



West Bengal Council of Higher Secondary Education

VIDYASAGAR BHAVAN

9/2, Block-DJ, Sector-II, Salt Lake City, Kolkata-700 091

DETAILED GUIDELINES

FOR CONDUCTING HIGHER SECONDARY EXAMINATION 2010

1. General Instruction :

- (i) A candidate who possesses a valid Admit card or a Special Permission from the Council for the examination shall be permitted to enter into the examination Venue, to take seat allotted to him/her and to appear at the examination.
The Heads of institutions shall send their authorised representatives to the examination venues to identify their students. The representatives shall submit a certificate on each day of examination to the respective venue supervisors confirming that the candidates of their institutions have been duly identified.
- (ii) A candidate shall comply with the instructions printed on the reverse of his/her Admit Card and on the cover page of the answer-script. He/She shall not keep with him/her any book, paper, notes, printed materials, mobile phone, writings or scribbles during the hours of examination. In case of violation of the instructions on the part of the candidate he/she shall not be allowed to take his/her examination.
Candidates shall be allowed to use calculator having Trigonometric, Logarithmic and exponential functions during the examination.
- (iii) No candidate should be allowed to appear in a subject for which he/she has not been registered.
- (iv) Candidates, who in the opinion of the supervisor are suffering or have recently suffered from any kind of contagious or infectious disease or from any illness or disease which in the opinion of the Supervisor is harmful to the health of other candidates in the examination hall, should not be allowed to remain in the examination hall. They may however, sit for the examination if the Centre-in-Charge arranges for his/her examination in isolation at the venue of the examination and gets the answer-books properly fumigated by competent authorities. A Certificate from the hospital or from the medical practitioner attached to the Centre committee stating that the answer-papers have been properly fumigated must accompany each paper. Such candidates should be asked to write answers in lead pencil. The fumigated answerscripts, are to be sent to the Council in Separate covers inscribing "Sick Candidate" thereon.
- (v) For a visually impaired or a physically challenged candidate, incapable of writing answers in his/her own hand the Centre-in-Charge or the Venue Supervisor shall allow amanuensis who must be less qualified than the candidate, (**Below Class XII Standard**) and for this purpose a separate room should be provided and arrangement should be made for strict invigilation to

ensure that the amanuensis may function faithfully. The amanuensis shall have to be selected by the Centre-in-Charge or the Venue Supervisor. The Centre-in-Charge or the Venue-Supervisor shall forward the name, address and educational qualifications of the amanuensis to the Deputy Secretary of the Regional Office concerned, with Passport Size Photograph (02 copies). Such candidates are entitled to get extra time of 30 minutes to write their answer.

(vi) The invigilator shall check the Admit Card of a candidate on each day of examination. If any candidate fails to produce his/her Admit Card on any day of examination, the Centre Supervisor may allow him/her to sit for the examination for that day, provisionally, for which the candidate shall submit an undertaking that if he/she fails to produce the Admit Card on the following day his/her examination will be treated as cancelled.

If any candidate reports for examination at a venue not allotted to him/her, the Venue Supervisor may allow him/her to sit for the examination at the Venue for that day only on verification of his/her Admit card, for which the candidate concerned shall give an explanation and also give an undertaking (for such mistake) to the effect that he/she will sit for the subsequent examinations at the venue actually allotted to him/her.

The answerscripts of such a candidate are to be sent to the Council in a separate cover with the superscription "appeared from a non-allotted centre" along with a forwarding note and a copy of the undertaking received from the candidate.

The parents or guardians of a candidate may escort the candidate up to the gate of the examination venue and shall leave the premises of the examination venue at least a quarter of an hour before the commencement of the examination.

2. Warning for Examination hours :

There should be arrangements in the venue for ringing a warning bell fifteen minutes before the commencement of the examination each day both in the morning and the afternoon for each paper which will be a signal for the candidates for taking their respective seats. Another working bell should be rung five minutes before the hour fixed for the commencement of the examination, and yet another, fifteen minutes before the end of the examination of each paper. A bell should also be rung on the expiry of the time for the examination of each paper.

3. Duration of Examination :

Hours of Examination including 15 minutes extra time for reading the question paper are as follows :

Examination	FIRST HALF		SECOND HALF	
	From	To	Form	To
Higher Secondary New Syllabus	10 a.m.	1.15 p.m.	NA	NA
Higher Secondary Old Syllabus	10 a.m.	1.15 p.m.	2 p.m.	5.15 p.m.
Annual Examination of Class-XI	NA	NA	2 p.m.	5.15 p.m.

