



## MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous)

(ISO 9001:2008)

(ISO/IEC 27001:2005)

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No. MSBTE/D 42/W-2018/ 2497

Date: 8 OCT 2018

### IMPORTANT CIRCULAR

To

All the Chief Officer in Charges

Distribution Centres and Examination centres for Winter 2018 examination

All the Officer in Charges

Distribution Centres and Examination centres for Winter 2018 examination

All the controllers of examination Winter 2018 examination

### Subject : Important circular for Winter 2018 Examination

The examination centre-wise / session-wise question paper inventory will be displayed in the login of respective EC and DC since 05 / 10 / 2018.

The check list of activities at each level of the examination structure is as under;

#### **Chief Officer in Charge DC**

- ✓ Cross Check the conformity of DC-wise question paper box list received by officer in charge DC with the actual boxes received for the DC and endorse the **Q.P. Inventory receipt for each lot.**
- ✓ In case, any discrepancy is noticed between the box list and the actual boxes received, verify the facts and if justified, endorse the **Inventory discrepancy report.**
- ✓ In case of demand for additional Q.P. inventory from the ECs under the jurisdiction of DC, Chief Officer in charge DC shall confirm that the additional demand is justified and endorse only the justified **additional Inventory demand** to be submitted to RBTE.
- ✓ Take report of the question paper distribution work from distribution centre on each and every day of the examination.
- ✓ Ensure that DC strong room is safe / secure and due precautions for fire safety and water seepage are taken.

## Officer in Charge DC

- ✓ In case of demand for additional Q.P. inventory from the ECs under the jurisdiction of DC, confirm whether RBTE confirmed exam forms are there for the additional Q.P. demand and submit the **“additional Inventory demand”** for justified cases only to RBTE with the endorsement of chief officer in charge.
- ✓ Receive the DC-wise boxes containing Q.P. inventory for the DC and give receipt for the number of boxes received.
- ✓ Open the boxes containing the Q.P. inventory. Take out EC-wise / day-wise / session-wise bundles and arrange them in safe cupboards. It is to be noted that the box contents conform to any of the following arrangements.
  - i. Single EC in multiple boxes. (In case of large ECs).
  - ii. Single EC in single box. (In case of normal ECs).
  - iii. Multiple ECs in single box. (In case of ECs with lighter inventory load).
- ✓ Compare the EC-wise / Day-wise / Session-wise arranged bundles with the time table for the respective EC and confirm that the bundles for all days and sessions of the EC are received.
- ✓ In case of any discrepancy noticed with regard to question paper bundles received, submit the **“Inventory discrepancy report”** to RBTE with the endorsement of Chief Officer in charge DC.
- ✓ On each day of the examination, issue the EC-wise / day-wise / Session-wise bundles along with additional question paper packets if any to the controller of examination for the respective EC.
- ✓ In case, the EC communicates through controller for any on the spot demand for Q.P. packets, prepare an **“on the spot demand”** with the endorsement of controller of examination and mail the same to [desk42@msbte.com](mailto:desk42@msbte.com).
- ✓ Take receipt from controller of examination for the Q.P. bundles and extra Q.P. packets (if any) issued.

## Controller of Examination

- ✓ Collect the EC-wise / day-wise / session-wise bundles of question papers along with additional packets if any from the officer in charge DC.
- ✓ Give receipt to the officer in charge, DC for the bundles and extra Q.P. packets received.
- ✓ Communicate **“on the spot demand”** from EC if any.
- ✓ Endorse the **“on the spot demand”** prepared by the officer in charge DC.
- ✓ Proceed for the examination controller duty and act as per the instructions received by the MSBTE regarding the **“on the spot demand”**.
- ✓ Report at designated EC and coordinate conduct of examination.
- ✓ **Ensure that barring chief officer in charge, controller of examination and Officer in charge for the EC all other personnel involved in examination work will keep their mobile phone in switched off mode before the question paper packets are opened. Also ensure that the mobile phones remain switched off till the completion of examination.**
- ✓ **Ensure that none of the examinee possess mobile phone or any other electronic communication gadget in the examination hall.**
- ✓ In case of any discrepancy noticed after the opening of question paper bundles at EC twenty minutes prior to the commencement of examination, participate in the panchnama along with Chief Officer in charge and officer in charge EC and endorse the panchnama report.

