

## IMPORTANT

From

Secretary  
Haryana State Board of Technical Education,  
Bays - 7-12, Sector - 4,  
Panchkula

*Only 15A & 16 Series  
Answersheets are to be  
used in Dec 2016 Exam  
by Private institutes*

To

The Principals of all Institutes offering Diploma Courses

**Memo. No. 1965 /Exam/HSBTE**

**Dated: 25.11.2016**

**Subject: Mandatory Instructions for Students / Invigilator/ Centre Supdt. (Exam) / Dy. Supdt. (Exam) / Principal of the Institute having Examination Centre / Principal of the Nodal Centre / Flying Squad for Diploma Examination - Dec 2016 Examination**

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These Instructions must be strictly complied with by all concerned. **Two Copies of 'Mandatory Instructions' must be provided by the Principal of the Institute having Examination Centre to the Centre Supdt. (Exam) for reference & compliance.**

### **Section I: General Instructions:**

1. **Relieving of Invigilation Staff:** All the Self-Financing Private Institutions offering Diploma Courses must relieve the staff put on invigilation duty by the Board from time to time, failing which action shall be initiated by the Board. (Instructions conveyed vide letter No. 1286/Exam/HSBTE dated 12.05.2016 available at [hsbte.org.in](http://hsbte.org.in)).
2. **Long leave** of any kind including one month Child Care Leave which falls under the competency of the Principal of the Institute must not be granted by the Principal of Govt. / Govt. Aided / Society Polytechnics during Examination period (Standing instructions conveyed vide letter No 1314/Exam/HSBTE dated 17.05.2016 available at [hsbte.org.in](http://hsbte.org.in)).
3. **Scientific calculators** are allowed during exam only in those subject IDs as conveyed vide Memo No.1884/Exam/HSBTE dt. 18.10.2016 (available at [hsbte.org.in](http://hsbte.org.in)).

### **Section II: Instructions for Students / Examinee**

1. The examinee is expected to be present at the examination centre 10 minutes before the commencement of examination.
2. No examinee shall be admitted to the examination hall after 15 minutes of commencement of the examination.

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Available at [hsbte.org.in](http://hsbte.org.in)

3. The examinee shall have the proper Admit Card and the valid institutional identity card for producing when demanded, without which he/ she shall not be eligible to appear for the examination.
4. Examinees are not permitted to temporarily leave examination hall during the initial 30 minutes and last 10 minutes of the paper for toilets etc.
5. A bell will be sounded 10 minutes before the commencement of the examination after which the examinees are allowed to enter the examination halls.
6. Next ringing of the bell shall announce the commencement of the examination.
7. Exchange of answer books, supplements and drawing instruments etc. among the examinees is strictly prohibited.
8. Student shall write their Roll No. on the question paper.
9. Possession of any arms, weapons, mobile phone etc. in the examination hall or at the examination centre by the examinee is strictly prohibited.
10. The examinee found guilty of misbehaviour or using or attempting to use unfair means shall be liable for suitable punitive action as per **Examination Regulations**. Please refer Chapter 9 – "**Penalty for Acts of misconduct of Candidates / Institutes**" of Examination Regulations of the Board available on website ([hsbte.org.in](http://hsbte.org.in))
11. The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles chits, books, mobile phone, pager, smart watch, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
12. **Disclosure of identity on the part of examinee by way of communicating name/ sheet number/signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule.**
13. The examinee is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action under the rules including lodging of FIR by the Examination Supdt.
14. Drinking, intoxicating & smoking in the examination hall/ rooms is prohibited. A candidate, who is found to be taking the examination under the influence of intoxicating drinks or found smoking, shall be turned out of the examination hall and shall be liable for suitable punitive action as per rules.
15. The examinee shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination centre.
16. The examinee must cross the blank page(s) of Answer Sheet left after attempting the whole paper.