N.B. For examination in theoretical paper in Environmental Education, Music and Fine Arts & Crafts duration shall be of two hours.

4. Allotment of Seats :

- (i) Each venue should as far as practicable, be situated within 2 to 3 Kms, from the main venue. There should be easy Railway and road links between the Venues and the main venue.
- (ii) The Venues should preferably have boundary walls around them. They should have adequate arrangements for water, power and sanitation. Separate sanitary arrangements should be made for female candidates.
- (iii) Each Venue should preferably accommodate (according to its capacity) not more than 400 and not less than 200 candidates.
- (iv) Separate Venues should be selected for female candidates as far as practicable. Lady invigilators should preferably be engaged for venues with female candidates.
- (v) Two candidates per bench should preferably be the arrangement of seats in each room of a venue.
- (vi) Normally male candidates should not be allotted seats in Girls' Institutions.
- (vii) **Home venues for theoretical examinations are not permissible for Higher Secondary Examination.**

Distribution of blank answer books :

For the Vocational Entrepreneurship and Basic theory paper, two separate answer books are to be given to each examinee. The examinee shall write answers to questions of Entrepreneurship in one answer book and the questions on Basic theory in another.

5. Medium of Answers :

Candidates may write answers to questions set on combination subjects in any one of the following languages :

- (a) Bengali (b) English (c) Hindi (d) Nepali (e) Urdu.

6. Record of Attendance :

The Centre (s)-in-Charge/Supervisor (s)/Invigilator (s) shall arrange to keep record of identifications of the candidates and shall get the full signatures of the candidates in the Attendance Cum Signature Roll (A.S.R.) on the date of commencement of the examination, and their initials under the subjects printed in A.S.R. on each subsequent day of examination.

The Centre (s)-in-Charge/Supervisor (s)/Invigilator (s) of examination centres shall be required to take particular care to arrange to mark the attendance of each candidate on each day of examination. Cases of absence of candidates should be indicated as 'A' in red ink in the respective subject column of the statement and the same should be forwarded to the Deputy secretary of the Regional Office concerned as soon as the examination is over.

A separate 'Absentee statement' (Blank format will be supplied by the Council) is to be prepared by the Centre Secretary and the said statement shall have to be sent to the Deputy Secretary of the respective Regional Office.

The Centre-in-Charge of an examination centre shall furnish a certificate to the Council to the effect that all candidates appearing at the centre have been properly identified by a teacher or his/her institution and despatch the Certificate to the Deputy Secretary of the Regional Office concerned.

7. Packing of Answer Scripts :

- (i) Packets of written answerscripts (both theoretical and practical) should be prepared Institutionwise. **Answerscripts of different institutions should not be put into the same packet.**
- (ii) **The written answerscripts of the students under New Syllabus should not be put into the packets of the answerscripts written under old syllabus.** (The fifth digit of the Roll Code of a student under New syllabus is 4 and that of a student under Old Syllabus is 1 or 2 or 3. For Example : 101141, 101241, 101142, 101242, 101143, 101243 are the Roll Codes of New Syllabus. 101111, 101211, 101112, 101212, 101113, 101213, 101132, 101133, 101122, 101123 etc. are the Roll Codes of Old Syllabus.)
- (iii) **Answerscripts should be packed subject wise. Answerscripts of different subjects should not be put into the same packet.**
- (iv) **Answerscripts of a subject under Old syllabus having two papers (Paper I and Paper II) should be packed paper-wise. No packet should contain both the papers of the same subject.**
- (v) **Answerscripts should be packed genderwise. No packet should contain the answerscripts of both the male and female candidates.** (the fourth digit of the Roll Code is the gender code. For Example :- 101141, 101142, 101143, etc are the Roll Codes of male candidates while 101241, 101242, 101243 etc are the Roll Codes of Female Candidates.)
- (vi) **Packets of answerscripts under Old syllabus should be prepared Category-wise (Category : 'General', 'Vocational' and 'External'). Answerscripts of different categories of candidates should not be put into the same packet.** (The Fifth digit of the Roll Code of the old syllabus student is the Category Code : 1-General, 2-Vocational, 3-External) For Example :- 101112, 101212 etc are the Roll Codes of General Categories. 101121, 101222 etc are the Roll Codes of Vocational Categories 101132, 101232 are the Roll Codes of External Categories. Examinations under New Syllabus are conducted in General Stream only.)
- (vii) **Packets of answerscripts under both Old and New Syllabus should be prepared Sub-Category-wise (Sub-Category : 'Regular', 'Continuing', 'Special'), The same packet should not contain the answerscripts of different Sub-categories of candidates together.** (The last digit of the Roll Code is the Code of Sub-Category : 1 = Regular, 2 = Continuing, 3 = Special). For Example 101141, 101241, etc. are the Roll Codes of Regular Sub-Categories. 101142, 101242 are Roll Codes of Continuing Sub-Categories. 101143, 101243 etc. are Roll Codes of Special Sub-Categories.
- (viii) **A packet should contain answerscripts of fifty (50) candidates at the most including the absentee/s. [as per the statement (D.R.) supplied by the Council].**

