

ANNEXURE: INFRASTRUCTURE MAINTENANCE AUDIT (EXAM READINESS)

1. General Information

Field	Details
Academic Session	
Audit Date	
Conducted By	
Approved By (Principal)	

2. Audit Coverage

Area Inspected	Status
Exam Rooms	☐ Covered ☐ Not Covered
Power Backup Systems	☐ Covered ☐ Not Covered
Fire Safety Systems	☐ Covered ☐ Not Covered
CCTV Surveillance	☐ Covered ☐ Not Covered
Staff Seating Areas	☐ Covered ☐ Not Covered

3. Exam Room Inspection

Parameter	Status	Remarks
Cleanliness	☐ Satisfactory ☐ Needs Improvement	
Seating Arrangement	☐ Adequate ☐ Inadequate	
Furniture Condition	☐ Good ☐ Repair Needed	
Lighting & Ventilation	☐ Adequate ☐ Inadequate	
Board Visibility	☐ Clear ☐ Not Clear	
Clock Availability	☐ Yes ☐ No	

4. Power Backup (Electricity)

Parameter	Status	Remarks
Generator/UPS Available	☐ Yes ☐ No	
Backup Tested	☐ Yes ☐ No	
Functioning Properly	☐ Yes ☐ No	
Fuel Availability	☐ Adequate ☐ Inadequate	

5. Fire Safety Audit

Parameter	Status	Remarks
Fire Extinguishers Available	☐ Yes ☐ No	_____
Fire Extinguishers Valid (Not Expired)	☐ Yes ☐ No	_____
Fire Exit Routes Marked	☐ Yes ☐ No	_____
Emergency Evacuation Plan Displayed	☐ Yes ☐ No	_____

Fire Drill Conducted	☐ Yes ☐ No	_____
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6. CCTV & Surveillance

Parameter	Status	Remarks
CCTV Installed in Exam Areas	☐ Yes ☐ No	
Cameras Functional	☐ Yes ☐ No	
Recording System Working	☐ Yes ☐ No	
Monitoring Staff Assigned	☐ Yes ☐ No	

7. Staff Seating & Facilities

Parameter	Status	Remarks
Invigilator Seating Arranged	☐ Yes ☐ No	
Staff Room Ready	☐ Yes ☐ No	
Drinking Water Available	☐ Yes ☐ No	
Washroom Facilities	☐ Clean ☐ Needs Attention	

8. Issue Identification & Action Required

Area	Issue Identified	Action Required	Responsible Person	Deadline

9. Compliance Checklist

Parameter	Status
All Exam Rooms Ready	☐ Yes ☐ No
Safety Measures in Place	☐ Yes ☐ No
Backup Systems Functional	☐ Yes ☐ No
Surveillance Active	☐ Yes ☐ No
Infrastructure Audit Completed	☐ Yes ☐ No

10. Challenges Faced

1. _____
2. _____

11. Suggestions / Improvements

1. _____
2. _____

12. Final Remarks

Signatures

Role	Name & Signature	Date
Maintenance Incharge		
Exam Coordinator		
Safety Officer		
Principal		