### Section III: Instructions for Principal of Institute having Examination Centre

1. Procure and study all circulars, letters and information in respect of examination work and procedures involved related to examination available at [hsbte.org.in](http://hsbte.org.in) under the link "**Examination Dec-2016**".
2. The Principal of institute of examination centre shall be overall responsible for smooth conduct of examination at his institute. He shall ensure that there is **favourable and secure environment** at the centre in for conduct of examination in free & fair manner under the supervision of Exam Supdt. / Dy. Supdt.
3. **ESTABLISHMENT OF EXAMINATION CENTRE**
  - a) **The examination centre be established at ground / 1st floor.** Exam must be arranged at ground-floor for physically challenged students along with the provision of wheelchair facility, if required.
  - b) **The examination centre be established in adjoining rooms to facilitate proper supervision and control of Exam Supdt / Dy. Supdt.**
  - c) **Instructions be issued to gate security to allow immediate entry to the Flying Squad into the institution without making it to wait.**
  - d) Make arrangements of the following:
    - (i) Examination Rooms, Furniture, Lighting, Drinking water etc.
    - (ii) Blank Answer Sheets and other examinations stationery.
    - (iii) Maintain cleanliness in examination blocks and toilets.
    - (iv) Basic amenities like Printer, Paper, High Speed Copier, internet connection / Data Card **must** be made available to the Exam Supdt / Dy. Supdt for smooth conduct of Exam.
  - e) The question papers must be kept in the strong room / almirah under lock and seal under the strict supervision of the Principal of the institution
  - f) Flying Squad shall visit ONE / TWO DAYS PRIOR TO START OF EXAM to ensure compliance of above instructions by the Institute.
  - g) Appoint necessary officers (if required) such as officer in-charge examination, supervisors and supporting staff as per the norms of the Board. He shall provide necessary support to the Supdt. Exam.
  - h) **No other person either from institute or management side (in case of private self-financing Institute) would enter the examination centre without the permission of Exam Supdt. to ensure smooth conduct of exam. Only those persons who are concerned with examination duty would enter examination hall.**
  - i) No Examination Centre shall retain written Answer Sheets / Booklets for more than two days under any circumstances and should invariably hand over to the Nodal Centre **within two days of conduct of that paper.**

**IF THESE DIRECTIONS ARE NOT COMPLIED WITH, BOARD SHALL BE CONSTRAINED TO CANCEL CONCERNED EXAMINATION CENTRE FOR PRESENT / FUTURE EXAMS WITHOUT ANY NOTICE FOR WHICH INSTITUTE ITSELF SHALL BE RESPONSIBLE.**

4. **Guidelines for Distribution, Handling and Storing Question Paper Packets**

Following procedure shall be observed for collection & distribution of question paper packets:

- a) Secrecy material will be issued by Board to all the Nodal Centers for their own Polytechnic as well as their Networking Polytechnics from HSBTE, Panchkula ***including attested copy of list of Institute-wise & subject-wise question paper packets of all its Networking institutes.***
- b) **EXAMINATION CENTRES SHALL COLLECT THE SECRECY MATERIAL FOR ALL OF ITS NETWORKING CENTRES DIRECTLY FROM THEIR NODAL CENTRE** (including *attested copy of Institute-wise & subject-wise list of question paper packets provided by Board*).
- c) **Under no circumstances, question paper packets and attested copy of list of question paper packets are to be given by Nodal Centres to any Networking Centre** and instead Question paper packets of Networking Centres be directly given to the representative of concerned Examination Centre.
- d) **Networking Centres shall verify at the examination centre regarding the availability of question papers as per their requirement.**
- e) **Examination Centre Supdt** shall cross-check / verify quantity of question paper sealed packets received from the Nodal Centre with the *attested copy of list of subject wise question paper packets provided by Board*. **Flying Squads shall also ensure the compliance of same.**
- f) **TO MEET ANY EVENTUALITY / EMERGENCY REGARDING SHORTAGE OF QUESTION PAPERS AT ANY EXAMINATION CENTRE, SOFT COPY OF THE QUESTION PAPER SHALL BE PUSHED INTO THE BASKET OF THE EXAMINATION CENTRES 15 MINUTES BEFORE THE START OF THE EXAM ON THE DATE OF EXAMINATION. THE REQUISITE NO. OF QUESTION PAPERS FOUND SHORT MAY BE PHOTOCOPIED IN TOTAL CONFIDENTIALITY AND SECRECY IN PRESENCE OF THE SUPERINTENDENT/ DEPUTY SUPERINTENDENT.**
- g) Examination Centres to arrange the packets of question papers serially as per datesheet - datewise, shiftwise & branchwise - in the strong room. The

