

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

FROM:

Sri U.V.S.N. Murthy, M.Tech.
Secretary,
State Board of Technical Education
and Training, S.V. Bhavan,
Masab Tank, Hyderabad-500028

TO:

The Principal/Chief Superintendent of
All Govt./Aided/Pvt./IInd shif Engg.
Colleges where diploma courses are
offered In Polytechnics in the
Telangana State

Lr.No.SBTET/Post. Exams-I/Chief Supdt./2019.

Dated: -10-2019.

Sir,

Sub: -S.B.T.E & T-Post Examinations-I - Diploma Semester End
Examinations in the schemes of C-16(VII sem), C-16S (V sem) &
C-18 (I & III sem) Regular diploma examinations scheduled in
November, 2019 are commenced from 09-11-2019 onwards -
Common instructions to Chief Supdts. - Communicated -
Regarding.

Ref:- 1. This office Notification No.SBTET/EE-2/DE-2/16/2019-EE-2.
Dated:21-10-2019.

With reference cited **Onscreen Screen Digital Evaluation System(OSDES)** is being implemented to Diploma Semester End Examinations in the schemes of C-16(VII sem), C-16S (V sem) & C-18 (I & III sem) Regular diploma examinations scheduled in November, 2019 are commencing from 09-11-2019 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, Post Exams. I, SBTET, TS, Hyderabad.
2. Submit the details of all the Teaching faculty such as Name, Designation, Aadhar number, Branch, Experience, 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.
- 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 booklets is to be generated from the OSDES portal after scanning all the absent, present, malpractice and SG answer booklets and signed by the Chief Superintendents and Joint Superintendent.

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 in separate packet 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.
 - d) Now these packets are to be kept in a single stitched cloth bundle and securely sealed booklets and paste the **Packing slip** generated from the portal.
 - e) The answer booklets are to be packed in multiple of 40' and also place the attendance sheet in each cover without fail, and also number the packet (if more than one) 1/3,2/3,3/3----- etc.,
 - f) Place the packing slip account in cloth cover without fail.
 - g) 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.** The Answer Booklet sealed cloth bundles shall be dispatched for the FN session on the same day itself and the AN session should kept in the police station and dispatched on the next day through BNPL post office service.
- 13.** 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.
- 14.** 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 issued only for additional subjects of the candidates who readmitted from one scheme to another scheme.**
- 15.** 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- Post Exams/AS-Post Exams..
- 16.** 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.

17. The Principal of all Polytechnics are requested to appoint one invigilator in a Hall/room allotted up to 24 candidates and two invigilators in a Hall/room allotted to 48 candidates.

18. DISPATCH OF ANSWER BOOKLET CLOTH BUNDLES: cloth bundles of Answer Booklets packets of the schemes of C-16(VII sem), C-16S(V sem) & C-18 (I & III sem) diploma examinations shall be sent to **Sri P. Shankaraiah, Deputy Secretary, Post Examinations, S.V. Bhavan, Masab Tank, Hyderabad, 500 028**

Hence, all the Principal/Chief Superintendents of Govt/ Aided/ Private/IIInd shift Engg. Colleges where diploma courses are offered Polytechnics in the Telangana State are requested to be thorough with the above common instructions and follow them scrupulously for smooth conduct of ensuing regular Diploma Examinations scheduled in November, 2019.

I request you to acknowledge the receipt of this letter along with its enclosures.

Yours faithfully,

Signature valid
Digitally signed by S. J. RUTHY UVSN
Date: 2019.11.05 15:57:37 BDT
Reason: Approved

SECRETARY