

**MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION
MUMBAI**

**Manual
for
Conduct of Examination,
Assessment Process
&
Post Result Activities**

(Implemented with effect from Academic Year 2018-19)

**Manual for Conduct of Examination, Assessment Process and
Post Result Activities, 2018**

In exercise of powers conferred by sub section (1) of Section 46 of the Maharashtra State Board of Technical Education Act, 38 of 1997, read with clause (a) to (i) of sub section (2) of the Act and of all other powers enabling it in this behalf, by superseding earlier regulations of the years 2006 and 2009, the Maharashtra State Board of Technical Education with the approval of Governing Council, made the regulations, namely Maharashtra State Board of Technical Education Examination (For The Diploma, Post-Diploma, Post-Graduate Diploma, Advanced Diploma and any Other Diploma In Engineering, Technology and Such Other Disciplines) Regulations, 2018.

In pursuit of execution of these Regulations, the procedure manual for conduct of examination, assessment process and post result activities is prepared as a part of MSBTE Examination Regulations, 2018 describing the work methodology for smooth conduct of examination and assessment as well as post result activities.

The procedure detailed in manual shall apply to all the affiliated courses/programmes of the institutes to MSBTE and the students enrolled therein.

This manual shall come into force from the academic year 2018-19.

In case of any difficulty and/or doubt in interpretation of any procedure, the interpretation of the Director, MSBTE shall be final and binding on all stakeholders. Further, the Director, MSBTE is authorized to issue circulars and orders amending the provisions under this manual.



Dr. Vinod M. Mohitkar

Director
Maharashtra State Board of Technical Education
Mumbai

Date : 28/6/2018

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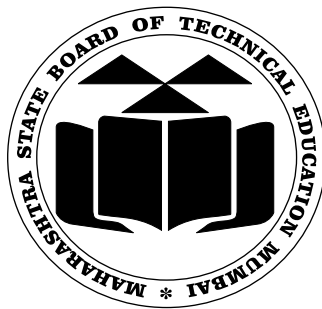
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Part I
CONDUCT OF EXAMINATION



**MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION
MUMBAI**

PART-I

CONDUCT OF EXAMINATION

1.0 CONTEXT

Board conducts examinations through various Institutes affiliated to Board. Board has issued Norms, procedures and Instructions from time to time for smooth conduct of examination. They have been compiled herein in the form of instruction manual, for ready availability to those managing the examinations. Board shall widely circulate the manual among all Institutes. Principals and heads of Institutes would insist on and internalize the provisions laid down in the manual by routinely referring to and adopting the same. The importance of accuracy, quality and reliability in the conduct of examination work shall be often repeated and inculcated in the staff.

2.0 OBJECTIVES

The main objectives of instructional manual are to:

- 2.1 Educate all those who are conducting and managing the examinations.
- 2.2 Help to achieve desirable accuracy, enhance quality and increase reliability in the conduct of the examinations.
- 2.3 Maintain consistency and uniformity in examination work.
- 2.4 Minimize the chances of lapses in the examination work.
- 2.5 Monitor the process of conduct of examinations at various examination centers.
- 2.6 Establish credibility of procedure by spreading awareness amongst all concerned.
- 2.7 Define the accountability of the officers and supporting staff of the Board / Institutes in the conduct of examinations.

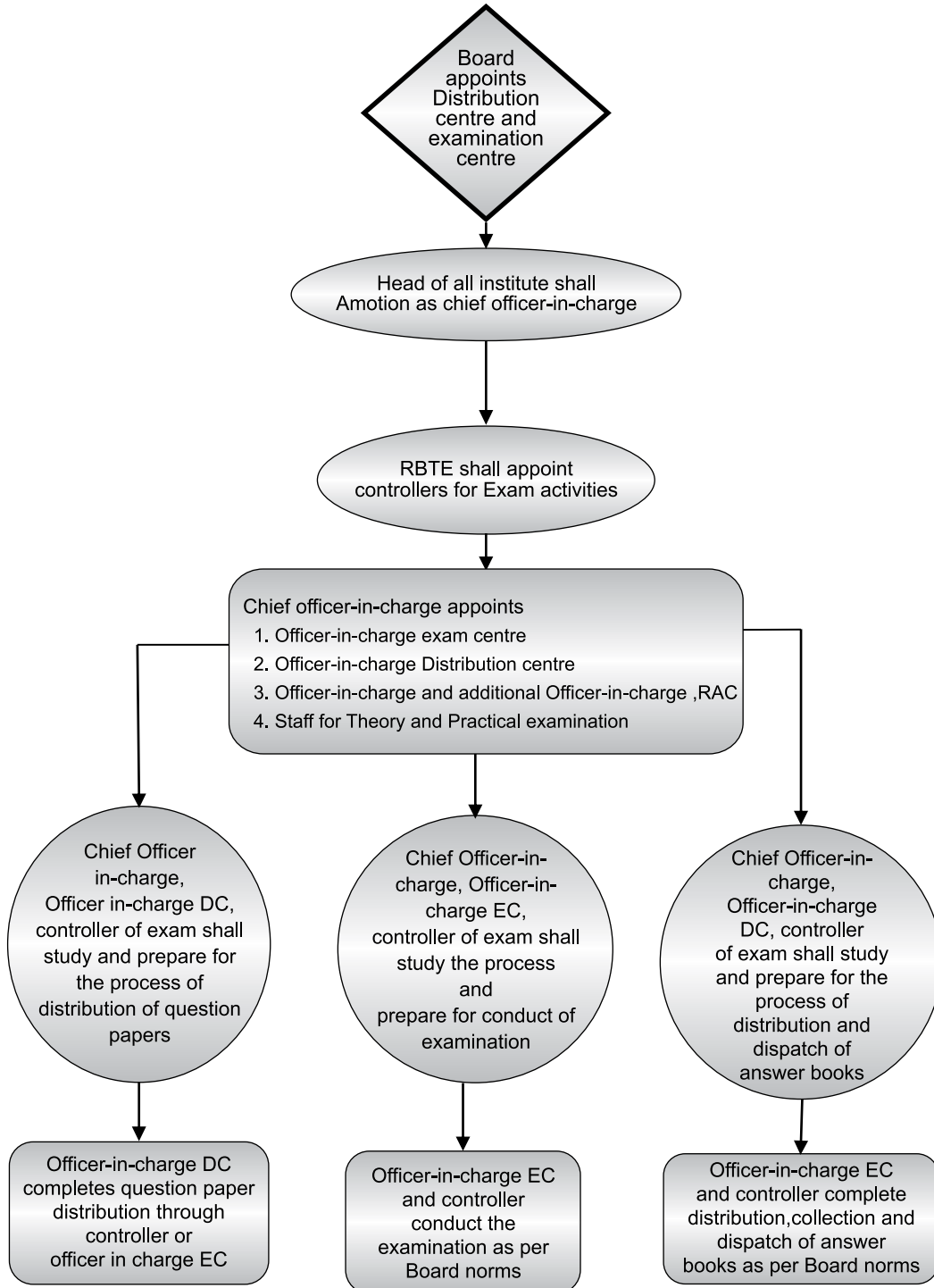
3.0 CONCEPTUAL FRAMEWORKS

Regional offices of the Board would hold meetings of the officers-in-charge in the region to discuss the quality parameters of examination work and make them aware about their role and responsibilities.

4.0 PROCEDURE FOR CONDUCT OF EXAMINATIONS

- 4.1 The Principal / Head of institution shall act as the Chief Officer-in-charge of distribution / examination / inquiry centers.
- 4.2 The chief officer-in-charge, in turn, shall appoint necessary officer-in-charge for distribution and examination work. He shall also appoint supervisors and supporting staff as per the norms of Board.
- 4.3 Qualified and experienced officers and supporting staff shall be appointed for the conduct of the examinations.
- 4.4 The officers and staff engaged in examination work shall be made aware of the rules, regulations, norms and guidelines for the conduct of examination and importance of accuracy, quality, confidentiality and reliability in examination work.

5.0 EXAMINATION PROCESS DIAGRAM



6.0 DEFINITIONS**6.1 Distribution Centre (DC)**

The Institute selected for keeping custody of sealed question paper bundles during the period of examination and distribute the sealed question paper bundles as per inventory to examination centers attached to it as per the procedure laid down by the Board. Distribution Centre also keeps the custody of sealed answer book bundles received from the examination center after the examination and convey the same to the allocated regional assessment centers as per the procedure laid down by the Board.

6.2 Examination Centre (EC)

The affiliated institute selected by the concerned RBTE for the conduct of written theory examination of the Board. The examination center may cater for examinees from own institute along with examinees of institutes connected to it by the concerned RBTE.

6.3 Connected Institute (CI)

The affiliated institute which conducts the non-theory examinations and online theory examinations of the examinees belonging to it. However, the written theory examinations for the examinees of CI shall be conducted in the EC allocated to them.

6.4 Enquiry Center

The affiliated institute designated by Board to conduct enquiry of students reported to have involved in malpractice during examination conducted by the Board. Principal/Head of the institute acts as Chairman of the Enquiry Committee. The Chairman is assisted by senior faculty of the institute in the capacity of members of the enquiry committee.

7.0 PROCEDURE FOR DESIGNATING AN INSTITUTE AS DC/EC/CI/ENQUIRY CENTRE

7.1 The RBTE shall recommend the Institutes in their respective regions, to be designated as DC – Selection as DC is decided based on the logistic requirements to cater to the attached ECs along with availability of safe and secured infrastructure.

7.2 The RBTE shall recommend the Institutes in their respective regions, to be designated as EC – Selection as EC is decided based on the availability of the infrastructure and supporting amenities for the safe, secured and smooth conduct of examination.

7.3 CI to concerned EC is decided based on the availability of the infrastructure at EC to accommodate examinees of CI and the logistic convenience for the examinees of CI.

7.4 Enquiry Center shall be properly isolated from the area for which students are reporting for enquiry but at the same time logistically convenient to the students to report.

7.5 Chief officer-in-charge is authorized to make appointments of Officer-in-charge Distribution center, Officer-in-charge Examination center and other supporting staff as per the norms of Board.

7.6 RBTE shall authorize Chief officer-in-charge to appoint vigilance squad/ sitting squad to inspect and ensure that the examinations are conducted according to the prescribed procedures, in conducive environment which would discourage the tendency of misbehavior and malpractice.

8.0 MODES OF DISTRIBUTION OF CONFIDENTIAL MATERIAL FOR EXAMINATION

Confidential material of examination may be distributed by one of the following modes:

8.1 Daily Distribution Mode

In this mode, the controller of examination has to perform daily journey from DC to EC with sealed question paper bundles before examination and return back with sealed answer book bundles after the examination from EC to DC. The daily distribution mode is adopted only when the journey on each side is less than two hours at the prevailing traffic conditions.

8.2 Residential Mode

This mode is adopted when the daily distribution mode is not feasible.

9.0 PROCEDURE FOR APPOINTING CONTROLLER OF EXAMINATIONS

9.1 Daily Distribution Mode

The Deputy Secretary RBTE / Chief officer-in-charge of DC shall duly issue orders appointing suitable persons not below the rank of lecturer, as controllers of examinations at ECs attached to the DC. The Chief officer-in-charge of DC shall send a copy of the appointment orders issued from his side to the concerned RBTE.

- 9.1.1 Each day of examination, the controller of examination shall collect the session wise bundles containing sealed packets of question papers for the EC for the day. The controller shall report at the DC as per the timing mentioned in the appointment order so as to reach the concerned EC at least one hour before the commencement of examination.
- 9.1.2 The controller of examinations shall give receipt to the officer-in-charge, DC in the prescribed format as a proof of receiving the sealed question paper bundles from the DC.
- 9.1.3 The EC shall arrange for a closed four wheeler vehicle with responsible escort person for the safe conveyance of sealed question paper bundles from DC to EC and sealed answer book bundles from EC to DC.
- 9.1.4 The EC shall also arrange for safe storage at the examination control room for the controller to keep confidential materials pertaining to examination.
- 9.1.5 The controller of examination shall hand over the session wise question paper bundles to the officer-in-charge, EC and take a receipt for the same on the prescribed format. Thirty minutes prior to the commencement of the examination for the session, the controller of examination hands over the bundle of question paper for the session to the officer-in-charge, EC for opening. After opening of the bundle and inspection of the sealed question paper packets, the officer-in-charge, EC should hand over a receipt to the controller of examination a report of question paper bundle opening in the prescribed format.
- 9.1.6 The controller of examination shall supervise the conduction of the examination as per norms of the Board.
- 9.1.7 After the completion of written examination for the session, the controller of examination shall scrupulously monitor the collection, tallying and sealing of the answer book bundles. At the end of the day's examination, the controller shall collect the sealed answer book bundles from the officer-in-charge, EC and give receipt for the same in the prescribed format.
- 9.1.8 The controller of examination shall also collect all the related documents pertaining to malpractice cases reported during the examination sessions separately in sealed packets. The same shall be handed over to the officer-in-charge, DC.
- 9.1.9 If necessary, the Deputy Secretary RBTE would appoint additional controller/s of examination, for orderly and smooth conduct of examination.
- 9.1.10 The controller of examination shall convey the sealed bundles of answer paper belonging to the day's examination from EC to DC and hand over the same to the officer-in-charge, DC and collect receipt for the same in the prescribed format along with the receipt and reports received from officer-in-charge, EC. The receipt for answer paper bundles received from officer-in-charge, DC shall be conveyed to the officer-in-charge, EC through the controller for the next day.

9.2 Residential Mode

- 9.2.1 The ECs where daily distribution mode is not feasible, Deputy Secretary of the concerned RBTE shall appoint officer not below the rank of lecturer as the residential controller of the examination.
- 9.2.2 The residential controller of examination shall receive the sealed bundles containing question paper packets for the designated period from the officer-in-charge, DC. The residential controller shall give receipt for the same in the prescribed format to the officer-in-charge, DC.
- 9.2.3 The residential controller of examination shall carry all bundles containing question paper packets to the examination center and store them in safe custody provided there. The EC shall make logistic arrangements and also safe & secured storage arrangement for the question paper bundles and the sealed answer paper bundles for the designated period. In case the infrastructure of EC does not provide for the safe storage of confidential documents, the arrangement may be made in the local police station under the jurisdiction of which the EC is located.
- 9.2.4 On each day of examination, the residential controller of examination shall collect the question paper bundles for the day from the custody where they are stored and reach the EC. A responsible escort person from the EC shall accompany the residential controller during the transit from custody place to EC. In case the custody place is outside the campus of EC, the responsibility of arranging safe and secured closed four wheeler vehicle for the movement of question paper bundles lies with EC.
- 9.2.5 The residential controller of examination shall hand over the session wise question paper bundles to the officer-in-charge, EC and take a receipt for the same on the prescribed format. Thirty minutes prior to the commencement of the examination for the session, the residential controller of examination hands over the bundle of question paper for the session to the officer-in-charge, EC for opening. After opening of the bundle and inspection of the sealed question paper packets, the officer-in-charge, EC should hand over a receipt to the residential controller of examination a report of question paper bundle opening in the prescribed format.
- 9.2.6 The residential controller of examination shall supervise the conduction of the examination as per norms of the Board.
- 9.2.7 The residential controller of examination shall also collect all the related documents pertaining to malpractice cases reported during the examination sessions separately in sealed packets. The same shall be handed over to the officer-in-charge, DC.
- 9.2.8 If necessary, the Deputy Secretary RBTE would appoint additional controller/s of examination, for orderly and smooth conduct of examination.
- 9.2.9 The residential controller of examination shall convey the sealed bundles of answer paper belonging to the day's examination from EC to the place of custody and hold it in the custody till the end of the designated period for residential controllership.
- 9.2.10 At the end of designated period for controllership, the residential controller of examination shall collect all the sealed bundles of answer books from the safe custody at EC and convey them to the DC through safe and secured mode of transport arrangement. The residential controller of examination will hand over the session wise and day wise answer paper bundles to the officer-in-charge, DC along with the receipt and reports received from officer-in-charge, DC and take a receipt for the same in the prescribed format. The receipt shall be conveyed to the officer-in-charge of the EC through the next residential controller of examination.

- 9.3 In the event of an emergency, the controller/residential controller of examination shall take logical and judicious decision/s in consultation with officials of concerned RBTE. These decision shall be binding on the EC.

10.0 APPOINTMENT OF OFFICERS AND SUPPORTING STAFF FOR DISTRIBUTION CENTERS AND CONDUCT OF THEORY EXAMINATIONS

10.1 Chief Officer-in-Charge

The head of the institute / Principal shall act as the Chief officer-in-charge of EC and DC (in case the institute is working as DC)

- 10.1.1 Chief officer-in-charge shall appoint officer in-charge, DC, supervisor, DC and attendant, DC. The persons appointed for DC shall be of reliable integrity and maintain the confidentiality of the work they are assigned with.

- 10.1.2 Chief officer-in-charge shall appoint the officer-in-charge, EC, Sealing Supervisor, EC, Record & Billing Clerk, EC, Block Supervisors and Relieving Supervisors for the examination, attendant for examination blocks, attendants for examination control room, waterman and sweepers.

10.1.2.1 The norms for appointment of EC staff shall be as under-

- Additional officer-in-charge, EC as per the instructions from Board from time to time when the number of connected institutes are more.
- Additional Sealing Supervisor as per the instructions from Board from time to time when the number of connected institutes are more.
- Block Supervisor- 1 per block
- Relieving Block Supervisor-1 for every 5 blocks or part thereof
- Ratio of teaching faculty & non-teaching staff in supervision shall be 2:1.
- Examination hall attendant – 1 for every 2 blocks
- Examination Control room attendant – 2 for every session
- Waterman – 1 per session
- Sweeper – 2 per session

11.0 RESPONSIBILITIES OF DC, EC & CI

11.1 Responsibilities of DC

- 11.1.1 Arrange a custody with adequate space, storage arrangement, safety features, CCTV surveillance, fire extinguisher and round the clock police security arrangement to function as DC during the examination.

- 11.1.2 Get conversant with MSBTE portal, login details for the parent institute and DC on the MSBTE portal.

- 11.1.3 Collect relevant circulars, instructions and timetable of examination from Board and concerned RBTE from the MSBTE portal and DC login.

- 11.1.4 Contact the attached ECs, arrange for pre examination meeting to review the requirements for the upcoming examination.

- 11.1.5 Download the question paper inventory from the parent institute login. Communicate the question paper inventory to the concerned attached ECs. Call meeting of ECs to review the question paper inventory and compile any modification needed in the same.

- 11.1.6 Receive the question paper bundles designated for the DC from the concerned RBTE as per the schedule.

- 11.1.7 Arrange EC wise, day wise, session wise bundles for each of attached EC in the DC and confirm whether it is matching with the requirement for the examination.

- 11.1.8 On each examination day, send controllers of examination to the EC with the required question paper bundles for the days examination. After the examination, receive the sealed answer book bundles from EC and store them separately in safe storage.
- 11.1.9 Download the dispatch inventory of answer books to RAC from the DC login.
- 11.1.10 According to the dispatch inventory schedule, pack the EC wise answer book bundles to corresponding RACs and convey them to the RACs safely, confidentially through closed vehicles accompanied by responsible staff.
- 11.1.11 Maintain record of all the activities carried out at the DC in respective format.
- 11.1.12 After the conclusion of examination, convey the consignment of malpractice cases received from all the attached ECs to the concerned malpractice enquiry center along with responsible staff. In case there are no malpractice cases from any of the attached EC, receive NIL report from such ECs and communicate the same to the enquiry center.

11.2 Responsibilities of EC

- 11.2.1 Arrange for infrastructure needed for safe, smooth conduct of examination at the EC. Arrange for internet connected computing system along with printing facility, reprographic facility at the examination control room. Also arrange for CCTV surveillance, fire extinguisher at the examination control room.
- 11.2.2 Get conversant with MSBTE portal, login details for the parent institute and EC on the MSBTE portal.
- 11.2.3 Collect relevant circulars, instructions and timetable of examination from Board and concerned RBTE from the MSBTE portal and EC login.
- 11.2.4 Contact the CIs to the EC, arrange for pre examination meeting to review the requirements for the upcoming examination.
- 11.2.5 Review the question paper inventory received on EC login and check its sufficiency for the upcoming examination. Communicate the needs and any discrepancy in question paper inventory or any other important issues of EC and CIs to the concerned DC by attending pre-examination meets at the DC.
- 11.2.6 On each examination day arrange for safe and secured logistic for the movement of controller of examination from the DC to EC and back.
- 11.2.7 On each examination day receive the question paper bundles from the controller of examination and arrange to store them in the safe storage arrangement made at the examination control room.
- 11.2.8 Conduct fair and smooth examination by maintaining conducive environment in the EC. After getting the attendance details for the session of examination, make special code entry for absent candidates on the e-marksheet available in the EC login. At the end of each session, if there are any reported malpractice cases, the special code for malpractice shall be marked on the corresponding e-marksheet without fail. If any problem arises in connection with the examination, the same shall be communicated to the DC through the controller of examination to get clarifications.
- 11.2.9 At the end of each examination session, accurately collect, tally and seal the answer books for dispatch to DC. Malpractice cases along with answer books and all the concerned documents shall be packed separately and kept ready for dispatch to DC through the controller.
- 11.2.10 At the end of the day's examination, convey the sealed answer book bundles to the DC through the controller of examination.

- 11.2.11 After the conclusion of the examination, a complete report of malpractice cases reported during the examination along with the enquiry center details shall be communicated to the DC. If there are no reported malpractice cases, NIL report shall be sent to the DC without fail.

11.3 Responsibilities of CI

- 11.3.1 Arrange for infrastructure needed for safe, smooth conduct of non-theory and online theory examinations at the CI.
- 11.3.2 Get conversant with MSBTE portal, login details for the institute on the MSBTE portal.
- 11.3.3 Collect relevant circulars, instructions and timetable of examination from Board and concerned RBTE from the MSBTE portal and institute login.
- 11.3.4 Contact the EC to which CI is connected to update about the students appearing for written theory examination.
- 11.3.5 Update the students about the examination center shown on the hall ticket and apprise them about reporting for the written theory examination.
- 11.3.6 Appoint necessary officers and supporting staff to report along with records and data at EC and extend all necessary cooperation for smooth conduct of theory examination.

12.0 ROLES & RESPONSIBILITIES OF THE CHIEF OFFICER-IN-CHARGE

- 12.1 The Principal / head of Institute shall work as Chief Officer-in-charge for all the examination activities of the institute (online theory and non-theory examinations, written theory examinations (i.e. for EC and DC (if the institute is assigned with responsibility of DC))).
The Chief officer-in-charge shall:
 - 12.2 Be conversant with MSBTE portal, institute login and special logins, if any. Shall also be conversant with the examination regulations and Manual for Conduct of Examination, Assessment Process & Post Result Activities. Hold meeting of all officers, faculty and staff involved in examination work and update them about their roles & responsibilities.
 - 12.3 Appoint (as per the provisions of clause 10 of this manual) officer-in-charge, DC (in case the institute is designated as DC), EC along with the necessary supervisors, sealing supervisors, billing clerk, block supervisors, attendants, waterman, sweepers etc. Appoint controller of examination in case of non-reporting of RBTE appointed controller (such appointments shall be communicated in writing to the concerned RBTE).
 - 12.4 The chief officer-in-charge shall also establish internal vigilance squad comprising of senior faculty which includes one lady faculty/staff for fair and smooth conduct of examination at the EC.
 - 12.5 Arrange for infrastructure as highlighted in clause 11 of this manual.
 - 12.6 Monitor and coordinate on daily basis, the activities of DC (in case the institute is designated as DC), EC by remaining present in the institute. In case the chief officer-in-charge has to leave the institute during examination due to unavoidable situation, the charge of chief officer-in-charge shall be handed over to next senior most officer in the institute (such action shall be communicated in writing to the concerned RBTE).
 - 12.7 Work as the Chairman of enquiry committee for reported malpractice cases in case of institutes designated as malpractice enquiry centers.
 - 12.8 Ensure that barring chief officer-in-charge, controller of examination and officer-in-charge for the EC, all other personnel involved in examination work will keep their mobile phone in switched off mode before the question paper packets are opened. Also ensured that the mobile phones remain switched off till the completion of examination.

