

GOVERNMENT OF ASSAM
SECONDARY EDUCATION DEPARTMENT, DISPUR

No. ASE 16/2016/Pt/30

Dated Dispur the 2nd July, 2016

From : Shri R.C. Jain, IAS
Secretary to the Government of Assam

To : (1) The Mission Director, RMSA, Assam
Kahilipara, Guwahati-19
(2) The Director of Secondary Education, Assam
Kahilipara, Guwahati-19
(3) The Secretary, Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21
(4) The Secretary, Board of Secondary Education, Assam
Bamunimaidam, Guwahati-21

Sub : Uploading of recommendation on reforms in the examination process of
SEBA/AHSEC in Government websites

Sir,

In enclosing herewith copy of the report of the Committee constituted to offer suggestions for evolving standard operating procedure for conducting HSLC/AHM and AHSEC Examinations and minutes of the meeting held on 14th June, 2016 in the office chamber of the Principal Secretary to the Govt. of Assam, Education Department, I am directed to request you to upload the same in the Government websites for soliciting public views/comments on the recommendations.

The views/comments from the public on the recommendations may be obtained within a period of 1 month and the same may be submitted to the Government for taking a final decision in this regard.

Encl: As stated above.

Yours faithfully

Secretary Secretary to the Govt. of Assam
Secondary Education Department



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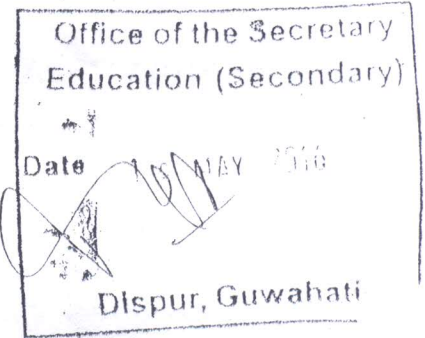
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To : The Principal Secretary to the Govt. of Assam,
Education Department, Dispur.

Sub :- Report of the Committee.



Sir,

I have the honour to inform you that Government vide order No.ASE.16/2016/Pt-8 dtd. 10-03-2016 constituted a committee to offer suggestions with a view to evolve the standard operating procedure for conduct of HSLC/AHM/AHSEC Examination. The Committee has submitted its reports today 16-05-2016 which is enclosed herewith for favour of your further necessary action.

Encl: As above.

Yours faithfully,

R.C. Jain
(R.C. Jain, IAS)

Chairman of the Committee and
Secretary to the Govt. of Assam,
Education (Secondary) Department.

Office of the Principal Secy.
to the Education Dept. of Assam
Dispur, Assam
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REPORT

Government of Assam vide their order no ASE16/2016/pt/8 dt 10/3/2016 constituted a committee to offer suggestions with a view to evolving Standard Operating Procedure for conduct of the HSLC/AHM/AHSEC Examination. The terms of the committee included evaluation and appraisals of the existing procedures followed, their shortcomings and to evolve Standard Procedures to be adhered to for safety, security and timely action in the entire process from question paper setting upto declaration of results.

The committee in its sittings discussed the matter threadbare and suggested the following-

1. The Committee unanimously decided that two sets of question papers for each subject should be prepared up to the final proof reading stage in order to maintain secrecy.
2. After setting of two sets of question paper, one set has to be finally approved by one official of SEBA/Council who may be either the Secretary or the Controller of Examination. The other copy will be kept in sealed cover by the official approving the question paper. The Chairman of SEBA and the Council should entrust the responsibilities either to the Controller of Examination or to the Secretary of the organization for the entire process of question paper setting, moderating, proof reading, selection of final one etc. Such responsibilities should not be entrusted to two persons at a time so that responsibility can be fixed on a particular official in the event of any untoward or unfortunate incident.
3. Centre wise sorting of question paper must invariably done at the printing press itself and under no circumstances sorting should be allowed to be done at SEBA/AHSEC premises.

4. The printing press should be directed to send the printed question papers after proper sealing and packeting , center wise , to the Head Office. After receipt of the center wise packets at head office , the arrangements of dispatch of the question paper to the centers has to be done under the proper security coverage as presently done by the SEBA. Activities carried out at Head office in connection with receipt and despatch of center wise question paper must be done under strict CCTV Surveillance. The vehicles used for handling the question papers should have proper GPS system in order to strict online monitoring of the movement of vehicles .
5. The printing presses may be directed to pack the packets in plastic cover with proper security seal. The appropriate security seal should be provided to the presses by the SEBA and the Council. The details of security seals should be shared with the presses undertaking the printing as well as with the officer- in charge of centres.
6. The question papers must be kept in Police Station /Police out post. Treasury offices can be used only in the selective cases. Under no circumstances the question papers are allowed to be kept at Police Patrol Posts.
7. After arrival of question paper at the police station/Out Post the officer in charge of the centre must examine the following:-
 - i) Whether the seals are intact.
 - ii) Whether No. of question paper required for his center are in order or not.
 - iii) He will place the question papers in the Almirah date wise from last day of examination to 1st date of examination so that on the day of examination he can take the correct

question papers every day of examination. He must confirm that he gets correct question paper for the day.

