

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

From
Sri.D. Venkateswarlu, BE, M.B.A.,
Secretary,
State Board of Technical Education and
Training, TS,7th Floor B.R.K.R. Buildings,
Saifabad, Hyderabad-500063

To
The Principals of all Govt.
Polytechnics/Aided and Private
Polytechnics/ Second Shift Polytechnics in
Engineering Colleges.

Sir,

Sub: SBTET – OSDES- Diploma Examinations -Valuation of Answer Scripts
of Diploma Examinations - Detailed instructions to Examiners/Chief
Examiners/Principals -Regarding.

Ref: Lr.No.EE-I-14/Instns/DOES/2018, Dt:9-12-2018

With reference to the subject cited above, SBTET Telangana has been implement Onscreen Digital Evaluation System (**OSDES**) to enhance the accuracy, assure zero totaling error and increase overall speed and transparency in evaluation from C18 2ndSemester MID SEMESTER -I Examination,/ December, 2018 onwards. In **OSDES**,the Answer Scripts of the students will be scanned and uploaded to the central server and the jumbled answer scripts will be allotted to the pool of the examiners online. The examiners have to login with their examiner ID and password communicated to their registered mobile numbers in their respective evaluation centers to Onscreen Digital Evaluation System (**OSDES**) portal www.osdes.sbtet.telangana.gov.in

Further in view of OSDES, the following revised instructions are being issued for:

- A. Principal (Annexure A)
- B. Chief Examiner (Annexure B)
- C. Examiner (Annexure C)
- D. Taking the services of Contract Lecturers for evaluation (Annexure E)

All the principals will be given dash board in OSDES portal to monitor the answer sheets allotted to their staff members and evaluation status; the principals are requested to see that their staff members complete the evaluation in time.

Principals are requested to conduct a meeting with all the concerned and make available one set of the instructions with each HOD and take acknowledgement and adhere to all the instructions issued by the Board scrupulously without any deviations.

You are requested to extend co-operation in getting the valuation done on time.Please acknowledge the receipt of this letter.

Encl: As above.

Secretary

ANNEXURE-A

(INSTRUCTIONS TO THE PRINCIPAL/Monitoring Officer)

1. Submit/ Update the details of all the teaching faculty such as Name, Designation, Aadhar number, Branch, Experience, Bank details etc., **OSDES** will consider only such Aadhar authenticated Teaching faculty as examiners pool and allot the scanned answer papers online for evaluation.
2. Make examiners to be authenticated with their Aadhar Authentication one time with USB finger print scanner attached to the computers system on **OSDES** portal with college code as user ID and password communicated to their registered mobile numbers at **OSDES** portal.
3. Instruct the evaluators to login to **OSDES** portal and evaluate the answer scripts on the Screen of the Computer systems and submit the marks online.
4. Make available sufficient number of RD enabled Biometric Finger Print Scanner (Mantra / Startek/ Morpho/ Secugen etc.,) for registration of examiners and authentication of examiners during evaluation.
5. Provide evaluator one desktop computer with average speed of minimum 2 Mbps internet speed to each examiner has to be provided.
6. Principal will act as Monitoring Officer for the purpose of getting the scripts valued by the examiner on OSDES portal. He is requested to take the assistance of all HODs in the task of monitoring the progress of the evaluation of his institute evaluators, for this purpose dash board will be provided with details of number of scripts allotted to the staff members of their institution, completed and pending scripts by each evaluator of his institute.
7. On receipt of the Answer Scripts from the board, the staff members of their institution will be sent SMS for monitoring the evaluation.
8. If any discrepancy is noticed by the principal/ Evaluators, it should be immediately brought to the notice of the Secretary / Joint Secretary/ Dy. Secretary EE-I Section, State Board Of Technical Education and Training, Telangana., Hyderabad by phone / email immediately.
9. Head of Sections will be appointed as Chief Examiners for all the concerned disciplines.
10. The Principal is requested to get the scheme of valuation prepared as per the guidelines issued by State Board of Technical Education and Training, if it is not provided by the Board and then only the valuation is to be started.
11. The Key and Scheme of Valuation can be downloaded from OSDES portal. However, the Key prepared at the Centers for other branches shall be sent to the board.
12. The Principal may issue necessary instructions and take steps in this regard.
13. The valuation/ 10% Check should be completed within 05 (five) days from the date of receipt.
14. They are requested to maintain the time schedule without deviation as it will affect the processing and declarations of Results.
15. Chief Examiners are prohibited from valuation unless he / she is a subject teacher. They shall carry-out only 10% check of the valuation done by the Examiners.