- 12.9 Ensure that none of the examinee possesses mobile phone or any other electronic communication gadget in the examination hall.

13.0 DUTIES & RESPONSIBILITIES OF OFFICER-IN-CHARGE, DC

- 13.1 Get conversant with MSBTE portal, login details for the parent institute and DC on the MSBTE portal.
- 13.2 Collect relevant circulars, instructions and timetable of examination from Board and concerned RBTE from the MSBTE portal and DC login.
- 13.3 Contact the attached ECs, arrange for pre examination meeting to review the requirements for the upcoming examination.
- 13.4 Download the question paper inventory from the parent institute login. Communicate the question paper inventory to the concerned attached ECs. Call meeting of ECs to review the question paper inventory and compile any modification needed in the same.
- 13.5 Receive the question paper bundles designated for the DC from the concerned RBTE as per the schedule.
- 13.6 Arrange EC wise, day wise, session wise bundles for each of attached EC in the DC and confirm whether it is matching with the requirement for the examination.
- 13.7 On each examination day, send controllers of examination to the EC with the required question paper bundles for the days examination. After the examination, receive the sealed answer book bundles from EC and store them separately in safe storage.
- 13.8 Download the dispatch inventory of answer books to RAC from the DC login.
- 13.9 According to the dispatch inventory schedule, pack the EC wise answer book bundles to corresponding RACs and convey them to the RACs safely, confidentially through closed vehicles accompanied by responsible staff.
- 13.10 Maintain record of all the activities carried out at the DC in respective format.
- 13.11 After the conclusion of examination, convey the consignment of malpractice cases received from all the attached ECs to the concerned malpractice enquiry center along with responsible staff. In case there are no malpractice cases from any of the attached EC, receive NIL report from such ECs and communicate the same to the enquiry center.

14.0 ROLES & RESPONSIBILITIES OF SUPERVISOR AT DC

- 14.1 Assist officer-in-charge, DC in all matters related with distribution work.
- 14.2 Maintain the master file holding relevant circulars, instructions and timetable of examination.
- 14.3 Maintain correspondence file holding records of all minutes of meeting and correspondence made with attached EC, concerned RBTE, enquiry center and RAC.
- 14.4 Maintain confidential file holding dispatch details of answer books to RAC and the receipts received from RAC's for each lot. The file shall also contain any further confidential correspondence with RAC.
- 14.5 EC wise file holding all receipts from controller of examination, receipts from officer in-charge, EC. The file shall also hold details of vehicle and the escort staff for each day of examination.
- 14.6 Register recording entries of all persons entering and leaving DC during the working duration of DC.
- 14.7 Ensure that the storage cupboards are properly locked and sealed after each issue and receipt activities conclude. Also ensure that the lock and seal are intact each time the DC is opened.

- 14.8 Provide necessary information for furnishing in the external vigilance formats during the visit of external vigilance squads.
- 14.9 Arrange to prepare the remuneration and expenditure bills of officers and staff working in DC activity.
- 14.10 Prepare and issue the duty certificates of controllers of examination.

15.0 ROLES & RESPONSIBILITIES OF CONTROLLER OF EXAMINATION CENTER

- 15.1 The controller of examination shall be conversant with MSBTE portal, time table for the current examination. Shall also be conversant with the examination regulations and Manual for Conduct of Examination, Assessment Process & Post Result Activities.
- 15.2 The controller of examination shall perform the duties highlighted in clause 9.1 of this manual (in case of appointment as daily mode) and clause 9.2 (in case of appointment as residential mode).

16.0 ROLES & RESPONSIBILITIES OF OFFICER-IN-CHARGE, EC

- 16.1 Officer-in-charge, EC shall be conversant with MSBTE portal, institute login and EC logins. Shall also be conversant with the Examination Regulations and Manual for Conduct of Examination, Assessment Process & Post Result Activities. Officer-in-charge, EC shall also be conversant with the time table for the EC, latest circulars, notices related to examination. Officer-in-charge, EC shall hold meeting of all staff involved in examination work and block supervisors and update them about their roles & responsibilities.
- 16.2 The officer-in-charge, EC shall take possession of the infrastructure of EC and make all necessary arrangements to use it for the upcoming examination.
- 16.3 The officer-in-charge, EC shall establish examination control room strategically along with basic facilities like safe storage of blank answer books, records, stationery, furniture, computing system with internet facility, printer, reprographic facility, fire safety equipments, CCTV surveillance, sealing arrangements, arrangement for time keeping and warning bell.
- 16.4 The officer-in-charge, EC shall display the time table for the EC and all the circulars and notices related to the current examination on all important notice boards of the EC.
- 16.5 The officer-in-charge, EC shall prepare the supervisor requirement for each session of examination and prepare allocation of staff and faculty for supervisory duty for each session. The officer-in-charge, EC shall get the office orders for supervisor appointment order from the chief officer-in-charge and circulate them to the concerned faculty & staff well in advance.
- 16.6 The officer-in-charge, EC shall coordinate with the deputed personnel from CI to furnish all necessary details of the candidates from the CI.
- 16.7 For each session of examination, the officer-in-charge, EC shall download the seating arrangement for the EC and decide upon the blocks needed for that seating arrangement.
- 16.8 Ensure police bandobasta at his EC through the chief officer-in-charge
- 16.9 The officer-in-charge shall display the block wise seating arrangement for each session of examination at least half an hour prior to the commencement of examination on each block and a consolidated block wise arrangement at prominent entry points to the EC.
- 16.10 The officer-in-charge shall procure EC login username and default password from the chief officer-in-charge and update the necessary information in the login and be ready for all online activities in connection with conduction of examination.

- 16.11 On each day of examination, the officer-in-charge shall receive the session wise sealed question paper bundles from the controller of examination and give receipt for the same in the prescribed format.
- 16.12 Half an hour before the commencement of examination for the session, the officer-in-charge, EC shall collect the question paper bundles for the session from the custody of controller of examination and open & verify as per the inventory and time table for the session. The officer-in-charge, EC shall complete the bundle opening report for the session and then proceed for opening question paper packets.
- 16.13 The officer-in-charge, EC shall open the outer envelopes of question paper packets actually needed for the examination session. The necessary entries on the inner envelope shall be duly completed before opening the question paper packets. On opening of the question paper packet, officer-in-charge, EC shall count the question papers and distribute them to be placed in block wise envelopes.
- 16.14 The officer-in-charge, EC shall ensure that question papers are distributed properly for each block.
- 16.15 The officer-in-charge, EC shall go round the examination blocks to ensure that the examination is proceeding as per the norms of the Board. During the duration of examination session, officer-in-charge, EC shall coordinate with the controller of examination to ensure smooth conduction of examination.
- 16.16 On receipt of unused question paper and answer books in the examination blocks from the sealing supervisor after first half hour of examination, the officer-in-charge, EC tallies the absentees with the unused question paper and answer books. After tallying absentee record and unused question papers, the officer-in-charge completes the question paper account, special code marking on e-mark sheet.
- 16.17 Along with controller of examination monitors smooth conduction of examination till the end of the examination session. In case of any reported malpractice cases, the formalities as per the procedures shall be completed by the officer-in-charge, EC.
- 16.18 On the conclusion of examination session, block supervisor bring back the written answer books from each block. The officer-in-charge, EC along with the assistance of sealing supervisor and billing supervisor counts the block wise answer papers and matches with the attendance sheet. While counting the officer-in-charge also ensure the correctness of the entries on the facing page of answer book like examination seat number, course/programme code, paper code, date of examination, supplement account and in block supervisors signature on main answer book as well as supplements.
- 16.19 The officer-in-charge along with sealing supervisor and billing supervisor shall segregate the answer books to institute wise, course/programme wise and paper code wise bundles. Final counting of answer books is done before packing the answer book bundles.
- 16.20 The officer-in-charge, EC with the assistance of sealing supervisor and attendants get the answer books of all years of pharmacy programme and final year (5th & 6th semester) answer books of AICTE approved diploma programmes in engineering & technology shall be masked within the examination control room of EC before packing them in the bundles.
- 16.21 After sealing of the answer book bundles, officer-in-charge and controller of examination shall verify the complete entries on the packing slip and endorse the same by signing on the packing slip.

- 16.22 The officer-in-charge shall prepare a receipt of sealed answer books for the session as per the prescribed format and hand over it to the controller of examination and take the receipt for the handing over. If any malpractice cases are reported, the sealed envelope of all the documents pertaining to the case along with covering letter shall be handed over to the controller of examination.
- 16.23 Special codes to be entered in the theory e-mark sheet at the EC

Status of the Examinee	Special Code	Entering Authority
Absent	401	Exam center (EC)
Copying or Malpractice Case (CPS)	403	Exam center (EC) or RAC
Passed in the previous Examination	404	EC incase the institute has not completed the entry but provides all the supporting documents
Optional/Elective subject	407	EC incase the institute has not completed the entry but provides all the supporting documents

17.0 ROLES & RESPONSIBILITIES OF EXAMINATION (SEALING) SUPERVISOR

The Examination (Sealing) Supervisor shall:

- 17.1 Be conversant with MSBTE portal. Shall also be conversant with the examination regulations and Manual for Conduct of Examination, Assessment Centers & Post Result Activities. Shall also be conversant with the time table for the EC, latest circulars, notices related to examination.
- 17.2 Assist the officer-in-charge, EC in all matters related to examination including display of circulars and notices related to examination.
- 17.3 Receive the pre-examination documents and take actions in relation to examination.
- 17.4 Assist officer-in-charge, EC in preparing seating chart, seating arrangement, block preparation and display of seating arrangement.
- 17.5 Prepare block wise attendance sheets for each session of examination.
- 17.6 During each session of examination, note down the seat numbers of absent examinees from each block in prescribed format and update the absentee report to the officer-in-charge, EC for entry of special code on e-mark sheet.
- 17.7 On the conclusion of examination session, block supervisor bring back the written answer books from each block. The sealing supervisor along with Billing supervisor under the guidance of officer-in-charge, EC counts the block wise answer papers and matches with the attendance sheet. While counting the sealing supervisor also ensure the correctness of the entries on the facing page of answer book like examination seat number, course/programme code, paper code, date of examination, supplement account and in block supervisors signature on main answer book as well as supplements.
- 17.8 The sealing supervisor along with billing supervisor shall segregate the answer books to institute wise, course/programme wise and paper code wise bundles. Final counting of answer books is done before packing the answer book bundles.
- 17.9 The sealing supervisor with the assistance of attendants get the answer books of all years of pharmacy programme and final year (5th & 6th semester) answer books of AICTE approved diploma programmes in engineering & technology shall be masked within the examination control room of EC before packing them in the bundles.
- 17.10 After sealing of the answer book bundles, the sealing supervisor assists the officer-in-charge and controller of examination to verify the complete entries on the packing slip and endorse the same by signing on the packing slip.

- 17.11 If any malpractice cases are reported, the sealing supervisor ensures that all the documents pertaining to copy cases shall be sealed independently and a covering letter reporting the details of copying cases for the day is prepared.
- 17.12 The sealing supervisor shall maintain the records pertaining to attendance, copy cases, receipt & dispatch of question papers and answer paper bundles and all other important correspondences in respective files. During external vigilance squad visits, the sealing supervisor provides all the necessary information to the vigilance squad.
- 17.13 Keep the time for examination and make announcements for the benefit of examinees, by ringing the bell as given below:
 - 17.13.1 First bell: 10 minutes before the start of examination
 - 17.13.2 Second bell: at the scheduled start of examination time.
 - 17.13.3 Intermediate bells: at every one-hour of the time lapsed.
 - 17.13.4 Warning bell: 10 minutes before the scheduled end of the examination
 - 17.13.5 Last bell: at the scheduled end of the examination.

18.0 ROLES & RESPONSIBILITIES OF RECORD & BILLING SUPERVISOR

The Record & Billing Supervisor shall:

- 18.1 Be conversant with MSBTE portal. Shall also be conversant with the examination regulations and Manual for Conduct of Examination, Assessment Process & Post Result Activities. Shall also be conversant with the time table for the EC, latest circulars, notices related to examination.
- 18.2 Assist the officer-in-charge, EC in all matters related to examination.
- 18.3 Receive the stationery required for examination and updates the stock register.
- 18.4 Collect the information about the number of examinees appearing in each session of examination at the center.
- 18.5 For each session of examination, issue the block wise answer books and maintain the block wise record of main answer books and supplements.
- 18.6 Maintain the attendance record of the officers and staff actually present for examination work. Also maintain attendance record of block wise supervisor and reliever.
- 18.7 Prepare claims for individuals and the Institute, for the charges admissible as per prevailing norms of Board and submit all bills of the institute in one lot to the Regional office, with necessary supporting documents, within the prescribed time limit.

19.0 ROLES & RESPONSIBILITIES OF BLOCK SUPERVISOR / INVIGILATOR AND RELIEVING SUPERVISOR

The block supervisor shall:

- 19.1 Report at the examination control room 30 minutes prior to the start of examination and mark his attendance.
- 19.2 Collect the envelope containing blank answer books, seating arrangement and attendance sheet from the record & billing supervisor and the count of answer books as per the seating arrangement and also verifies if there are any damaged or unsuitable answer books and replace them with correct answer books in consultation with record & billing supervisor.
- 19.3 Reports at the allocated examination block 15 minutes prior to the commencement of examination and ensures that the block is ready for conduction of examination.
- 19.4 Permits the examinees into the examination hall 10 minutes prior to the examination by making them to leave their belongings outside the examination hall except for those which are needed for attending the examination. Ensures that the examinees occupied their allocated seats. Also gives all necessary warnings to the examinees.

- 19.5 Issue blank answer books only for the examinees present in the examination hall and ask them to complete the entries on the answer book and also ask them to read the instructions to the examinee on the answer book.
- 19.6 Receives the question papers for the block from the officer-in-charge and check whether it matches with requirement of block. In case of any discrepancy found, the same shall be reported to the officer-in-charge and get it rectified before the commencement of examination.
- 19.7 At the commencement bell, distribute correct question papers to the examinees and ask them to confirm by matching the question paper code with that on the hall ticket. Ask all the examinees to write their examination seat number on the question paper.
- 19.8 Visits each examinee, check hall ticket and photo ID followed by verification of entries on the facing sheet of main answer book, put dated signature in the designated block on the main answer book and then ask the examinee to sign the attendance sheet and put printed serial number of answer book on the attendance sheet.
- 19.9 As and when the photo attendance sheet comes to the block, verify and ensures that correct candidate is appeared for examination and ask the examinee to sign the photo attendance sheet.
- 19.10 Permit late reporting candidates only up to 30 minutes after commencement of examination. Do not permit any examinee to leave the examination block within the first 30 minutes of the examination and last 10 minutes of the paper duration. Retain the question paper of the examinee along with answer book for examinees leaving the examination hall before the end of examination.
- 19.11 In case examinee needs supplement answer book prior to the end warning bell, ensure that the examinee really needs supplement before issuing the same. Ask the examinee to complete the entries on supplement and put dated signature in the designated box on the supplement and enter the issue details on the attendance sheet. Keep record of the issue of supplements.
- 19.12 Supervise the conduct of examination by keeping strict vigil on all the examinees in the block. Attend to any difficulties reported by the examinees by reporting to officer-in-charge and controller of examination and try to resolve them. In case any malpractice is noticed in the block immediately report the same as per the procedure of handling the malpractices. In case malpractice case is detected by others like internal vigilance squad, controller, external vigilance squad or any other special squad, assist in reporting of the case by extending all necessary cooperation.
- 19.13 At the end of examination warning bell, instruct the examinees in the block to tie up their main answer book and supplement and ask them to complete the answer book account on the main answer book. Also instruct examinee that they will not get supplement after warning bell.
- 19.14 At the end of examination, collect the written answer books from examinees in the block, count and match with the attendance for the Block. Only after perfect matching of collected of answer books and the record of answer books on attendance, permit the examinee to leave the examination hall.
- 19.15 Report at the examination control room and submit the written answer books, unused supplements and attendance record to the receiving personnel. Wait till the same is verified and confirmed then leave the examination control room with the permission of officer-in-charge, EC.

20.0 PROCEDURE OF STORING UNUSED QUESTION PAPERS, AFTER EXAMINATION IS OVER

- 20.1 The opened and later sealed question paper packets, containing unused question papers at the end of the examination and the unopened packets shall be kept at the examination center.
- 20.2 The Principal/officer-in-charge shall keep all above-mentioned question paper packets in his safe custody.

20.3 After the end of examination, question papers and the packets shall be disposed as per Board norms.

21.0 STORAGE AND SAFETY OF BLANK ANSWER BOOKS

The ECs shall collect necessary quantity of blank answer books, supplements and other examination stationery from respective RBTE/ DC and shall meticulously store them in safe custody in locked steel cup boards. The stock record of blank answer books shall be accurately maintain in the stock register by immediate updating after each receipt and issue.

22.0 CONDUCTION OF NON THEORY EXAMINATION

22.1 Appointment of External Examiners

22.1.1 The Regional offices shall initiate the process for appointment of examiners as per the Academic calendar.

22.1.2 Appropriately well ahead of commencement of examination, the Regional offices shall procure the latest data of staff members in soft copies from each institute. Principals shall verify the eligibility of the staff members for appointment of examiners before submitting the information to the regional office of the Board. The field experts, experienced and well-known professionals and retired teachers may be recommended and appointed.

22.1.3 The Regional offices shall make the appointments of eligible examiners. They shall handover to each institute the copies of consolidated appointments of incoming and outgoing examiners pertaining to that institute.

22.1.4 The Chief officer-in-charge of each institute shall confidentially communicate the appointments of the examiners to the concerned staff members and procure their dated signatures on the consolidated statements as acknowledgement. No individual appointment orders of examiners shall be issued.

22.2 Instructions to External Examiners, Internal Examiners, Principals, Heads of Institutes and Chief Officers-In-Charge

22.2.1 The Principal of appointee examiner's Institute shall verify the eligibility of the appointee examiner and if eligible, permit and relieve him for the related examination work. The absence of such staff, for the assigned examination work, shall be treated as duty period.

22.2.2 Once the appointment is communicated, the examiner and the institute concerned shall mutually finalize suitable dates for conducting the examination, in case the Board has not already fixed the schedule. The Principal shall suitably communicate the schedule of such examinations to the students and examiners.

22.2.3 In case an examiner is unable to work, he shall inform so and the reasons therefor, to the regional office/Board and the Principals of the Institute at which the appointment was proposed and his own Institute.

22.2.4 If an examiner attracts the provisions for disqualification and his consequent inability to work as examiner, he shall inform so to the regional office.

22.2.5 In case of the appointee examiner's non-availability, for any reason, the principal of the institute at which the appointment was made, shall immediately contact the Regional Office for appointment of a substitute examiner. In case, the principal is unable to access the Regional office, he shall approach the Principal of the nearest Government or Government Aided Polytechnic for the same. The Principal of Government / Government aided Polytechnic shall duly appoint under intimation to Regional office, substitute examiner preferably from his Institute or choosing suitable person/s from other nearby institutions. If he is unable to make the substitute arrangement, he

shall report the matter to the regional office, which shall then make the alternative arrangement.

- 22.2.6 Institutes are prohibited from making any direct appointments of external examiners. The Board shall neither accept directly appointed external examiners nor the marks allotted by them.
- 22.2.7 The internal examiner shall keep ready the duly completed formats related to the continuous assessment as contained in the prevailing version of the Curriculum Implementation and Assessment Norms (CIAAN) Manual or any other prescribed format. He shall present the same to the external examiner who shall verify and ascertain that the process of continuous assessment as prescribed in CIAAN has been duly followed and validate the formats by signing them.
- 22.2.8 The external examiner shall be competent to verify the record of attendance and continuous assessment for validating the formats presented by the internal examiner.
- 22.2.9 The external examiner shall furnish the certificate in prescribed format with his impressions about performance of students, adequacy of laboratory facilities and extent of its use made in the conduct of laboratory practical.
In case, the formats related to the continuous assessment, are not furnished or performance of the student in oral / term-work / practical is held unsatisfactory, the external examiner shall directly report the matter to the Regional office and Board.
- 22.2.10 The assessment of practical, oral, and term-work shall be strictly on the basis of prevailing CIAAN and instructions issued by the Board in this behalf.
- 22.2.11 The examiners shall carefully note the maximum marks and minimum passing marks prescribed in the Teaching & Examination scheme for subject before the commencement of the practical examination and also before filling the e-mark sheets.
- 22.2.12 The formats related to the continuous assessment shall be signed by both the examiners and handed over in sealed envelope to the Principal for preserving the same for future reference, if and when required.

22.3 Officers and Supporting Staff for Conduct of Practical Examinations

- 22.3.1 Officers: Principal shall arrange to conduct the practical examinations, as provided in teaching and examination schemes of the courses run at his Institute and appoint necessary examiners and supporting staff.
- 22.3.1.1 Internal examiners: The principal shall appoint internal examiners from eligible teachers who have taught the related subjects in the current session, as far as possible.
- 22.3.1.2 Record & Billing Supervisor: Principal shall appoint a Record & Billing Supervisor for the practical examinations at the Institute.
- 22.3.2 Supporting staff: Principal shall appoint following supporting staff.
- 22.3.2.1 Expert assistant: expert assistant shall be a teacher to be appointed one per subject where the performance of the examinee in the practical examination is to be monitored to aid the assessment by the examiners.
- 22.3.2.2 Laboratory Assistant: The appointment shall be made for the conduct of Practical, Oral, Term work or Project examinations one for each examination. Additionally, proper technical person, such as Curator for surveying, Pump attendant for hydraulics, Technician/s for work shop and other subjects, shall be appointed, as necessary, to ensure proper functioning of the equipment / instruments during practical examination

- 22.3.2.3 Lab attendant / Hamal : Normally one per practical examination be appointed. Appointment of additional person may be done with proper justification and approval from Regional office/Board.

22.4 CONDUCTION OF ONLINE EXAMINATION

Online / Quasi Online examination is conducted for the subjects / courses identified by MSBTE. Class Test II of some subjects is conducted in online mode to acquaint students to the platform / nature of performing the examination on computer.

- 22.4.1 Schedule for online / quasi examination is declared well before the commencement of examination by MSBTE.
- 22.4.2 Each institute shall prepare the schedule of examination and communicate to RBTE
- 22.4.3 Infrastructure required: Computers in Network. Computer centre with internet facility as per AICTE Norms. ,Back-up supply / UPS during the period of examination, sufficient Computer must be in Network, Printer etc.
- 22.4.4 One Observer / Controller for online examination will be appointed by RBTE for one institute.
- 22.4.5 Observer Duties:
- 22.4.5.1 Observe the conduction of examination, shall be smooth in nature.
- 22.4.5.2 Any reportable incidence / query should be communicated to RBTE.
- 22.4.6 Online Examination Coordinator Duties:
- 22.4.6.1 Head of Institute shall appoint online examination coordinator and supporting staff for conducting online examination.
- 22.4.6.2 Coordinator shall download the folder and install the Software on local server created in computer centre to conduct the examination in quasi online mode. Operating instructions are given in the folder
- 22.4.6.3 Conduct the examination in batches as per institute time table.
- 22.4.6.4 After completion of exam, verify the data regarding number of students absent, present, exam completion/end of exam, resetting of exam.
- 22.4.6.5 Take printout of examination report after completion of examination. Verify, Sign and upload on link specified.
- 22.4.6.6 Name of file shall be constructed in a manner to identify institute and subject for e.g. Institute Code + Sub code Winter or Summer – 20XX or as specified from time to time.
- 22.4.6.7 Resetting of examination or Rescheduling of examination of any of the candidates can be permissible only in valid reasons with the written permission of Chief Officer in charge examination.
- 22.4.6.8 If situation arise like computer hang / power failure, then use ‘Allow’ option, so that exam will start from the point where it got stopped and student will continue the exam for remaining time.
- 22.4.6.9 Any change in procedures/process/requirements will be communicated to institutes from time to time.

