

**FORMAT No. 2**

**Format of receipt to be given by the controller of examination on receiving the sealed question paper packets from Officer-in-Charge, Distribution centre**

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Name of the Institute (Distribution centre): \_\_\_\_\_ Code No.: -----  
Address: \_\_\_\_\_  
\_\_\_\_\_

Received from the Chief Officer-in-charge / Officer-in-charge, (Distribution Center) Code No. \_\_\_\_\_ the following sealed packets of Question Papers of Diploma course in Engineering & Technology for the Examination Center whose code No. & name is given below.

Code no. \_\_\_\_\_ Name of examination center \_\_\_\_\_

Sr. No.	Course, sem/Year, Master	Subject title	Code number of question paper	Number of packets
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Certified that I have received total number (in figures) \_\_\_\_\_ & (in words) \_\_\_\_\_ sealed packets containing question papers for Diploma Course in Engineering and Technology summer / winter 20\_\_\_\_ Examination for duly handing over to the officer in charge Examination center. I certify that all the packets are in good condition and all seals on the packets are intact and that there is no apparent damage to the question paper packets.

Signature and Full Name with Designation \_\_\_\_\_  
of the Controller of examination center

Signature and Full Name with Designation \_\_\_\_\_  
of Officer-in-charge, examination centre

Date:

Time:

\* \* \*

**FORMAT No. 3**

**Format of receipt to be given by the Officer-in-Charge Examination centre on receiving the sealed question paper packets from Controller of Examination.**

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Name of the Institute (examination center): \_\_\_\_\_ Code No.: \_\_\_\_\_  
Address: \_\_\_\_\_

Received from the controller of examination (from Distribution center) Code No. \_\_\_\_\_ the following sealed packets of question papers of Diploma course in Engineering and Technology for the examination center.

Sr. No.	Course, sem/Year, Master	Subject title	Code number of question paper	Number of packets
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Certified that I have received total number (in figures) \_\_\_\_\_ & (in words) \_\_\_\_\_ sealed packets containing question papers for Diploma Course in Engineering and Technology Summer / Winter 20\_\_ Examination. I certify that all the packets are in good condition and all seals on the packets are intact and that there is no apparent damage to the question paper packets.

Signature, Full Name and Designation \_\_\_\_\_  
of Officer-in-charge, examination center

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Undertaking to be signed by officer-in-charge, at the examination centre**

I shall open minimum number of packets only that are required for distribution of question papers to the examinees. No extra question papers shall be given to anybody for any reason whatsoever. The account of question papers in each packet opened shall be written on the packet itself. Other instructions issued by Board regarding opening of sealed question paper packets shall be scrupulously observed.

Signature, Full Name and Designation \_\_\_\_\_  
of Officer-in-charge, examination center

**FORMAT No. 4 (To be printed on question paper packets)**

**4 (A) Format of information to be duly filled on sealed question paper packet before opening it.**

Certified that this packet is in good condition and the seals are intact.

Sr. No.	Witnesses at the time of opening question paper packets	Name	Date and Time	Signature
1	Controller of examination			
2	Police Constable and Badge No.			
3	Supervisor 1			
4	Supervisor 2			
5	Examinee 1			
6	Examinee 2			
7	Officer-in-charge			

Sealed packet opened at (Time) \_\_\_\_\_ AM / PM on (Date) \_\_\_\_\_

**4 (B) Format of question paper account to be filled & affixed on the question paper packet.**

Whether question paper packet opened	Yes / No
If Yes, Number of Question Papers Received in the packet (A)	
<b>Number of Question Papers Used / distributed (B)</b>	
Number of Question Papers kept in answer book packet for R.A.C. (C)	
<b>Number of Question papers kept in Copy case packet (if any cases reported) (D)</b>	
<b>Total Number of question papers used (E) = (B+C+D)</b>	
<b>Number of Question papers remaining in packet (A -- E)</b>	
<b>Signature of Sealing Supervisor, Exam. Centre</b>	
Signature of Officer-in-charge, Exam. Centre	