USE OF TOP SHEET

Colour of Top Sheet Pasted on the Envelopes	Contents of the Envelopes
Red	Written Answer Scripts of the OLD Syllabus
Royal Blue	Written Answer Scripts of the NEW Syllabus
Black Pre-printed Top Sheet	Written Answer Scripts of Elective Subjects of candidates of New Syllabus with English/Hindi/Urdu/Nepali as first language
Green Pre-printed Top Sheet	Written Answer Scripts of Elective Subjects of candidates of Old Syllabus with English/Hindi/Urdu/Nepali as first language

HANDLING AND PACKING OF OMR SHEETS TO BE USED FOR ENVIRONMENTAL EDUCATION (THEORY) ONLY

- a) OMR sheets are being delivered in one or more corrugated box/es according to the active number of candidates enrolled in New Syllabus allotted to a centre;
- b) OMR sheets are packed in polythene packets in lots of 50;
- c) Each such polythene packet contains one extra blank polythene packet and one Top Sheet;
- d) Appropriate numbers of blank OMR sheets are to be sent to the Venue Supervisor as per the requirement of the venue;
- e) After examination, filled in OMR sheets are to be packed in the extra polythene packet in lots of 50 in ascending order of Roll Numbers;
- f) The top sheet is to be filled in following the conventional procedure of filling up the Top Sheets of written answer scripts mentioning the range of Roll Numbers present and the roll numbers of the absentee candidates;
- g) Packets containing the filled in OMR sheets are to be sealed by brown tape of 1.5 inches;
- h) Such sealed packets are to be sent to the main venues and the same should be placed in the corrugated box in which blank OMR sheets were sent to the centres;
- i) **The corrugated box wrapped with clothes are to be sent to the respective Regional Offices by 05.04.2010 along with all the unused OMR sheets.**

PRACTICAL EXAMINATION

- a) The Practical Examination of all Laboratory Based subjects including Music of the Higher Secondary Examination, 2010 should be completed with in 18.1.2010. Dates & Venues of Music Practical Examination will be informed by the Council in due course.
- b) After completion of the Practical Examinations in all the subjects, the Institution concerned will send the written answer scripts, marks foils etc. after evaluation and scrutiny in the following manner to the respective Regional Office.
Packet No.-1 i. The packets of Practical Written Answer Scripts
ii. Keys
Packet No.-2 Copies of Marks Foils
'Attendance Cum Signature Rolls' are to be preserved by the Institutions.
- c) Said packets are to be submitted to the following offices of the Council within 22.01.2010 positively.
 - i. Institutions under North Bengal, Midnapore and Burdwan Regional Offices of the Council should submit the said packets to the respective Regional Offices;
 - ii. Institutions under Kolkata Regional Office are required to submit their packets related to the Practical Examination to the Answer Paper Section of the Higher Secondary Council at Vidyasagar Bhavan as usually done in the previous years.
- d) The Project Marks of the Environmental Education obtained by the Regular candidates (marks out of 60) are to be mentioned in the prescribed box provided in the pre-printed Enrolment Form.

PLEASE NOTE : ONLY CENTRE CODE SEAL TO BE USED ON TOP SHEET AND NOT THE NAME OF THE CENTRE IN ALL PACKETS OF WRITTEN ANSWERSSCRIPTS.

