

## **Teachers Brochure**

### **INDIAN ASSOCIATION OF PHYSICS TEACHERS**

**National Standard Examinations in Physics, Chemistry, Biology, Astronomy (NSEP, NSEC, NSEB, NSEA) 2016 -2017 Examinations – 27<sup>th</sup> November, 2016**

**NSEJS will held separately in Kendriya Vidyalays on November 20<sup>th</sup>, 2016**

General Instructions cum guide-lines for the use of College Principal / Head of the Department / Professor i/c of the centre. Hereinafter the word “college” will imply College / Jr College / Sr.Sec.School / Hr.Sec.School / High School or any other similar institution AFFILIATED TO A RECOGNIZED BOARD OF EXAMINATION. Only such colleges can be NSE centers.

**Read the students’ brochure first**

IAPT (Indian Association of Physics Teachers) is an association of Physics Teachers spread through out the country. It was started by Late Dr.D.P. Khandelwal in 1984 and today it has more than 6500 life members. All the work of this (our) organization is voluntary in character – thus NOBODY is paid any honorarium or remuneration for ANY WORK of IAPT.

**All work of IAPT and therefore of these examinations is VOLUNTARY**

#### **ONLINE REGISTRATION OF CENTRES**

We will be continuing with online Registration of NSE centres this year also. The centre registration includes the details of center and center in-charge along with enrolment List of students. For guidelines visit our website *www.iapt.org.in*. All the centre in-charges are requested to co-operate with us to improve the process and make the system more efficient. Centers will be allotted new number which will be used for next few years. Ensure that proper address with PINCODE, email address and at least two mobile numbers are provided.

**Address should be given with PINCODE**

Students are advised to register in their own college / school but may be his / her college / school is not opting to be a centre. You are hereby urged to enroll all such desirous students at your centre and oblige.

A minimum enrolment of 20 students total is essential for any institute desiring to have a centre of NSEs. Also note that NSEB, and NSEA are simultaneous.

Kindly enroll students by collecting fees yourself. Issue the receipt for the fees collected.

**The fees are: Rs. 100/- (Rupees One Hundred only) per student per subject.**

**Last Date of Enrolment is 15th September 2016. Accept fees till this date.**

Kindly collect appropriate fees (as indicated above)

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Keep Rs. 20/- from every Rs. 100/- collected by you, for the expenses at your centre. Send the remaining amount to IAPT-NSE by SBI collect, a multimodal payment portal. This facility will allow you make payment online using debit/credit card or by cash to any SBI branch (In case of cash payment a Challan gets generated which has to be printed and submitted to SBI bank). The last date for remittance will be 17th September 2016. For the guidelines to use SBI collect please visit our website.

#### **Payment of fees will by SBI collect only**

The expenses at the centre include stationery items needed, the postage for sending the answer papers, hospitality to the staff working voluntarily etc. The balance amount left at the end of the entire examination work is at your disposal to be utilized for any other similar academic science activity. No account need be submitted of this amount.

(Just to repeat, you keep 20% for your expenses and send 80% of the amount you collect to IAPT )

During online registration, IAPT will allot a temporary Centre Number. A permanent Centre Number will be assigned only after the payment of fees. The receipt for the payment received by IAPT will be sent to you by email along with the permanent center number. This Centre number is to be mentioned in all your future correspondence. The centre number remains same for future years as well. The receipt also indicates the details of the enrollment at your centre. Ensure that there is no discrepancy. Question Paper packets for your centre are prepared according to this information written on the fee receipt. **In case of centers having enrollment for junior science and other exams, registration have to be done separately.**

Two weeks before the exam, the list of students enrolled in your center with registration numbers and hall tickets will be sent to your email address. The hall tickets have to be printed and attested by the center in-charge along with school seal. Hall tickets must be given to students and they must be made mandatory to produce the same during the examination.

Open every letter, packet or any other communication received from IAPT IMMEDIATELY on its receipt. LOOK FOR A LETTER OF INSTRUCTIONS and act accordingly.

#### **Dispatch of Exam Parcels: IMPORTANT**

We are making effort to ensure that the exam material is made available to you in time. IAPT representative will carry the exam material and reach the center on the day of the examination. The details of the representative will be sent to you a week before the date of exam. For more details please see our website form **10th November 2016** onwards.

**The Question Paper envelopes are NOT to be opened till the time of (20 minutes before) that examination.**

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#### Conducting the examination

The Roll Nos of students will be assigned by IAPT examination office. Kindly display appropriate list of names indicating the students' roll nos one week before the exam. Along with this; kindly display the details of the examination such as subject date, time and above all the place of examination classrooms(s), seating arrangement etc. Adhere to the given time schedule. Be extra vigilant and careful. These NSEs are very prestigious exams. Prestige depends on YOU. Each NSE must be conducted in the premises of your school/college, under the control of the centre-in charge. Ensure that no malpractice occur. Any malpractice detected will summarily disqualify the entire centre. In the past, few centers were disqualified on account of improper conduct of examinations.

#### IAPT's decision in the matter shall be final.

IAPT provides envelops for sending the answer papers. Seal the answer papers in proper (according to subject) envelopes immediately at the close of an exam. Hand over the sealed envelopes to IAPT representative. He will arrange to send them safely to nodal center for evaluation.

Please read the instructions carefully and follow them. It is our experience that delays and inconveniences are caused by not adhering to these instructions.

If you have any difficulty then IMMEDIATELY,

<b>Central Examination Office:</b> Indian Institute of Science F-11A, 1st Floor, Old Physics Building UG Programme, Bangalore - 560 012. Ph : 9632221945, 9901111008 Email: <a href="mailto:iapt.nse@gmail.com">iapt.nse@gmail.com</a> Website: <a href="http://www.iapt.org.in">www.iapt.org.in</a>	<b>Chief Co-ordinator of IAPT Exams:</b> Prof. G. Venkatesh, Bangalore (9632221945) <b>NSE Co-ordinators:</b> Prof. M.K. Raghavendra, Bangalore (9901111008) Prof. Vijay Soman, Nagpur (9822228348) Prof. J.P. Gadre, Pune (9422987884) Prof. P. Nagaraju, Bangalore (9900656601)
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