

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C.2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

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INSTRUCTIONS TO CENTRE SUPERINTENDENT

For the A.H.S. Exam 2015

1. (a) CENTRE SUPERINTENDENT (CS) :

- (i) Centre Superintendents are appointed [subject to the point 16(g)] by the, Council and they are the key persons in the conduct of the examination. They are responsible for all records and documents in connection with the examination.
- (ii) The Centre Superintendent shall keep a close liaison with the law and order authorities for smooth conduct of the examinations.
- (iii) A Deputy Superintendent (not being a member of -staff of the Centre-College) will conduct the Theory Examination only and practical examinations will be conducted by the Principal of the college, unless instructed otherwise.
- (iv) The Centre Superintendent should make at least two visits to each examination hall when examination is in progress accompanied by the internal squad.
- (v) Superintendent may be deputed from other colleges by the Council, if need be. In case the Centre Superintendent appointed from other college fails to reach the Centre in time, the principal of the college or senior most teacher will act as Centre Superintendent on adhoc basis, provided that he/she is not otherwise ineligible (as contained in clause 16(g) of this booklet) to act as such. If the deputed Centre Superintendent fails to reach the Centre even after the 1st day's examination the acting or adhoc Centre Superintendent is to be regarded as Regular Centre Superintendent and he/she will immediately bring this matter to the notice of the Controller of Examinations

(b) DEPUTY CENTRE SUPERINTENDENT (DCS):

One deputy Centre Superintendent is appointed [subject to the point 16(g)] for each centre irrespective of candidates appearing in the Centre on the recommendation of the centre Superintendent. However, with increasing number of students the number of DCS per centre shall be as follows:

- | | | |
|--------------------------|---|------------------------------|
| (i) Upto 500 | - | One Deputy Superintendent |
| (ii) From 501 to 1000 | - | Two Deputy Superintendents |
| (iii) From 1001 to 1250 | - | Three Deputy Superintendents |
| (iv) From 1251 to 1500 | - | Four Deputy Superintendents |
| (v) From 1501 to 2000 | - | Five Deputy Superintendents |
| (vi) From 2001 and above | - | Six Deputy Superintendents |

(There is no provision in the Council Rule for appointment of Addl. Centre Supdt.)

In case of a sub centre created at a separate location DCS shall be appointed on the basis of student strength of the sub centre by the CS. The senior most DCS shall act on behalf of the CS in the sub centre.

(c) ROLE OF PRINCIPAL/HEADMASTER/HEADMISTRESS OF THE COLLEGE/HIGHER SECONDARY SCHOOL WHICH IS AN EXAMINATION CENTRE.

The Principal/ Headmaster/Headmistress of the Centre shall remain present at the centre and render all possible co-operation as and when required by Centre Superintendent, even if he/she is not the centre Superintendent.

NOTE: If the college is a Coding Zone, the Principal/Superintendent should see that no officer (except the principal or principal-in-charge) who is engaged or is to be engaged in the coding work is assigned any other valuation-related work of the Council (Whether a college is a coding zone or not is made known to the college thorough letters much before the examination starts)

(d) APPOINTMENT OF OBSERVER:

Observers shall be appointed by the Council for the centers who will assist the Centre Superintendent in smooth conduct of the examination. They will go round the halls and submit their reports in the prescribed form.

(e) URINALS FOR EXAMINEES:

Specially constructed urinals either in the examination hall or close to the hall should be provided for use of examinees.

2. Question Papers (QP):

- (i) Sealed packets containing QPs of different subjects shall be dispatched to examination Management Hubs (EMHs) two days before the commencement of examination in two phases.
- (ii) The Supervisor of the EMH will receive the sealed packets that contain QPs of centers allotted to that hub.
- (iii) After receiving the questions from the Council the EMH Supervisor shall immediately **open the Hub packet** and arrange the questions **subject wise** and **Centre wise**. Compare the questions received for various centers with the requirement of such centers. Any discrepancy shall be brought to the notice of the Controller of examinations. Under no circumstances the centre packet be opened in the EMH.
- (iv) The Supervisor of EMH shall send the QP of different tagged examination centers on the day of the examination between 7 am to 9 am so as to reach the centre by 9 am with full security/ accompanied by an observer appointed for the center by the EMH.
- (v) The tentative time by which the question will reach the centre shall be intimated by the EMH supervisor to all the tagged Centre Superintended .in case the question doesn't reach the centre in the min time, Then the Centre Superintended should take

initiative from his side to get the question. Therefore, he should remain in constant touch with the EMH supervisor.

