

Guidelines for Centre Controller/Principal of Institute

1. The Centre Controller/Principal of institute of Examination Centre shall be overall responsible for smooth conduct of examination at his institute and maintain sanctity of exam by all possible means & extending full cooperation to Supdt. (Exam). He shall ensure that the examinations are conducted in free & fair manner with favorable environment for conduct of examination at the centre. If any institution is found indulged in malpractices in the examination, action may be taken as per the rules of the Board.
2. Appoint necessary supporting staff as per the norms of the Board. He shall provide necessary support to the Supdt.Exam.
3. Keep constant liaison with the Supdt.Exam, to ensure smooth and flawless conduct of examination.
4. Keep vigil on all aspects of the examination and its conduct.
5. He shall arrange for police arrangement at the examination centre for the entire examination period to check out- side interference during course of examination.
6. Collect relevant circulars, instructions and date sheet of examination from the Board. Instructions for the students must be displayed on the notice board.
7. Help in packaging and dispatch of answer book bundles to the assigned Nodal Centre.
8. The changes, if any, in the date sheet during examination must be informed to the students.
9. They must ensure that the students seating in the examination must carry proper attested Admit cards along with identity proof. The examinee is expected to be present at the Examination Centre 30 minutes before the commencement of examination.
10. Make arrangements of the following as per the norms and guidelines of the Board. (i) Examination Rooms, Furniture, Lighting etc. (ii) Bar coded answer books and other examinations stationary. (iii) Maintain cleanliness in examination blocks and toilets. (iv) Drinking water.
11. Maintain the account of answer books and other examination stationery utilized during the examination in the prescribed Performa.
12. To provide Password protected Computer System along with printer and Photostat machine for downloading of question papers
13. Make sure the Availability of CCTV cameras with IP based DVR along with High-Speed internet connection and uninterrupted power supply.
14. Any other facility specified by the Board from time to time.