

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

No. 671 Date 30.03.2021

**INSTRUCTION TO CENTRE SUPERINTENDENTS**

Instructions from the Government vide Notification No.1803 Dt. 20.3.2013 has already been communicated to all the concerned through the Council website. In view of the recent dislocation in different examinations in Odisha, the Government is serious to conduct all the SCTE&VT examinations in a free and fair manner. If, anybody is found to be an obstacle in this mission, action shall be initiated against the person/institution. It is the sole responsibility of the Centre Superintendents to ensure free and fair examination in their centres. If they fail to do so, the centre may be cancelled without any further notice.

The following instructions regarding the conduct of 3<sup>rd</sup>/5<sup>th</sup>/7<sup>th</sup> and also 1<sup>st</sup> sem Regular/Ex-regular Winter 2020 Examination are to be followed by the Centre Superintendents who have been duly appointed for ensuing Winter 2020 examination scheduled to be held from 31.3.2021 till the completion of the examination.

**Before Examination:**

- 1) Question papers shall be downloaded from online source and printed exactly the same number of copies as registered for examination in the sitting under safe custody of **the centre Superintendent**. The Centre Superintendent is solely responsible for keeping the question papers in safe custody till the end of the examination.
- 2) The Centre Supdt. shall deploy watch and ward personnel round the clock at the confidential room where sealed in question papers shall be retained. Private security shall be arranged in addition to own security. The local police has to be informed by the Centre Superintendent about the examination.
  - a) All confidential items shall be kept in safe custody in steel Almirah duly locked. The confidential rooms where the sealed in Almirah kept shall also be sealed jointly by the Centre Supdt. & Council personnel in presence of Senior faculties.
  - b) At least two number of watch & ward personnel shall monitor the place round the clock.
- 3) Gate checking shall be done 45 minutes before the commencement of the examination. Examinees will be allowed to enter into the Examination Hall and take their respective seats before **20 minutes** of commencement of examination. Answer Books will be distributed **10 minutes** before the examination. Question papers shall be distributed only on the commencement of the examination. Unused Answer Books and unused question papers should be counted and returned to the Examination Section after the examination starts.
- 4) The Centre Superintendent shall take the assistance of local Police for smooth conduct of the examination.
- 5) *Seat arrangements in examination hall shall be done properly, so that, gap between two students in row and column has to be a minimum of 2 meters (in view of Covid norms). Seat arrangements shall be made serially according to the registration number. Same branch students should not be allowed to sit in left or right side or immediate back/front. The examination halls should be in one wing/block of the institution building and should not be scattered in different wing/block. Gallery hall, if any shall not be used for conducting examination.*
- 6) *Arrangements as per Covid19 guidelines issued by the council shall be made without any deviation*

**During Examination:**

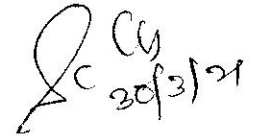
- 7) All the gates of the examination centre must be locked and the main gate shall be manned by a person throughout the period of examination to open it immediately on arrival of any official/squad/local administration. The gate keeper must have the key of the gate and the Centre Superintendent must instruct the gate person to allow entry to any person connected with the supervision of the examination to enter the gate without delay.
- 8) The Centre Superintendent has to maintain all the formalities of the council and follow all the rules and regulations of the council for the conduct of examinations.

