

# State Board of Technical Education, Bihar, Patna

## Guidelines for Assistant Centre Superintendents

1. The Center Superintendent has to ensure the availability of Assistant Centre Superintendents before the printing of Question papers. Hence the Assistant Centre Superintendents should report at least two hour before the commencement of exam while system administrator must report at least two hour before the commencement of examination.
2. ACS/System Administrator must ensure that the system is ready with Internet, Phocopier Machine, Power backup facility, CCTV camera etc. for question printing.
3. **CS/ACS must ensure that Invigilators will not be allowed to carry mobile phones inside the examination premises during the Board examination.**
4. ACS must ensure that students of similar branches will be seated in alternate columns, their seat planning must be arranged in that manner only.
5. **No candidates will be allowed to enter the exam hall after the commencement of exam.**
6. ACS must ensure that the Absentee/Attendance details are to be furnished in the format maintained in the Exam Section of Office towards the preparation of the Label to be placed over Answer script bundles.
7. Unfairmeans/Malpractice/Misbehaviour, if any, should be reported on the spot. Malpractice detected should be reported along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same as per guidelines of center superintendent (as given below).

*“If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.*

*The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.*

*The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations”.*

8. Total No. of Answer scripts handed over to the Exam section should tally with the Attendance sheet maintained by each Assistant Centre Superintendent.
9. If due to an unavoidable reason the exam is started late, proportionate extra time as decided by the CS/ACS is to be allowed so as to maintain the prescribed duration of exam.
10. Procedures followed previously and not specified in this manual may be adhered to as usual.

Secretary,  
S.B.T.E., Bihar, Patna