23.0 NORMS FOR HANDLING/FILLING NON THEORY EXAMINER'S E-MARK SHEET

- 23.1 Inventory of e-mark sheets of institute shall be provided Course wise, Subject wise in respective institute login.
- 23.2 Department head shall enter the details of detained candidates in detention module provided online. No changes are permitted after confirmation in the detention module.
- 23.3 Only after confirmation of detention module department head shall Create internal and external

Examiner by filling necessary information for them in his Department head login.

- 23.4 Department head will allocate E-mark sheets to respective Internal examiner.
- 23.5 After completion of non-theory examination fill the marks in the prescribed proforma as per CIAAN and duly signed with name on each page by concerned examiner(s).
- 23.6 E-mark sheet for Internal/External assessment, internal examiner shall fill the marks in the e-mark sheet in presence of external examiner (if applicable), verify, confirms and print the e-mark sheet.
- 23.7 E-mark sheet shall be duly signed by internal and external examiner (if applicable). Internal examiner shall handover e-mark sheet along with required proforma to Department Head in a sealed envelope by writing full details on envelope.
- 23.8 Before HOD confirmation, it is the responsibility of the Department head to ensure that all e-mark sheets available in HOD login are allocated, filled and confirmed by concerned examiner as per schedule declared by Board.
- 23.9 The examiner shall take following precautions:
 - 23.9.1 Internal examiner shall print the hard copy of e-mark sheet entered and verify the marks against each seat number of candidate on proforma and e- mark sheet carefully.
 - 23.9.2 Each e-mark sheet allocated is confirmed, printed and duly signed by internal/ external examiner.
 - 23.9.3 Marks are correctly transferred from original proforma as per CIAAN on to e-mark sheet for each seat number

24.0 GUIDELINES FOR HANDLING COPYING, MISCONDUCT, MALPRACTICE AND IMPERSONATION CASES

- 24.1 The examinations held or proposed to be held by the Board come under the specified examinations for the purpose of the Maharashtra Prevention of Malpractices at University, Board and Other Specified Examinations Act, 1982.
- 24.2 The Principals, Officers-in-charge and controllers of examinations shall bring the provisions of the above act to the notice of all persons connected with the examination work; each time an examination is planned / held.
- 24.3 Procedure of handling cases of malpractice or use of unfair means in the examination.
 - 24.3.1 The block Supervisor shall immediately report to the Officer-in-charge and Controller of examination about any event of misconduct /copying/malpractice/impersonation.
 - 24.3.2 Officer-in- charge and Controller of exam shall visit the spot and get acquainted with the facts of the event.
 - 24.3.3 Officer-in- charge and Controller of exam shall seize answer book/s and copying material if any of alleged examinee and shall take the examinee and block supervisor/ invigilator reporting officer to the control room.
 - 24.3.4 Name, seat number and dated signature of the alleged examinee shall be taken on all such seized material and it should be attested by officer-in-charge.
 - 24.3.5 Written statements from the alleged examinee and block supervisor/reporting officer shall be obtained. The statements shall include details of situation / event of malpractice, regardless whether confessed or denied.
 - 24.3.6 The alleged examinee shall not be excluded from the current paper or the remaining examination.
 - 24.3.7 The alleged examinee shall be allowed to write further examination after issuing additional answer book/s. The examinee is expected to continue to write the answers

without repeating those already written in the seized answer book. Officer-in-charge/supervisor shall record the date and time of issuing the additional blank answer book on it as "Additional answer book", as well as a remark to the effect that the additional answer book is issued due to the allegations of the examinee's involvement in malpractice or use of unfair means or misconduct by writing CPS case on the original answer book.

- 24.3.8 If the alleged examinee does not wish to continue the examination, a written statement shall be taken from him by the Officer-in-charge.
- 24.3.9 No extra time shall be granted for writing the additional answer book.
- 24.3.10 If needed, statements of one or two examinees seated adjacent to the alleged examinee shall be recorded, regardless of confession or denial of the alleged misconduct. If requested, adequate additional time be given to these examinees to make up for the lost time in giving the statement.
- 24.3.11 The statements of the examinees and other persons shall be taken either in English or Marathi or Hindi language only in the formats provided.
- 24.3.12 A sketch showing the seating arrangement with the seat numbers around the alleged examinee and certified by the invigilator/supervisor/officer-in-charge/controller of examination, shall be prepared by the Officer –in- charge.
- 24.3.13 The seized material shall be attached /enclosed with the original answer book and all statements and sketches be kept in the custody of the officer-in-charge.
- 24.3.14 In case of impersonation, the impersonator shall be handed over to the police after seizing the answer books.
- 24.3.15 Officer-in-charge shall report the offence to the police in the prescribed form.
- 24.3.16 Answer book, along with supplements, if any, of the alleged impersonating examinee, signed, with date and time, by the supervisor and officer-in-charge shall also be handed over to the police (if demanded) after retaining the photocopy of all documents including answer books.
- 24.3.17 Due care shall be taken to ascertain that the reported cases do fall under the mentioned clauses of the act, before handing over the cases to the police.
- 24.3.18 A show cause notice, in the prescribed form, shall be issued by the officer-in-charge to the examinee alleged to be involved in malpractice or use of unfair means or misconduct. The notice shall inform the place, date and time for the examinee to remain present for further enquiry and to give his statement in the matter. Receipt of the show cause notice from the examinee shall be obtained and copy of the same shall be sent to the enquiry officer along with other evidence and documents through distribution center.
- 24.3.19 The show cause notice shall be served on the alleged examinee immediately, in any case before he / she is allowed to leave the examination center on that day. In case the alleged examinee leaves the center without accepting the show cause notice, it shall be sent to him by registered post.
- 24.3.20 At the end of the examination session on that day :
- 24.3.20.1 All original and subsequently issued additional answer books, along with supplements, if any issued to the alleged examinee, shall be collected separately by the officer-in-charge and the information of the case shall be filled in online module.
- 24.3.20.2 The answer book/s and other seized evidence, if any, shall be separately packed and duly sealed.

24.3.20.3 The above sealed packet shall be handed over to the Officer-in-charge, distribution center for further action on same day along with necessary proofs, statements and documents through special messenger only.

24.3.20.4 In no case, these answer books shall be sent to RAC.

24.4 Forwarding malpractice / copying cases: All cases of malpractice and use of unfair means shall be forwarded by the officer-in-charge of distribution center to the enquiry officer, as per the instructions of the Board.

24.4.1 Important: The documents of each case of malpractice / copying shall include statement(s) of the alleged examinee(s), statements of neighboring examinees if required and block supervisor/reporting officer along with their names, signatures and the copying material. A chart showing seating arrangement of the alleged examinee and the surrounding seats should also accompany the documents. The officer-in-charge shall submit his specific report about the event. The report shall contain only facts. Ambiguous or vague statements shall not be made in the report.

24.4.2 On the detection of a case of malpractice, the officer-in-charge shall take immediate action as per the laid down procedure and prevailing instructions of the Board.

It should be specifically noted that every statement in above case including copying material must be attested by the officer-in-charge of the examination center. For instance, if the copying material is a small chit, the photocopy of it, duly signed by the alleged examinee with his seat no. and date, shall be attested by the officer-in-charge with his stamp and date. In no case, printed formats be used for taking the statement of the alleged examinee.

25.0 DISCREPANCIES IN THE QUESTION PAPERS

25.1 Where the discrepancies are due to printing or typographical errors or due to question or its part being out of syllabus and where all examinees encounter similar degree of difficulty because of aforesaid discrepancies, the matter shall be duly reported to Board by the chief officer-in-charge. No corrections shall be announced on their own by the Supervisor/Officer-in-charge/Chief officer-in-charge at an examination center.

25.2 A detailed representation regarding the discrepancies along with unambiguous remarks of the subject teacher from the Institute and Head of the Institute or the Office-in-charge shall accompany the report of discrepancies in a question paper. Two copies of the concerned question paper shall also be sent with the report.

25.3 Such report should reach the Board within five days from the date of examination of the above question paper. Reports received after above time limit shall not be valid for any consideration.

26.0 VIGILANCE

26.1 **During theory examination:** Vigilance committees shall monitor all aspects of the conduct of examinations and ensure that examinations are conducted punctiliously, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehavior in examinations. These committees shall be adequately empowered to verify entire examination process at the distribution and examination centers.

26.2 **Regional Level Vigilance Committees:** Board, as well as Regional Joint Director of Technical Education shall appoint these committees.

26.2.1 Regional Level Vigilance Committees appointed by Board

26.2.1.1 Board shall appoint as many committees in each region, as though necessary, considering number of centers/Institutes to be inspected, expanse to be traveled, period of examination etc. Officer, not below

the rank of HOD, shall be appointed as the Chairman of the Vigilance Committee, who shall, in turn, be authorized to form as many squads as required. Principal shall appoint officers from his Institute. Officers from attached Institutes may also be drawn if needed for effective purpose of vigilance. The Principal of the attached centers shall accordingly relieve his staff for the vigilance.

26.2.1.2 The Principal, who is the Chief officer-in-charge at his Institute, shall not leave his Institute for vigilance of other institute, but only guide and supervise the working of the squads formed at his Institute.

26.2.1.3 A vigilance squad shall consist of:

- An officer, not below the rank of Head of the department / lecturer selection grade as Chairman
- Two officers, not below the rank of lecturer as Members

26.2.1.4 The vigilance squads shall prepare individual confidential schedule of visits under guidance and with consent of the Chairman. Each vigilance squad shall inspect the allotted centers as per its confidential schedule. The squad shall peruse the letter of instructions issued by Deputy Secretary and verify the corrective measures taken by the institute. The vigilance squads shall submit its reports in the prescribed format, to the Chairman, Vigilance Committee, latest by next working day. Matters of grave concern shall be reported to the Chairman, Vigilance committee, immediately. He shall submit all such reports of the vigilance squads to the Regional office within five days after the end of the examination.

26.2.1.5 Instructions:

26.2.1.5.1 Distribution centers and exam centres shall maintain a vigilance register in the prescribed format.

26.2.1.5.2 Every vigilance squad (internal or external) inspecting the distribution center, examination center shall duly make relevant entries in the vigilance register maintained in the center.

26.2.1.5.3 The vigilance officers making the entries, shall exercise due care not to write vague observations, such as *satisfactory, O.K, up to the mark, excellent, poor etc.* The observations shall be specific for a proper follow up by the center and verification by the subsequent squads / authorities.

26.2.1.5.4 Each vigilance squad (internal or external) shall present the vigilance register after the inspection is over, to the chief officer-in-charge for his perusal and dated signature.

26.2.1.5.5 The Chairman, Vigilance Committee, shall immediately report the matters of grave concern directly to the Secretary and the Regional Deputy Secretary.

26.2.1.6 The Deputy Secretary, regional office, shall issue necessary corrective instructions to rectify the adverse observations at the earliest, before the declaration of result.

26.2.1.7 The copying cases / misconduct detected by the vigilance squads shall be handed over to the concerned officer-in-charge along with evidence duly signed and summarized report of the incidence. Copy of this report in prescribed format shall be submitted to RBTE.

- 26.2.1.8 The vigilance squads may use government or hired vehicle for vigilance duty, under intimation to regional office/Board.
- 26.2.1.9 The officers working on vigilance duty shall be entitled to remuneration as per the norms of the Board, in addition to TA/DA, which shall be payable by the regional office / Board.
- 26.2.1.10 In case the vigilance squads travel by a common hired vehicle, it's charges / expenditure shall be claimable by the secretary of the vigilance squad from regional office.
- 26.2.1.11 In case the vigilance squad uses a government vehicle, the actual expenditure incurred on fuel, lubricants toll charges, etc., if any, shall be reimbursable from the regional office.
- 26.2.1.12 In case the vigilance squad travels by a common vehicle, it's members shall be entitled for daily allowance (DA) only.
- 26.2.2 Regional Level Vigilance Committee appointed by the regional Joint Director of Technical Education shall conduct vigilance independently and submit its report to the Joint Director and Secretary of the Board. The Directorate of Technical Education and Board shall take due action on such reports, as may deem necessary.

27.0 MISCELLANEOUS

27.1 Requirements for an Examination Block

- 27.1.1 The examination block shall be clean, well ventilated, well Lighted, and adequately furnished with suitable furniture.
- 27.1.2 Separate toilet blocks for gents and ladies shall be available in the near vicinity of the examination block.
- 27.1.3 Each examination block shall accommodate 30 to 40 examinees.
- 27.1.4 The size of an examination block shall be enough to provide a minimum of 1.0 m² per examinee.

27.2. Following shall not be permitted in examination block.

- 27.2.1 Any material (print or non-print) relevant with any subject.
- 27.2.2 Programmable Calculator.
- 27.2.3 Electronic communication device, e-gadgets (Smart watch, mobile phone etc.)
- 27.2.4 Smoking, consumption of alcoholic beverages or any narcotic drugs is prohibited.
- 27.2.5 Arms and ammunition.
- 27.2.6 Possession of any item likely to cause disturbance in peaceful and orderly conduct of examination.

27.3 Change of Examination Center

Normally, no examinee shall be permitted to change his allotted examination center. However, permission for change of examination center may be granted under following circumstances

- 27.3.1 Natural calamities.
- 27.3.2 Institute where the course has been discontinued.
- 27.3.3 Closed down Institutes.
- 27.3.4 Distance learning / Part-time Diploma student.
- 27.3.5 Police case or Court case.
- 27.3.6 Examinee who is medically advised to avoid travel.
- 27.3.7 Any other case at the discretion of the Board.

27.4 Granting Change of Examination Center and Related Subsequent Activities

- 27.4.1 Examinee seeking change of examination center shall apply in writing to the Secretary through Principal of the Institute where he is studying, along with necessary supporting documents.
- 27.4.2 If the Institute where the examinee was studying is closed down, he shall submit the application at the related regional office.
- 27.4.3 The Secretary (or Deputy Secretary Regional office under delegated powers) shall scrutinize the application and on getting convinced, issue order for change of examination center granting a center requested by the examinee or suitable center where the examinations of the course to which examinee is appearing are conducted.
- 27.4.4 Information to the examination center subsequent to grant of change of examination center.
 - 27.4.4.1 The Board shall communicate to the examination center the name, course, semester/year, master code and the subjects the examinee has to appear in.
 - 27.4.4.2 The examinee who has been granted the change of examination center shall fill and confirm the examination through his parent institute only and contact to the newly allotted examination center well in advance and inform the center the subject/s in which he has to appear.
 - 27.4.4.3 Result of the examinee granted change of center is declared in his parent Institute.

27.5 Concessions to the Examinee

- 27.5.1 Concessions to "Divyang" students
 - 27.5.1.1 Concession of extra time as per exam regulation for writing examination shall be granted to a Divyang examinee, on his producing an appropriate permission letter from Board / Regional Office in this behalf.
 - 27.5.1.2 For availing such concession the examinee shall apply to the Secretary along with a medical certificate mentioning the nature and degree of the handicap, from the competent Medical Authority. Such permission shall be available for the related examination only and the examinee shall have to apply afresh for each examination.
 - 27.5.1.3 The order granting concession shall be issued by the Board/Regional Office, after due scrutiny of the application and as per prevailing instructions of the government in this regard.

27.6 Facility of Writer

- 27.6.1 Permission for writer would be granted to an examinee only if he is physically unable to write the answers and has been medically so certified, at the time of examination.
- 27.6.2 The writer so permitted shall be less qualified than the examinee. Further, the writer shall neither be a relative of the examinee nor an employee at the center of examination. The Principal or Head of the Institute shall ascertain this.
- 27.6.3 Change of writer: Changing the permitted writer is not allowed. If a change is necessary in extra-ordinary circumstances, the officer-in-charge, examination, may permit the change, after ascertaining that the new writer also satisfies the conditions applicable for a writer as mentioned in 2 above and inform the regional office. Regional office shall inform the related RAC such change, to account for any possible confusion regarding change in hand writing in concerned answer books.
- 27.6.4 For obtaining permission for writer, the examinee or his parents shall apply to Board in writing along with medical certificate issued by a registered medical practitioner.
- 27.6.5 The Institute would make separate seating arrangement for such disabled examinee and the writer. The examinee and the writer, both shall be present together, during the sessions of the examination.

27.6.6 Use of writer shall be limited to writing answers of theory papers only, and shall exclude drawing/graphics, and subjects wherein the motor skill of the examinee has to be tested.

27.6.7 Further, the examinee permitted to use writer shall not be allowed to write or draw anything. Occurrence of any such event shall be considered as misconduct on the part of the examinee and he shall be liable for disciplinary action.

27.7 Certificate of Eligibility

Student need to procure the eligibility certificate with the consent before filling the examination form in accordance with examination regulation and as elaborated further below.

S.N.	Type of Eligibility Certificate	Description	Documents
A	Admission level	<ul style="list-style-type: none"> ➤ Direct 2nd year candidates those who have confirmed their admission at Institute. ➤ It will generate the MSBTE id e.g. DS170004001 ➤ For enrollment of direct 2nd year candidate this MSBTE id will be used. 	<ul style="list-style-type: none"> ➤ Allotment letter ➤ Admission confirmation letter ➤ SSC mark sheet
B	Institute level		
1	Readmission eligibility certificate	<ul style="list-style-type: none"> ➤ Applicable for Fail/ ATKT/ FT candidates ➤ The previous result of candidate will be deleted. 	<ul style="list-style-type: none"> ➤ Previous Exam Mark sheets ➤ Undertaking of candidate
2	Improvement Eligibility Certificate		
2a	For Engineering & Technology courses (Class Improvement)	<ul style="list-style-type: none"> ➤ Applicable only for final year candidates who has passed final year exam ➤ Candidate shall apply within a period of one year. ➤ No provision for post diploma courses/ advanced diploma/ post graduate diploma. 	<ul style="list-style-type: none"> ➤ Mark sheets ➤ Undertaking of candidate
2b	For Pharmacy courses	<ul style="list-style-type: none"> ➤ Candidate may improve sessional marks as per provision made in ER-91 by PCI. ➤ Candidate can improve sessional marks by appearing two additional sessional exams during next academic year. ➤ This is applicable only for fail result status of candidate. 	<ul style="list-style-type: none"> ➤ Candidate Mark sheet.
3	Reappearing Eligibility Certificate		
3a	Reappearance in passed examination	<ul style="list-style-type: none"> ➤ Eligible only for a candidate who has already passed Final/ pre-final semester / Final year examination leading to award of diploma. ➤ No provision for Architecture and pharmacy courses. 	<ul style="list-style-type: none"> ➤ Candidate Mark sheet.
3b	Reappearing in passed subject	<ul style="list-style-type: none"> ➤ A candidate declared as Fail/ ATKT/ FT in a examination of board. ➤ If candidate desires not to claim exemption in the passed subject shall be eligible for this eligibility certificate. 	<ul style="list-style-type: none"> ➤ Candidate Mark sheet. ➤ Candidate undertaking.

4	Double diploma	<ul style="list-style-type: none"> ➤ Candidate shall be declared to have passed in final examination of award of diploma shall be eligible for double diploma. ➤ Award of double diploma shall not be permitted in case the candidate has passed same diploma in the same or different scheme. 	<ul style="list-style-type: none"> ➤ Candidate all semester / Year mark sheet ➤ Board certificate.
5	Change of scheme	<ul style="list-style-type: none"> ➤ When the scheme during the admission of candidate is discontinued and Board implemented new scheme and candidate is eligible in the new scheme. ➤ As per eligibility the missing subject in the new scheme may be given. 	<ul style="list-style-type: none"> ➤ Candidate Mark sheet.
6	Change of course / Programme	<ul style="list-style-type: none"> ➤ As per conditions laid down by competent admission authority. ➤ As per eligibility the missing subject in the new scheme may be given. ➤ Admission within sanctioned intake capacity ➤ Eligibility to appear for exam as per Examination Regulations 	<ul style="list-style-type: none"> ➤ Permission from Jt. DTE / Director DTE. ➤ Candidate Mark sheet.
7	Change of Institute	<ul style="list-style-type: none"> ➤ As per conditions laid down by competent admission authority. ➤ Admission within sanctioned intake capacity. ➤ Eligibility to appear for exam as per Examination Regulations. 	<ul style="list-style-type: none"> ➤ Permission from Jt. DTE / Director DTE. ➤ Candidate Mark sheet.
8	Change of scheme with course / program		<ul style="list-style-type: none"> ➤ Candidate Mark sheet.
9	Change of Institute with scheme.		<ul style="list-style-type: none"> ➤ Permission from Jt. DTE / Director DTE. ➤ Candidate Mark sheet.
10	Change of Institute with scheme and course / program.		<ul style="list-style-type: none"> ➤ Permission from Jt. DTE / Director DTE. ➤ Candidate Mark sheet.

