

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

FROM:

Sri U.V.S.N. Murthy, M.Tech.
Secretary,
SBTET, S.V. Bhavan,
Masab Tank, Hyderabad-500028

TO:

The Principal/Chief Superintendent
of all Govt. / Aided / Pvt. / IInd shift
Engineering Colleges where diploma
courses are offered in Polytechnics in the
Telangana State.

Sir,

Sub: S.B.T.E & T-Post Examinations-I - Diploma C-18 II/IV Sem
MID-II Feb-2020 examinations scheduled from 10-02-2020
to 13-02-2020 - Common Instructions to Chief
Superintendents – Communicated - Reg.

Ref: This office Notification No.SBTET/EE-2/DE-2/16/2019-EE-2.
Dated: 07-01-2020.

With reference to the subject & reference cited above, you are aware that Diploma C-18 II/IV Semester MID-II, Feb-2020 examinations are scheduled from 10-02-2020 to 13-02-2020. In this connection, the Chief Superintendents / Principals are requested to follow the below instructions scrupulously.

1. CC Cameras Installation

Furnish the CC cameras IP i.e., user ID to view the footage live at the Office of the Secretary, SBTET Hyd and the details shall be sent through email to **dysecy1-sbtet@telangana.gov.in/ dsee1.sbtetts@gmail.com** The institutions, which have not installed the CC-cameras/Surveillance so far, are requested to install them in all exam halls, control room and interface with the central facility located at Hyderabad. Furnish the recorded footage 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. Photo Attendance Sheets:

- a) Download the Session Wise Photo Attendance sheet of the students from "ss.sbtet.telangana.gov.in" portal in Principal Login.
- b) Distribute to the students and get the physical signature of the students against their names if the student is PRESENT and write as ABSENT in RED ink in the signature field if the candidate is ABSENT
- c) Take a copy of the Photo Attendance sheet for record in the college
- d) Pack the original attendance sheet along with the answer booklets of that respective subject.

3. Scanning of Answer Booklets with barcode Reader:

- a) **Collect all the OMR Booklets of ABSENTEES** from all the exam halls immediately after first half an hour and scan the Barcode of such OMR Booklets in Absent Tab without any further delay.
- b) **Collect all the OMR Booklets of PRESENTEES** immediately after end of the examination and scan the Barcode of such OMR Booklets Branch Wise/Subject Wise in Present Tab without any further delay.
- c) **Barcode of Mal-Practice OMR Booklets**, if any, shall be scanned in Mal-Practice Tab only.
- d) **THE DETAILS OF SG BOOKLET (IF USED) SUCH AS NAME OF THE STUDENT, PIN, SCHEME AND OTHER PARTICULARS, SHALL BE ADDED VERY CAREFULLY IN OSDES PORTAL, OTHERWISE THE VALIDATION OF SUCH SG BOOKLETS WILL NOT BE DONE.**
- e) Before packing the answer booklets, ensure that the all the students OMR Booklet Barcodes are scanned in present, absent, malpractice and self-generated (SG) tabs with barcode scanner as the case may be and the total count of the students on the packing slip should match with the total count of Presentees, Absentees, MP Cases and SG's.

- f) Chief Superintendents/Principals are also requested to note that the SBTET will validate OMR Booklets which are scanned successfully at the Institution. If the scanning was not successful / pending, Chief Superintendents are requested to bring the same to the Notice of SBTET to take necessary action. However, manual attendance and unscanned Booklets will not be accepted.
- g) If any SG's are used, the details of such SG's shall be added in the Photo Attendance Sheet only and no separate manual attendance sheet is accepted.

h) NO OMR BOOKLET / SG BOOKLET SHALL BE SENT TO SBTET WITHOUT SCANNING IT'S BARCODE IN PRESENT/ASBENT/MAL-PRACTICE TABS AT THE INSTITUTION AFTER THE END OF THE EXAMINATION

4. Packing slip generation: Packing slip of 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. **NO MANUAL PACKING SLIP IS ACCEPTED.**

5. Packing of answer Booklets:

- a) The answer Booklets are to be packed separately scheme wise, Branch wise and semester/year wise and the respective attendance sheet shall be placed in that packet. If the OMR Booklets of any subject are packed in more than one packet, then please write the Scheme, Branch, Subject Code on the packet and label the packets sequentially.
- b) All the OMR Answer Booklets and Self-generated (SG) answer Booklets have to be packed in separate packet along with student signed copy of the attendance sheet downloaded from "**ss.sbtet.telangana.gov.in**" portal.
- c) The malpractice students answer booklets have to be packed Branch wise & subject wise in a separate packet.

