

File No. SBTET-POE1/8/2020-POE1
**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
TELANGANA :: HYDERABAD.**

From
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To
The Principal/Chief Superintendent
of all Govt./Aided/Pvt./II shift
Engineering Colleges where
diploma courses are offered in
Polytechnics in Telangana State.

Sir,

Sub: SBTET-Examinations-Common Instructions to Chief Superintendents/Principals to be followed in connection with the various Examinations to be conducted by the SBTET-Communicated - Reg.

Ref:- Note # 85 approval of the CTE & Chairman, SBTET

With reference to the subject & references cited above, the Chief Superintendents / Principals are requested to follow the below instructions scrupulously in conducting the Board Diploma End Sem Examinations.

1. General Instructions

- ✓ The Principal /Chief Superintendent shall always remember that he/she alone is responsible for the actions taken by him/her or his/her subordinates during examinations. The Chief Superintendent alone is responsible and has to face all the consequences that may arise. Hence the Chief Superintendents are requested to follow the guidelines strictly without any deviation, with all sincerity and earnestness. In case of any doubt, they may contact the concerned officer of the Board.
- ✓ The Principals are requested to note the changes in instructions given from time to time and send the information to the right person.
- ✓ The Principals of the Institutions shall alone act as the Chief Superintendent for all the Diploma Examinations conducted by the State Board of Technical Education and Training, T.S., Hyderabad.
- ✓ If the principal happens to go on leave, due to unavoidable circumstances or otherwise, he shall obtain prior written permission from the Secretary, State Board of Technical Education and Training, to appoint a Senior Head of Section as Chief Superintendent in his place during his absence.
- ✓ The Chief Superintendent shall take all care and necessary steps / precautionary measures for the smooth and effective conduct of all the Diploma Examinations at his/her Institution.
- ✓ The Chief Superintendent shall take utmost care in allowing only those candidates admissible as per schemes mentioned in the Notification for the examinations.

2. Pre-Examination Instructions

a) Instructions to Invigilators

- ✓ All the Invigilators should attend the Pre-Examination meeting to be conducted by the Chief Superintendent to acquaint with the instructions for smooth conduct of the Examinations.
- ✓ All the Invigilators should report to the Chief Superintendent one hour before the commencement of the Examination.
- ✓ **The invigilators shall not to carry cell phones etc. in the examination halls.**

- ✓ Invigilator shall collect the OMR's, Nominal roll cum photo attendance sheet, seating plan and other necessary stationery from the Chief Superintendent.
- ✓ Invigilator shall verify the OMR's & Seating Plan with the Nominal Rolls for tallying the same. Further, invigilator should also verify the OMR's in all respects such as the No. of pages stitched, printing of page No.s on each page, Candidate details, elective subject details, proper stitching and other details. If any Discrepancy is found during verification, the same may be brought to the notice of the Chief Superintendent for necessary action.
- ✓ Invigilator shall enter into the allotted Examination Hall well within the time i.e before the entry of students only.
- ✓ No Candidate should be permitted in the Examination Hall without Hall Ticket.
- ✓ Invigilator should verify the Hall ticket and allow the students into the Examination hall after mere confirmation of the student identity only.
- ✓ The Invigilators should ensure that no Candidate shall carry any type of unauthorized material in the Examination Hall such as mobile phones/any electronics gadgets/study material in any form without depositing at the token counter, if so, collect the same from the students and deposit with him/her till the completion of the Examination.
- ✓ The code books / data books and other books necessary for the examination shall only be allowed into the examination halls after mere confirmation from the subject teachers of respective branch.
- ✓ Invigilator shall make the students to sit in the Examination Hall according to the seating plan and issue the OMR's to the students correctly such that the Answer Script should be handed over to the Candidate who possesses proper Hall Ticket only.
- ✓ Invigilator shall instruct the Students to check the OMR issued to them in all respects and shall read the instructions printed on OMR so as to make the students to acquaint with the instructions.
- ✓ Also instruct the students to read the instructions printed on OMR and guide the students how to fill the details on OMR, if any.
- ✓ Invigilator shall receive the Question Papers from the Chief Superintendent/Joint Superintendent at appropriate time and verify the Question Papers in all respects such as scheme wise/branch wise/subject wise no. of question papers received or Not.
- ✓ Issue the Right Question Paper to the Right student at right time without any deviation or irregularity.
- ✓ The invigilators must instruct the students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice. The students must be asked to hand over their belongings, not required for the examination.
- ✓ No Candidate shall be permitted into the Examination Hall once the Examination is commenced under any circumstances.
- ✓ Invigilator shall get the signature of all the students who are present in the Examination Hall on Photo Attendance sheet within 5 Minutes from the commencement of the Examination

and submit the attendance sheets, absentees OMR's to the Chief/Joint Chief Superintendents immediately.