ANNEXURE-B

(INSTRUCTIONS TO CHIEF EXAMINER)

1. Head of Section of the concerned discipline will be made as Chief Examiner and 10 % of scripts valued by the examiner will be sent him online for check.
2. The QR Code answer scripts pertaining to the discipline will be sent-over to the concerned Chief Examiner online. The Chief Examiner should login in the OSDES portal with user ID and password along with Aadhar authentication. Each Chief Examiner is eligible to value about **160 scripts per day** in respect of Mid Semester examinations (8 pages answer booklet) and **80 Scripts per day** of End Semester Examinations (16 pages answer booklet).
3. The Chief Examiner shall also collect from the Principal-Monitoring Officer any special instructions issued by the Board with regard to corrective measures to be adopted in case of discrepancy in the Question Paper. In the absence of which, it should be assumed that there is no discrepancy in the Question Paper and the answer scripts should be valued as per the key & scheme of valuation provided by the SBTET OSDES portal.If any discrepancies are noticed by the examiner/ Chief examiners shall be brought to the notice of the Principal of the colleges, Principal shall inform SBTET.
4. The Chief Examiner should go through the answers prepared by the Examiner for its correctness and should instruct him to scrupulously follow the scheme of valuation while valuing the answer scripts.
5. In case of detection of malpractice reported by the examiners, the Chief Examiner should thoroughly verify for correctness, and bring to the notice of the Principal.
6. The Chief Examiner should supervise the work of all the Examiners under his control for uniform valuation. In case any Examiner is not up to the mark for valuation, such names should be brought to the notice of the Secretary, State Board of Technical Education and Training T.S.,Hyderabad for information.
7. If there is any change of marks during 10% Check, the marks awarded by Chief Examiner is final.
8. The Chief Examiner is prohibited from valuation work except to check, unless he is the subject Teacher himself.
9. The Chief Examiner is solely responsible for uniform and standard valuation of the answer scripts valued by the Examiner under his control, and a certificate to this effect should be given to the Principal after completion of the work.

ANNEXURE-C.

(INSTRUCTIONS TO THE EXAMINERS)

1. A)Examiners who are entrusted with the valuation work through OSDES portal should login with their user ID and password along with Aadhaar authentication.
B)The number of maximum answer booklet each examiner is eligible to value **160 scripts per day** in respect of Mid Semester examinations (8 pages answer booklet) and **80 Scripts per day** of End Semester Examinations
C)Examiners are requested to check the Answer Books, subject code, etc for correctness; an discrepancy noticed has to be immediately brought to the notice of Monitoring Officer/ SBTET
2. Copy of the concerned Question paper is also enclosed in the OSDES portal. Examiners are requested to go through the Question paper key and scheme of valuation as per the guidelines of State Board of Technical Education and Training.
3. If any discrepancies are noticed in the key/scheme of valuation, the same shall be discussed with the Chief Examiner and shall bring to the notice of SBTET (Controller of Examinations / D.S. EE-1). The valuation shall be done strictly according to the key and scheme of valuation provided by the SBTET.
4. The Examiners should also refer to the instructions issued by the Board if any, with regard to corrective measures in case of discrepancy in the Question paper, in the absence of which is should be followed scrupulously and a certificate to that effect should be submitted to the Principal for onward dispatch to the Board.
5. Before starting the valuation of each Answer Script the Examiner have to check the number of pages in booklet. In case they do not tally, the same is to be brought to the notice of the Chief Examiner and Principal / SBTET.
6. The Examiner has to go through each step before awarding the marks. Marks are to be awarded for the concept, procedure, figure (if any) and calculations etc., as directed in the scheme of valuation.
7. Marks should be posted in the space provided on the screen.
8. All Questions and Bits in each Question are to be valued and Marks awarded against each bit
9. They shall strike-off a wrong answer and award ZERO marks.
10. A partial/ correct answer shall be valued and the incorrect part of the answer is to be struck-off and the marks are to be awarded to the content of the answer that is correct.
11. Marks for particulars question can be added or deducted and track of the same will be maintained in software
12. Where ever any question has choice, marks has to be allotted to the first attempted questions. No marks are to be allotted to the extra questions answered.
13. If any answer is wrong / irrelevant, totally ZERO marks should be awarded for each Question.
14. If there are a number of bits in one Question and they are answered at different parts of an answer paper, the marks awarded to each bit are to be

