHANDRAPUR**
CITY	**CHANDRAPUR**
STATE	**MAHARASHTRA**
PINCODE	**442406**
TELEPHONE : LANDLINE WITH STD CODE	
EMAIL ID	1452principal@msbte.com
FAX NUMBER (MANDATORY) Whether it belongs to EC or not	
Nature of your Institution : Is it Sole Proprietorship/ HUF / Partnership firm / Company / Trust / Society / any other please specify	

REACHABILITY TO THE VENUE

Nearest Railway Station / Distance in KM	**CHANDRAPUR to 3.4km**
Nearest Bus Station / Distance in KM	**CHANDRAPUR to 3.0km**
Closest Land Mark (E.g. Near National Hospital)	**DATALA MIDC ROAD**
Distance of exam venue from the City Railway station	**3.4KMS**

CHIEF SUPERINTENDENT (CS) -MANDATORY(Ensure that the person whose name is mentioned is available all through the examination days & preparatory days ,CS has to be the head/principal of venue where the exam is conducted)

Name of the Chief Superintendent :	Mr. R.N Choursiya
Designation:	Lecturer
Mob/Tel:	9021623290
Email ID:	-

Who will be the acting CS in case of CS absence? (ACS)must assume the complete responsibility of CS in his absence Professor /Sr. Teacher or above Cadre in case of College /School, Other Institutes - Assistant Manager and above	*The acting CS *The acting CS has to be the Asst.
Name:	Mr. Shubham Nikhate
Designation:	Lecturer
Mob/Tel:	8847742321
Email ID:	

IT REPRESENTATIVE

Name of the IT representative:	Mr. Y.B DESHMUKH
Current Address:	KAILASH NAGAR AT MUNGOLI
City:	WANI
State:	MAHARASHTRA
Pin Code:	445307
Mobile:	9604343213
Email ID:	yogiyogyogesh13@gmail.com

BASIC FACILITIES

How many entry and exit points do the Examination Venue has? (E.g. 2 entry and exit points)	2 ENTRY AND 2 EXIT WITH OPEN SPACE
Are there separate toilets for Gents and Ladies?	Yes
Number of Gent's toilets:	EACH FLOOR HAVING ONE (THREE FLOOR)
Number of Ladies toilets:	EACH FLOOR HAVING ONE (THREE FLOOR)
Any Classes/Workshop conducted for any other Distance Education Universities in the Examination Venue on Weekends	Yes/ No
If yes, please specify the date and the timings	
Is there enough parking space available inside the Venue?	Yes
If No, what is the other option	
If YES, how many Bikes and Cars can be parked in the parking space? (Please specify in numbers) (e.g. 50 bikes and 15 cars)	ABOVE 50 BIKES AND ABOVE 10 CARS
Drinking water facility will be provided in all the Floors/Blocks of the Examination Venue?	Yes
Does the Examination Venue have Fire Extinguisher?	Yes

Does The Examination Venue have First Aid Kit?	Yes
Will arrangements be made for police protection if required (Please also mention the name of the Police Station under the jurisdiction of which the Examination Venue is located)	Yes
Police station Address and Contact No.	RAMNAGAR POLICE STATION

INFRASTRUCTURE DETAILS OF THE VENUE

Particulars	Remarks
Total Number of Labs in the Examination Venue	6
No. of Systems available in Venue	300
No. of Systems Booked for Exams	200
UPS (Provided by Venue Yes / No) With Capacity	NO
DG (Provided by Venue Yes / No) With Capacity	YES 35KVA
Security (Provided by Venue Yes / No)	YES
Any other specific requirement (Description)	

Availability of Computer systems for Examination

Lab. No	Floor	Lab Capacity	No. Of Computers CRT: ≥15 inch	LCD: ≥15 inch	Partition	Distance between computers	# AC/ Fans	# of lights	Desktop Place quality	REMARKS
		25		25	Yes	Min. 5 Feet	2	2	Good, Average	
1	3rd Floor	25	0	25	Yes	-	2	2	Good	
2	3rd Floor	25	0	25	Yes	-	2	2	Good	
3	3rd Floor	25	0	25	Yes	-	2	2	Good	
4	3rd Floor	25	0	25	Yes	-	2	2	Good	
5	3rd Floor	30	0	30	Yes	-	4	4	Good	
Hall	3rd Floor	170	0	170	Yes	-	12	15	Average	
TOTAL		300	0	300	Yes	-	24	27	Good	

