



## 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 2016**

**01. (a) CENTRE SUPERINTENDENT (CS) :**

- (i) Centre Superintendents are appointed [subject to the point 16(b)(vi)] 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) The Centre Superintendent should make at least two visits to each Examination hall when examination is in progress accompanied by the internal squad.
- (iv) Centre 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(b)(vi) of this booklet] to act as such. If the deputed Centre Superintendent fails to reach the Centre even after the 1<sup>st</sup> 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(b)(vi)] 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) Up to 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 on the recommendation of the C.S. 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.

**(d) APPOINTMENT OF OBSERVER (S):**

Observers shall be appointed by the EMH Supervisors on behalf of the Council for the Centres who will carry the question papers from the EMH to examination centre and bring back the sealed packets of answer books to the EMH and assist the Centre Superintendent in smooth conduct of 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.

**02. QUESTION PAPERS ( QP ) :**

- (a) Sealed packets containing QPs of different subjects shall be dispatched to Examination Management HUBs (EMHs) atleast two days before the commencement of Examination in 1<sup>st</sup> phase and during the Examination in 2<sup>nd</sup> phase.
- (b) The Supervisor of the EMH will receive the sealed packets that contain QPs of Centres allotted to that HUB.
- (c) After receiving the Questions from the Council the EMH Supervisor shall immediately **open the HUB packets** and arrange questions **Subject wise** and **Centre wise**. Compare the questions received for various Centres with requirement of such Centres. Any discrepancy shall be brought to the notice of Controller of Examinations. Under no circumstances the Centre packet be opened in the EMH.
- (d) The Supervisor of EMH shall send the QP of different attached Examination Centres on the day of the Examination between 07.00 am to 09.00 am so as to reach the Centre by 09.00 am with full security accompanied by an Observer appointed for the Centre by the EMH.
- (e) The tentative time by which the Question will reach the Centre shall be intimated by the EMH Supervisor to all the attached Centre Superintended. In case the question does not reach the Centre in time, then the Centre Superintended should take initiative from his/her side to get the question. Therefore, he/she should remain in constant touch with the EMH Supervisor.
- (f) 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 INVIGILATORS/OBSERVERS/RE-PRESENTATIVE OF DISTRICT ADMINISTRATION.
- (g) The question packets are to be opened by the Centre Superintendent 30 minutes before the commencement of Examination for distribution.
- (h) 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/Observers 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 on the caution slip enclosed within the sealed question packet.
- (i) In case the packet contains any matter other than the question papers required for a 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.
- (j) The Surplus question of the sitting be immediately sealed and kept under joint custody of CS & Observer appointed by EMH.

**03. ANSWER BOOKS**

The answer books that have already been sent to the Headmasters/Principals for Annual H.S. Examination, 2016 contains thread stitched 32 pages in which graph papers are printed at page No. 28 & 30. There will be no provision of additional papers and graph papers. The students are advised to accommodate their answer within 32 pages of the Answer Book supplied. Before using, a student should ensure that the Answer Book received by him/her contains 32 pages. Blank Answer Book be kept in a safe place under lock and key. 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. If an answer book remains unused in a particular sitting that should be used in the next sitting. Accurate account of the answer books should be maintained. No stamp of the College/School or of the Centre shall be affixed on the Answer Books. Keeping in view the requirement, sufficient stock of answer books should be maintained.

**04. SITTING ARRANGEMENT :**

Each candidate should ordinarily be allowed a floor space of 2.5 sq.ft. However, the Centre 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 adjacent students will get the same question SET.

