Board of Secondary Education, Assam
Guwahati-781021,

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From: N.N Nath, **ACS.**
Board of Secondary Education, Assam.
Guwahati,-781021

To: **The Officer in Charge (All)**

SUB: GUIDELINES FOR CONSTITUTION OF CENTRE COMMITTEE FOR CONDUCT OF THE HSLC EXAMINATION, 2023.

Sir/Madam,

In reference to the subject quoted above this is to inform you that, to constitute the **Centre Committee** a public meeting of the localities is to be convened at your Centre for smooth and fair conduct of the ensuing **HSLC Examination, 2023**

The following points are to be noted carefully for constitution of the Centre Committee.

1. The Centre Committee for HSLC Examination should be formed in a meeting represented by the guardians of the candidates, distinguished persons and educationists of the locality, all Heads of the local educational institutions, Managing Committee of the Centre School, Officer-in-charge of the Police Station, Post Master, Doctor or Medical Officer, Teaching Staff of all the Educational Institutions of the Centre.
2. The Meeting must be well represented and the member of invitees should not be less than 200/250 and to form a quorum at least 50 persons must attend the meeting. Greater the number of public involves better it would be to run the Examination smoothly.
3. **SERVING OF NOTICE FOR THE MEETING:**

(a)The notice for the meeting is to be served on or before **15/01/2023**. The notice is also to be displayed in the Notice Board and in the Public places.

(b) The Heads of the Higher Secondary/High Schools under the jurisdiction of the Centre must be present in the meeting. If, however, any one of them is unable to attend the meeting he/she must inform the convenor in writing about his/her inability to attend the meeting. All these records must be submitted to the Board alongwith proceedings.

(c) If the Board receives any complaint from anybody interested for the smooth running of the Examination or feels that the meeting has not been well represented or selection has not been done as per guidelines, the Board reserves the right not to accept the Centre Committee. The Board in turn may return the proposal for reconstitution of the Centre Committee by convening fresh general meeting or may constitute a Special Committee at its own discretion to conduct the said Examination. No objection from any quarter what-so-ever in this regard will be legally valid and the Board is not bound to accept such objections.

4. CONSTITUTION OF CENTRE COMMITTEE:

The Centre Committee should consist of the following members:-

i) PRESIDENT : Any person from among the following will be eligible to be a President - Hon'ble M.P./Hon'ble M.L.A./President of the Managing Committee/Governing Body of the Institution/Distinguished Educationist/Govt. Gazetted Officer.

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(ii) SECRETARY: Principal/Headmaster of the Institution selected for Centre. He/She will act as the Officer-in-Charge of the Centre and he/she must have at least 6(six) months of service from the date of commencement of the Examination. However, the Centre Committee may arrange for some exceptional case with due approval of Inspector of Schools concerned.

(iii) MEMBERS:

(a) All Heads of the schools of appearing candidates.
(b) Six leading persons/educationists in which, one must be a lady.
(c) Officer-in-Charge of the local Police Station.
(d) Postmaster of local Post Office.
(e) One Medical Officer of local Dispensary/Primary Health Centre/ Govt. Registered Doctor.
(f) The Committee may co-opt local dignified persons as member of the Centre Committee but number should not exceed a maximum limit of five members.
(g) No persons must be included in the Centre Committee whose son, daughter or relatives will appear in the ensuing HSLC Examinations, 2023

5. <u>TWO AUDITORS MUST BE APPOINTED IN THE MEETING BUT THEY MUST NOT BE THE MEMBERS OF THE COMMITTEE.</u>

The audited accounts of the 2022 Examination (special) duly approved by the Centre Committee must be submitted with the proceedings. Any surplus amount as shown in the Report must be utilised for the development of the Centre and the Libraries of the Feeder Schools.

6. **PROCEEDINGS TO BE SENT TO THE BOARD OFFICE:**

(a) Xerox copy of the complete proceedings as recorded in the General Meeting together with the list showing the name of Principal/Headmaster/Headmistress if any and others who attended the meeting having their signatures against their names should be sent to the office of the Inspector of Schools concerned (Xerox copy attested by Officer-in-Charge).
(b) A copy of the NOTICE of the meeting and the list of invitees regarding their inability to attend the meeting should also be enclosed along with the Proceedings.
(c) The duties and responsibilities of the Centre Committee are furnished in **<u>APPENDIX - I</u>** enclosed herewith. It may kindly be noted that the Centre Committee and the Office bearers will be collectively responsible for the smooth conduct of the Examination.

Your attention has also been drawn to the remarks made by the **Supervising Officer in his Report** on the conduct of the Examination of the last year **2022 (special)** at your Centre. It is for your information and future guidance and request you not to allow Examination duties to the teachers against whom adverse remarks have been made by the Supervising Officer.

(d) You are requested to ensure that the above guidelines are strictly followed in constituting the Centre Committee and furnish the proceedings of the meeting with all documents to the concerned Inspector of Schools approval on or before **01/02/2023** without fail.

Yours faithfully,

Enclosed. Annexure-I

Secretary,
Board of Secondary Education, Assam,
Bamunimaidam, Guwahati-21.

APPENDIX– I

Duties & Functions of Centre Committee

1. The Committee in its first meeting will select **two Asstt. Officer-In-Charges** for smooth conduct of the Examination,
2. **One** of the **Asstt Officer In-Charge** is to be engaged entirely for **Confidential works.**
3. The Officer In-Charge and Asstt. Officer will **collectively be responsible** for leakage of any confidential works, So in selecting the Asstt. Officer In-charge (confidential), the status, reliability, seniority and integrity of the person should be taken into consideration.
4. To accommodate the **excess candidates**, if any, the Centre committee may recommend **Venue** with prior approval of the Board/ Inspector of Schools concerned.
5. It is to be noted that the feeder school of the Centre which is to be selected as Venue must be situated **within 1 k.m** from the main Centre.
6. Installation of **CCTV cameras** and Permanent/temporary **boundary walls** are other norms of such Venues.
7. For meeting the expenditures of running a Centre, an amount of **Rs 350/- per candidate** shall be released to each centre by SEBA. Rs. 300 will be released in advance and balance amount will be released after receipt of utilization certificate for the advance amount.
8. The Centre committee has to ensure that all the instructions issued to the Officer In-charge of the Examination centres are **followed** in letter and spirit.
9. Board does not bear any other expenses incurred by the Centre committee. Any expenditure in excess, will have to be borne by the Centre Committee itself.
10. The Centre committee will have to upload the **Utilization Certificate** through **Online Portal** and **Hard Copy** of the same is to be **submitted in Office of the Inspector of Schools** concerned for future course of action.
11. Centre Committee must ensure that online submission of report of **absentee/expelled** candidate is updated **each day** of examinations.
12. Centre committee is collectively responsible for smooth and fair conduct of the examination

Secretary
Board of Secondary Education Assam
Guwahati - 21