

# **EXAMINATION MANAGEMENT HUB MANUAL**

## **1. INTRODUCTION :**

After a threadbare discussions and long deliberations on various aspects leading to mis-management and dislocation in the fair conduct of Higher Secondary Examinations in the State, the Government of Odisha in the Department of Higher Education has approved certain reforms for a free, fair and smooth conduct of higher secondary examinations with effect from the ensuing Annual H.S. Examinations 2014. So, the concept of Examination Management Hub (in short ENH) is one of such reforms. Its prime objective is to store the question paper packets in some reputed Govt. & Non-Govt. colleges of the State for the nearby examination centres and on the day of the examination only, such question paper packets shall be despatched and delivered to the Centres concerned through Observers with full security. Under no circumstances, the questions packets shall be opened at the Council level or at the EMH level.

## **2. SELECTION OF EMHS :**

As per the decisions of the District Level Committees,(in pursuance of Govt. letter No.20811/HE. Dt.13.08.2013) 201 colleges and 02 Sub treasuries of the State have been selected as Examination Management Hubs for the ensuing Annual H.S. Examinations 2015. 889 nos of examination centres are attached to those 203 EMHs, the details of which are available in the CHSE website i.e. [www.chseodisha.nic.in](http://www.chseodisha.nic.in).

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**3. EMH PERSONNEL :**

Normally the Principals of those 201 colleges selected as EMHs shall act as the HUB SUPERVISORS. In case, where Principal cannot be the Hub Supervisor, he/she shall report the matter to the Controller of Examinations soon after the declaration of their colleges as EMHs and also recommend the name of a senior teacher having outstanding performance, very good past experiences in the conduct of examination and undoubted integrity, to the Council for appointment of Hub Supervisor in place of the Principal. Besides Hub Supervisor, there would be four other hub personnel, namely the Dy. Hub Supervisor, Hub Assistant, Hub Bearer and Hub Nightwatchman. The Hub Supervisor will appoint one Dy. Hub Supervisor, an Assistant, a Bearer and a Nightwatchman, having outstanding performance, reliance, undoubted integrity and honesty as well as capability and inform the names to the Controller of Examinations.

**4. FUNCTIONS OF EXAMINATION MANAGEMENT HUBS :**

The EMHs shall function under the direct supervision of the Principal & Hub Supervisor. A strong room shall be provided by the Principal. The Strong room shall be under 24 hours surveillance of CC Tv camera besides 24 hours watch by the Police Personnel appointed for the purpose by the District Administration as this would be declared as a Temporary Treasury during its operation. The strong room shall also be watched by the College Watchmen round the clock. The EMHs shall start functioning from the date of receipt of question paper packets from the Council and will continue up to the date of last despatch of answer books to the Valuation Zones and/or Dy. Controller of Examinations, CHSE(O), BBSR.

The Hub Supervisors are to prepare route chart for the examination centres attached to them and arrange vehicles for transportation of question paper packets from the hubs to the examination centres on the date of examinations only along with Observers. The Observers shall collect the answer books just after completion of the examination in sealed packets (duly packed and stitched as per the instructions of the Council) with sender's address only. Proper receipts to the Centre Superintendents be given and the above sealed packets should be handed over to the Hub Supervisor on return from the Examination Centres. The said sealed answer books shall be stored/kept in the Strong Room of the EMHs for onward despatch of the same to the concerned Valuation Zones/Dy. Controller of Examinations, CHSE, Odisha as the case may be, on the following working day.

**5. PREPARATION & SELECTION OF STRONG ROOM :**

The Principal & Hub Supervisor shall select a room preferably adjacent to the Principal's office room for declaring/designating it as a Strong Room for the purpose mentioned above. The Strong Room should be closed from all sides except one door. The designated strong room shall have no windows or any exposure. The door of the strong room shall be fitted with iron grills besides normal door(s). Any civil works, if required, should be completed as per direction of the Government/Council positively so as to keep it ready for use before receipt of confidential materials for the Annual Higher Secondary Examinations 2015. The strong room gates/doors should be locked with two locks compulsorily, out of which, the keys of one lock shall be kept with Hub Supervisor and keys of other lock shall be kept with Dy. Hub Supervisor. The Strong room will be declared as Temporary Treasury and thus the security aspect of the Strong Room shall also be taken care of by the Police/District Administration. However, the Principals

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& Hub Supervisors are to keep in touch with the local police stations for the purpose of safety & security of the strong rooms. The Strong room should be free from water-soaking, possibility of short-circuit and other unforeseen incidents. The watch & ward of the Strong Room as well as monitoring of recordings through CC camera is the responsibility of the Hub Supervisor.