HOW TO PREPARE PACKETS—AN EXAMPLE

- (i) For example if in a certain Institution the number of enrolled students having Chemistry is 51, the first 50 paper-I Answerscripts should be arranged in the ascending order of Roll Nos. and put into one cover : –If out of 50 candidates enrolled 5 are absent, the packet shall contain 45 answerscripts only. The Rolls and Nos of the absentees should be shown in the relevant column of the Top-Sheet. The corresponding paper-II answerscripts should be put into another cover in the same manner. For the remaining two answerscripts of the fifty first candidate one packet each should be prepared for paper I and paper II i.e. 4 packets are to be prepared for Chemistry in all for the institution taken for example. The first two covers containing the answerscripts (Chemistry) of the first fifty or fortyfive candidates, as the case may be, having Chemistry in all should have Top-sheets pasted on them showing the subject, the paper, the medium of answer, the Rolls and Nos in the prescribed places and columns. The Top-Sheets pasted on the covers containing the paper I and II chemistry answerscripts of the fifty first enrolled candidate should, along with other data show his or her Roll and No. only. In case the Fiftyfirst candidate is 'absent' in both the papers of Chemistry, his or her Roll and No. should be shown in the relevant columns of the Top-sheets and the covers should be sent empty. Please Note that the same procedure is required to be observed for packing the written answerscripts of new syllabus excepting the concept of paper-wise packing as under new syllabus there is only one paper of 100 marks only.

- (iii) The answerscripts of the Candidates who would change their Centre of examination for valid reasons and the answerscripts of those appearing under Court order should be packed separately with the inscription 'Transferred' and 'Court order' respectively written in capitals in red ink on the Top-sheet of each such packet. Such packets should be sent separately to the concerned Deputy Secretary of N.B.R.O. / B.R.O. / M.R.O. at their respective regional office address or the Assistant Secretary (A.P.) of Kolkata regional office at Vidyasagar Bhavan as the case may be.
- (iv) The answerscripts of candidates Reported Against (R.A.) should also be packed along with the relevent reports and incriminating documents with the inscription R.A. written in capitals in red ink on the top sheet of each such packet and sent separately to the Deputy Secretary of the respective Regional office of the Council. (For Kolkata Regional office to A.S. (A.P.) at Vidyasagar Bhavan.)

Each answerscript marked R.A. should be supported by incriminating documents to be signed by the Examinee and the invigilator-concerned, statement of the invigilator, the Venue-Supervisor and the Centre-in-Charge and other relavant papers as proof of the breach of discipline.

- (v) Answerscripts in respect of candidates suffering from infectious disease should be separately packed and on the left hand corner of the packet the word sick candidate should be written in red ink.
- (vi) Answerscripts of undertrial candidates appearing from jails, if any, should also be packed in the manner stated in items (i) to (v) above, and sent to the Main Venue, The Superintendents of the concerned jails should act as Venue Supervisors.

(vii) Answerscripts of candidates allotted seats in a Venue should be prepared strictly according to the directions given in items (i) to (vi) above, and then duly sealed under the signature of the Venue Supervisors concerned and transmitted to the Main Venue under police escort, where the Centre-in-Charge and the Centre Secretary should verify the packets received from different venues with the Centre records, and the Centre-in-Charge shall put his/her signature on the Top-sheet of each packet. If any error is detected, the Centre-in-Charge shall rectify it. He/She is empowered to break open sealed packets and repack and re-seal them. If rectification of errors necessitates such action all the Venue-Supervisors and the Council nominees are to be present at the Main Venue at the time of verification of the packets. **Unsealed, loose written answerscripts should under no circumstances be carried from the venues to the Main Venue.**

The Council will bear no responsibility for packets wrongly prepared and top-sheets and Despatch statements wrongly written at the Examination Centres.

8. DESPATCH OF WRITTEN ANSWERSCRIPTS :

The packets of written answerscripts (**Both Theoretical and Practical**) prepared strictly according to the guidelines given in (vii) should be despatched by authorised special messengers or by railway parcel (**Not** under any circumstances by V.P.P.), insured for value not less than Rs. 200.00 (Rupees two hundred).

- (i) (a) The packets of written answerscripts (**Both Theoretical and Practical**) of the districts under the North Bengal Regional Office : Malda, Uttar Dinajpur, Dakshin Dinajpur, Jalpaiguri, Cooch Behar and Darjeeling are to be despatched to :

The Deputy Secretary
West Bengal Council of H. S. Education
North Bengal Regional Office
Rahul Sankrityayan Bhavan, P.O. N.B.U.,
Dist. Darjeeling-734430

The parcel should be booked to Siliguri
Junction Railway Station or New Jalpaiguri
Railway Station with an intimation to the
North Bengal Regional Office.

- (b) The packets of written answerscripts (**Both Theoretical and Practical**) of the districts under the Burdwan Regional Office : Burdwan, Bankura, Birbhum and Hooghly are to be despatched to :

The Deputy Secretary
West Bengal Council of H. S. Education
Burdwan Regional Office
Nazrul Bhavan (Behind LIC Office)
5, Ichlabad (Jalkal Math)
PO: Sripally, Dist.-Burdwan-713101

The parcel should be booked to
Burdwan Junction Railway Station
with an Intimation to the Burdwan
Regional Office.