Three Examples of (4n+2) sitting arrangement where n = 3 or 2 or 1

(4x 3) + 2			(4x2) +2				(4x1) +2				
ROW	C1	C2	C3	ROW	C1	C2	C3	ROW	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								

**05. INSTRUCTION AND WARNING TO CANDIDATES :**

- (a) Candidates are required to enter the Examination Centre/Hall by showing their Admit Cards through one gate. They must undergo thorough search by the CS and his/her team.
- (b) Books, Papers etc. if any, brought by the candidates are to be kept outside the Examination Hall and out of reach of all candidates. No electronic gadgets as mentioned in the admit card are allowed.
- (c) The candidate 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. Number he/she should immediately deposit the same with the Invigilators. Possession of such Papers after commencement of Examination shall be treated as malpractice.*
- (d) Sample check of candidate at random should be carried out at least once in a sitting with the help of Invigilators/Squad personnel/Observers.
- (e) 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.
- (f) The candidates are required to appear in subjects as indicated in the admit cards prepared in accordance with form 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.
- (g) The candidates should use only **black ball point pen** to write their answer.

**06. 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) For Annual H.S. Exam-2016 the Council has prepared separate questions in yellow colour only for the subjects mentioned below meant for **students admitted/registered in the session 2011.**

**ARTS–English, MIL (Odia/Telugu/Urdu), Information Technology, Opt. (Odia/Sanskrit/Elective Sanskrit), History, Anthropology, Sociology, Economics and Political Science.**

**SCIENCE–English, MIL(Odia), Physics, Chemistry, Mathematics, Botany, Zoology, Information Technology, Computer Science and Geography.**

**COMMERCE– English, MIL(Odia/Telugu/Urdu) Acct. BMS. RD, Computer Application and Information Technology.**

**VOCATIONAL - English (Arts, Science and Commerce) MIL (Odia/Telugu/Urdu) Physics, Mathematics, RMPDFM – I, T.T.T., RMPDFM – II, Pokhawaz.**

The questions printed in white paper are meant for all other students; such as

- (i) All regular students,
  - (ii) All Ex-regular students other than 2011 registration and
  - (iii) Ex-Regular students of 2011 registration appearing subjects other than the subjects mentioned above.
- (f) Candidate should be instructed after the distribution of question papers to write their answer on both side of the answer books.
  - (g) VERY IMPORTANT: ON THE TOP OF EACH QUESTION PAPER TOTAL NUMBER OF QUESTIONS” AND TOTAL NUMBER OF PAGES” ARE PRINTED. SOON AFTER THE DISTRIBUTION OF QUESTION TO CANDIDATES THE INVIGILATORS SHOULD ASK THE CANDIDATES TO CHECK IF THE QUESTION 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.
  - (h) The rules laid down for the guidance of the candidates are printed on the back of the Admit Cards. It is the duty of the Invigilators to acquaint themselves with the rules for their strict compliance.
  - (i) The Invigilators should keep moving among the candidates and should not be engaged in any work, which may impair their efficiency as Invigilators.
  - (j) Nobody is authorized to talk to candidates even for the purpose of correcting a misprint or resolving any ambiguity in the question paper during the hours of the Examination.
  - (k) 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 within the 1<sup>st</sup> hour of Examination and if he/she is leaving the Hall within 2 hrs. (In case of sitting of 3 hrs.), and 1hr. (in case of a sitting of 2 hrs.)he/she should not be allowed to take question out of the hall.
- (c) Candidates 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 Number is marked absent in the roll sheet just below the subject in red ink before preparation of memo form. This will help in avoiding wrong entry of absentee 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 of the candidates leaving the Examination Hall before the warning bell given be maintained by the invigilators for each sitting under column No. 5 of Proforma-III.
08. **ABSENTEE STATEMENT** : (To be sent in Cover No-13 b)  
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:
- (a) On the basis of attendance taken daily In the roll sheet/alphabetical list, one consolidated statement in the prescribed proforma (Form No. 5) 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 and correspondence course candidates.
- (b) The candidates who are exempted from appearing in certain subjects (as compartmental candidates.) should not be marked absent. Those who have changed Centre and appeared elsewhere should be recorded separately as “changed to other Centre”.
- (c) These statements should be kept in the envelope meant for the purpose and sent to the Controller of Examinations.
09. **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 Centres 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 Centres. 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 later 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 Examination. 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 back of photograph in each case and should be sent in an envelope inside Cover No. 13 b).
- (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 Centres. Any misbehaviour 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 reflect this subject/paper. The C.S. has allowed me for this on my application and therefore I am appearing in this subject/paper 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. .... /rest paper.

