



West Bengal Board of Secondary Education

Nivedita Bhawan, DJ-8, Sector-II, Salt Lake, Kolkata – 700091

No. D.S.(C)/003 /24

Date : 04.01.2024

NOTIFICATION

For Madhyamik Pariksha (SE), 2024, it has been notified that for every district shall have a District Monitoring Team. For smooth, effective, efficient conduct of Madhyamik Pariksha (SE), 2024 the following would be the duties of District Monitoring Team.

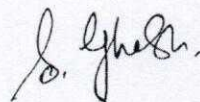
- District Monitoring Team would operate to assist the respective District Convener as per need for smooth conduct of Madhyamik Pariksha (SE), 2024.
- District Monitoring Team will not operate from any Control Room, rather would operate on/from field to mitigate and respond to any emergent situation as per direction of District Convener.
- The District Monitoring Team will not visit examination halls of Center/Venue on the days of examination. Under direction, in case of need, and/or, along with the District Convener, the members may visit the examination venue up to the office of the Centre Secretary/Venue Supervisor, as the case may be.
- However, District Monitoring Team will visit every examination center/venue of their concerned district at least 7 working days prior to start of Madhyamik Pariksha (SE), 2024 on 02.02.2024, and report (district-wise) about following points through their concerned Regional Officer of the Board and through respective Convener to the D.I Secondary of the District.
 - Preparedness of Examination Center and Venues for Madhyamik Pariksha (SE), 2024:
 1. CCTV facility, data storage, and its condition
 2. Facility of Toilet
 3. Facility of Drinking Water
 4. Electricity on secured, good and working condition
 5. Shortage of invigilator and non-teaching staff, if any
 6. Shortage and condition of benches, if any
 7. Provision of Emergency light, if any
 8. Provision in Sick Room
 9. Provision of Clock Room (Separate provision for keeping the bag etc. of the examinees)

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10. Orientation of invigilators about new rules and procedures for Madhyamik Pariksha (SE) 2024
 11. Contact verification of Additional Venue Supervisor
 12. Orientation of Additional Venue Supervisor about the usage of Elixam App
 13. Availability of Information with Center Secretary and Venue Supervisor about external Health support arrangement, in case of need.
 14. Any other condition noticed, need to be addressed prior to examination, particular to any center/venue.
- All Center Secretary and Venue Supervisor are to cooperate and facilitate the visit and verification process of District Monitoring Team, and as per their finding take steps to work upon the fitness of the center /venue in the interest of the examinees of Madhyamik Pariksha (SE) 2024. The District Convener shall act to schedule such visit of District Monitoring team to the Center/Venue with intimation to the Center Secretaries and Venue Supervisors.

Members of District Monitoring Team of all Districts are requested to closely conduct the survey verification as per given parameters and submit report immediately so as to ensure best preparedness for the center/venue of Madhyamik Pariksha (SE) 2024.



SUBRATA GHOSH
SECRETARY