

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

FROM:

Dr.C.Srinath,

M.Tech, Ph.D., M.B.A., LL.M.,
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 shift
Engineering Colleges where
diploma courses are offered in
Polytechnics in Telangana State.

Sir,

Sub: SBTET-Post Examinations-I - Chief Superintendent Common
Instructions to be followed in conducting the Board Diploma
Mid Sem/End Sem Examinations from Diploma Exams,
December 2020 onwards-Communicated - Reg.

Ref: 1) This office Notification No.SBTET/EE-2/DE-2/16/2019-EE-2,
Dated: 12.11.2020.

With reference to the subject & references cited above, the Chief
Superintendents / Principals are requested to follow the below instructions
scrupulously in conducting the Board Diploma Mid Sem/End Sem
Examinations from December-2020 onwards.

1. CC Cameras Installation

- a)** Furnish the CC cameras IP i.e., user ID to view the footage live
at the Office of the Secretary, SBTET Hyderabad and the details
shall be sent through email to **dysecy1-
sbtet@telangana.gov.in**.
- b)** Further the Institutions, which have not yet installed the CC-
cameras/Surveillance so far, are requested to install them
immediately in all exam halls, control room and interface with
the central facility located at Hyderabad should 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 Deputy Secretary, Post Examination Section, SBTET,
TS., Hyderabad on demand.

2. Receiving of OMR Booklets

- a) **FOR MID SEM/END SEM EXAMINATIONS**, the OMR answer Booklets will be supplied to the Polytechnics through the identified HUB centre/Polytechnic to which your Polytechnic is attached.
- b) HUB Centres will receive the OMR answer Booklets of attached Polytechnics along with its own centre.
- c) The Chief Superintendents/Principals shall collect the OMR answer booklets well before the commencement of the Examinations from the HUB centre to which respective Polytechnic is attached.
- d) The Principals of HUB Centres are requested to best how in handing over the OMR answer Booklets to the attached Polytechnics.

3. Downloading of Photo Attendance Sheets:

- a) **FOR MID SEM/END SEM EXAMINATIONS**, Download the Session Wise Photo Attendance sheets of the students through "ss.sbtet.telangana.gov.in" portal in Principal Login.
- b) The Chief Superintendents/Principals shall verify the OMR answer Booklets with the Nominal Rolls immediately after receiving the same from either SBTET or HUB Centre as the case may be.
- c) If any Discrepancy is found during verification, the same may be brought to the notice of the JS (COE)/Dy.Secy/Asst.Secy, Post Examination Section, SBTET, immediately to take necessary action.
- d) All the OMR Booklets shall be segregated day wise/session wise/subject wise well before.

- 4. Seating Plan Download:** All the Chief Superintendents/Principals are requested to enter the seating plan details in the Principal login of "ss.sbtet.telangana.gov.in" portal to download the seating plan and make the students to sit as per the download the seating plan.

5. Pre-Examination Instructions:

a) PREMIUM TATKAL

- (i) From Diploma Supplementary December- 2020 onwards, SBTET introduces **PREMIUM TATKAL** service of Rs. 5000/- for payment of Examination fee after due date of **TATKAL** Service.
 - (ii) Using **PREMIUM TATKAL** service, candidates shall be able to pay examination fee before the day/session of a particular examination and will be able to appear for rest of the examinations scheduled after the instant of fee payment through **PREMIUM TATKAL** Service.
 - (iii) However, Principals/Chief Superintendents shall admit such students duly verifying the candidate details in Nominal Rolls, Hall Ticket, Photo attendance sheet. Further the same details will be updated dynamically in OSDES Portal in principal upon successful transaction of fee payment through **PREMIUM TATKAL**.
 - (iv) Upon verification of the candidate details, candidates shall be issued SG booklets to appear for the registered subjects on the day/session of examination.
- b) The Principals are requested not to allow 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) to write the examination.**
- c) 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 the examination sections i.e., JS(COE)/DS- Post Exams/AS-Post Exams. Further, the details of the students who paid exam fee with late fee /TATKAL and issued Hall Ticket very late, may not be available in Nominal Rolls, however, the**

candidate can be allowed on producing the Hall Ticket by confirming the candidature and also ascertaining the same from the Post Examination Section.