- (c) The packets of written answerscripts (Both Theoretical and Practical) of the districts under Midnapore Regional Office : Purba Midnapore, Paschim Midnapore and Purulia are to be despatched to :

The Deputy Secretary
West Bengal Council of H. S. Education
Midnapore Regional Office
Jack Paul Bhavan, Raja N. L. Khan Road,
Nanur Chawak, P.O. : Midnapore, Dist. : Paschim Midnapore, Pin : 721101

The parcel should be booked to Midnapore Railway station with an intimation to the Midnapore Regional Office.

- (d) The packets of written answerscripts (Both Theoretical and Practical) of the districts under the Kolkata Regional Office : Kolkata, Howrah, 24-Parganas (South), 24-Parganas (North), Naida, Murshidabad are to be despatched to :

ASSISTANT SECRETARY (AP SECTION)
W. B. Council of H.S. Education
Vidyasagar Bhavan
9/2, Block DJ, Sector II, Salt Lake,
Kolkata-700 091

The parcel should be booked to Howrah Rly station and Sealdah Rly station with an intimation to the Kolkata Regional Office.

- (ii) Written answerscripts are to be despatched to the Council on each day of examination. If under any unavoidable circumstances answerscripts cannot be despatched on the day of examination, those are to be kept in the custody of the nearest police station against receipts and despatched to the Council as early as possible with a forwarding note stating therein the reason for the delay and a certificate of the Officer-in-Charge of the Police Station stating the dates and hours of receipt and release. Inordinate delay in sending written answerscripts, kept in the police custody, should be strictly avoided.

- (iii) The Centre-in-Charge shall prepare statements in the prescribed form and despatch such statements and other papers as **specified below** :

Daily report on despatch of subject-wise answerscripts in the prescribed form. (to Regional Office)

9. Formation of District Advisory Committee :

The District Advisory committee is formed for each district with the members nominated by the Council from among Government Officials and persons interested in education.

The tenure of the committee is of two years from the date of appointment. No decision of the Committee shall be invalidated for reasons of any vacancy.

10. The Functions of the District Advisory Committee :

- (i) The first meeting of the committee shall be convened by the convener of the committee nominated by the Council in the month of July each year (where an official of the Council may be present) to fix up (a) The Main Venue (b) The Institutions under the Main Venue (c) The Other Venues (on the basis of the category and genderwise expected enrolment

figure is to be supplied by the Council) and select and (d) The Custodian (by designation) (e) The Centre-in-Charge (by name and designation) (f) The Centre Secretary (by name and designation) for each centre of examination under the district.

While taking follow-up action on the above matters the committee may meet time to time and **the convener shall submit the final recommendation positively by the 31st August of the year to the Deputy Secretary (Examination), Vidyasagar Bhavan, 9/2, Block-DJ, Sector-II, Salt Lake, Kolkata 700 091 for the Council's approval.**

- (ii) The committee shall prepare the final list in consultation with the existing Centre committee and shall advise the newly formed centre committee in matters relating to Higher Secondary Examination.
- (iii) All meetings of the Advisory Committee shall be convened by the convener, and he/she shall make all correspondence with the Centre Committee and the Council on behalf of the District Advisory Committee.
- (iv) The members of Advisory Committee may pay visits to the examination venues of the district concerned to see whether the examination is running as per norms prescribed by the Council.

11. The Centre Committee : There shall be a Centre-Committee for each Centre of Examination under a district for the conduct of Higher Secondary Examination. The Composition of the Centre Committee shall be as specified below :

- (a) (i) One person appointed by the Council shall act as the **Centre-in-Charge**.
- (ii) Head of the institution of the main venue under the Centre or in his/her absence a senior member of the teaching staff nominated by him/her shall act as the Centre Secretary (to be appointed by the Council.)
- (iii) The **Head** of the institution of the examination venue or in his/her absence a senior member of the teaching staff nominated by him/her shall act as the **Venue Supervisor** (to be appointed by the Centre-in-Charge in the first meeting of the Centre-Committee.)
- (iv) A representative of the District Inspector of Schools (Where the D.I. himself is not acting as the Centre-in-Charge) shall act as a **member** of the Committee.
- (v) One Registered Medical Practitioner (to be selected by the Centre-in-charge from the locality) shall act as a **member** of the Committee.
- (vi) Custodian of confidential papers (appointed by the Council) shall act as the ex-officio **member** of the Committee.
- (vii) Nominees of the Council shall act as **members** of the Committee.
- (b) The Centre Committee shall function till its renewal or formation of a new Committee for the following year.
- (c) The first meeting of the Centre Committee shall be convened by the Centre-in-Charge and the subsequent ones by the Centre Secretary. The meetings shall ordinarily be presided over by the Centre-in-Charge.
- (d) **One whose son or daughter or any other near relative is a candidate for Higher Secondary Examination from the Centre should not accept the offer assignment as of Centre-in-charge/Custodian/Centre Secretary/Venue Supervisor/Council nominee.**

