

***GUIDELINES TO CONDUCT SEMESTER III
HIGHER SECONDARY EXAMINATION, 2026***



**WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION**

**VIDYASAGAR BHAVAN
9/2, BLOCK-DJ, SECTOR-II, SALLAKE, KOLKATA-700091
WEBSITE: www.wbchse.wb.gov.in**



The West Bengal Council of Higher Secondary Education, with the approval and co-operation of the State Government, has taken the historic and revolutionary step in the field of school education by implementing the "**Semester System**" in Class XI and Class XII from the academic year 2024-2025 and 2025-2026 respectively. In the last academic year, the students of Class XI appeared in Semester I and Semester II examinations organized by their respective institutions under the Semester Curriculum. Those who have passed in Class XI will have their Semester III Examination to be held in the month of **September** as per the schedule set by the Council. Needless to say that, this is the first time, the Council is going to organize the semester examination, which of course is the result of the hard work of every person involved in this work almost over the last three years. Naturally, to make this important examination a grand success; sincere co-operation of all students, teachers, non-teaching staffs, guardians and officers of different Government Departments is absolutely necessary.

The Council has published this "**Guideline Book**" to make the Semester III Higher Secondary Examination, 2026 successful with sincere and active participation of the examination personnel. Hope, all of the Examination Personnel will be benefitted from this initiative. We seek our heartfelt cooperation from all of them on behalf of the Council.

Date : 10 / 07 / 2025

Dr. Priyadarshini Mallick
Secretary
W.B. Council of H.S. Education

Prof. (Dr.) Chiranjib Bhattacharjee
President
W.B. Council of H.S. Education



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN, 9/2, BLOCK-DJ, SECTOR-II, SALT LAKE
KOLKATA-700091**

NO. L/PR/271/2025

DATE: 07/05/2025

ROUTINE OF SEMESTER III HIGHER SECONDARY EXAMINATION, 2026

Date	Day	Time and Duration	Subjects
08.09.2025	Monday	10:00 am to 11:15 am (01 hour 15 minutes) except Visual Arts, Music and Vocational Subjects for which time will be from 10:00 am to 10.45 am (45 minutes)	Bengali (A), English (A), Hindi (A), Nepali (A), Urdu, Santhali, Odia, Telugu, Punjabi
09.09.2025	Tuesday		Health Care, Automobile, Organised Retailing, Security, IT and ITes, Electronics, Tourism & Hospitality, Plumbing, Construction, Apparel, Beauty and Wellness, Agriculture (AGLV), Power, Banking Financial Service and Insurance, Food Processing, Telecom - All Vocational Subjects
10.09.2025	Wednesday		English (B), Bengali (B), Hindi (B), Nepali (B), Alternative English
11.09.2025	Thursday		Economics, Anthropology, Science of Well Being, Applied Artificial Intelligence
12.09.2025	Friday		Physics, Nutrition, Education, Accountancy
13.09.2025	Saturday		Computer Science, Modern Computer Application, Environmental Studies, Health & Physical Education, Music, Visual Arts
15.09.2025	Monday		Statistics, Psychology, Commercial Law and Preliminaries of Auditing, History
16.09.2025	Tuesday		Chemistry, Geography, Human Development and Resource Management, Business Studies
18.09.2025	Thursday		Philosophy
19.09.2025	Friday		Mathematics, Agriculture (AGRI), Journalism and Mass Communication, Sanskrit, Persian, Arabic
20.09.2025	Saturday		Cyber Security, Artificial Intelligence, Data Science, Sociology
22.09.2025	Monday		Biological Science, Political Science, Costing and Taxation

The Council may, if necessary, change the above schedule with due intimation to all concerned.

**Prof. (Dr.) Chiranjib Bhattacharjee
President
W.B Council of H.S Education**

GUIDELINES TO CONDUCT THE SEMESTER III HIGHER SECONDARY EXAMINATION, 2026

1. General instructions-

- a) Admit cards for Semester III Higher Secondary Examination, 2026 will be issued for the examinees through **online mode** only. The Head of the concerned Institutions can **download and print** the admit cards of their students by visiting the **Council's Portal** using their respective **Login Id and Password**.
- b) The examinees will be allowed to enter into the venue/hall and appear in the examination with **valid admit card** only, duly countersigned by the concerned Head of the Institutions. They should also bring registration certificates and **blue/black ink ball point pens** with them. The examinees may also carry pencil, pencil eraser, transparent instrument box, transparent water bottle and transparent clip board in the examination hall for their use. Borrowing of any such items from any of the other examinees will not be allowed.
- c) The examinees must follow the **instructions** written on the reverse/other page of the admit card. They are prohibited from bringing any printed or written textual material, kits of paper, plastic pouch, **calculator**, pen drives, writing pad, log table, electronic pen/scanner, **mobile phones**, blue tooth ear phones, microphones, pager, smart watch, camera, goggles, meta glasses, bag/ handbags, health band, any other electronic-device/gadget, etc. into the examination venues/hall.
- d) Generally, no examinee will be allowed to appear in the examination in any subject which is not mentioned in the admit card. But in urgent situation, the Centre Secretary/Venue Supervisor may discuss the matter with the Deputy Secretaries of the respective Regional Office of the Council.
- e) If the Venue Supervisor finds that any examinee is suffering from any recent infectious disease which may be harmful to other candidates, then he/she will arrange to accommodate the concerned examinee in a separate room. In this case, the Written OMR Sheet of the examinee need not be packed **separately**; it should be given in the relevant packet itself.
- f) The Council may allow eligible writer / amanuensis for Children with Special Need (CWSN) examinees who are unable to write/fill up the OMR Sheet by their own. The Council will issue the permission letter to such examinees subject to the **online application** by their Head of the Institutions to the Council. They will get extra time for answering the questions, which will be mentioned in the letter.
- g) On the day of the examination, the Invigilator should **check the admit card** of each examinee. If anyone of them is unable to produce his/her admit card, the Venue Supervisor in consultation with Centre-in-Charge/Centre Secretary, may allow the examinee to sit for the examination on the first day, but a written undertaking to this effect should be taken from him/her that he / she would produce the admit card on the very next day of the examination, otherwise his / her examination(s) would be **treated as cancelled**.
- h) The examinees must report to the venue at least **1 hour in advance (i.e. at 9.00 am)** to the commencement of the examination. Parents/guardians may accompany them up to the main entrance of the venue. But they must leave the place at least **15 minutes** before the commencement of the examination.

