

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA, UNIT-VIII, NEAR RAJ
BHAWAN, BHUBANESWAR-12.

Letter No 4817 Dt 26/11/19

INSTRUCTION TO CENTRE SUPERINTENDENTS –Winter 2019 examination

. SCTE&VT, Odisha has introduced new initiatives to conduct all SCTE&VT examinations in a transparent, free and fair environment. If, anybody is found to be an obstacle in this mission, action shall be initiated against the person/institution. It is the sole responsibility of the Centre Superintendents to ensure free and fair examination in their centres. If they fail to do so, the centre may be cancelled without any further notice.

The following instructions in respect of Winter 2019 Examination are to be followed by the Centre Superintendents who have been duly appointed for Winter-2019 examination scheduled to be held from 26.11.2019 to 19.12.2019 or till the completion of the examination, whichever is later.

Before Examination

- 1) Gate checking shall be done 45 minutes before the commencement of the examination. Examinees will be allowed to enter into the Examination Hall and take their respective seats before **20 minutes** of commencement of examination. Answer Books will be distributed **10 minutes** before the examination. Question papers shall be distributed only on the commencement of the examination. Unused Answer Books and unused question papers should be counted and returned to the Examination Section after the examination starts.
- 2) The Centre Superintendent shall take the assistance of local Police for smooth conduct of the examination.
- 3) *Seat arrangements in examination hall shall be done properly, so that, gap between two students in row and column has to be a minimum of 3 feet. Seat arrangements shall be made serially according to the registration number. Same branch students should not be allowed to sit in left or right side or immediate back/front. The examination halls should be in one wing/block of the institution building and should not be scattered in different wing/block. Gallery hall, if any shall not be used for conducting examination.*

During Examination:

- 4) All the gates of the examination centre must be locked and the main gate shall be manned by a person throughout the period of examination to open it immediately on arrival of any official/squad/local administration. The gate keeper must have the key of the gate and the Centre Superintendent must instruct the gate person to allow entry to any person connected with the supervision of the examination to enter the gate without delay.
- 5) The Centre Superintendent has to maintain all the formalities of the council and follow all the rules and regulations of the council for the conduct of examinations.
- 6) The Centre Superintendent has to make necessary arrangement for uninterrupted power supply & water, cleanliness in and around to the examination centre throughout the examination.
- 7) All the C.C. cameras must be in working condition. If in any hall, camera is not working, the answer books of the hall shall be packed separately with due remark of the Flying Squad.
- 8) Persons not conversant with the examination rules should not be appointed as invigilator. They must be capable of maintaining discipline in the examination hall. The Invigilator must be from the teaching Faculties/Lab Asst.s/Instructional Staff of the Institute. **Under any circumstances, Outsider not in the payroll of the institute shall not be engaged as the invigilator without specific permission from the council.** The day wise Duty chart list with Invigilators engaged along with their designation and Branch/subject must be sent to the council. **It is the duty of the Invigilator to get the signature of the student in the attendance sheet. After due verification of data filled in by the candidate in the Answer Book and verification of the Identity of the candidate, the Invigilator**

shall put his/her signature in appropriate place in the Answer Book of the student. In no case, any person other than the Invigilator of the hall shall enter into the examination hall for any purpose.

- 9) If the council feels that the Centre Superintendent is not capable of conducting the examination in a free and fair manner, the centre may be cancelled for the next examinations and a new centre superintendent shall be appointed by the council for the current examination.
- 10) The chit seized shall contain the signature of the examinee with Roll Number, date and time. The invigilator and the Centre Superintendent shall also sign on all the pages of the materials seized. All the M.P. cases must be clearly be spelt out by the CS and for incomplete and ambiguous information, the Centre Superintendent shall be held responsible.
- 11) The attendance sheet of the examinees will be properly signed by the concerned examinees. The Invigilator must mark the absentee student with "**ABSENT**" (in Capital letters, preferably in red ink) against his/her name.
- 12) For every 20 students, there will be one Invigilator. At least 10% reliever Invigilator should be engaged for invigilation during the temporary absence of the Invigilator. The Invigilator must remain in the Examination Hall for entire period of 3 or 4 hours and they should be advised to move around the hall with utmost vigilance.
- 13) **Use of Cell Phone or other electronic gadgets by the Invigilators and examinees during conduct of examination is strictly prohibited.** No examinees shall be allowed to talk to each other. Utmost discipline shall be ensured meticulously.
- 14) The Centre Superintendent should ensure that a thorough **gate checking** is done at the main gate of the institution and before entering into the examination hall by the invigilators concerned. The centre superintendent is answerable for any objectionable materials found with any examinee.
- 15) *No person except connected with examination as per rules shall remain present in the premises of the examination centre. No rooms except those used for examination purposes shall be kept open during the examination.*
- 16) ***The examinees are to be sensitised not to write identity (Mobile no. / Registration No/Institution name etc) anywhere inside the Answer Book, otherwise the concerned subject mark will be awarded Zero. In case of use of graph sheets, same answerbook serial number is to be mentioned in the used graph sheet.***

After Examination:

17. All the answer books of Malpractice (M.P.) cases with the sized materials must be sent separately after proper entries in the concerned form. The centre superintendent is to ensure that all the columns of the form must be filled in properly. If any information is not mentioned the examinee shall be booked for all the papers or as decided by the Committee and the Centre Superintendent shall not be called in for further clarification.