question papers must be kept in the strong room / almirah under lock and seal under the strict supervision of the Principal of the institution. **Before the start of the Examination, strong room / almirah must be sealed under the signature of Principal and Officer-Incharge handling question papers.**

**(i) Govt. / Govt. Aided Institutions:** After the commencement of the examination, the strong room / almirah must be sealed under the signature of Exam Superintendent / Dy. Superintendent and O/I handling question papers.

**(ii) Private Institutions:** After the commencement of the examination, the strong room / almirah must be sealed under the signature of Exam Superintendent / Dy. Superintendent and Principal of Examination Centre.

- h) The Principals of the examination centres to ensure that only the packets of question papers related to the particular day & shift are handed over to Supdt. (Exam) because wrong opening of packets of question papers shall attract disciplinary action against the concerned Principal(s) of the examination centre, Supdt (exam), Dy. Supdt. (exam) & O/I handling question papers.
- i) For each networking institute, the detailed ID wise list of packets / no. of Question Papers shall be issued by HSBTE to their Nodal Centres which there after must be collected by the concerned networking institutes for verification.
- j) Networking institutes after verification of ID wise list of packets / No. of Question Papers as per their requirement must handover to their examination centres.
- k) Opening of Question Paper: The Question Paper will be opened 20 Minutes before the start of examination in the presence of Supdt. / Dy. Supdt & Principal of the concerned institute. The packet should be opened by cutting from the edge and then by putting the scissor in the envelope. The Supdt. / Dy. Supdt. & Principal of the Institute will do full signature on the packet specifying that the packet are sealed and not tempered. In case of any tempering, the Supdt. will immediately report to the COE regarding it.

5. Keep constant liaison with the Controller of Exam, to ensure smooth and flawless conduct of examination. Keep vigil on all aspects of the examination and its conduct.
6. He shall arrange for police arrangement/ private security at the examination centre for the entire examination period.
7. Arrange to distribute the question papers as per the instructions of Board and maintain safe custody of the question papers and sealed answer book bundles.

8. Hold meetings as and when necessary of all officers and staff appointed for examination work and apprise them about their role and responsibility.
9. Collect relevant circulars, instructions and timetable of examination from the Board and carry out the distribution of question papers accordingly.
10. Communicate changes, if any, in date sheet of the examination to the concerned examination centres.
11. Verify and ensure that the received question papers packets are as per the requirement of the concerned centres for all subjects and in sufficient quantity.
12. Ensure safety and security of question papers during transport and storage at distribution centre as per the norms of the Board.
13. Keep proper custody of written answer book bundles received on each day of examination as per instructions of the Board.
14. Dispatch written answer book bundles received from the examination centre to the assigned Nodal Centre / TMC(s).
15. **Receive the sealed packets of cases of malpractice, copying etc. brought by the Centre Supdt. and deliver them to the Controller of Exam through Nodal Centre only.**
16. Keep account of question paper packets distributed to the examination centres.
17. Inform the students appearing in the examination centre, the changes, if any, in the date sheet of the examination.
18. Maintain the account of answer books and other examination stationery utilised during the examination.
19. All the torn / mutilated / cancelled answer sheets must be returned to the Nodal Centre after completion of Board Exam.
20. **Issue Duty Certificate to Exam Supdt / Dy. Supdt only after complete online uploading of examinee attendance and submission of an undertaking in this regard by the Exam Supdt / Dy. Supdt to the Principal of Examination Centre.**
21. Any other duty/ instructions assigned by the Board.