- i) Total time allotted for the examination is **1 hour 15 minutes (10:00 am to 11:15 am)** for all subjects except **Music, Visual Arts** and the 16 listed **Vocational Subjects**. The time allotted for those 18 subjects is **45 minutes (10:00 AM to 10:45 AM)**.
- j) The bell should be rung/sounded **15 minutes** before the commencement of the examination, **at the time of start** of the examination, **5 minutes** before the completion of the examination and **at the end** of the examination to alert the examinees.
- k) The examinees should read the **instructions** given on the first page of the Question Paper and the second page of the OMR Sheet carefully. They have to write/fill up the boxes/circles under **1 to 5** (Registration No., Roll No., Question Booklet Serial No., Subject and Full Signature of the Candidate) of the OMR correctly and then answer the **Multiple Choice Questions (MCQ)** by filling the circles under **8** of the OMR Sheet. The Invigilators must write in the boxes **6 and 7** of the OMR Sheet carefully.
- l) **Only black or blue ink ball point pen** can be used in the OMR Sheet. Use of **gel pen or fountain pen** is not permitted. **Nothing else can be written or marked on the OMR Sheet except in specific/designated spaces.** The OMR Sheet should be used with great care, so that it does not get folded, wet, torn and dirty which will lead to cancellation of OMR answer sheet and examination.
- m) Space for rough work will be provided in the Question Paper Booklet itself.

2. Reporting time of the Examinees and Examination Personnel-

Activities	Time
Centre-in-Charge & Centre Secretary to the Custodian within	7.00 AM
Dispatch of Question Papers and OMR Sheets from the Custodian by Centre-in-Charge and Centre Secretary within	7.30 AM
Venue Supervisor and Council Nominee to the Examination Venue within	7.45 AM
Static Police Personnel to the Examination Venue within	7.45 AM
Invigilators to the Examination Venue within	8.30 AM
Handover of the sealed Question Packets and OMR Sheets cartons to the Venue Supervisors by the Centre-in-Charge and Centre Secretary within	9.00 AM
Examinees to the Examination Venue within	9.00 AM
Distribution of Non Transparent Poly Pouches Question Packets and OMR Sheets among Invigilators by the Venue Supervisor at	9.40 AM
Opening of Question Packets (Non-Transparent Poly Pouches) and OMR Packets by the Invigilators in the examination hall in presence of examinees at	9.55 AM
Distribution of Question Papers and OMR Sheets among the examinees at	10.00 AM

3. Instructions regarding Allocation of Examinees-

- a) The main venue and other venues under a centre should have a smooth communication as far as possible.
- b) Each of the venues should have the surrounding wall, adequate drinking water facility, electricity and separate toilet facilities for male and female examinees and examination personnel.

- c) Examinees of one institution will appear in the examination from other institution. **The candidates of two institutes (venues) should not be allocated mutually without extreme urgency and unavoidable circumstances.**
- d) It is advisable not to allocate male examinees in girls' schools.
- e) The **CWSN** examinees (including the writer/ interpreter) and **Sick** examinees should be accommodated in **separate room** with proper invigilation, so that such examinees can give their examination smoothly.
- f) The seating plan should be made in **"S" pattern**. There should not be more than **two examinees** sitting **on each bench**. The question papers and OMR Sheets should be distributed against each of the **present and absent examinees** to avoid answering the same series of question by the adjacent examinees. After the start of the examination, the Question Papers and OMR Sheets distributed against the absent examinees are to be collected and kept with the Invigilators for handing over to the Venue Supervisor.
- g) Since the examination is being conducted in September, there might be **heavy rain/flood/land slide** in some parts of the State. So, the Council requests all the examination personnel, examinees, parents and guardians to take **sufficient precautions to avoid any unwanted incident(s)/causality**. In case of any natural calamity, like cyclone/storm, related Government guidelines should be strictly followed.
- h) Any Government guidelines regarding hygiene should be strictly followed.

4. Instructions regarding Question Paper and OMR Sheet-

- a) Adequate number Question Papers and OMR Sheets in sealed carton boxes will be **sent to the Custodians** by the Council as per pre-determined schedule. The concerned Centre-in-Charges and Centre Secretaries should send the information regarding the receipt of these Question Papers and OMR Sheets by the Custodian through the Email (**dsexamination@wbchse.org**) of the Deputy Secretary (Examination) as soon as possible.
- b) Like last year, there will be **no sorting of question papers at the Custodian's Office**.
- c) The Centre-in-Charge and Centre Secretary along with **two police personnel** will collect the **Question Paper and OMR Sheet boxes from the Custodian by 7.30 am** on each day of examination and hand over those to the concerned **Venue Supervisor(s) within 9.00 am** positively. The respective **Council Nominees** should be present at the **Confidential Room** during handover the Question Paper and OMR Sheet boxes to the Venue Supervisor.
- d) The Venue Supervisor should open the boxes containing Question Paper and OMR Sheets **at 9.40 am** in presence of the concerned **Council Nominee** and at least **02 Invigilators** in the Confidential Room **by filling and signing the "Seal Opening Format" for Question Paper & OMR Cartons in Venue Supervisor's Room**.
- e) Please note that the **Non-Transparent Poly Pouch** containing Question Papers, must not be **opened in the Confidential Room**; it should be opened in the examination hall by the respective **Invigilators at 9.55 am**.

- f) After documentation of all particulars in the **Venue Supervisor Format (Data Sheet)** to be supplied by the Council, the Venue Supervisor will hand over the **Non-Transparent Poly Pouch** containing requisite number of Question Papers and OMR Sheets (within **envelope**) to the Invigilator(s) in accordance to the number of examinees.
- g) The accounts of all Used OMR Sheets, RA OMR Sheets, Cancelled OMR Sheets & Unused OMR Sheets and Question Papers **must be kept** with the Venue Supervisor till the publication of results of the examination. The Council may ask to submit this account, if required.

5. Instructions regarding the conduct of the examination in the Examination Room-

- a) Invigilation should preferably be given by the **permanent teachers** of the concerned Venue and non-participating institutions. However, in case of scarcity, the **permanent teachers** of Junior High Schools and in case of severe shortage of invigilator, the **permanent teachers** of Primary Schools may also be deputed in accordance with the **permission of the respective District Inspector of Schools (SE)**. The concerned Venue Supervisor, Centre Secretary and Centre-in-Charge will take necessary action in this respect.
- b) In each examination room, at least **02 invigilators** (with the proportion of 01 invigilator for every block 20 examinees) should be allocated for invigilation duties.
- c) All the examinees are supposed to take their seats in the examination hall at least **15 minutes before** the commencement of examination. Invigilators will caution the examinees to **surrender/submit the banned articles/electronic gadgets, if possessed by them**.
- d) The Invigilators should **open the Non-Transparent Poly Pouch containing the Question Papers** in the examination hall **at 9.55 am** in presence of examinees countersigning by at least 02 of examinees on it and thereafter they should distribute the Question Papers and OMR Sheets among the examinees **at 10.00 am sharp in "S pattern as mentioned in 3.f)**. The **remaining** Question Papers and OMR Sheets (if any) have to be **deposited** to the Venue Supervisor.
- e) In case of any mistake(s) committed by the examinees during filling up the OMR Sheet, the OMR may be replaced by a new one. However, such replacement is not encouraging, as the replacement of OMR Sheet in large number may not be possible due to logistic limitation. The partially used returned OMR should be **inscribed** as **"Cancelled"** on its' top and signed thereon by the Invigilator(s).
- f) All Used OMR Sheets, RA OMR Sheets, Cancelled OMR Sheets & Unused OMR Sheets and Unused Question Papers should be returned to the Venue Supervisor securely for further records and action.
- g) Attendance of the examinees in **Attendance cum Signature Roll (ASR)** is to be taken very carefully. Each day's **attendance** should be taken on the concerned day of examination, **not in advance** under any circumstances. The examinees who would remain **absent** in the examination, their attendance in the A.S.R against the particular day(s) **should be marked as 'AB'** in red ink.