A report on all such cases along with the undertaking of the candidates should be sent in an envelope inside Cover No. 13(b) to the Controller of Examinations 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 35 minutes of the commencement of the Examination and preserved under joint custody of C.S. and Observer 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 ascertained. The same shall be used in the next Examination or as per the direction of the Council. The stock position be intimated to Council after the Examination is over.
- (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 books are collected.

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

(a) **Memo forms :**

Answer scripts of the candidates receiving Regular and Ex-Regular Questions shall be arranged separately with separate memos and be put into one cover packet.

4 Copies of Memo should be prepared detailing the number of students present/absent, Centre change cases and MP case. 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 super scribed 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 is 11.03.2016 Paper is English, Arts stream, Regular and candidates appeared 225 Superscription will be as follows :

11.03.2016 English (A) R 225
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To

Name of CS : Name of Centre : Address of Centre
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- (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 (a) 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. 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. The Invigilator should also give his/her statement at item No.16 of form 20.
- (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 Form-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 Form-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 other, 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 in a sealed cover superscribed Cover No.11:
  - (i) Form No. 20 filled in all respect,
  - (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 Book of the candidate booked under malpractice.

The cover No.11 duly sealed and addressed to Dr. Subash Chandra Ray, Dy. Controller of Examinations be handed over to EMH Observer along with the sealed answer book packets. (Under no circumstances the answer book of the candidate booked under malpractice be sent to the Valuation Zone).
- (l) In case of shortage of Form No. 20 photocopies of the form may be prepared or downloaded from CHSE Website.
- (m) The Centre Superintendent should 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 of Examinations 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.
- (o) In case malpractice is detected by a Squad Member the Centre Superintendent should sign on the ***malpractice certificate by Squad Member*** (prepared in triplicate) and keep two copies of it and give one copy to the Squad Member. Out of the two copies, one is to be sent to the Controller of Examinations at the end of the Examination and the other is to be retained as office copy for future reference.
- 15. PRACTICAL EXAMINATIONS :**
- (a) Principal/The Centre Superintendent should see that the programme 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(a).
- (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(a).
- (d) The Centre Superintendent shall see that all marks and scripts of the Practical subjects are dispatched to the Controller of Examinations, Council of Higher Secondary Education, Odisha, Bhubaneswar and send a report to the Controller of Examinations by name.
- (e) TA/DA (through public conveyance) to External Examiners, and officials of the institution to submit practical answer books, Mark foils and co-related documents in the Council office at Bhubaneswar shall be paid out of amount retained towards conduct of practical examination.
- 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 Centre 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 filled 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 Centre Superintendent should ask the Invigilators to ensure that these information are also written by the candidate.
- (b) **Invigilators/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 appointed for every 120 candidates or less.
- (ii) The Reliever should properly carry out the work of the Invigilator in the temporary absence of the Invigilators originally appointed. They should also present themselves for Gate Checking, distribution of questions and Answer Scripts.
- (iii) **Normally, no teacher who teaches a particular paper shall be appointed as Invigilator on the date of examination in the same subject.**
- (iv) **Teaching staff attached to the coaching centres or engaged in private tuition/coaching should not be assigned any Examination work including Invigilation.**
- (v) 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.
- (vi) **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.



**Note :** 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 School/Colleges are appearing at the examination.

17. **Corrected Nominal Roll (CNR)** to avoid mistake in Mark Sheets/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 1<sup>st</sup> day of the Examination. The corrected Nominal Roll (CNR) should be handed over to the observer of EMH on the 3<sup>rd</sup> day of the Examinations in a sealed cover super scribed "CNR" with name of the Centre and signature of Centre Superintendent. Such CNRs will be collected by the Council from the EMH at the time of delivering the 2<sup>nd</sup> phase of questions.

