



# MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous)

(ISO 9001:2008)

(ISO/IEC 27001:2005)

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## IMPORTANT CIRCULAR

No. MSBTE/D40/Summer - 2017/ 3686

Date - 23/ 03/ 2017

To,

Principal,

All Polytechnics affiliated to MSBTE.

### Sub - Pre examination Circular Summer 2017

Principal and heads of institutes of all polytechnics and institutes affiliated to MSBTE are hereby informed through this pre examination circular regarding the activities to be carried out at various stages for the conduct of the Summer 2017 examination. The activities are classified as;

- Pre examination activities (Prior to the commencement of Summer 2017 examination).
- Examination activities (During the conduct of Summer 2017 examination).
- Post examination activities (After the completion of and prior to the declaration of the result of Summer 2017 examination).

#### 1. Pre examination activities.

- **Hall Ticket and Seating Chart:** The hall ticket and seating chart of the students appearing for summer 2017 examination is made available online in the Institute login. The institute shall ensure that all students who have filled examination forms and confirmed by respective RBTE, have received hall tickets online. Result corrections might have been incorporated after the seating chart data is taken for processing. Apply corrections to the seating chart according to the correct status of the students, where ever it is needed. Offer necessary remarks and send documentary proofs needed for the corrections at MSBTE level. Last date for confirmation of corrected seating chart by RBTE is **19/04/2017**. Last date for submission main seating chart by RBTE at MSBTE is **21/04/2017**.
- **Hall ticket:** From winter 2016 examination theory paper codes of current schemes (or its equivalent paper code of old scheme) are printed on Hall tickets. Candidates are expected to check correct question paper code as per hall ticket before start writing the answers and supervisors must check question paper code issued to the candidate as per hall ticket in examination hall.
- **Changes in E-marksheet module for Theory/ Non theory:** From summer-2017 exam PR/OR/SW and TH e-mark sheets evaluated/filled by examiner are linked with Adhar number of respective examiner for detail remuneration report. Correct Adhar number is mandatory while creating examiner in e-marksheet module. After entering Adhar number data will be fetched from data submitted by Institute during academic monitoring if it is available. In case non availability of Adhar number in database, then fresh correct entries (Adhar Number, Mobile number, Name of examiner, Designation, Qualification, Experience, Email Id) are required to be submitted. Data received from academic monitoring for correct Adhar number may be changed in the editable fields only to ensure the accuracy of the data. Hence it is mandatory for all examiners to keep Adhar number ready with them as & when required. It is suggested to store Adhar number in faculties mobile.
- Provision for adding details of external examiner in case not available in database, is given on the link "add external examiner details" in HOD login. All HOD's are advised to verify

the availability of external examiner details, before filling the e-marksheet for which external examiner is appointed.

- **Detention Module:** The online detention module will be made available from 24<sup>th</sup> Mar 2017 in the institute login 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.** Detention code once entered and confirmed cannot be changed.
- **Question Paper Inventory:** The day wise, session wise question paper inventory is made available to each Distribution center (DC) and Examination center (EC) login. Chief Officer in charge and officer in charge examination should ensure that the question paper inventory is correct for the conduct of summer 2017 at the examination center.
- **All Principals are informed to update mobile numbers of all concerned officers such as Principal, Head of department, Officer In charge Examination, DC In charge, RAC officer in charge in SMS module available in Institute login for emergency SMS services.**
- Display the *“Instructions to examinees”* (copy of the instructions is enclosed along with this circular) 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.
- Conduct awareness program to all the personnel involved in summer 2017 examination to brief them about the procedure for conduct of MSBTE examination and appraise them about their responsibilities.
- Take all measures to maintain conducive environment for the free and fair conduct of summer 2017 examination.