- (vi) THE SEALS OF QUESTION PAPER PACKETS ON NO. ACCOUNT BE BROKEN, THE PACKETS BE OPENED CUTTING ALONG THE LINE MARKED FOR THE PURPOSE IN THE PRESENCE OF THE INVIGILATORS/ OBSERVERS/ REPRESENTATIVE OF DISTRICT ADMINISTRATION.
- (vii) The Question packets are to be opened by the Centre Superintendent 30 minutes before the commencement of examination for distribution.
- (vii) Before opening the question paper packets the seals on the packets should be checked as to whether they are intact or not. Before opening the sealed packets, the centre superintendent should declare in presence of the invigilators/ observer about the date & time of opening the question and the number of questions sent by the council to the centre. The centre superintendent should furnish a certificate to that effect in the following form.

(Certified that I examined the packets in the presence of the Invigilators/Observer after the candidates assembled and before It was opened, and I found that the seals were intact (see the Caution Sleep)
- (ix) In case the packet opened, contains any matter other than the question papers required for the particular sitting, the packet should immediately be sealed and kept under the personal custody of the Centre Superintendent. This matter should immediately be reported to the Controller of Examinations by name.
- (x) The surplus question of the sitting be immediately be sealed and kept under joint custody of CS & observer appointed by the EMH.

3. ANSWER PAPERS:

Thread stitched answer papers containing 32 pages shall be in use for Annual H.S. Examn.2015. There will be no provision of additional papers. The students are advised to accommodate their answer within 32 pages Answer book supplied. Blank Answer books should be kept in a safe place under lock and key. Blank Answer Book has been sent to the Headmaster Principal of the Centre School/College. The answer books bear serial numbers. The Centre Superintendents are requested to check the answer books received and use the answer books serially. The number used in each sitting should be noted in the proforma supplied along with the answer books. If an answer book remains unused in a particular sitting that should be used in the next sitting. Accurate account of the consumption should be maintained. No stamp of the College/School or of the Centre shall be affixed on the answer books. Keeping invalid the requirement the stock of the answer books should be maintained.

4. SITTING ARRANGEMENT:

Each candidate should ordinarily be allowed a floor space of 2.5 sq.ft. And where it is possible the Center Superintendent should use his/her discretion to make the best possible arrangement. Seats for candidates should be arranged serially according to their roll

numbers. Since, the questions are prepared in 4 sets i.e. A, B, C, D, sitting arrangement must be made according to $4n+2$ plan such that no two students sitting side by side get the question of SET.

Three Examples of $(4n+2)$ sitting arrangement

(4+2)			(4×2+2)			(4×3+2)					
	C1	C2	C3		C1	C2	C3		C1	C2	C3
1.	A	C	A	1.	A	C	A	1.	A	C	A
2.	B	D	B	2.	B	D	B	2.	B	D	B
3.	C	A	C	3.	C	A	C	3.	C	A	C
4.	D	B	D	4.	D	B	D	4.	D	B	D
5.	A	C	A	5.	A	C	A	5.	A	C	A
6.	B	D	B	6.	B	D	B	6.	B	D	B
				7.	C	A	C	7.	C	A	C
				8.	D	B	D	8.	D	B	D
				9.	A	C	A	9.	A	C	A
				10.	B	D	B	10.	B	D	B
								11.	C	A	C
								12.	D	B	D
								13.	A	C	A
								14.	B	D	B