- ✓ Invigilator shall ensure that the student filled the requisite fields of OMR without any mistakes including the student signature and then shall sign on the OMR at designated place.
- ✓ The Invigilator should be **VIGILANT** and should not engage in any other work throughout the duration of the Examination.
- ✓ Invigilators shall maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
- ✓ Invigilators should move around in the Examination hall to prevent indiscipline / any type of **MALPRACTICE**.
- ✓ **The Invigilators shall maintain high standard of discipline in the Examination Hall. No Candidate shall be permitted to take the Examination by any unfair means. No Candidate shall be permitted to talk in the Examination Hall.**
- ✓ It is the primary duty of the Invigilator to ensure the fair conduct of Examinations. **Non compliance shall attract disciplinary action.**
- ✓ If cheating is suspected, it is important that this be handled in a way that does not create unnecessary noise and disturbance at the exam venue.
- ✓ Announce the time for every half an hour till the closing of the Examination.
- ✓ No Candidate should be permitted to leave the Examination Hall till the completion of the Examination time.
- ✓ No invigilator shall leave the Examination hall unless a reserve occupies his/her place as per the instructions of the Chief Superintendent. A reserve shall only be sent in case of emergency.
- ✓ **Disciplinary Action will be initiated against the erring Invigilator, if**
 - The invigilator refuses to accept duty order.
 - The invigilator remains absent unauthorized from duty on day of exam.
 - The invigilator reported late for duty
 - If the invigilator not performed duty as per instructions issued by the board
 - Any case of impersonation, cheating, possession of unauthorized material, mobile phones or any electronic gadgets etc.
- ✓ Once examination is completed, written answer OMR booklets should be collected from the students and after matching with the presentees count only students shall be allowed to leave the Examination Hall.
- ✓ Invigilator shall arrange the written answer OMR Booklets scheme wise/subject wise/branch wise as desired and handover the same to the Chief Superintendent immediately in Control Room. Further, the invigilator will be held responsible for any loss of written answer OMR Booklets.
- ✓ In case of any discrepancies, the matter may be brought to the notice of the Chief Superintendent immediately.
- ✓ Invigilators shall collect the Remuneration for performing Invigilation duty from the Chief Superintendent as and when the same is received from the SBTET.

b) Instructions to Candidates

Invigilators shall inform the students to go through the following instructions printed on the front page of OMR.

- ✓ **DO NOT WRITE ANYTHING ON FRONT SIDE OR BACKSIDE OF QR SHEET.** If you write anything on either side of QR sheet, your answer script will not be valued and result will be put under 'withheld'.
- ✓ Wherever any question has choices, marks will be allotted only to first attempted questions. **No marks will be allotted for extra questions answered.**
- ✓ Ensure that the Top QR sheet is properly secured to the Answer Book given.
- ✓ Please check your particulars printed on the QR sheet and ensure that you have received correct answer booklet. If any discrepancy is found, inform the same to Invigilator/Chief Superintendent/Principal immediately.
- ✓ In case you receive a SG Answer Book, fill in the details such as name, scheme, year/semester, subject code, subject name, centre code and name (Answer Book without candidate's particulars is called SG).
- ✓ Write the Date of Examination in the Boxes provided in the QR sheet.
- ✓ Sign in the Box specified in the QR sheet.
- ✓ **You are prohibited from (Non-Adherence with this instructions shall result in candidate being booked under Malpractice)**
 - i. Writing your PIN/NAME/ADDRESS/PHONE NUMBER in any part of the Answer Book.
 - ii. Writing religious or any other matter on any part of the Answer Book.
 - iii. Writing on or tampering the barcodes printed on the QR sheet.
 - iv. Addressing the examiner in any manner whatsoever in the Answer Book.
 - v. Tearing/causing damage any page or part there of the Answer Book.
- ✓ Do not use sketch pens/high-lighter pens/color pencils etc., in underlining/highlighting certain points in the answer or while drawing sketches etc.
- ✓ Write correct number of the question within the left margin, before beginning to answer any question.
- ✓ Write the answers on both sides of the pages starting from page no.1
- ✓ Write the answers precisely, legibly and within the margin of the Answer Book.
- ✓ Note that this booklet contains **8/16/24 PAGES AND NO ADDITIONAL ANSWER SHEETS WILL BE ISSUED** to you under any circumstances. You shall return the Answer Book to the Invigilator before leaving the Examination hall.

c) CC Cameras Installation

- ✓ Furnish the CC cameras information such as IP address, User ID and Password to view the footage live at the Office of the Secretary, SBTET Hyderabad and the details shall be sent through email to dysecy2-sbtet@telangana.gov.in.
- ✓ Further the Institutions, which have not yet installed the CC-cameras/Surveillance so far, are requested to install them

immediately in all exam halls, control room and interface with the central facility located at Hyderabad should furnish the recorded footage data of all examinations of each exam hall from starting date to the last date of exams in the form of CD/Pendrive to Deputy Secretary, Pre-Examination Section, SBTET, TS., Hyderabad after completion of the said exams and a copy of the same shall be retained at the Examination Centre for a minimum period of Six Months.