18. **REPORT ON THE CONDUCT OF THE EXAMINATION [to be sent in Cover No. 13 (a)]**

- (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**

“ Remuneration, as detailed below, shall be met / paid from the amount retained by the institution @ Rs.40/- per candidate for theory examination and @ Rs.15/- per candidate-per practical paper at the time of filling up forms and received from tagged institution/ Council.

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|-----|--|--|
| (a) | 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)              |
| (b) | Remuneration to Deputy Centre Supdt (For Theory) | - Rs. 60/- per sitting   |
| (c) | Remuneration to Invigilator (For Theory)         | - Rs.50/- per sitting  |
| (d) | Laboratory Assistant                             | - Rs. 2/- per Candidate<br>Subject to minimum of Rs.30/-                         |
| (e) | Laboratory Attendant                             | - Re. 1/- per Candidate  |
| (f) | Store Keeper                                     | - Re.1/- per Candidate   |
| (g) | Clerks   | - Rs.25/- per 100 candidates or<br>Part per sitting for Theory Examination only. |
| (h) | Menials  | - Rs. 15/- per 100 candidates or<br>Part per sitting for Theory Examination only |
| (i) | Mechanic (Physics)                               | - Re. 1/-per candidate<br>Subject to minimum of Rs.20/-                          |
| (j) | Specimen Collector (Biology)                     | - Re. 1/-per candidate<br>Subject to minimum of Rs.20/-                          |
| (k) | Remuneration to Internal Examiner                | - Rs.4/- per candidate (Minimum of Rs. 60/-)                                     |
| (l) | Remuneration to External Examiner                | - Rs.4/- per candidate (Minimum of Rs. 60/-)                                     |

Note : (i) The External Examiners of Practical Examination will not get extra DA for laboratory preparation

(ii) 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.

**Contingency :**

- |     |  |  |
|-----|--|--|
| (a) | Other Miscellaneous expenditure  | - Rs. 5/- per candidate subject to<br>minimum of Rs. 400/- per Centre. |
| (b) | Practical Examinations in Physics,<br>Home Science, Anthropology, Education,<br>Psychology, Statistics, Geology,<br>Applied Electronics, Geography,<br>Comp. Application and Comp. Science<br>Information Technology & Bio-Technology. | - Rs. 1.50 Paise per candidate   |

- (c) Practical in Chemistry, Botany, Zoology and all Vocational Papers. - Rs. 3/- per candidate
- (i) A copy of the appointment letter should be attached to the remuneration bills of Centre Superintendent and Deputy Superintendents(s)
- (ii) 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 covers contain the most important documents required for publication of Result. Hence this must be dispatched 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.

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

- (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 at 7 (c) & 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)
- (i) (Consolidated absentee statement see instructions at No. 8)
- (ii) Report on correction of subjects in Roll Sheets, Admit Cards along with undertaking given by candidate { See instruction at 10 (b)& No.11}
- (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 dispatched to the Controller, Council Of Higher Secondary Education, Odisha, Samantapur, Bhubaneswar-13.
- (ii) Detailed account of question papers received used and balance should be reported to the Controller of Examinations, Council of Higher Secondary Education, Odisha, Bhubaneswar-13.

21. **SUBMISSION OF UTILISATION CERTIFICATE OF CENTRE EXPENSES**

- (a) The institutions shall submit utilization certificate, abstract of expenditure in annexed prescribed proforma along with unspent balance, if any, to the Controller of Examinations, CHSE, Odisha, Bhubaneswar-751013 within 60 days of completion of examination. Original vouchers shall be kept with the institutions for audit purpose.
- (b) In case of deficit, institutions shall submit Original vouchers along with utilization certificate, details of expenditure in prescribed Centre Contingent Expenses Booklet to the Controller of Examinations, CHSE, Odisha, Bhubaneswar-751013 for reimbursement of excess expenditure incurred, retaining photo copies of vouchers for audit purpose.

22. **FLYING SQUAD AND OBSERVERS :**

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

23. **PROVISION FOR PHYSICALLY CHALLENGED EXAMINEES :**

Proper provision be made available by the Centre Superintendent to the physically challenged examinees as per letter No. 442/scpd date 10.02.2015 of Commissioner for person with disabilities, Bhubaneswar. They should be allowed 20 minutes extra time per hour of examination.

