

(By e-mail/ web-site)

From

DTE-cum-Secretary,
Haryana State Board of Technical Education,
Panchkula

To

All the Principal(s),
As per list attached

Memo No. 17259 /HSBTE

Dated: 13.11.09

Subject: Instructions for Principals/ Center Observers/ Suptd. Exam/ Invigilators/ Nodal Centers and for candidates appearing in Objective Type Exam from 02:00PM to 04:00PM for all courses except IPM, LIS, MLT, DBM & FAA courses for which the exam from 2:00PM to 04:30PM now scheduled on 16.11.2009.

The instructions regarding subject as cited above are enclosed here with for your ready reference and further necessary action. You are requested to follow the instructions for strict compliance of the same.

**Additional secretary,
For DTE-cum-Secretary, HSBTE
Panchkula**

Endst. No. 17260-61

/HSBTE

Dated: 13.11.09

A copy of the above is forwarded to the following

1. PS to FCTE-cum-Chairman, HSBTE for kind information of Hon'ble FCTE-cum-Chairman, HSBTE.
2. PA to DTE-cum-Secretary, HSBTE for kind information of W/DTE-cum-Secretary, HSBTE.

Additional secretary,

For DTE-cum-Secretary, HSBTE

Panchkula

Endst. No. 17262-64

/HSBTE

Dated: 13.11.09

A copy of the above is forwarded to the following

1. PA to Additional Secretary, HSBTE for guard file.
2. COE, HSBTE
3. Joint Secretary, HSBTE

Additional secretary,

For DTE-cum-Secretary, HSBTE

Panchkula

Subject: Instructions for Principals/ Center Observers/ Suptd. Exam/ Invigilators/ Nodal Centers and for candidates appearing in Objective Type Exam from 02:00PM to 04:00PM for all courses except IPM, LIS, MLT, DBM & FAA courses for which the exam from 2:00PM to 04:30PM now scheduled on 16.11.2009.

To make evaluation, more innovative, continuous, transparent, computerized, students friendly and with more objectivity, the 1st semester examinations for regular students admitted in the session 2009, the new scheme is adopted after a lot of deliberations. Initially the objective test will be through OMR but later on the same will be online. The objective type examination of 1st semester from the first 50% syllabi having representation of all the subjects as per notified scheme shall now be conducted on 16.11.2009 from 02:00PM to 04:00PM for all courses except IPM, LIS, MLT, DBM & FAA courses for which the exam from 2:00PM to 04:30PM for all the regular students admitted/ sought re-admission in the session 2009, in all the Polytechnics and the examination centers established by various Nodal Polytechnics. The same is to be made successful by conducting the objective type exam with absolute sincerity, dedication and with desired promptness.

A. INSTRUCTIONS TO THE PRINCIPALS OF ALL EXAMINATION CENTRES

- 1 The Principal is the key person and has a very special and important role in smooth and fair efficient conduct of the examination.
- 2 **The Principal is hereby designated as the Principal Observer of his/her polytechnic for the Objective type test examination. The utmost secrecy should be maintained before, during and after the exam.**
- 3 Examination centers should have sufficient infrastructure which will be duly checked by them two day advance and make all arrangements necessary for the smooth conductance of exam.
- 4 Secrecy of examination material right from its receipt from the HSBTE and till handed over to examination center is to be maintained absolutely.
- 5 The instructions and guidelines are to be followed strictly by the concerned officers and staff appointed for examination. All the requisite facilities should be provided to the nodal/ networking/ HSBTE/ staff / students.
- 6 The secrecy material should be dispatched through vehicle(s) along with your representative immediately, after the completion of exam on the very same day such as the same is handed over to your Nodal Centre.
- 7 The sufficient security arrangements including the police arrangement should be made in advance at their level.
- 8 **The remuneration to the staff should be paid by their respective establishment/ institution(s) as per norms of Govt./ HSBTE.**

- 9 The list of nodal centers and networking centers is available on the departmental website i.e. www.techeduhry.nic.in at link State Board of Technical Education.