#### **Section IV: Instructions for Flying Squad**

1. Procure and study all circulars, letters and information in respect of examination work and procedures involved related to examination available at [hsbte.org.in](http://hsbte.org.in) under the link "**Examination Dec-2016**".
2. **ONLY 15A & 16 SERIES ANSWERSHEETS ARE TO BE USED IN DEC 2016 EXAMINATION BY PRIVATE INSTITUTIONS.**

3. **Visit the Examination Centres allotted to Flying Squad ONE / TWO DAYS PRIOR TO START OF EXAM to ensure compliance of instructions related to 'ESTABLISHMENT OF EXAMINATION CENTRE' by the Institute** (refer Clause No. 3 of Section III).
4. Flying Squads must submit through email:
  - a) **Daily Report of assigned Examination Centres** regarding the conduct of exam.
  - b) In compliance of Clause 9 of Section V, **Centre-wise 'Daily Report of Question Paper Packets'** in prescribed format, duly signed by Exam Supdt. and cross checked by flying Squad regarding total number of sealed packets / question papers actually found in locked safe / almirah in sealed state **on the day / shift of exam** against the attested list of the Board.
5. After taking out sealed Question paper packets for conduct of exam of the shift, Safe / almirah **must be duly locked again within 30 minutes of start of exam of that shift** under the seal and signatures of Officers mentioned under Clause 4 (g) of Section III.  
**Flying Squad must check the compliance of the same.**
6. Ensure compliance of instructions related to UNFAIR MEANS CASES (refer Sr. No. 29 of Section V).
7. Ensure compliance of instructions related to **ONLINE UPLOADING OF EXAMINATION ATTENDANCE OF STUDENTS BY EXAM SUPDT / DY. SUPDT** (refer Sr. No. 20 of Section V).
8. Inspect the examination halls and verify the seating arrangement. If the seating arrangement is improper he/ she shall inform the Supdt. Exam and get it amended. He/ She shall see that atleast 1 to 1.2 sq. meter space is provided to each examinee.
9. Observe that internal vigilance group is active. Visit the examination hall frequently and exercise check for proper conduct of examination and discouraging malpractice.
10. Keep vigil of all aspects of the conduct of examination at the centre and report the cases of malpractice/ misconduct, if any, to the Supdt. Exam. The Supdt. Exam shall take action in such cases as per prescribed procedure.
11. If in his opinion, the action taken by the Supdt. Exam is not proper or sufficient, or the Supdt. Exam is non-cooperative, the matter shall be communicated to the Controller of Exam on phone and in writing. Such report shall be specific and objective in nature. Care shall be taken to support such reports with facts, figures, proofs and matters related with conduct of examination.
12. The Flying Squad shall monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner. **In case of shortage of Invigilation Staff at any centre, Invigilation Staff from Private Institutions may be shuffled / deputed amongst the Examination Centres for ensuring smooth conduct of exam.**