- h) The examinees will put their **full signatures** in the given box of **ASR on the very first day** of their examination. They will also put their initials in the respective subject boxes on the day of commencement of examination as mentioned in **5.g)**.
- i) The Invigilators must fill up the boxes **6 and 7** in the OMR Sheet carefully by their own handwriting after verifying the fields from **1 to 5** of the OMR Sheet, filled by the examinees.
- j) If any of examinees is **caught with any prohibited articles** in the examination hall/venue premises during examination, action will be taken against him/her as per the rules and guidelines of the Council.
- k) If any of the examinees is found with carrying **electronic gadgets** in the examination hall/ venue premises during examination; **all his/her examinations as well as the enrolment will be cancelled and he/she will not be allowed to appear in the rest of the examination (if any)**. In this case, the Deputy Secretaries of the respective Regional Offices/ Deputy Secretary (Examination) of the Council should be contacted immediately with the detailed information of the examinee and proper record is to be maintained/sent as per **6.a)**.
- l) None of the examinees will be allowed to **leave examination hall before the end of examination**, nor will be allowed to go for wash room/toilet **during the examination hours except extreme cases**.
- m) The examinees must **submit** their written OMR Sheets at the end of the examination to the concerned Invigilator(s) and leave the examination hall with Question Papers.
- n) The Invigilators must **count** the written **OMR Sheets** after the end of the examination and then **tally** with the number of examinees (**head count**) and number of candidates **put attendance in ASR**. If these three counts are **identical**, then they will **allow the examinees to leave the examination hall**.
- o) The Invigilators should **submit the counted OMR securely** to the Venue Supervisor soon after the completion of examination.
- p) Except the concerned Centre-in-Charge, Centre Secretary and Venue Supervisor, none of the Examination Personnel or Visitor(s) including the Invigilators of other halls/rooms will be permitted to enter into the examination hall except extreme urgency.

6. Record of Attendance-

- a) The Council will upload the "**Day Wise Absentee cum Attendance Records (DWAAR)**" for every Venue in soft form through the **Council Portal**. The Venue Supervisors cum HOIs will be able to access this **DWAAR** by visiting the Council Portal with the existing school **Login Id and Password**. The Venue Supervisors have to put "**AB**" against the absent examinees and "**RA**" against the reported against examinees (if any) with the cause thereof from the **drop down menu** as per point 14.d) and send the **DWAAR** to the Council online on **each day** after the end of the examination (**latest by 2.00 pm**) by clicking **SAVE/SUBMIT TAB** in the mentioned portal. There is no need to **write anything against the examinees who will remain present** except those two types (i.e. AB & RA), because their attendance will automatically be taken as "Present" at the time of clicking Submit Tab. The Venue Supervisors will be able to see and keep the above records as per their requirement.

- b) The hard copy of **ASR** wherein the attendance of the examinees is recorded with the supervision of the Invigilators in the examination hall, should be **sent** through the concerned Centre-in-Charge/Centre Secretary soon after the end of the last examination, so as to reach to the Deputy Secretary / Assistant Secretary of the respective Regional Offices of the Council within **24/09/2025** positively.
- c) If an examinee appears one or more examination(s) from a centre other than his/her designated centre due to **illness or any other reason(s)**, his/her attendance in **ASR** should not be marked as '**AB**' for those day(s). In such case, the Invigilators of the original venue of the examinee should write, "**Appeared from Centre No.....**" against the examinee's attendance in **ASR**. The examinee will put his/her attendance in a **blank ASR or in the relevant page** of the existing **ASR** (wherein his/her Roll No. fits) of the current/present venue with a remark, "**Transferred from Centre No.....**".
- d) In the above case mentioned in 6.c), **DWAAR** against the examinee is to be forwarded to the **current/present venue** (under which the examinee is appearing his/her examination) by the **original venue**(against which his/her admit card is issued) by clicking the "**Transfer Tab**" on the Online Portal of the Council. The current/present venue will then send the **DWAAR status** of the examinee to the Council as mentioned in 6.a).

7. Examination of Sick and CWSN Examinees-

- a) The Centre-in-Charge/Centre Secretary/Venue Supervisor will arrange the examinations of **Sick and CWSN** examinees in a separate room depending upon the situation of the examinee.
- b) If an examinee is compelled to appear of his/her examination in one or more subject(s) from **hospital / health** centre (preferably with Government facilities) as per recommendation of the registered doctor; the Centre-in-Charge/Centre Secretary/Venue Supervisor of the nearest centre/venue **will arrange his/her examination by providing the Question Paper, OMR Sheet, ASR (see point 6.c), invigilators, police personnel, etc.** promptly and securely for the examinee. The help of concerned Convenor, **Joint Convenor**, DAC members and officers of the administration may be taken in this respect.
- c) In case of 7.b), the concerned Head of the Institution has to **send** the detailed information of examinee viz. **name of the examinee, Roll No, Centre No in which the examinee has enrolled, nearest Centre Code to the hospital/health centre in which the examinee admitted, doctor's recommendation (to be uploaded), name of hospital/health centre, ward number, bed number, Email IDs of Centre Secretary/Venue Supervisor/ Head of the Institution, etc. on the Council Online Portal using the existing Login and Password** of the school. The permission letter will be automatically generated and can be obtained in the school portals of the concerned Centre Secretary/Venue Supervisor/ Head of the Institution.
- d) The notification regarding the privileges to be given to the **CWSN examinees** as per regulations, will be notified on the **website of the Council** in due course of time.