**FORMAT No. 5**  
**Format for examinees attendance report**

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**ATTENDANCE REPORT**  
**Examination, Summer / Winter 20\_\_**

Name of Institute: \_\_\_\_\_  
Institute Code No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM.  
Course/ Sem/Year/Master \_\_\_\_\_  
Examination Block No. \_\_\_\_\_. Name of the Supervisor \_\_\_\_\_  
Name of Subject \_\_\_\_\_ Sub. Code No. \_\_\_\_\_

Sr. No.	Examination Seat number	Sr. Number of main answer book (Machine printed)	Sr. Number/s of Supplements issued (Machine printed)	Signature of the examinee
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL				

Signature of the supervisor

Signature of officer-in-charge

- 
- 2 copies on different color paper to be used as under
1. Copy forwarded with answer book bundle.
  2. Copy for office record

**FORMAT No. 6**

**P A C K I N G   S L I P**

Institute(Examination centre) Code No. \_\_\_\_\_  
Date: \_\_\_\_\_ Session: Morning / After Noon  
Course: \_\_\_\_\_ Master Code: \_\_\_\_\_  
Subject Name: \_\_\_\_\_ Year/Sem \_\_\_\_\_  
Subject Code No.: \_\_\_\_\_ Mark sheet number/s: \_\_\_\_\_  
Number of answer books in this packet: \_\_\_\_\_  
Date and Time of sealing: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature of  
Sealing Supervisor

Signature of  
Officer-in-charge

Signature of  
Controller of Examination

**FORMAT No. 7**

**Format of Receipt for sealed answer book bundles to be given by the Controller of examination to the Officer-in-charge, examination center**

Name of the Institute (Examination center): \_\_\_\_\_  
Examination: \_\_\_\_\_ Semester/ Year of Summer/ Winter 20\_\_\_\_.

**RECEIPT**

Received below mentioned sealed packets of written answer books in good and intact condition and a packet of theory mark sheets, from the Officer-in-charge, examination center, Institute Code \_\_\_\_\_

Sr. No.	Course /Sem/ Year / Master	Subject title	Subject Code No.	Number of packets (if sections)	Number of Answer Books in each bundle
1					
2					
3					
4					
5					
6					
<b>Total number of answer book bundles</b>					

SIGNATURE AND NAME OF THE CONTROLLER OF EXAMINATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

**FORMAT No. 8****Format of Receipt for sealed answer book bundles to be given by the Officer in charge Distribution center to the Controller of examination**

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Name of the Institute (Examination center): \_\_\_\_\_  
Examination: \_\_\_\_\_ Semester/ Year of Summer/ Winter 20\_\_\_\_.

**RECEIPT**

Received below mentioned sealed packets of written answer books in good and intact condition and a packet of theory mark sheets, from the Controller of examination examination center, Institute Code \_\_\_\_\_

Sr. No.	Course /Sem/ Year / Master	Subject title	Subject Code No.	Number of bundles (if sections)	Number of Answer Books in each bundle
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<b>Total number of answer book bundles</b>					

SIGNATURE AND NAME OF THE OFFICER IN CHARGE DISTRIBUTION CENTER

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

**FORMAT No. 9**

**Format of Inventory and receipt for submitting written answer book bundles to R.A.C.**

Examination Summer/Winter 20 \_\_\_\_.

Name of the Inst (Distribution Centre): \_\_\_\_\_ Inst. Code no: \_\_\_\_ -

Name of the Inst (RAC): \_\_\_\_\_ Inst. Code no: \_\_\_\_ -

Date of despatch from DC: \_\_\_\_\_ Date of receipt at RAC: \_\_\_\_\_

Bundle No.	Inst Code No.	Course/Sem/ Year/ Master	Subject Code No.	Nos. of answer books in the bundle	Sheet numbers of Mark sheet/s	Dated Signature of Receiving officer of RAC

SIGNATURE OF SUPERVISOR  
DISTRIBUTION CENTRE

SIGNATURE OF OFFICER-IN-CHARGE  
DISTRIBUTION CENTRE

- 
- Copy for Officer-in-charge, R.A.C
  - Copy for Distribution center.