5. INSTRUCTION AND WARNING TO CANDIDATES:

- (i) Candidates are required to Centre the examination centre/hall by showing their admit cards through one gate. They must undergo thorough search by the CS and his team.
- (ii) Books, papers etc., if any, brought by the candidates are to be kept outside the examination hall and out of reach of all candidates.
- (iii) The candidates should occupy their seats in the examination hall 15 minutes before the distribution of question papers. Before distribution of questions, Invigilators shall announce by way of warning that if inadvertently any of them is in possession of any papers other than admit card/regd. no., he/she should immediately deposit the same with the Invigilators. Possession of such papers after commencement of examination shall be treated as malpractice.
- (iv) Sample check of candidate at random should be carried out atleast once in a sitting with the help invigilators/ observers / Squad personnel.
- (v) THE CANDIDATES AND THE INVIGILATORS MAY PLEASE BE INSTRUCTED TO SEE THAT THE ROLL NUMBERS, THE SET (A/B/C/D) AND OTHER INFORMATION ARE

WRITTEN CLEARLY AND CORRECTLY TO AVOID CONFUSION. IT IS EXPERIENCED THAT THE CANDIDATES WRITE WRONG ROLL NUMBERS SUCH MISTAKES CAN SAFELY BE AVOIDED IF THE INVIGILATORS CAREFULLY COMPARE THE ROLL NUMBERS IN THE ANSWER BOOKS WITH THE ADMIT CARDS.

- (vi) The candidates are required to appear in subjects as indicated in the admit cards prepared in accordance with forms filled up by them. If any candidate appears in a subject other than that mentioned in the admit card, the appearance will not be taken into consideration and the candidate will be marked absent in the paper which is included in the list of subjects in the admit cards. In such cases the procedure as mentioned under clause 11 be followed.
- (vii) The candidates should use **only black ball point pen** to write their answer.

6. DISTRIBUTION OF QUESTION PAPERS AND BLANK ANSWER BOOKS AND DUTIES OF INVIGILATORS.

- a) Only one answer book containing 32 pages will be supplied to each candidate at the beginning of the sitting.
- b) The invigilator should check the correctness of roll number and subject on the answer books of the candidates and give a certificate to that effect as printed on the cover page. Soon after distribution of question, the candidate must be asked to write the SET at appropriate place. The invigilators shall be responsible for any incorrectness in this regard. These should not be signed earlier in anticipation. Each answer book has two portions, one detachable and another non-detachable. Invigilators to be instructed to see that candidates fill up both these portions as instructed.
- c) All candidates must be asked to limit their answers within 32 pages as there is no provision of additional answer books in the examination.
- d) The question papers shall be distributed **sharp at 10.00 A.M.**
- e) Candidates should be instructed after the distribution of the question paper to write their answer on both sides of the answer books leaving the back side of the cover page for any rough work.
- f) **VERY IMPORTANT: ON THE TOP OF EACH QUESTION PAPER TOTAL NUMBER OF QUESTION" AND TOTAL NUMBER OF PAGES" ARE PRINTED.**

SOON AFTER THE DISTRIBUTION OF QUESTION TO CANDIDATES THE INVIGILATORS SHOULD ASK THE CANDIDATES TO CHECK UP IF THE PAPER SUPPLIED TO THEM CONTAINS ALL THE QUESTIONS AND PAGES AS PRINTED ON THE TOP.

IF ANYTHING IS MISSING IN QUESTION PAPER SUPPLIED TO THE CANDIDATE, THAT SHOULD BE REPLACED BY ANOTHER QUESTION OF SAME SET. THE QUESTION PAPER RECOVERED FROM THE CANDIDATE SHOULD BE RETURNED SEPARATELY TO THE CONTROLLER IMMEDIATELY AFTER THE SITTING WITH A FORWARDING LETTER.

- g) The rules laid down for the guidance of the candidates are printed on the back of the admit cards of the candidates. It is the duty of the invigilators to acquaint themselves with the rules and to their strict compliance.
- h) The invigilators should keep moving among the candidates and should not be engaged in any work, which may impair their efficiency as invigilators.
- i) Nobody is authorized to talk to candidates even for the purpose of correcting a misprint or removing any ambiguity in the question paper during the hours of the examination.
- j) In case of any communication letter, telegram or money order arrive for a candidate; it should not be delivered to him/her until he/she has left the hall at the end of the examination of the paper.