12. The Functions of the Centre-Committee :

- (i) The Committee shall prepare a budget anticipating the expenses of the Centre for conduct of the Higher Secondary Examination taking into account the balance, if any, of the previous year and the Centre grant and Centre fee (Rs. 10.00/- + Rs. 10.00/- = Rs. 20.00 - per capita) to be received from the Council and the examinees respectively.
- (ii) **Printed seat allotment will be supplied by the Council within 30th November for confirmation of the Centre Committee and the same is to be returned by 22.12.2009 positively to the Deputy Secretary (Examination).**
- (iii) The Committee shall decide on the general procedure to be adopted for ensuring smooth conduct of the examination at the Centre.
- (iv) The Committee shall render help and guidance to the Centre-in-Charge in the matter of conducting examination.
- (v) In case of emergency the Centre Committee shall advise the Centre-in-Charge to take such steps as deemed expedient and shall report the action taken to the Deputy Secretary (Examination) of the Council, through the Centre-Secretary.
- (vi) The Centre Committee shall perform such other functions as may be specified by the Council from time to time.

13. Functions of the Centre-in-Charge :

- (i) The Centre-in-Charge will convene the first meeting of the Centre Committee.
- (ii) The Centre-in-Charge shall be present at the Centre during the whole period of Higher Secondary Examination.
- (iii) The Centre-in-Charge shall communicate the decisions of the Centre-Committee and other relevant information relating to the Higher Secondary Examination to the Deputy Secretary (Examination) of the Council.
- (iv) The Centre-in-Charge shall implement the guidelines prescribed by the Council regarding conduct of Higher Secondary Examination.
- (v) The Centre-in-Charge shall implement the decisions of the Centre Committee regarding conduct of examination at the Centre.
- (vi) The Centre-in-Charge shall prominently display the detailed Examination Programme and the Seat Plan at the Main Venue and other venues to enable the examinees to know the programme and the seating arrangement before commencement of the examination.
- (vii) The Centre-in-Charge with the Centre Secretary shall meet the Custodian in the morning of each day of examination to collect the day's question papers and hand them over to the venue Supervisor of each examination Venue under the Centre with police escort.
- (viii) The Centre-in-Charge shall act as a Liaison officer between the Venue Supervisors and the Centre Committee and between the Centre Committee and the Council.
- (ix) The Centre-in-Charge shall deal with all financial matters and to meet necessary expenditure of the Centre as may be prescribed by the Council.
- (x) The Centre-in-Charge appointed for a year will continue to function till formation of a new Centre Committee for the following year.
- (xi) Identity Card of Centre-in-Charge will be issued from the office of the Council.

14. Duties of the Centre Secretary :

- (i) The Centre Secretary shall assist the Centre-in-Charge in all examination matters relating to the Centre.
- (ii) The Centre Secretary shall convene all meetings of the Centre Committee except the first one.
- (iii) The Centre Secretary shall accompany the Centre-in-Charge to the Police Station/Treasury for verification and Venue-wise sorting of the question papers sent by the Council. He / She shall also accompany the Centre-in-Charge to the Police Station / Treasury on each day of examination to collect the day's question papers for distribution to the Examination Venues under the Centre.
- (iv) Identity Card of Centre Secretary will be issued from the office of the Council.

15. Duties of the Council Nominees:

- (i) The nominees shall keep close contact with the Centre-in-Charge and the Centre-Secretary.
- (ii) The nominees shall be present at the Centre throughout the period of Higher Secondary Examination.
- (iii) The nominees shall pay visits to the examination Venues under the Centre during Higher Secondary Examination to see whether the Examination is going on strictly in accordance with the norms of the Council. If any irregularity is noticed they shall submit a report about it to the Centre-in-Charge.
- (iv) The nominees shall see that written answerscripts are despatched from the main venue as per the prescribed norms of the Council.
- (v) Identity Card of Council Nominees will be issued from the office of the Council.