- 9) The Centre Superintendent has to make necessary arrangement for uninterrupted power supply & water, cleanliness in and around to the examination centre throughout the examination.
- 10) All the C.C. cameras must be in working condition. If in any hall, camera is not working, the answer books of the hall shall be packed separately with due remark of the Flying Squad.
- 11) Persons not conversant with the examination rules should not be appointed as invigilator. They must be capable of maintaining discipline in the examination hall. The Invigilator must be from the teaching Faculties/Lab Asst.s/Instructional Staff of the Institute. **Under any circumstances, Outsider not in the payroll of the institute shall not be engaged as the invigilator without specific permission from the council.** The day wise Duty chart list with Invigilators engaged along with their designation and Branch/subject must be sent to the council. **It is the duty of the Invigilator to get the signature of the student in the attendance sheet. After due verification of data filled in by the candidate in the Answer Book and verification of the Identity of the candidate, the Invigilator shall put his/her signature in appropriate place in the Answer Book of the student. In no case, any person other than the Invigilator of the hall shall enter into the examination hall for any purpose.**
- 12) If the council feels that the Centre Superintendent is not capable of conducting the examination in a free and fair manner, the centre may be cancelled for the next examinations and a new centre superintendent shall be appointed by the council for the current examination.
- 13) The chit seized shall contain the signature of the examinee with Roll Number, date and time. The invigilator and the Centre Superintendent shall also sign on all the pages of the materials seized. All the M.P. cases must be clearly be spelt out by the CS and for incomplete and ambiguous information, the Centre Superintendent shall be held responsible.
- 14) The attendance sheet of the examinees will be properly signed by the concerned examinees. The Invigilator must mark the absentee student with **"ABSENT"** (in Capital letters, preferably in red ink) against his/her name.
- 15) For every **20** students, there will be one Invigilator. At least 10% reliever Invigilator should be engaged for invigilation during the temporary absence of the Invigilator. The Invigilator must remain in the Examination Hall for entire period of **3 or 4** hours and they should be advised to move around the hall with utmost vigilance.
- 16) **Use of Cell Phone or other electronic gadgets by the Invigilators and examinees during conduct of examination is strictly prohibited.** No examinees shall be allowed to talk to each other. Utmost discipline shall be ensured meticulously.
- 17) The Centre Superintendent should ensure that a thorough **gate checking** is done at the main gate of the institution and before entering into the examination hall by the invigilators concerned. The centre superintendent is answerable for any objectionable materials found with any examinee.
- 18) *No person except connected with examination as per rules shall remain present in the premises of the examination centre. No rooms except those used for examination purposes shall be kept open during the examination.*
- 19) ***The examinee should not write his/ her identity (Mobile no. Or Registration No., Address) anywhere in Answer Book, otherwise the concerned subject mark will be awarded Zero.***
- 20) *Arrangements as per Covid19 guidelines issued by the council shall be made and followed without any deviation*

#### **After Examination:**

- 21) All the answer books of Malpractice ( M.P.) cases with the sized materials must be sent separately after proper entries in the concerned form. The centre superintendent is to ensure that all the columns of the form must be filled in properly. If any information is not mentioned the examinee shall be booked for all the papers or as decided by the Committee and the Centre Superintendent shall not be called in for further clarification.
- 22) However, the Answer Books of the examinees, booked under Malpractice, should be packed in a separate packet along with the Malpractice report of unfair means/misbehaviour during the examination, enclosing incriminating materials seized from the examinees. The Centre Superintendent should ensure that the M.P. reports are duly filled in and the same should be signed by him/her. The Centre Supervisor/Squad member shall put their signature on the sealed packets of Answer Books after packet generation soon after the completion of examination.

23. The Centre Superintendent will fully co-operate with the Flying Squad Team and furnish necessary information relating to examination.
24. At the end of each sitting, a report by the Centre Superintendent as to how much malpractice have been reported by invigilators, how many by the Centre Superintendent and how many by the Flying squad shall be handed over to the Flying squad.
25. The Centre Superintendent will pack separately, the answer books as per the Packing Instruction given separately. The answer books packed in sealed packets should be submitted to the Nodal Receiving Centre of the District on the same day normally within 2 hours as per Instruction of the council.
26. In case of any discrepancy arising out of any exceptional situation, if any candidate is allowed examination through any uncoded Answer book (not meant for him), with specific permission from the undersigned, such answer Book should be packed separately and details of such candidate must be entered in the report for of Make My Report link available in the council website.

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20/3/21

**Controller of Examinations.**

N: B – Instruction to Flying Squad, Flying Squad report, Question Opening Certificate format are available in the Vidyarthi web-site [sctevtodisha.nic.in](http://sctevtodisha.nic.in) .

