

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

From
Sri UVSN MURTHY, M.Tech,
Secretary,
State Board of Technical Education & Training,
7th Floor, BRKR. Govt. Offices Building,
Near Tank Bund Road, HYDERABAD – 500 063.

To
The Principal / Chief Superintendent
Govt./Aided/Private and Second Shift
Polytechnics in the Engineering Colleges
in State

Lr.No. SBTET/EE-1-14/364/2014

Dated:06-06-2019

Sir,

Sub:-SBTET – Exams-Diploma Examinations June 2019-Common Instructions to Chief Superintendents – Communicated - Reg.

Ref :-1) Notification No. SBTET/EE-II-1/476/Dip. Exams/2019 Dated: 30-05-2019.

2) Notification No. SBTET/EE-II-1/476/Dip. Exams/2019 Dated: 05-06-2019

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With reference cited above, **Onscreen Screen Digital Evaluation System (OSDES)** is being implemented to Diploma Examinations of all schemes from **March/April, 2019** onwards, to enhance the accuracy, assure zero totaling error, increase overall speed and transparency in evaluation. In OSDES the Answer Scripts of the students will be scanned and uploaded to the central server the jumbled answer scripts will be allotted to the pool of the examiners online at osdes.sbtet.telangana.gov.in.

The Chief Superintendents / Principals should follow these compressive instructions scrupulously.

1. Furnish the CC cameras footage recorded, IP Sharing i.e., user ID to view the footage live at the Office of the Secretary, SBTET Hyd. The details shall be sent to the dsee1.sbtetts@gmail.com. The institutions which do not have installed the CC-cameras/Surveillance system are requested to install them in all exam halls, control room and inter facing with the central facility located at Hyderabad and furnish the recorded data of all examinations of each exam hall from starting date to the last date of exams in the form of CD/Pen drive to Dy.Secretary,EE1, SBTET, TS., Hyderabad.
2. Submit the details of all the Teaching faculty such as Name, Designation, Aadhar number, Branch, Experience in years, Bank details etc., and to make examiners to be authenticated with their Aadhar authentication one time with USB finger print scanner attached to the computer on OSDES portal with college code as user ID and password communicated to their registered mobile numbers at OSDES portal regularly without fail.
3. Sufficient number of RD enabled Biometric Finger Print Scanner (Mantra / Startek / Morpho/ Secugen etc.) for registration of examiners and authentication of examiners during evaluation.
4. Each evaluator is to be provided with one desktop computer with internet speed of minimum of 2 mbps on average to each examiner during evaluation time.
5. The following additional Infrastructure should be made available at the Examination center for implementation of Onscreen Digital Evaluation System (OSDES)
 - a) 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.
 - b) Should maintain stand by internet connection such as wireless dongle to ensure uninterrupted Internet supply during examination to ensure to submit online student attendance.

6. Should supply the specially designed preprinted Answer Booklet with Bar coded inner pages stitched with QR coded cover page supplied by SBTET to all students. In no case previous unused booklets should be used.
7. Part-1 of the QR code sheet SHOULD **NOT** BE DETACHED from the answer booklet.
8. **Downloading the attendance sheets:**
 - a) Download the attendance sheet of the students from OSDES portal
 - b) Distribute to the students and get the physical signature of the students against their names
 - c) Bubble the present/ absent
 - d) Take a copy of the attendance sheet for record in the college
 - e) Pack the original attendance sheet along with the answer booklets of those students
9. **Scanning of Answer Booklets with barcode Reader:**
 - a) Scan with all the **absent** answer Booklets collected **from exam halls immediately after first half an hour** from the commencement of the examination and under no circumstances the absentees answer booklets shall be mixed with presentees answer booklets.
 - b) Before packing the answer booklets, scan the present, malpractice and self-generated (SG) answer sheets with barcode scanner.
10. **Packing slip generation:** Packing slip 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 drafted).
11. **Packing of answer Booklets:**
 - a) The answer Booklets are to be packed separately scheme wise, Branch wise and semester/year wise.
 - b) All the Q R Coded and Self-generated (SG) answer Booklets have to be packed along with student signed copy of the attendance sheet downloaded from OSDES portal.
 - c) The malpractice students answer booklets have to be packed subject/Branch wise in separate packets and mention as MP booklets on the cover.
 - d) The answer booklets packed of each session (FN/AN) are to be kept in a single stitched cloth bundle and securely sealed booklets and paste the **Packing slip** generated from the portal on the cloth bundle and also place the same packing slip account in cloth bundle without fail.
 - e) The answer scripts pertaining to a particular subject, if kept in more than one cover are to be properly numbered as 1/3,2/3,3/3 etc., and for security bundled together and finally packed in a single stitched cloth bundle and paste the **Packing slip generated** from the portal. Each of the individual packets should contain a copy of generated from the OSDES portal.
12. All Theory Examinations question papers will be supplied through EDEP, must be printed with utmost care, and distributed in examination halls i.e., the right question paper to right candidate only to be issued.
13. The Principals are requested to see 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) are not to be allowed to write the examination. All the candidates who paid the exam Fee through TS Online or HLCs under Penalty or Tatkal scheme will be prepared QR code Booklets and send to you separately. **The SG booklet shall be used only under unavoidable circumstances to whom the QR coded answer booklets not**

received by you and also for additional subjects of the candidates who readmitted from one scheme to another scheme.

14. If any candidate details are not available in the NR, do not allow such candidate to appear for the examination even though hall ticket is generated and QR code Answer Booklet is sent by the SBTET, however, it can be ascertained from examination sections i.e., JS(COE)/DS-EEI/AS-EEI.
15. Further the Principals are advised to conduct a meeting with all the Teaching & Office staff members of concerned institution to apprise them 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 the instructions given by the Board and follow them scrupulously.
16. **DISPATCH OF ANSWER BOOKLET CLOTH BUNDLES:**
 - a) Cloth bundles of Answer Booklets packets shall be sent through Speed Post under BNPL Scheme (A/c No. 10-1141) to the following address:
Dr. K.Shashank, Dy. Secretary, Camp Office, S.V. Bhavan, Masabtank, Hyderabad, 500 028
 - b) In case of local centers the main answer booklets cloth bundles shall be handed over every day evening to the camp officer available at SV Bhavan, Masab Tank, Hyderabad

Soliciting your full cooperation, I request you to acknowledge the receipt of this letter along with its enclosures.

Yours faithfully,

Signature valid

Digitally signed by MURTHY
UVSN
Date: 2019.06.17 08:35:46 IST
Reason: Approved

SECRETARY