- e) In case of CWSN examinees, the concerned Head of the Institution has to **send** the detailed information of the examinee viz. **name, Roll No, Centre No, CWSN certificate issued by the competent authority or MP permission letter as CWSN candidate (to be uploaded), Email of the Centre Secretary/Venue Supervisor/ Head of the Institution, etc.** along with the writer's details (if applied) such as- **writer's name/father's name/address/class in which studying as on date or studied so far/year of passing/date of birth/passport size photograph (to be uploaded), etc. on the Council Online Portal using the existing Login and Password** of the school. The permission letter will be automatically generated and can be obtained in the school portals of the concerned Centre Secretary/Venue Supervisor/ Head of the Institution.

8. Submission, Packing and Sending the OMR Sheets to the Centre-in-Charge/Centre Secretary-

- a) After the end of the examination, the Invigilators will submit **four** types of OMR Sheets, namely **Used OMR Sheets** (OMRs submitted by the examinee after examination), **RA OMR Sheet(s)** (if any), **Cancelled OMR Sheet(s)** (if any, as mentioned in 5.e) and **Unused OMR Sheets** (remaining OMRs) separately to the Venue Supervisor. The Venue supervisor will receive those OMRs carefully.
- b) The Council will provide **04 types of Non-Transparent Poly Pouches (with peel off self-adhesive strip)** which will be provided in the boxes containing OMR Answer Sheets, **Pre-printed Top Sheet (Sticker), Blank Top Sheet (Sticker) and Council Logo Cello Tape** for packing and sending the OMR Sheets to the Council.
- c) The Venue Supervisor will take the following initiatives before **sending** those OMR Sheets to the Centre in-Charge / Centre Secretary-

For Used OMR Sheets-

- Make proper **documentation** of the Used OMR Sheets on the respective Pre-printed Top Sheet (Sticker) and sign it.
- **Stick** the Pre-printed Top Sheet (Sticker) on the Non-Transparent Poly Pouch marked **"For Used OMR Sheet"**.
- **Insert** the respective OMR Sheets in the Non-Transparent Poly Pouch and seal by self-adhesive strip.

For "RA" OMR Sheets (if any)-

- **Write** the subject(s) of examinees, the Roll Nos. of examinees, OMR Serial numbers, total number of OMRs, etc. on a Blank Top Sheet (Sticker) and sign it.
- **Stick** the Blank Top Sheet (Sticker) on a Non-Transparent Poly Pouch marked **"For RA OMR Sheet"**.
- **Insert** the **"RA"** OMR Sheet(s) and the seized item(s) in the concerned Non Transparent Poly Pouch and seal by self-adhesive strip. **The seized item(s) MUST NOT be stapled with the OMR sheet.**

For Cancelled OMR Sheets (if any)-

- **Write** the subject(s) of examinees, the Roll Nos. of examinees, used OMR Serial numbers, total number of OMRs, etc. on a Blank Top Sheet (Sticker) and sign it.
- **Stick** the Blank Top Sheet (Sticker) on a Non-Transparent Poly Pouch marked "**For Cancelled OMR Sheet**".
- **Insert** the Cancelled OMR Sheet(s) in the Non-Transparent Poly Pouch and seal by self-adhesive strip.

For Unused OMR Sheets-

- **Count** the total number of Unused OMR Sheet correctly.
 - **Write** the counted number on a Blank Top Sheet (Sticker) and sign it.
 - **Stick** the Blank Top Sheet (Sticker) on a Non-Transparent Poly Pouch marked "**For Unused OMR Sheets**".
 - **Insert** the Unused OMR in the Non-Transparent Poly Pouch marked and seal by self-adhesive strip.
- d) If there is a **scarcity** of pre-printed top sheet (sticker) ; blank top sheet (sticker) can be used by the Venue Supervisor.
- e) If any examinee **changes the centre** for any inevitable reason with the permission of the Council or appear in the examination as per the **Court's Order**, note should be given on the respective Top Sheet (Wherein his/her OMR is inserted) by mentioning "**(Roll No) by transfer**" or "**(Roll No) by Court Order**" as the case may be.
- f) If any examinee adopted any **unfair means** in the examination hall/venue during examination, note should be given on the respective Top Sheet wherein his/her OMR is inserted by mentioning "**(Roll No) RA**".
- g) After doing all the above tasks, the Venue Supervisor will send the **four types of sealed Non-Transparent Poly Pouches** securely to the Centre Secretary / Centre-in-Charge at the main venue with the help of police escort.
- h) The Centre-in-Charge and Centre Secretary will **examine the information** recorded on the Poly Pouches sent by the Venue Supervisors in accordance with the guidelines of the Council.
- i) The **Centre-in-Charge must sign** all the Poly Pouches and **put the centre code seal** on those without mentioning the name of the Centre. Then he/she (along with the Centre Secretary) will arrange to **pack** all the Poly Pouches containing the OMR Sheets in the **sealed gunny bag** writing the centre number, subject of examination, date of examination and serial number of the packet (viz. if 01 packet write 1/1; if 02 packets write 1/2, 2/2; if 03 packets write 1/3, 2/3, 3/3; and so on). Extreme care should be given while packing the poly pouches in the gunny bag as they contain OMR sheets.

9. Despatch of Sealed Packet of OMR Sheets by Centre-in-Charge/ Centre Secretary-

- a) The Centre-in-Charges / Centre Secretaries **nearby the Council** should hand over **sealed packets of written OMR Sheets of each day of the examination directly to the Head Office or Regional Offices of the Council.**
- b) The Centre-in-Charges/Centre Secretaries whose centres are far away from the Council, they will **keep the sealed packets of written OMR Sheets of each day to the Custodian (i.e. Police Station or Treasury) for the time being and thereafter they will hand over those to the representative of the Council in the camp to be held district-wise as per schedule to be notified in due time.**
- c) It is essential to obtain the **document of receipt and release** of the sealed packets of OMR Sheets each day from the concerned **Police Station/Treasury**. These **documents** have to be produced to the representative of the Council at camp at the time of handing over the OMR Sheets.
- d) The Centre-in-Charges and Centre Secretaries will send all the four types of the sealed packets of **OMR Sheets** to the Council as follow-

Centres of Malda, North Dinajpur, South Dinajpur, Jalpaiguri, Alipurduar, Coochbehar, Kalimpong and Darjeeling near/under North Bengal Regional Office	Centres of Purba Bardhaman, Paschim Bardhaman, Bankura (except Khatra Sub-Division), Birbhum and Hooghly near/under Burdwan Regional Office
The Deputy Secretary West Bengal Council of H.S. Education North Bengal Regional Office Rahul Sankrityayan Bhavan P.O.- N.B.U., Dist-Darjeeling PIN- 734013	The Deputy Secretary West Bengal Council of H.S. Education Burdwan Regional Office Nazrul Bhavan (Behind LIC Office), Ichlabad, Jalkal Math P.O.- Sripally, Dist. - Purba Bardhaman PIN – 713103
Centres of Purba Medinipur, Paschim Medinipur, Jhargram, Purulia near/under Medinipur Regional Office including Khatra Sub-Division of Bankura	Centres of Kolkata, Howrah, North 24 Parganas, South 24 Parganas, Nadia and Murshidabad, near/under Kolkata Regional Office
The Deputy Secretary West Bengal Council of H.S. Education Midnapore Regional Office, Sahid Matangini Bhavan, Bidhannagar East, 72 Station Road P.O. - Midnapore, Dist.- Paschim Medinipur PIN – 721101	The Assistant Secretary (A.P. Section) West Bengal Council of H.S. Education Vidyasagar Bhavan (1 st Floor) 9/2, Block-DJ, Sector-II, Saltlake Kolkata – 700091