28.0 CHECKLIST OF ACTIVITIES FOR CONDUCT OF EXAMINATIONS

Sr. No.	Activities	Responsible officer/s
1	Submission of information regarding number of examinees appearing, subject wise, master wise, course wise to related examination center	Principal of connected institute Principal of concerned examination center
2	Appointment orders for selected institutes to work as distribution centres, connected centers, examination centres, appointment of chief officers-in-charge, authorization for appointment of controllers, charging of examination centre fees, etc.	<ul style="list-style-type: none"> • Secretary, MSBTE • Deputy Secretary, Regional Office

3	Submission of requirement of question papers, quantity of blank answer books and other stationery to related regional office	<ul style="list-style-type: none"> • Principal of connected institute • Principal of concerned examination center
4	Arrangement of safe and secure transportation of question papers from board to regional office or regional office to distribution centre.	<ul style="list-style-type: none"> • Secretary, MSBTE • Deputy Secretary of concerned regional office • Principal of concerned distribution centre.
5	Arrangement of safe and secure transportation of question papers and controller of examination from distribution centre to examination centre.	<ul style="list-style-type: none"> • Principal of concerned examination centre.
6	Appointment orders for alternate chief officer-in-charge, officer-in-charge of distribution officer, controller/s of examination, examination supervisors, billing supervisor, block supervisors and other supporting staff for conduct of examination	<ul style="list-style-type: none"> • Principal of concerned institute and chief officer-in-charge of its examination centre
7	Collection of required quantity of answer books, stationery, question paper packets, pre-examination documents, circulars, notices, institute time table, general time table, inventories etc. from related regional office	<ul style="list-style-type: none"> • Principals of all connected institutes. • Principal of concerned examination centre. • Principal of concerned distribution centre.
8	Collection of list showing connected examination centres, their addresses, phone / fax nos., name of principal, contact phone nos. (for use in case of emergency) from concerned regional office	<ul style="list-style-type: none"> • Chief Officer-In-Charge • Officer-In-Charge, Distribution Center. • Controller Of Examination, Concerned Examination Centre.
9	Collecting information regarding requirement of question papers course-, year- and master-wise, for connected examination centers from regional office and arranging storage and custody of question papers	<ul style="list-style-type: none"> • Chief Officer-In-Charge. • Officer-In-Charge Of Distribution Centre. • Controller Of Examination.
10	Collecting information regarding requirement of answer books and other stationery and arranging their proper storage	<ul style="list-style-type: none"> • Chief Officer-In-Charge. • Officer-In-Charge of Distribution Centre. • Controller Of Examination
11	Deciding mode of question paper distribution. Whether <ul style="list-style-type: none"> • daily distribution • residential controller 	<ul style="list-style-type: none"> • Deputy Secretary, Regional Office.
12	Arranging for proper safety and security of question papers, blank and written answer books; and other examination stationery	<ul style="list-style-type: none"> • Chief Officer-In-Charge • Officer-In-Charge, Examination Centre. • Officer-In-Charge, Distribution Centre.
13	Making seating arrangement of examinees, checking and approving seating arrangement and making changes, if necessary.	<ul style="list-style-type: none"> • Officer-In-Charge, Examination. • Controller Of Examination Center

14	Conducting examinations as per norms of board	<ul style="list-style-type: none"> • Chief Officer-In-Charge • Officer-In-Charge Examination. • Controller Of Examination • Members Of Internal Vigilance Squad.
15	Displaying various notices such as time table, seating chart, changes in time table, any other important notices issued by Board, <i>Maharashtra prevention of malpractices act, 1982,etc.</i>	<ul style="list-style-type: none"> • Chief Officer-In-Charge • Officer-In-Charge, Examination. • Controller Of Examination
16	Discouraging use of malpractice during examination and reporting the cases of malpractice occurring before, during and after the examination.	<ul style="list-style-type: none"> • Chief Officer-In-Charge • Officer-In-Charge, Examination. • Controller Of Examination • External Vigilance Squad. • Block Supervisor • Examination(Sealing) Supervisor • Internal Vigilance Squad
17	Maintaining record of answer books used, supervisors' orders and their attendance, examinees' attendance reports, question paper account, cases of malpractice, packing details of subject wise and code wise examinations conducted, masking of answer books, where necessary, filling appropriate information in e-mark sheets using due codes, preparing additional manual e-mark sheets where necessary, preparing bills of officers and staff engaged in examination, etc.	<ul style="list-style-type: none"> • Chief Officer-In-Charge • Officer-In-Charge Examination. • Block Supervisor. • Examination (Sealing) Supervisor • Billing Supervisor.
18	Reporting the disparity in the printed and actually found number of question papers in packets	<ul style="list-style-type: none"> • Chief Officer-In-Charge • Officer-In-Charge Examination. • Controller Of Examination
19	Handing over of written answer books along with necessary reports and theory marksheets to officer-in-charge, distribution center	<ul style="list-style-type: none"> • Officer-In-Charge, Examination. • Controller Of Examination
20	Issuance of schedule for dispatching answer books by distribution centers to R.A.C.'s.	<ul style="list-style-type: none"> • Secretary, MSBTE • Deputy Secretaries, Regional Offices
21	Issuance of schedule to R.A.C.'s. for receiving answer books from distribution centers	<ul style="list-style-type: none"> • Secretary, MSBTE • Deputy Secretaries, Regional Offices
22	Dispatch and handing over of answer books along with necessary reports and theory marksheets by distribution centers to R.A.C.'s.	<ul style="list-style-type: none"> • Chief Officer-In-Charge • Officer-In-Charge, Distribution Center

PRESCRIBED SUGGESTIVE FORMATS

FORMAT NO. 1

Instructions to Examinees

A. General Instructions:

1. The examinee is expected to be present at the examination centre 10 minutes before the commencement of examination.
2. No examinee shall be admitted to the examination hall after 30 minutes of commencement of the examination.
3. The examinee shall have the proper hall ticket duly signed by Principal / Head of Institute. The valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.
4. Examinees are not permitted to leave examination hall in the initial 30 minutes and last 10 minutes of the paper duration.
5. A bell will be sounded 10 minutes before the commencement of the examination after which the examinees are allowed to enter the examination hall/s.
6. Next ringing of the bell shall announce the commencement of the examination.
7. A warning bell will be sounded 10 minutes before the close of the examination Examinees shall tie the supplements and enclosures to the main answer book and be ready to hand over it to the invigilator at the ringing of the final bell announcing the end of the examination.
8. Exchange of answer books, supplements, calculators and drawing instruments etc. among the examinees is strictly prohibited.
9. Possession of any arms, weapons, etc. in the examination hall or at the examination center by the examinee is strictly prohibited.

B. Instructions regarding writing answer books:

1. The examinee shall check the answer book issued to him for loose sheets or improper printing etc. and if found so he shall get it changed before commencing to write the answers.
2. The examinee shall enter the requisite information on the face sheet of the answer book properly before commencing to write the answers.
3. Start each answer on a fresh page and write question number at the beginning of each answer. Do not write anything in the margin of answer book.
4. Use only blue or black ink pen to write answers. If there is change in ink, it shall be got attested by the supervisor/invigilator.
5. Do not leave blank page/s between the answers. If a page is left blank inadvertently, write "Please Turn Over (PTO)." Answers written beyond a blank page may not be assessed.
6. The examinee shall use separate answer book for each section, where there are sections in question paper.
7. Do not write your name or examination seat no. or any objectionable matter anywhere inside the answer book. If any answer requires name or signature, write "XYZ".
8. Do not tear off any page from the answer book.

9. Before submitting, tie securely additional answer book (supplements) and other enclosures, if any to main answer book. Write total no. of enclosures (main answer book + graph sheet + drawing sheet + supplement if any) attached in the column provided on the cover page of the answer book.

C. Special instructions:

1. The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles, chits, book/s, mobile phone, pager, programmable calculator, electronic communication devices etc. The violation of this instruction shall attract suitable punitive action.
2. The examinee shall behave properly before, during or after the examination to maintain the conducive environment at the examination center.
3. The examinee found guilty of misbehavior or using or attempting to use unfair means shall be liable for suitable punitive action.
4. Discloser of identity on the part of examinee by way of communicating name/seat number/signature or any request to the examiner in the answer book is a punishable offence.
5. The examinee is prohibited from taking away the answer book/s or any enclosure/s issued to him out of examination hall. Violation shall attract punitive action under the extant rules.

Important : The instructions to examinee shall be displayed on the notice board of the institute and/or at entry places of the examination center, so as to make the examinee fully aware about these instructions and their implications.

FORMAT NO. 2

(Sample data filled)

Receipt to be given by the Controller of Examination to the officer in charge DC

DC :

Day of Examination:

Date:

Received form Name :.....the Officer in charge Distribution Centre The question paper bundle as per details below;

Examination Centre Code and Name	Day of examination	Date of Examination	Session	Bundle details (subject codes)	Total bundles received
abcd	01	----/----/-----	Morning	One bundle for morning session	One / Two
			Afternoon	One bundle for afternoon session	

(Name & Designation and Inst. code)
Controller of Examination

Contact Cell No.

FORMAT NO. 3

(Sample data filled)

Receipt to be given by the Officer in Charge of examination centre on receipt of question paper bundle from Controller of Examination

EC : _____ Day of Examination: _____ Date: _____
 Received form Name :the Controller of examination from the distribution Centre.....
 The question paper bundle as per details below;

Examination Centre Code	Day of examination	Date of Examination	Session	Bundle details (QP/ Subject code)	Total bundles received
abcd	01	----/----/-----	Morning	One bundle with total of xx question paper packets	Two
			Afternoon	One bundle with total of yy question paper packets	

(Name & Designation)
 Officer in charge EC :

Contact Cell No.

FORMAT NO. 3A**Receipt to be given by the Officer in Charge of examination centre to the officer in charge, DC
Receipt of question paper packets**

The question paper bundles received from Name :the Controller of examination from the Distribution Centre..... were opened in the examination control room and the contents were as below;

Sr.No	Date	Session	Time of Opening	Content as per label on bundle		Actual content in the bundle		Remark
				Q.P. Code	Number	Q.P. Code	Number	
1		Morning	9.10 am	xxxxxx	02	xxxxxx	02	Matched
				yyyyyy	05	yyyyyy	05	
				pppppp	01	pppppp	01	
				qqqqqq	01	qqqqqq	01	
2		Afternoon	1.40 pm	aaaaaa	03	aaaaaa	03	One packet of "eeee" was found in place of one packet of "ccccc" Hence Panchnama report is Enclosed
				bbbbbb	01	bbbbbb	01	
				cccccc	01	eeeeee	01	
				dddddd	01	dddddd	01	

Seal of the Institute.

(Name & Designation)
Officer in charge EC :

Contact Cell No.

FORMAT NO. 4

Printed on Question paper Packet.

Name of the Institute _____		Code of the Institute _____	
THE PACKET IS INTACT AND FOUND IN SEALED CONDITIONS. ON DATE : _____ AT TIME : _____			
Officer-In-Charge (Name) _____	Signature _____	Controller of Exam (Name) _____	Signature _____
Supervisor - 1 (Name) _____	Signature _____	Supervisor - 2 (Name) _____	Signature _____
Police - 1 (Name) _____	Signature _____	Police - 2 (Name) _____	Signature _____
Student - 1 (Seat No) _____	Signature _____	Student - 2 (Seat No) _____	Signature _____

QUESTION PAPER ACCOUNT

Question Papers received in packet	Date :
Question Papers used	Total Question Papers Used
Question Papers kept in packet for RAC	Balance Question Papers
_____ Name & Signature of Officer-In-Charge	_____ Name & Signature of Officer-In-Charge

FORMAT NO. 5

Format for Examinees Attendance Report

Examination: Summer / Winter 20__

Exam Center Code: _____

Institute Code: _____

Date of Exam: _____

Session : Morning / Afternoon

Course / Sem / Year / Master: _____

Subject Name: _____

Subject Code: _____

Subject Abbreviation: _____

Examination Block No.: _____

Name of the block Supervisor: _____

S.N.	Examination Seat number	Sr. number of main answer book (Machine printed)	Sr. number /s of Supplements issued (Machine printed)	Signature of the Examinee
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Total Candidates : _____

Total Present : _____

Total Absent : _____

Signature of Supervisor

Signature of Officer-In-charge

Two copies to be used as under

1. Copy forwarded with answer book bundle.
2. Copy for office record

FORMAT NO. 6

Attendance Report "A"

Exam: Summer/Winter 20 ____

Name of Institute : _____ Institute Code: _____

Course/Year/Semester Master (eg. EE3I) : _____

Course Name : _____ Course Code: _____

Subject : _____

Theory / Oral / Practical / Term work / Sessional / Project : _____

Date: _____ Time: _____ AM / PM

Total seat numbers on computerized mark sheet/s 1	Additional examinees by the institute		Examinees absent (as per computerized seat numbers and additional seat numbers)		Total number of examinees present 6
	Seat numbers 2	Total number of examinees 3	Seat numbers of absent examinees 4	Total number of examinees absent 5	

Sealing Supervisor

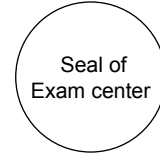
Officer-in-charge (Examination)

Notes:

1. Report to be prepared in duplicate.
2. One copy should be attached with answer books bundle.
3. One copy should be retained at the Institute.
4. Total of columns 1 & 3 should be equal to the total of columns 5 & 6.
5. Figure in column 6 must tally with the total number of answer books in the bundle.
6. Strike off whichever is not applicable

FORMAT NO. 7

PACKING SLIP



Examination: Summer / Winter 20__

Exam Center Code:

Institute Code:

Date of Exam:

Session : Morning / Afternoon

Course / Sem / Year / Master:

Subject Name:

Subject Code:

Subject Abbreviation:

Number of Answer books in this packet:

Mark sheet Number/s:

Date & Time of Sealing : Date:_____

Time:_____

**Signature of
Sealing Supervisor**

**Signature of
Officer-In-Charge**

**Signature of
Controller**

FORMAT NO. 8

Format of Receipt for sealed answer book bundles to be given by the Controller of examination to the Officer-in-charge, examination center

Examination: Summer/ Winter 20_____

Name of the Institute (EC): _____ EC code : _____

RECEIPT

Received below mentioned sealed packets of written answer books in good and intact condition, from the Officer-in-charge, examination center, Institute Code _____

Sr. No.	Course/Sem/Year/Master	Subject Title	Subject Code	Number of packets (if sections)	Number of Answer Books in each bundle
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Total number of answer book bundles					

Name of Controller: _____

Signature of Controller: _____

Date: _____ Time: _____ AM / PM

FORMAT NO. 9

Format of Receipt for sealed answer book bundles to be given by the Officer in charge Distribution center to the Controller of examination

Examination: Summer/ Winter 20_____

Name of the Institute (EC):_____ EC code : _____

RECEIPT

Received below mentioned sealed packets of written answer books in good and intact condition, from the Officer-in-charge, examination center, Institute Code _____

Sr. No.	Course/Sem/ Year/ Master	Subject Title	Subject Code	Number of packets (if sections)	Number of Answer Books in each bundle
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Total number of answer book bundles					

Name of Officer In-charge (DC):_____

Signature of Officer In-charge (DC):_____

Date: _____ Time: _____ AM / PM

FORMAT NO. 10

Format of Inventory and receipt for submitting written answer book bundles to R.A.C.

Examination Summer/Winter 20 _____.

Name of the Inst (Distribution Centre): _____ Inst. Code no: _____

Name of the Inst (RAC): _____ Inst. Code no: _____

Date of despatch from DC: _____ Date of receipt at RAC: _____

Bundle No.	Inst Code No.	Course/ Sem/ Year/ Master	Subject Code No.	Nos. of answer books in the bundle	Mark Sheet No.	Dated Signature of Receiving officer of RAC

SIGNATURE OF SUPERVISOR
DISTRIBUTION CENTRE

SIGNATURE OF OFFICER-IN-CHARGE
DISTRIBUTION CENTRE

-
1. Copy for Officer-in-charge, R.A.C
 2. Copy for Distribution center.

FORMAT NO. 11

Account of Blank Answer Books Issued

EXAM: SUMMER / WINTER 20 _____

NAME OF THE INSTITUTE: _____

CODE NO.: _____

Sr. No.	Date	Time	Course +Sem +year + Master	Sr. No. Of Ans. Books issued to examinees in this session		Sr. Nos. Of Answer Books, if issued from previous unused Ans. Books	Sr. No. of Answer Books remaining unused in this session	Total Answer books used	Dated sign of Officer-in-charge
				From	To				

NOTE: The account should be maintained in a bound-book / register and not on loose sheets of paper.

FORMAT NO.12

Format of certificate to be given by External examiner

EXTERNAL EXAMINER'S CERTIFICATE

Name of Institute _____

Name of the subject: _____ (practical / oral / term-work)

Course: _____ Year/Semester _____

I have examined _____ Nos. of examinees on (date) _____

I have prepared and checked the marks as per CIAAN format and verified that marks correctly entered in the e-marks sheet by examiner. Internal examiner and I have put full signature/s on printout of e-mark sheet.

I offer my specific comments about laboratory facility, equipment etc. available in this Institute as under: (Specific and objective remarks are expected.)

Date:

Signature and full name
of the External Examiner

Designation _____

Institute: _____

FORMAT NO. 13

Format for reporting Malpractice cases

REPORT OF MALPRACTICE CASES

Name of examination center _____

Code No of examination center _____

Date of incidence _____

Sr. No.	Examination Seat Number of examinee	Subject of Examination	Timing of examination	Course-Year-Master of examination	Nature of malpractice

- Whether the necessary statements are recorded and other documents supporting the alleged incidence of malpractice are collected, as required under Board's Regulations and sent to the Enquiry Officer?
- Whether the notice informing the date and time of enquiry is issued to the examinee? If yes, when?
- Name of Chief officer-in-charge
- Name of Officer-in-charge, examination
- Name of controller of examination center
- Name of block supervisor / staff concerned with the incidence
- Name of the leader of the external vigilance committee, if present at the time of incidence

Signature of chief officer-in-charge

Signature of officer-in-charge

Signature of controller of exam Center

Place:

Date:

Seal of examination center

FORMAT NO. 14

Format of POLICE COMPLAINT to be registered by the Officer-in-charge,

Examination center for the act of malpractice by an examinee

Complainant:

Shri / Smt. _____

Officer-in-charge / Controller of Examination center

To

Police Inspector / Sub-inspector / S.H.O.

_____ Police Station

Name of the Examination Center / Institute _____

Code number of the Center / Institute _____

District _____

Subject: Report of the criminal act during the summer / winter examination of Diploma / Post-Diploma / Post-Graduate Diploma in _____

(Course) of Maharashtra State Board of Technical Education, Mumbai.

Sir,

Maharashtra State Board of Technical Education (Board), Mumbai routinely holds Diploma / Post-Diploma / Post-Graduate Diploma examinations in the state. These examinations this time have commenced from _____ (Date) _____ (Month) _____ (Year). The Board has duly appointed this Institute as examination center and me as the Officer-in-charge of the examination center.

Following examinee in this examination has committed a crime. The related information is as under:

1. Alleged examinee's name _____

2. Alleged examinee's examination seat number _____

3. Alleged examinee's Institute name _____

4. Alleged examinee's examination Block number _____

5. Nature of the crime committed _____

6. Name of the subject _____ Date _____ Time _____

7. Name and Designation of the person detecting the crime _____

8. Material found at the time of crime detection _____

9. Additional information regarding the crime _____

Shri/Smt. _____ (examinee's name) has committed a crime as per section (7) of The Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Act, 1982 and this is the legal complaint for the same.

Yours truly,

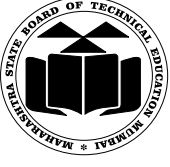
(Officer-in-charge / controller of examination)

Name of Officer-in-charge / controller of examination _____

Name of the examination center _____

Date: _____

FORMAT NO. 15



महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई ५१
कारणे दाखवा नोटीस

विषय : महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई यांनी परीक्षाविषयक नियमावली नुसार ठरवून दिलेल्या विद्यार्थी / विद्यार्थिनी नाव _____ परीक्षा केंद्र क्र. _____
बैठक क्रमांक _____

त्याचे / तिचे _____ प्रकरणी चौकशी. म. रा. तंत्र शिक्षण मंडळ, मुंबई यांच्या पदविका परीक्षा उन्हाळी _____ / हिवाळी _____

१. ज्याअर्थी महाराष्ट्र राज्य तंत्र शिक्षण मंडळाने _____ मध्ये घेतलेल्या पदविका परीक्षेत तुम्ही श्री. / श्रीमती _____ बैठक क्रमांक _____ आणि नोंदणी क्रमांक _____ द्वारे _____ या परीक्षा केंद्रावर प्रविष्ट झाला आहात.

आणि

२. ज्याअर्थी महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई या कार्यालयाच्या चौकशी पध्दतीच्या अन्वये तुम्ही परीक्षेत अवलंबिलेल्या गैरमार्ग प्रकरणी मी खाली स्वाक्षरी करणार श्री./श्रीम _____ ऑफीसर इन चार्ज या नात्याने आपणास गैरमार्ग अवलंबिल्याप्रकरणी चौकशी अधिका-यांच्यावतीने कारणे दाखवा नोटीस बजावत आहे. आपण सदर कारणे दाखवा नोटीशीचे उत्तर आपली बाजू मांडण्यासाठी _____ या चौकशी केंद्रातील चौकशी अधिकाऱ्यांकडे दिनांक _____ रोजी सकाळी _____ वा. समक्ष उपस्थित राहून द्यावयाचे आहे.

३. तुम्ही प्रविष्ट झालेल्या परीक्षेतील _____ या अभ्यासक्रमाच्या _____ या विषयाची दिनांक _____ रोजीच्या उत्तरपत्रिका व त्या उत्तरपत्रिकेशी अनुषंगिक कागदपत्रे पाहिल्यावर खालीलप्रमाणे निदर्शनास येत आहे.

अ. तुम्ही परीक्षेच्या वेळी लिखित/छापिल/वस्तुच्या e-gadget/communication device स्वरूपातील _____ / (अन्य) _____ कॉपी मटेरीअल परीक्षादालनामध्ये बाळगले / आपल्या जवळ ते सापडले व त्यावरून उत्तरपत्रिकेत उत्तरे लिहिलीत/उत्तरे लिहिण्याचा आपला प्रयत्न होता.

ब. तुम्ही प्रविष्ट व्हावयाच्या विषयातील परीक्षेत स्वतः उपस्थित न राहता दुसऱ्या तोतया व्यक्तिस उत्तरपत्रिका लिहिण्यास पाठविले.

क. तुम्ही तुमच्या उत्तरपत्रिकेची/पुरवणीपत्रिकेची अदलाबदल _____ या आसनक्रमांकाच्या _____ या विद्यार्थ्यांसोबत केली.

ड. उत्तरपत्रिका/पुरवणी/प्रश्नपत्रिका/अन्य प्रकारचे कागद बाहेरून आणून उत्तरपत्रिकेत ते जोडले वा जोडण्याचा प्रयत्न केला. तसे करताना उत्तरपत्रिकेची/पुरवणीपत्रिकेची शिलाई नष्ट केली वा नष्ट करण्याचा प्रयत्न केला.

इ. परीक्षा केंद्रावरील अन्य परीक्षार्थींना तथा परीक्षाकेंद्रावर जबाबदारी पार पाडणा-या अधिकारी-कर्मचारी यांना धमकी/दम /मारहाण केली वा तसा प्रयत्न केला.

ई. _____ या गैरप्रकाराचा अवलंब करून परीक्षापध्दतीस बाधा आणण्याचा प्रयत्न केला/बाधा आणली.

उ मोबाईल/e-gadget/इतर मार्गाद्वारे प्रश्नपत्रिकेतील प्रश्न बाहेर पाठवणे/द्वारे उत्तरे मिळविणे.

(‘अ’ ते ‘उ’ या मुद्रांमध्ये वाक्यरचनेप्रमाणेच फक्त गाळलेल्या जागांमध्ये त्याच संदर्भाची माहिती नोंदवावी. अतिरिक्त/ अनावश्यक माहिती नोंदविण्यात येऊ नये.)

४. तुम्ही सदर परीक्षेत उपरोक्त गैरमार्गाचा स्वतः अवलंब केला किंवा तो करण्यास मदत केली असा आक्षेप तुमच्यावर आहे. तेव्हा वरीलप्रमाणे गैरप्रकार अवलंबिल्याचे तुमचेविरुद्ध सिध्द झाल्यास महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई यांनी निश्चित केलेल्या नियमांन्वये हे तुमचे गैरप्रकाराचे प्रकरण मंडळाच्या विशेष समितीपुढे सादर करण्यात येऊन विशेष समितीच्या शिफारशीप्रमाणे आपणांस शिक्षा निश्चित केली जाईल व ती विहित पध्दतीने संस्थेमार्फत आपणांस सुचित केली जाईल.

आणि व शिवाय

तुमच्या चौकशीबाबत खालील कागदपत्रांचा आधारभूत पुरावा म्हणून समावेश करण्यात येईल.

१. तुमची दिनांक _____ रोजीची _____ उत्तरपत्रिका
- २.* परीक्षेचे वेळी तुमचे जवळ सापडलेले व जप्त करण्यात आलेले कॉपींग साहित्य _____
३. परीक्षा केंद्रावर या बाबत प्रत्यक्ष घटनेचे वेळी घेण्यात आलेली निवेदने
 - अ. पर्यवेक्षकाचे निवेदन.
 - ब. ऑफीसर इन चार्ज चे निवेदन.
 - क. परीक्षा नियंत्रकाचे निवेदन.
 - ड. _____ (अन्य)
 - इ. गैरमार्ग अवलंबिताना पकडल्यानंतर आपण परीक्षा केंद्रावर दि. _____ रोजी उत्तरपत्रिका क्रमांक _____ सोबत सादर केलेले वस्तुस्थितीनिहाय निवेदन.
 - ई अंतर्गत /बाह्य भरारी पथक/बैठे भरारी पथक यांचे निवेदन.

