

Standard Operating Procedure (SOP) for Flying Squads & Observers

The {mention state} is committed to improving the quality of Nursing & Paramedical Education in the state, and in keeping with this, {mention state nursing council} is introducing several reforms in the upcoming nursing and paramedical examinations

One of the reforms being introduced is the deployment of flying squads in each district for the physical inspection of exam centers.

INTRODUCTION

1. At least **ONE** flying squad will be constituted in every district for physical observation of exam centers, and to investigate cases of suspected malpractices in real time during the examination period
2. Each flying squad will be constituted of **TWO** members - **ONE** representative of the District Magistrate office and **ONE** representative from a medical college. In some districts, the flying squad may be constituted of **TWO** representatives from a medical college or from the DM's office.
3. There will be **ONE** flying squad deputed for every 25 exam centers maximum
4. A Google form has to be filled out by each flying squad after every exam shift:

BEFORE THE EXAM

1. A central control room will be set up at the {mention state nursing council} for continuous inspection of exam centers through live CCTV footage. In case of any irregularity in exam conduction, control room personnel will notify the flying squad designated to that center to visit the center and assess the situation
2. Each flying squad will be expected to visit 3 exam centers per shift (3 hours). Beyond this, as mentioned in pt 1 under section 'During the Exam', flying squads may be asked to visit specific centers during the course of the exam
3. Details on co-members in a flying squad will be shared with the members of that squad by Nov 7 for ease of coordination
4. Contact details of control room supervisors by day and shift will also be shared by Nov 8, which you are requested to save before the exams. It will help ease coordination and communication
5. Where possible, latitude and longitude of the exam centers will be provided to Observers in the center

lists. Observers may search for the geolocation of the center by typing in the "latitude, longitude" on Google Maps

6. Exams will be conducted in TWO shifts - the first shift will be from 10am-1pm and the second shift will be from 2pm-5pm. Question papers will be sent to exam centers through email half an hour before start of the exam

DURING THE EXAM

1. On the days of the examination, in case the live feed from an exam center is not available or gets interrupted, then the designated flying squad in the area will be notified to visit the center.

a. If such a prolonged disruption is found to be due to genuine logistical reasons, like power outage and/or lost connectivity, then the designated flying squad will submit a written statement attesting this fact. The exam in question will be allowed to continue till completion.

b. If the designated flying squad finds such prolonged disruption to be a result of fraudulent intent then the exam will be invalidated and a retest will be conducted at a date which will be notified in due course by *{mention state nursing council}*.

2. In the event of any malpractice detected through CCTV monitoring of the exam, the control room personnel will immediately notify the designated flying squad in the area. The relevant flying squad will visit the center in question, and convey its observations to the control room personnel.

3. During the inspection of the examination centers, the flying squad will have to take special care that candidates do not face unnecessary trouble, or feel intimidated in any way.

4. Observers can reach the exam centers for an inspection at their discretion and do not have to contact the Principal there. They simply have to carry the authority letter provided by *{mention state nursing council}* to prove their credentials, if requested

AFTER THE EXAM

1. After the conduction of all exams is completed, *{mention state nursing council}* will rank all institutes which were operating as exam centers into 'model', 'suitable', 'sensitive' and 'highly sensitive' based on insights from the live feed and feedback from the flying squads

2. A Google form has to be filled out by each flying squad after every exam shift:

ALLOWANCE

1. Travel allowance of Rs 6,000/- per flying squad for travel within the district for the entire 4 days will be sent in advance to the bank account of the Medical College Principal or the District Magistrate's office. This amount is to be disbursed to the 2-member flying squad
2. Duty allowance of Rs 1500/shift per member of the flying squad will be disbursed after the exams
3. For observers who have been assigned duty outside their district, travel will be reimbursed at a maximum of Rs 10/km. Please ensure appropriate bills are produced for the same
4. A Google form has been sent out to Medical College Principals and the District Magistrate offices asking for their bank account details for the same. The Observers from medical colleges are to please ensure your Principals have filled out this form by {mention date}, so that the advance can be sent to them