MOST IMPORTANT:

- The OMR shall contain 4 or more parts of 25 Questions each, one mark of each question, for its correct Answer. The candidates should darken the bubbles of their respective Part as per Question Booklet.
- The OMR containing 4 parts of 25 Questions each shall be distributed to the students of all courses except IPM, LIS, MLT, DBM & FAA courses. The OMR containing more than 4 parts of 25 Question each shall be distributed to the students of IPM, LIS, MLT, DBM & FAA courses only.
- Before the used Answer Sheets(OMR sheets) are sealed in bundles by the Suptd, the same should be counted and ensure that the ten digit Roll Nos. have been written correctly on all OMR sheets and their corresponding bubbles have been darkened with blue / black ball point pen and the list of ABSENTEES is correct.
- It must be ensured that the students have written ten digit Roll No. on the OMR sheet i.e. first two digits for year of admission, next three digits for the institute code issued by this office, next two digits for branch code of the student issued by this office & the last three digits for the Roll No. of the student issued by the institute (Separate for evening shift) .

0	8	0	0	1	1	7	0	5	8
Year of Admission		Institute Code			Branch Code		Roll No		

- Two copies of Challans/ Forwarding Memos are to be prepared Branch wise. One copy of Forwarding Memo is to be packed along with its respective packet of OMR's and other should be handed over separately in a sealed cover.
- The used OMR sheets should be placed serially and packed in the bundles separately for each branch mentioning the complete detail on packets along with a copy of its respective Challan/ Forwarding Memo.
- Only used OMR sheets along with one copy of respective challan to be kept in the canvas bag under lock & Seal.
- All details i.e. name of examination, institute code, name of Observer, Suptd., Principal, Date of Examination, no. of candidates appearing, absentees, a copy of the Challan/ Forwarding Memo, UMC's should be handed over to the Nodal Centre in a separate envelop mentioning the complete detail on the same on the same day.

B INSTRUCTIONS TO THE PRINCIPALS OF NODAL CENTRES.

- 1 The Principal of the Nodal Centre is hereby designated as Chief Supdtt. of their Polytechnic & all of his/ her Networking Polytechnics for the Objective type examination.

- 2 The Principal(s) of the Nodal Center(s) will depute one of the senior faculty as Center Observer & one Center Supdtt. from his/ her Institution(s) in all the examination center(s) established for his/ her Polytechnic as well as for his/ her Networking Polytechnic(s). The list of such Center Observers & Center Superintendents for all his/ her centers/ networking centers should be sent to the under signed two days before the examination positively.
- 3 The staff for invigilation duty should be reshuffled for examination centre of Nodal Polytechnic & networking polytechnics in such a way that more than 50% staff in a particular examination center is from out side.
- 4 The Principal(s) of Nodal Center(s) should depute some senior faculty to collect the secrecy material from the Chief Nodal Officer i.e. Principal, Govt. Polytechnic, Ambala City on 14.11.09 at 10:00 AM for further distribution to all the Center Observers of their networking centers on 16.11.09 for keeping the same in the safe custody of the Principal of his/ her examination centre under the lock and proper seal.
- 5 **The secrecy material should be collected on 16.11.09 from all the examination centers after conduct of examination. The secrecy material i.e. used OMR sheets for the objective type exam along with one copy of respective challan should be kept under lock and seal in the canvas bag and the second copy of challans should be kept in separate cover. The secrecy material for the objective type exam should be submitted to the Principal cum Chief Nodal Officer, Govt. Polytechnic, Ambala City through their Nodal Centre(s) respectively on 17.11.09 till 05:00 PM positively.**
- 6 The Principal of the Nodal centre should ensure that requisite arrangements have been made at the examination centers on 14.11.09 upto 2.00 PM i.e. building, furniture, Center Obsever./ Supdt./ invigilators, vehicles etc.
- 7 Efforts should be made to establish all the examination centers in the institutes itself & no examination center should be established outside the institute.
- 8 The utmost secrecy is to be maintained before, during and after the exam.

MOST IMPORTANT:

- **The OMR shall contain 4 or more parts of 25 Questions each, one mark of each question, for its correct Answer. The candidates should darken the bubbles of their respective Part as per Question Booklet.**
- **The OMR containing 4 parts of 25 Questions each shall be distributed to the students of all courses except IPM, LIS, MLT, DBM & FAA courses. The OMR containing more than 4 parts of 25 Question each shall be distributed to the students of IPM, LIS, MLT, DBM & FAA courses only.**
- **Before the used Answer Sheets(OMR sheets) are sealed in bundles by the Suptd, the same should be counted and ensure that the ten digit Roll Nos. have been written correctly on all OMR sheets and their corresponding bubbles have been darkened with blue / black ball point pen and the list of ABSENTEES is correct.**

