



***Department of Examinations***  
**Term End Examination Stationary Requisition Form**

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

Name of Faculty : \_\_\_\_\_

Program : \_\_\_\_\_

Academic Year : \_\_\_\_\_ Trimester: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Examination Month &amp; Year : \_\_\_\_\_

Sr. No.	Item Name	Request Qty.	Approved Qty.	Remark
1	Manuscript Booklet for Question Paper setting			
2	Scheme of Evaluation Booklet			
3	A4 size Envelope for Question Paper & Scheme of Evaluation			
4	Security Envelope for Trimester wise			
5	Answer sheet 20 pages			
6	Supplement 04 pages			
7	Holocraft Stickers			
8	Drawing sheet			
9	Graph Paper A4 size			
10	Answer sheet packing bag Small (50 Answer sheet)			
11	Answer sheet packing bag Big (300 Answer sheet)			

Name & Sign  
 Asst. CoE (Center In-charge)

Name & Sign  
 Dean of Faculty

Approved by

**CoE / Dy. CoE**

**Note:** 1. One Envelope of A4 size contain 2 set of Manuscripts & 2 sets of Scheme of Evaluation.  
 2. Sealed Envelope to be inserted in security Envelope (Trimester wise & School wise).