d) Further the Principals are advised to conduct a meeting with all the Teaching & Office staff members of concerned at Institution level to appraise them about 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 all the time to time instructions given by the SBTET and follow them scrupulously.

e) The Invigilators shall be directed to get thorough with all the Instructions and announce the following instructions in the examination hall

- ✓ Not to carry any Chits / Material / Mobile Phones / any other electronic gadgets into the examination hall.
- ✓ Students are instructed to sit according to the seating arrangement.
- ✓ Students shall be instructed to read the instructions mentioned on OMR Booklet.
- ✓ Student may be instructed to check the serial number of each page to ensure that all the pages are printed without any damage. Incase if the total number of 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 in-turn 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 mail to dysecy1-sbtet@telangana.gov.in.

- ✓ Student should not tear any page of the answer booklet at any cost or else, the candidate will be booked under Mal-Practice.
- ✓ In respect of Diploma Exams, December 2020, the candidates will be appearing in the present institution only.
- ✓ **The Principals/Chief Superintendents of all the Polytechnics are requested to appoint one invigilator per Hall/room allotted up to 24 candidates. Only Teaching staff shall be appointed as Invigilator/Control room assistance/Internal Flying Squad.**
- ✓ The Principals are requested to inform the invigilators to affix **THE END** Stamp at the end of the answers written by the students without fail.
- ✓ All the Invigilators and Control room staff and other supporting staff shall be informed about the reforms in conducting the Diploma Examinations.

6. Reforms in Examinations:

FOR END SEM EXAMINATION

- a) All the Principals shall conduct the C18-Regular/Supplementary Drawing Subjects at the Institution level only. However, the Examination for all the Supplementary Drawing Subjects of other than C18 Scheme will be conducted by SBTET as like current practice.
- b) The Examination Duration for all the Regular & Supplementary Examinations is of **TWO HOURS ONLY** and shall be conducted in three sessions in a day i.e from 9.30 AM to 11.30 AM (Forenoon Session), 12 Noon to 2.00 PM (Noon Session) and 2.30 PM to 4.30 PM (Afternoon Session) as the case may be.

7. Conduct of Examination:

- a) **FOR MID SEM/END SEM EXAMINATIONS,** Question Papers shall be downloaded from the QPGD Portal i.e "<http://qpgd.sbtet.telangana.gov.in>". However, as another aid, the Question Papers can also be downloaded from EDEP Portal i.e <http://ousbtet.net/Edep/Login>.

- b) All the Question Papers must be printed with utmost care and distributed in each examination halls i.e., **THE RIGHT QUESTION PAPER TO THE RIGHT CANDIDATE ONLY IS TO BE ISSUED**. Further, printing and distribution of the question papers shall be done in the presence of Chief Superintendent, Joint Superintendent and Observer (If drafted to your Institution).
- c) Distribute the Photo Attendance Sheets to the students in the examination halls 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. Take a copy of the Photo Attendance sheet for record in the college.
- d) 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.

8. Scanning of Answer Booklets with barcode Reader:

- a) Scanning of Present/Absent/Mal-Practice/SG OMR Booklets is to be done online at "osdes.sbtet.telangana.gov.in" in Principal login.
- b) **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.
- c) **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.
- d) **Barcode of Mal-Practice OMR Booklets**, if any, shall be scanned in Mal-Practice Tab only and generate Mal Practice report from OSDES portal sign the send the same along with the MP answer booklets

e) **ADDITION OF SG'S: FROM DIPLOMA SUPPLEMENTARY EXAMINATIONS, DECEMBER 2020 ONWARDS, REGISTERED PIN'S AS PER "NR" ARE PROVIDED IN OSDES PORTAL AS A DROPDOWN LIST AND THE EXAMINATION CENTRE SHALL SELECT THE CORRECT PIN CAREFULLY FROM THE DROP-DOWN LIST TO ADD SG BOOKLETS TO ATTENDANCE. IF WRONG PIN IS SELECTED, SUCH ANSWER BOOKLETS WILL NOT BE VALIDATED AT SBTET.**

f) 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.