7. ATTENDANCE OF CANDIDATES AND ABSENTEE STATEMENT:

- a) No. examinee will be allowed to enter the examination **hall half an hour** after the start of the examination.
- b) A candidate should not be allowed to submit the paper and leave the hall with in the 1st hour of examination, and if he/she is leaving the hall within 2 hrs. (In case of sitting of 3 hrs.), and 1 hr. (in case of a sitting of 2 hrs.) he/she should not be allowed to take question out of the hall.
- c) Candidate must sign in full on the roll sheet/ on the first day of their appearance at the examination. Attendance of every candidate should be taken in proforma –III in every sitting. After every sitting the absentee roll Nos. is marked absent in the roll sheet just below the subject in red ink. Before preparation of memo form. This will help in avoiding work entry of absente in the memo form.
- d) One hour after the commencement of the examination, Examinee may be permitted to go out to attend the call of nature etc. And when necessary. one of the Invigilators and if necessary, also an attendant should watch them during their temporary absence from the examination hall. A record of such absence shall be maintained by the invigilators in Proforma-IV. Which should be kept in the envelope and sent to the Council in cover No. 11
- e) A record should also be maintained for each sitting by Invigilators, of the candidates leaving the Examination Hall before the warning bell is given under column No. 5 of Proforma-III.

8. ABSENTEE STATEMENT: (To be sent in cover no-13)

This is important document which is required at the time of processing of result. Hence the centre superintendents are requested to be very careful in preparing this statement and note the following:

- i) On the basis of attendance taken daily in the roll sheet/ alphabetical list, one consolidated statement in the prescribed proforma showing all absentees of all the sitting of the entire examination(instead of using separate forms for separate sittings) should be prepared.

Care must be taken to prepare separate statements for each stream of regular candidates correspondence course candidates.

- ii) The candidate who are exempted from appearing in certain subjects (as compartmental candidates) and those who have changed centre and appear elsewhere should not be marked absent. Roll Nos. of these students should be recorded separately as, 'changed to other centre. Care should be taken while marking absent in case of compartmental candidates.
- iii) These statements should be kept in the envelop meant for the purpose and sent to the controller of examinations.

9. ADMIT CARDS AND IDENTIFICATION OF CANDIDATES:

- a) All candidates are issued admit cards by their respective Headmaster/Principal only after taking full signature of the candidate on the admit card at appropriate place in his/her presence. Candidates of those college/school, which are not declared as centers, are to be identified by the teachers of the concerned school/college deputed for the purpose. Admit cards of the centre change candidate shall be issued by the centre superintendent.
- b) The centre superintendent may require any candidates at any time during an examination to sign his/her name on piece of paper and compare the signature so obtained with the signature on the admit card.
- c) The centre superintendent and the invigilators are expected to satisfy themselves about the identity of tagged centre candidates and candidates who have changed centers. If any candidate is not properly identified for any reason he/she may be allowed to sit for the examination pending production of satisfactory evidence of his/her identify on a latter day. In doubtful cases the matter should be reported to the controller immediately.

10. CENTRE CHANGE CASE AND CORRESPONDENCE COURSE (DISTANCE EDUCATION)

- a) Candidates who are permitted to change their centre are issued necessary intimation letters. Such letters are signed by the controller of examinations. Their admit cards are sent to concerned centre superintendent either by post or through special messenger for admitting them to the examination after proper identification.
- b) In case the candidate produces his/her intimation letter duly signed by the Controller as above but the Centre Superintendent do not receive the copies of intimation letter/alphabetical lists together with admit cards, the centre superintendents are requested to admit such candidates provisionally obtaining Written undertaking from the candidates to the effect that their admission to the Examination would be liable for cancellation if found Irregular. Such candidates be asked to submit one copy of their photograph which should

bear the full signature of the candidates and attestation of the Centre Superintendents (On the break of paragraph in each case and should be sent in an envelope inside cover No.13.

- c) The Name and complete address of all Centre change candidates and their full signature should be noted at the end of the alphabetical list sent to the Centre Superintendents.
- d) Special vigilance shall be exercised over the candidates who are appearing at the examination through change of centers. Any misbehavior shown or malpractice adopted by such candidates should be reported confidentially to the Controller by name separately.

11. MISTAKE OF SUBJECTS IN THE ADMIT CARDS

In case a candidate claims to have offered a subject other than the subject printed on the Admit Card he/she may be permitted on application (written) to appear in the subject(s) or paper(s) after an undertaking in the following proforma to the effect that he/she is appearing in the changed subjects at his/her own risk.