तुम्ही वरील १ ते ३ मध्ये नमुद सर्व कागदपत्रांची पाहणी _____ या चौकशी केंद्रावर दि. _____ रोजी सकाळी _____ इतक्या वाजता करू शकता अथवा तुम्ही अवलंबिलेल्या सदर गैरप्रकाराबाबत तुम्हांला काही लेखी/तोंडी स्वरूपात सांगावयाचे असल्यास त्यासाठी सदर चौकशी केंद्राच्या (\$) _____

_____ या नमुद पत्यावर उपस्थित राहू शकता. सदर वेळी तुम्ही तुमच्या बचावासाठी असलेला पुरावा व साक्षीदार सादर करू शकता. पुराव्याची तथा बचावाची कागदपत्रे वैधानिक/ग्राह्य असल्यास त्याबाबत विचार होऊ शकतो. मात्र तुमचे प्रकरणी तुमची बाजू मांडण्यासाठी तुमचेतर्फे अन्य व्यक्ति किंवा वकीलास हजर राहण्याची अनुमती नाही याची नोंद घ्यावी.

उपरोक्त नमुद चौकशीच्या दिनांकाला नमुद चौकशी केंद्रावर आपण अनुपस्थित राहिल्यास आपणांस स्वतंत्ररित्या कोणतीही संधी पुनश्च दिली जाणार नाही, वा तसा आपला प्रयत्न ग्राह्य मानण्यात येणार नाही. आणि या गैरप्रकाराचा अवलंब केल्याप्रकरणी आपणांस काही सांगावयाचे नाही/नमुद करावयाचे नाही असे समजण्यात येईल, व तुमच्या प्रकरणी उपलब्ध सर्व दस्तऐवजावरून एकतर्फी निर्णय घेण्यात येईल व सदर निर्णय आपणांस बंधनकारक असेल.

(*) कॉपींग साहित्य कोणत्या स्वरूपाचे आहे ते तपशीलवारपणे नमुद करावे.

(\$) चौकशी केंद्राचा पूर्ण पत्ता नमुद करणे अत्यंत आवश्यक आहे.

चौकशी अधिकाऱ्यांच्या वतीने

दिनांक -

प्रति - (विद्यार्थ्यांचा सध्याचा निवासाचा पूर्ण पत्ता)

नोंदणी क्रमांक _____ अभ्यासक्रम _____

विद्यार्थ्यांने कारणे दाखवा नोटीस स्वतः स्वीकारली/स्वीकारण्यास नकार दिल्याने स्पीड पोस्ट/कुरीअर/ _____ याद्वारे त्यास बजावली. (विद्यार्थ्यांने नोटीस न स्वीकारल्यास वा खाली स्वाक्षरी करण्यास नकार दिल्यास ऑफीसर इन चार्जनी _____ येथे तसे स्पष्ट नमुद करावे.)

विद्यार्थ्यांची स्वाक्षरी

ऑफीसर इन चार्जची स्वाक्षरी

दिनांक :

दिनांक :

प्रतिलिपी -

१. चौकशी अधिकारी

संस्था क्रमांक (चौकशी केंद्र क्रमांक) _____

_____ विद्यार्थ्यांने परीक्षेमध्ये गैरप्रकार अवलंबिल्याप्रकरणी आपल्या वतीने उपरोक्तप्रमाणे कारणे दाखवा नोटीस बजावण्यात आलेली असून सदर विद्यार्थ्यांची उत्तरपत्रिका व त्याचे पकडलेले कॉपी मटेरीअल व अनुषंगिक दस्तऐवज वितरण केंद्रामार्फत पाठविण्यात येत आहे.

२. सचिव, म.रा.तंत्र शिक्षणमंडळ, मुंबई - यांना सविनय कळविण्यात येते की, सदर विद्यार्थ्यांस परीक्षेमध्ये गैरप्रकाराचा अवलंब केल्याप्रकरणी मला प्रदान करण्यात आलेल्या अधिकाराचा वापर करुन मी वस्तुस्थितीस अनुसरुन कारणे दाखवा नोटीस बजावलेली आहे. सदर प्रकरण चौकशी केंद्राकडे विहित पध्दतीने सादर करीत असून ही प्रत माहितीसाठी सादर.

FORMAT NO. 16

Format for Vigilance Register to be maintained at Distribution Center, Examination Center

FORMAT NO. 16A SUMMER/WINTER 20

INTERNAL VIGILANCE

Sr. No.	Date	Time of Visit	Name of vigilance officer	Observations	In case of malpractice case/cases booked. Give clear details of the case.	Sign of vigilance officer	Sign of Chief officer in charge

FORMAT NO. 16B SUMMER/WINTER 20

EXTERNAL VIGILANCE

Sr. No.	Date	Time of Visit	Name of vigilance officer	Inst. code	Observations	In case of malpractice case/cases booked. Give clear details of the case.	Sign of vigilance officer	Sign of Chief officer in charge

FORMAT NO. 17

महाराष्ट्र राज्य तंत्र शिक्षण मंडळ -५१
भरारी पथक अहवालाचा नमुना (भाग १)
प्रश्नावली

भरारी पथकाने परीक्षा केंद्रास भेट दिली असता खालील बाबी तपासाव्यात.

परीक्षा : उन्हाळी / हिवाळी -----

संस्थेचे/परीक्षा केंद्राचे नाव -----
व संस्था क्रमांक -----
प्राचार्यांचे नाव -----
ऑफीसर इन चार्ज चे नाव व पदनाम -----
भरारी पथकाने परीक्षा केंद्रास भेट दिल्याचा दिनांक ----- वेळ -----

१. परीक्षा विषयक अभिलेख

१. परीक्षेशी संबंधित कर्मचाऱ्यांच्या नेमणूकीचे आदेश करण्यात आले होते काय ? :
२. शिक्षकेतर कर्मचाऱ्यांची पर्यवेक्षक म्हणून नियुक्ती करण्यात आली होती काय ? :
३. शिक्षकेतर कर्मचाऱ्यांचे पर्यवेक्षक म्हणून काम करण्याचे शेकडा प्रमाण किती होते ? :
४. सतत मुल्यांकनाचे गुण सी आय अे एन प्रमाणे विहित नमुन्यात भरून ते पाकिटात सीलबंद करून त्यांवर अंतर्गत बाह्य परिक्षकांची स्वाक्षरी असणे व सदर लिफाफे प्राचार्यांच्या कस्टडीतच असणे अनिवार्य आहे. या सर्व बाबी प्रत्यक्ष पडताळून तशी नोंद करावी. (लागू असल्यास)

२. परीक्षा बैठक व्यवस्थेविषयी

१. परीक्षा कक्ष स्वच्छ केलेले होते काय ? :
२. परीक्षा कक्षात वापरण्यात आलेले फर्निचर परीक्षार्थींच्या बसण्यासाठी सोईचे आहे का ? :
३. परीक्षा कक्ष व नियंत्रण कक्ष एकाच मजल्यावर होते का ? :
नसल्यास विवरण व परीक्षा केंद्राचा खुलासा
४. परीक्षा कक्षात परीक्षार्थींची बसण्याची क्षमता किती होती ? :
(एका परीक्षार्थीकरीता साधारणपणे एक चौ. मीटर इतकी जागा असणे आवश्यक आहे.
तसेच कमीत कमी २० व जास्तीत जास्त ३० क्षमता असणे अपेक्षित आहे.)

३. परीक्षार्थींसोबत बाळगावयाचे कागदपत्र

१. विद्यार्थ्यांचे छायाचित्र व सही व्यवस्थित उमटलेले हॉल तिकिट आहे का ? :
२. तसे हॉल तिकिट नसल्यास विद्यार्थ्यांची ओळख पटविण्याकरीता वैध ओळखपत्र (पासपोर्ट, मतदार पत्र, आधार कार्ड, विद्यार्थ्यांचे संस्थेने दिलेले साक्षांकित केलेले ओळखपत्र इत्यादी) :
३. बऱ्याच विद्यार्थ्यांचे हॉलतिकिटवर फोटो व सही चुकीचे फोटो दुरुस्त केलेले साक्षांकित :

ओळखपत्र विद्यार्थ्यांनी जवळ बाळगले आहे का ?

४. अशी दुरुस्ती असेल तर अचूक नावाची व फोटोची यादी संस्थे' धून घेऊन सोबत जोडावे. :

४. कॉपींग केसेस

१. भरारी पथकास कॉपींग केसेस आढळून आल्या आहेत का ? :
२. कॉपींग केसेस पकडण्यात संस्थेच्या पर्यवेक्षकांचा सहभाग होता काय ? :
३. भरारी पथकाच्या भेटीपर्यंत संस्थेत कॉपींग केस झालेल्या होत्या काय ? असल्यास किती ? भरारी पथकाने स्वतंत्ररित्या आसनक्रमांक नोंदवावेत. :
४. परीक्षा केंद्रावरील खिडक्या, प्रसाधन गृहे, परीक्षा दालनातील कोपरे, बाकांच्या खालच्या बाजू इत्यादी ठिकाणी कॉपींग मटेरीअल आढळले काय ? या ठिकाणांची स्वच्छता होती काय ? :
५. संस्थेच्या अंतर्गत भरारी पथकाने कॉपींग केसेस पकडल्या होत्या काय ? असल्यास किती व कोणत्या दिवशी ? (भरारी पथकाला दिलेल्या प्रपत्रानुसार त्यांनी केलेल्या कॉपी केसेस भरून ऑफीसर इन चार्ज यांचेकडे देवून पोचपावती घ्यावी.) :

५. परीक्षासंबंधित कागदपत्रे / दस्तऐवज

१. परीक्षार्थीना गैरप्रकारासंबंधीच्या आवश्यक सूचना योग्य ठिकाणी सुचित केल्या होत्या काय ? (नोटीस बोर्डावर मोठ्या ठळक अक्षरामध्ये विद्यार्थ्यांकरीताच्या सूचना) :
२. कोऱ्या उत्तरपत्रिकांच्या नोंदी रजिस्टरमध्ये व्यवस्थित केल्या होत्या काय ? :
३. परीक्षार्थीसाठी वापरण्यात आलेल्या तसेच रद्द केलेल्या उत्तरपत्रिकांच्या नोंदी व्यवस्थित केल्या होत्या काय ? :
४. पुरवणी उत्तरपत्रिकांच्या नोंदी अनुक्रमांकासह केल्या होत्या काय ? :
५. उत्तरपत्रिकांवर आसनक्रमांक नोंदविण्यात आले होते काय तसेच पर्यवेक्षकाने स्वाक्षरी केली होती काय ? :
६. प्रश्नपत्रिका सिलबंद लखोटा फोडण्यापूर्वी त्यावर परीक्षा नियंत्रक, परीक्षा प्रमुख, पर्यवेक्षक, सिलिंग सुपरवायझर पोलीस शिपाई व परीक्षार्थी यांच्या स्वाक्षऱ्या घेण्यात आल्या होत्या काय ? :
७. वापरलेल्या व शिल्लक प्रश्नपत्रिकांच्या नोंदी व्यवस्थित केल्या होत्या काय ? :

६. पर्यवेक्षक अहवाल

१. पर्यवेक्षक अहवालातील नोंदी स्पष्ट, अचूक व खाडाखोड नसलेल्या होत्या काय ? :
२. उपस्थित व अनुपस्थित विद्यार्थ्यांच्या नोंदी करून तेथे स्वाक्षरी करण्यात आलेली होती काय ? :
३. विद्यार्थ्यांचे फोटो आयडेंटिटी कार्डवर उपस्थित/अनुपस्थितीची नोंद करून पर्यवेक्षकाने स्वतःची स्वाक्षरी केलेली होती काय ? :
४. उपस्थिती पत्रकावर सर्व उपस्थित विद्यार्थ्यांच्या आसनक्रमांकाप्रमाणे स्वाक्षऱ्या घेण्यात आलेल्या होत्या काय ? उत्तरपत्रिकेचा तथा पुरवणीपत्रिकेचा अनुक्रमांक योग्य पध्दतीने लिहिण्यात आलेला होता काय ? :

७. संकिर्ण

१. परीक्षा कक्षात वेगळा बैठक व्यवस्थेविषयीचा तक्ता दर्शविण्यात आला होता काय ? परीक्षाकक्ष वेळेअगोदर सोडलेल्या विद्यार्थ्यांची नोंद ठेवण्यात आली होती काय ? :
२. सील केलेल्या उत्तरपत्रिका व प्रश्नपत्रिकांच्या सुरक्षिततेबाबत योग्य ती दक्षता घेण्यात आली होती काय ? :

३. परीक्षाकक्षातून न वापरलेल्या उत्तरपत्रिका व प्रश्नपत्रिका परीक्षा सुरु झाल्यापासून किती वेळाने जमा करण्यात आल्या ? :
४. विद्यार्थ्यांनी प्रश्नपत्रिकेवर आसनक्रमांक नोंदविलेला होता काय ? :
८. **पदनिहाय जबाबदाऱ्यांच्या नोंदी**
१. केंद्रप्रमुख म्हणून प्राचार्य का' पहात होते काय ? अन्यथा कोणाची नेमणूक केली होती काय ? :
नेमणूक केली असल्यास त्या प्रभारी केंद्रप्रमुखाचे नाव.
२. भरारी पथकाच्या भेटीपर्यंत प्राचार्यांनी रजा घेऊन अन्य कोणा अधिकाऱ्याची नियुक्ती केली होती काय ? याबाबत त्यांनी विभागीय कार्यालयाची अनुमती घेतलेली होती काय ? :
३. परीक्षा कालावधीत परीक्षा नियंत्रकाची नियुक्ती करण्यात आली होती काय ? :
असल्यास परीक्षा नियंत्रकांचे नाव व ज्या संस्थेतून ते आले आहेत त्या संस्थेचे नाव आणि संस्था क्रमांक (भेटीच्या दिवसाआधीच्या सर्व परीक्षा नियंत्रकांची नावे नमुद करावीत.) :
४. अंतर्गत भरारी पथक नियुक्त करण्यात आले होते काय ? त्यामध्ये महिला अधिकारी/कर्मचारी यांचा समावेश होता काय ? :
५. परीक्षा केंद्रावर पोलीस बंदोबस्त होता काय ? :
९. **विशेष नोंदी**
उपरोक्त बाबींशिवाय कोणत्याही मुद्यांची कमतरता असल्यास तशी विशेष नोंद करण्यात यावी :
१०. **अभिप्राय**
परीक्षा केंद्रावर परीक्षा समाधानकारक/असमाधानकारक पध्दतीने हाताळली जात आहे / नाही. :
(असमाधानकारक पध्दतीने हाताळली जात असल्यास त्याबाबत नेमकी वस्तुस्थिती नमुद करावी.)

भरारी पथकातील सदस्यांची दिनांकासहीत स्वाक्षरी आणि नावे -

अध्यक्ष

सदस्य

सदस्य

सदस्य

भरारी पथकाच्या/बैठे पथकाच्या अहवालावरून परीक्षा केंद्रावर आढळलेल्या त्रुटींची पूर्तता करण्याच्या हेतून विभागीय कार्यालयाने संस्थेस केलेल्या सूचना आणि कार्याहीचा अहवाल जतन करावा.

सहाय्यक सचिव,
विभागीय कार्यालय,

उप सचिव
विभागीय कार्यालय,



महाराष्ट्र राज्य तंत्र शिक्षण मंडळ -५१
भरारी पथक अहवालाचा नमुना (भाग २)

भरारी पथकाने परीक्षा केंद्रावर गैरप्रकार प्रकरणी पकडलेल्या विद्यार्थ्याबाबतचा तपशिल.

परीक्षा : उन्हाळी / हिवाळी

भरारी पथकाने परीक्षा केंद्रास भेट दिल्याचा दिनांक _____ वेळ _____

संस्थेचे/परीक्षा केंद्राचे नाव _____

व संस्था क्रमांक _____

विद्यार्थ्यांचा बैठक क्रमांक _____

अभ्यासक्रम/सत्र/मास्टर _____

विद्यार्थ्यांजवळ सापडलेले कॉपी मटेरीयल व त्याचा थोडक्यात तपशिल _____

भरारी पथकातील सदस्यांची दिनांकासहीत स्वाक्षरी आणि नावे -

अध्यक्ष

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सदस्य

सदस्य

FORMAT NO. 18

(Sample data filled)

(To be submitted by the DC after meeting of EC regarding question paper inventory)

DC:

Date:

Sr.No.	EC	Day and Date of Examination	Q.P.Code	Number of packets as per Inventory	Additional number of Packets needed	Reason for additional demand
1	ABCD	02 --/--/--	xxxxx	03	01	165 students appearing for the examination
2	PQRS	7 --/--/--	aaaa	Nil	01	One student is appearing due to RHR Clearance

Officer in Charge DC

Name

Contact cell No.

Chief Officer in Charge DC

Name

Contact cell No.

Note : If the number of question papers provided in the inventory is more than the number of appearing students, additional inventory demand shall not be filed.

FORMAT NO. 19

**On the spot inventory Demand
(Sample data filled)**

**(To be submitted by the DC after on the spot demand is noticed at the time of issue)
(Scanned copy to be mailed to desk42@msbte.com)**

(Contact / Send “sms” to the effect that “on the spot inventory demand is mailed from DC: abcd” to mobile number of any one of Deputy Secretary D-42/Asst Secretary D-42)

DC : EC: Day of Examination: Date:

Sr.No.	EC	Q.P. Code needed urgently	Additional number of Packets needed	Reason for additional demand
1	Xxxx	Xxxx	01	Seating arrangement shows one student for this code but inventory does not have any Q.P.Packets

Officer in Charge DC
Name
Contact Cell No:

Controller of Examination
Name
Contact Cell No:
E_Mail ID:

FORMAT NO. 20

Inventory Receipt

DC No :

Date:

Received the EC-wise boxes for the DC on ---/---/----. The boxes containing question paper bundles were opened and the bundles were arranged EC-wise / Day-wise manner and compared with the EC-wise time table for the EC. The bundles for all examination sessions for each EC are received.

Officer in charge DC
Name
Contact Cell No:

Chief Officer in Charge DC
Name
Contact Cell No:

FORMAT NO. 21**Inventory Discrepancy Report****DC****Date:**

Received the EC-wise question paper boxes for the DC ---- on ---/---/----. The boxes were opened and the question paper bundles were arranged EC-wise / Day-wise manner and compared with the EC-wise time table for the EC. Following discrepancies were noticed after the verification;

Sr.No.	EC	Day	Session	EC Time table indication	EC Q.P. demand	Q.P. bundle
1	xxxxxx	2	M	Exam for session	EC has Q.P. demand	Not present

(Sample data filled)

Officer in charge DC

Name

Contact Cell No:

Chief Officer in Charge DC

Name

Contact Cell No:

Note : Time table may show exam for the session but EC may not have Q.P. demand. In such cases inventory discrepancy need not be filed.

FORMAT NO. 22**Panchnama Report**

EC : **Day of Examination:** **Session: M / A** **Date:**

The question paper bundle for the examination session was opened at the examination control room in the presence of the undersigned officers. Following discrepancies were noticed after the opening of bundle;

Sr.No.	Question paper details as per the label on the bundle.	Question paper details actually present in the bundle opened.	Remark
1	17101 - 02 Pkts / Bundle No. 0000	17101 - 2 Pkts / Bundle No. 0000	OK
2	12219 - 04 Pkts / Bundle No. 0000	12219 - Nil / Bundle No. 0000	discrepancy
		12220 - 4 Pkts / Bundle No. 0000	discrepancy

(Sample data filled)

Officer in charge EC

Name

Contact Cell. No.

Chief Officer in Charge EC

Name

Contact Cell No.

Controller of Examination

Name

Contact Cell No.

Note:

- In case of D Pharmacy institute working as EC, Principal of the institute works as the officer in charge of examination. In such cases the report will bear the signatures of Officer in charge and Controller of examination.**
- In case of double shift Polytechnics having two ECs in the same premises, Principal of Polytechnic will act as the Chief Officer in charge of EC in regular shift polytechnic as well as the EC in second shift polytechnic.**

ACTS RELATED TO THE CONDUCT OF STUDENTS

Following two Acts are of special significance with respect to the student behavior during examination in particular and on the Institution campus in general.

1. The Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Act, 1982. (English version)
2. The Maharashtra Prohibition of Ragging Act, 1999. (English version)

1982 : Mah. XXXI]

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THE MAHARASHTRA ACT No. XXXI OF 1982¹

[THE MAHARASHTRA PREVENTION OF MALPRACTICES AT UNIVERSITY, BOARD AND OTHER SPECIFIED EXAMINATIONS ACT, 1982].

[This Act received assent of the President on the 11th October, 1982; assent was first published in the *Maharashtra Government Gazette*, Part IV, Extraordinary, on the 14th October, 1982].

Amended by Mah. 22 of 1991

An Act to provide for preventing malpractices at University, Board and other specified examinations.

WHEREAS both Houses of the State Legislature were not in session;

AND WHEREAS the Governor of Maharashtra was satisfied that circumstances existed which rendered it necessary for him to take immediate action to have a special law in this State to provide for preventing malpractices at examinations held or proposed to be held by any University or the Board or any other authority specified by the State Government in this behalf, including leakages of question papers or copying at such examinations, and for matters connected therewith, and, therefore, promulgated the Maharashtra Prevention of Malpractices at University, Board or other specified Examinations Ordinance, 1982, on the 25th May 1982;

Mah. Ord. IV of 1982.

AND WHEREAS it is expedient to replace the said Ordinance by an Act of the State Legislature; It is hereby enacted in the Thirty-third Year of the Republic of India as follows :—

1. (1) This Act may be called the Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Act, 1982.

Short title and commencement.

(2) It shall be deemed to have come into force on the 25th May 1982.

2. In this Act, unless the context otherwise requires,—

Definitions.

(a) "Board" means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 or any of its Divisional Boards;

Mah. XLI of 1965.

(b) "Examination" means any examination held or proposed to be held by any University or the Board and includes such other examination held or proposed to be held by such other authority as may be specified in this behalf, from time to time, by the State Government by notification in the *Official Gazette* ;

(c) "University" means any University established by law in the State of Maharashtra.

3. (1) Any person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf.

Duties of paper setters and punishment for contravention.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

¹ For Statement of Objects and Reasons, see *Maharashtra Government Gazette*, Part V, dated 14th October 1982, at page 282.

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*Maharashtra Prevention of Malpractices [1982 : Mah. XXXI
at University, Board and other specified
Examinations Act, 1982.*

Duties of persons entrusted with printing, etc. of question papers and punishment for contravention.

4. (1) Any person who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Duties of persons entrusted with custody of question papers and punishment for contravention.

5. (1) Any person who is entrusted with the custody, or is otherwise in possession, of any question paper set up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of supply or publication of any question paper before examination is held.

6. Whoever has in his possession any question paper set or purported to be set for any examination and supplies or causes to be supplied or offers to supply a copy thereof, or communicates or offers to communicate the contents thereof, to any person, whether for any consideration or otherwise, or gives publicity thereto in any manner, except in accordance with the instructions issued in writing by an authorised officer of the University, Board or other authority concerned with the examination, at any time before the examination is held, shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of copying and impersonating at examinations.

7. Whoever is found in or near an examination hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answers to the question paper set at the examination, from any book, notes or answer papers of other candidates, or appearing at the examination for any other candidate or using any other unfair means, shall, on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

Punishment for abetment [of] offences.

8. Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.

Offences to be cognizable and non-bailable.

9. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be cognizable offences and shall be non-bailable.

II of 1974.

Offences to be tried summarily.

10. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be tried in a summary way by any Metropolitan Magistrate or any Judicial Magistrate of the First Class and the provisions of sections 262 to 265 (both inclusive) of the said Code shall, as far as may be, apply to such trial :

II of 1974.

Provided that in the case of conviction for any offence in a summary trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

¹ This word was substituted for the word " or " by Mah. 22 of 1991, Second Schedule.

1982 : Mah. XXXI] *Maharashtra Prevention of Malpractices
at University, Board and other specified
Examinations Act, 1982*

10233

Mah. Ord. IV of 1982. **11.** (1) The Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Ordinance, 1982, is hereby repealed.

Repeal of
Mah. Ord. IV
of 1982 and
saving.

(2) Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued, as the case may be, under the corresponding provisions of this Act.

MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999¹

MAHARASHTRA ACT NO. XXXIII OF 1999

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 15th May, 1999.