8. The officer in charge of examination should open the Almirah in which the materials are stored in presence of the Officer in-charge of the Police Station/outpost or the authorised police officer of the PS/OP.
9. Sorting of question paper at the Examination Centres to be done in presence of supervisor appointed by the Inspector of schools .The Inspector of School must ensure that the teachers/ invigilators engaged does not take their mobile phones inside the sorting area in order to rule out the possibilities of taking photographs. Government should constitute an Examination Committee District/Subdivision wise to monitor the entire process of holding the Examination right from receipt of question papers in the PS/OP till sending of Answer Scripts to Evaluation Zones. Inspector of School of the District should be the Nodal officer for the same.
10. The Inspector of School should issue necessary instructions to all concerned that the mobile phones / electronic devices will not be allowed to be carried inside the sorting area and Examination halls neither by the teachers nor by the students. If possible , CC TV cameras should be installed. SEBA/AHSEC will appoint one Supervisor at each centre, whose duty will be to ensure that no mobile/ electronic device are taken inside the Hall where the question papers are sorted room wise before distribution. The Invigilator of each room must ensure that no students have taken Mobile phone/ Electronic device in the examination Halls.
11. Inspector of Schools will issue instruction to the Centre In-charge and the Invigilator not to carry Mobile Phone/ Electronic device in the examination hall.

Packaging and dispatch of Answer scripts to the evaluation Zones :

12. Good quality materials required for packing the answer scripts are to be used. The quality of materials has to be ascertained by SEBA/AHSEC and they will also issue instructions to the Centre in-charge to procure the specified materials only including plastic cover. It will be preferable that the materials should be purchased centrally in order to maintain uniformity. The packing materials should be water proof.

Post Office: ---- There should be proper arrangements with the post office for handling of answer Scripts through post office for dispatching of materials through Speed Post. The SEBA/AHSEC should maintain a proper system with an advance agreement with Post office in this respect.

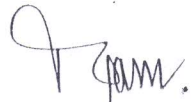
- 13 Each Evaluation Zone should have a proper Flood / Fire protected strong room to store the answer scripts. The answer scripts should be stored on benches .Stacking on ground should be avoided.
- 14 All ventilators and windows of the strong room should be properly sealed. The glasses of ventilation and the windows are to be covered so that the Answer Scripts are not visible from the outside
- 15 The Electrical connections inside the strong room should properly be checked and a separate circuit has to be created in the room. The entire circuit should be operated by a separate main switch which has to be fixed outside the strong room and at the time of closer of the Strong Room the main switch should be switched off
- 16 1. Proper Fire fighting equipments should be kept there as per the advice of local fire services authority.

2. The outside area of the Strong room should be kept under the CCTV Surveillance.
3. The evaluation Zone should be kept under security coverage round the Clock.
4. The zone in charge must keep a proper record of answer scripts such as receipt, issue on daily basis. No answer scripts should be allowed to be evaluated outside the space earmarked for evaluation.
5. The Inspector of Schools will examine the preparation of all arrangements including construction of Strong Room and safety security system, issue and receipt of Answer Scripts etc. He should personally monitor the entire process.
6. SEBA/AHSEC will appoint one Supervisor in each evaluation zone whose duty will be to ensure that all procedures are carried out in accordance with rules and guidelines.
7. Education department should issue a circular by issuing strict Instruction to all Colleges to allow Inspector of Schools to monitor the examination and evaluation process carried out in their colleges. The college teachers who are teaching students of class XI and XII in the colleges should be engaged for evaluation of answer scripts of AHSEC for better evaluation quality.

The committee decided that to express their thanks to the officials of SEBA/ AHSEC for extending their support in providing of required information on their existing procedures. Most of their procedures are in conformity to the needs. The committee therefore decided that instead of suggesting completely new procedures, slight changes of the existing ~~existing~~ system can

give the desired result. However both SEBA/AHSEC should think for development of on line tracking system of all the activities like movement of question paper, day to day evaluation of question paper etc. in order to bring better transparency and for completion work in time.

The committee extended thanks to all the officials who have supported in preparation of this report.



(RC Jain)

Secretary, Education (Secondary).



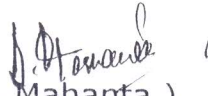
(Hiren ch Nath)

IGP SB , Guwahati



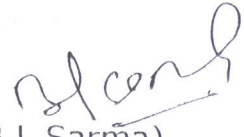
(N.M.Hussain)

Chairman, AHSE



(D. Mahanta)

Chairman, SEBA.