18. However, the Answer Books of the examinees, booked under Malpractice, should be packed in a separate packet along with the Malpractice report of unfair means/misbehaviour during the examination, enclosing incriminating materials seized from the examinees. The Centre Superintendent should ensure that the M.P. reports are duly filled in and the same should be signed by him/her. The Centre Supervisor/Squad member shall put their signature on the sealed packets of Answer Books after packet generation soon after the completion of examination.

19. The Centre Superintendent will fully co-operate with the Flying Squad Team and furnish necessary information relating to examination.

20. At the end of each sitting, a report by the Centre Superintendent relating to number of MP cases reported by invigilators, Centresuperintendents and flying squad shall be handed over to the Flying squad.

21. The Centre Superintendent will pack separately, the answer books as per the Packing Instruction given separately. The answer books packed in sealed packets should be submitted to the Nodal Receiving Centre of the District on the same day normally within 2 hours as per Instruction of the council.

22. In case of any discrepancy arising out of any exceptional situation, if any candidate is allowed examination through **any uncoded Answer book** (not meant for him), with specific permission from the undersigned, such answer Book should be packed separately and details of such candidate must be entered in the report for of **Make My Report** link available in the council website.

PACKING INSTRUCTION

23. All the Answer Books of one sitting of Examination are to be kept Branch wise and syllabus Id wise irrespective of number of packing slips generated i.e Each Branch will have separate packets for each Syllabus Id .

24. In case of any discrepancy arising out of any exceptional situation, if any candidate is allowed examination through **any uncoded Answer book** (not meant for him), with specific permission from the undersigned, such answer Book should be packed separately and details of such candidate must be entered in the report for of **Make My Report** link available in the council website.

25. All the sealed Answer Book Packets of a sitting shall be put under one packet to be covered under cloth, stitched properly and sealed with Wax with signature of Centre Supdt. with a label attached on it. The Label shall contain from Centre Name and address, To Controller of Exams. SCTE&VT, Odisha, Po: Nayapalli, Bhubaneswar-12. On the Top of the cloth packet Date of Exams, Semester, sitting are to be mentioned. In case one cloth packet exceeds 10 kg, more than one packet may be created. On the top of each packet the numbering of packets is to be mentioned. (Example: in case of 1 packet it is 1/1 and in case of 3 packets it is 1/3, 2/3, 3/3 etc)

26. The covering/forwarding letter to the Nodal Centre should have all details of number of packets in the Cloth Bag(s).

27. All the cloth bags shall be despatched to the Nodal centre from where Blank Answer Books were collected or Nodal centre declared for the purpose, immediately after packing is over without delay. For Cuttack and Khurda District, the sealed packets are to be deposited at the council.

28. Nodal Centres and limited Exams Centres declared by COE vide letter no. 158 dt 29.4.2019, 159 dt 29.4.2019 and 160 dt. 29.4.2019 shall transmit the sealed answer Book packets through speed post.

29. The Examination centres should deposit the answer book packets at the nodal centres within 2 hours of completion of Exams. For institution with a distance of more than 60 Kms. from nodal centre, it should not be more than 3 hours from the completion of examination. Answer Book packets shall not be received at the nodal centre beyond the above stipulated time. In exceptional situation, the centre superintendent has to seek specific permission from the undersigned through mail cont.sctevtodisha2016@gmail.com with a copy to the Principal of the concerned nodal centre.

SPECIAL INSTRUCTION TO CENTRE SUPERINTENDENT REGARDING MAL PRACTICE (M.P)

30.The Centre Superintendent shall ensure that there is no Mal Practice in any form and if there is any such activities detected / reported, the Centre Superintendent shall be held responsible and action shall be initiated against the Institute. The Centre Superintendents should take care of the following:

.All the M.P cases must be up loaded while submitting online data before generating Packing slip.

.All the chits. / Incriminating materials are to be signed by the examinee, invigilators/ Flying Squad and the Centre Superintendent in all the pages. It is the duty of the Centre supdt. to ensure the above.

.All the column of the M.P form must be duly filled in with due remarks by the invigilator, subject expert, Centre Superintendent and attached to the concerned Answer book.


.The Centre Superintendent has to check the Roll No./ Registration No., Name, Branch, Subject, timing, Nos. of chit of all M.P. Cases and mentioned in his report.

.All M.P. Answer Books of the sitting shall be packed separately and sent to the Nodal Centre in one packet.

.The Centre Superintendent has to give a certificate of the back of the cover page regarding M.P. and nos. of chits attached to it. All the chits and the M.P, report must be attached to the Answer Book of the concerned Examinee.

.All the M.P. packets (sealed) with forwarding letter have to be submitted to the Nodal Centre / undersigned.

Any deviation on above will be viewed seriously.


26/11/19
Controller of Examinations