13. Take necessary steps to enhance the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations.

**Section V: Instructions for Centre Supdt. / Dy. Supdt.**

1. Procure and study all circulars, letters and information in respect of Examination available at [hsbte.org.in](http://hsbte.org.in) under the link "**Examination Dec-2016**". He shall keep constant touch with the Principal of the Institute and Controller of Exam.
2. **The instructions contained in this letter and any other examination related information must be got noted from the Invigilators for strict compliance.**
3. **ONLY 15A & 16 SERIES ANSWERSHEETS ARE TO BE USED IN DEC 2016 EXAMINATION.**
4. Only those persons who are concerned with examination duty would enter examination hall (refer Clause 3 (h) of Section III). **No other person either from institute or management side would enter the Examination Centre without the permission of Exam Supdt to ensure smooth conduct of Exam.**
5. **Casual Leave / Earned Leave to Exam Supdt. / Dy. Supdt.** shall be permissible in case of exigency only if leave is approved by the Principal of their parent institute or the competent authority (as the case may be) and the substitute is provided by the Principal of their parent Institute on their behalf. **Till substitute does not join the duty as Supdt. / Dy. Supdt., previous Supdt. / Dy. Supdt shall not leave their place of duty failing which due disciplinary action will be initiated.**
6. **In case of shortage of Invigilation Staff, the Centre Supdt / Dy. Supdt shall contact their Flying Squad for shuffling / deputing of Invigilation Staff** (Refer Clause 11 of Section IV).
7. **Regarding shortage of question papers at the Examination Centre, action be taken as per Clause 4 (f) of Section III.**
8. **Shall cross-check / verify quantity of question paper sealed packets received from the Nodal Centre with the attested copy of list of subject wise question paper packets provided by Board** (refer Clause 4 (e) of Section III).
9. **'Daily Report of Question Paper Packets'** (in prescribed format) regarding total number of sealed packets / question papers received at examination centre (as per Institute-wise & subject-wise attested list of question paper packets provided by the Board) and total number of packets & question papers actually found in locked safe / almirah in sealed state **on the day / shift of exam,** shall be prepared by the Exam Supdt. and handed over to its assigned flying Squad.
10. Keep the time of examination and make announcements for the benefit of examinees, by ringing the bell.



11. Conduct the examination as per date sheet following due procedure of the Board.
12. After the conduct of subject exam, surplus question papers be distributed among Institutions for Library purposes.
13. The Supdt. shall ensure that the students sitting in the examination must carry PCA forms downloaded from HSBTE website. No student is allowed to appear for the exam without PCA forms.
14. Every day before examination begins, the Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of objectionable material. A declaration to this effect shall be forwarded to the Board.
15. The Centre Supdt. / Dy. Supdt. of the examination shall be responsible for the conduct of examination including seating arrangements, sealing of used answer books, distribution of question papers.
16. Keep sealed Question Papers packets and blank answer sheets **in separate almirahs / safe** which should be duly locked under the seal and signatures of O/I handling question papers & Exam Supdt / Dy. Supdt.
17. After taking out sealed Question paper packets for conduct of exam of the shift, Safe / almirah **must be duly locked again within 30 minutes of start of exam of that shift** under the seal and signatures of Officers mentioned under Clause 4 (g) of Section III.



**Flying Squad shall check the compliance of the same.**

18. Assign duties of Supervisors/ Invigilators and other staff required for the conduct of examination as per the instructions of the Board and as per local need for specific examination block.
19. Answer Books for regular students and reappear students should be packed and sealed in separate bundles of different colours by the Supdt. Exam.
  - **Answer books of Regular students should be packed in Brown colour**
  - **Answer books of Reappear students should be packed in light Blue colour.**
  - **"Regular" word should be mentioned on the sealed bundles of answer books for Regular students and "Reappear" word should be mentioned on the sealed bundles of answer books for reappear students.**
20. Maintain necessary documentation and record of examination work at the centre i.e. seating plan.
21. **PRIORITY – ONLINE UPLOADING OF EXAMINATION ATTENDANCE OF STUDENTS:**
  - a) **Many a times, result processing of students is delayed merely due to non-availability of exam attendance record**
  - b) To facilitate the Board in timely declaration of result, attendance of Examinee student **must be uploaded online daily.** Only under unavoidable

circumstances, may be uploaded later but within two days of the said subject exam.

