

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 of all Government
Polytechnics across the Telangana
State.

Sir,

Sub: SBTET-Post Examinations-I – Board Diploma Examinations–
Common Instructions to Observers for smooth conduct of
Examinations – Communicated - Reg.

Ref: This office File No: SBTET-POE1/29/2020-POE1-Part(1),
Dated: 03.12.2020

It is to inform that the SBTET is intended to conduct the Board Diploma Examinations in the Polytechnics across the State of Telangana with utmost care, confidentiality by avoiding untoward incidents during the Examination.

Accordingly, the staff members of Government Polytechnics are drafted as Observers to the Examination Centres for smooth conduct of Examinations.

In this connection, Common Instructions to the Observers are hereby communicated through the concerned Principals.

Common Instructions to the Observers

1. Observers, who are deputed to various Institutions where the Diploma Examinations are conducted in the State, are requested to note that they have been entrusted with an important duty of observing the overall conduct of the Diploma Examinations at the allotted Examination Centre as per the SBTET norms.

Observers should adhere to the instructions and they should see that no scope is given for any slackness in conduct of Diploma Examinations.

2. Go through the common instructions issued to the Chief Superintendents in connection with the conduct of Examinations to get acquainted with the rules and regulations.
3. Reach the institutions one day in advance / very much prior to commencement of examination, as per the issued orders and see that the seating and other necessary arrangements are done as per the specified norms.
4. See that the timings of the Examinations in each session are followed strictly and if any deviations are noticed, they must be brought to the notice of the Secretary, SBTET immediately.
5. Question Paper Decryption (EDEP/QPGD), printing and issue of Question Papers to the Examination Halls should be done in presence of Chief Superintendent/Joint Chief Superintendent and Observer so as to ensure the confidentiality.
6. Any slackness in Invigilation or improper Invigilation by the Assistant Superintendents (Invigilators) should be brought to the notice of the Chief Superintendents for rectification and the same shall be included in Observers report(s).
7. Letting-off the students outside the hall for Toilets should not be allowed.
8. Among the Chief Superintendent, Joint Chief Superintendent and Observers, at least one should be present in each examination hall at the time of distribution of Question Paper to the students.
9. The Observers should be present at the time of receiving the written answer scripts of the students from the Invigilators by the Chief Superintendent and all the present/absent/Mal-Practice scripts barcodes should be scanned, packed and sealed in observer's presence. **Observer should satisfy and affix his/her signature on the sealed covers.**
10. It is to be ensured that all the present, absent, Mal-Practice and Self generated OMR's are scanned in OSDES portal without fail as the un-scanned OMR's, if any, are not validated by SBTET.

11. Observer is held responsible for any mismatch in no. of written answer scripts scanned with that of no. of written answer scripts packed in the respective sealed cloth bundle and if any scripts are received at SBTET without scanning its barcode at respective Examination Centre.
12. See that the answer scripts are dispatched by the Chief Superintendent immediately after the end of each session examination. Any delay in the dispatch, should be reported immediately stating the reasons for the delay.
13. The Sealed Cloth Bundles containing Written OMR answer booklets of afternoon session examination are to be deposited in the Police Station every day evening under the joint custody of Chief Superintendent, Observer and Station House Officer. Under any circumstances, observer should not leave the examination centre without depositing the sealed cloth bundles in the local police station.
14. Ensure that the examination halls are arranged in the same building/block/floor in which the control room is located so that the question papers can be distributed to the examination halls securely and on time. Accordingly, give the instructions to the chief superintendent of the examination centre.
15. The Observers should send their session wise and spell wise reports confidentially only in the prescribed proformas enclosed for all the days of examination by Registered Post under the named cover addressed to Sri P.Sankaraiah, Deputy Secretary, Post Examination Section, State Board of Technical Education and Training, Telangana, Sanketika Vidhya Bhavan, Hyderabad-500 028 without fail and also send the same through email to dspostexams.sbtetts@gmail.com.
16. See that the Mal-Practice proforma is submitted online by chief superintendent through OSDES Portal only and no manual Mal-Practice proforma is accepted. Ensure that the Mal-Practice booklets are placed in a separate sealed cover and sent together with all the Mal-Practice reports generated online through OSDES Portal.