16. Engagement of Invigilators :

Teachers of institutions selected as Venues shall be appointed Invigilators by the Centre-in-Charge in consultation with the Heads of institutions selected as Venues. No Nonteaching staff or outsider should be engaged as Invigilators. The Centre-in-Charge shall record the names, designations and address of the Invigilators and send a copy of the same to the Deputy Secretary (Examination).

The Centre-in-Charge shall issue in writing a broad outline of the duties of the Invigilators for smooth conduct of the Examination in the Centre.

17. Duties of Invigilators :

- (i) The invigilators shall see that no candidate carries books, papers and notes with him/her into the examination hall.
- (ii) They shall check the Admit Cards and the **Registration** Certificates of the Candidates on each day of examination and shall see that the particulars written by the candidates on the cover pages of their answerscripts tally with those printed on the Admit Cards and the Registration Certificates and put their signatures with date on the cover pages of the answerscripts and record the attendance of the Candidates within an hour from the hour of commencement of the examination. At the time of recording the attendance of the candidates, each candidate must put his/her full signature on Attendance Cum Signature Roll (A.S.R.) sheet on each day and on each half of the examination as the case may be.

- (iii) All loose sheets given to the candidates should bear the invigilators' signatures with dates put at the time of handing them over to the examinees. While issuing loose sheets the invigilators should make sure about the requirement, loose sheets should not be kept signed before distribution.
- (iv) They shall not allow any candidate to submit his/her answerscripts and leave the examination hall before the expiry of an hour from the hour of commencement of the examination. The invigilators shall not allow any candidate submitting answerscripts at the end of the first hour to leave the examination hall with his/her copy of the question paper. The question papers in such cases shall have to be submitted to the invigilators and collected from him/her at the end of the examination.
- (v) No candidate be allowed to leave the hall without submitting his/her answerscripts to the invigilator(s). It is the responsibility of the invigilators to count and compile the answerscripts they received, the total number of which must tally with the numbers of candidates present in that room.

18. Arrangement Regarding Question Papers:

- (i) The Centre-in-Charge along with the Centre Secretary shall collect question papers for each day's examination from the Custodians and hand them over to the Venue Supervisor (in charge of the Venues) or to a teacher attached to the Venue duly authorised by the supervisor and to no one else, at least an hour before the commencement of examination. (The Venue Supervisor shall keep the papers ready for the afternoon examination in his secure custody). (Under old syllabus)
- (ii) The Venue supervisors of an examination Centre shall open the packets, containing question papers, 15 minutes before the hour of commencement of the examination of each paper : check the contents carefully in presence of the teacher-invigilators : get the packets signed by the invigilators : and arrange for distribution of question papers to the candidates 5 minutes before the hour fixed for the examination in each half. The invigilators shall check the question papers over again before of distribution. The norms, as noted above, should be strictly adhered to. No deviation should be made. The Venue-Supervisors shall keep the envelopes containing the undistributed question papers in his/her custody at the end of each day's examination and shall not hand over any copy of any question paper to any person till completion of all the examinations held at his/her venue.

19. Misconduct or malpractices :

If a candidate is found taking any unfair means, the invigilator on duty shall seize his/her answerscript and the incriminating documents, if any, get the documents signed with date by the candidate, and submit a report to the venue-Supervisor. The venue-Supervisor shall forward the answerscript and the incriminating documents along with the report of the invigilator to the Centre-in-Charge. The Centre-in-Charge shall forward the answer-Script, the incriminating documents, the reports of the invigilator and of the Venue-Supervisor in a cover marked "R.A." with a duly filled in Top sheet pasted thereon to the Deputy Secretary of the respective Regional office of the Council.

A candidate shall be held guilty of misconduct, if he –

- (a) is found to be in possession inside the examination hall, of any book page or pages of book or scribbling or written notes or any other incriminating papers that may have bearing on the

subject, in which a candidate is appearing irrespective of whether such books, papers or notes or scribbling are used or not ;