**6. APPOINTMENT OF EMH SUPERVISOR :**

The EMH Supervisor shall be appointed by the Council. Invariably, the Principals of the colleges declared as EMHs shall act as EMH Supervisors except under compelling situations.

**7. APPOINTMENT OF OTHER EMH PERSONNEL :**

The Principal & EMH Supervisor will appoint a senior Teacher having outstanding performances, reputations and integrity beyond doubt as EMH Dy. Supervisor and inform the same to the Council. The EMH Assistant, EMH Bearer and EMH Night-watchman shall also be appointed by the Principal & Hub Supervisor. While giving appointment, it should be ensured that none of the near relations of the persons are appearing the ensuing Annual H.S. Examinations 2015. Besides the above, there shall be a panel of approved teachers for appointment of Observers for carrying the Question Papers to the examination centres and also for supervising the conduct of examinations there. Therefore, a list of some teachers, at least twice the number of examination centres attached to an EMH, shall be prepared by the Principal and Hub Supervisor and be sent to the Council for its approval. The Observers shall be appointed from the approved list only.

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## **8. DUTIES OF THE EMH SUPERVISOR :**

### **The EMH Supervisors**

- i) Will ensure & look after the safety and security of the question paper packets received and stored in the Strong Room.
- ii) Will ensure & look after proper despatch of question papers from the EMHs to the examination centres on each day of examination in time and also monitor the transit till it reaches safely at the examination centres concerned. A tentative time by which the questions will reach the examination centre shall be intimated to the Centre Superintendent concerned. In case the question does not reach the centre in the given time, the Centre Superintendent should take initiative from his side to get the questions. Therefore, he should remain in constant touch with the EMH Supervisor.
- iii) Will assign the duties of the Observers, particularly the name of the examination centre to which a particular Observer shall visit. It should be ensured that the Observers should be appointed on rotation basis and ordinarily one Observer should not be sent to a particular examination centre for more than two times.
- iv) Will arrange vehicles for transportation of question papers to the examination centres. In case of any problem or difficulty, the EMH Supervisor may seek assistance from the District Administration & RTO. Equal number of vehicles may not be required for every day of examination. It may vary taking into account the subjects of examination in respect of each examination centre attached. Therefore, it is to be ensured that minimum number of vehicles are engaged for each day of examination and accordingly route chart be prepared for each day of examination taking into account the distance and subjects of examination of the examination centres.

- v) Will ensure collection of the answer books through the Observers appointed for each examination centre for the day of examination and keep the same in the Strong Room with proper care and security.
- vi) Will take steps for despatch of the said answer books packets received from examination centres, to the proper Valuation Zones after mentioning the names & address of the concerned valuation zones on the following working day positively. In case of answer book packets relating to malpractice cases received from the centre(s), the same has to be sent to the Council in the name of Dr.Sachikanta Balabantaray, Dy.Controller of Examinations, CHSE,Odisha, C/2 Samantapur, Bhubaneswar-13 in a single cover/packet.
- vii) Will ensure keeping of records of all questions received from the Council and dispatched to each examination centres on each day of examination in a register with proper acknowledgements.
- viii) Will also ensure maintenance of records of answer book packets received from the Observers and despatched to the Valuation Zones/Dy.Controller of Examinations, CHSE, Odisha.
- ix) Will see that one vehicle is provided to cover three centres in a day except hilly areas and where the distance is more than 50 Kms. Route chart be made in such a manner so that a vehicle can reach at each centre by 9.00 A.M.
- x) Will maintain a register reflecting the entry & exit time as well as the initials of the officers/staff entered into the strong room on each occasion.
- xi) Will remain in constant touch with the District Administration/Supdt. of Police for safe storing and transportation of questions and answer books.