- e) **Please note that none of the written OMR Sheet Packets should be sent to the Council by Railway, because this may lead to damage and subsequently cancellation of OMR Sheets.**

10. Meeting with Convenors (DI/SEs), Joint Convenors and Additional Joint Convenors-

- a) The Council has already appointed the **Joint Convenor** in each Educational District and **Additional Joint Convenor** in few Educational Districts. The preparatory of meeting of Semester III Higher Secondary Examination, 2026 with the DI (SEs)-the Ex-officio Convenors, the Joint Convenors & Additional Joint Convenors was conducted on **11/06/2025** at Vidyasagar Bhavan to select/prepare the Centre Venue, Members of District Advisory Committee (Teacher), Council Nominee, Custodians, Centre-in-Charge, Centre Secretary, Venue Supervisor and the Sensitive Venue List through the Council **ONLINE PORTAL** in consultation with District Administration. Extreme care should be taken while selecting centre/venue considering the possibility of inclement weather in September and Convenors/Joint Convenors/Additional Joint Convenors should be prepared to face any unforeseen circumstances and resolve these crises in consultation with District Administrations and Council.
- b) The above dignitaries have almost completed their task as per guidelines of the Council.
- c) The Convenor (DI/SE), Joint Convenor, Additional Joint Convenor, Members of District Advisory Committee will try to sort out each problem of the centre/venue for conducting the examination smoothly and peacefully. However, in case of taking any specific decision, necessary discussion should be made with the President, Secretary and Deputy Secretary (Examination) positively.
- d) Identity card(s) will be issued in favour of all the examination personnel like the members of District Advisory Committee, Council Nominee, Centre-in-Charge, Centre Secretary and Venue Supervisor for easy and safe transaction confidential papers.

11. Centre Committee-

- a) There will be a Centre Committee for each examination centre comprising the following members-
 - The **Centre-in-Charge**, not below the rank of extension officer, nominated by the District Inspector of Schools (Secondary Education) and **appointed by the Council**.
 - The Head of the Institution of the main venue of examination or his/her authorised senior teacher, designated as the **Centre Secretary** and **appointed by the Council**.
 - The Head of the Institution(s) of the sub-venue(s) or their authorised senior teacher(s) and the authorised Senior teacher of the main venue (authorised by the Centre Secretary), designated as the **Venue Supervisor** and **appointed by the Centre-in-Charge or Centre Secretary**.
 - A local registered doctor as per the satisfaction and approval of the Centre-in-Charge in consultation with Centre Secretary.
 - The Custodian of the Question Papers and OMR Sheets, appointed by the Council.
 - Any other person(s) as desired and nominated by the Council.
- b) The Centre Committee will remain in function until the formation of new Centre Committee for next Semester of Higher Secondary Examination.
- c) The first meeting of the Centre Committee will be convened by the Centre-in-Charge and the next meetings will be convened by the Centre Secretary.

- d) Usually all the meetings will be presided by the Centre-in-Charge.
- e) If the son/daughter or own brother/sister of any examination personnel is appearing Semester III Higher Secondary Examination, he/she should intimate the fact to the Deputy Secretary of the respective Regional Office of the Council soon through his /her appointing officer in such post and he/she should not take any responsibility in the examination unless instructed by Council to do so.
- f) The committee will prepare a budget of the examination centre taking the account of surplus money, if any of the last Higher Secondary Examination.
- g) In order to take appropriate action related to the examination, the Centre Committee will help and advise the Centre-in-Charge and the action taken report may be sent to the Deputy Secretary (Examination) and the Deputy Secretaries of the respective Regional Offices through the Centre Secretary, if necessary.
- h) The Centre Committee shall deal with other issues as prescribed by the Council.
- i) The Centre Committee can spend the money collected as the Centre Grant and Centre Fees from the examinees for the following purposes-
 - Expenditure for distribution Question Papers and OMR Sheets.
 - Expenditure for sending urgent documents (ASR, etc.) to the Council by post/currier.
 - Contingency (for tea & biscuit, pen, paper, etc.) for the meetings of Centre Committee.
 - Expenditure which is inevitable for conducting the examination.

12. Centre Grant and Centre Fee-

- a) The **examination fee** for Semester III Higher Secondary Examination, 2026 is **Rs.215/-** per examinee which is supposed to be collected from each of the examinees by the concerned institutions and deposited to the Council during submission of **enrolment** form online as per notification. However, the Council asks the schools to deposit **Rs.190/-** only per examinee to the Council and deposit remaining amount Rs.(215-190)/=- **Rs.25/-** per examinee to the Centre Secretary being the "**Centre Grant**" given from the end of the Council to meet the expenditures to be incurred for the examination.
- b) The Council also notified all the institutions to collect an amount of **Rs.25/-** per examinee as the "**Centre Fee**" in addition to **examination fee of Rs.215/-** for Semester III Higher Secondary Examination, 2026 and deposit the amount also to the Centre Secretary to meet the expenditures to be incurred for the examination..
- c) Thus, a total amount of **Rs.50/- per examinee** is to be deposited to the concerned Centre Secretary to meet the examination expenditures.
- d) The Centre Committee may decide to allot a sum of this deposited amount among the sub venues to meet their expenditures within the norms and guidelines of the Council. Such allotted amount must be utilized by the concerned Venue Supervisor(s) for the purpose for which it is given and the accounts of expenditures have to be submitted to the respective Centre-in-Charge/Centre Secretary in due time.