## 2. Examination activities.

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

- The non-theory e-mark sheets are made available in the institute login. Passwords of the same will be sent on Principals official mail ID allocated by MSBTE three days before start of practical examination.
- From online activities non-theory link, Principal must login with default username and password sent on institute Principal mail id.
- After successful login Principal should register his name and valid mobile number.
- In case of emergency change in principal mobile number contact to MSBTE result section.
- Change the default password with inclusion of constraints such as (i) length should be 8 to 15 characters (ii) one character must be capital alphabet, one numeric and one special characters.
- For next subsequent login, Principal need to provide OTP sent on Principals registered mobile. If OTP is not received within 30 seconds, Principal will receive automatic voice call for OTP.
- Prior to HOD login process, Principal must enter all Names and valid mobile numbers of Head of the Department. For this click on link “update HOD mobile number”. Further HOD process is similar to Principal login process.
- HOD require to create examiners with correct Adhar number and mobile number. In case Principal / HOD working as an examiner create them separately with Adhar number and other details. All mobile numbers entered must be correct, valid and in use.
- Conduct Practical / Oral / TW / examinations as per the institute time table from 28/03/2017 to 07/04/2017 through RBTE appointed external examiners and institute appointed internal examiners. All required password will be sent on <instt.code>[Principal@msbte.com](mailto:Principal@msbte.com) only. **Last date for confirmation of all types of non-theory e-mark sheet is 10/04/2017.**
- ***Important:***
- ***Before filling the non-theory e-mark sheet the Internal / External examiner should verify the marks entered in the respective proforma check the seat number of absent / Detained candidate***

*& the final marks converted as per scheme. Examiners should sign the proforma before filling e-mark sheet.*

- *Before filling the sessional mark sheet it is responsibility of HOD to verify the D6 proforma from test register, the marks converted and entered against seat numbers of candidates are correct and D6 proforma is verified and signed by the candidate. Before confirmation of sessional mark sheet take the Check print and verify the marks. On printout of confirmed sessional e-mark sheet take signature of candidates and put Xerox copy on departmental notice board and seal the original in the envelope.*
- Before confirmation of e-mark sheet examiner may take Check Print of actual mark sheet. Ensure that the SW, TW, OR, PR marks of each student are accurately transferred to e-mark sheet online from respective D4, D5, D6, PH3, PH4, PH5 proforma / register. Verify each mark entered on e-mark sheet against seat number of candidate. Ensure entry of relevant special codes such as (401,402,403,404,406,407). Confirm the e-marksheet only after checking marks from check print.  
***Once the e-marks sheet is confirmed examiner cannot edit the marks.***
- In unavoidable circumstances if examiner needs to change confirmed marks of one or more students, send the request through HOD login message box with the subject choose from drop box as “**Cancellation of e-mark sheet**”. After completing the formality of online request examiner personally need to come at MSBTE result section along with all necessary documents as proof on his own expenses to correct the marks before the start of theory examination. At MSBTE after verification only the marks will be corrected. After start of theory examination in any case marks of non-theory subjects will not be allowed to change.
- Ensure that all eligible examinees of the institute are examined and all the non- theory e-marksheets allocated for the Institute are duly filled by examiner.
- In case there is need for creation of e-mark sheets to accommodate eligible students with valid hall ticket, then create e-manual mark sheet from the facility available on the mark sheet link.
- Computerized e-mark sheets of non-theory subject heads like TW/PR/OR/SW for students, who have filled examination forms under special provision will be made available in institute login next working day after all examination forms confirmed by respective RBTE.

### **Computer fundamentals practical:**

- **CMF on-line practical exam should be conducted between 29<sup>th</sup> to 31<sup>st</sup> March 2017 only. Link will be closed from 1<sup>st</sup> april 2017. Ensure required software is installed and ready to conduct examination at least one day before the above schedule.**
- You are informed to verify the list of absent candidates at the conclusion of practical examination. Internal and external examiner must sign on hard copy report before surrendering examination
- Exam Center will not be able to apply CMF Online Examination Software update, if the last CMF Online Examination Software conducted by that Exam Center is not surrendered by them. So please take care and surrender the Exam Event before you apply Summer 2017Exam Software Update.
- It is also observed that, during conduct of exam, many Exam Center do not provide necessary "Alternate Backup Path", which is required in case of emergency and data loss.
- In case Exam Center has done Center Activation in the past and for summer 2017, if they try to activate the center again, they will not be allowed to do so. In this case they will have to provide undertaking to MSBTE's saying that they have only one exam server active and no other server exists with them. Only after receipt of MSBTE's approval, center will be allowed to activate again.