17. Observers should not be lenient and observe whether everything is going on as per the rules of the SBTET in conduct of the examinations, otherwise, he/she is at liberty to report the same to the Secretary, S.B.T.E.T, without any hesitation as the reports will be kept confidential.
18. The Observers shall report any type of major irregularity in conduct of examinations on the same day either by phone or email to dspostexams.sbtetts@gmail.com or by post depending upon the situation and severity. Otherwise the Observer/Special Observer will be held responsible for what so ever happened during that period.
19. Observers shall be paid Remuneration, T.A & D.A (as per norms applicable) by the Parent Institution only but not by the Examination Centres to where they are drafted.
20. Observers, while submitting T.A/D.A bills to the respective Principal, shall register the actual no. of KM's (Shortest Route) between the head quarters and the examination centre and accordingly, T.A shall be claimed as per norms. However, SBTET will scrutinize T.A bills with the actual no. of KM's between the head quarters and the examination centre and will disallow excess amount claimed, if any.
21. Observers should submit the T.A/D.A Bill for the expenditure incurred with all relevant vouchers and duty certificate from the place where he/she performs the duty as Observers/Special Observer, along with the relieving orders duly counter-signed by the Chief Superintendent of the Examination Centre to the Principals concerned.
22. Since advances are sanctioned towards T.A, D.A. and remuneration, as the case may be, the Principals concerned shall scrutinize the Bills carefully as per the SBTET norms and following criteria so as to forward the same to SBTET for full and final settlement of the Bill.
 - a) The actual no. of KM's between the Head Quarters & the Examination centre shall be taken into consideration while calculating the T.A amount. Any excess amount claimed by the staff member may be disallowed at Principal level itself. Note that the Halting Allowance of Rs. 450/- may be allowed if the distance between the Head Quarters and Examination Centre is

greater than 30KM with one onward and return journey travelling allowance as per norms.

- b)** Daily allowance shall be allowed based on the Grade assigned to the Posts but not by Automatic Advancement Scheme (AAS) or Career Advancement Scheme (CAS) i.e for Lecturer Cadre Rs.300/- and for Senior Lecturer and above cadre Rs.450/-.
- c)** Remuneration shall not be paid if the strength of the respective session is Zero.

Hence, all the Principals of Government Polytechnics in the Telangana State are requested to communicate the above instructions to the staff members whoever drafted for observer duties in connection the Board Diploma Examinations to follow the same scrupulously for smooth conduct of Board Diploma examinations.

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

(This has the approval of the Chairman, SBTET)

Yours' faithfully,

Signature valid

Digitally signed by DR C
SRINATH RETA
Date: 2020.12.08 19:03:34
IST
Reason: Approved

PROFORMA-I**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING****TELANGANA STATE : : HYDERABAD****EXAMINATION OBSERVERS REPORT****(To be sent at the end of a Spell of Examinations)**

1	Name of the observer (With Designation & Poly. he/she belongs to)	
2	Place of Visit and Examination with center code	
3	Date and Time	
4	Name of the Chief Superintendent with designation	
5	Constitution of Internal flying squad as per norms	
6	Seating Plan done properly OR not	
7	Whether Numbering is put on table in advance	
8	Whether the Chief Superintendent is maintaining the record SGS and answer books issued to halls every session/day	
9	Number of Candidates in each hall/room for each session enclosed in separate sheets	
10	Whether Question papers generated /distributed according to norms	
11	Allotment of Halls to Invigilators is pre planned	
12	Names of Joint Chief Superintendents with designation	
13	Whether previous examinations DC bills settled	
14	Attendance condonance fee remitted	
15	Your Remarks/Opinion on conduct of examination	

COUNTER SIGNATURE OF THE CHIEF SUPDT.

SIGNATURE OF THE OBSERVER WITH DESIGNATION
AND ADDRESS

OBSERVERS' REPORT**(To be observed for each session of examination and sent every day)****STATE BOARD OF TECHNICAL EDUCATION AND TRAINING****TELANGANA : : HYDERABAD**

1	Name of the observer (With Designation & Poly. he/she belongs to)			
2	Place of Visit and Examination with center code			
3	Time of the password received			
4	Time of the Question paper downloading.			
5	Time of the Printing of Q.P.completed			
6	Did you put your signature or seal on sealed answerscripts bundles			
7	FN session sealed bundle booked under BNPL			
8	AN session sealed bundle booked under BNPL(previous day)			
9	Examinations scheduled on the day.			
10	In how many Halls/Rooms the examination were conducted	no of halls		no of students present/total
11	Whether Invigilators reported in time			
12	Whether			
13	a) Invigilators are posted as per norms			
14	b) Total number of Invigilators			
15	Whether the Examinations are commenced at correct time			
16	Police Bundobust arranged or not			
17	Flying Squad/Officer inspected or not			
18	Whether Attendance taken in halls			
19	Whether Bell timings are maintained?			
20	Whether the Examination are closed at correct time			
21	Whether any M.P. Cases have been booked ? If so Mal practice proforma enclosed?			
22	Were the Answer Scripts Bundle sealed in your presence and two invigilators			
23	Packing and sealing of Answer Scripts done properly, immediately at the end of examination			
24	AN session sealed bundle kept in Police Station(to day & Time of deposit			

SIGNATURE OF THE OBSERVER