

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

Instructions from the Government vide Notification No.1803 Dt. 20.3.2013 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 4<sup>th</sup> & 6th Semester 2017 (Summer) are to be followed by the Centre Superintendents who have been duly appointed for ensuing Summer-2017 examination scheduled to be held from 02.05.2017 till the completion of the examination. **District Administration is entrusted to visit the Examination centres at any time and inspect the free and fair conduct of Examination. In case of any adverse report, suitable action against the institution shall be initiated.**

**Before Examination:**

- 1) Question papers received in sealed packets/sealed G.I. Trunks will be stored under safe custody of the centre Superintendent. The Centre Superintendent is solely responsible for keeping the question papers in sealed trunk 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. There shall be double lock facility in the centre. Private security shall be arranged in addition to own security. The local police has to be informed by the Centre Superintendent about the storage of question paper.
  - a) The GI Trunk containing sealed in confidential question paper shall be kept in a M.S. Almirah with proper locking and joint seal by the Centre Supdt. and the Flying squad in the presence two nos. of responsible faculties.
  - b) The confidential rooms where the sealed in Almirah kept shall also be sealed jointly by the Centre Supdt. & Flying Squad in presence of Senior faculties.
  - c) At least two number of watch & ward personnel shall monitor the place round the clock.
  - d) Information about retention of question paper shall be made by the Centre Supdt. to the nearby police station and such information shall also be intimated to this council positively.
- 3) For each subject, adequate number of question papers is available in sealed packets as per the indents given by Centre Supdt. The questions for the particular subject are packed in a single envelope. The name of the paper is written on the envelope.
- 4) Question paper packet shall be opened by the centre Superintendent in presence of the Flying Squad and two senior faculty of the concerned institution **30 minutes** before the commencement of examination. The remaining packets shall be kept in safe custody for use in subsequent examinations under joint seal and the keys shall be with Centre Superintendent.
- 5) 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.
- 6) The Centre Superintendent shall take the assistance of local Police for smooth conduct of the examination.
- 7) 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 **3 feet**. Seat arrangements shall be made serially according to

the registration number. Same branch students should not be allowed to sit in same side or back/front. The examination halls should be in one wing/block of the institution building and should not be scattered in different wing/block. Gallery hall, if any shall not be used for conducting examination.

**During Examination:**

- 8) 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 person to allow entry to any person connected with the supervision of the examination to enter the gate without delay.
- 9) 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.
- 10) The Centre Superintendent has to make necessary arrangement for uninterrupted power supply to the examination centre throughout the examination.
- 11) 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.
- 12) Persons not conversant with the examination rules should not be appointed as invigilator. They must be capable of maintaining discipline in the examination hall.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) **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.
- 18) 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.
- 19) 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.

**After Examination:**

- 20) All the answer books of M.P. cases 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.
21. The Centre Superintendent will fully co-operate with the Flying Squad Team and furnish necessary information relating to examination.
22. At the end of each sitting, a report by the Centre Superintendent as to how 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.

The answer books of new course (Regular), Ex-Regular (B.P) and the answer books of old course are to be packed separately. 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 shall put their signature on the sealed packets of Answer Books after packet generation soon after the completion of examination.

**Packing Instruction and Deposit of Answer Books at the District Nodal Centre**

23. For 6<sup>th</sup> semester, used Answer books are to be packed branch wise and syllabus-ID wise i.e separate packets are to be made for old syllabus ( subjects name with Theory) and new syllabus (Subjects with code).
24. **For 4<sup>th</sup> semester, used Answer books are to be packed branch wise and syllabus ID wise. However Answer books having Regd.Nos starting with F15 and L16 are to be packed separately from answer books having Regd.Nos starting with F13 ,L14,F14 and L15. Answer books of 4<sup>th</sup> sem. regular and Ex.regular exams. Should not be packed into one packet even if a single packing slip is generated.**
25. All the sealed answer book packets of each day's exam are to be kept in separate gunny bag and also to be sealed. Name of the institute as well as date of exam are to be labelled/mentioned on the gunny bag. The list showing details of the sealed answer book packets is to be kept inside the gunny bag as well as a copy of the same is to be labelled on the outside of the bag.
26. The sealed bags are to be deposited in the nodal centres (list of nodal centres for each Institutes attached separately in Annexure-1) within the three hours of the completion of exam each day.
27. Results of the Institutions who are not following the above guide lines may get delayed/with held. If required such cases may considered for punishment. Hence Principals are advised to follow the above packing details meticulously.
28. Finally, the authorised persons of the SCTE&VT will collect the gunny bags containing answer books from the Nodal centre as mentioned in the **Annexure-1** after the examination is over.

**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.
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 Council 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 undersigned.

Any deviation on above will be viewed seriously.

N: B – Instruction to Flying Squad, consolidated report, Flying Squad report, Question Opening Certificate & Specimen signature format are available in the Vidyarthi web-side [sctevtodisha.nic.in](http://sctevtodisha.nic.in) . In case of any doubt contact Phone No.9437296860 (Dy. Controller of Examinations).