d) Receiving of OMR Booklets

- ✓ The OMR answer Booklets will be supplied to the Polytechnics through the identified HUB centre/Polytechnics to which your Polytechnic is attached/through **Courier or Postal Service** as the case may be.
- ✓ If distribution of OMR's is done through HUB centres, then the HUB Centres will receive the OMR answer Booklets of attached Polytechnics along with its own centre and the Principals of HUB Centres are requested to bestow in handing over the OMR answer Booklets to the attached Polytechnics.
- ✓ If distribution of OMR's is done through **Courier or Postal Service**, then every Examination Centre will receive OMR answer Booklets of own & attached centre **through Courier or Postal Service**.
- ✓ The Chief Superintendents/Principals shall collect the OMR answer booklets well before the commencement of the Examinations from the HUB centre to which respective Polytechnic is attached/through Courier or Postal Service as the case may be.
- ✓ The Chief Superintendents/Principals shall verify the OMR answer Booklets with the Nominal Rolls immediately after receiving the same from either HUB Centres/Polytechnics/Courier/Postal Service in all respects such as No.of pages stitched, Printing of page No.s on each page, Candidate details, elective subject details, proper stitching and other details. If any Discrepancy is found during verification, the same may be brought to the notice of the JS (COE)-8008908126/DS-8008908758/AS-8008908368 of Pre-Exams for necessary action.
- ✓ All the OMR Booklets shall be segregated day wise/session wise/subject wise well before.
- ✓ Due to various administrative reasons, Certain Private Polytechnics have been attached to nearby Government/Private Polytechnics for conducting the Board Diploma Examinations of their students, hence, the Principals of the host Government/Private Polytechnics are wholly responsible in all respects for conducting the Examinations of such students and shall coordinate with the attached Private Polytechnics for all Pre-Exam related activities.
- ✓ The Principals of private institutions shall depute one Teaching staff member to the institution, to which their institution is attached for the conduct of examinations on all days and the day before. The staff-member so deputed will assist the chief superintendent in clarifying the doubts if any in respect of candidates of their institution and in identifying their candidates on the days of examination.

e) Downloading of Photo Attendance Sheets:

- ✓ Download the Session Wise Photo Attendance sheets of the students through “sbtet.telangana.gov.in” portal in Principal Login.

f) Seating Plan Download:

- ✓ All the Chief Superintendents/Principals are requested to enter the seating plan details in the Principal login of “sbtet.telangana.gov.in” portal to download the seating plan and make the students to sit as per the downloaded seating plan.
- ✓ All the Examination Halls must be in the same floor in the same building and nearer to control room
- ✓ Hall wise seating plan must be placed on the notice board half hour before the entry of students into Examination halls and also at the entrance of the respective examination hall.

g) PREMIUM TATKAL

- ✓ SBTET introduced **PREMIUM TATKAL** service at a cost of Rs. 5000/- for payment of Examination fee after due date of **TATKAL** Service.
 - ✓ Using **PREMIUM TATKAL** service, candidates shall be able to pay examination fee before the day/session of a particular examination and will be able to appear for rest of the examinations scheduled after the instant of fee payment through **PREMIUM TATKAL** Service.
 - ✓ However, Principals/Chief Superintendents shall admit such students duly verifying the candidate details in Nominal Rolls, Hall Ticket, Photo attendance sheet. Further the same details will be updated dynamically in OSDES Portal in principal login upon successful transaction of fee payment through **PREMIUM TATKAL**.
 - ✓ Upon verification of the candidate details, candidates shall be issued SG booklets to appear for the registered subjects on the day/session of examination.
- h)** The Principals shall instruct the candidates to download the hall ticket at www.sbtet.telangana.gov.in.
- i)** The candidate has to obtain the signature on the hall ticket from the concerned Head of Section/Principal before appearing for the examination.
- j)** Further, Principals are requested to give the necessary instructions to the Head of Sections to sign on the hall tickets after thorough verification only.
- k)** **The Chief Superintendents/Principals shall take necessary action in allowing the eligible candidates into the Examination halls duly verifying the candidate's Hall Tickets, Identity Card and also by proper frisking in presence of Internal Flying Squad/Joint Chief Superintendent.**
- l)** Internal Flying Squad(s) should monitor the Examination Halls once in every half an hour for proper conduct of Examination and also to ensure that no invigilator should use mobile phones while performing the Invigilation duty.
- m) Only the Chief Superintendent shall carry mobile phones (Official only) for any official communication with respect to conduct of Examinations and no other staff of the Institution shall hold the mobile phones during the examination time.**

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- n) No Mobile Phones, Bluetooth devices, Books, Paper Material, Electronic Gadgets and any other relevant items should not be allowed into the Examination Halls, if any student carries, the same may be deposited at the counter provided by the Chief Superintendent before entering into the Main premises of the Examination Centre.
 - o) Thirty minutes before the commencement of the examination, the students shall be allowed to deposit the text Books, Bags, Cell Phones, Pagers, Organizers, PDA's, Palm-tops and other Personal belongings and prohibited materials in the counter provided by the Chief Superintendent against a token. These materials shall be returned to the students after the examinations.
 - p) The Chief Superintendents/Principals shall also utilize the services of Physical Directors of the Institutions to accompany the Internal Flying Squads at the time of allowing the students into the Examination Halls so as to maintain the discipline.
 - q) **CANDIDATES CAN BE ALLOWED INTO THE EXAMINATION HALL FROM HALF AN HOUR BEFORE COMMENCEMENT OF THE EXAMINATION IN EACH SESSION.**
 - r) **NO STUDENT SHALL BE ALLOWED INTO THE EXAMINATION HALL AFTER THE COMMENCEMENT OF THE EXAM.**
 - s) **THE STUDENT SHALL BE MADE TO SIT IN THE EXAMINATION HALL FOR THE WHOLE DURATION OF THE EXAMINATION AND SHALL NOT BE ALLOWED TO LEAVE THE EXAM HALL TILL THE CLOSING OF THE EXAMINATION TIME UNDER ANY CIRCUMSTANCES.**
 - t) The Principals are requested not to allow the ineligible candidates (i.e. who are booked under MP cases and punishment period is not yet completed, detained for shortage of attendance and academic rules & regulations not fulfilled by the candidates) to write the examination.
 - u) **If any candidate details are not available in the Photo Attendance sheet, do not allow such candidate to appear for the examination. Incase if the regular candidate details missed in Photo Attendance sheet, QR code answer Booklet is sent /Not sent by the SBTET, such candidate is allowed only after ascertained from the examination sections i.e., JS(COE)/DS/AS, Pre-Exams. Further, the details of the students who paid exam fee with late fee /TATKAL/PREMIUM TATKAL and issued Hall Ticket very late, may not be available in Nominal Rolls, however, the candidate can be allowed on producing the Hall Ticket by confirming the candidature and also ascertaining the same from the Pre-Examination Section.**
 - v) Further the Principals are advised to conduct a meeting with all the Teaching & Office staff members of concerned at Institution level to appraise them about the latest developments in conduct of examination procedure to be followed. You are well aware that the success of the conduct of Diploma examinations, processing of results, avoidance of printing mistakes in tabulated sheets and marks memos mainly