**FORMAT No. 10**  
**Format of Attendance Report "A"**

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**Maharashtra State Board of Technical Education, Mumbai**  
**Exam: Summer/Winter 20 \_\_\_\_.**

**ATTENDANCE REPORT "A"**

Name of Institute : \_\_\_\_\_ Institute Code: \_\_\_\_\_

Master Code : O / N / R / S / T / M / A / B / C

Sem./Year : \_\_\_\_\_

Course Name : \_\_\_\_\_ Course Code: \_\_\_\_\_

Subject : \_\_\_\_\_

Theory / Oral / Practical / Term work / Sessional / Project: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Total seat numbers on computerized mark sheet/s	Additional examinees by the institute		Examinees absent (as per computerized seat numbers and additional seat numbers)		Total number of examinees present
	Seat numbers	Total number of examinees	Seat numbers of absent examinees	Total number of examinees absent	
1	2	3	4	5	6

Examination supervisor

Officer-in-charge (Examination)

Notes:

1. Report to be prepared in duplicate.
2. One copy should be attached with answer books bundle.
3. One copy should be retained at the Institute.
4. Total of columns 1 & 3 should be equal to the total of columns 5 & 6.
5. Figure in column 6 must tally with the total number of answer books in the bundle.
6. Strike off whichever is not applicable



**FORMAT No. 11**

**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI**

**EXAM: SUMMER / WINTER 20\_\_.**

**ACCOUNT OF BLANK ANSWER BOOKS ISSUED**

NAME OF THE INSTITUTE: \_\_\_\_\_ CODE NO.: \_\_\_\_\_

Sr. No.	Date	Time	Course +Sem +year + Master	Sr. No. Of Ans. Books issued to examinees in this session			Sr. Nos. Of Ans Books, if issued from previous unused Ans. Books	Sr. No. of Ans. Books remaining unused in this session	Total Answer books used	Dated sign of Officer-in-charge
				From	To	Total No.				

NOTE: the account should be maintained in a bound-book / register and not on loose sheets of paper.

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**FORMAT No. 13**

**Format for reporting Malpractice cases**

**REPORT OF MALPRACTICE CASES**

Name of examination center \_\_\_\_\_

Code No of examination center \_\_\_\_\_

Date of incidence \_\_\_\_\_

<b>Sr. No.</b>	<b>Examination Seat Number of examinee</b>	<b>Subject of Examination</b>	<b>Timing of examination</b>	<b>Course-Year-Master of examination</b>	<b>Nature of malpractice</b>

- Whether the necessary statements are recorded and other documents supporting the alleged incidence of malpractice are collected, as required under Board's Regulations and sent to the Enquiry Officer?
- Whether the notice informing the date and time of enquiry is issued to the examinee? If yes, when?
- Name of Chief officer-in-charge
- Name of Officer-in-charge, examination
- Name of controller of examination center
- Name of block supervisor / staff concerned with the incidence
- Name of the leader of the external vigilance committee, if present at the time of incidence

Signature of chief officer-in-charge

Signature of officer-in-charge

Signature of controller of exam. Center

Place:

Date:

Seal of examination center

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**FORMAT No. 14**

**Format of POLICE COMPLAINT to be registered by the Officer-in-charge, Examination center for the act of malpractice by a examinee**

Complainant:

Shri / Smt. \_\_\_\_\_

Officer-in-charge / Controller of Examination center

To

Police Inspector / Sub-inspector / S.H.O.

\_\_\_\_\_ Police Station

Name of the Examination Center / Institute \_\_\_\_\_

Code number of the Center / Institute \_\_\_\_\_

District \_\_\_\_\_

Subject: Report of the criminal act during the summer / winter examination of Diploma / Post-Diploma / Post-Graduate Diploma in \_\_\_\_\_

(Course) of Maharashtra State Board of Technical Education, Mumbai.