### **Conduction of theory examinations**

Conduct theory examinations in a free and fair manner by following all the guidelines given in the “Manual for Conduct of Examination”.

- 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 students. In case the involved student does not cooperate by not receiving the show cause notice see that the same is sent to his residential address by registered post.
- In case the student 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.
- It has come to the notice of MSBTE that some examination centers deliberately commit mistakes in booking of malpractice cases by not issuing show cause notice, not attaching proof of malpractice, by not enclosing necessary statements etc. All concerned shall take note that, in case a complaint is received from controller of examination about noncooperation of examination center in booking malpractice case or about improper booking of malpractice case, legal proceedings will be initiated against the said examination center.
- All the examinees attending examination are strictly forbidden from possessing any electronic communication device in the examination hall. Barring controller of examination, officer in charge and chief officer in charge of examination, rest of the officials and employees involved in the examination work shall keep their mobile phones switched off during the examination.

#### **Cancellation of Performance of Examination**

*Follow the instruction to examinees No. 15 to cancel the performance of candidate in current examination given on 2<sup>nd</sup> page of main answer book.*

*From summer-2017 examination on-line module for cancellation of performance of candidate in the subject will be made available from start of theory exam in the Institute login under Exam center activities. The Officer In-charge examination should follow the following steps for cancellation of performance of candidate in the subject before sending the answer books to the RAC.*

- *Click on the link "Cancellation of performance".*
- *Click on the link "Proforma for Cancellation of performance" Download pdf and print the proforma.*
- *Fill the proforma carefully and duly signed by Candidate, Invigilator and Officer In-charge.*
- *Scan the duly filled proforma.*
- *In on-line module select Day / Date, Paper code, Sheet No. and Seat No. carefully.*
- *Attach the scanned copy of duly filled proforma for msbte use and keep the original signed proforma with officer incharge examination as record.*
- *Click on Confirm button.*
- *The special code 409 will be appeared on e-mark sheet against the selected seat no. of candidate.*
- *Send the Xerox copy of proforma along with answer book to RAC through DC.*
- *Only uploaded and confirmed cases in officer incharge login will be considered for performance cancellation. Once the performance cancellation code (409) is entered and confirmed in any case it cannot be changed.*

*Performance cancellation of subject from summer-2017 examination onwards will be implemented only through on-line module available at examination center. No manual correspondence in this regard shall be entertained.*

The e-mark sheets for theory examination are made available to each examination center in their login.

- The special code for detention (402) gets marked on the e-marksheets as and when the respective institutes fill the online detention module and confirm the same.
- The respective institute marks special codes 404 for "already passed", 406 for "exemption" and 407 for "optional" according to the case applicable for the student.

- The special code 405 for cancellation of candidature can be marked only if the institute communicates to MSBTE system support through message system, producing all the proofs needed for cancellation along with Principal's letter.
- The examination center shall mark special code 401 for "the students remaining absent" for the examination and 403 for students "booked under malpractice cases".

*All concerned should take serious note that numerous errors occur in marking special codes and the institutes approach MSBTE for correction after the results are declared. Such an act by institute / examination center creates confusion at RAC and results in inconvenience to concerned student. This matter will be seriously viewed in case, the student's declared result is required to be changed by MSBTE due to careless mistakes on part of examiner/supervisor/officer in charge/institute/ examination center.*

*Please note that MSBTE started penalizing the concerned examiner / Supervisor / Officer In-Charge / Institute / Examination center from winter 2015 examination to incorporate correction in result of affected students.*

### 3. **Post examination activities.**

- MSBTE displays sessional marks in the student/Institute login. The term work marks are 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 Desk 43 of MSBTE, along with documentary proof at your own expenses before schedule displayed on website.
- ***In any case examination forms will not be made available to fill by candidate till RHR is cleared by institute.***
- Institute and examination centers shall be in readiness to attend any queries raised by
  - RACs regarding entries on e-marksheet.
  - Enquiry centers conducting the enquiry of students booked under malpractice cases.
  - Desk 40 of MSBTE regarding problems faced in result processing.
- MSBTE is making all efforts to settle maximum possible problematic cases 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 maximum possible issues related to result processing.