I undertake to accept the responsibility of appearing the subject paper (.....) even though my Admit Card does not mention this subject. The C.S. has allowed me for this on my application and therefore I am appearing in this subject on my own risk and the Council may take appropriate action against me if my 'Examination Form' states otherwise than my claim'.

Signature of candidate. Roll No..... Regn. No.....

A report on all such cases along with the undertaking of the candidates should be sent in an envelope inside Cover No. 13 to the Controller of Examination, by name.

12. COLLECTION OF SPARE QUESTION PAPERS, BLANK ANSWER BOOKS AND USED ANSWER BOOKS

- (a) All spare copies of question papers after distribution to the candidates present should be collected by the Centre Superintendent within 25 minutes of the commencement of the Examination and preserved under joint custody of CS and observe appointed by EMH till the examination is over.

The number of spare question papers and number distributed on a particular subject in a sitting should be verified immediately after 45 minutes of the commencement of the examination, Discrepancies, if any, noticed in the total number of question papers received should be reported to the Controller. The packets containing these unused question papers must be sealed and preserved under lock/seal by the Centre Superintendent. Till publication of result, thereafter, these shall be given to College library for reference of students.

- (b) Blank main answer books, if any, not distributed to the candidates should be collected from the Invigilators through the Relieving invigilators within one hour from the commencement of the examination. They should be used in the next sitting. The stock of Answer Book with

the centre after end of the examination be prepared to be used in the next examination or to be used as per the deviation of the Council.

- (c) A warning bell should be given five minutes before the final bell is rung at the end of a sitting. After the warning bell is given all doors should be closed and the candidates should be asked to be in their seats till all the answer papers are collected.

13. DESPATCH OF USED & UNVALUED ANSWER BOOKS TO THE EXAMINATION MANAGEMENT HUBS (EMH)

(a) Memo Forms:

4 copies of Memo should be prepared detailing the number of students present /absent, Centre change cases and MP cases. Answer books should be properly packed in cloth with strong packing paper inside and sealed with the seal of the Centre Superintendent. All packets of answer books should be sent to EMHs through the EMH observer. The packet should have only sender address (name of the Examination centre)

The date of examination, subject and paper and the number of scripts contained in the packet may be superscribed above centre's name as per example given below on the **left side** enabling the zonal valuation supervisor to know the position even before opening the packet.

Packing caption:

Suppose the date of examination- 11.3 2015 Paper is English, arts stream, regular and candidates appeared 225

Superscription will be as follows:

11.03.2015 English (A) R 225

TO

Name of CS Name of Centers Address of centers
--

- b) Two copies of memo form with details of answer books are to be kept inside each packet of the answer books dispatched to EMHs. One copy of memo form in respect of all subjects is

to be sent to the council in cover No 13 and another copy of memo form be retained at the Centre.

- (c) besides memo form a copy of the questions from each set be kept with the memo form.
- (d) The Centre superintendents are requested to use their personal metal seals for sealing of Answer book packets.

14. HOW TO REPORT CASES OF MALPRACTICE:

- a) All cases of malpractice are to be reported through the superintendent of the concerned centre, in the prescribed form (Form-20)
- b) For each individual case separate reports are to be made.
- c) The person detecting the case of malpractice should seize the incriminating materials from the candidates and get the incriminating materials signed by the candidate and get a written statement of the candidate. The invigilator should also give his/her statement at item no. 16 of proforma 20, In case the candidate refuses to give his/her signature on the incriminating materials or/and a written statement, the same should be noted recorded at item No. 17 and 18.
- d) The person detecting the case should put his/her signature on the incriminating materials and fill up item Nos. 6, 8, 9, 10 and 11 of proforma 20 before handing them over to the centre superintendent.
- e) The centre superintendent after proper enquiry will forward all such cases filling all other columns to the council and giving his/her views at item no. 20 of proforma 20 and putting his/her signature on the body of the incriminating materials.
- f) A candidate may be expelled only if there is sufficient, clear and convincing evidence of his/her resorting to malpractice but this power should be very rarely and cautiously exercised and should in no case be abused.
- g) The centre superintendent should ensure that the documents are kept in a sealed cover superscribed as directed and handed over to the EMH observer at the end of the sitting..
- h) The CS should retain photocopy of the incriminating material along with the Form 20 of reported cases for future reference.
 - i) The Centre ,Superintendent should send a detailed report of all cases of misconduct along with the answer paper and other relevant documents such as statement of the concerned Invigilator, candidate and others, if any, in support of the case.
- j) In no case the incriminating materials should be verified with the answer papers to ascertain their use as it is the duty of the Council to get it checked through competent authorities.
- k) Following documents are to be sent by the Centre Superintendent on the very day of occurrence and only in pink cover (Cover No. 11) supplied by the council are to be used. (i)