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**9. DUTIES OF THE EMH DY.SUPERVISOR :**

**The EMH Dy. Supervisors**

- i) Will assist the EMH Supervisor for smooth and efficient functioning of the Hub.
- ii) Will maintain stock registers of question papers received & dispatched to each centre date-wise with acknowledgement.
- iii) Will maintain the register reflecting the details of sealed answer book packets received from the examination centres through the Observers and its dispatch to the concerned valuation zones and Dy.Controller of Examinations, CHSE, Odisha, Bhubaneswar as the case may be.
- iv) Will supervise the proper discharge of duties of the Observers, EMH Assistant, EMH Bearer and EMH Night Watchman.
- v) Will assist the EMH Supervisor in arranging the vehicles for transportation of question papers as well as Observers to the Examination centres.
- vi) Will monitor the transit of the vehicles carrying question paper packets to the examination centres so also its safety and security. In case of any difficulties, it should immediately be reported to the Principal & EMH Supervisor and the Controller of Examinations, CHSE, Odisha for redressal. The District Administration & Local Police may also be contacted instantly.
- vii) Will perform such other duties or assignments as would be given to him/her by the Hub Supervisor for effective and efficient functioning of the EMH.

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**10.DUTIES OF OBSERVER :**

- i) The Observers appointed by the Hub Supervisor shall carry question papers to the Examination Centres in the hired vehicles arranged for the purpose by the Hub Supervisor as per the duty assignment given.
- ii) They will maintain all secrecy and confidentiality during transit or transportation of question papers.
- iii) They will supervise the conduct of examination in the centre and report to the Council through their Principal and Hub Supervisor.
- iv) They will collect the answer books in sealed packets with sender's address only giving proper acknowledgement to the Centre Superintendents.
- v) In case of any suspicion or apprehension of any untoward situation, they will immediately report the same to the Hub Supervisor and District Administration/Council.

**11.DUTIES OF THE EMH ASSISTANT :**

- i) Will assist the EMH Supervisor & EMH Dy.Supervisor in the smooth and effective functioning of the Examination Management Hub.
- ii) Will assist the Dy.Hub Supervisor in the maintenance of the registers, records, bills and vouchers etc. as required for the management of hub.
- iii) Will maintain cash book or payment register reflecting all the amount of advances received from the Council date wise and payments made to different parties/persons towards hiring charges/DA/Remueration or contingencies etc.

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- iv) Will keep all the original bills, vouchers, money receipts and acknowledgements etc. which shall be submitted to the Council soon after completion of the Hub assignments or closure of the EMHs for the year, for adjustment of the advanced amount.
- v) Will perform duties as would be assigned by the Hub Supervisor and Dy.Hub Supervisor for the smooth functioning of the hub.

### **12.DUTIES OF THE EMH BEARER & EMH Night Watchman :**

The EMH Bearer and EMH Night watchman shall discharge the duties and works assigned to them by the EMH Supervisor, EMH Dy.Supervisor and EMH Assistant as and when required for effective functioning of the hubs.

### **13.RESPONSIBILITIES OF THE EMH SUPERVISOR :** **The EMH Supervisors**

- i) Will be responsible for any sort of omissions or latches in the safety and security of the Strong Room so also the questions papers and answer books.
- ii) Will be responsible for non supply or non receipt of question papers to/by the Centre Superintendents in time i.e. half an hour before the start of examination on the day of examination causing any dislocation in the conduct of examination.
- iii) Will be responsible for non functional of the CC camera due to the fault of the college or for any deliberate attempt to stop recording or disconnect the power supply etc. to the camera or its ancillary equipments.

- iv) Will be responsible for anything wrong or any sort of inactions or wrong implementation of the instructions or guidelines given by the Council and Govt. for a free, fair and smooth conduct of Examination as well as efficient management of EMHs.

**14.RESPONSIBILITIES OF THE EMH DY.SUPERVISOR :**

**The EMH Dy. Supervisors**

- i) Will be responsible for maintenance of all types of records, documents, bills, vouchers etc. as required for the purpose of smooth management of hubs as well as for adjustment of advance amount sanctioned in favour of the Principal & Hub Supervisor.
- ii) Shall maintain register (As per Annexure-1) reflecting records of all the question packets received in two phases and also dispatched to the examination centres each day with acknowledgement (as per Annexure-III) of the receiver duly initiated by the EMH Supervisor & Deputy Supervisor.
- iii) Shall maintain register (as per Annexure-II) reflecting records of all the answer books received from each centre and dispatched to the valuation zones with date of dispatch, registration parcel No. and date etc.
- iv) Will be responsible for non compliance or non implementation of any of the instructions or guidelines or orders issued by the Govt., Council or the Hub Supervisor.