- c) **'Uploading Status'** of students' Exam Attendance (along with other aspects of the Exam) must be submitted daily at [www.hsbte.com](http://www.hsbte.com) under the link **"Daily Report of Exam Supdt. / Dy. Supdt."** through Institutional login ID and Password. *Daily Report sent through email will not be entertained.*
22. Duty Certificate to the Exam Supdt / Dy. Supdt shall be issued by Principal of Exam Centre but only after complete online uploading of examinee attendance and submission of an undertaking in this regard to the Principal of Examination Centre.
  23. Keep constant supervision on the staff appointed for examination at the examination centre for smooth and flawless conduct of the examination.
  24. Keep the account of question papers and answer sheets and other documents related to the examination for producing the same to the Flying Officer or representative of Board or any other competent authority, when needed.
  25. Adopt and sustain proactive approach in the conduct of examination.
  26. Observe due secrecy and confidentiality in the entire examination system.
  27. Maintain necessary documentation and record of the work of examination at the centre.
  28. Receive the question paper packets and record subject codes and their date and time of receipt etc.
  29. Prepare packing slips as per course, semester/ year and subject and pack the written answer books as per the guidelines of the Board.
  30. **UNFAIR MEAN CASES:** Keep vigil on all aspect of conduct of examination and see that the cases of malpractice, copying and impersonation etc. occurring in the examinations are duly booked and reported to the Competent Authority. The Supdt. /Dy. Supdt. must ensure that UMC Answer Sheets or even the second copy/answer book, if issued to the student whose UMC is formulated, should **not** be packed/sealed with the answer sheets of other students. These should be separately sealed and sent to the respective Nodal Centre for onward submission to COE, HSBTE.

**SEALED UMC PACKET must contain:**

- a) *Unfair Mean Cases*
- b) *Second / Alternate answer sheets of UMC student, if issued*
- c) *UMC DETAILS in the prescribed format*

**If Second / Alternate Answer Sheets of UMC are wrongly packed/sealed with the answer sheets of other students, these may get evaluated leading to wrongful declaration of result although such cases deserve punishment as per Examination Rules of the Board.**

**EXAM SUPDT. / DY. SUPDT. SHALL BE LIABLE FOR DISCIPLINARY ACTION FOR ANY ACT OF NEGLIGENCE / OMISSION IN THIS REGARD.**

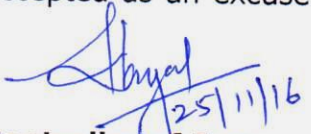
31. Hand over/ dispatch the written answer books packets of each examination to the Principal of the institute every day after the examination.
32. Maintain attendance record of officers and staff appointed for the examination work at the centre and hand it over to Principal.
33. Issue duty certificate to the staff on examination duty.

**Section VI: Instructions for Invigilator/ Supervisor**

1. The supervisor appointed for supervision in the examination hall shall collect information about room(s) allotted for supervision, number of examinees appearing in the room, course, semester/ year, subject and duration of examination for the examination room allotted.
2. **Invigilators not to use mobile phones during examination duty.**
3. Prior to the commencement of examination verify and ensure that no student present in the room possesses any objectionable material that is not permissible in the examination hall. Any examinee found to possess such objectionable material shall be instructed to keep it outside examination hall/ room or at the allotted place. If examinee refuses to comply to keep away such material, the supervisor shall immediately bring the matter to the notice of the Centre Supdt. Of the examination.
4. Verify and ensure that each examinee is sitting at a place meant for him.
5. Distribute an answer book to each examinee, appearing for examination.
6. Receive the question papers from the Centre Supdt. / Dy. Supdt. of the examination centre.
7. Distribute appropriate question paper to each examinee at the start of examination that shall be indicated by ringing bell and verify that each examinee has received question paper of his course, semester/ year. In case there is any error the same should be brought to the notice of Centre Supdt.
8. Instruct all examinees in the room to write their Roll No. on question paper. He shall also instruct the examinees not to write anything else on the question paper except Roll No.
9. Instruct the examinees that writing anything else, other than the appropriate Roll No. would be treated as malpractice.
10. **Not to permit any examinee to leave the examination before 01 hour from start of examination.**
11. **Not to permit any examinee leaving the examination hall before the end of the examination to take away the question paper.** The invigilator shall collect such question paper and handover to the Supdt. / Dy. Supdt. for returning it to the examinee after the examination is over.

