



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

(Autonomous) (ISO 9001:2015) (ISO/IEC 27001 : 2013)

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No. MSBTE/D-40/Summer 2019/ 34

Date 18 MAR 2019

**IMPORTANT CIRCULAR**

To,  
Principal  
All Polytechnics affiliated to MSBTE

**Sub - Pre examination Circular Summer 2019 exam**

All Heads of the Institute are informed to refer this pre examination circular and bring it to the notice of all HOD's and the staff involved in examination work.

Though all procedures and instructions are given in the “**Manual for conduction of Examination, Assessment process & Post result activities 2018-19**” some important activities to be carried out for the conduct of the summer 2019 examination are given below.

**1.0 Pre examination activities**

Prior to the commencement of summer 2019 examination

- 1.1 **Hall Ticket:** The hall ticket of the candidates appearing for summer 2019 examination is made available on web portal and in the Institute login. It is the responsibility of Principal / HOD to verify and sign the on-line print copy of Hall ticket. The institute shall ensure that all candidates, whose examination form is confirmed by respective RBTE, have received hall tickets online.
- 1.2 **Seating Chart:** The seating chart of the candidates appearing for summer 2019 examination is made available in the Institute login. In case the result correction is done after the preparation of seating chart, the Institute shall apply corrections to the seating chart according to the correct status of the candidates, by putting necessary remarks and attach necessary documents for the corrections at MSBTE level. Last date for confirmation of seating chart by RBTE is **25/04/2019**. Last date for submission main seating chart by RBTE to MSBTE is **26/04/2019**.
- 1.3 **Detention Module:** The detention module for all semesters will be made available from **23<sup>rd</sup> March 2019** under non-theory link of online activities at home page. The e-mark sheets of practical exam will be made available to the respective department only after confirmation of detention module by HOD. Mark the detention of OTO candidates through same link. **Detention of candidate once marked and confirmed cannot be changed.**
- 1.4 **Question Paper Inventory:** The day wise, session wise question paper inventory for each Distribution center (**DC**) and Examination center (**EC**) is made available in Institute login. Chief Officer in charge and officer in charge examination should ensure the correctness of question paper inventory for the conduct of summer 2019 exam at the examination center. In case of any query immediately contact to concerned RBTE.

- 1.5 **“Instructions to Examinees”** are given in the Manual for conduct of examination 2018-19 on page no. 28. This shall be displayed on all prominent notice boards of the institute and also at prominent places in the examination center and also conduct awareness among the examinees through counseling sessions.
- 1.6 **The student shall be informed about future consequences of copying cases. They shall be counseled to prevent from getting involved in such practices.**
- 1.7 Conduct general meeting for all the personnel involved in summer 2019 examination to brief them about the procedure for conduct of MSBTE examination and appraise them about their responsibilities.
- 1.8 Take all measures to maintain conducive environment for the free and fair conduct of summer 2019 examination.

## 2.0 Examination activities

### During the conduct of summer 2019 examination

#### **2.1 Filling non theory e-mark sheets:**

- 2.1.1 Norms for Handling / filling Non Theory examiner's E-mark sheet is given in Manual for conduct of examination 2018-19.
- 2.1.2 Conduct Practical / Oral / TW / examinations for all eligible candidates as per the institute time table from 25/03/2019 to 04/04/2019 through RBTE appointed external examiners and institute appointed internal examiners. All required password will be sent on <instt.code>principal@msbte.com only.
- 2.1.3 Last date for confirmation of all types of non-theory e-mark sheet is 06/04/2019 for all semester. The link will be closed on the same day at 5:00 pm.

#### **2.2 Filling non theory e-mark sheets for 6<sup>th</sup> semester G scheme OTO candidates:**

- 2.2.1 Institute wise & course wise list of seat numbers is made available in institute login. The institute shall prepare the D4 and D6 proforma for course wise each subject using these seat numbers before filling TW and sessional mark sheets.
- 2.2.2 Any OTO candidate who does not fulfill the eligibility criteria as per examination regulation RG-6 will be disallowed through the detention link provided in non-theory HOD login.
- 2.2.3 For OTO candidate e-mark sheet of only TW and SW will be made available and examiner has to fill and confirm these mark sheets separately. In any case manual submission of TW and SW marks will not be accepted.
- 2.2.4 For OTO candidate mark sheets of both the elective subject is available. Choose proper elective subject e-mark sheet, fill and confirm the marks and for another elective subject put special code 407 against seat number.
- 2.2.5 **Take care while confirming the term work marks of elective subject, when candidate will be eligible for 6<sup>th</sup> semester theory exam the candidate has to appear for the theory subject for which institute has confirmed the term work marks. In any case the elective subject once confirmed will not be changed.**
- 2.2.6 **Before HOD confirmation of e-mark sheets HOD has to submit the undertaking stating that “For OTO candidate examiner has selected correct elective subject and mark sheets are confirmed accordingly”. Without confirmation of this undertaking HOD cannot confirm e-mark sheets**
- 2.2.7 It is the responsibility of Institute/departments to preserve the CIAAN formats of OTO candidates. to be presented before the Institute Monitoring committee if asked for.