**15.RESPONSIBILITIES OF THE EMH ASSISTANT :**

- i) The EMH Assistant shall responsible for maintenance of the following records and registers.

- a) Shall scrutinize the bills for payment of dues like remuneration, hiring charges, contingencies, postal charges etc. admissible as per the guidelines and instructions given by the Council and advise the Hub Supervisor for making payments.
- b) Shall keep all the original bills, vouchers, acknowledgement receipts and other related papers/documents for onward submission to the Council for adjustment of the advance sanctioned.
- c) Shall perform all other duties and responsibilities as would be assigned to him/her by the Hub Supervisor or Dy. Supervisor.

**16.SAFETY & SECURITY OF STRONG ROOM :**

- i) The Examination Management Hubs shall be declared as Temporary Treasuries during its operation.
- ii) In addition to the supervision of the EMHs by the District Administration, the Hub Supervisors shall also ensure proper safety and security of the strong room.
- iii) The Local Police Stations should be apprised of the functioning of the hubs and in case of any suspicion or apprehension, they may be contacted immediately.
- iv) Night patrolling should be insisted by the Hub Supervisors through the Officer-in-charge of the local police stations.
- v) The strong room shall not under any circumstances, be opened by Hub Supervisor or Dy.Hub Supervisor alone. On each occasion, both must be present.

**17.REMUNERATION & CONTINGENCIES :**

- i) The Hub Personnel shall be paid remuneration in the following rates;
  - a) The Hub Supervisor shall be paid a remuneration of **Rs.90/-** (Rupees ninety only) per sitting subject to minimum of Rs.900/- for the entire period.
  - b) The Dy.Hub Supervisor shall be paid a remuneration of **Rs.100/-** (Rupees one hundred only) per sitting subject to minimum of Rs.1000/- for the entire period.
  - c) The EMH Assistant shall be paid a remuneration of **Rs.50/-** (Rupees fifty only) per sitting subject to minimum of Rs.500/- for the entire period.
  - d) The EMH Bearer shall be paid a remuneration of **Rs.40/-** (Rupees forty only) per sitting subject to minimum of Rs.400/- for the entire period.
  - e) One Night Watchman shall be paid a remuneration of **Rs.40/-** (Rupees forty only) per sitting subject to minimum of Rs.400/- for the entire period.
- (ii) A contingent expenditure of **Rs.400/-** (Rupees four hundred only) shall be paid to the Hub Supervisor for purchase of stationeries & other incidentals.
- (iii) The **Observers** shall be paid a flat remuneration of Rs.350/- (Rupees three hundred fifty only) per day. No Daily allowance shall be paid to them.
- (iv) Actual amounts paid **towards postal charges** shall be paid to the Hub Supervisor for sending answer books to the valuation zones concerned as per despatch advice given and to the Dy.Controller of Examination in case of Malpractice cases.

- (v) **A sum of Rs.1000/- (Rupees one thousand only) shall be paid to each EMH** towards hiring of conveyances for carrying answer book packets to the nearest post office for despatch.

**IMPORTANT** : Selection of travel agents/vehicle owners should be done by inviting quotations. The lowest price quoted should be approved. Payment should be made on the basis of vehicles actually engaged for carrying question papers and collecting answer books and certificates given by the Observers who used the vehicles. It is to be noted that the Original Quotations, comparative statement, bills & vouchers etc. shall be submitted to the Council at the time of submission of bills and vouchers for adjustment of advance amount sanctioned and also for the purpose of audit.

**18. SUBMISSION OF BILLS :**

The bills and vouchers of the expenditure made in the EMH must be submitted within 15 days after completion of examination. The following documents should be attached with the bills.

- i) Quotation and comparative statement regarding hiring of vehicles from travel agents.
- ii) Receipt in respect of payments of hiring charges to travel agents.
- iii) Tour particulars of Movement of each vehicle day wise in the prescribed proforma of the Council.
- iv) Payment of Remuneration to EMH Supervisor, Dy.Supervisor, Hub Assistant, Hub Bearer and Night Watchman in the prescribed form of the Council.
- v) Vouchers against consignment expenditure and payment of conveyance charges for transportation of sealed answer books to the post office.
- vi) All bills, vouchers and tour particulars of vehicles must be countersigned by Principal of the college.

By order of the Chairman

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