

COMMON INSTRUCTIONS TO THE SQUAD TEAMS

1. The Board has constituted a Surprise Check Squad Teams to overview and supervise the conduct of examination in 10 routes containing Examination centers so as to ensure proper conduct of examination and to eliminate possibilities of use of unfair means by the candidates.
2. The Squad Team should acquaint themselves with the centres allotted to them.
3. Squad Teams shall plan visiting of Examination Centres contained in the allotted route such that more No. of Examination Centres of route shall be covered in a day subject to a Maximum of 300 KM's per day (Need to explain orally how to cover maximum no. of Exam centres summing upto 300KM's).
4. Squad Teams shall inspect all the examination halls and verify the seating arrangement. If the seating arrangement is improper he/ she shall inform the Chief Superintendent and get it amended.
5. Shall see that CC Cameras should not be turned off during the examinations at any cost.
6. Observe that internal vigilance group is active. Similarly, visit the examination hall frequently and exercise check for proper conduct of examination and discouraging malpractice.
7. Keep vigil of all aspects of the conduct of examination at the centre and report the cases of malpractice/ misconduct, if any, to the Chief Superintendent. The Chief Superintendent shall take action in such cases as per prescribed procedure. In case, if the action taken by the Chief Superintendent is not proper or sufficient, or the Chief Superintendent is non-cooperative, the matter shall be communicated to the Controller of Examinations, SBTET on phone and in writing. Such report shall be specific and objective in nature. Care shall be taken to support such reports with facts, figures, proofs and matters related with conduct of examination.
8. Any slackness in Invigilation or improper Invigilation by the Assistant Superintendents (Invigilators) should be brought to the notice of the Chief Superintendents for rectification and the same shall be included in Observers report(s).
9. If any untoward incidents take place during the examination schedule, the same shall be brought to the notice of JS (COE)-8008908126 / DS-8008908758/ AS-8008908368 of Pre-Exams immediately over phone for necessary action and should preserve/seize the available proofs of incidents for further need in this regard, Otherwise the Observer will be held responsible for what so ever happened during that period.
10. The Flying Squad shall monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations. These committees shall be adequately empowered to verify entire examination process at the examination centre.
11. Squad Teams shall post session wise report in whatsapp group created by the SBTET and thereon submit all the session reports to the Secretary, SBTET after end of the Spell along with the TA/DA Bills.

INSTRUCTIONS FOR SENDING SQUAD BILLS

Since advances are sanctioned towards T.A, D.A. and remuneration, as the case may be, the Principals concerned shall scrutinize the Bills carefully as per the SBTET norms and following criteria so as to forward the same to SBTET for full and final settlement of the Bill.

1. No halting allowance is sanctioned for Squad Team
2. Daily allowance shall be allowed based on the Grade assigned to the Posts but not by Automatic Advancement Scheme (AAS) or Career Advancement Scheme (CAS) i.e for Lecturer Cadre Rs.300/- only and for Head of the Department Rs.450/- only.
3. Remuneration shall be paid to the Observers by the Parent Institution @ Rs.200/- per session.
4. Travelling allowance @ Rs.13/- per KM for a maximum of 300 KM per day is allowed subject to submission of Original Bills

(This has the approval of the CTE & Chairman, SBTET)

SECRETARY