EC PHOTO SNAPS

Particulars	Snaps Available
FRONT VIEW OF THE VENUE	YES
LABS – ALL LABS IF THERE ARE MULTIPLE LABS	YES
NAME BOARD OF THE VENUE	YES
BIOMETRIC CAPTURING ROOM	YES
LAN SWITCHES	YES
SPACING BETWEEN SYSTEMS	YES
DG	YES
Partition	YES
CCTV	YES
UPS	NO
Type Of LAN / Topology	STAR
DRINKING WATER	YES
TOILETS	YES

Desktop Requirement

Pentium Dual Core processor or higher with 1GB RAM or higher	YES
150 GB Hard disk	YES
Microsoft Windows 7 or above	YES
Ubuntu/Lniux OS (Please mention version details)	NO
Is the Antivirus installed in all systems in the Lab?	NO
Is the antivirus Licensed version:	NO
Mention Antivirus make :	N/A
Mozilla Firefox 20/ Google Chrome 26	YES
Standard keyboard and mouse	YES (USB MOUSE/KEYBOARD)
Display – 15" CRT@1024X768 pixel	YES
All Desktops with Fixed IP address and Auto/100 MB LAN Settings (No 10 MB settings)	YES
Network Requirement	
100 Mbps Switched network.	YES
Single Network	YES
Will Center ready to provide physically isolated network in multiples of 150 system + 10% buffer ?	YES
How many switches are in the lab and how many ports in each switch? Mention the Brand :	25 SWITCHES EACH HAVING 24 PORTS
Whether Internet connection available in all Labs	YES
Servers room (Network room/Control room) AC Environment with UPS Power points (5) and network	NO
No of Desktops connected in LAN	ALL
In case of multiple labs in the Venue, are all Labs connected to same network?	YES
Networking (LAN and Switch) Network cables connected properly and dressed both on IO port and switch level.	YES
Networking chord available for each PC Each Desktop should have a network chord.	YES/NO
Ping Check with Screen Shot (65000 Load)	YES
Cables Dressing All Network cables connected properly to switch. (indentify the UP Link and Down link)	YES
Does the Examination Venue has an Electrician & made his presence available for all the days of the exams?	YES
Internet Requirements	
4 Mbps Broadband of higher or 4 Mbps Data Card.	YES 10Mbps

SURVEILLANCE

Does the Examination Venue have DVR and cameras for surveillance: (DVR Name & HDD size and its backup validation in days) Mention full details.	YES

STANDARD TERMS & CONDITIONS

1.   The Venue should allow our representatives to visit the venue, inspect labs and other facilities and take photographs of specific portions of the Venue.

2.   The Chief Superintendent should preferably be the Principal or the HOD of the Venue and should be present for the entire duration of the Examination on all days of the Examination and accept ownership of fair conduct of Examination.

3.   The Venue should provide 1 Invigilator for every 30 exam seats. The Invigilator should be a permanent employee of the Venue. The Invigilators will be required to report to the Venue 2 hour before the exam scheduled time on the day of the exam.

4.   The Invigilators shall be present two day before the exam at the venue for a briefing session /Venue Health Check day conducted by our Representative.

5.   The Venue will provide sufficient number of supporting staff for provision of water etc.

6.   During the days of the examination, the allocated lab in the venue will be made available to Arceus Infotech PVT LTD Team and no other activities shall be conducted in the allocated lab.

7.   The Venue should provide drinking water & clean toilet facilities for the candidates. Separate toilets for men and women should be provided.

8.   The institution should provide a common bell at the start and end of each exam at timings mandated by Arceus Infotech PVT LTD.

9.   Exams should be conducted as per Arceus Infotech PVT LTD rules & regulations; any violation there off would be penalized.

10. In case the Venue does not provide some of the facilities listed above, we may deduct portions of the payment to the Venue.

11. If the Examination Venue or its staff is found to be involved in any sort of corrupt or malpractices which affect the conduct of fair exams and in the event of the entire examination is cancelled, full payment will be withheld.

12. Permitting any other persons other than the students without proper identification by the Venue authorities, would amount to malpractice and action, that may be deemed fit, shall be taken including withholding of payment.

I hereby confirm that the venue will be available on the above mentioned dates & booking for any other examination or activities on these dates will not be accepted by the venue. I also confirm that all information provided in this document is accurate In Witness whereof, these presents have been signed by their authorized representative on this...12... Date20.18. Year

Agreed By the Venue		Checked by	
Venue Authorised Representative Name:	R. N. Choutasiya	Arceus Authorised Representative Name:	YOGESH KUMAR
Designation:	Lecturer		
Contact Number:	9021632329O	Contact Number: +91-9604343213	
Signature:		Signature:	
Institution Seal(MANDATORY):			