- **It must be ensured that the students have written ten digit Roll No. on the OMR sheet i.e. first two digits for year of admission, next three digits for the institute code issued by this office, next two digits for branch code of the student issued by this office & the last three digits for the Roll No. of the student issued by the institute (Separate for evening shift) .**

0	8	0	0	1	1	7	0	5	8
Year of Admission		Institute Code			Branch Code		Roll No		

- **Two copies of Challans/ Forwarding Memos are to be prepared Branch wise. One copy of Forwarding Memo is to be packed along with its respective packet of OMR's and other should be handed over separately in a sealed cover.**
- **The used OMR sheets should be placed serially and packed in the bundles separately for each branch mentioning the complete detail on packets along with a copy of its respective Challan/ Forwarding Memo.**
- **Only used OMR sheets along with one copy of respective challan to be kept in the canvas bag under lock & Seal.**
- **All details i.e. name of examination, institute code, name of Observer, Suptd., Principal, Date of Examination, no. of candidates appearing, absentees, a copy of the Challan/ Forwarding Memo, UMC's should be handed over to the Nodal Centre in a separate envelop mentioning the complete detail on the same on the same day.**

C INSTRUCTIONS TO THE CENTER OBSERVER / SUPERINTENDENT EXAM

- 1 Center Observer(s) and Supdt.(s) will be deputed/ appointed by the Principal(s) of Nodal Center(s).
- 2 Center Observer(s) will collect the secrecy material from the Principal of Nodal Center designated for the Polytechnic where he/she has been deputed as Center Observer by his/ her Principal.
- 3 The Center Observer(s) will deposit the secrecy material to the Principal of the Nodal Center on the same day i.e. on 16.11.09 after the exam.
- 4 The Supdt. will ensure that the examination is conducted smoothly without any external pressure/ interference and timely as specified and the candidates have not copied at all.
- 5 The Center Observer(s) and the Superintendent(s) will reach their examination centers on 16.11.09 and will get the seating plan prepared and pasted at three suitable places minimum 2 hours before the commencement of exam.
- 6 The Center Observer(s) and the Superintendent(s) should discuss the details of various arrangements for the conduct of the test and the center with Principal well in advance. The list of the invigilators will be prepared by the Suptd in consultation with the Principal of the Examination Centre, the Center Observer and Principal of Polytechnic of Nodal Centre for the test/ examination.
- 7 The instructions to candidates and the Seating plan should be displayed at the three prominent places one day prior to conduct of exam.

- 8 Principal should hand over the sealed packets of Question Booklets and answer sheets (OMR sheets) to the Suptd., one hour before the start of the exam i.e. at 01:00PM for objective type exam.
- 9 The sealed packets of question booklets will be opened by the Supdtt. in presence of Center Observer. and at least one invigilator at 01:30PM on the day of exam. A certificate regarding opening of the packets of question booklets should be recorded.
- 10 The Suptd. should go through the instructions to invigilators along with duties and guidelines for the Principals carefully.
- 11 The Principal/ Center Observer/ Supdt. should be fully conversant with the method of filling the information on the Answer Sheets (OMR sheets) so that they are able to remove any doubts of Invigilators/ Candidates.
- 12 The students should be allowed to enter in the examination hall / rooms at 01:40PM for the objective type exam and the secrecy material should be distributed at 01:50PM. The question booklets and OMR sheets should be placed on all 24 desks at 01:50PM for the objective exam. No candidate should be allowed entry in the examination hall after 02:10PM. The candidates are to be allowed to sit in the seat matrix of 6 x 4.
- 13 The unused question Book-lets / OMR sheets should be sealed latest by 02:30PM but not later than 02:50PM.
- 14 The Principal / Center Observer / Supdt should ensure fair and smooth conduct of the exam and go around various Examination Hall/ Rooms regularly and give additional instructions (if any).
- 15 The candidate is not permitted to take away the question booklets under any circumstances. Any how they may collect their Question Booklets from their Principal after declaration of the result.
- 16 The seating plan, one copy of challans, absentees list etc are to be sealed in the separate envelop at the end of each exam. Only used OMR's along with one copy of their respective challans should be kept in the canvas bag.
- 17 Objective Type Exam for all courses except IPM, LIS, MLT, DBM & FAA courses should be closed at 04:00 PM and for IPM, LIS, MLT, DBM & FAA courses should be closed at 04:30 PM . The invigilators of respective rooms will hand over the OMR's for objective exam to the Supdt. after ensuring that every candidate has written his roll no. correctly and has darkened the corresponding bubbles.
- 18 The used OMR's of objective type exam should be arranged serially after the exam and should be packed in bundles separately for each branch mentioning the complete detail on the packets & to be placed in the canvas bag along with one copy of respective challan under lock & seal separately.
- 19 At the end of the test, the Principal/ Observer should take possession of the Question Booklets and Answer Sheets (OMR sheets) used by the candidates, Challans, seating plans, attendance sheets, UMC, if any, duly sealed by the Suptd and he/ she should submit to the Nodal Centre all the secrecy material except Question booklets which should be kept in the Institute Library by the Principal of the Institute. There should be two sealed packets for each institute i.e. one containing used answer-sheets (OMR Sheets) along with copy of respective challan & the second containing copy of challan, seating plans, attendance sheet etc. UMC cases, if any, should be sealed in separate envelope and to be submitted to the under signed through their respective Nodal Center(s).