C-2, Samantapur  
Bhubaneswar

**Dr. Biranchi Narayan Mishra**  
Controller of Examinations  
Tel Ph- 0674 -2300907/9437840420  
Fax : - 0674-2300914

**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA**  
*PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR -13*

**FORM OF FUND UTILISATION CERTIFICATE TOWARDS CENTRE EXPENSES FOR  
 CONDUCTING THEORY AND PRACTICAL HIGHER SECONDARY EXAMINATION**

<b>COLLEGE CODE</b>	
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**PART – A**

1. Name & Address of the Institution : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Name of the Examination : Annual / Instant H.S. Examination 20\_\_\_\_\_.

3. Name & Address of the Centre Superintendent \_\_\_\_\_  
 \_\_\_\_\_

4. Total no. of **candidates** enrolled, tagged to the centre and fees retained/ received

College	ARTS	COM	SC	VOC	C.Course	TOTAL	Amount retained @ Rs.40/-
Own College							
Tagged College							
<b>TOTAL</b>							

5. Total No. of Practical papers for which candidates enrolled, tagged to the Centre and fees retained/received

College	ARTS	COM	SC	VOC	C.Course	TOTAL	Amount retained @ Rs.15/-
Own College							
Tagged College							
<b>TOTAL</b>							

6. Amount, if any, received from the Council \_\_\_\_\_

7. Grand Total Amount Retained / received (4+5+6) \_\_\_\_\_

**PART – B**

**ABSTRACT OF EXPENDITURE**

<b>SI No.</b>	<b>Head of Expenditure</b>		<b>Utilized Amount</b>
1.	Remuneration to Centre Superintendent	Theory	
		Practical	
2.	Remuneration to Dy. Centre Superintendent	Theory	
3.	Remuneration to Invigilator	Theory	
4.	Remuneration to Laboratory Assistant		
5.	Remuneration to Laboratory Attendant		
6.	Remuneration to Storekeeper		
7.	Remuneration to Clerks		
8.	Remuneration to Menials		
9.	Remuneration to Mechanic (Physic)		
10.	Remuneration to Specimen Collector (Biology)		
11.	Remuneration to Internal Examiner		
12.	Remuneration /TA/ DA to External Examiner	Remuneration	
		T.A. / D.A.	
13.	Postage		
14.	Other Misc. expenditure	Theory	
		Practical	
15.	TA/DA to submit Practical Mark foils & documents in CHSE		
16.	Others if any		
17.	Grand Total of Utilization		

**PART – C**

Certified that, out of Rs.\_\_\_\_\_ (SI.No. 07 Part-A) retained from examination fees of the candidates and received from tagged institutions and CHSE towards Centre expenses for conducting theory and Practical examinations of Annual/Instant Higher Secondary Examination 20\_\_\_\_\_ a sum of Rs.\_\_\_\_\_ (SI.No. 17, Part-B) has actually been utilized for the purpose for which it was retained / received, and

(a) that the balance of Rs.\_\_\_\_\_ remaining unutilized at the end of examination is hereby returned to the Council vide B.D. No.\_\_\_\_\_ Dt. \_\_\_\_\_ drawn infavour of the "FINANCE OFFICER, CHSE, ODISHA". The Original vouchers have been retained at this end for the purpose of audit.

(b) that excess expenditure of Rs.\_\_\_\_\_ incurred for the purpose, payable by the Council, for which the Original vouchers along with prescribed Centre Contingent Expenses Booklet are submitted herewith. The photocopies of vouchers & Centre Contingent Expenses Booklet have been retained at this end for the purpose of audit.

CERTIFIED THAT, all the expenditures have been made as per prescribed norms / rates determined by the Council and that I have exercised the checks as are found necessary to ensure that the money was actually utilized for the purpose for which it was retained/received as per data furnished above.

Date

Signature  
Designation