13. The Honorarium of the Examination Personnel-

Contingency/Honorarium of the examination personnel	Amount in Rupees
Contingency to be given to each of the Joint Convenor to meet examination expenses incurred by the DAC members	20,000/-
Honorarium to the Joint Convenors and Additional Joint Convenors	2,500/-
Honorarium to the Teachers' DAC Member	1,500/-
Honorarium to the Council Nominee	800/-
Honorarium to the Centre-in-Charge	1,500/-
Honorarium to the Centre Secretary	1,500/-
Honorarium to the Venue Supervisor	1000/-
Honorarium to the Custodian per centre	700/-

14. Instructions regarding the examinees caught with unfair means-

- a) If any of the examinees is caught with any unfair means in the examination hall/venue premises during examination as mentioned in 14. b) & d), prompt action should be taken against him/her by writing "RA" against his/her name in "DWAAR" and "ASR". The reason of "RA" should be chosen in DWAAR from the drop down menu given in the portal. The OMR Sheet should be packed as mentioned in 8.c) under "RA OMR Sheet".
- b) If any of the examinees is found with carrying any **electronic gadgets** as mentioned in 1.c) & 5. k) in the examination hall/venue premises during examination or indulges with any **physical assault** of examination personnel; **his/her examinations and enrolment of Semester III will be cancelled.** The candidate will not be permitted to appear even in the remaining examination(s), if any and his/her admit card must be confiscated and sent to the Council along with other documents. In this case, the matter should be communicated immediately to the Deputy Secretary (Examination) of the Council via mail (dsexamination@wbchse.org) by the Venue Supervisor, Centre Secretary and Centre-in-Charge.
- c) The participating institutes must caution their examinees regarding 14.a) & 14.b) meticulously. In spite of that, if any of the examinee is noticed with such activities he / she will be **called upon** to the Council for attending before the "**Malpractice and Misconduct Enquiry Committee (MMEC)**". The concerned institution, whose students/examinees will involve with the destructive activities, might have to pay penalty for this unlawful activity.
- d) An examinee will be "**Reported Against (RA)**" for the reasons, if he/she-
- Is found to be in possession of any prohibited electronic gadget as mentioned in 1.c) and 5.k);
 - Indulges in any kind of misbehavior or physical assault with the examination personnel;
 - Is involved with any damage of property of the examination hall/venue;
 - Is found to be in possession of any book or page or note;
 - If found fighting or quarrelling with other students;
 - Helps any other examinee in answering the questions and vice versa;

- vii) Engages other person in appearing the examination by producing false identity;
- viii) Offers illegal inducement to the examination personnel;
- ix) Carries Question Paper and /or OMR Sheet outside the examination hall during examination;

15. Assistance required from the Administration-

The State/District Administrations are requested to ensure-

- a) The **deputation of sufficient static police personnel (both male and female)** at the venues all throughout the examination process.
- b) The deputation of police personnel for escorting the packets of Question Papers & / or OMR Sheets from Treasury / Police Station to the examination venues, from centres/venues to the safe custody of the respective Treasury / Police Station, from Treasury / Police Station to the camps wherein the Council's representative(s) will receive those sealed OMR Packets and from the centre/venues to the respective Regional Offices of the Council after the end of each day's examination.
- c) The presence of the police personnel during **frisking/checking** of the examinees at the entry gate of the venue with the help of **Metal Detector** (to be provided by Council) by both male and female teaching and non-teaching staffs. The police personnel will not be directly involved in checking/frisking process in general. However, in case of any unruly examinee(s), they will intervene directly.
- d) **Promulgation of Section 163 of BNSS** within 100 meter surrounding the venues on the examination days.
- e) Ban on the use of **Loud-speakers** in the vicinity and proximity of the examination venues during examination.
- f) Non-operation of **photocopy centre** within the proximity of the venues from **7:00 am to 11:15 am** on the days of examination.
- g) **Smooth transport** (train, metro, bus, etc.) facilities to be enabled all across the State. Special attention should be given on ferry service, considering the possibility of inclement weather condition.
- h) Close vigil on the **movement of animals** on the roads in the **forest areas**, so that examinees do not face any difficulties to reach out the examination venue from their residences and vice versa.
- i) **Fire Stations** should be alerted and kept ready to rush in case of any emergency.
- j) **Traffic Police** should be alerted to facilitate the examinees and examination personnel if necessary.
- k) **Deployment of Health Worker** at each Venue and Quick Ambulance and Hospital facilities for sick examinees.
- l) **Sufficient precaution and arrangement** to avoid any causality to the examinees and examination personnel keeping in mind the **high probability of heavy rain/flood/land-slide** in the State in the month of September. **Quick arrangement** of examination or **relocation of examination venues/centres/students** in such situation maintaining the examination schedule.

- m) Arrangement of **drinking water** facilities, if required.
- n) Addressing the **preparedness** of the venue(s) for conducting the examination, if required.
- o) Addressing the **insufficiency of Invigilator**, if required.
- p) Addressing any **law & order** situation and unforeseen incident.
- q) Providing **Helpline numbers** at the **District and Sub-Division Levels** for the interest of the students.
- r) Set up of **Central and District Control Room** to monitor all centres & venues from the School Education Department and District respectively.

16. Duties and Responsibilities of Invigilator-

- a) Invigilators are entrusted with the entire responsibility of conducting the examination in the examination hall properly and hence, they have to undertake all the possible measures to complete the examination maintaining its security, sanctity and confidentiality.
- b) In each examination room, at least **02 invigilators** (with the proportion of 01 invigilator for every block of 20 examinees) should be allocated for invigilation duties.
- c) Invigilators have to come to the venue within **8:30 am** on the days of examination.
- d) If any invigilator brings any mobile phone to the venue, it must be deposited to the custody of the Venue Supervisor till completion of examination. The use of mobile phone is strictly prohibited during the examination.
- e) The invigilators will collect the sealed "**Non-transparent Poly Pouch**" containing the Question Papers of the respective subject(s) and **OMR Sheets** in the envelope (**to be supplied by the Council**) in accordance with the number of examinees from the Venue Supervisor at **9:40 am** by filling the particulars of the "**Venue Supervisor Format (Data Sheet)**" supplied by the Council.
- f) Before the distribution of Question Papers, the invigilators must **caution** the examinees regarding prohibited articles and electronic gadgets, if any with them. If any of the examinees is found with such prohibited item(s) thereafter, action should be taken as per **1.c), 5.k), 14.a) & 14.b)**.
- g) The Invigilators should **open the Non-Transparent Poly Pouch containing the Question Papers** in the examination hall **at 9.55 am** in presence of examinees countersigned by at least 02 of the examinees on it and thereafter they should distribute the Question Papers and OMR Sheets among the examinees at **10.00 am sharp in "S pattern as mentioned in 3.f)**. The **remaining** Question Papers and OMR Sheets (if any) have to be **deposited** to the Venue Supervisor.
- h) In case of any mistake(s) committed by the examinees during filling up the OMR Sheet, it may be replaced by a new one. However, such replacement is not encouraging as the replacement of OMR Sheet in large number may not be possible due to logistic limitation. The **partially used returned OMR Sheet** should be inscribed as "**Cancelled**" on its' top and signed thereon by the Invigilator(s).