g) 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 and validated.

h) 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.

i) If any problem occurs while scanning the barcode of answer booklet or any problem with OSDES portal please contact the technical support contact SBTET Help Desk **040-23222192**.

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

9. Packing slip generation:

- a) 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.**
- b) The Photo attendance sheets, signed by the Candidates, shall be uploaded to OSDES portal in the respective subject tab immediately after the examination compulsorily before generating Packing Slip itself.
- c) **All the Chief Superintendents shall submit Provisional Mal-Practice Report online through OSDES Portal and no manual MP report will be considered from hereafter.**
- d) If any Mal-Practice cases are booked at the examination centre, the Chief Superintendents shall scan those MP Case OMR Booklets under Mal-Practice Tab, thereon, the Chief Superintendents shall fill the Mal-Practice Proforma-II (Mal-Practice Online Proforma Fields are same as Manual Proforma) online duly proposing the Provisional Rule, submit the report online and take the Printout of it.
- e) The Online MP Report generated through OSDES Portal shall be packed with the MP Case OMR Booklets separately and sent to SBTET on the same day of examination along with the Presentees OMR answer Booklets.
- f) **All the Chief Superintendent shall note that without generating and printing of MP Report, Online Packing Slip will not be generated in OSDES portal. NO MANUALLY FILLED IN MP REPORT IS ACCEPTED HEREAFTER.**

10. Packing of answer Booklets:

- a) As you are aware that most of the C09 and C14 Subjects have been tantalized/Mapped to C16/C16S subjects by the subject experts. Accordingly C09 & C14 candidates will be appearing for the mapped subjects in the schemes C16/C16S as the case may be. However, few of the subjects of C09 & C14 have not been mapped to the subjects in C16/C16S due to mismatch of

syllabus. In this connection, all the Principals are requested to note that the scheme printed on OMR Booklet of the candidate is the tantalized scheme for the subjects which have been successfully mapped and the existing scheme for the subjects which have not been mapped.

- b)** Hence, the answer Booklets are to be packed separately Subject Wise, Branch wise, semester/year wise, PIN Wise and the respective original photo 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.
- c)** All the OMR Answer Booklets and Self-generated (SG) answer Booklets have to be packed in the same packet along with student signed copy of the attendance sheet downloaded from "ss.sbtet.telangana.gov.in" portal.
- d)** The malpractice students answer booklets have to be packed Branch wise & subject wise in a separate packet and shall not be mixed with Presentees OMR Booklets.
- e)** All the above said 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.
- f)** **The Principals/ Chief Superintendents 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 Principals/Chief Superintendents on the sealed cloth cover at the senders address place without fail.**
- g)** Further all the Chief Superintendents/Principals are requested **TO SEND THE ABSENTEES OMR'S, TAMPERED/DAMAGED OMR'S AND UNUSED/DAMAGED SG OMR'S** to SBTET while sending the sealed cloth bundles of Presentee's answer scripts without fail and shall not keep any unused OMR Scripts with the Institution.