An Act to prohibit ragging in educational institutions in the State of Maharashtra.

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra; It is hereby enacted in the Fiftieth Year of the Republic of India as follows :-

1. Short title and commencement.- (1) This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.

(2) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.

2. Definitions.- In this Act, unless the context otherwise requires,-

- (a) "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;
- (b) "head of the educational institution" means the Vice-Chancellor of the University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person responsible for the management of the educational institution;
- (c) "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes -
 - (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
 - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

3. Prohibition of ragging.- Ragging within or outside of any educational institution is prohibited.

4. Penalty for ragging.- Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution, shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

1. M. G. G. dated 15.5.1999Pt. VIII, p. 666.

5. Dismissal of student.- Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

6. Suspension of student.- (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

(2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance, *prima facie*, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

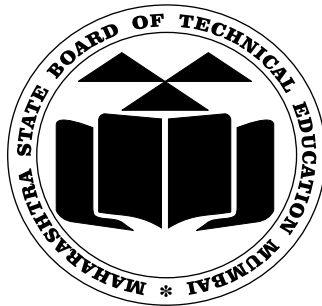
(3) The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

7. Deemed abatement.- If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

8. Power to make rules.- (1) The State Government may, by notification in the *Official Gazette*, make rules for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notify such decision in the *Official Gazette*, the rule shall, from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

Part II
**REGIONAL ASSESSMENT
CENTER**



**MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION
MUMBAI**

PART – II

REGIONAL ASSESSMENT CENTER

1.0 CONTEXT

Assessment is an integral part of curriculum implementation and therefore the board takes utmost care for the quality assessment of answer books. Considering the geographical spread of institutes and volume of written answer books generated throughout the state, the Board identifies specified institutes as regional assessment centres. In order to ensure consistency, uniformity and quality in the process of answer book assessment, the guidelines are being issued in this manual to examiners, moderators and all related staff to acquaint them with the assessment process.

2.0 DEFINITIONS

- 2.1 Regional Assessment Center (RAC) – Institutes identified by the Board for assessment of answer books.
- 2.2 Quality Control (QC) – Mechanism to ensure correctness of assessed answer books.
- 2.3 Moderation – Mechanism to ensure consistency, uniformity and quality of assessment of answer books.

3.0 RAC SELECTION PROCESS

The selection process of RAC's shall be done by respective RBTE's considering the following criteria's-

- 3.1 Infrastructure of the institute with adequate safe environment
- 3.2 Qualified & experienced faculty
- 3.3 Number of surrounding institutes to support assessment process
- 3.4 Geographical accessibility

4.0 APPOINTMENT OF STAFF FOR RAC

- 4.1 The Chief officer-in-charge shall appoint officer-in-charge (RAC), additional officer-in-charge (QC) and additional officer-in-charge (Moderation), Supervisors, Quality Supervisors and necessary supporting staff as per the prevailing norms of the Board. The officer-in-charge(RAC) shall be of the rank of head of the department.
- 4.2 The Chief officer-in-charge shall ensure that the officers and staff engaged in RAC work are aware of the rules, regulations, norms and guidelines for assessment, moderation work and the scheme of quality assurance in assessment. Where necessary, he shall hold meetings to discuss the quality parameters of assessment and moderation work and clarify their roles and responsibilities in it.
- 4.3 The Chief officer-in-charge shall appoint qualified and experienced examiners for assessment/moderation of answer books. Examiner shall have minimum 3 years of experience and Moderator with minimum 5 years experience.

5.0 RESPONSIBILITIES OF RAC

- 5.1 Work as RAC for assessment of written answer books.
- 5.2 Appoint necessary officers, assessors, moderators and supporting staff required for smooth conduct of RAC.
- 5.3 Provide necessary infrastructure, furniture, drinking water, storage facility, and conducive environment for assessment.
- 5.4 Obtain relevant circulars, instructions and schedule of RAC from Board web portal.

- 5.5 Verify Inventory of answer book bundles to be received from concerned Distribution Centers.
- 5.6 Provide security for safety of assessors, moderator and RAC staff during RAC period.
- 5.7 Maintain following types of records as per retention norms of the Board.
 - 5.7.1 Printed theory e-mark sheets duly signed by Examiner / Moderator.
 - 5.7.2 Lot wise Inventory of answer book bundles received from DC.
 - 5.7.3 Attendance record of staff of RAC (Format No II)
 - 5.7.4 Attendance record of Assessor/Moderator (Format No III)
 - 5.7.5 Movement of answer books (Format No VII)
 - 5.7.6 Answer book issue register (Format No IV)
 - 5.7.7 QC register (Format No VI)
 - 5.7.8 Moderation register (Format No V)
 - 5.7.9 Bit wise template record.
- 5.8 Provide safety & security of answer books.

6.0 ROLES & RESPONSIBILITIES OF THE CHIEF OFFICER-IN-CHARGE RAC

- 6.1 The Principal/Head of Institute shall act as Chief Officer-in-charge RAC.
- 6.2 The RAC Chief officer-in-charge shall :
 - 6.2.1 Be overall responsible for smooth execution of assessment of answer books at RAC as per the norms of the Board.
 - 6.2.2 Provide required Infrastructural facilities to assess answer books in conducive environment.
 - 6.2.3 Appoint necessary officers such as officer-in-charge RAC not below the rank of HOD or In-charge HOD, Additional officer-in-charge (Moderation), Additional officer-in-charge (Quality control), supervisor, and other necessary supporting staff, as per the norms of the Board.
 - 6.2.4 Handover the username and password received from MSBTE to officer in-charge RAC
 - 6.2.5 Provide necessary guidance and support to the officers-in-charge.
 - 6.2.6 Appoint qualified and experienced examiners identified by Officer In-charge RAC for assessment of answer books and issue orders to work as assessors/ moderator. (Format No. I)
 - 6.2.7 Keep constant liaison with all concerned RAC officers and staff to ensure smooth and flawless conduct of the assessment work by keeping vigil on all aspects of the RAC and its assessment.
 - 6.2.8 Verify that following RAC records are maintained as per the formats recommended by Board
 - 6.2.8.1 Lot wise Inventory of answer book bundles received from DC.
 - 6.2.8.2 Attendance record of staff of RAC (Format No: II)
 - 6.2.8.3 Attendance record of Assessor/Moderator (Format No: III)
 - 6.2.8.4 Movement of answer books (Format No :VII)
 - 6.2.8.5 Answer book issue register (Format No: IV)

- 6.2.8.6 QC register (Format No: VI)
- 6.2.8.7 Moderator register (Format No: V)
- 6.2.8.8 Bit wise template record.
- 6.2.9 Make adequate arrangements for safety and security of written answer books for storage before, after and during assessment.
- 6.2.10 Monitor daily progress of RAC and take suitable measures to complete RAC as per schedule given by the Board.
- 6.2.11 Maintain desired secrecy and confidentiality in entire assessment process.
- 6.2.12 Hold meetings as and when necessary of all officers, staff, assessors, moderators appointed for RAC work and apprise them about their roles and responsibilities.
- 6.2.13 Issue Duty certificates to assessors / moderators (Format No. IX)
- 6.2.14 Keep the records of the RAC as per retention norms of the Board.
- 6.2.15 Form three members committee to handle malpractice case(s), if any, reported by assessor for further action as per the directives of the board.
- 6.3 Appoint Officer In charge, Supervisor and supporting staff as per the norms of Board to carry out the ordinary/urgent Verification, Photocopy verification after declaration of result as per the schedule declared by the Board.

7.0 ROLES & RESPONSIBILITIES OF THE OFFICER-IN-CHARGE RAC

- 7.1 The Principal / Head of Institute shall appoint Officer-in-charge RAC. The RAC officer-in-charge shall:
 - 7.1.1 Be solely responsible for smooth execution of assessment work at RAC as per the norms of the Board.
 - 7.1.2 Arrange required Infrastructural facilities and furniture to assess answer books in conducive environment.
 - 7.1.3 Receive the username and password from Principal / chief officer In charge RAC.
 - 7.1.4 Take the review of answer books received for assessment from inventory available in RAC login and accordingly plan for assessors and moderators.
 - 7.1.5 Provide necessary guidance and support to the officers-in-charge (QC), officer In charge (Moderation), supervisor and all supporting staff appointed for RAC.
 - 7.1.6 Keep constant liaison with the chief officer-in-charge RAC, and other officers and staff at RAC to ensure smooth and flawless conduct of the assessment work by keeping vigil on all aspects of the RAC and its assessment.
 - 7.1.7 Maintain the following RAC records as per the formats recommended by Board
 - 7.1.7.1 Lot wise Inventory of answer book bundles received from DC
 - 7.1.7.2 Attendance record of staff of RAC (Format No: II)
 - 7.1.7.3 Attendance record of Assessor/Moderator and staff of RAC (Format No III)
 - 7.1.7.4 Movement of answer books (Format No :VII)
 - 7.1.7.5 Answer book issue register (Format No: IV)
 - 7.1.7.6 QC register (Format No: VI)
 - 7.1.7.7 Moderator register (Format No: V)
 - 7.1.7.8 Bit wise template record.

- 7.1.8 Arrange to receive answer books at RAC from concerned DC strictly as per the inventory available in RAC login. In case any discrepancy contact to RBTE/MSBTE.
- 7.1.9 Create user such as quality officer In charge, Assessor/Moderators in online e-mark sheet module.
- 7.1.10 Allocate answer book bundles and e-mark sheet to assessors.
- 7.1.11 Collect assessed answer book bundles and hard copy of e-mark sheet duly signed by Assessor/Moderator after clearance from additional officer in-charge moderation and additional officer in-charge QC.
- 7.1.12 Make adequate arrangements for safety and security of written answer books for storage before, after and during assessment.
- 7.1.13 Monitor and ensure the moderation and quality control work as per the norms of the Board.
- 7.1.14 Monitor and report daily progress of RAC to Chief officer In-charge RAC and take suitable measures to complete RAC as per schedule given by the Board.
- 7.1.15 Handle all RAC related work from RAC online module only.
- 7.1.16 Make all correspondence related to RAC work.
- 7.1.17 Maintain desired secrecy and confidentiality in entire assessment work.
- 7.1.18 Give necessary guidelines to all officers, staff, assessors, moderators appointed for RAC work and apprise them about their roles and responsibilities.
- 7.1.19 Prepare / verify duty certificates to assessors / moderators in Format No.
- 7.1.20 Send RAC completion report as per format No. XI along with Honorarium/ Remuneration report downloaded from RAC login to respective RBTE.
- 7.1.21 Keep the records of the RAC as per retention norms of the Board.

8.0 ROLES & RESPONSIBILITIES OF ADDITIONAL OFFICER-IN-CHARGE (MODERATION)

- 8.1 The Principal/Head of Institute shall appoint additional Officer-in-charge (Moderation).
- 8.2 The additional officer-in-charge (Moderation) shall:
 - 8.2.1 Be solely responsible for moderation of answer books as per the norms of the Board.
 - 8.2.2 Identify the eligible moderators as per the Board norms for each question paper code received at RAC.
 - 8.2.3 Separate out well written answer books for moderation from each bundle as per the norm of the Board and identify them by marking alphabets A, B, C, etc.
 - 8.2.4 Get these identified answer books assessed from the selected assessor by following the procedure of moderation laid down by the Board.
 - 8.2.5 Get these identified assessed answer books moderated from the selected moderators by following the procedure of moderation laid down by the Board.
 - 8.2.6 Ensure that assessors and moderators assess the answer books independently.
 - 8.2.7 Analyze Bit wise template filled by assessors and moderators and maintain records in the Format No. V
 - 8.2.8 Arrange the meeting of assessor and moderator to sit together for finalization of marks on assessors bit wise template as per the moderation norms.
 - 8.2.9 Ensure that all critical cases are moderated from each bundle as per the Board norms.

- 8.2.10 Ensure that marks are transferred accurately from finalized bitwise template to the respective answer books.
- 8.2.11 Ensure that the assessors and moderator confirm the finalized bitwise templates, final marks on original answer books and hard copy of e-mark sheet by their signatures.
- 8.2.12 Adopt moderation procedure strictly as per norms of the Board.

9.0 ROLES & RESPONSIBILITIES OF ADDITIONAL OFFICER-IN-CHARGE (QUALITY CONTROL)

- 9.1 The Principal/Head of Institute shall appoint additional Officer-in-charge (QC).
- 9.2 The additional officer-in-charge (QC) shall be solely responsible for quality of assessment of answer books as per the Board norms.
- 9.3 Prepare QC register as per Format No. VI and ensure that all formats are maintained, filled in and updated continuously.
- 9.4 QC officer shall ensure himself the following by sample re-verification of answer books.
 - 9.4.1 All bits in the answer book are assessed and awarded with marks as per the guidelines in model answer.
 - 9.4.2 The marks of individual bits are transferred correctly to the face sheet of answer books.
 - 9.4.3 Attempted extras bits if any, are properly encircled and marked as Extra.
 - 9.4.4 The total for individual questions is correctly worked out and entered in the corresponding boxes.
 - 9.4.5 The grand total of all marks is correctly worked out with the rounding off of ½ mark, if any is done only once in the grand total of the answer book on the face sheet and entered in the corresponding boxes.
- 9.5 Select appropriate e-mark sheet filled and proceeded by assessor, verify and enter the count of moderated answer books and then fill up the marks by ensuring the seat number from the assessed answer books correctly.
- 9.6 Compare the e-mark sheet for data entry errors.
- 9.7 Certify the assessment certificate as per format no. VIII duly filled and signed by assessor and moderator.

10.0 ROLES & RESPONSIBILITIES OF RAC SUPERVISOR

- 10.1 Principal / Head of Institute shall appoint RAC supervisor.
- 10.2 The RAC supervisor shall work under the guidance of officer in-charge RAC and he shall:
 - 10.2.1 Be responsible for smooth execution of assessment of answer books at RAC as per the Board norms.
 - 10.2.2 Assist to arrange required Infrastructural facilities and furniture to assess answer books in conducive environment.
 - 10.2.3 Assist to receive answer books from respective DC as per inventory.
 - 10.2.4 Assist to prepare and issue office orders for assessor, moderator.
 - 10.2.5 Get the answer books masked where ever necessary after opening of a bundle by examiner
 - 10.2.6 Guide and help assessors and moderator to carry out the work as per norms, instructions and guide lines of the Board.

- 10.2.7 Keep vigil on all aspects of the RAC and its assessment.
- 10.2.8 To prepare the RAC formats shown below for maintaining and updating records.
 - 10.2.8.1 Lot wise Inventory of answer book bundles received from DC.
 - 10.2.8.2 Attendance record of staff of RAC (Format No II)
 - 10.2.8.3 Attendance record of Assessor/Moderator (Format No III)
 - 10.2.8.4 Movement of answer books (Format No VII)
 - 10.2.8.5 Answer book issue register (Format No IV)
 - 10.2.8.6 QC register (Format No. VI)
 - 10.2.8.7 Moderator register (Format No: V)
 - 10.2.8.8 Bit wise template record.
- 10.3 Assist in online activities of RAC to issue and collect answer book bundles and ensure that count of answer books is as per records before and after assessment.
- 10.4 Assist in all types of correspondence of RAC.
- 10.5 Keep the records of all confirmed hard copy of E-mark sheets.
- 10.6 Maintain desired secrecy and confidentiality in entire assessment process.
- 10.7 Prepare bill for RAC staff
- 10.8 Issue Duty certificates to assessors/ moderators in Format No. IX
- 10.9 Work as supervisor and carry out the ordinary/urgent Verification, Photocopy verification after declaration of result as per the schedule.
- 10.10 Keep the records of the RAC as per retention norms of the Board.

11.0 ROLES & RESPONSIBILITIES OF QC SUPERVISORS

- 11.1 Principal / Head of Institute shall appoint QC supervisor.
- 11.2 The RAC supervisor shall work under officer in-charge QC and he shall:
 - 11.2.1 He shall train all the staff about the procedure to be used for quality control work as per norms instructions of the Board.
 - 11.2.2 Supervise entire QC work.
 - 11.2.3 Be overall responsible for quality control errors such as
 - 11.2.3.1 Totaling error of bitwise marks of a given question
 - 11.2.3.2 Totaling error on face sheet of all questions
 - 11.2.3.3 Marks are not correctly transferred from inside pages of answer book to face sheet.
 - 11.2.3.4 Extra question marks are not encircled and not ignored in total.
 - 11.2.3.5 Marks on face sheet of answer book do not match with marks on e-mark sheet.
 - 11.2.4 Assist to arrange required Infrastructural facilities and furniture to complete QC related activities.
 - 11.2.5 Prepare under the guidance of Officer In-charge QC, QC registers in Format No.VI
 - 11.2.6 Maintain all records of QC and fill, update and maintain continuously.
 - 11.2.7 If errors found in assessors bundle is objectionable then inform the Officer In-charge QC immediately.

- 11.2.8 Assist in filling/checking marks to Officer In-charge QC.
- 11.2.9 Maintain desired secrecy and confidentiality in entire assessment process
- 11.2.10 Handover the answer book bundle and bit wise templates to assessor after completion of QC work.
- 11.2.11 Guide the assessor in case assessor is found not assessing the answer book as per norms/instruction of the Board
- 11.2.12 Assist/Prepare RAC bills for RAC staff
- 11.2.13 Work as supervisor and carry out the ordinary/urgent Verification, Photocopy verification after declaration of result as per the schedule.
- 11.2.14 Keep the records of the RAC as per retention norms of the Board.

12.0 ROLES & RESPONSIBILITIES OF ASSESSORS

- 12.1 Experienced and qualified assessors shall be appointed by Chief Officer In-charge RAC.
- 12.2 Assessors shall
 - 12.2.1 Not disclose their appointments, treating it as strictly confidential. They are prohibited from communicating any matter related to examination on postcards.
 - 12.2.2 Make themselves familiar with the instructions contained herein as obligatory part of their assigned duties. They shall treat all instructions and information issued from time to time as confidential.
 - 12.2.3 The acceptance of an appointment as assessor implies an agreement on the part of the acceptor to perform carefully the work entrusted to him and to carry out scrupulously the instructions and directions issued from time to time. Failure to carry out the instructions and directions would attract disciplinary action.
 - 12.2.4 Assessor shall assess the answer book as per the Model answer as a guideline, if provided or he shall prepare marking scheme / solution and assess the answer book as per directives of moderator assigned by additional officer in-charge Moderation
 - 12.2.5 Assessors shall not communicate either orally or in writing with examinees or other persons who are not their co-assessors in their related subjects, on matters connected with the question papers, marking scheme and distribution of examination work among them, marks obtained by examinees or any other information meriting confidentiality.
 - 12.2.6 Assessors shall communicate latest postal address and phone number to the officer-in-charge of RAC.
 - 12.2.7 Assessors shall report to officer in-charge RAC for any matter of grave concern relating to the examinations.
 - 12.2.8 Assessor shall open the allotted answer book bundles with the seals broken or intact, immediately on receiving it, check if the contents tally with the supervisor's report or not. In either case, he shall make a report to the Officer-in-charge RAC.
 - 12.2.9 In no circumstances the answer-books shall be taken outside the confines of the RAC. Each assessor shall be personally responsible for all answer books allotted to and received by him and shall keep them under lock and key until they have been duly assessed and returned to the Officer-in-charge RAC.
 - 12.2.10 Assessors should enter the marks on the answer books using ballpoint pen with RED ink in legible hand writing and transfer these marks on the cover page of Answer Books.

- 12.2.11 No fractional marks other than $\frac{1}{2}$ (or 0.5) shall be allotted. In case a question or a sub question is allotted marks with fractional $\frac{1}{2}$ marks, it shall not be rounded off at sub-question/ question level. The rounding off shall be done only once in the grand total of the answer book on the face sheet, if required.
- 12.2.12 When an examinee does not attempt a question, the examiner shall make an entry in the related box in the table on the cover page of the answer book by marking a dashed line (----). Likewise, when a question is attempted, has earned zero marks, the entry shall be two zeros (00).
- 12.2.13 If the question is not divided into sub-questions, marks should be given at the end of the answer of that question on the answer-book. Total marks obtained should again be written in the space available at top margin of the page.
- 12.2.14 When a question is divided into bits/sub-questions and marks are assigned to each bit/sub-question, assessors shall write the marks given to each sub-question in the left margin only. Marks allotted to the each sub-question and total marks of the question should also be written in the table printed in the top margin of the page where the examinee has started writing the answer of that question. The assessor shall verify that the marks given to the sub-questions are correct and the total marks do not exceed the maximum marks assigned to that question.
- 12.2.15 In case the examinee has attempted more bits/sub-questions than asked for, the marks obtained for all sub-questions shall be entered in the table printed in the top of the margin as mentioned above. The total marks of the best combination (higher marks) of bits shall be considered as marks obtained by the examinee.
- 12.2.16 The marks allotted to the bit/s, attempted extra, shall be encircled and write 'extra'. These marks shall not be consider in total marks of a question.
- 12.2.17 After the assessor has written the total marks of a question, as mentioned above, he shall immediately transfer these marks in the appropriate box in the table on the cover page of the answer book.
- 12.2.18 If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in discontinuous manner, in the same answer book or in supplement/s to the answer book, the assessor shall assign marks to each part separately & the total for such answers should be made.
- 12.2.19 If an examinee has attempted more questions than he is required to answer, all the answers shall be assessed and the marks of all questions shall be entered on the cover page of answer book. However, while totaling the marks of the maximum desirable number of questions, including the compulsory question/s, if any, only shall be taken into consideration.
- 12.2.20 Care shall be taken that out of the marks assigned to additional question/s attempted by him, the lowest marks given to any question/s, except compulsory question/s, if any, shall be ignored while totaling and the ignored marks shall be encircled on the cover page of the answer book.
- 12.2.21 When all questions in an answer book have been assessed, the assessor shall verify the total of marks secured, by adding the marks of individual questions as entered on the answer book, preferably using calculator.

13.0 ROLES & RESPONSIBILITIES OF MODERATORS

- 13.1 Experienced and qualified moderator shall be appointed by Officer In-charge Moderation as per directives of Chief Officer In-charge RAC and Officer In-charge RAC.
- 13.2 Moderator shall
- 13.2.1 Assess the answer books as per the norms of assessment similar to the Assessors except he shall use Green ink pen on separate bitwise template. Refer instructions given to assessor.
- 13.2.2 Follow all instructions and complete the moderation as per the norms / instructions issued from time to time by Board.
- 13.2.3 Assess the answer book as per the Model answer as a guideline, if provided or he shall prepare marking scheme / solution and assess the answer book as per directives of additional officer in-charge Moderation
- 13.2.4 Finalized bit wise template filled by examiner with mutual understanding by discussing the marking scheme/ model solution.
- 13.2.5 In case of conflict resolve the issue by convincing assessor if not then decision of moderator is binding on examiner.
- 13.2.6 Moderator shall Sign on
- 13.2.6.1 Bit wise template finalized by examiner and moderator.
- 13.2.6.2 Face book of Answer book verifying marks are correctly transferred.
- 13.2.6.3 Hard copy of E-mark sheet
- 13.2.7 Not communicate either orally or in writing with assessors or other persons who are not their co-assessors in their related subjects, on matters connected with the question papers, marking scheme and distribution of examination work among them, marks obtained by examinees or any other information meriting confidentiality.
- 13.2.8 Report to officer in-charge Moderation for any matter of grave concern relating to the examinations.
- 13.2.9 In no circumstances the answer-books shall be taken outside the confines of the RAC. Each moderator shall be personally responsible for all answer books allotted to and received by him and shall keep them under lock and key until they have been duly assessed and returned to the Officer-in-charge Moderation.