- (b) is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it ;
- (c) helps any other candidate by writing the answers on his answer script or allows another candidate to write answer in his own answer script ;
- (d) helps in any manner or tries to obtain any help in any manner from any other candidate or any other person ;
- (e) communicates with another candidate or any other person whether inside or outside the examination hall for helping him in answering questions ;
- (f) falsely writes his name, roll and number in his answer scripts, or distorts his name, roll and number or registration number in his answer scripts ;
- (g) by any manner obstructs the Venue Supervisor or any other examination personnel engaged by him or any other person in the discharge of their functions and duties or visiting team appointed by the Council to supervise the examination ;
- (h) offers illegal gratification to the invigilator or other persons connected with the examination ;
- (i) indulges in any kind of misbehaviour or misdemeanour or intimidates, or assaults or attempts to intimidate or assault and invigilator or any other person connected with the examination, either inside or outside the examination hall or refuses to comply with the orders of the centre superintendent or invigilator regarding seating arrangements or with any other requirements in the examination hall, including destruction or damage of property of the examination hall or the institution concerned ;
- (j) leaves the examination hall without submitting the answer papers to the invigilator of the room or any other authorised person or submits mutilated answer script ;
- (k) leaves the examination hall with the answer scripts or carries from the examination hall the question paper during the hours of examination or possesses the question paper out of the examination hall during the hours of examination ;
- (l) leaves the examination hall before the expiry of an hour from the commencement of the examination ;
- (m) leaves the examination hall without recording his attendance on the attendance roll ;
- (n) allows himself to be impersonated by another person in the examination hall ;
- (o) discloses his identity in any manner other than that provided in the answer script ;
- (p) encloses a currency note with an answer script with the intention of offering illegal gratification or inducements to the invigilator or other persons connected with the examination or, in any way tries to take illegal or unfair advantages ;
- (q) is found indulging in indecorous writings or indecorous drawings or political slogans in the answer book of the candidate ;
- (r) attempts to violate any other provisions of these regulations.

A Candidate reported against for a paper should not be debarred from appearing in the subsequent papers if he/she submits a letter of repentance and rectifies himself/herself.

20. Visiting Team :

The Centre-in-Charge shall form a visiting team with three representatives of the local Teachers' Organisation, Two (2) members of the Centre committee and one (1) representative of the District Inspector of schools (S.E.).

The team shall pay visits to different venues under the Centres as per the programme framed by the Centre-in-Charge to inspect the arrangements made at the venues for conduct of the examination. The members of the team shall be empowered to suggest necessary improvements upon the arrangements made and the venue supervisors shall accept the suggestions and make necessary changes in the arrangement.

21. Honorarium, Fees, Grants :

The Centre-in-Charge is entitled to an honorarium of Rs. 150/- (Rupees one hundred and fifty only). Likewise the Centre Secretary is entitled to an honorarium of Rs. 150/- and the Venue Supervisors is entitled to an honorarium of Rs. 100/-. The Custodian is entitled to an honorarium of Rs. 150.00+a Contingency of Rs. 100.00. The Centre-in-Charge shall pay the honorarium to the Centre-Secretary and the venue supervisors and draw his own honorarium from the Centre fund. The honorarium due to the custodian shall be paid by the Council by cheque / Cash.

A sum of Rs. 6000/- will be paid by the Council to the convener of each District Advisory Committee, to enable the District Advisory Committee to meet Contingency expenses, to pay visit in the Examination Centres and discharge such as other functions deemed necessary for smooth conduct of Examination.

Centre Fee (Rs. 10.00/- per enrolled candidate)

Each Head of the institution under the Centre shall realise Centre fee of Rs. 10.00 per candidate enrolled and transmit the entire sum to the Centre-Secretary before commencement of the examination.

Centre Grant (Rs 10.00/- per enrolled candidate)

The Council will send to the Centre-in-Charge by cheque 75% of the Centre-Grant (Rs. 10/- per candidate enrolled) before commencement of the examination on receipt of the particulars of the venues and institutions allotted to the Centre. The rest 25% amount will be paid on receipt of final statement of Accounts from the Centre Committee.

The Centre Grant paid by the Council and the Centre Fee realised will be utilised for meeting the cost and expenditure as enumerated below :

- (i) expenditure towards distribution of blank answerscripts etc. from the main venue to the examination venues.
- (ii) expenditure towards distribution of confidential papers to the main Venue and to other Venues.
- (iii) expenditure incurred for postage, stationery and other contingencies.
- (iv) expenditure towards honorarium to invigilators, Centre-in-Charge, Venue-Supervisors and other persons engaged in connection with the examination.
- (v) expenditure for holding meeting of the Centre Committee.
- (vi) any other expenditure considered essential for smooth conduct of the examination.

22. Interpretation :

If any question arises relating to any of these instructions, such question shall be referred to the Council and the decision of the Council thereon shall be final.

23. Emergency :

In case of any emergency, the President, Council, shall take action in matters relating to examinations and his decision in this regard shall be final.

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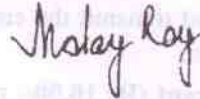
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