## Chief Officer in charge EC

- ✓ Make arrangement for the following in the examination control room;
  - dedicated PC with net connectivity having at least 2 MBps bandwidth
  - printer
  - photocopier



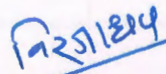
- power back up to operate the setup in case of power shutdown.
- ✓ Cross check any demand for additional question paper, by officer in charge of connected ECs with the number of RBTE confirmed examination form for the subject code and endorse the demand only after confirming that the demand is justified.
- ✓ Be present in the examination control room 30 minutes before the commencement of the examination for proper coordination of the examination setup and also endorse any panchnama in case of any issue related to question paper inventory.
- ✓ **Ensure that barring chief officer in charge, controller of examination and Officer in charge for the EC all other personnel involved in examination work will keep their mobile phone in switched off mode before the question paper packets are opened. Also ensure that the mobile phones remain switched off till the completion of examination.**
- ✓ **Ensure that none of the examinee possess mobile phone or any other electronic communication gadget in the examination hall.**

### **Officer in Charge EC**

- ✓ **Ensure that barring chief officer in charge, controller of examination and Officer in charge for the EC all other personnel involved in examination work will keep their mobile phone in switched off mode before the question paper packets are opened. Also ensure that the mobile phones remain switched off till the completion of examination.**
- ✓ **Ensure that none of the examinee possess mobile phone or any other electronic communication gadget in the examination hall.**
- ✓ Receive the question paper bundles brought by the controller of examination. Open the bundles for the session (Morning / Afternoon) twenty minutes prior to the examination in the presence of Controller of examination & Chief Officer in Charge.

- ✓ The question paper bundle bears a red colour tamper proof tape. In case of tampering by anybody, the tamper proof tape leaves "OPENED" remark at the place where it is tampered. Confirm that the bundle is not tampered.
- ✓ The question paper bundle carries a label indicating the contents. Compare the contents with the requirement for the session and confirm the sufficiency. Then open the bundle to release the individual question paper packets.
- ✓ Check the conformity of question paper packets in the bundle to the Label on the bundle. If any discrepancy is noticed, report immediately to the RBTE through a panchnama report prepared and signed by Controller of Examination, Chief Officer in Charge and officer in charge. The discrepancy shall be communicated to RBTE through phone followed by mailing the scanned copy of panchnama.
- ✓ Follow instructions received by RBTE / MSBTE in the matter.

All concerned are hereby instructed to take serious note of the instructions in the circular and work strictly as per the instructions. The necessary formats needed for the execution of the question paper handling work are enclosed as annexures A to H.

  
(V. R. Jadhav)  
I/c Secretary  
MSBTE, Mumbai

Copy to :

1. Hon. Director, MSBTE for information.
2. Deputy Secretary (T), RBTE, Mumbai / Pune / Nagpur / Aurangabad for information and necessary followings at regional level.

**Annexure A****(Format No. 18)****Additional inventory Demand****(Sample data filled)****(To be submitted by the DC after meeting of EC regarding question paper inventory)**

DC:

Date:

Sr.No.	EC	Day and Date of Examination	Q.P.Code	Number of packets as per Inventory	Additional number of Packets needed	Reason for additional demand
1	ABCD	02 --/--/--	xxxxx	03	01	165 students appearing for the examination
2	PQRS	7 --/--/--	aaaa	Nil	01	One student is appearing due to RHR Clearance

Officer in Charge DC

Name

Contact cell No.

Chief Officer in Charge DC

Name

Contact cell No.

**Note : If the number of question papers provided in the inventory is more than the number of appearing students, additional inventory demand shall not be filed.**



**Annexure B****(Format No. 19)****On the spot inventory Demand****(Sample data filled)****(To be submitted by the DC after on the spot demand is noticed at the time of issue)****(Scanned copy to be mailed to [desk42@msbte.com](mailto:desk42@msbte.com) )****(Send "sms" to the effect that "on the spot inventory demand is mailed from DC: abcd" to any one of S. R. Aher on 9867799237 / K. V. Nemade on 9423707627)**

DC :

EC:

Day of Examination:

Date:

Sr.No.	EC	Q.P. Code needed urgently	Additional number of Packets needed	Reason for additional demand
1	Xxxx	Xxxx	01	Seating arrangement shows one student for this code but inventory does not have any Q.P.Packets

Officer in Charge DC

Name

Contact Cell No:

Controller of Examination

Name

Contact Cell No:

E-Mail ID:

**Annexure C**

**(Format No. 20)**

**Inventory Receipt**

**DC No :**

**Date:**

Received the EC-wise boxes for the DC on ---- /---- / 2018. The boxes containing question paper bundles were opened and the bundles were arranged EC-wise / Day-wise manner and compared with the EC-wise time table for the EC. The bundles for all examination sessions for each EC are received.