14.0 PROCEDURE FOR ASSESSMENT OF ANSWER BOOKS

- 14.1 Assessment of Answer Books Received in Unmasked Condition from DC
- 14.1.1 Examiner shall open the allotted answer book bundle with the seals broken or intact, immediately on receiving it, check if the contents tally with the supervisor's report or not. In either case, he shall make a report to the Officer-in-charge, RAC.
- 14.1.2 After tallying the contents of the sealed answer book packets received, the assessor shall hand it over to the attendant in RAC for masking of the same. The assessor shall commence assessment only after masking is completed.
- 14.1.3 In no circumstances the answer-books shall be taken outside the confines of the RAC. Each examiner shall be personally responsible for all answer books allotted to and received by him and shall keep them under lock and key until they have been duly examined and returned to the Officer-in-charge RAC.
- 14.1.4 Examiners shall report the answer books of the examinee/s, if any, who have

- made attempts to disclose their identity, to the Officer-in-charge, RAC for onward communication to Secretary as CPS cases.
- 14.1.5 While evaluating the answer papers the examiner shall assess the allotted answer books as per the scheme of moderation explained to him by the RAC authorities. He shall scrupulously follow the marking scheme duly prepared (if not already provided by the Board) and supplied by RAC. He will give due credit to the step-by-step solution, correctness of the method used, explanations with the help of sketches and final answer. He shall also give due credit to the efficacious use of language, neatness and presentation.
- 14.1.6 No fractional marks other than $\frac{1}{2}$ (or 0.5) shall be allotted.
- 14.1.7 Examiners should enter the marks on the answer books using ballpoint pen with RED ink in legible handwriting and make entries of marks given by him, at the end of each answer.
- 14.1.8 Examiners shall also abide by the following instructions for entering marks in the answer books.
- 14.1.9 If the question is not divided into sub-questions, marks should be given at the end of the answer of that question on the answer-book. Total marks obtained should again be written in the space available at top margin of the page.
- 14.1.10 When a question is divided into bits/sub-questions and marks are assigned to each bit/sub-question, examiners shall write the marks given to each sub-question in the left margin only. Marks allotted to the each sub-question and total marks of the question should also be written in the table printed in the top margin of the page where the examinee has started writing the answer of that question. The examiner shall verify that the marks given to the sub-questions are correct and the total marks do not exceed the maximum marks assigned to that question.
- 14.1.11 In case the examinee has solved more bits/sub-questions than asked for, the marks obtained for all sub-questions shall be entered in the table printed in the top of the margin as mentioned above. The total marks of the best combination of bits shall be considered as marks obtained by the examinee. The marks allotted to the bit/s ignored shall be encircled indicating that these marks are to be omitted from the total of that question.
- 14.1.12 After the examiner has written the total marks of a question, as mentioned above, he shall immediately transfer these marks in the appropriate box in the table on the cover page of the answer book.
- 14.1.13 When an examinee does not attempt a question, the examiner shall make an entry in the related box in the table on the cover page of the answer book by marking a dashed line (---). Likewise, when a question is attempted has earned zero marks, the entry shall be two zeros (00).
- 14.1.14 If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in discontinuous manner, in the same answer book or in supplement/s to the answer book, the examiner shall assign marks to each part separately. The total for such answers should be made on the table provided on the facing sheet of the answer book.
- 14.1.15 If an examinee has attempted more questions than he is required to answer, all

the answers shall be assessed and the marks of all questions shall be entered on the cover page of answer book. However, while totaling the marks of the maximum desirable number of questions, including the compulsory question/s, if any, only shall be taken into consideration.

- 14.1.16 Care shall be taken that out of the marks assigned to additional question/s attempted by him, the lowest marks given to any question/s, except compulsory question/s, if any, shall be ignored while totaling and the ignored marks shall be encircled on the cover page of the answer book.
- 14.1.17 When all questions in an answer book have been assessed, the examiner shall verify the total of marks secured, by adding the marks of individual questions as entered on the answer book, preferably using calculator.
- 14.1.18 In case, an examinee has been allotted a code number in the mark sheet / supervisor's report indicating his status, but his answer book exists in the packet, then the answer book shall be assessed and the matter shall be reported to the officer-in-charge, RAC. The officer-in-charge shall communicate the discrepancy to the respective DC on phone and by email/letter. The DC shall seek the factual information and clarification in writing from the examination center concerned with the answer book in question. On getting the due clarification he shall instruct the RAC regarding the manner in which the communicated discrepancy needs to be sorted out. The examiner shall enter the marks of such examinee/s on e-marksheet.
- 14.2 Assessment of Answer Books Received in Masked Condition from DC
- 14.2.1 All provisions made in 14.1 are also applicable to the assessment of masked answer books. In addition, following points are especially applicable to the assessment of masked answer books.
- 14.2.2 After receiving a sealed bundle of answer books the examiner shall verify the correctness of the total number of answer books and that they are properly masked. Any discrepancy found shall be brought to the notice of the officer in charge RAC immediately.
- 14.2.3 While evaluating the answer books the examiner shall assess the allotted answer books in the masked condition only.
- 14.2.4 The answer books shall remain in masked condition only till the moderator moderates and returns the bundle to the officer in charge.
- 14.2.5 The officer in charge shall reissue the moderated bundle of answer books along with the mark sheet/s to the concerned examiner for unmasking and filling up the mark sheet in the presence of the supervisor.
- 15.2.6 The examiner shall get the answer books duly unmasked by an attendant before filling the e-mark sheet online.
- 14.2.7 Examiners and Moderator shall sign at the set place on the confirmed hard copy of E-mark sheet print and he shall also get the moderator signatures on bitwise format, and each moderated answer book.
- 14.2.8 After verification Examiner shall return duly signed e-mark sheet print to the officer in charge along with the bundle of Unmasked answer books.

15.0 OBJECTIVES OF MODERATION

The moderation process aims to fulfill following objectives-

- 15.1 To ensure envisaged overall quality in assessment of answers.
- 15.2 To minimize the discrepancies in the assessment
- 15.3 To monitor the performance of Examiners
- 15.4 To monitor the entire process of assessment
- 15.5 To make the examiners and concerned supporting staff of R.A.C. accountable
- 15.6 To establish and enhance the credibility of the assessment process.
- 15.7 To propagate the quality aspect in the assessment process among the staff in general.

16.0 MODERATION OF ANSWER BOOKS : POLICY

- 16.1 The Chief officer-in-charge, RAC shall appoint Additional officer-in-charge (Moderation) to carry out moderation procedure using Bitwise mark sheet.
- 16.2 Additional officer-in-charge (Moderation) shall identify adequate number of moderators for each subject of assessment, well in advance.
- 16.3 The moderators shall be subject teachers and shall have at least 5 year of teaching experience or work experience in the field / industry.
- 16.4 The examiner and moderator shall prepare solution if not already provided by MSBTE and marking scheme for each subject allotted to them for assessment / moderation.
- 16.5 For theoretical subjects, the structured marking schemes shall specify key words that examinees are expected to write in their answers.
- 16.6 Additional officer-in-charge (Moderation) shall keep a copy of the solution and the marking scheme for record.
- 16.7 All critical cases (as defined by the Board) shall be moderated irrespective of the number of answer books that have to be moderated for that subject.
- 16.8 If a subject has two sections the critical cases shall be moderated section-wise.

17.0 MODERATION OF ANSWER BOOKS

- 17.1 Additional Officer-In-charge (Moderation) shall select the answer books to be moderated from a bundle as per the strategy mentioned below.

Number of Answer Books in first Bundle	Number of answer books to be moderated as part of initial moderation*	Number of answer books to be moderated as part of subsequent moderation*	Critical cases Moderation
Up to - 05	02	10 % of the total answer books of remaining bundles (in case of fraction round it to next higher integer)	All critical cases in a bundle is to be moderated
6-10	03		
11-15	04		
16-20	05		
21-30	08		
31-50	10		
More than 50	20% of answer books in the bundle.		

- 17.2 Selected answer books for the initial moderation shall be marked by Additional Officer In charge (Moderation) as A, B, C, D...Z, AA, AB, .. AZ in blue or black ink pen on right corner of answer book.
- 17.3 Marked answer books should be handed over to assessor for assessment by providing bitwise marking template.
- 17.4 After assessing the answer book assessor shall enter the bitwise marks with red pen, only on the bitwise marking template and not on the answer book.
- 17.5 After completion of assessment of these marked answer books and filling of bitwise marking template, assessor shall hand it over to additional officer In-Charge (Moderation).
- 17.6 Additional officer in-charge (Moderation) shall handover selected answer books assessed by the assessor to the assigned moderator along with new blank bitwise marking templates.
- 17.7 Moderator shall assess these answer books and enter the bitwise marks in green pen on bitwise marking template only. (Under any circumstance moderator is not supposed to enter any marks inside the answer book throughout the moderation procedure).
- 17.8 Moderator will handover moderated answer books along with bitwise marking template to Additional officer in-charge (Moderation).
- 17.9 In case of difference of 10% of marks(10% marks are with respect to Assessor marks rounded to higher integer. If Assessor marks are 4.5 then 10% variation is 5) in assessors and Moderator, Additional officer-in-charge (Moderation) shall arrange for discussion of assessor and moderator along with the filled bitwise marking templates and the corresponding assessed answer books.
- 17.10 The assessor and moderator shall mutually arrive at correct marks to be awarded for each bit and accordingly correct the bitwise marking template of the assessor.
- 17.11 At the end of the initial moderation, the strategy for effective assessment of answer paper of a particular question paper code must be finalized.
- 17.12 In case the marks awarded by moderator exceeds than assessor marks then moderator shall get marks increased by logically convincing the assessor to correct his/her awarded marks on assessors bitwise marking template or moderator may decrease his marks on his own bitwise marking template.
- 17.13 Moderator decision is final and binding on assessor.
- 17.14 Finally mutually agreed marks must satisfy the criteria that Moderator and assessor marks shall be equal or moderator marks shall be in the limit of 10 % variations on lower side. Marks Finalization must be done by assessor as per the directives of moderator on assessor's bitwise marking template only. In no case the moderator marks shall be higher than assessor marks.
- 17.15 Finalized total marks must be written in numbers under the column Finalized Total and in words on assessor's bitwise marking template in front of Total (In words after template finalization) without over writing.
- 17.16 In case of too much overwriting assessor may use fresh bitwise marking template for finalization. (preserving the old sheet as a proof for overwriting).
- 17.17 Various activities involving movement of answer books from one officer to the other throughout the assessment process in an RAC shall be duly and verifiably recorded by the officer in charge.
- 17.18 The marks allotted after due consultation between the examiner and the moderator and

subsequent modification of the initially assessed answer books, shall only be recorded on the examiners' mark sheets. In no case, the marks given by the moderator shall be recorded in the examiners' mark sheet.

- 17.19 Verification of marks, if and when done, shall be done with respect to the marks given by the examiner.
- 17.20 Chief officer-in-charge shall be responsible for getting done the moderation. If for a subject, moderator is not available, the RAC shall call a moderator from other organization or Institute. In case, a moderator is not available despite earnest attempts, the matter shall be reported to the Board and concerned Regional office in writing for instructions in this regard.
- 17.21 Moderator shall give confidential report on any non-uniform or inconsistent assessment done by an examiner, to the Chief officer-in-charge, RAC.
- 17.22 The Additional officer-in-charge shall submit his confidential report to the Regional office on the assessment and moderation work carried out at his RAC.

18.0 CRITICAL CASES MODERATION

- 18.1 Critical cases may be found in a bundle while assessing remaining answer books. Assessors shall keep aside these answer books.

Sr. No.	Maximum Marks	Minimum Marks	Critical Marks
1	100	40	28, 29,35 & 36
2	50	20	17,18 & 19
3	70	28	26 & 27
4	80	28	26 & 27
5	100	50	45, 46

- 18.2 Assessor shall take entries of these cases on his own bit wise marking template in continuation with seat number marked as next alphabet.
- 18.3 Assessor shall write same on right top corner of answer book in black or blue ink pen. Moderator shall add these entries on his own bitwise marking template like assessor.
- 18.4 Assessor shall ensure that all critical cases get moderated from moderator as per earlier process.
- 18.5 Till the completion of moderation of the selected Marked answer Books, assessment of remaining answer books of the same bundle shall not be taken up.
- 18.6 The activity of subsequent moderation shall be carried out in the same spirit and procedure and limited to 10% of answer books in a bundle.
- 18.7 After completion of moderation procedure and assessment of remaining answer books, additional officer In charge (moderation) shall verify the finalized bitwise marking template of assessor and forward for quality check. After quality check E-mark sheet should be filled and confirmed as per the procedure.
- 18.8 All moderators and assessors are required to sign on final hard copy of confirmed assessor-mark sheet.

19.0 PROCEDURE OF FILLING ONLINE E-MARK SHEETS BY EXAMINER AT RAC

- 19.1 Inventory of all e-marksheets as per expected bundles received from respective DC is made available in designated RAC login.
- 19.2 RAC officer-in-charge shall Create Examiner/ Moderator by filling necessary information for them in his RAC Officer login.(Examiner should have at least 3 years of experience and Moderator with min. 5 years' experience).

- 19.3 RAC officer-in-charge will allocate E-mark sheets to respective examiners based on answer book bundle allotted to that examiner for assessment
- 19.4 Once the examiner is created he/she will get login and default password. Examiner shall use this login credentials for filling in theory mark sheets allotted to him.
- 19.5 Only after consent from quality control (QC) staff, the Examiner shall fill the marks obtained by the examinees from the answer books in the e-mark sheet allotted to him.
- 19.6 The examiner shall proceed the marksheet to Quality officer (QO) and handover the unmasked answer books for fill and confirm by QO.
- 19.7 Examiner and QO shall fill the e-marksheets independently. If no error found in comparison of marks filled by QO and Examiner then marksheet shall be confirmed and printed by examiner.
- 19.8 When an examinee's seat number appears in the mark sheet but answer book of that seat number is not available, or answer book is available but special code is marked against that seat number. In such circumstances RAC officer In-charge shall contact through respective DC to concerned EC and get it corrected before last date of RAC completion.

Special Code	Description	Filling authority
401	When an examinee is expected to appear for the subject but remains absent.	Exam center (EC)
402	When an examinee has been disallowed from appearing in the examination.	Institute (through HOD non theory login)
403	When an examinee has appeared in the examination and has been caught using unfair means.	Exam center (EC)
404	When an examinee's seat number appears in the mark sheet, but he has already passed that subject in previous examination.	EC incase the institute has not completed the entry but provides all the supporting documents
405	If an examinee has filled the examination form but due to any reason his result is not to be processed and declared, for this examination only.	MSBTE, only letter from Principal of institute
406	If the Board has granted exemption to an examinee in a certain subject by issuing an order, the code to be written is 406	Institute
407	If wrong elective is marked during filling of examination form and subsequently it is reflected on hall ticket, institute shall put 407 code against such seat number in that e-mark sheet	EC incase the institute has not completed the entry but provides all the supporting documents
408	If an examinee's seat number appears in the mark sheet and his status does not fall in any of the foregoing categories, it falls in "any other case".	MSBTE

20.0 ADDITIONAL IMPORTANT INSTRUCTIONS

- 20.1 In no case shall an examiner erase or obliterate an entry of marks once made in an answer book. If, in an exceptional case, such entry has to be revised, the revised figure shall be clearly written adjacent to the old entry and not overwritten on it. The old entry shall only be struck off by a single horizontal line across the digit/s keeping both, the old and revised marks, legible. The examiner shall put his full signature (not initials) against each correction so made. Examiners are not allowed to make any alterations, save corrections to the clerical errors, in their mark sheets, once they have been handed over to the Officer-in-charge, RAC.

- 20.2 The examiners shall not add grace marks to the totals of marks of the examinees, keeping them as they are. The computer process has been programmed to do the gracing.
- 20.3 In case a question or a sub question is allotted marks with fractional $\frac{1}{2}$ mark, it shall not be rounded off at sub-question level. If the total marks of a question contains fractional $\frac{1}{2}$ mark it shall not be rounded off either. **The rounding off shall be done only once in the total of the answer book on the face sheet, if required.**
- 20.4 Examiner shall take due care in correctly totaling the marks in the answer books and mark sheets. Additional officer-in-charge and additional supervisor shall verify the transfer of marks from inner pages of each answer book to its cover page and check the totals on calculator. The concerned examiner shall correct the erroneous totals, detected while checking, by writing the correct total on the answer book and signing in full every such correction made. In case an examiner has left the RAC, the corrections shall be carried out by the Additional officer-in-charge, in the manner laid down above.
- 20.5 Examiner shall hand over the mark sheets print separately to the officer-in-charge or his representative. He shall not keep the mark sheets with the answer books.
- 20.6 Examiner shall furnish a certificate in prescribed format, stating that he has assessed the answer books as per norms and instructions of the Board. The subject moderator and additional officer-in-charge shall also certify on the same format.
- 20.7 At the end of the RAC period, the additional officer-in-charge shall furnish certificate stating that the RAC work has been carried out as per the norms and guidelines for quality assurance in assessment work prescribed by the Board.

21.0 INSTRUCTIONS TO CHIEF OFFICER-IN-CHARGE FOR MAKING APPOINTMENTS OF ADDITIONAL OFFICER-IN-CHARGE, QUALITY & MODERATION AND ADDITIONAL SUPERVISORS

- 21.1 Principal /Chief Officer-in-charge, RAC shall appoint Additional Officer-in-charge, not below the rank of Head of Department or Selection Grade Lecturer and additional supervisors from the laboratory / office staff of the institute, for the duties and responsibilities regarding quality assurance in assessment at the RAC.
- 21.2 Depending on the excessiveness of the volume of work of RAC, the Chief Officer-in-charge, may appoint an additional staff in consultation with and the approval of the Board / Regional office.
- 21.3 He shall present information and documents for verification and scrutiny before the Vigilance Committee and or Officers deputed by Board / Regional office as and when required.
- 21.4 The Officer in charge RAC shall maintain a vigilance register for recording the visits and observations of the vigilance committee.

22.0 RESPONSIBILITIES OF OFFICER IN-CHARGE, MODERATION

- 22.1 Identifying the moderator for each question paper code in RAC, with moderator having at least five years of experience in teaching the similar subject.
- 22.2 Keeping records of number of answer books of moderation.
- 22.3 Making co-ordination between Moderator & Examiner.
- 22.4 Keeping secrecy of the Bitwise templates of Examiner & Moderator.
- 22.5 Assigning one moderator for one bundle (Same Inst. Code, Same Course, Same Year, Same Paper code)
- 22.6 Confirming that Examiner and moderator will assess the answer books separately.

- 22.7 Verify the marks given by examiner and moderator on bitwise templates with in the permissible range.

23.0 FILLING EXAMINERS MARK SHEET AT RAC

- 23.1 RAC officer-in-charge will create Examiner and Moderator by filling necessary information for them.
- 23.2 Once the examiner is created he/she will get login and password. He will be using this login credentials for filling in theory mark sheets allotted to him.
- 23.3 RAC officer-in-charge will allocate (through his login) mark sheets to respective examiners based on papers allotted to that examiner for assessment.

24.0 HANDLING CASES OF COPYING, MISCONDUCT, MALPRACTICE AT RAC

Regional Assessment Center shall take cognizance of Copying, Misconduct, Malpractice brought into the notice by the assessor/moderator of the answer book in the following categories-

- 24.1 Examinee/s making marks / signs/ writing Roll numbers, Name or using any other means of disclosing identity with a clear intent of getting illegal / undue benefits.
- 24.2 Examinee making an appeal to the examiner revealing both, one's name and address.
- 24.3 Examinee writing in provocative or abusive and /or threatening language in the answer book.
- 24.4 Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person.
- 24.5 Found inserted previously or at the time of examination written pages smuggled in from outside in the answer-book.
- 24.6 Examinee attaching currency notes to their answer-books.
- 24.7 Tampering the pages of answer books.
- 24.8 Tearing pages of answer-books.
- 24.9 Identical answers of two or more students in the answer-book. However, in case of numerical, graphics, definitions, statements, the answers may appear identical and hence the assessor/moderator shall use proper thought before reporting the matter.
- 24.10 Examinee/s influencing the assessor with a clear intent getting illegal / undue benefits.
- 24.11 Copying material found in the answer book.
- 24.12 Verbatim similar written answers, including mistakes or otherwise evoking a doubt of copying within a small group of examinees or Mass copying. However, in case of numerical, graphics, definitions, statements, the answers may appear identical and hence the assessor/moderator shall use proper thought before reporting the matter.
- 24.13 Any other-

In all such cases the occurrence of the event shall be immediately reported to the officer-in-charge. Officer-in-charge duly record the facts of the event in the presence of reporting and other two examiners and do the panchnama by appointing committee of 2-3 members. Report of panchnama bring it to the notice of Chief-officer-in-charge. (The photocopy of copying material/currency note shall be attested by these witnesses. The value and number of the currency note(s) shall be mentioned in the statement). If Chief-officer-in-charge/Officer-in-charge feels it is a clear case of malpractice then only matter shall be reported to the Secretary, Board along with answer book, online report and other documents. The answer book assessed and total marks shall be mentioned in the mark sheet.

25.0 VIGILANCE AT REGIONAL ASSESSMENT CENTERS

25.1 The Dy. Secretary Regional office shall constitute as many vigilance squads in each region, as necessary, considering number of RACs to be inspected, expanse to be traveled by the squads, duration of RAC etc. He may draw and appoint suitable officers for manning these squads from the Institutes in his region. The Principals of the concerned institutes shall accordingly relieve their staff for the assigned vigilance duties.

25.2 A vigilance squad shall consist of:

- a) An officer, not below the rank of Head of the department / selection grade lecturer as its chairman and
- b) One officer, not below the rank of lecturer as member

25.3 The vigilance squads shall prepare their individual confidential schedules of visits to the allotted RACs with the consent of the Dy. Secretary. Each vigilance squad shall inspect the allotted centers as per its confidential schedule. Each squad shall carry out the inspection and submit its report in the prescribed format covering following points.

The vigilance squad shall

25.3.1 Check whether the centre has implemented restricted entry system that allows only desired and eligible persons to enter the centre and whether this has been announced by prominently displaying a suitable board at the sole entrance of the centre.

25.3.2 Check the adequacy of the arrangements for the safe custody of the written answer books at the centre.

25.3.3 Check whether adequate arrangements are made for examiners for safekeeping the answer books issued to them.

25.3.4 Check whether proper appointment orders for RAC staff and examiners have been issued.

25.3.5 Check for undesirable presence of any unauthorized persons (without proper appointment order) in the RAC

25.3.6 Verify the maintenance of records for movement of answer books from one officer to another at the RAC

25.3.7 Check whether the officer-in-charge, RAC has with him the inventory of mark sheets

25.3.8 Perform sample check in the issue register for any unduly long retention of allotted answer books by an examiner

25.3.9 Verify whether the RAC has received the structured marking schemes of all subjects. If not, whether the structured marking schemes are prepared and used at the RAC.

25.3.10 carry out sample checks of assessed and moderated answer book bundle/s for proper processes of assessment, critical assessment and moderation having been implemented as per prevailing norms of the Board

25.3.11 Carry out sample checks on filled in mark-sheets for their being duly completed.

25.3.12 Check whether the completed mark sheets are being dispatched to the Dy. Secretary Regional office as per the norms and schedule of the Board

25.3.13 Check for sufficiency of infrastructural facilities made at the RAC

25.3.14 Observe and report whether there exists congenial ambience at the RAC.

- 25.3.15 Check whether malpractice cases reported, if any, are dealt with as per norms of the Board and whether the same are reported to the Dy. Secretary, Regional office.
- 25.3.16 Check whether rules and procedures of assessment, critical assessment and moderation have been adequately and effectively displayed on boards and leaflets for the benefit of examiners
- 25.3.17 Report any difficulties faced by examiners in efficiently performing the assessment / moderation work
- 25.3.18 Verify whether spot cash payments of remuneration to examiners are being made as per norms of the Board
- 25.3.19 Record observations in specific terms avoiding vagueness in the vigilance register maintained at RAC
- 25.3.20 Report telephonically to the Dy. Secretary, Regional office immediately after every visit to an RAC.
 - 25.3.20.1 During the course of vigilance the squad is likely to come across highly confidential information. The members of the squad shall exercise utmost caution to guard its confidentiality.