All concerned are hereby informed to strictly adhere to the instructions in this circular and contribute for the success of Summer 2017 examination.



(Dr. Vinod M. Mohitkar )

Secretary,

M.S. Board of Technical Education, Mumbai -51

Enclosed: **Instructions to examinees**

Copy to:

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

## INSTRUCTIONS TO EXAMINEES

1. The examinee is expected to be present at the examination center 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 and 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 the last 10 minutes of the examination duration for the paper.
5. A commencement warning bell will be sounded 10 minutes before the commencement of the examination.
6. Exam commencement bell following the warning bell at examination commencement time announces the commencement of the examination.
7. An exam conclusion warning bell will be sounded 10 minutes before the conclusion of the examination. Examinee shall tie the supplements and enclosures to the main answer book immediately after the warning concluding bell and be ready to hand over it to the invigilator at the ringing of the exam conclusion bell announcing the end of the examination .
8. The examinee shall check the answer book issued to him for loose sheets or improper printing and number of pages and if any discrepancy is noticed the same shall be change before commencing to write the answers.
9. The examinee shall enter the requisite information of the face sheet of the answer book properly before commencing to write the answers.
10. 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.
11. Use only blue or black color ink or ball point pen to write answers. If there is change in ink color, it shall be attested by the supervisor/invigilator.
12. Do not leave blank pages between the answers. If a page a left blank inadvertently, write "Please Turn Over (PTO) to avoid the answers written beyond a blank page left being unassessed
13. The examinee shall use a separate answer book for each section, where there are sections in question paper.
14. Examinee has to ensure before submitting the answer book to invigilator at end of the examination that the supplements and enclosures if any are securely tied to the main answer book, the count of enclosures is properly entered in the stipulated boxes on the main answer book, correct seat number is written on the main answer book, supplements and enclosures.
15. 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 an writhing the remark " I have scratched all my answers and wish that the answers in this answer book should not be assessed" at end of the cancelled answers. The supervision 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." Incase this instruction is not adhered to, then the scratched answer shall be assessed at the regional assessment center.
16. The examinee shall behave properly before, during, or after the examination to maintain the conducive atmosphere at the examination center.
17. Do not write thing that discloses the identity of examinee, request to examiner or write any objectionable matter anywhere inside the answer book. If any answer requires name or signature, use "XYZ," ABC," PQR," etc.

18. Do not tear off any page from the answer book. Such an act amounts to malpractice and warrants punishment.
19. Exchange of answer books supplements, calculator and drawing instrument etc. during the examination among the examinees is treated as malpractices.
20. Possession of any arms, weapon, etc. by the examinees in the examination center is strictly prohibited
21. The examinee is prohibited from possession any blank paper, notes, scribbles, chits, books, mobile phone, paper, programmable calculator, electronic communication devices etc. in the examination hall. The violation of this instruction shall be liable for punishment under malpractice.
22. The examinee is prohibited from taking away the answer book/s issued to him/her during the examination. Violation of this instruction amounts to malpractice.
23. If before, during or after the examination, it is found that an examinee is or has been guilty of misbehavior or misconduct including breach of any of the rules laid down for the proper conduct of examination or has been found to have copied or attempted to copy or used means and is reported by invigilator, supervisor, Officer-in-charge, Controller of examinations, examiner, he/she shall be liable for punishment as per the provision of RG10 of MSBTE examination regulations.
24. In such cases as in instruction 23 the examinee will have to give a statement duly signed by him/her. If he/she refuses to give statement in writing, action will be taken without any reference to him/her.
25. Examinee shall not write anything on the question paper of the examination except for his/her seat number. Take note that such writings amount to mal practice and is liable for punishment.