

From

The Secretary,
Haryana State Board of Tech. Education,
Bays 7-12, Sec. 4,
Panchkula

To

1. The Principals of all the Nodal Centers (Exam)
2. The Principals of all Examination Centres & Networking Centres

Memo No. 1976

/Exam/HSBTE

Dated: 28.11.2016

**Subject: Distribution, Handling and Storing Question Paper Packets for
December, 2016 HSBTE Exams**

As per Clause IV of Section III of Mandatory Instructions dated 25.11.2016 (Download from Board's website hsbte.org.in under the link "Examination December 2016", following procedure shall be observed for collection & distribution of question paper packets:

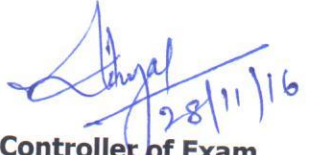
- a) Secrecy material will be issued by Board to all the Nodal Centers for their own Polytechnic as well as their Networking Polytechnics from HSBTE, Panchkula on **01.12.2016 & 02.012.2016 (as per the attached institute wise schedule)** including attested copy of list of Institute-wise & subject-wise 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.**


28/11/16

- 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


28/11/16

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.


28/11/16
**Controller of Exam
HSBTE, Panchkula**

Schedule for Collection of Secrecy Material by the Nodal Centres

Name of Nodal Centre	Date of Collection
GPW Faridabad GP Jhajjar GP Hisar GP Sirsa GP Lisana GP Narnaul GP Loharu GP Manesar GP Uttawar GP Narwana	01.12.2016
GP Ambala GPW Ambala GP Cheeka GP Nilokheri SJPP Damla GP Sonipat BPS Khanpur CRP Rohtak VTI Rohtak	02.12.2016