Form No 20- filled in all respects, (ii) Incriminating materials signed by the candidate and the invigilator/ by the person detecting the case and the centre superintendent himself/herself, (iii) Concerned answer paper of the candidate booked under malpractice be sent to the Dy controller of Examination By name Dr. S.K.Balabantaray along with the seized incriminating materials without fail.

(Under no circumstances this answer paper of the candidate booked under malpractice be sent to the valuation zone)

- l) In case of shortage of Form No 20 photo copies of the form may be prepared and used. If cover No. 11 fall short of requirement, separate covers may be used but Cover No. 11 should be written in bold letters on such covers. This sealed cover should be handed over to EMH observer along with the sealed Answer book packet
- m) The observers/ members of the Flying Squad, besides their daily reports are to submit a final report on the last day of the examination wherein they must state the roll numbers of cases they have detected at different centres and hand over to the concerned Centre Superintendents /EMH supervisor for reporting them to the Council. This final report is to be sent to the Controller of Examinations by name. The Centre Superintendent should also send a consolidated report separately stating the roll numbers of candidates reported for adopting unfair means at his/her Centre on the last day of the examination to the Controller by name.
- n) Disciplinary action will be taken against the Centre Superintendents if the above procedure is not followed while reporting the cases of malpractice.

15. PRACTICAL EXAMINATIONS:

- a) Principal/The Centre Superintendent should see that the programming of the practical examinations is sent to the Council. He shall appoint suitable External Examiner with the approval of the Controller from nearby colleges for conducting the practical in case the appointed person does not turn up.
- b) Attendance of candidates shall be taken in Proforma III (Practical) and be sent to council in cover No. 13.
- c) The centre Superintendent of practical examination centres are to issue necessary certificates to the practical examiners in the proforma supplied mentioning the number of candidates and the Roll Number of candidates examined by each of the practical examiners (Internal & External) in different practical papers. Duplicate copies of the same should be sent to the controller in cover No. 13.
- d) The centre Superintendent shall see that all marks and scripts of the practical subjects are dispatched to the controller of examination, council of Higher Secondary Education, Odisha, Bhubaneswar and send a report to the controller of examination by name.

- e) TA/DA (through public conveyance) will be borne by the Council for submission of practical materials at Council of Higher Secondary Education Odisha, Bhubaneswar. The supporting documents regarding submission of such materials should be enclosed with Bills.

16. APPOINTMENT, DUTIES AND RESPONSIBILITIES OF DEPUTY CENTRE SUPERINTENDENT, INVIGILATORS AND RELIEVERS:

a) Deputy Centre Superintendent:

- i) He/she shall render all assistance to the Centre Superintendent in the conduct of the examination and maintenance of records as and when required by the Centre Superintendent.
- ii) In view of mass incorrectness in writing the roll number by the candidates in their answer books, it will be one of the chief responsibilities of the Deputy Superintendent to go round the Examination Halls and personally verify the correctness of the Roll Numbers of each candidate after the Invigilators have put their signatures as per instruction.

