



Assam Nurses' Midwives' & Health Visitors' Council

(A statutory autonomous body constituted under the Assam Nurses', Midwives' and Health Visitors' Act, 1944.)

E-Mail: assamnursingcouncil@gmail.com, Website: www.assamnursingcouncil.com

O/o Director of Health Services Assam, 3rd Floor, Hengrabari, Guwahati-36

No. NRC/43/2012/611

Dated Guwahati, the 24/04/2026

Comprehensive Guidelines for Centre In-Charge for Conduct of Final Council Examinations

1. The Centre In-Charge is fully responsible for the conduct, discipline, confidentiality, and integrity of the examination centre.
2. They must assign invigilators ensuring that no two invigilators from the same institute are posted in the same room.
3. The seating arrangement must be completed before the examination, ensuring proper spacing and adherence to all seating rules.
4. The seating layout must be displayed outside each examination hall, and an "Examination in Progress" notice must be placed at the entrance.
5. All benches must have Council-provided stickers properly pasted, and CCTV cameras should be installed and functional where feasible.
6. The Centre In-Charge must ensure that all invigilators deposit their mobile phones before entering the hall and that no unauthorized person (including faculties) enters during the examination.
7. Proper frisking of all candidates must be ensured before entry into the examination hall.
8. Question papers must be securely stored in a locked box at the local police station and examination paper only be brought to the centre on the day of the examination.
9. No extra question papers should be kept at the centre prior to the examination day, and a police logbook must be maintained and signed by the police authority.
10. The Centre In-Charge must verify that question paper packets are intact and ensure they are opened in front of students and invigilators with required signatures inside the examination hall.
11. No question papers should be taken out from the examination halls till the examination is completed. For example, they should not be taken out and kept in the Centre-in-Charge's office during the examination, nor should they be shown to or discussed with other faculty members.
12. The Centre-in-Charge must ensure that a wall clock (with correct time) is available in the examination hall and clearly visible to all students.
13. All cases of unfair means must be properly supervised, handled and documented.



Registrar
Assam Nurses' Midwives' &
Health Visitors' Council
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Hengrabari, Guwahati-36

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14. Any instance of malpractice must be promptly reported to the Council without delay.
15. The Centre In-Charge must ensure that answer scripts are collected, verified, arranged properly, and sealed inside the examination hall in front of students.
16. All required documents must be placed inside the envelope, which must be signed by the student representative, invigilators, and the Centre In-Charge.
17. Secure handling and dispatch of sealed packets must be ensured without any lapse.
18. The Centre In-Charge must ensure that invigilators do not leave the hall during examination hours.
19. Any lapse, negligence, or violation of these instructions will make the Centre In-Charge directly responsible for disciplinary action.

Director of Health Services Assam cum President,
Assam Nurses', Midwives' and Health Visitors Council,
Hengrabari, Guwahati -36.



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