Controller of Examinations  
SCTE&VT ,Odisha, Bhubaneswar

## Annexure-1

## LIST OF NODAL CENTRES FOR SCTE&amp;VT, DIPLOMA EXAMINATION (SUMMER 2017)

| Sl.No | District   | Nodal Centre  | Name of the tagged Institute  | Remarks                                       |
|-------|------------|---|---|---|
| 1     | Angul      | Govt.Polytechnic, Angul   | All the Private Diploma Engineering school and polytechnics of the district.  |   |
| 2     | Bargarh    | Govt.Polytechnic,Bargarh  | All the Private Diploma Engineering school and polytechnics of the district   |   |
| 3     | Balasore   | Govt.Polytechnic, Balasore  | All the Private Diploma Engineering school and polytechnics of the district   |   |
| 4     | Bhadrak    | Govt.Polytechnic, Jajpur  | All the Private Diploma Engineering school and polytechnics of the district   |   |
| 5     | Bolangir   | Govt.Polytechnic, Bolangir  | All the Private Diploma Engineering school and polytechnics of the district .   |   |
| 6     | Boudh      | Govt.Polytechnic, Boudh   | Govt. Polytechnic, Boudh will deposit the sealed Answer books to SCT&VT, Bhubaneswar after the diploma examination is over. |   |
| 7     | Cuttack    | SCT&VT , Odisha Bhubaneswar   | All the Government and Private Diploma Engineering school and Polytechnics of the district                                  |   |
| 8     | Dhenkanal  | Govt.Polytechnic, Dhenkanal   | All the Private Diploma Engineering school and polytechnics of the district and IGIT, Saranga.                              |   |
| 9     | Ganjam     | U.C.P. Engineering School, Berhampur  | All the Private Diploma Engineering school and polytechnics of the district & Govt.Polytechnic, Berhampur.                  |   |
| 10    | Gajapati   | Govt.Polytechnic, Gajapati will deposit the sealed Answer books to SCT&VT, Bhubaneswar after the diploma examination is over. |   |   |
| 11    | Jajpur     | Govt.Polytechnic, Jajpur  | All the Private Diploma Engineering school and polytechnics of the district .   |   |
| 12    | Jharsuguda | J.E.S, Jharsuguda   | All the Government and Private Diploma Engineering school and Polytechnics of the district and S.E.S, Kirei, Sundergarh     |   |
| 13    | Kandhamala | Govt.Polytechnic, Kandhamal   | All the Private Diploma Engineering school and polytechnics of the district   | The Nodal centre will deposit the answer book |
| 14    | Kalahandi  | Govt.Polytechnic, Kalahandi   | All the Private Diploma Engineering school and polytechnics of the district   |   |

|    |              |  |   |                         |
|----|--------------|--|---|-------------------------|
| 15 | Keonjhar     | O.S.M.E, Keonjhar  | All the Private Diploma Engineering school and polytechnics of the district   | to SCT&VT, Bhubaneswar. |
| 16 | Kendrapada   | Govt.Polytechnic, Kendrapada   | All the Private Diploma Engineering school and polytechnics of the district   |                         |
| 17 | Khurda       | SCT&VT , Odisha Bhubaneswar  | All the Government and Private Diploma Engineering school and Polytechnics of the district                                    |                         |
| 18 | Koraput      | Govt.Polytechnic , Koraput   | All the Private Diploma Engineering school and polytechnics of the district   |                         |
| 19 | Mayurbhanj   | Govt.Polytechnic, Mayurbhanj   | All the Private Diploma Engineering school and polytechnics of the district   |                         |
| 20 | Malkanagiri  | Govt.Polytechnic , Malkanagiri will deposit the sealed Answer books to SCT&VT, Bhubaneswar after the diploma examination is over.  |   |                         |
| 21 | Nayagarh     | Govt.Polytechnic, Nayagarh   | All the Private Diploma Engineering school and polytechnics of the district   |                         |
| 22 | Nuapada      | Govt.Polytechnic, Nuapada  | Govt.Polytechnic , Nuapada will deposit the sealed Answer books to SCT&VT, Bhubaneswar after the diploma examination is over  |                         |
| 23 | Nawarangapur | Govt.Polytechnic , Nawarangapur will deposit the sealed Answer books to SCT&VT, Bhubaneswar after the diploma examination is over. |   |                         |
| 24 | Puri         | Govt.Polytechnic, Puri   | All the Private Diploma Engineering school and polytechnics of the district   |                         |
| 25 | Rayagada     | U.G.M.I.T, Rayagada  | All the Private Diploma Engineering school and polytechnics of the district   |                         |
| 26 | Sambalpur    | Govt.Polytechnic, Sambalpur  | All the Private Diploma Engineering school and polytechnics of the district   |                         |
| 27 | Sonepur      | Govt.Polytechnic, Sonepur  | Govt.Polytechnic , Sonepur will deposit the sealed Answer books to SCT&VT, Bhubaneswar after the diploma examination is over. |                         |
| 28 | Sundergarh   | U.G.I.E, Rourkela  | All the Government and Private Diploma Engineering school and polytechnics of the district except SES Kerai.                  |                         |

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