- i) Attendance of the examinees is to be recorded in **ASR** carefully **on each day of examination**, but not in advance under any circumstances. The examinees who will remain **absent**, their attendance against the respective subject box in the ASR should be marked as '**AB**'. The examinees should also be instructed to put their **full signatures** in the given box of ASR on the **first day of their examination**.
- j) The Invigilators themselves must fill up the boxes **6 and 7** of the OMR Sheet carefully after verifying the fields from **1 to 5** of the OMR Sheet, filled in by the examinees.
- k) The invigilators will not allow the examinees to leave examination hall before the end of examination, nor will allow them to go for wash room/toilet during the examination hours except extreme urgency. If any one of them is allowed in extreme case, he/she must be prohibited to take away the Question Paper and/or OMR Sheet outside the examination hall under any circumstances.
- l) The Invigilators must **count** the written **OMR Sheets** after the end of the examination and **tally** with physical **head count** of examinees and **attendance in ASR**. If these three counts are **identical**, then the examinees will only be **allowed** to leave the examination hall along with Question Paper.
- m) The Invigilators should **submit each category of OMR Sheet** as mentioned in '**8**' securely to the Venue Supervisor soon after the completion of examination.
- n) None of the examination personnel or visitor(s) or the invigilators of other hall **except the concerned Centre-in-Charge, Centre Secretary and Venue Supervisor** will be permitted to enter into the examination hall except extreme urgency.
- o) Invigilators may consult the Venue Supervisor in any problem, if required.

17. Duties and Responsibilities of Venue Supervisor-

- a) The Venue Supervisor is entrusted with entire responsibility of conducting the examination of the venue Properly. Hence, he/she has to undertake all the possible measures to complete the examination of the venue maintaining the security, sanctity and confidentiality.
- b) The Venue Supervisor has to prepare the "**Duty Allotment Roster**" for the invigilators and inform them in this respect at least one day in advance from the date of examination along with their duties and responsibilities.
- c) The seating plan should be made in "**S**" pattern. There should not be more than **02** examinees sitting on each bench.
- d) The Venue Supervisor should come to the venue within **7:45 am** in each day of the examination.
- e) The Venue Supervisor will engage **01 (one)** invigilator per block of **20 (twenty)** students. However, at least **02 (two)** invigilators should be present in each examination hall to conduct the examination smoothly. In case of insufficiency of invigilators, the concerned D.I. of Schools (S.E.) should be consulted immediately to mitigate the problem.

- f) Arrangement for **frisking/checking** of the examinees is to be made at the entry of the venue from **9.00 am** or earlier with the help of **Metal Detector** by both male and female teaching/non-teaching staffs in presence of the police personnel to ensure that none of examinees enters into the examination venue/hall with any kind of electronic gadgets. The police personnel will not be directly involved in the checking/frisking process in general. However, in case of any unruly examinee(s), they will directly intervene.
- g) **Posters** provided by the Council for not carrying the electronic gadgets inside the examination venue/hall should be pasted at the prominent places on the main entrance and inside the venue as well to abstain from bringing/using such prohibited articles in the examination venue/hall by examinees.
- h) The concerned Heads of the participating Institutions may depute 01/02 responsible teacher(s) at the respective venue for introducing their examinees. Such representative teacher(s) should request/remind their examinees to appear in the examination in accordance with the guidelines and norms of the Council, specially mentioned in **1 & 14**.
- i) Carrying of mobile phone and/or any other kind of electronic gadgets by any person inside the venue is **strictly prohibited** except the concerned **Centre-in-Charge, Centre Secretary, Venue Supervisor and Council Nominee**. The above designated persons may use the mobile inside the venue, only for examination's related purposes. If anyone other than the above mentioned dignitaries comes to the venue with a mobile phone, he/she has to deposit it to the Venue Supervisor till the end of the examination.
- j) The entry of the examinees to the venue is normally permissible till **10.00 am**. However, in case of any emergency situation the entry may be relaxed till **10.30 am** upon verifying the kind of situation, security and confidentiality of the question papers.
- k) In the venue, sufficient number of tables, chairs, fans and lights are to be arranged. Supply of drinking water and provision of toilet are also to be taken care of. The Venue Supervisor may seek the help of the Joint Convenor, DI of Schools (SE) and the District Administration in this regard, if required.
- l) The Venue Supervisor's Room shall be marked and treated as a '**Confidential Room**' and nobody will be permitted to enter into the room without his/her permission.
- m) The Venue Supervisor will hand over the subject wise "Non-Transparent Printed Poly Pouch" containing the adequate **Question Papers** and **OMR Sheets** in the envelope (**to be supplied by the Council**) to the concerned invigilators at **9:40 am** on each day of examination. **The "Non-Transparent Poly Pouch" should not be opened in the Venue Supervisor's Room.**
- n) During handing over of the Question Papers and OMR Sheet, the Invigilators and Venue Supervisor must fill up the "**Venue Supervisor Format (Data Sheet)**" supplied by the Council. The Council may ask to send this record after the examination, if required.
- o) The Venue Supervisor will arrange for **CCTV at the entrance** of the Venue and **Confidential Room** of the Venue wherein the works of confidential papers will be done.
- p) The Invigilators should **open the Non-Transparent Poly Pouch containing the Question Papers** in the examination hall **at 9.55 am** in presence of examinees and countersigned by at least 02 of them on it and thereafter the invigilators should distribute the Question Papers and OMR Sheets among the examinees at **10.00 am sharp in "S pattern" as mentioned in 3.f)**. The remaining Question Papers and OMR Sheets (if any) have to be **deposited** to the Venue Supervisor.

- q) The Question Papers and OMR Answer Sheets should be distributed against each of the present and absent examinees to avoid answering the same series of question. After sometime, the Question Papers and OMR Sheets distributed against the absent examinees are to be collected and kept with the Invigilators for handing over to the Venue Supervisor.
- r) If any of the examinees is detected with any electronic gadget in the examination hall, action is to be taken promptly as per '14'.
- s) Police personnel must be deployed before arrival of question papers, preferably within **7.45 am** at the venue and stay/ escort till handing over the written OMR Sheets to the Centre-in-Charge/Centre Secretary securely. Necessary intimation is to be made to the local Police Station accordingly.
- t) Nobody will be allowed to enter into the venue without a valid identity card issued by the Council. The help of the police personnel may be taken for this purpose, if necessary
- u) Media persons are not allowed in the venue premises under any situation.
- v) Separate room should be provided for **Sick and CWSN** examinee(s). Separate seating arrangement is advisable for the examinees of Music (MUSC), Visual Arts (VISA) & Vocational Subjects.
- w) Arrangement of **drinking water** and primary medical facilities should be provided in each venue.
- x) The Venue Supervisors/HOIs will ensure that none of the teachers is taking leave on the days of examination except in dire emergencies; rather they are sincerely involved in the examination's duties.
- y) The Venue Supervisor will contact the District Inspector of Schools (SE) for addressing the **insufficiency of Invigilator**.
- z) The Venue Supervisor may contact the Centre-in-Charge, Centre Secretary, concerned Council Nominee, DAC Members, Joint Convenor, District Administration, Police Administration and to the Council, in case of emergency.