depends on the interest taken by the Principal at the institution level. Hence the Principals are requested to be thorough with all the time to time instructions given by the SBTET and follow them scrupulously.

- ✓ **Student should not tear any page of the answer booklet at any cost or else, the candidate will be booked under Mal-Practice.**
- ✓ SBTET has dispensed/removed the Centre Change facility and hence the candidate shall appear at the Examination Centre as mentioned in the Hall Ticket only.
- ✓ The Chief Superintendent shall appoint sufficient invigilating Staff well before the commencement of Diploma Examinations duly allotting one invigilator per Hall/room upto 24 candidates and inform the same to the invigilators appointed with instructions to be present at the venue, at least half an hour before the commencement of examination on the day of the examinations. **Only Teaching staff shall be appointed as Invigilator/Control room assistance/Internal Flying Squad.** Non-teaching staff shall not be appointed as invigilators for diploma examinations. While circulating the 'Examination duties', the copies of 'Duties of Invigilators' enclosed to these instructions are to be distributed among the staff drafted for invigilation duty.
- ✓ No staff shall be permitted to avail any type of leave during the period of examinations.
- ✓ Serious action shall be taken against the Staff members, who absent themselves or attend late for the duty or do not follow the examinations norms, and a report on such Staff members shall be sent to the Board.
- ✓ The Principals are requested to inform the invigilators to affix **THE END** Stamp at the end of the answers written by the students without fail.
- ✓ All the Invigilators and Control room staff and other supporting staff shall be informed about the reforms in conducting the Diploma Examinations.

w) Reforms in Examinations:

- ✓ All the Principals shall conduct the C18-Regular/ Supplementary Drawing Subjects at the Institution level only including the Supplementary Drawing Subjects of old schemes which have been tantalized to C18 Scheme.
- ✓ The Diploma Regular/Backlog Examination is of **TWO HOURS (Except ER91 & ER20 for which it is THREE HOURS)** and shall be conducted as per the Time Table communicated by the SBTET.

x) Conduct of Examination:

- ✓ The Chief Superintendents/Principals should ensure that the Question Paper Decryption, Printing, arranging Hall wise OMR's & QP's Examination Hall wise are done under the surveillance of the C.C.Cameras and only in presence of the Chief Superintendent, Department Observer (if drafted).
- ✓ Printed QP's which are arranged hall wise shall be handed over to the respective invigilator 10 minutes before the commencement of the Examination only.
- ✓ Account of Statement for printing of QP's such as No. of Copies Printed, No.of QP's issued, No.of QP's of absentees,

No. of QP's damaged while printing shall be maintained as a record under the custodian of the Chief Superintendent.

- ✓ The Chief Superintendent shall take necessary action to involve the only staff in Examination duties which are drafted for and should not allow any other staff in examination duties to which duty is not allotted.
- ✓ Further, the staff allotted duties for Control duty shall deposit the Mobile Phones with the Chief Superintendent before entering into the Confidential Room till the completion of the Examination.
- ✓ To possible extent the Chief Superintendents shall avoid Printing of QP's with the Printer connected through Network or sharing.
- ✓ After Completion of Printing of QP's, System/PC used for the use of QPGD/EDEP should be shut down and may be used again at the time of marking the Online attendance (if same system is engaged for both the works).
- ✓ Question Papers shall be downloaded from the QPGD Portal i.e. "<http://qpgd.sbtet.telangana.gov.in>". As another aid, the Question Papers can also be downloaded from EDEP Portal i.e. <http://ousbtet.net/Edep/Login>, however, in case any technical problem occurs during decryption/download of QP's from QPGD Portal, then only password for EDEP portal will be given.
- ✓ All the Question Papers must be printed with utmost care and distributed in each examination halls i.e., **THE RIGHT QUESTION PAPER TO THE RIGHT CANDIDATE ONLY IS TO BE ISSUED**. Further, printing and distribution of the question papers shall be done in the presence of Chief Superintendent, Joint Superintendent and Observer (If drafted to your Institution).
- ✓ After downloading the Question Paper, the allotted Subjects Experts shall verify the Question Paper thoroughly in the control room and inform the JS (COE)/DS/AS, Pre-Exam about the corrections 10 minutes before the commencement of the Examination, if any, so as to take necessary action.
- ✓ **Capturing the Photograph of Question Papers through Mobile or any Electronic Gadget or sharing via mobiles in any means or sharing the Question Paper Hard copy/ softcopy to the students in any manner is a criminal & punishable offence.**
- ✓ Distribute the Photo Attendance Sheets to the students in the examination halls and get the physical signature of the students against their names if the student is **PRESENT** and write as **ABSENT** in **RED ink** in the signature field if the candidate is ABSENT. Take a copy of the Photo Attendance sheet and preserve the same for record in the college.
- ✓ All the Chief Superintendents/Principals are requested to use the SG Booklets of current examination spell only and at any cost, old SG Booklets should not be used.
- ✓ Return the leftover Self-Generated OMR's to the running Examination to the SBTET after completion of all the Examinations in that spell.

