



## BAMUNIMAIDAM, GUWAHATI-21

NO. SEBA/EX/CC/PART-II/22568-23424

Dated Guwahati, the 31<sup>st</sup> October, 2017.

From: Sri Probin Sarma, AES,  
Secretary,  
Board of Secondary Education, Assam,  
Guwahati-21.

To: The Officer-in-Charge (all)

**SUB: GUIDELINE FOR CONSTITUTION OF CENTRE COMMITTEE FOR CONDUCT OF THE HSLC/AHM EXAMINATION, 2018.**

Sir/Madam,

In inviting a reference to the subject cited above, I have the honour to request you to constitute the Centre Committee for the HSLC/AHM Examination centre of your School as per the following guidelines.

1. The Centre Committee for the HSLC/AHM Examination should be formed in a meeting represented by the guardians/parents of the candidates, distinguished persons and educationists of the locality, all Heads of the feeder schools, Officer-in-charge of the Police Station, in service or retired senior government officials of the locality, Doctor or Medical Officer, Teaching Staff of all the feeder schools of the Centre, Post Master of local post office etc.
2. The Meeting must be well represented and the number of invitees should not be less than 200/250. To form a quorum, at least 50 persons must attend in the meeting. Greater the number of public involvement is better, it would be to run the Examination smoothly.
3. (a) SERVING OF NOTICE FOR THE MEETING:  
The notice for the meeting is to be served 10 (ten) days ahead of the scheduled date of the meeting by the Head of the Centre School. The notice is also to be displayed in the Notice Boards and in Public places.
- (b) If SEBA 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 of members has not been done as per guidelines of the Board, SEBA will not accept the Centre Committee. The Board 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 Examinations. No objection from any quarter what-so-ever in this regard will be legally valid and the Board is not bound to accept such objection.

4. CONSTITUTION OF CENTRE COMMITTEE:

The Centre Committee should consist of the following member.

- ii) **PRESIDENT** : Person as noted below are eligible to be the President of the Centre Committee.

Local M.P/M.L.A/ Govt. Gazetted Officer/Principal of Govt/Provincialised College/ Head of the Secondary School (in service or retired) having good reputation in the locality/ a Distinguished Educationist of the locality.

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- (ii) SECRETARY: Principal of Higher Secondary School or Head master/ Headmistress/ Superintendent of a Govt./Provincialised/ Recognised High School/ High Madrassa who can efficiently and smoothly conduct the Examination, shall be selected as the Secretary.

While selecting the President and the Secretary of the Centre Committee the status and seniority of the persons concerned should be taken into consideration. It is desirable that the Secretary has a pleasing personality and good public image.

(iii) MEMBERS:

- (a) All Heads of the Feeder schools.
- (b) Six leading persons/educationists of 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 members of the Centre Committee but the number should not exceed a maximum limit of five members.

5. TWO AUDITORS BE APPOINTED IN THE MEETING BUT THEY MUST NOT BE THE MEMBER OF THE COMMITTEE.

The audited accounts of the 2017 Examination duly approved by the Centre Committee must be submitted to the Board with the proceedings. Any surplus amount as shown in the Report must be utilised for the development of the Centre School 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 the General Meeting together with the list showing the name of Principal/Headmaster/Headmistress /Superintendent if any along with others who attended the meeting having their signature against their names should be sent to the Board's Office (Xerox copy must 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 be enclosed along with the proceedings.
- (c) One copy of the PROCEEDINGS should also be sent to the Inspector of Schools for his perusal and necessary action.
- (d) The duties and responsibilities of the Centre/Sub-Centre Committee are furnished at APPENDIX - I enclosed herewith. **It may kindly be noted that the Centre Committees and the Office bearers will be collectively responsible for smooth and fair conduct of the Examination.**

Your attention has also been drawn to the remarks to be made by the Supervising Officer in his Report on the conduct of the Examination of 2018 will be viewed seriously of your Centre. It is for your information that no teacher should be allowed for Examination duty against whom adverse remarks is recorded by the Supervising Officer of the last Examination as indicated in APPENDIX -II. The action taken may be intimated to this office along with the PROCEEDINGS for necessary action against them within 15<sup>th</sup> days after Examination is over positively failing which the Board may take appropriate action against such centre as it deem fit and proper. (This para is not applicable for the Centre if Appendix-II is not found enclosed).