### PACKING INSTRUCTION

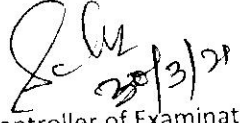
1. All the Answer Books of one sitting of Examination are to be kept Branch wise and syllabus wise irrespective of number of packing slips generated i.e Each Branch will have separate packets for each type of Question(old/new syllabus) but all ABs of each type of Questions to be packed on one packet irrespective of number of packing slips generated of that question type.
2. In case of any discrepancy arising out of any exceptional situation, if any candidate is allowed examination through any uncoded Answer book (not meant for him), with specific permission from the undersigned, such answer Book should be packed separately and details of such candidate must be entered in the report for of **Make My Report** link available in the council website.
3. All the sealed Answer Book Packets of a sitting shall be put under one packet to be covered under cloth, stitched properly and sealed with Wax with signature of Centre Supdt. with a label attached on it. The Label shall contain From Centre Name and address, To Controller of Exams. SCTE&VT, Odisha, Po: Nayapalli, Bhubaneswar-12. On the Top of the cloth packet Date of Exams, Semester, sitting are to be mentioned. In case one cloth packet exceeds 10 kg more than one packet may be created. On the top of each packet the numbering of packets is to be mentioned.(Example: in case of 1 packet it is 1/1 and in case of 3 packets it is 1/3,2/3,3/3 etc
4. For the sitting where both Subjective Answer Book as well as ED papers are available, the sealed packets of subjective answer books shall be put inside one cloth packet. ED paper packets shall be put in another cloth packet with proper packing so that ED sheets are not destroyed during transit . All these Cloth packets shall be appropriately labelled and numbered such as 1/3,2/3,3/3 etc.
5. The covering/forwarding letter to the Nodal Centre should have all details of number of packets in the Cloth Bag(s).
6. All the cloth bags shall be despatched to the Nodal centre from where Blank Answer Books were collected or Nodal centre declared for the purpose, immediately after packing is over without delay. For Cuttack and Khurda District, the sealed packets are to be deposited at the council except BOSE/ITT/BPFTIO/GTS Narsignpur.
7. Nodal Centres and limited Exams Centres declared by COE shall transmit the sealed answer Book packets through speed post.
8. The Examination centres should deposit the answer book packets at the nodal centres within 2 hours of completion of Exams. For institution with a distance of more than 60 Kms. from nodal centre, it should not be more than 3 hours from the completion of examination. Answer Book packets shall not be received at the nodal centre beyond the above stipulated time. In exceptional situation, the centre superintendent has to seek specific permission from the undersigned through mail cont.sctevtodisha2016@gmail.com with a copy to the Principal of the concerned nodal centre.

  
Controller of Exams

### SPECIAL INSTRUCTION TO CENTRE SUPERINTENDENT REGARDING MAL PRACTICE (M.P)

The Centre Superintendent shall ensure that there is no Mal Practice in any form and if there is any such activities detected / reported, the Centre Superintendent shall be held responsible and action shall be initiated against the Institute. The Centre Superintendents should take care of the following:

1. All the M.P cases must be up loaded while submitting online data before generating Packing slip.
2. **All the chits. / Incriminating materials are to be signed by the examinee, invigilators/ Flying Squad and the Centre Superintendent in all the pages. It is the duty of the Centre supdt. to ensure the above.**
3. All the column of the M.P form must be duly filled in with due remarks by the invigilator, subject expert, Centre Superintendent and attached to the concerned Answer book.
4. The Centre Superintendent has to check the Roll No./ Registration No., Name, Branch, Subject, timing, Nos. of chit of all M.P. Cases and mentioned in his report.
5. All M.P. Answer Books of the sitting shall be packed separately and sent to the Nodal Centre in one packet.
6. The Centre Superintendent has to give a certificate of the back of the cover page regarding M.P. and nos. of chits attached to it. All the chits and the M.P, report must be attached to the Answer Book of the concerned Examinee.
7. All the M.P. packets (sealed) with forwarding letter have to be submitted to the Nodal Centre .
8. Any deviation on above will be viewed seriously.