brought as shown in the example: $(2+1+1\frac{1}{2} = 4\frac{1}{2}$ etc.) and fill in the Boxes representing the question number with the marks obtained for each question.

- 15.If total gets a fraction, the total marks will be rounded-off at this stage to the next higher integer.
- 16.During valuation, Examiners should not entertain any unauthorized persons.
- 17.During the valuation, if the Examiner comes across any **suspected mal-practice** such as insertion of sheets, change of handwriting etc., the same has to be brought to the notice of the Principal with a report in writing in turn the principal should inform to the SBTET officials.
- 18.After valuation of each script, the Examiner has to satisfy himself/herself by rechecking whether all the Questions have been valued correctly and no bit/Question is left unvalued, and the marks awarded have proper justification and has not left any scope for anybody to point out any discrepancy during Recounting/ Re-Verification and providing of Photo Copies of valued of Answer Scripts.
- 19.Examiner may see the instructions printed on the Front side of QR Code Sheetsbefore valuation
- 20.Please maintain time schedule of valuation i.e., 05 days from the date of receipt of Answer Scripts in the institution.
- 21.Valuation is confidential in nature and the valuation of each script involves the career of a candidate. therefore, utmost care should be taken to value them properly maintaining the standard of valuation as stipulated in the scheme of valuation and no error should be committed by the Examiner.
- 22.The Board is introducing a system, i.e., a Photo Copy of valued answer script will be provided to the candidate on request and On request of the candidate the valued answer script will be provided for re-verification of the script by the expert committee. Any discrepancy in valuation will put the Board in an awkward position, and also hamper the career of the students. Serious disciplinary action will be initiated by the Commissioner of Technical Education and the Chairman, State Board of Technical Education and Training, against such Examiners who are not serious in following the instructions issued by the Board.

ANNEXURE-E

(Taking the services of Contract Lecturers for evaluation)

1. The valuation work may be entrusted to contract lecturers when the number of answer scripts is in excess of the optimum no. of answer scripts that can otherwise be valued by the regular existing staff.
2. The valuation may not be entrusted to contract lectures in case there is no senior regular faculty who can act as chief examiner.
3. Selection of Examiners shall be in the order of Government, Aided, Private Colleges(Regular staff), contract lectures in Govt. Colleges and adhoc lectures private colleges.
4. The order in which the valuation work assigned shall be in the order of Head of Section/Senior Lecturer/Lecturer in Government &Regular lectures of Private Polytechnics, contract Lecturers in Government Polytechnics and Adho lecturers with experience of minimum **two years or more**.
5. The valuation may be entrusted to the contract lectures (who have put in more than 2 years of teaching experience) in the order of the seniority with good track record
6. The examiners will be drafted for valuation based on the satisfactory performance i.e., the pass percentage (Track record) of the candidates and their integrity.
7. The evaluators shall be assigned the answer scripts for valuation in the subjects currently dealt by them.
8. The evaluation process shall be conducted in selected institutions under the guidance and supervision of the chief examiner (regular staff)
9. Paper valuation shall be done in the presence of the Monitoring Officer/Asst. Monitoring Officer.
10. Examiners have to award marks for each question / bit.
11. 30% of remuneration may be retained with the Board till declaration of the results and will be released on ensuring no discrepancy in the evaluation process by contract lectures.
12. Refer to user manual kept on the OSDES portal before uploading of marks.

Signature valid

Digitally signed by P.
VENKATESWARLU
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