

No.EDN-U(G-II) /Board/ 2018/- 9926
Office of the Deputy Director of Higher Education,
Una Distt Una(HP) email ddhe-una-hp@gov.in
Dated Una 174303 13 Feb,2019 Ph No.01975-223850

To

The Principals/Headmasters cum Coordinators,
GSSS/GHS/Pvt. Schools,
Una Distt Una(HP)

Subject- Instructions regarding Conduct of Board Examinations March 2019

Sir,

1. As all of you are aware that the Annual Examinations of Board Classes are commencing in the month of March,2019 & it is the prime duty of all of us to inspire & encourage the students to appear in the Annual Examinations confidently.

2. In this regard a meeting was held under the chairmanship of the Sub Divisional Magistrate Una & as per the directions Convened during the Meeting on 11th Feb,2019 that the strict steps should be taken by the Coordinators to forbid copying in the Examinations & the following facilities & other infrastructure must be available for smooth & fair conduct of these Examinations in each Examination centre.

1..The Coordinators of the Schools where Examination Centres have been allotted must ensure that , CCTV cameras are installed & is working properly in each Room.


2.Seating Capacity of Students should be as per the size of Rooms so that the student may feel comfortable while acquiring his/her seat. There must be a gap of atleast one student between each two students.

3.There should be proper lighting arrangement In each room so that the student may easily read, write & attempt the paper & it will be the sole responsibility of the Coordinator to maintain peaceful environment in the school during Examinations.

4.There must be well hygienic toilets for boys & girls students separately.

5..The Centre Superintendent, Deputy Superintendent, Assistant Coordinator, Assistant Superintendent,Invigilators & other staff must be deployed in Examination Centres as per the norms.

All the coordinators are directed to strictly adhere the instructions & rules as issued by HP Board of School Education Dharamsala. **The compliance regarding entire arrangement must reach this office before 20th February,2019. Any laxity at your end will be viewed seriously & action will be warranted against the defaulters accordingly.**


Deputy Director of Higher Education,
Una Distt Una(HP)

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Dated

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Copy to-

- 1.The Director of Higher Education Shimla for information please.
- 2.The SDM Una for information Please.
3. All Incharges of Flying Squads for information Please.


Deputy Director of Higher Education,
Una Distt Una(HP)