MOST IMPORTANT:

- The OMR shall contain 4 or more parts of 25 Questions each, one mark of each question, for its correct Answer. The candidates should darken the bubbles of their respective Part as per Question Booklet.
- The OMR containing 4 parts of 25 Questions each shall be distributed to the students of all courses except IPM, LIS, MLT, DBM & FAA courses. The OMR containing more than 4 parts of 25 Question each shall be distributed to the students of IPM, LIS, MLT, DBM & FAA courses only.
- Before the used Answer Sheets(OMR sheets) are sealed in bundles by the Suptd, the same should be counted and ensure that the ten digit Roll Nos. have been written correctly on all OMR sheets and their corresponding bubbles have been darkened with blue / black ball point pen and the list of ABSENTEES is correct.
- It must be ensured that the students have written ten digit Roll No. on the OMR sheet i.e. first two digits for year of admission, next three digits for the institute code issued by this office, next two digits for branch code of the student issued by this office & the last three digits for the Roll No. of the student issued by the institute (Separate for evening shift) .

0	8	0	0	1	1	7	0	5	8
Year of Admission		Institute Code			Branch Code		Roll No		

- Two copies of Challans/ Forwarding Memos are to be prepared Branch wise. One copy of Forwarding Memo is to be packed along with its respective packet of OMR's and other should be handed over separately in a sealed cover.
- The used OMR sheets should be placed serially and packed in the bundles separately for each branch mentioning the complete detail on packets along with a copy of its respective Challan/ Forwarding Memo.
- Only used OMR sheets along with one copy of respective challan to be kept in the canvas bag under lock & Seal.
- All details i.e. name of examination, institute code, name of Observer, Suptd., Principal, Date of Examination, no. of candidates appearing, absentees, a copy of the Challan/ Forwarding Memo, UMC's should be handed over to the Nodal Centre in a separate envelop mentioning the complete detail on the same on the same day.

D. INSTRUCTION TO THE INVIGILATORS

1. In case any of relatives, dependents or candidates coached by you is/ are appearing at your Centre, kindly do not accept the duty as Invigilator.

2. The students should be allowed to enter in the examination hall / rooms at 01:40PM for the objective type exam and the secrecy material should be distributed at 01:50PM. The candidates are to be allowed to sit in the seat matrix of 6 x 4.
3. The question book-lets and OMR sheets should be placed on all 24 desks at 01:50PM for the objective type exam. The unused question booklets and OMR sheets should be collected by the invigilators at 02:20 PM.
4. Students should read instructions written on the back of the OMR sheets carefully and on the front page of the Question booklet. No candidate should be allowed after 02:10PM under any circumstances.
5. All the candidates should be asked to fill up their particulars on the OMR sheets with Blue/Black ball point pen only and carefully.
The ten digit roll numbers should be filled by the candidates in words & figures and the corresponding circles should be darkened i.e. first two digits for year of admission, next three digits for the institute code issued by this office, next two digits for branch code of the student issued by this office & the last three digits for the Roll No. of the student issued by the institute.