y) Scanning of Answer Booklets with barcode Reader:

- ✓ Scanning of Present/Absent/Mal-Practice/SG OMR Booklets is to be done online at "osdes.sbtet.telangana.gov.in" in Principal login.
- ✓ **Collect all the OMR Booklets of ABSENTEES** from all the exam halls immediately after first half an hour and scan the Barcode of such OMR Booklets in Absent Tab without any further delay.
- ✓ **Collect all the OMR Booklets of PRESENTEES** immediately after end of the examination and scan the Barcode of such OMR Booklets Branch Wise/Subject Wise in Present Tab without any further delay and should not be scanned in any other tab.
- ✓ **Barcode of Mal-Practice OMR Booklets**, if any, shall be scanned in Mal-Practice Tab only and generate Mal Practice report from OSDES portal which is to be signed and the send the same along with the MP answer booklets to the SBTET.
- ✓ **ADDITION OF SG'S:, REGISTERED PIN'S AS PER "NOMINAL ROLLS" ARE PROVIDED IN OSDES PORTAL AS A DROPDOWN LIST AND THE EXAMINATION CENTRE SHALL SELECT THE CORRECT PIN CAREFULLY FROM THE DROP-DOWN LIST TO ADD SG BOOKLETS FOR MARKING ATTENDANCE. IF WRONG PIN IS SELECTED, SUCH ANSWER BOOKLETS WILL NOT BE VALIDATED AT SBTET.**
- ✓ Before packing the answer booklets, ensure that the all the students OMR Booklet Barcodes are scanned appropriately in present, absent, malpractice and self-generated (SG) tabs with barcode scanner as the case may be and the total count of the students on the packing slip should match with the total count of Presentees, Absentees, MP Cases and SG's.
- ✓ Chief Superintendents/Principals are also requested to note that the SBTET will validate OMR Booklets which are scanned successfully at the Institution. If the scanning was not successful /pending, Chief Superintendents are requested to bring the same to the Notice of SBTET to take necessary action. **However, manual attendance and unscanned Booklets will not be accepted and validated.**
- ✓ If any SG's are used, the details of such SG's shall be added in the Photo Attendance Sheet only and no separate manual attendance sheet is accepted.
- ✓ If any problem occurs while scanning the barcode of answer booklet or any problem with OSDES portal including Digital Evaluation, please contact the technical support on 9666862321 (Mr.Murali).
- ✓ **NO OMR BOOKLET / SG BOOKLET SHALL BE SENT TO SBTET WITHOUT SCANNING IT'S BARCODE ONLINE IN PRESENT/ASBENT/MAL-PRACTICE TABS AT THE INSTITUTION AFTER THE END OF THE EXAMINATION.**

z) Packing slip generation:

- ✓ Packing slip of booklets is to be generated from the OSDES portal after scanning all the absent, present, malpractice and SG answer booklets and signed by the Chief Superintendent, Joint Superintendent and Observer, if deputed by the SBTET. **NO MANUAL PACKING SLIP IS ACCEPTED.**
- ✓ The Photo attendance sheets, signed by the Candidates, shall be uploaded to OSDES portal in the respective subject tab

immediately after the examination compulsorily before generating Packing Slip itself.

- ✓ **All the Chief Superintendents shall submit Provisional Mal-Practice Report online through OSDES Portal and no manual MP report will be considered.**
- ✓ If any Mal-Practice cases are booked at the examination centre, the Chief Superintendents shall scan those MP Case OMR Booklets under Mal-Practice Tab, thereon, the Chief Superintendents shall fill the Mal-Practice Proforma-II (Mal-Practice Online Proforma Fields are same as Manual Proforma) online duly proposing the Provisional Rule, submit the report online and take the Printout of it.
- ✓ The Online MP Report generated through OSDES Portal shall be packed with the MP Case OMR Booklets separately and sent to SBTET on the same day of examination along with the Presentees OMR answer Booklets.
- ✓ **All the Chief Superintendent shall note that without generating and printing of MP Report, Online Packing Slip will not be generated in OSDES portal. NO MANUALLY FILLED-IN MAL-PRACTICE REPORT IS ACCEPTED.**

aa) PACKING OF ANSWER BOOKLETS:

Important Announcement



**Packing
through
Cloth Material
Not Allowed in
India Posts**



Share with all
Parcel Customers

Department of Posts

Parcel Directorate

vide F-No: 27-08/2021-PD dated 10th Feb 2022
had made

**IMPORTANT ANNOUNCEMENT ON
Parcel Packing
Policy**

Parcel Packing Policy

*“It has been observed that pre-printed barcode labels **do not adhere** well to the cloth packaging during transmission”*

Cloth Packing



Banned from 1.4.2022

Thus, Changes have been brought by inserting the Provisions in Indian Post office Rules, 1933 (5):

