

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

INSTRUCTION TO CENTRE SUPERINTENDENTS

Instructions from the Government vide Notification No.1803 Dt. 20.03.2013 has already been communicated to all the concerned through the Council website. In view of the recent dislocation in different examinations in Odisha, the Government is serious to conduct all the SCTE&VT examinations in a free and fair manner. 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 centers. If they fail to do so, the centre may be cancelled without any further notice.

The following instructions regarding the conduct of **Winter Semester 2023 Exams of 3rd, 5th, 7th (P.T), 1st year Pharmacy and 1st Semester, 6th (B.P)** are to be followed by the Centre Superintendents who have been duly appointed for ensuing Winter-2023 examination scheduled to be held **from 03.01.2024** till the completion of the examination.

Before Examination:-

- 1) Question papers shall be downloaded from online source and printed exactly the same number of copies as registered for examination in the sitting under safe custody of the Centre Superintendent. The Centre Superintendent is solely responsible for keeping the question papers in safe custody till the end of the examination.
- 2) The Centre Supdt. shall deploy watch and ward personnel round the clock at the confidential room. Private security shall be arranged in addition to own security.
All confidential items shall be kept in safe custody in steel Almirah duly locked. The confidential rooms where the sealed in Almirah kept shall also be sealed jointly by the Centre Supdt. & Council Personnel in presence of Senior faculties.
- 3) 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.
- 4) The Centre Superintendent shall take the assistance of local Police for smooth conduct of the examination.
- 5) *Seating arrangements in examination hall shall be done properly, so that, gap between two students in row and column has to be adequate. 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:-

- 6) 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.
- 7) 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.



- 8) The Centre Superintendent has to make necessary arrangement for uninterrupted power supply & water, cleanliness in and around to the examination centre throughout the examination.
- 9) All the C.C. cameras must be in working condition.
- 10) 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.
- 11) 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.
- 12) 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 Centre Superintendent and for incomplete and ambiguous information, the Centre Superintendent shall be held responsible.
- 13) The attendance sheet of the examinee will be properly signed by the concerned examinee. The Invigilator must mark the absentee student with "ABSENT" (in Capital letters, preferably in red ink) against his/her name.
- 14) 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 hours and they should be advised to move around the hall with utmost vigilance.
- 15) Use of Cell Phone or other electronic gadgets by the Invigilators and examinee during conduct of examination is strictly prohibited. No examinee shall be allowed to talk to each other. Utmost discipline shall be ensured meticulously.
- 16) 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.
- 17) *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.*
- 18) ***The examinee should not write his/her identity in any form such as symbol, sketch or what so ever, phone number, e-mail, whats app etc. anywhere in Answer Book(even if the question requires so), failing which the student will be booked under "Disclosure of Identity(DI)" and awarded Zero mark in the concerned subject.***

After Examination:-

- 19) 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.

- 20) However, the Answer Books of the examinee, booked under Malpractice, should be packed in a separate packet along with the Malpractice report of unfair means/misbehavior during the examination, enclosing incriminating materials seized from the examinee. 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.
- 21) The Centre Superintendent will fully co-operate with the Flying Squad Team and furnish necessary information relating to examination.
- 22) At the end of each sitting, a report by the Centre Superintendent as to how many malpractice cases have been reported by invigilators, how many by the Centre Superintendent and how many by the Flying squad shall be handed over to the Flying squad.
- 23) 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.**
- 24) After completion of the Examination, Center Superintendent of each Examination Center must deposit the following at the respective Nodal Center
 (a) unused blank answer books of absent candidates,
 (b) DVD containing C.C Camera recordings of all examination halls for each sitting of examination
 (c) Copy of attendance sheet duly signed by the concerned invigilators and countersigned by Centre Supdt. at their respective Nodal Center Positively.
- 25) After distribution of answer books in the examination halls the students should be advised to verify the same and must ensure that all the pages are intact and serially numbered from 1 to 32 . If any page is found missing the same should be reported to the invigilator/Center Superintendent .During evaluation scanning for evaluation process if any page is found torn/missing the student will be booked under malpractice and the institute will be held responsible for this.
- 26) **The Center Superintendent must ensure that the number of Answer Books physically placed inside the packet tallies with the number of students present as per packing slip generated .If any shortage of Answer Book is found during opening of sealed packet at this Council, penalty of Rs 5000/- per each shortage of Answer Book will be imposed upon the institute (Refer letter No 4337 dtd 29.07.2017 of SCTE&VT)**
- 27) In case of change of ink is made by the student during the examination ,the same must be approved by the invigilator putting his/her signature at the left margin where change of ink takes place on the answer book ,If not approved the student will be booked under Malpractice under DI.
- 28) **The Answer Books of Malpractice cases must be packed separately. A penalty of Rs.2000/- will be imposed upon the institute for non-submission of separate M.P packet. In addition to this a penalty of Rs.2000/- shall be imposed for non submission of proper report in M.P cases as per proforma.(Refer letter No 4337 dtd 29.07.2017 of SCTE&VT)**
- 29) **Any tearing of Page(s) of Answer Book shall be reported by the Concerned Center Superintendent as a MP Case. Such Answer Books shall be packed separately, along with other MP Cases with clear mention of details.**



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PACKING INSTRUCTION

- I. All the Answer Books of one sitting of Examination are to be kept Branch wise and syllabus wise irrespective of number of packing slips generated i.e Each Branch will have separate packets for each type of Question(old syllabus/new syllabus) but all Answer Books of each type of Question to be packed on one packet irrespective of number of packing slips generated of that question type.
- II. 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.
- III. 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
- IV. The covering/forwarding letter to the Nodal Centre should have all details of number of packets in the Cloth Bag(s).
- V. 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 except BOSE/ITT/BPFTIO/.
- VI. Nodal Centres and limited Exams Centres declared by COE shall transmit the sealed answer Book packets through speed post.
- VII. **The Examination centres should deposit the answer book packets at the nodal centres within 2 and half 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.



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SPECIAL INSTRUCTION TO CENTRE SUPERINTENDENT REGARDING MALPRACTICE (M.P)

The Centre Superintendent shall ensure that there is no Malpractice 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:

1. All the M.P cases must be up loaded while submitting online data before generating Packing slip.
2. **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.**
3. 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.
4. 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.
5. **All M.P. Answer Books of the sitting shall be packed separately and submitted to the Nodal Centre in one packet.**
6. The Centre Superintendent has to give a certificate on 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.
7. All the M.P. packets (sealed) with forwarding letter have to be submitted to the Nodal Centre .
8. Any deviation on above will be viewed seriously.

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