#### **2.3 Important instructions regarding filling of non-theory e-mark sheet:**

- 2.3.1 HOD / Internal / External examiner shall verify the marks entered in the respective proforma. check the seat number of **absent / Detained candidate** & the final marks

converted as per scheme and then proceed to fill the Non-theory mark sheet. Examiners should sign the proforma before filling e-mark sheet.

2.3.2 **Sessional mark sheet:** HOD shall verify that all test marks are correctly entered in the Test register and D6 format and final marks are converted as per teaching scheme and D6 proforma should be shown to the candidates. On final printout of confirmed sessional e-mark sheet take signature of candidates and put photocopy on departmental notice board and seal the original Mark sheet in the envelope.

2.3.3 **Wrong selection of elective subject:** If candidate has selected wrong elective subject while confirming the summer 2019 exam form in such case:

*For non-theory exam-* institute needs to (i) correct the elective subject in main seating chart, (ii) put special code 407 against seat number in wrong elective mark sheet, (iii) create manual e-mark sheet for the correct elective subject,

*For Theory exam-* institute need to (i) verify the availability of correct elective subject question paper code at Exam Center otherwise communicate to the RBTE and also to MSBTE well in advance, (ii) put special code 407 for wrong elective theory mark sheet through institute login and communicate to RAC through DC to create manual e-mark sheet for correct elective subject.

2.3.4 If examiner notices error in the marks in the confirmed mark sheet in such case send the request for mark sheet cancellation through HOD login message system. The examiner personally needs to come to MSBTE, Mumbai result section to correct the marks along with all necessary documents as a proof with one set of photocopy of all documents on his own expenses. Marks can be corrected only after verification of documents. Any request for change of Non-theory marks will not be entertained after start of theory examination.

2.3.5 Ensure that all eligible examinees of the institute are examined and all the non- theory e-mark sheets allocated to the Institute are duly filled by examiner and also confirmed by HOD.

## **2.4 Conduction of theory examinations**

2.4.1 Procedures and Instructions to conduct of examination in smooth manner are given in the **“Manual for Conduct of Examination 2018-19”**.

2.4.2 The Chief Officer in-charge shall arrange for police protection at the examination center for the entire examination period.

2.4.3 Ensure that the cases of malpractice reported by block invigilators, internal vigilance squad, controllers of examination, external vigilance squad and any special squad are properly booked by attaching all documentary proofs and statements of all concerned. Issue show cause notice to the involved candidates. In case the involved candidate does not cooperate by not receiving the show cause notice see that the same shall sent to his residential address by registered post in time.

2.4.4 In case the candidate booked under malpractice does not agree to give statement at the examination center, the block invigilator and officer in charge examination shall clearly mention the same in their statement.

2.4.5 During examinations, if candidate has been found copying or using or attempting to unfair means at examination center, the candidate shall be booked for appropriate malpractice case by following Part-I clause 24 of Manual for conduct of examination 2018-19. If any complaint received against the exam center in failing to book malpractice case or improper booking of malpractice case, legal proceedings will be initiated against the examination center.

2.4.6 **On conclusion of each session of examination the Officer in-charge EC shall take utmost care in counting the number of answer books and verifying absent candidates seat numbers.**

2.4.7 All the examinees attending examination are strictly forbidden from possessing any electronic communication device in the examination hall. If candidate possess such devices, it shall be forfeited.

- 2.4.8 All officials and employees involved in the examination work shall keep their mobile phones switched off till completion of examination except chief officer in charge, controller of examination and officer in charge of examination.

It is observed that Institute / Exam center making wrong entries of special codes in e-mark sheets creates confusion at RAC and it affects the status of the candidates result. If such cases are reported to MSBTE, the concerned examiner / Supervisor / Officer In-Charge / Institute / Examination center will be penalized for the same.

### 3.0 Post examination activities

After the completion of and prior to the declaration of the result of summer 2019 examination