Sir,

Maharashtra State Board of Technical Education (Board), Mumbai routinely holds Diploma / Post-Diploma / Post-Graduate Diploma examinations in the state. These examinations this time have commenced from \_\_\_\_\_ (Date) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year). The Board has duly appointed this Institute as examination center and me as the Officer-in-charge of the examination center.

Following examinee in this examination has committed a crime. The related information is as under:

1. Alleged examinee's name \_\_\_\_\_
2. Alleged examinee's examination seat number \_\_\_\_\_
3. Alleged examinee's Institute name \_\_\_\_\_
4. Alleged examinee's examination Block number \_\_\_\_\_
5. Nature of the crime committed \_\_\_\_\_
6. Name of the subject \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
7. Name and Designation of the person detecting the crime \_\_\_\_\_  
\_\_\_\_\_
8. Material found at the time of crime detection \_\_\_\_\_  
\_\_\_\_\_
9. Additional information regarding the crime \_\_\_\_\_  
\_\_\_\_\_

Shri/Smt. \_\_\_\_\_ (examinee's name) has committed a crime as per section (7) of The Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Act, 1982 and this is the legal complaint for the same.

Yours truly,

\_\_\_\_\_  
Officer-in-charge / controller of examination

Name of Officer-in-charge / controller of examination \_\_\_\_\_

Name of the examination center \_\_\_\_\_

Date: \_\_\_\_\_

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**FORMAT No. 15(A)** English version

**Format of Notice of Enquiry to the examinee alleged of using unfair means / malpractice**

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**BY REGD. POST A.D. / HAND DELIVERY**

**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI**

**NOTICE OF ENQUIRY**

Subject: Enquiry as per the procedure prescribed by the Maharashtra State Board of Technical Education (Board), Mumbai, in case of the examinee having examination seat number - \_\_\_\_\_ at the examination center \_\_\_\_\_ (Name of the Institute) for the Board's summer / winter examination of \_\_\_\_\_ (Name of the Course) of the year 20\_\_.

1. Whereas you, Shri / Smt. / Ku. \_\_\_\_\_ having examination seat number \_\_\_\_\_ have appeared at the Board's above-mentioned examination on \_\_\_\_\_ (Date) held at \_\_\_\_\_ (Time) and
2. Whereas it is observed from the answer book of \_\_\_\_\_ (subject) and other copying material seized from you while the examination of the above subject was on, that \*
  - A. You possessed the copying material related to \_\_\_\_\_ (subject) during the examination with the intention of copying the answers with its help and have copied / attempted to copy the answers in your answer book.
  - B. Instead of appearing yourself, you sent an impersonator in your place for writing your answer book in the above examination.
  - C. You have attached paper/s brought from outside the examination block, to the original answer book.
  - D. You have exchanged the answer book / supplementary answer book.
  - E. \_\_\_\_\_

\*(Strike off the item/s not applicable)

3. As per the procedure laid down by the Board, I, the undersigned, Shri / Smt \_\_\_\_\_, as Officer-in-charge examination, am serving this notice of enquiry on you on behalf of the Enquiry Officer in the case of your above mentioned misconduct.
4. You have been charged with using unfair means yourself or abetting such use. If the charge/s against you are proved, the Board shall put the case before the Special Committee as per the laid down procedure of enquiry and the penalty as decided by it shall be imposed.
5. Following documents shall be used as basic evidence in your enquiry.
  - i. Your answer book of \_\_\_\_\_ (subject)
  - ii. The following copying material found in your possession and seized during the said examination. (Give details of the seized copying material.)  
\_\_\_\_\_  
\_\_\_\_\_
  - iii. The statements given by following officers / persons:
    - a. \_\_\_\_\_
    - b. \_\_\_\_\_
    - c. \_\_\_\_\_
    - d. \_\_\_\_\_
  - iv. Statement dated \_\_\_\_\_ given by you at the incident of the said misconduct.