h) All the sealed cloth bundles are to be addressed to

**Sri.P.Sankaraiah,
Deputy Secretary, Post Examinations,
SBTET, S.V.Bhavan, Masabtank,
Hyderabad-500 028**

11. DISPATCH OF ANSWER BOOKLET CLOTH BUNDLES:

FOR MID SEM EXAMINATION

- a) The Chief Superintendents shall handover the sealed cloth bundles containing the written answer OMR Booklets of all the sessions on the same day to the HUB Centre to which you Polytechnic is attached without fail, otherwise, the matter will be viewed seriously.
- b) Further, the indentified HUB Centre shall receive the Sealed Cloth Bundles of all the Polytechnics attached to it on the same day of examination with proper care (Quantity of Bundles shall be checked thoroughly before giving acknowledgment to the attached Polytechnic) and keep the same including its own centre sealed bundles under safe custody.
- c) SBTET will send the MMS Postal Vehicle through identified routes on scheduled dates and the Principal of HUB Centre shall handover all the sealed cloth bundles to the MMS Postal Van Person as and when the Vehicle reaches to the HUB Centre.

FOR END SEM EXAMINATION

- a) The Sealed Cloth Bundles containing OMR Answer Booklets of forenoon session examination shall be dispatched to SBTET through EMS Speed Post Booking under BNPL service bearing A/c No. 10-1141 at local post office on the same day of the examination, whereas the Sealed Cloth Bundles containing OMR Answer Booklets of Noon Session/Afternoon session, as the case may be, shall be deposited at local police station under the joint custody of Chief Superintendent and Station House Officer of local police station on the day of examination and withdraw the same from the police station on the next working day of post office to dispatch the same to SBTET through EMS Speed post service.

- b)** Further, the packing and deposit of sealed cloth bundles at Police station shall take place in presence of Chief Superintendent, Joint Superintendent and Observer (If drafted to your Institution).

12. Post Examination Instructions

- a)** Instruct all the teaching staff to complete the subject mapping in "osdes.sbtet.telangana.gov.in" in Principal's login for all the subjects of C09/C14/16/C16S/ER91 schemes. Principals & HOD's are requested to monitor the same and ensure that no subject is left unmapped in any branch for smooth Valuation process.
- b)** Due to technical/network issues/server issues, if any staff is unable to enroll in OSDES portal for valuation, please call OSDES Support in office hours on all working days.
- c)** Principals shall ensure that sufficient number of RD enabled Biometric Finger Print Scanner (Mantra / Startek / Morpho/ Secugen etc.,) for registration of examiners and authentication of examiners during evaluation are arranged.
- 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.
- f)** The Principals/Chief Superintendents of Private/Aided Polytechnics/Examination Centres are instructed not to pay remuneration, TA/DA to the observers (Govt. Polytechnic Staff) drafted to their respective Institution as the same will be paid to them by the Principal of the Parent Institution.

13. COVID-19 INSTRUCTIONS

All the Principals/Chief Superintendents are requested to adhere to the following Instructions in view of COVID-19 Pandemic Situation for smooth conduct of Diploma Examinations, December 2020

- a)** Students and Parents shall be informed well before, about the precautions to be taken while the students appearing for the Examinations, as per the Instructions of the Telangana Government.
- b)** Students shall be instructed to appear for the examinations by wearing mask and to carry their own sanitizers to the examination venue for their self-care and no student shall be allowed to the examination venue without mask as the Telangana Government itself directed all the citizens of the state to wear mask and carry own sanitizers to avoid the spread of Corona Virus.
- c)** Seating arrangement shall be made in such a way to maintain the physical distance among the students.
- d)** Principals/Chief Superintendents shall approach and request the local Municipal Corporation/Municipality/Gramapanchayat to sanitize in and around the premises of Examination Centre.
- e)** Principals/Chief Superintendents shall pay keen attention on the examination activities and should take all precautions to avoid any untoward incidents.

You are further informed that these Common Instructions hold good for all the ensuing Examinations conducted by SBTET from the Diploma Examinations, December 2020 onwards until further Instructions, if any.

Hence, all the Principals/Chief Superintendents of Govt./Aided/Private/2nd 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 Board Diploma examinations.

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

(This has the approval of the Chairman, SBTET)

Yours' faithfully,

Signature valid

Digital Signature by DR C
SRINATH
Date: 2020.11.25 12:37:25
IST
Reason: Approved