*“A parcel wrapped with cloth should invariably either be packed in a **carton** or be **covered with paper or plastic wrapper over the cloth wrapping** so that the bar code sticker can be properly affixed on the parcel for track and trace purpose”*

Cloth packing should be covered with
Carton box OR



Paper Wrapping OR



Plastic Wrapping



- ✓ As you are aware that all the subjects of C09, C14, C16 & C16S Schemes have been tantalized/Mapped to C18 subjects by the subject experts. Accordingly, C09, C14, C16 & C16S candidates will be appearing Supplementary Examinations for the mapped subjects in C18 scheme. In this connection, all the Principals are requested to note that the scheme/subject code printed on OMR Booklet of the candidate pertains to the tantalized C18 Scheme/Subject code of the respective old scheme/subject codes which have been successfully mapped.
- ✓ Hence, the answer Booklets are to be packed separately Subject Wise, Branch wise, semester/year wise, PIN Wise and the respective original photo attendance sheet shall be placed in that packet on top of it. If the OMR Booklets of any subject are packed in more than one packet, then please write the Scheme, Branch, Subject Code on the packet and label the packets sequentially i.e (1/3, 2/3 & 3/3 in case of 3 Packets).
- ✓ All the OMR Answer Booklets and Self-generated (SG) answer Booklets have to be packed in the same packet along with student signed copy of the attendance sheet downloaded from "sbtet.telangana.gov.in" portal.
- ✓ The Mal-Practice students answer booklets have to be packed Branch wise & subject wise in a separate packet and shall not be mixed with Presentees OMR Booklets.
- ✓ All the above said Packets along with Packing slip are to be kept in a single cloth bundle and sealed with Lakka which shall be further placed in **CARTON BOX (OR) PAPER WRAPPING (OR) TRANSPARRENT PLASTIC WRAPPING** and mention the number of seals on the bundle.
- ✓ **The Principals/ Chief Superintendents are requested to write Date, Session of the Examination, College Code, Address, Mobile Number of the Principals/Chief Superintendents, senders address place on the top of the CARTON BOX (OR) PAPER WRAPPING (OR) PLASTIC WRAPPING without fail.**
- ✓ Further all the Chief Superintendents/Principals are requested **TO SEND THE ABSENTEES OMR'S, TAMPERED/DAMAGED OMR'S AND UNUSED/DAMAGED SG OMR'S** to SBTET while sending the sealed Cloth bundles wrapped with Plastics cover

of Presentee's answer scripts without fail and shall not keep any unused OMR Scripts with the Institution.

- ✓ Particulars of Examination to be written on the sealed Cloth bundles wrapped with Plastics cover with Permanent Marker are shown in the below **SAMPLE BUNDLE SLIP FORMAT**.

College Code	BNPLA/C. NO. 10-1141			SPEED POST STICKER
001	SBTET TELANGANA			
Date of Exam	DIPLOMA REG. EXAMS – JAN 2022			
8/02/2022	To, P.SANKARAIAH, Deputy Secretary, Post Examinations Section, S.V.BHAVAN, <u>Masabtank</u> , HYDERABAD - 500028			
Exam Timing				
10am to 12noon				College Code
FN				001
				No. of Seals
				08 (zero eight)
College Principal Phone No.	Observer's Signature with Date	Joint Chief Superintendent Signature with Date	Chief Superintendent Signature with Date	
9912342001				

- ✓ It is noticed by the Undersigned that, the answer booklet bundles containing written answer booklets should be properly fit in the cloth bundle & packed as above so as to avoid the damage/loss of answer scripts during the Transportation by the Postal Department, if handled roughly.
- ✓ A quality **CARTON BOX (OR) PAPER WRAPPING (OR) PLASTIC WRAPPING** interms of thickness & strong ness shall only be used for packing of written answer booklets.
- ✓ All the sealed Cloth bundles wrapped with Plastics cover are to be addressed to
Sri.P.Sankaraiah,
Deputy Secretary (Post Examinations),
SBTET,S.V.Bhavan,Masabtank,
Hyderabad-500 028.

bb) DISPATCH OF ANSWER BOOKLETS:

- ✓ The sealed Cloth bundles wrapped with Plastics cover containing OMR Answer Booklets of forenoon session examination shall be dispatched to SBTET through EMS Speed Post Booking under BNPL service bearing A/c No. 10-1141 at local post office on the same day of the examination, whereas the sealed Cloth bundles wrapped with Plastics cover containing OMR Answer Booklets of Noon Session/Afternoon session, as the case may be, shall be deposited at local police station under the joint custody of Chief Superintendent and Station House Officer of local police station on the day of examination and withdraw the same from the police station on the next working day of post office to dispatch the same to SBTET through EMS Speed post service.
- ✓ Further, the packing and deposit of sealed Cloth bundles wrapped with Plastics cover at Police station shall take place in presence of Chief Superintendent, Joint Superintendent and Observer (If drafted to your Institution).

cc) Posting of Internal/Sessional/Practical Marks

- ✓ All the Principals are informed to instruct the concerned head of sections to upload Sessional Marks/Internal Marks & Practical Marks in HOD login of respective branch through

SBTET Portal viz www.sbtet.telangana.gov.in within the stipulated time schedule communicated by the SBTET.