The Answer .scripts has two portions to be filed in by candidate. In the non-detachable portion of the paper, a candidate is also required to write the name of the subject, date of examinations and SET. The Deputy Supdt. should ask the Invigilators to ensure that these Information are also written by the candidate.

b) Invigilator/Relievers:

- i) Not more than one invigilator should be appointed for every 20 candidates or less in a room and not, more than one relieving Invigilator should be appointment for every 120 candidates or less.
- ii) The Reliever should properly carry on the work of the Invigilator in the temporary absence of the invigilators originally appointed. They should also present themselves for Gate Checking, distribution of question and answer scripts.
- c) The service of teachers of Schools/Colleges who are deputed to identify the candidates from their institutions may be utilized for invigilation purpose. Teachers who are considered worthy of trust and confidence and can discharge their duties most faithfully and efficiently should be appointed as Invigilators. They should not however be allowed to Invigilate in the rooms where candidates of their Schools/ Colleges are appearing at the examination.
- d) Normally, **no teacher who teaches a particular paper shall be appointed as invigilator on the date of examination in the same subject.**
- e) **Teaching staff attached to the coaching centres or engaged in private tuition/coaching should not be assigned any examination work including Invigilation.**
- f) The Centre Superintendent should satisfy himself before the commencement of the examination that the Invigilators have made themselves acquainted with the duties of

Invigilation and with the instructions printed on the back of the admit cards and front cover of answer books.

- g) No person whose near relation is appearing at the Centre should accept the job of invigilator or any other examination/valuation related job. The centre superintendent should ensure this.**

NEAR RELATION Includes, father, mother, brother, sister; wife, husband, son and daughter.

17. Corrected Computerized Nominal Roll (CNR) – To avoid mistake in mark sheet / Certificates as regards the name of the candidates, father's/ Mother's name, Sex, Caste etc. the necessary correction in the nominal roll should be done on the 1st day of the examination. The corrected nominal Roll (CNR) should be handed over to the observer of EMH on the 3rd day of the examinations in a sealed cover Super scribed "CNR" with name of the centre and signature of superintended. Such CNRs will be collected by the Council from the EMH at the time of delivering the 2nd phase of questions.

18. REPORT ON THE CONDUCT OF THE EXAMINATION (to be sent in cover No. 13)

- a) The Centre Superintendents are requested to report after the examination is over on the prescribed proforma supplied whether the above instructions have been fully carried out. Any suggestion with a view to improving the method of conducting the examination will be duly considered by the Council.
- b) In case the Centre Superintendent desires to send any interim report of urgency, the same should be sent in a plain paper furnishing all details.

19. REMUNERATION AND CONTINGENT EXPENDITURE

- i) Remuneration to Centre Superintendent
- | | | | | |
|----------------------------|---|---------------------|-----|------|
| For Theory (Written Exam.) | - | Rs.70/- per sitting | | |
| For Practical | - | Rs.15/- per sitting | | |
| | | (Minimum-Rs.50/- | for | each |
- practical subject)
- ii) Remuneration to Deputy Centre Supdt
- | | | | | |
|--------------|---|---------------------|--|--|
| (For Theory) | - | Rs.60/- per sitting | | |
|--------------|---|---------------------|--|--|
- iii) Remuneration to Invigilator
- | | | | | |
|--------------|---|---------------------|--|--|
| (For Theory) | - | Rs.50/- per sitting | | |
|--------------|---|---------------------|--|--|
- iv) Laboratory Assistant
- | | | | | |
|--|---|--------------------------------|--|--|
| | - | Rs.2/- per Candidate | | |
| | | Subject to minimum of Rs. 30/- | | |
- v) Laboratory attendant
- | | | | | |
|--|---|--------------------------------|--|--|
| | - | Rs.1/- per Candidate | | |
| | | Subject to minimum of Rs. 30/- | | |

- vi) Store Keeper - Rs.1/- per Candidate
Subject to minimum of Rs. 30/-
- vii) Clerks - Rs.25/- per 100 Candidate or part
Theory of per sitting for theory
Examination only
- viii) Menials - Rs.15/- per 100 Candidate or part
Theory of per sitting for theory
Examination only
- ix) Mechanic (Physics) - Rs.1/- per Candidate
Subject to minimum of Rs. 20/-
- x) Specimen Collector (Biology) - Rs.1/- per Candidate
Subject to minimum of Rs. 20/-
- xi) Remuneration to Internal Examiner - Rs.4/- per Candidate
(Minimum of Rs. 60/-)
- xii) Remuneration to External Examiner - Rs.4/- per Candidate
(Minimum of Rs. 60/-)

1. The External Examiners of Practical Examination will not get extra DA for laboratory preparation with effect from 2002 Annual H.S. examination.
2. The External Examiners of Practical Examination will not get extra DA for valuation of practical examination script where the student strength is less than 16 with effect from Annual H.S. Examination, 2002.