Officer in charge DC

Chief Officer in Charge DC

Name

Name

Contact Cell No:

Contact Cell No:



**Annexure D****(Format No. 21)****Inventory Discrepancy Report****DC****Date:**

Received the EC-wise question paper boxes for the DC ----- on ----- /----- /2018. The boxes were opened and the question paper bundles were arranged EC-wise / Day-wise manner and compared with the EC-wise time table for the EC. Following discrepancies were noticed after the verification;

Sr.No.	EC	Day	Session	EC Time table indication	EC Q.P. demand	Q.P. bundle
1	xxxxxx	2	M	Exam for session	EC has Q.P. demand	Not present

(Sample data filled)

Officer in charge DC

Name

Contact Cell No:

Chief Officer in Charge DC

Name

Contact Cell No:

**Note : Time table may show exam for the session but EC may not have Q.P. demand. In such cases inventory discrepancy need not be filed.**

**Annexure E****(Format No. 22)****Panchnama Report****EC :            Day of Examination:            Session: M / A            Date:**

The question paper bundle for the examination session was opened at the examination control room in the presence of the undersigned officers. Following discrepancies were noticed after the opening of bundle;

Sr.No.	Question paper details as per the label on the bundle.	Question paper details actually present in the bundle opened.	Remark
1	17101 - 02 Pkts / Bundle No. 0000	17101 - 2 Pkts / Bundle No. 0000	O.K.
2	12219 – 04 Pkts / Bundle No. 0000	12219 – Nil / Bundle No. 0000	discrepancy
		12220 – 4 Pkts / Bundle No. 0000	discrepancy

(Sample data filled)

Officer in charge EC

Name

Contact Cell. No.

Chief Officer in Charge EC

Name

Contact Cell No.

Controller of Examination

Name

Contact Cell No.

**Note:**

1. In case of D Pharmacy institute working as EC, Principal of the institute works as the officer in charge of examination. In such cases the report will bear the signatures of Officer in charge and Controller of examination.
2. In case of double shift Polytechnics having two ECs in the same premises, Principal of Polytechnic will act as the Chief Officer in charge of EC in regular shift polytechnic as well as the EC in second shift polytechnic.

## Annexure F

(Format No. 02)

(Sample data filled)

( Receipt to be given by the controller of examination to the officer in charge DC )

DC :

Day of Examination:

Date:

Received form the Officer in charge Distribution Centre..... The question paper bundle as per details below;

Examination Centre Code	Day of examination	Date of Examination	Session	Bundle details	Total bundles received
abcd	01	---/---/---	Morning	One bundle for morning session	One / Two
			Afternoon	One bundle for afternoon session	

(Name & Designation)  
Controller of Examination

Contact Cell No.



**Annexure G****(Format No. 03)****(Sample data filled)**

**( Receipt to be given by the Officer in Charge of examination centre on receipt of question paper bundle from controller of examination )**

EC :

Day of Examination:

Date:

Received form the Controller of examination from the distribution Centre..... The question paper bundle as per details below;

Examination Centre Code	Day of examination	Date of Examination	Session	Bundle details	Total bundles received
abcd	01	----/----/-----	Morning	One bundle with total of xx question paper packets	Two
			Afternoon	One bundle with total of yy question paper packets	

(Name &amp; Designation)

Officer in charge EC :

Contact Cell No.

**Annexure H****(Format No. 03A)****(Sample data filled)****(Receipt to be given by the Officer in Charge of examination centre to the officer in charge, DC)****Receipt of question paper packets**

The question paper bundles received from the Controller of examination from the distribution Centre..... were opened in the examination control room and the contents were as below;

Sr. No	Date	Session	Time of Opening	Content as per label on bundle		Actual content in the bundle		Remark
				Q.P. Code	Number	Q.P. Code	Number	
1		Morning	9.10am	xxxxxx	02	xxxxxx	02	Matched
				yyyyyy	05	yyyyyy	05	
				pppppp	01	pppppp	01	
				qqqqqq	01	qqqqqq	01	
2		Afternoon	1.40pm	aaaaaa	03	aaaaaa	03	One packet of "eeee" was found in place of one packet of "cccc" Hence Panchnama report is Enclosed
				bbbbbb	01	bbbbbb	01	
				cccccc	01	eeeeee	01	
				dddddd	01	dddddd	01	

(Name &amp; Designation)

Officer in charge EC :

Contact Cell No.