

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
TELANGANA :: HYDERABAD**

From:
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To:
The Principals of all the
Government & Private
Polytechnics of Telangana State

Sub:-SBTET-Post Examination-On Screen Digital Evaluation of Diploma Examinations-Up dation of details in affiliation Portal & Mapping of Subjects in SBTET Portal-Certain Instructions-Issued-regarding:-

Ref:- 1) File No. CTE-SCHM/16/2020-SCHEMES SECTION, Dated: 30.01.2020 from the Commissioner of Technical Education and Training.
2) File No. SBTET-POE1/3/2020-POE1, Dated: 27.02.2021

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The State Board of Technical Education and Training, Telangana, Hyderabad has been using On Screen Digital Evaluation System (OSDES) successfully since 2018.

In connection to this, the Principals of all the Polytechnics in the State are informed to communicate the following Instructions to the staff through the HoS's.

Mapping of Subjects

- 1) All the staff members shall map the subjects which they are handling in the current semester in affiliation portal before the commencement of semester only.
- 2) No Subject of the current semester shall be left unmapped in each branch & college
- 3) Each staff member should map to at least one theory subject in every semester.
- 4) If any staff member is found not mapped to any subject in any Examination event then the matter will be viewed very seriously and disciplinary action will be initiated without any further notice.
- 5) The Principals are whole & sole responsible for mapping of the subjects and also valuation of answer scripts by their respective staff members.
- 6) All the staff members shall ensure that the Teaching Experience is up to date in affiliation portal as the Chief Examiners are picked up based on the Teaching Experience only i.e ≥ 10 Years.
- 7) The Principals shall conduct a meeting before commencement of the Examinations and instruct the staff members to upload the Internal/Practical/Industrial Training Marks within the schedule of time, conduct the Exams smoothly and also to complete the evaluation in time so as to avoid the further consequences.

Digital Evaluation

- 1) The Commissioner of Technical Education directed the Principals to procure exclusively one Bio-Metric Authentication Device to every faculty member for OSDES; therefore, all the Principals shall purchase the required number of Bio-Metric Authentication Devices for OSDES duly following the instructions in the said Circular Memo cited under reference (1).
- 2) The Principals shall conduct a meeting with the staff members and ensure that all the staff members are registered with the OSDES. If any staff member of the respective Institution is found not registered with the OSDES, then the Principal shall intimate the same to the Deputy Secretary, Post Examination Section and see that all the staff members get registered with the OSDES.
- 3) Allotment of Subjects for Digital Evaluation is purely based on the Subject Mapping done by the faculty members in HOD login only.
- 4) The Principals shall login to OSDES and monitor the valuation of their respective staff members day to day and see that each staff member completes the valuation as per the norms of the SBTET.
- 5) All the staff members shall visit the SBTET website time to time for day to day notifications or circulars.
- 6) Examiner/Chief Examiner must open Question Paper cum Key after login to start the evaluation.
- 7) For any Technical issues of OSDES during login or during evaluation, please contact the Technical Staff whose contact details are mentioned on the home page of OSDES portal.
- 8) If Question Paper Cum Key is not found or found wrong key or found mistakes in key, the same shall be brought to the notice of the Deputy Secretary, Post Examinations on immediately and in such cases, Examiner shall not continue the Evaluation of that particular subject answer scripts. **However, without informing the SBTET officials, if the staff member continues the valuation without key or wrong key or with mistakes in key, such valuation will be cancelled irrespective of number of scripts valuated and no remuneration will be paid for such valuation and such staff member will have no right to claim for remuneration.**
- 9) Every Examiner must evaluate minimum no. of scripts as per the day limit circulated earlier, vide reference (2) cited unless & otherwise issue will be viewed seriously.
- 10) As and when the Scripts are uploaded to OSDES portal, messages will be sent to the mapped examiners of those particular subjects and the respective Examiners/chief Examiners shall start the valuation immediately.
- 11) If any staff member is found mapped to irrelevant subject (or) found evaluating irrelevant subject answer scripts, then
 - a) Total Evaluation in that event including his/her home branch subjects will be cancelled and no remuneration will be paid

- b) A penalty of Rs.2,000/- will be recovered from the staff member through the concerned Principal and
 - c) Disciplinary action will also be initiated without any further notice.
- 12) The answer scripts will be made available only to the Government Staff initially for 5 days including the day on which the scripts are uploaded to OSDES Portal and from 6th day onwards, scripts will be made available for evaluation to the staff of Private Polytechnics along with the Government Polytechnics.
- 13) Chief Examiners are expected to do 100% valuation of 10% Scripts as if like it is a fresh valuation even though the marks awarded by the Initial Examiner are visible.
- 14) If any script is found having missed pages, damaged pages or improper scanning of pages, then such scripts shall be escalated with clear remarks for further necessary steps to be taken by the SBTET and should not continue the evaluation of such scripts at any cost.
- 15) Remuneration to the staff members will be disbursed to the respective staff Bank Accounts updated in the affiliation portal only and no other correspondence is entertained in this regard. Therefore, all the staff members shall immediately update certain particulars in affiliation portal such as **Bank Account Number, IFSC Code, Bank Name, Bank Branch Address, Email Address, Mobile Number, PAN, Branch Name/Subject Name, Grade Pay level in AICTE 2016 Pay Scales (Level-9, 10, 11, etc..)**.
- 16) Further, SBTET is deducting 10% of Remuneration towards TDS for which PAN is mandatory, however, PAN details of certain staff members are not available in affiliation portal (or) wrong PAN details are updated in affiliation Portal due to which filing of TDS is becoming cumbersome and receiving series of notices from the Income Tax Department for short deduction of TDS, therefore, staff members are informed to update the PAN details immediately unless and otherwise 20% of Remuneration will be deducted towards TDS from here onwards in respect of the staff whose PAN details are **INVALID/ INOPERATIVE OR NIL** so as to avoid the Notices from the Income Tax Department.
- 17) On the other hand, SBTET is filing TDS under professional charges and certain staffs are rejecting the same while filing ITR due to which SBTET is receiving series of notices, therefore, all the staff shall accept the filing done by the SBTET.
- 18) SBTET is not responsible for any notices received from the Income Tax Department and the charges incurred for corrections in TDS filing, if any, will be recovered from the respective staff member.
- 19) If the remuneration has been reverted/rejected back to the account of SBTET for want of Wrong/ Invalid/ Inoperative Bank/ IFSC/ PAN details, re-disbursement will not be entertained thereon; therefore, it is most important to ensure that the Bank & PAN details are up to date in affiliation Portal to avoid

disbursement issues. Further, such staff members have no right to claim the remunerations also. **THIS WILL BE FOLLOWED RIGIDLY FROM HEREONWARDS**

In this connection, all the Principals are informed to take necessary action accordingly.

Signed by Akuti Pullaiah

Date: 21-08-2024 14:28:18

Reason: Approved

SECRETARY