Contingency:

1. Postage including Rly. Parcel (with Vouchers) - Actual expenditure
 2. Other Miscellaneous expenditure - Rs.5/- per candidate
subject to minimum of
Rs.400 per Centre
 3. Practical Examinations in Physics,
Home Science, Anthropology, Education,
Psychology, Statistics. Geology, Applied Electronics;
Geography, Comp. Application and Comp. Science
Information Technology and Bio- Technology - Rs. 1.50 paise per candidate
 4. Practical in Chemistry: Botany. Zoology
And all Vocational Papers - Rs.3/- per candidate
- b) A Copy of the appointment letter should be attached to the remuneration bills of centre Superintendent and Deputy Superintendent(s).

- c) A Copy of the telegrams should always be sent along with the bills when claims are made from the council for telegrams.

20. SUBMISSION OF DOCUMENTS. BILLS, UNUSED BLANK ANSWER PAPERS AND QUESTION PAPERS ETC. TO THE COUNCIL.

The Centre Superintendent is to see that all documents are sent to the Council soon after the examinations are over. For this purpose covers to be used are stated hereunder.

This cover contains the most important documents required for publication of result. Hence this must be despatched immediately so as to reach the Council within seven days after examination is over. Delay in this regard will be viewed seriously.

No other material should be sent inside this cover. This packet should contain the following.

- (a) Cover No.13(a)
- i) Seat Charts.
 - ii) Undertaking and other papers of Centre change candidates [See instruction No.10 (b)]
 - iii) Proforma -III [See instruction No. 15 (b)]
 - iv) Copy of Memo Forms [See instruction No. 13 (b)]
 - v) Duplicate copies of certificate of Centre Superintendent [See instruction No. 15 (c)]
 - vi) General Report and certificate Of Centre Superintendent [See instruction No. 18]
- b) Cover No.13(b)

The following documents should be sent to the Controller of examinations, Council Higher Secondary Education, Odisha, and Bhubaneswar by name.

- i) Consolidated absentee statement (See instruction No.8)
- ii) Report on correction of subjects in the roll sheets; admit cards (See instruction No. 11)
Along with undertaking given by candidates,

c) Unused Articles: Cover No.13(c)

- i) The detailed account of unused blank answer books, Practical Answer books, memo forms, envelopes and other forms be despatched to the Controller, Council of Higher Secondary Education, Odisha, Samantapur, Bhubaneswar-13.
- ii) Detailed account of question papers received used and balance should be sent, to Controller of Higher Education, Orissa, Bhubaneswar -13.

21. Submission of accounts and vouchers

Cover No.4: All materials relating to accounts should be despatched in this cover by registered post within 30 days after the Examination is over. This cover should contain (I) Remuneration bills of Centre Superintendent(s) Centre Charge Bills. Proforma I. & II, Utilisation certificate. Postal Vouchers and all other papers relating to accounts and this should be sent to the FINANCE OFFICER, COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA, SAMANTAPUR, BHUBANESWAR-13.

22. FLYING SQUAD ANP OBSERVERS:

Council arranges to send flying squads .and observers to examination centers to ensure that examinations are conducted as per Council Rules. The Squad members/observers may be sent by Nodal Colleges DLCs or directly by the Council. Centre Superintendents are required to allow these squad members/observers to do their jobs without any hindrance. The Squad members/Observers are uthorised to check the candidates at the gates, in the rooms, inspect the stock of the sealed question packets, collect seat chart, report malpractice.

23. Provision for physically challenged examinees; Proper provision be made available by the centre superintended to the physically challenged examinees As per sub letter No.442/scpd Date10.02.2015 of Commissioner for person with disabilities, Bhubaneswar. They should be allowed 20 minutes extra time per hour of examination.

**C-2, SAMANTAPUR
BHUBANESWAR-13**

**Dr. Biranchi Narayan Mishra
CONTROLLER OF EXAMINATIONS**

Tel.Ph-0674-2300907/ 9437840420

Fax:- 0674-2300914