0	8	0	0	1	1	7	0	5	8
Year of Admission		Institute Code			Branch Code		Roll No		

6. The candidates should not be allowed to open the paper seals before 02:00 PM.
7. The OMR sheets should at once be collected on the completion of time of the exam.
8. No candidate should be given question booklet. The same should be counted / handed over to the Supdt. for further handing over to the Principal who may hand over the same to the students after the declaration of the result.
9. The unused question booklets, OMR's, list of absentees on seating plan should be handed over to Supdt. Exam at 02:20 PM.
10. At the end of the exam the invigilator shall collect the OMR sheets and arrange these serially after ensuring that the particulars has been filled in correctly by the candidates & corresponding bubbles have been darkened.
11. The candidates should not be allowed to leave the examination hall before the close of the exam.
12. The invigilator will hand over this secrecy material i.e. used OMR's and other material to the Supdt.
13. Candidates are not allowed to use calculators, calculator watches, log tables and mobile phones or any other such gadgets inside the examination Hall.
14. Invigilators are not allowed to carry mobile phone in the centre.
15. In case of any doubt, Principal/ Center Observer / Supdt. may be contacted.

MOST IMPORTANT:

- The OMR shall contain 4 or more parts of 25 Questions each, one mark of each question, for its correct Answer. The candidates should darken the bubbles of their respective Part as per Question Booklet.
- The OMR containing 4 parts of 25 Questions each shall be distributed to the students of all courses except IPM, LIS, MLT, DBM & FAA courses. The OMR containing more than 4 parts of 25 Question each shall be distributed to the students of IPM, LIS, MLT, DBM & FAA courses only.
- Before the used Answer Sheets(OMR sheets) are sealed in bundles by the Suptd, the same should be counted and ensure that the ten digit Roll Nos. have been written correctly on all OMR sheets and their corresponding bubbles have been darkened with blue / black ball point pen and the list of ABSENTEES is correct.
- It must be ensured that the students have written ten digit Roll No. on the OMR sheet i.e. first two digits for year of admission, next three digits for the institute code issued by this office, next two digits for branch code of the student issued by this office & the last three digits for the Roll No. of the student issued by the institute (Separate for evening shift) .

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- Only used OMR sheets along with one copy of respective challan to be kept in the canvas bag under lock & Seal.
- All details i.e. name of examination, institute code, name of Observer, Suptd., Principal, Date of Examination, no. of candidates appearing, absentees, a copy of the Challan/ Forwarding Memo, UMC's should be handed over to the Nodal Centre in a separate envelop mentioning the complete detail on the same on the same day.

E. INSTRUCTIONS TO THE CANDIDATES

1. The candidates should ensure that they have brought their admit card for verification.
2. Candidates will neither be admitted after 02:10 PM nor allowed to leave the examination hall before 04:00 PM or 04:30 PM, as the case may be.
3. Use of calculators including watches having calculators, log tables, mobile phones or any such gadget is not allowed.

4. Read and follow the instructions carefully as mentioned on OMR & question booklet.
5. **Write your ten digit Roll No. on the OMR sheet i.e. first two digits for year of admission, next three digits for the institute code issued by this office, next two digits for branch code of the student issued by this office & the last three digits for the Roll No. of the student issued by the institute. If the ten digit Roll No. is not filled correctly in words & figures and the corresponding bubbles are not darkened correctly, the candidate shall be responsible for the consequences.**

0	8	0	0	1	1	7	0	5	8
Year of Admission		Institute Code			Branch Code		Roll No		

6. Use Blue/ Black ball point pen only for darkening the circles in answer sheets/ filling particulars on OMR/ Question Booklet.
7. Adoption of any kind of unfair means at the time of exam or creating any disturbance in or outside the examination hall or disobeying the Supdt./ invigilation staff will render the candidate liable for expulsion from examination hall, cancellation of his/her examination and will be liable for disciplinary action as per examination rules.
8. No candidate is allowed to tear away any page(s) or to note down the questions or the replies thereof, if a candidate is found doing so, it will amount to use of unfair means.
9. No candidate is allowed to bring any loose paper whether written or blank inside the examination hall except the Admit card / Permission letter.
10. Smoking in the examination hall/ room is strictly prohibited.
11. Any attempt of causing disturbance is an offence and will be dealt with according to the Law.
12. Use of mobile phones in examination hall is strictly prohibited and will lead to expulsion from the examination hall.
13. The candidates must pay due attention to any latest instructions announced or notified by the Centre Supdt./ Principal Observer.
14. The candidate should ensure that they have filled all the particulars on OMR sheets correctly and darken the corresponding bubble as required.
15. The candidate are not permitted to take away the question booklets under any circumstances. Any how they may collect their Question Booklets from their Principal after declaration of the result.
16. The candidates will not be allowed to leave the examination hall/ rooms except in extremely rare cases on medical grounds.
17. For other instructions, the candidates should refer to the website of the department.

Any other instructions issued from time to time are to be followed strictly.

Secretary (HSBTE)