Format 16B

SUMMER / WINTER\_20\_\_\_\_\_  
EXTERNAL VIGILANCE

Sl no.	Date	Time of visit	Name of vigilance officer	Inst. code	Observations	Signature	Sign of Chief officer in charge

**FORMAT No. 17**

**Format of Report of Vigilance Squad**

(To be submitted by the Vigilance Squad after its visit to an examination center)

**REPORT OF THE VIGILANCE SQUAD**

Name of Institute \_\_\_\_\_ Code No. \_\_\_\_\_

Name of the Principal \_\_\_\_\_

Name and Designation of the Officer-in-charge \_\_\_\_\_

1. Examination Record:

- A. Have the appointment orders of the staff working in examination been issued? Yes / No
- B. Has the non-teaching staff been appointed as supervisors / invigilators Yes / No
- C. If yes, have their appointment orders been issued? Yes / No
- D. Percentage of non-teaching staff working as supervisors. \_\_\_\_\_

2. Seating arrangement of the examination:

- A. Is the furniture provided to examinees suitable? Yes / No
- B. Is the seating arrangement proper? Yes / No
- C. Are all examination rooms / halls on the same floor? Yes / No
- D. If not, are the control room and examination halls on the same floor? Yes / No
- E. Does the adopted seating arrangement allow 1.0 m<sup>2</sup> space to each examinee? Yes / No

3. Mandatory documents for examination?

Did the examinees possess:

- A. Examination fee receipts Yes / No
- B. Self-signed Hall-tickets Yes / No
- C. Valid identity cards Yes / No

4. Instances of malpractice, copying etc.

- A. Has the Vigilance Squad noticed any cases of malpractice or copying? Yes / No
- B. If yes, the seat number/s of the alleged examinee/s: \_\_\_\_\_

- C. Has the Vigilance Squad noticed participation of the supervisors in catching the cases of malpractice? Yes / No

5. Examination related Documents:

- A. Have the instructions for the examinees, giving information on malpractice and penalties, been properly displayed? Yes / No
- B. Have the entries of blank answer books been properly recorded in the relevant register? Yes / No

- C. Have the entries regarding answer books issued to the examinees and those canceled been properly recorded? Yes / No
- D. Have the entries of the supplements been made with their serial numbers? Yes / No
- E. Have the answer books been duly marked with the marker stamp? Yes / No
- F. Have the answer books of the examinees been duly signed by the supervisors after verifying their seat numbers? Yes / No
- G. Have the signatures of Controller of examination center, Officer-in-charge, supervisors, sealing supervisor, Police constables and examinees been taken on the sealed question paper packets before opening them? Yes / No
- H. Have the entries of the question papers used and those remaining in balance been taken correctly? Yes / No
- 6. Supervisor's Report:
  - A. Are the entries in the supervisor's reports clear, correct and without scratches or over-writing? Yes / No
  - B. Have the entries of the present and absent examinees been taken and signed? Yes / No
- 7. Have all the present examinees signed on the Attendance Report and have the serial numbers of the answer books and supplements been written in it? Yes / No
- 8. Has relevant seating plan been displayed in each examination hall/room separately? Yes / No
- 9. Have proper and effective precautions been taken regarding security of sealed answer books and question papers? Yes / No
- 10. Since the commencement of the examination, after how much time the unused question papers and answer books were collected back? \_\_\_\_\_
- 11. Was the Principal working as officer-in-charge? Yes / No
- 12. Was an external staff member appointed as controller of examination? Yes / No
- 13. If yes,
  - Name of the person \_\_\_\_\_
  - Name of his Institute \_\_\_\_\_
- 14. Has Internal Vigilance Squad been appointed? Yes / No
- 15. If yes, does it include a female staff? Yes / No
- 16. Has each examinee written his seat number on his question paper? Yes / No
- 17. Was any objectionable material, such as books, note books, loose papers etc. found in the lavatories during inspection? Yes / No
- 18. Was there police bandobast at the examination center? Yes / No
- 19. Other deficiencies observed, if any: \_\_\_\_\_

Signatures of the members of the Vigilance Squad:

Sign _____	_____	_____	_____
Name _____	_____	_____	_____
(Secretary) Vigilance Squad	Member Vigilance Squad	Member Vigilance Squad	Member Vigilance Squad

Date:

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