  
28/3/21  
Controller of Examinations

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

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**Report of SQUAD Members/ Daily Report of CENTRE SUPDT. for Diploma Winter 2020 Exams**

1. Name of the Exam. Centre Visited: \_\_\_\_\_
2. Date: \_\_\_\_\_ Sitting: \_\_\_\_\_ Sem. \_\_\_\_\_ (Th - )
3. Time of Arrival: \_\_\_\_\_ Time of departure: \_\_\_\_\_
4. Name and designation & Mobile No. of the Flying Squad/Super Squad member: \_\_\_\_\_
5. Name of the Centre Superintendent: \_\_\_\_\_
6. Nos. of Examinees appearing Exam.: \_\_\_\_\_ Nos. of Halls: \_\_\_\_\_
7. Whether Police personnel were present in the Centre? \_\_\_\_\_
8. Whether gate checking was done? \_\_\_\_\_
9. Whether Question Packets opened in time and Opening certificate given \_\_\_\_\_
10. General conditions around the Examination Centre: \_\_\_\_\_
11. General condition in the Examination halls: \_\_\_\_\_
12. Whether Examination was conducted as per rules: \_\_\_\_\_
13. Whether C.C. Cameras were installed in all the examination halls? if, No, mention the hall numbers : \_\_\_\_\_
14. Whether C.C. Cameras were working in the examination halls? if, No, mention the hall numbers: \_\_\_\_\_
15. Malpractice:
  - i. Number of malpractice detected and reported: \_\_\_\_\_
  - ii. Roll Nos. of the malpractice cases: \_\_\_\_\_
16. Whether Question paper has water mark uniform for a centre ? (Y/N): \_\_\_\_\_
17. Whether Seating arrangement has been made to Prevent the same Question getting repeated around the candidate? (Y/N): \_\_\_\_\_
18. Whether Flying Squad Member signed on the Sealed Answer Book Packets? (Y/N): \_\_\_\_\_
19. Time of Despatch of Sealed Answer Book packets to the Nodal Centre \_\_\_\_\_ & No. of Packets \_\_\_\_\_
20. Misbehavior of candidates \_\_\_\_\_
21. Centre Superintendent Co-operative: \_\_\_\_\_
22. Whether Invigilators performing duties properly : \_\_\_\_\_
23. Invigilators abettors to Malpractice: \_\_\_\_\_
24. Centre Superintendent abettor to Malpractice: \_\_\_\_\_
25. Any Irregularity Noticed in the venue/conduct of Examination \_\_\_\_\_
26. Do you recommend cancellation of the Centre/Sitting/Hall: \_\_\_\_\_
27. Observational report of the Squad member: \_\_\_\_\_

(If required, write the rest report in details at the back side of this report)

Full Signature of the Flying Squad/ Super Squad/ Centre Supdt.

Date \_\_\_\_\_

Mobile No. & E-mail-Id \_\_\_\_\_

**STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING,  
ODISHA, UNIT-VIII, NEAR RAJ BHAWAN, BHUBANESWAR-12.  
(Tel. No. 0674-2391632, e-mail ID- [cont.sctevtodisha2016@gmail.com](mailto:cont.sctevtodisha2016@gmail.com))**



**REPORT OF UNFAIRMENS/ MIBEHAVIOUR DURING THE EXAMINATION**

A. Name of the Examinations Centre:

Year of Examination:

Name of the Examinee:

Examination Roll No. :

Regd. No:

Semester & branch:

B. Permanent Address:

Present Address:

C. (a) In case of adoption of Unfair means

1. Date & Sitting and Time:

2. Subject of Examination:

3. Examination Hall No.

4. Full description of collection of evidence of malpractice by the officer reporting the case with his signature.

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N.B: Signature of the Examiner should be obtained in the incriminating materials. In case of refusal, the same may be indicated in the report.

(b) Clear report of the officers witnessing the indents with their signatures.

(c) Report of the Centre Superintendent on spot inquiry and personal hearing with his signature.

(d) Report of the Expert of the subject.

- |  |          |
|--|----------|
| 1. Whether the incriminating materials relates to the subjects | Yes/ No  |
| 2. Whether the copying materials is / are utilized.            | Yes / No |
| 3. In case of utilization : Full report / with signature.      |          |

(D) In case of Misbehaviour :

In Centre Superintendant will collect the detailed statements from the officers subjected to misbehaves with the statements from the witnesses who are present in the spot. He will conduct detailed enquiry involving all concerned including the examinee and furnish his report covering all the points. While sending the report the above mentioned statements are to be attached with his inquiry report (Documents attached):

(E) Other Documents to be forwarded.