18. Duties and Responsibilities of Centre-In-Charge and Centre Secretary-

- a) The Centre-in-Charge and Centre Secretary are entrusted with the entire responsibility of all the examination venues under his/her centre. Hence, they have to undertake all the possible measures to complete the examination maintaining the security, sanctity and confidentiality of the entire centre.
- b) The Centre-in-Charge and Centre Secretary will inform the Venue Supervisors about their duties and responsibilities.

- c) The Question Papers & OMR Sheets will be sent to the Custodians within **04.09.2025**. The Centre-in-Charge & Centre Secretary will remain present at the time of receiving Question Papers Packets by the Custodian. They have to verify/tally the day wise Question Papers Statement and number of OMR Sheets with DR Summary. Once the Question Papers and OMR Sheets are received by the Custodian, the message of acknowledgement should be sent to the Council via the Mail (**dsexamination@wbchse.org**) of DS (Examination).
- d) **There is no need of sorting the Question Papers in the Office of the Custodian.** The Question Papers will be supplied in sufficient quantities with the denomination of **5, 10, 20 and 30's** packets venue wise and subject wise.
- e) In each day of examination, the Centre-in-Charge and Centre Secretary along with the police escort will receive the subject wise Question Papers and sufficient OMR Sheets boxes/packets in accordance with the number of examinees of the day from the Custodian within **7.30 am** and hand over those to the respective Venue Supervisors within **9:00 am** in presence of Council Nominee and Static Police Personnel keeping the records.
- f) The **CWSN** examinees should be allowed to appear the examinations with writer and/ or extra time after verifying the permission of the Council. Necessary action in this respect should be taken as per **7.d) & e)**.
- g) In case of sick examinees, appearing examination from Hospital/ Heath Centre, **7.b) & c)** should be followed.
- h) Nobody without a valid identity card issued by the Council, will be allowed to enter into the venue.
- i) Entry of any media person(s) in the venue premises is also prohibited.
- j) Photography inside the venue premises is strictly prohibited except in the Sensitive Venues (if any) by the District Administration.
- k) Carrying of mobile or any kind of electronic gadgets by any person inside the venue is strictly prohibited except the mobile of **Centre-in-Charge, Centre Secretary, Venue Supervisor and Council Nominee** for examination related purposes. If anyone other than the above mentioned dignitaries comes to the venue with a mobile phone, he/she must deposit it to the Venue Supervisor till the end of examination.
- l) If any of the examinees is caught with any electronic gadget in the examination hall/venue premises during examination, it should be seized and the examination & enrolment of the examinee will be cancelled. The concerned examinee will not be permitted to appear even in the remaining examination(s), if any and admit card must be confiscated and sent to the Council along with other seized documents. The matter should be communicated immediately to the Deputy Secretary (Examination) of the Council by the Venue Supervisor, Centre Secretary and Centre-in-Charge via Email (**dsexamination@wbchse.org**).
- m) The day wise written **OMR Sheets** should be received from the Venue Supervisors very carefully and **packed as mentioned in '8'**.

- n) The Centre-in-Charge and the Centre Secretary should **submit/send** the sealed packets of Written OMR Sheets of each day as mentioned in '10' maintaining the official formalities.
- o) **Please note that none of the written OMR Sheet Packets should be sent by Railway or any other means as this may lead to damage of OMR Sheets and subsequently cancellation of those.**
- p) The **ASR** has to be sent to the Deputy Secretary/Assistant Secretary, so as reach it to the respective Regional Offices of the Council by **24/09/2025**.

19. Duties and responsibilities of the DAC Members & Council Nominees-

- a) The duties and responsibilities of the District Advisory Committee members and Council Nominees are very important in conducting examination smoothly and peacefully.
- b) This year one Council Nominee will be engaged per examination venue for overall surveillance.
- c) The Council Nominee must report to his/her venue **within 7.45 am** on each day of examination positively.
- d) The Council Nominee should remain present in the **Confidential Room** at the time of handing over the sealed carton boxes of Question Papers & OMR Sheets to the Venue Supervisor by the Centre-in-Charge & Centre Secretary **within 9.00 am**, subsequently at the time of handing over the **Non-Transparent Poly Pouches** containing the Question Papers & OMR Sheets **(in the envelope supplied by the Council)** to the Invigilators by the Venue Supervisor by opening sealed carton boxes at **9.40 am**.
- e) The DAC Members and the Council Nominee have to keep a close vigilance in all the examination related matters for conducting the examination peacefully. If any adverse situation is found, they will try to solve it peacefully upon discussion with the Centre-in-Charge, Centre Secretary, Venue Supervisor and District Administration. If no fruitful result comes out, they should report it to the President /Secretary /Deputy Secretary (Examination)/respective Deputy Secretaries (ROs) immediately.
- f) None of the DAC Members or Council Nominees should enter into the examination hall unless the Centre-in-Charge, Centre Secretary, Venue Supervisor or the Council requests/asks to do so.

20. Contact Details-

In case of emergency, the examination personnel may contact with the Council to the following numbers-

Designation	Contact Number	Email
President	9836402118	president@wbchse.org
Secretary	9674006269	secretary@wbchse.org
Deputy Secretary (Exam)	7872915227	dsexamination@wbchse.org
Deputy Secretary (NBRO)	9134188597/8670858898	dsnbro@wbchse.org
Deputy Secretary (BRO)	9434714312	dsbro@wbchse.org
Deputy Secretary (MRO)	8900328300/0322-2276318	dsmro@wbchse.org
Deputy Secretary (KRO)	9851905529	dskro@wbchse.org
Assistant Secretary (A.P. Section)	9674076902	-----

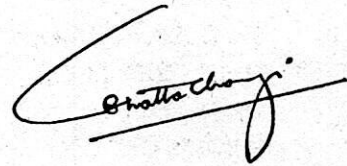
21. Power of Interpretation of any Query-

If there is any query about any instruction / guideline or unforeseen issue(s) related to the examination, not mentioned above; it should be referred to the Council and the decision of the President of the Council in this respect will be considered as final.

Above all, the result of the Higher Secondary Examination plays a vital role in making the future of the students. Therefore, as a part of the Higher Secondary Examination, this year the Semester III Examination should be conducted with utmost care and sincerity to make it a grand success. The Council expects every cooperation from all the examination personnel in this respect. I request all of them to go through this guideline book and do the needful by sincerely performing the duties in the ensuing examination.

With best regards,

Date : 10 / 07 / 2025



Prof. (Dr.) Chiranjib Bhattacharjee
President
W.B. Council of H.S. Education