12. Verify the identity of the examinee appearing for examination from the Roll No. slip / admit card and identity card of the institute. In case of slightest doubt, the matter should be brought to the notice of officer in-charge who shall further investigate the matter and take further necessary action, as per the guidelines of Board.
13. Sign the Answer Sheet of each examinee seated in the block after verifying whether the examinee has filled information correctly and appropriately such as Roll No., Course Name, Semester/ Year of Course, Title of the Subject (not abbreviation), Date of Examination and any other information asked in appropriate columns.
14. Get corrected any discrepancy committed by the examinees in writing the above information, under his supervision.
15. Obtain signature of each examinee on attendance sheet and record the serial number of the answer book issued to him on it.
16. Return all question papers and answer sheets remaining undistributed after 30 minutes from the commencement of the examination and not to permit any examinee reporting for appearing in the examination after 30 minutes from the commencement of the examination.
17. **UMC:**
  - a) Keep vigil on his examination room and see that examination is conducted in free and fair manner. **He shall not allow any examinee to use unfair means or indulge in malpractice or misbehaviour** and ensure that no extra book/ paper lies in the vicinity.
  - b) Immediately take due action against the examinee found using unfair means or involved in malpractice or misbehaviour, as per norms and instructions of Board.
  - c) Give a written statement of the event involving malpractice or using unfair means, narrating the details of the incident as needed in the procedure.
  - d) Under instructions of Supdt Exam a second blank answer book to the examinee may be issued in case of UMC to write the examination however no extra time shall be permitted.
  - e) **The second copy/answer book, if issued to the student whose UMC is formulated, should be handed over separately to Exam Supdt. / Dy. Supdt.** so that these are **not** packed/sealed with the answer sheets of other students. These should be sealed along with the UMC Packet.
  - f) **If Second / Alternate Answer Sheets of UMC are wrongly packed/sealed with the answer sheets of other students, these will get evaluated leading to wrongful declaration of result although such cases deserve punishment as per Examination Rules of the Board.**
18. Announce intermittently the time elapsed and warn 10 minutes before the end of the examination to that effect.

19. **To ensure that after attempting the whole paper, the examinees have crossed the left over blank page(s) of the Answer Sheet.** Shall collect all answer books, count them and tally with the number of examinees present, at the end of the examination. Shall not allow any examinee to leave the hall till the count of the answer books is tallied.
20. Shall complete all reports regarding number of examinees present and absent, number of answer books used and unused.
21. Shall arrange all written answer books in ascending order of Roll Numbers and then duly hand over the answer books to the Supdt. / Dy. Supdt. Exam.
22. Under instructions of the Centre Supdt., Reliever shall relieve Supervisor/ Invigilator requiring a short break. During this period of supervision Reliever discharge all above mentioned duties assigned to a Supervisor/ Invigilator. The Reliever shall also assist the Supdt. Exam in addition to above duties.
23. Every day before examination begins, invigilator shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of objectionable material.

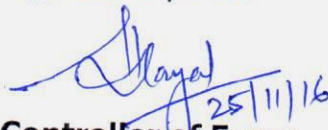
  
25/11/16  
**Controller of Exam  
HSBTE, Panchkula**

**Endst. No. 1966-1968/Exam/ HSBTE**

**Dated: 25.11.2016**

A copy of the above is forwarded to the following:-

1. Additional Secretary, HSBTE
2. PS to PSTE for kind information of PSTE-cum-Chairman, HSBTE please.
3. PS to DGTE for kind information of DGTE-cum- Secretary, HSBTE please

  
25/11/16  
**Controller of Exam  
HSBTE, Panchkula**