- ✓ The Sessional/Internal Marks/Practical Marks shall be furnished in respect of candidates who paid the examination fee only.
- ✓ The Sessional/Internal Marks awarded to the candidate are to be displayed on the Notice Board well in advance.
- ✓ If the Sessional Marks are not uploaded in time or if the column against the candidates is left blank or marked 'ZERO' or '---' or 'Absent' in the Sessional marks application, it will be treated that candidates have secured '0' (ZERO) Sessional marks and the results will be declared with Sessional Marks as Zero. Further no change will be allowed under any circumstances.
- ✓ The HOSs are hereby informed to **CONFIRM** the Sessional marks without fail after thorough verification.
- ✓ Once Sessional/Internal Marks/Practical Marks are awarded, the marks are Final and shall not be altered under any circumstances.

3. Post Examination Instructions

- ✓ All the Principals shall ensure that the Teaching Staff Data in SBTET affiliation portal is up to date duly considering the Promotions/Transfers/Deputation/New Appointments etc, if any, as the same staff data will be sent to OSDES Portal through SBTET portal.
- ✓ Subject mapping by the staff in SBTET portal is mandatory at the beginning of the semester only so as to get the access for entry of the syllabus completion status, Internal/Sessional Marks, Practical Marks of the students in SBTET Portal and to allot the Scripts for evaluation in OSDES.
- ✓ Instruct all the teaching staff to complete the subject mapping at "sbtet.telangana.gov.in" in HOD login for all the subjects at beginning of the Semester without which the staff will not be able to post the Syllabus Status/Sessional/ Internal/Practical Marks in SBTET portal.
- ✓ **It is also to be ensured that every Individual Teaching Staff member of the Institution should be mapped to minimum of one subject and no staff member should be left unmapped.** Principals & HOD's are requested to monitor the same and ensure that no subject is left unmapped in any branch for smooth Valuation/chief valuation process.
- ✓ However, SBTET will map all the examiners who were already mapped to old scheme subject(s) to the new tantalized C18 Scheme subject(s) so as to complete the valuation quickly as the rationalization of subjects is done based on the similarity between the subjects.
- ✓ The Principal is whole and sole responsible for mapping of the staff with the subjects (Lecturer, Senior Lecturer, HOD's & Principal (if applicable)) at the beginning of the semester.
- ✓ The Principals of Government Polytechnics are requested to relieve the staff members drafted for Observer/Squad duties upon the receiving deputation orders from the SBTET well within the time with instructions to report at the Examination Centres and also should communicate the Instructions to the staff drafted for Observer & Squad duties as Circulated by the SBTET from time to time.
- ✓ Due to Technical/Network/Server issues, if any staff is unable to proceed for valuation, please call the aforesaid OSDES

Support contact number during office hours on all working days.

- ✓ The Commissioner of Technical Education instructed & authorized the Principals of all the Government Polytechnics to purchase the sufficient number of RD enabled Biometric Finger Print Scanner (Mantra / Startek / Morpho/ Secugen etc.,) for Aadhar authentication during evaluation such that every teaching staff shall be facilitated with the Biometric Authentication device so as to do the evaluation even after office hours and from anywhere.
- ✓ Each evaluator is to be provided with one desktop computer with internet speed of minimum of 2 MBPS on average to each examiner during office hours, however, after office hours, the concerned staff member is expected to do valuation with his/her own desktop/laptop/pc.
- ✓ **The following additional infrastructure should be made available at the Examination center for marking online attendance through OSDES Portal and for Evaluation.**
 - i. Handheld ID Barcode readers capable of reading the barcode fonts code 128, code 3 of 9 (Honeywell 3300 YJ / Softeck etc.,) for capturing the barcode of the answer books for the online attendance purpose in the examination center.
 - ii. Should maintain stand by internet connection such as wireless dongle to ensure uninterrupted Internet supply during examination to ensure to submit online student attendance.
 - iii. **The Principals/Chief Superintendents of Private/Aided Polytechnics/Examination Centres are instructed not to pay remuneration, TA/DA to the observers (Govt. Polytechnic Staff) drafted to their respective Institution as the same will be paid to them by the Principal of the Parent Institution.**

4. Instructions to Observers

- a) Observer must report at the examination centre one day before the commencement of the examination and shall verify seating plan, seating arrangement, working condition of CC Cameras, conduct of meeting with the invigilators and other necessary arrangements.
- b) Shall see that CC Cameras should not be turned off during the examinations at any cost.
- c) Observers shall send the Session wise report through email to dspostexams.sbtetts@gmail.com on the same day and also shall post the same in the designated whatsapp group, if created by the SBTET without fail.
- d) If any untoward incidents take place during the examination schedule, the same shall be brought to the notice of JS (COE)/DS/AS(Pre-Exams) immediately over phone and should preserve/seize the available proofs of incidents for further need in this regard.
- e) The Observer should ensure that the Packing of answer booklets is done as per the instructions issued to Chief Superintendents.
- f) The Observer should affix his/her signature on the sealed Cloth bundle of every session without fail before wrapping it with Transparent Plastic cover.
- g) The Invigilators shall be directed to get thorough with all the Instructions and announce the following instructions in the examination hall

- ✓ Not to carry any Chits / Material / Mobile Phones / any other electronic gadgets into the examination hall.
- ✓ Students are instructed to sit according to the seating arrangement.
- ✓ Students shall be instructed to read the instructions mentioned on OMR Booklet and Hall Ticket.
- ✓ Students may be instructed to check the serial number of each page to ensure that all the pages are printed without any damage. In case if the total number of pages are not stitched / if page numbers are wrongly printed / if any page is found damaged, the same may be brought to the notice of Invigilator and in-turn to the Chief Superintendent. In such cases, the Chief Superintendent may issue SG to the candidate and mention the same in remarks column on the photo attendance sheet by bringing it to the notice of AS/DS/JS of SBTET (Pre-Exams). Also send the same information through mail to dysecy2-sbtet@telangana.gov.in.