- 3.1 MSBTE displays TW/SW/PA marks in the candidate/Institute login. The term work marks will be displayed in the Institute login at the end of theory examination and well before the declaration of results. The main aim of this practice is to provide an opportunity for corrections if any needed in sessional work and term work marks. All concerned shall verify these displayed marks with actual marks. In case of any discrepancy, approach MSBTE, Mumbai Result section, along with all necessary formats and undertaking as a proof with one set of photocopy of all documents at your own expenses as per schedule specified.
- 3.2 MSBTE displays the institute wise cases falling under RHR in the Institute login. All institutes shall verify the cases belonging to their institute and approach MSBTE Result section along with documentary proof needed to clear the RHR. This activity shall be treated as very important to avoid inconvenience to the candidates. All concerned institutes are instructed to provide necessary documents / proofs (with one set of photocopy) to clear these RHR cases. In any case examination forms **will not be made available to candidate till RHR is cleared by institute.**
- 3.3 Institute and examination centers are bound to attend and clarify any queries raised by
- 3.3.1 **RACs:** regarding entries on e-mark sheet.
- 3.3.2 **Enquiry centers:** conducting the enquiry of candidates booked under malpractice cases.
- 3.3.3 **MSBTE Result section:** regarding problems faced in result processing.
- 3.4 MSBTE is making all efforts to resolve difficulties in result processing before declaration of result. Institutes should sincerely make efforts to contribute positively by providing necessary information in the prescribed manner to resolve issues related to result processing.

All concerned are hereby informed to strictly adhere to the instructions in this circular and Exam conduction manual and contribute for the successful completion of summer 2019 examination.

Enclosed: Instructions to examinees



(V. R. Jadhav)

I/C. Secretary

M.S. Board of Technical Education, Mumbai

Copy to:

1. Hon. Director, MSBTE, for information.
2. Deputy Secretary, RBTE, Mumbai, Pune, Nagpur, Aurangabad for follow up actions.



## INSTRUCTIONS TO EXAMINEES

1. The examinee is expected to be present at the examination centre 10 minutes before the commencement of examination.
2. No examinee shall be admitted to the examination hall after 30 minutes of commencement of the examination.
3. The examinee shall have the proper hall ticket duly signed by Principal / Head of Institute. The valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.
4. Examinees are not permitted to leave examination hall in the initial 30 minutes and last 10 minutes of the paper duration. If examinee leaving the examination Hall before the end of examination examinee shall submit the question paper along with the answer book.
5. A bell will be sounded 10 minutes before the commencement of the examination after which the examinees are allowed to enter the examination hall.
6. Next ringing of the bell shall announce the commencement of the examination.
7. A warning bell will be sounded 10 minutes before the close of the examination Examinees shall tie the supplements and enclosures to the main answer book and be ready to hand over it to the invigilator at the ringing of the final bell announcing the end of the examination.
8. Exchange of answer books, supplements, calculators and drawing instruments etc. among the examinees is strictly prohibited.
9. Possession of any arms, weapons, etc. in the examination hall or at the examination center by the examinee is strictly prohibited.
10. The examinee shall check the answer book issued to him for loose sheets or improper printing etc. and if found so he shall get it changed before commencing to write the answers.
11. The examinee shall enter the requisite information on the face sheet of the answer book properly before commencing to write the answers.
12. Start each answer on a fresh page and write question number at the beginning of each answer. Do not write anything in the margin of answer book.
13. Use only blue or black ink pen to write answers. If there is change in ink, it shall be get attested by the supervisor/invigilator.
14. Do not leave blank page/s between the answers. If a page is left blank inadvertently, write "Please Turn Over (PTO)." Answers written beyond a blank page may not be assessed.
15. The examinee shall use separate answer book for each section, where there are sections in question paper.
16. Do not write your name or examination seat no. or any objectionable matter anywhere inside the answer book. If any answer requires name or signature, write "XYZ".
17. Do not tear off any page from the answer book it amounts to punishment. If tear off page is by mistake get it certified from the supervisor/invigilator in the answer book.
18. Before submitting, tie securely additional answer book (supplements) and other enclosures, if any to main answer book. Write total no. of enclosures (main answer book + graph sheet + drawing sheet + supplement if any) attached in the column provided on the cover page of the answer book.
19. **If the "examinee wishes to cancel the performance of the current examination after writing the answers in the answer book, the same can be done by scratching all the written answers and writing the remark "I have scratched all my answers and wish that the answers in this answer book shall not be assessed" at the end of the cancelled answers. The supervisor of the block has to attest the answer sheet by putting the remark "the scratching of answers and the examinee's remark are seen by me." In case this Instruction is not adhere to then the scratched answers shall be assessed at the regional examination centre.**
20. The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles chits, book/s, mobile phone, programmable calculator, electronic communication devices etc. The violation of this instruction shall attract suitable punitive action.
21. The examinee shall behave properly before, during or after the examination to maintain the conducive environment at the examination center.
22. The examinee found guilty of misbehavior or using or attempting to use unfair means shall be liable for suitable punitive action as per Board examination regulation.
23. Discloser of identity on the part of examinee by way of communicating name/seat number/signature or any request to the examiner in the answer book is a punishable offence.
24. The examinee is prohibited from taking away the answer book/s or any enclosure/s issued to him out of examination hall. Violation shall attract punitive action under the extant rules.
25. **Examinees shall not write anything on the question paper of the examination except for his/her seat number. Take note that such writings on question paper or scribbling amount to malpractice and is liable for punishment.**