



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMAIDAM, GUWAHATI-21

No : SEBA/EX/CC/PART-II/2006/13432-14290

Dated Guwahati the 3rd November, 2018

From : Suranjana Senapati, ACS
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, 2019

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 candidate, 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 the local post office etc.
2. The meeting should be well represented and the number of invitees should not be less than 200/250. To form a quorum, at least 50 persons should attend in the meeting. Greater the number of public, better is the involvement for smooth and fair conduct the Examination.
3. (a) SERVING OF NOTICE FOR THE MEETING

The notice for the meeting is to be served by the Head of the Centre School 10 (ten) days ahead of the scheduled date of the meeting. The Notice is also to be displayed in the Notice Boards and Public places.

- (b) If SEBA receives any complaint from any person 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 the 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 Examination. 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 members:

- i) **PRESIDENT:** Persons noted below are eligible for becoming the President of the Centre Committee,
Local MP/MLA/ Govt. Gazetted Officer/ Principal of Govt./Provincialised College/Head of Secondary School (in service or retired) having good reputation in the locality/ a distinguished Educationist of the locality.
- ii) **SECRETARY:** Principal of Higher Secondary School or Head Master/ Headmistress/ Superintendent of Govt. / Provincialised/ Recognised High School/ High Madrassa who can efficiently and smoothly conduct the Examination, can be selected as the Secretary.

While selecting the President and the Secretary of the Centre Committee, the status and seniority of the person concerned should be taken into consideration. It is desirable that the Secretary should have a pleasing personality and a 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) Post Master 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 member of the Centre Committee, but the number should not exceed a maximum limit of five members.

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

The audited accounts of the 2018 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 proceeding** as recorded in the General Meeting together with the list showing the name of Principal/Headmaster/Headmistress/Superintendent if any along with the others who attended the meeting having their signature against their names should be sent to the Board's Office/ (Xerox copy must be attested by the Officer-in-Charge).
- (b) **A copy of the NOTICE** of the Meeting and the list of invitees 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 furnished at APPENDIX-I is 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 2019 which will be viewed seriously for 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 15days 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).