(B.L.Sarma)

Director Secondary, Education

Dated - 16/5/16

Minutes of the meeting of the Committee constituted to offer suggestions for evolving standard operating procedure for conduct of HSLC/AHM and AHSEC Examinations held on 14th June, 2016 at 3:00 PM in the office chamber of Shri P.K. Borthakur, IAS Principal Secretary to the Govt. of Assam, Education Department

Members present:

<u>Sl.</u>	<u>Name and designation of the Officer</u>
1.	Shri P.K. Borthakur, IAS Principal Secretary to the Govt. of Assam, Education Department
2.	Shri R.C. Jain, IAS Secretary to the Govt. of Assam, Secondary Education Department
3.	N.M. Hussain, IAS (Retired) Chairman, Assam Higher Secondary Education Council (AHSEC)
4.	Shri Kamal Gogoi, AES Secretary, Board of Secondary Education, Assam (SEBA)
5.	Shri Ratul Kr. Borah, AES Joint Director, Secondary Education, Assam

Shri P.K. Borthakur, IAS Principal Secretary to the Govt. of Assam, Education Department welcomed the members of the Committee to the meeting. The report of the Committee constituted to offer suggestions for evolving standard procedure for conduct of HSLC/AHM and AHSEC Examinations as constituted vide order No. ASE 16/2016/Pt/8, dated 10.03.2016 was discussed in detail and the following suggestions were made in addition to the recommendations of the Committee:

1. SEBA and AHSEC shall explore a mechanism of preparing exhaustive Question Bank containing 10,000 questions besides setting of two sets of question paper. At a later stage, question papers may be generated out of the question bank itself.
2. The CCTV monitoring should be switched off during sorting of question papers in the Examination Centre.
3. The premises of the Examination Centres should have high boundary wall prohibiting access from outside by other people. SEBA/AHSEC may make it a mandatory condition for examination centres.
4. In the Evaluation Centre care should be taken that the bundles of Answer Scripts are stored properly on tables avoiding low height.
5. The SEBA and AHSEC should work out a mechanism for funding for construction of protected Strong Room in the School/College which is declared as Evaluation Zone for safe storage of the Answer Scripts. Design of the works may be such that at other times, it can be used by the School/College for other common activities. Where possible the School/College authority shall also spare resources for construction of Strong Room for the evaluation purpose.
6. To ensure safety of the Strong Room a certificate from the PWD (Electricals) Department shall be obtained not more than 1 month before the Strong Room is used for storing the Answer Scripts.
7. The Strong Room will have only single operating door for opening and it should have double lock with good quality lock. If there are more than one door, other door(s) will be sealed while the Answer Scripts are in store.
8. The key of one lock shall be with the Head of the Institution and the other will be with the representative of Zonal Officer. In no circumstances the key shall be let to a third person or both key be with one person and violation shall be treated seriously.
9. Such fire fighting materials shall be used in the Strong Room which don't damage the Answer Scripts.

10. SEBA/AHSEC should explore the possibility of introducing the system of online Examination in a phased manner as has been done by other exam conducting agency.
11. The head of institution shall be in-charge of the CCTV monitoring.
12. The Evaluation Zone should have round the clock security. The Deputy Commissioner/Superintendent of Police will review the security of the Evaluation Zone. The Centre-in-Charge will ensure the same, and if it is not done in time, shall report to Secretary, SEBA/AHSEC.
13. The Inspector of Schools shall examine the security aspect of the Evaluation Zone under his/her jurisdiction..
14. In respect of every Evaluation Zone the report will be obtained through the Committee of Addl. Deputy Commissioner and Additional Superintendent of Police one month before evaluation process..
15. In the District Level Examination Supervision Committee, the Principal of the Educational Institutions having Examination Centre should be actively involved in a suitable capacity in the respective Committees.
16. The Sub-Divisional Level Examination Supervision Committee must co-opt the concerned Head of the Institution of the Examination Centre.
17. A separate Evaluation Committee with Deputy Commissioner as Chairman may be set up with Inspector of Schools and Superintendent of Police of the concerned district as members. The Principal concerned of the educational institution selected as Evaluation Zone shall be in-charge of the concerned Evaluation Zone.
18. SEBA/AHSEC shall undertake monitoring and supervising to ensure compliance of all rules and guidelines. Anyone found not complying with Government directives shall be identified and disciplinary action initiated against them. They will develop a proper monitoring system for the same and Secretary, SEBA/AHSEC shall be responsible for the same.
19. After evaluation the Answer Scripts shall be returned within 3 days in proper packets.
20. SEBA/AHSEC shall primarily utilize the services of the retired teachers for evaluation of Answer Scripts from a panel of such teachers up to the age of 65 years. Serving teachers that may be utilised, where necessary, to be minimum.
21. All the suggestions will be published in Government website for public opinion.

The meeting ended with vote of thanks from the Chair.



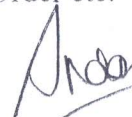
(Shri P.K. Borthakur, IAS)
Principal Secretary to the Govt. of Assam
Education Department.
Dated Dispur the 21st June, 2016

Memo No ASE.16/2016Pt/29

Copy forwarded for information and necessary action to:-

1. The Director of Secondary Education, Assam
2. M.N.Hussain IAS (Rtd), Chairman, Assam Higher Secondary Education Council (AHSEC)
3. Shri Kamal Gogoi, AES, Secretary, Board of Secondary Education, Assam (SEBA)
4. PS to Principal Secretary to the Government of Assam, Education
5. PS to Secretary to the Government of Assam, Education
6. The Guard file

By Order etc.



Under Secretary to the Govt. of Assam
Secondary Education Department.