1. Answer books of the examiners.
2. Incriminating materials.
3. Report of the officers.
- 4.
- 5.

Signature of Centre Superintendant.

(Seal of the Centre Supdt.)

OFFICE OF THE CENTRE SUPERINTENDANT .....

Memo No. \_\_\_\_\_ / Con. Date \_\_\_\_\_

Copy along with documents in original forwarded to the Controller of Examinations, State Council for Technical Education and Vocational Training, (SCTE&VT) Odisha, Bhubaneswar for favour of information with a request to take initiate necessary action as deemed fit under rules.



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

**INSTRUCTION TO FLYING SQUAD.**

1. On arrival at the Examination centre, the Flying Squad shall check the safety and security of the question papers. They have to ensure that Question Papers are kept in safe custody and has been downloaded in secure environment. They have to check whether control room is under CC camera coverage or not and also downloading and printing of Questions have been recorded in CC camera or not. They are to verify such procedure has been appropriately followed or not.
2. The Flying Squad shall reach the examination centre at least **one & half hours before** the commencement of the examination on the first day and **one hour on all other days of examinations.**
3. The Flying Squad, as a routine job, will examine that all confidential materials is in intact condition, before commencement and after completion of each day of examination. They are required to count the number of questions available as surplus and ensure these are put in steel almirah under safe custody or not. However, if any doubt arises, it is to be immediately brought to the notice of the Centre Superintendent of the concerned Centre, Special Squad, Controller of Examination and Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar.
4. The Centre Supdt. shall ensure proper deployment of police at the examination centre and at the place where Question Papers are downloaded, printed and distributed and surplus unused questions kept.
5. The Flying Squad Team must remain present in the Centre during entire period of examination. They are to see that the **gate-checking** is done properly and ensure that no unauthorised materials are taken by the examinees inside the Centre. They are to move round the examination halls during conduct of examination to observe the activities of the Invigilators and ensure that no outsiders including the Management persons of the Institute are present inside the centre during conduct of examination. In case any weak invigilation is noticed in any examination hall, the matter is to be immediately reported to the Centre Superintendent and ensure that proper remedial action is taken forthwith. This may also be recorded in their daily report.
6. It is the duty of both the Centre Superintendent and Flying squad to ensure that **no Cell-phone or other electronic gadgets** are taken by either the Invigilators or the Examinees during the period of examination in to the examination halls.
7. The Flying Squad Members are to check the seating arrangement is proper and students are seated in proper manner. It is to be checked that the students of same branch do not seat on the right or left side or immediate front or back side of any candidate.
8. The members of Flying Squad Team shall ensure that the Answer Books of Mal Practice(MP) Cases are packed separately.
9. The Flying Squad will not leave the examination centre before the examination is over. The Answer Scripts should properly be packed in sealed packets in presence of the Centre Supdt. and sent to the Nodal centres of the District( One Govt. Polytechnic of the District). The Centre Supdt. and the Flying Squad shall put their signature on the sealed packet containing Answer Books. They have to check the number of Answer Book despatched. The Flying Squad member shall leave the Exam centre after despatch of sealed answer Book packets to the Nodal Receiving centre.
10. Steps shall be taken to conduct the examination with utmost care and discipline & Free and Fair manner.
11. If any discrepancy occurs during conduct of Examination like malpractice/outside interference/misbehaviour to the persons engaged for examination etc. action as per examination rule shall be initiated.
12. The Flying Squad should feel free to contact the following officers of the Council, if required.
  - (i) **Vice-Chairman: 0674-2392913(0).**
  - (ii) **Controller of Examination: 0674-2391632(0) Mobile No.9438714872.**
  - (iii) **Secretary : 0674-2391471(0), Mobile No.9437343025**
  - (iv) **Dy. Secretary/ Deputy Controller of Examination : Mobile No. 9437383787/9437296860**