- d) The above branch wise/subject wise packets are to be kept in a single stitched cloth bundle along with **Packing slip** and sealed it securely with Lakka and mention the number of seals on the cloth bundle.
- e) All the sealed cloth bundles are to be addressed to
Sri.P.Sankaraiah,
Deputy Secretary, Post Examinations,SBTET
S.V.Bhavan, Masantank, Hyderabad-500 028
6. All the Sealed Cloth Bundles containing OMR Answer Booklets shall be sent to the Hub Center allotted to your Institution every day immediately after completion of the examination on the same day.
The Principal/Chief Supdt. are requested to write Date & Session of the Examination on the top of the cloth bundle and also write the College Code, Address and Mobile Number of the Principal/Chief Supdt. on the sealed cloth cover at the senders address place without fail
7. All the Theory Examinations question papers will be supplied through EDEP and they are must be printed with utmost care and distributed in each examination halls i.e., **THE RIGHT QUESTION PAPER TO THE RIGHT CANDIDATE ONLY TO BE ISSUED.**
8. 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.
9. **If any candidate details are not available in the Photo Attendance sheet, do not allow such candidate to appear for the examination. Incase if the regular candidate details missed in Photo Attendance sheet, QR code Answer Booklet is sent /Not sent by the SBTET, such candidate is allowed only after ascertained from examination sections i.e., JS(COE)/DS- Post Exams/AS-Post Exams..**

- 10.** Further the Principals are advised to conduct a meeting with all the Teaching & Office staff members of concerned institution to appraise 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 SBTET and follow them scrupulously.
- 11.** The Invigilators may be instructed to get thorough with all the Instructions and announce the following instructions in the examination hall
- a) Not to carry any Chits / Material / Mobile Phones / any other electronic gadgets into the examination hall
 - b) Students are instructed to sit according to the seating arrangement
 - c) Students shall be instructed to read the instructions mentioned on OMR Booklet.
 - d) Student may be instructed to check the serial number of each page to ensure that all the pages are printed without any damage. In case if total number of pages (8 Pages) are not stitched / if page numbers are wrongly printed / if any page is found damaged, the same may be brought to the notice of Invigilator and inturn to the Chief Superintendent. In such cases, the Chief Superintendent may issue SG to the candidate and mention the same in remarks column on the photo attendance sheet by bringing it to the notice of AS/DS/JS of SBTET (Post Exams). Also send the same information through email to dysecy1-sbtet@telangana.gov.in (OR) dsee1.sbtetts@gmail.com
 - e) Student should not tear any page of the answer booklet at any cost or else, the candidate will be booked under **Mal-Practice**
- 12.** In respect of Mid Sem-II exams the candidates shall be appearing in the present institution only.

13. If any problem occurs while scanning the barcode of answer booklet or any problem with OSDES portal please contact the technical support contact numbers placed in OSDES Portal.
14. The Principal of all the Polytechnics are requested to appoint one invigilator in a Hall/room allotted upto 24 candidates.
15. The Principals are requested to inform the invigilators to affix **THE END** Stamp at the end of the answers written by the students.
16. **DISPATCH OF ANSWER BOOKLET CLOTH BUNDLES:**
 - a) The Sealed Cloth Bundles containing OMR Answer Booklets shall be sent to the Hub Center allotted to your Institution every day immediately after completion of the examination on the same day. **The Principal/Chief Supdt. are requested to write Date & Session of the Examination on the top of the cloth bundle and also write the College Code, Address and Mobile Number of the Principal/Chief Supdt. on the sealed cloth cover at the senders address place without fail.** The Principals of HUB Centres are requested to accept and keep all the Sealed cloth bundles received from attached polytechnics under the safe custody till the same are handed over to the MMS Logistic Vehicle Staff.

17. POST EXAMINATION INSTRUCTIONS

- a) Instruct all the teaching staff to complete the subject mapping in "ss.sbtet.telangana.gov.in" in HOD's login. Principals are requested to ensure that no subject is left unmapped in any branch for the purpose of Valuation process.
- b) If any staff is not enrolled in OSDES portal for valuation, submit such details of those 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.

- c) Sufficient number of RD enabled Biometric Finger Print Scanner (Mantra / Startek / Morpho/ Secugen etc.,) for registration of examiners and authentication of examiners during evaluation.
 - d) 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.
 - e) The following additional infrastructure should be made available at the Examination center for implementation of Onscreen Digital Evaluation System (OSDES)
 - i. 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.
 - ii. Should maintain stand by internet connection such as wireless dongle to ensure uninterrupted Internet supply during examination to ensure to submit online student attendance.
- 18.** All the Chief Superintendents/Principals are requested to use the SG Booklets of current examination spell only and at any cost, old SG Booklets should not be used. Part-1 of the QR code sheet **SHOULD NOT** BE DETACHED from the answer booklet.

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 Diploma C-18 II/IV Mid-II, Feb-2020 examinations

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

Yours faithfully,