5. DC Bills Instructions

- ✓ Pre-Examination section deals with the DC bills of advances sanctioned to the Principals for conduct of Examinations whereas the Post Examination section deals with the TA/DA/HA bills of Observers & Squads, hence the Principals shall take necessary precautions while sending the bills to the SBTET for settlement of the same and should not club the Observer Bills of Post Exam Section with the DC Bills of the Pre-Exam Section.
- ✓ Further, UC is not sufficient for the settlement of Observers/Squad bills and individual staff TA bills, vehicle bills (In case of Squads) in original are to be submitted to the Secretary, SBTET for settlement of the bills.
- ✓ Since the advances are sanctioned towards T.A, D.A., Halting Allowance and remuneration, as the case may be, the Principals concerned shall scrutinize the Bills carefully as per the following SBTET norms and so as to forward the same to SBTET for full and final settlement of the Bill.
 - a) The actual no. of KM's between the working station & the Examination centre shall be taken into consideration while calculating the T.A amount. Any excess amount claimed by the staff member may be disallowed at Principal level itself. Note that the Halting Allowance of Rs. 450/- may be allowed if the distance between the Head Quarters and Examination Centre is greater than 30KM with one onward and return journey travelling allowance as per norms.
 - b) Daily allowance shall be allowed based on the Grade assigned to the Posts but not by Automatic Advancement Scheme (AAS) or Career Advancement Scheme (CAS) i.e for Lecturer Cadre Rs.300/- only and for Senior Lecturer & above cadre Rs.450/-only.
 - c) In respect of districts, Travelling allowance @ Rs. 2.73/- per KM (TS RTC Super Luxury fair is considered as per **CTE Orders**) for one Onward Journey (Starting Day of the Examination) and one Return Journey (Last Day of the Examination) along with the Halting Allowance @ Rs.450/- per day shall be sanctioned if the no. of KM's between the working station and examination centre is more than 30, whereas, Travelling allowance @ Rs. 2.73/- per KM for Onward & Return Journey's on all days of examination duty

without any Halting Allowance shall be sanctioned if the no. of KM's between the working station and examination centre is 30 & below.

- d) In respect of Twin Cities (GPT's having 30% HRA), Travelling allowance @ Rs. 2.73/- per KM (TS RTC Super Luxury fair is considered as per **CTE Orders**) for one Onward Journey (Starting Day of the Examination) and one Return Journey (Last Day of the Examination) along with the Halting Allowance @ Rs.450/- per day shall be sanctioned if the no. of KM's between the working station and examination centre is more than 30, whereas, Travelling allowance @ Rs. 160/- per day on all days of examination duty without any Halting Allowance shall be sanctioned if the no. of KM's between the working station and examination centre is 30 & below
- e) Remuneration shall be paid to the Observers by the Parent Institution @ Rs.160/- per session.
- f) Remuneration shall not be paid if the strength of the respective session is Zero.
- ✓ Principal shall certify the amounts claimed by the Observers with "**PASS ORDER**" on each TA/DA Bill, Receipts/Vouchers as submitted by the Observers without which such bills will not be processed.
- ✓ Principals shall attest the TA/DA form duly verifying the entries without fail and Principal shall also be held responsible along with the incumbent if any erroneous claim is certified by the Principals.

6. COVID-19 INSTRUCTIONS

All the Principals/Chief Superintendents are requested to adhere to the following Instructions in view of COVID-19 Pandemic Situation for smooth conduct of various Examinations conducted by the SBTET.

- ✓ Students and Parents shall be informed well before, about the precautions to be taken while the students appearing for the Examinations, as per the Instructions of the Telangana Government.
- ✓ Students shall be instructed to appear for the examinations by wearing mask and to carry their own sanitizers to the examination venue for their self-care and no student shall be allowed to the examination venue without mask as the Telangana Government itself directed all the citizens of the state to wear mask and carry own sanitizers to avoid the spread of Corona Virus.
- ✓ Seating arrangement shall be made in such a way to maintain the physical distance among the students.
- ✓ Principals/Chief Superintendents shall approach and request the local Municipal Corporation/Municipality/Gramapanchayat to sanitize in and around the premises of Examination Centre.
- ✓ Principals/Chief Superintendents shall pay keen attention on the examination activities and should take all precautions to avoid any untoward incidents.

Hence, all the Principals/Chief Superintendents of Govt./Aided/Private/2nd shift Engg. Colleges where diploma courses are offered Polytechnics in the Telangana State are requested to be thorough with the above common instructions and follow them scrupulously for smooth conduct of various Board Examinations to be conducted by the SBTET.

I request you to acknowledge the receipt of this letter along with its enclosures.

(This has the approval of the CTE & Chairman, SBTET)

Yours faithfully,

Signed by Dr. C. Srinath

Date: 24-05-2022 18:50:39

Reason: Approved
Secretary