Format No. I

Letterhead of RAC institute

Appointment Order for an Assessor / Moderator

Outward No : _____

Date : _____

To

Gentleman / Madam,

I have pleasure in inviting you to work as assessor / moderator of answer books of theory subject/s of summer / winter 20 ____, examination conducted by Maharashtra State Board of Technical Education.

The Regional Assessment Center at (Inst. Code & name) _____ is working from (start date) _____ including holidays. The Assessment / Moderation of the theory subjects shall be done according to Assessment Norms. Copy of these norms is available with the Officer-in-charge of the Regional Assessment Center.

You are requested to convey your acceptance / report RAC immediately.

Chief Officer In-charge RAC

Note –

- 1. Please note that this appointment is subject to provisions of Maharashtra Prevention of Malpractice Act of University/Board and other specified examination Act 1982. Any contravention of these provisions shall be liable for punishment as mentioned in this Act.**
- 2. If any Statutory University or any Examining body has disqualified you for appointment as assessor / moderator, then please inform it immediately and this order stands canceled.**

FORMAT NO – II

Attendance Record of RAC Staff

RAC Code - _____ Institute Name - _____

RAC Duration - _____ to _____ Total No. of Answer books Allotted: _____

Total No. of Answer books Actual Received : _____

Sr. No.	Name of Staff	Designation at RAC	Date																	
			Month																	
1		Chief Officer In Charge																		
2		Officer In Charge RAC																		
3		Add. Officer In Charge - Moderation																		
4		Add. Officer In Charge - Quality																		
5																				
6																				
7																				
8																				

Note - Officer In Charge RAC shall check this report daily in the evening and cross the blank dates of attendance to avoid fake attendance.

FORMAT NO. III

Attendance Record of Assessor / Moderator

RAC Code - _____ Institute Name - _____

RAC Duration - _____ to _____

Sr. No.	Inst. Code	Name of Staff	Designation	Date																		
				Month																		
1																						
2																						
3																						
4																						
5																						
6																						

Note - Officer In Charge RAC shall check this report daily in the evening and cross the blank dates of attendance to avoid fake attendance.

Format IV**Answer books Issue Register**

Name of Examiner :-													
Inst. Code					Mobile No.			Email ID					
Sr.No.	Bundle No	Instt Code	Course Year Master	Paper Code	Sub Abr	Name of AB a Bundle	Date of Issue	Mark sheet Number	Sign of Examine	Date of Return	Name of Modera- tor	No. of AB Moder- ated	Sign of Receiver
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Instructions -													
One separate page must be allotted to each examiner in a register.													
Considering number of branches & AB, two-three registers may be done for various branches.													

Format V

**Answer books Issue register for Moderator / Examiner
Exam Summer / Winter 20 .**

RAC Name: _____ RAC Code: _____

S.N.	Bundle No	Institt Code	Course / Year / Master	Subject Abbri.	Subject Code	Name of Examiner	Name of Moderator	No. of answer books in bundle	No. of answer books given for assessment to the examiner / Moderator	Date of issue	Date of submission of Answer books & Bitwise Template	Number of AB having variation more than $\pm 10\%$ of examiner marks	Sign of Examiner & Moderator	Sign of Officer In-Charge (Moderation)

Note : This register must be maintained by Officer-in-charge (Moderation) in his custody.

FORMAT NO. VI

Quality Control Staff Record

Name of QC staff :-										Designation :-	
Mobile No. :-										Email ID :-	
Sr. No.	Date	Bundle No.	Inst. Code	Paper code	Name of Examiner	No of AB in a Bundle	Type of Error in Que. No.	Error Corrected Y / N	Sign of Examiner	Sign of QC Staff	
1	2	3	4	5	6	7	8	9	10	11	

Instructions -
This format is to be prepared in a register and few pages must be marked for each QC staff.

FORMAT NO. VII

Answer book Movement

Branch -															
Bundle No	Lot No	DC Code	Exam Center Code	Inst. Code	Course Code	Year Code	Master Code	Paper Code	Sub Abr.	Mark sheet No	Actual No of AB received	Name of Examiner	Date of Issue to Examiner	Name of Moderator	No of AB Moderated
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Instructions -
 Data in First 12 columns must be typed and may be sorted on paper code DC, EC, CI.
 These columns may be printed in landscape orientation on two paper sheets and paste in sequence on drawing sheets.

FORMAT NO. VIII

ASSESSMENT CERTIFICATE (Critical Assessment)

(To be given by Assessor / Moderator Assessing Theory Subject Answer books)

I hereby certify that:

1. I have assessed _____ number of answer books as per marking scheme or model answer paper provided for the subject title _____ and subject code number _____ of theory examination held in summer / winter 20____ at the RAC, of Institute Code_____.
2. I have checked totals of marks entered on all the assessed answer books and carefully entered marks in the e mark sheet from the answer books.
3. I have rounded off only the total marks on the face sheet of the answer book where necessary.
4. For any corrections, I have put my signatures.
5. I have found _____ number of Critical cases.
6. I have Critically Assessed all these answer books and appropriately written remarks to this effect on them.

Date:

Name & signature of the Assessor

MODERATION CERTIFICATE

I certify that the assessment work mentioned above is carried out as per the marking scheme and the model answer paper provided to me. The assessment has been **independently** moderated by me and the differences between our assessments have been resolved by mutual consent, where necessary. I am satisfied with the assessment done by the assessor. **Due care has been taken in assessing critical cases.**

Date:

Name & signature of the Assessor

CERTIFICATE FROM THE ADDITIONAL OFFICER-IN-CHARGE (QC)

I have checked correctness of the certificates given by the above Examiner and Moderator. I have carried out 100% check through QC supervisors, on totaling of marks, transfer of marks from Answer book to e mark sheets and found them correct. Due care is taken as per the Board instructions while assessing answer books in the cases of discrepancies in question paper.

Date:

Seal of RAC

Name & signature of
Additional officer-in-charge (QC)

FORMAT NO. IX

Duty Certificate to be given to Assessor / Moderator on Letter head of RAC institute

Outward No. _____

Date - _____

DUTY CERTIFICATE

This is to certify that Mr. / Ms. _____ Designation _____
of institute _____ institute code _____ has worked at this RAC
_____ from date _____ to date _____.

Total number of answer books assessed - _____

Total Number of answer books moderated - _____

Seal of RAC.

Chief Officer In Charge RAC

FORMAT No. X(A)

**Format of Report of RAC Vigilance Squad
(To be submitted by the Vigilance Squad after its visit to an RAC)**

CONFIDENTIAL

Name of Institute _____ Code No. _____

Name of the Principal _____

Name and Designation of the Officer-in-charge _____

Name and Designation of the Additional Officer-in-charge _____

1. Whether the Principal himself is working as the Chief Officer-in-charge, RAC Yes / No
2. If no, reasons there for. _____

3. Whether the centre has implemented duly restricted entry system? Yes / No
4. Have adequate arrangements for the safe custody of the written answer books been made? Yes / No
5. Have adequate arrangements been made for the examiners' safekeeping of answer books? Yes / No
6. Have proper appointment orders been issued for RAC staff and examiners? Yes / No
7. Has any presence of unauthorized persons in the centre been observed? Yes / No
8. Has the center maintained proper records for movements of the answer books from one officer to the other? Yes / No
9. Does the Officer-in-charge have with him the inventory of mark sheets? Yes / No
10. Has any unreasonably long retention of the answer books by any examiner/s been observed from the issue register? Yes / No
11. Has the centre received the structured marking schemes for all subjects from the Board? Yes / No
12. Have the structured marking schemes been prepared and used where necessary? Yes / No
13. Have the sample checks of the assessed answer books bundles revealed any discrepancies in implementation of the proper processes of assessment, critical assessment and moderation? Yes / No
14. Are the infrastructural facilities at the RAC adequate? Yes / No
15. Is congenial and peaceful atmosphere present at the R A C? Yes / No
16. Whether malpractice cases have been handled as per prevailing norms of the Board? Yes / No
17. Have they been duly reported to the Dy. Secretary, regional office? Yes / No
18. Whether the rules and procedures of assessment and moderation are adequately and prominently displayed for the benefit of examiners. Yes / No
19. Do the examiners face any difficulties in properly performing the assessment / moderation work? Yes / No

20. If yes, mention briefly

21. Are spot cash payments of remuneration to examiners made as per norms of the Board? Yes / No

22. Other deficiencies observed, if any. (Attach separate sheet, if necessary)

Signatures of the members of the Vigilance Squad:

Sign _____

Sign _____

Name _____

Name _____

Designation _____

Designation _____

Institution Code No. _____

Institution Code No. _____

(Chairman)
Vigilance Squad

(Member)
Vigilance Squad

Date:

Place:

-
- NB: (i) When necessary, the response of the squad (Yes or No) may be supported by succinct details of the observations.
- (ii) The squad shall record its observations in specific terms avoiding vagueness.
- (iii) The squad shall telephonically report to the Deputy Secretary, regional Office, immediately after each visit to an RAC.

FORMAT NO. X(B)**REPORT OF THE RAC VIGILANCE SQUAD REGARDING NEW MODERATION SYSTEM****Name of Additional officer In-charge (Moderation):****Designation :**

S.N.	Description	Observations	Remarks
1	Is count of answer books moderated as per above circular?		
2	Whether the assessor and moderator assessing answer books separately (at different location & time)?		
3	Whether the assessor and moderator signed on finalized bitwise marking template of assessor?		
4	Are the marks on Bit wise marking template of moderator exceeds the assessor?		
5	Whether procedure for critical cases followed as per the above circular?		
6	Whether correct marks transferred from bitwise marking template to respective bits inside the answer book and cover page of answer book.		
7	Whether moderated answer books signed by both assessor and moderator?		
8	Whether the moderator and assessor signed on final hard copy of the confirmed assessor e-mark sheet?		
9	Has the Additional officer In-charge (Moderation) maintained the proper records of moderation and movements of answer books?		
10	Discrepancies observed, if any		

(Chairman)
RAC Vigilance Squad

(Member)
RAC Vigilance Squad

Date:

FORMAT NO. XI

(Certificate to be given by Chief officer-in-charge, R.A.C on letterhead after completion of RAC)

RAC Completion Report

CERTIFICATE

This is to certify that the work at this R.A.C. is carried out as per the prevailing rules, regulations, guidelines and norms of the Board.

It is further certified that the assessment and moderation work are carried out as per the Total Quality Assurance norms of the Board.

During the assessment work following norms have been followed -

1. Additional officer-in-charge and additional supervisors were appointed for quality control.
2. Only eligible and experienced examiners and moderators were appointed.
3. The examiners and moderators have evaluated the answer books as per the model answers and prepared solutions and effective marking schemes as required and copies of the same are preserved as record at this R.A.C.
4. CCTV surveillance system is installed at RAC to monitor the complete process of RAC.
5. All quality parameters laid down in the for Total Quality Control such as independent moderation of answer books, verifying totals, check for unassessed bits, transfer of marks from answer book to e mark sheets, other expected quality parameters, etc. have been followed.
6. Due actions have been taken during assessment work on the cases of discrepancies, malpractice, copying etc. and reported to the Board / Regional Office.
7. The remunerations bills are claimed as per the norms of the board.

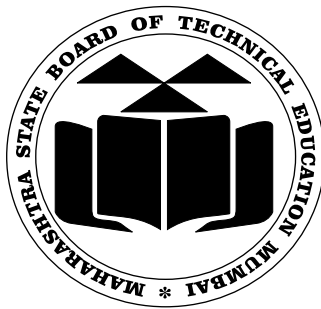
Date:

Place:

Seal of R.A.C.

Name & Signature of
Chief officer-in-charge RAC

Part III
POST RESULT ACTIVITIES



**MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION
MUMBAI**

PART – III

POST RESULT ACTIVITIES

1.0 CONTEXT

The post result activities mainly consist of verification of marks of assessed answer books, photocopy and reassessment of answer books excluding online theory & practical examination. This facility is being provided by the Board to address the grievances, if any, of the students in spite of having taken care by the Board towards various measures adopted for quality assurance. This facility can be availed by the students for the latest concluded examination as per the schedule prescribed by the Board for that examination. This facility cannot be availed by the students whose results are withheld due to any reasons.

2.0 VERIFICATION

Verification includes assessment of unassessed bits (if any), transfer of bit wise marks from inner pages to face sheet and final retotaling of marks.

- 2.1 Ordinary verification - The examinee who has appeared for any semester/year examination of the Board, may apply for the ordinary verification of marks.
- 2.2 Urgent verification - Only the examinee who has appeared for final year / final semester examination of the Board for summer examination, may apply for the urgent verification of marks.
- 2.3 Photocopy verification - A candidate who has appeared for latest examination of Board shall be entitled for a photocopy of his/her assessed answer book (maximum two subjects per semester/year) on submission of application in the prescribed format and fees within the schedule as prescribed by Board from time to time.
- 2.4 Reassessment - Candidate who has availed the facility of photocopy can only apply for reassessment of that concerned answer book.

3.0 URGENT / ORDINARY VERIFICATION OF MARKS AND PHOTOCOPY PROCEDURE: ONLINE

The procedure for the verification of the allotted marks in an answer book is online and shall be in accordance with examination regulation RG11-J and as elaborated further below.

- 3.1 An examinee may apply for verification of marks of answer Book in any of his theory papers he has appeared in. He shall apply online in prescribed form and submit it through his MSBTE candidate login. Institute will confirm the form online and submit it to RBTE along with requisite fees and as per the schedule declared by Board. The Institute shall submit the Report lists mentioned above, along with the fees, to the concerned regional office as per the schedule of the Board. Regional offices shall confirm all such applications submitted by institutes from their login.
- 3.2 On receipt of the lists in online system, the Board shall put these lists in the respective RAC login.
- 3.3 The RACs shall carry out the verification work in accordance to the procedure laid down by Board in prescribed schedule.
 - 3.3.1 On completion of work, RAC shall separate out the answer books cases of 'No Change in marks', as well as 'Change in marks'. It shall write remark on each such answer book as 'Change' or 'No change' appropriately. In cases of 'Change', the RAC will write marks on answer books after further verification, along with reasons for change in marks. Officer-in-charge of the RAC shall countersign all answer books verified at his RAC. RAC shall also see grace marks (individual or global) given by the Board online.

3.3.2 The RAC shall, then, write remark, either “Change in marks” or “No Change”, on lists received online from MSBTE, against each subject head applied for, by the examinees for verification of marks. Officer-in-charge of the RAC shall countersign each page of all copies of the lists.

3.3.3 RAC shall then submit 2 copies of lists, along with answer books and related question papers to the PCDC in sealed packets as (A) Original answer books of change cases in verification, (B) Original answer books of change cases in Photocopy, (C) Original answer books applied for verification, (D) Original answer books applied for photocopy.

3.4 On receiving the lists from RACs, the Regional office will get Institute wise lists of no-change cases and shall certify them.

3.5 For dealing with the change-in-marks cases, the Deputy Secretary of the region shall appoint a 3-member committee, well in advance. Constitution of this committee shall be as under:

1	Deputy Secretary	Chairman
2	One officer from any affiliated Institute in the region, of rank not below Head of the Department	Member
3	Assistant Secretary of the regional office	Member

3.6 The committee shall verify each case of change in marks, sent by RAC. If the change is found genuine, it will be rectified and certified so by the committee and all members shall countersign the answer book.

3.7 The regional office shall update the marks in given verification link online and forward to the MSBTE. This task shall be completed as per the schedule of the Board.

3.8 On receipt of above mentioned copies of orders for change in marks, the Board shall consider the cases for effecting change in result sheet accordingly and the revised results will be made available in the institute login. Board shall issue a fresh statement of marks in each of the result change cases on receiving the previous statement of marks.

4.0 PHOTOCOPY COLLECTION & DISTRIBUTION CENTER (PCDC)

The specified institutes are identified to work as PCDC for collection & distribution of answer books in order to facilitate handing over of photocopy of answer book to the institute and the reassessment process.

5.0 REASSESSMENT OF ANSWER BOOKS PROCEDURE

The reassessment of answer books shall be done at specified Regional Reassessment Centers (RRAC) identified by the Board. The procedure for the Reassessment of answer book shall be in accordance with examination regulation RG11-K and as elaborated further below.

5.1 R-RAC Officer In-Charge shall verify the count of the answer books received from PCDC as per MSBTE inventory.

5.2 Mask the main answer book & supplement on Seat number, Sign of examiner & moderator, front page marks and marks inside the answer book.

5.3 Identify the examiner with minimum 5 years of experience.

5.4 The examiner shall reassess the complete answer book which may result in decrease/increase/ status quo in marks. The marks so obtained shall be final and binding on examinee.

5.5 Create Login id & password for Examiner and allocate the e-mark sheet.

5.6 Officer in-charge shall verify the marks filled by examiner e-mark sheet and confirm the same.

5.7 Officer in-charge shall forward the assessed answer book to THREE member committee.

- 5.8 Officer in-charge shall maintain the record of answer book handed over to examiner, assessed by examiner & forwarded to THREE member committee.
- 5.9 RBTE shall appoint the THREE member committee.
- 5.10 THREE member committee shall verify and confirm the no change and change cases forwarded by Officer in-charge R-RAC.
- 5.11 In change cases if the difference in re-assessment is more than 20 marks, the answer book shall be re-reassessed by the THIRD examiner.
- 5.12 Comparing the marks allotted by three examiners, maximum two closer marks shall be allotted.
- 5.13 THREE member committee shall maintain the record of answer books received & handover to Officer In-charge RRAC.
- 5.14 Submit the report of change cases & no change cases to RBTE authority.

Note: Reassessment procedure is concluded here and thereafter no photocopy of reassessed answer book will be provided.

6.0 ROLE OF CHIEF OFFICER INCHARGE RAC FOR APPOINTMENT OF STAFF FOR REGIONAL REASSESSMENT CENTER (RRAC)

- 6.1 The Chief officer-in-charge shall appoint necessary Officer-in-charge, Additional officer-in-charge (Quality Control), Sealing supervisors and masking supervisor and supporting staff as per the prevailing norms of the Board.
- 6.2 The Chief officer-in-charge shall ensure that the officers and staff engaged in RRAC work are aware of the rules, regulations, norms and guidelines for assessment and the scheme of quality assurance in assessment. Where necessary, he shall hold meetings to discuss the quality parameters of assessment and clarify their roles and responsibilities in it.
- 6.3 The Chief officer-in-charge shall appoint qualified and experienced examiners for reassessment of answer books.
- 6.4 The Chief officer-in-charge will coordinate the entire activity of his RRAC and he is also responsible for Execution, Monitoring and Quality assurance of assessment.
- 6.5 The Chief officer-in-charge will take care of availability of all resources for the conduct of RRAC.
- 6.6 The Chief officer-in-charge will consult the regional office of MSBTE for all necessary matters in regards to his RRAC.

7.0 ROLE OF OFFICER INCHARGE RAC IN REGARDS FOR REASSESSMENT OF ANSWER BOOKS

- 7.1 R-RAC Officer In-Charge shall verify the count of the answer books received from PCDC as per MSBTE inventory.
- 7.2 Mask the main answer book & supplement on Seat number, Sign of examiner & moderator, front page marks and marks inside the answer book.
- 7.3 Identify the examiner with minimum 5 years of experience & has taught the same subject.
- 7.4 Create Login id & password for Examiner and allocate the e-mark sheet.
- 7.5 Officer in-charge shall verify the marks filled by examiner e-mark sheet and confirm the same.
- 7.6 Officer in-charge shall forward the assessed answer book to THREE member committee.
- 7.7 Officer in-charge shall maintain the record of answer book handed over to examiner & THREE Member Committee.

8.0 INSTRUCTIONS TO CHIEF OFFICER-IN-CHARGE FOR MAKING APPOINTMENTS OF ADDITIONAL OFFICER-IN-CHARGE AND ADDITIONAL SUPERVISORS

- 8.1 Principal / Chief Officer-in-charge, RRAC shall appoint Additional Officer-in-charge, not below the rank of Head of Department or Senior Lecturer and additional supervisors from

the laboratory / office staff of the institute, for the duties and responsibilities regarding quality assurance in assessment at the RRAC.

- 8.2 Depending on the excessiveness of the volume of work of RRAC, the Chief Officer-in-charge, may appoint an additional staff in consultation with and the approval of the Board / Regional office.

9.0 INSTRUCTIONS TO RRAC EXAMINERS

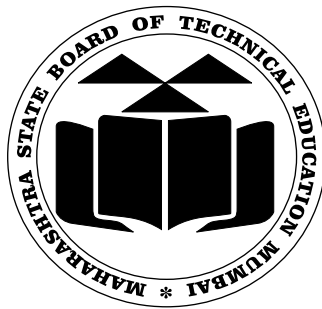
- 9.1 Examiners shall not disclose their appointments, treating them strictly confidential. They are prohibited from communicating any matter related to examination on postcards.
- 9.2 Examiners shall make themselves familiar with the instructions contained herein as obligatory part of their assigned duties. They shall treat all instructions and information issued from time to time as confidential.
- 9.3 The acceptance of an appointment as examiner implies an agreement on the part of the acceptor to perform carefully the work entrusted to him and to carry out scrupulously the instructions and directions issued from time to time. Failure to carry out the instructions and directions would attract disciplinary action.
- 9.4 Examiners shall not communicate either orally or in writing with examinees or other persons who are not their co-examiners in their related subjects, on matters connected with the question papers, marking scheme and distribution of examination work among them, marks obtained by examinees or any other information meriting confidentiality.
- 9.5 Examiners shall communicate latest postal address and phone number to the officer-in-charge of RRAC. Examiners shall call upon the regional office for any matter of grave concern relating to the examinations.
- 9.6 Examiner shall open the allotted answer book bundle with the seals broken or intact, immediately on receiving it, check if the contents tally with the supervisor's report or not. In either case, he shall make a report to the Officer-in-charge, RRAC.
- 9.7 In no circumstances the answer-books shall be taken outside the confines of the RAC. Each examiner shall be personally responsible for all answer books allotted to and received by him and shall keep them under lock and key until they have been duly examined and returned to the Officer-in-charge RRAC.
- 9.8 Examiners should enter the marks on the answer books using ballpoint pen with RED ink in legible hand and make entries of marks given by him, at the end of each answer.
- 9.9 No fractional marks other than $\frac{1}{2}$ (or 0.5) shall be allotted.
- 9.10 If the question is not divided into sub-questions, marks should be given at the end of the answer of that question on the answer-book. Total marks obtained should again be written in the space available at top margin of the page.
- 9.11 When a question is divided into bits/sub-questions and marks are assigned to each bit/sub-question, examiners shall write the marks given to each sub-question in the left margin only. Marks allotted to the each sub-question and total marks of the question should also be written in the table printed in the top margin of the page where the examinee has started writing the answer of that question. The examiner shall verify that the marks given to the sub-questions are correct and the total marks do not exceed the maximum marks assigned to that question.
- 9.12 In case the examinee has solved more bits/sub-questions than asked for, the marks obtained for all sub-questions shall be entered in the table printed in the top of the margin as mentioned above. The total marks of the best combination of bits shall be considered as marks obtained by the examinee.
- 9.13 The marks allotted to the bit/s ignored shall be encircled indicating that these marks are to be omitted from the total of that question.

- 9.14 After the examiner has written the total marks of a question, as mentioned above, he shall immediately transfer these marks in the appropriate box in the table on the cover page of the answer book.
- 9.15 When an examinee does not attempt a question, the examiner shall make an entry in the related box in the table on the cover page of the answer book by marking a dashed line (----). Likewise, when a question is attempted has earned zero marks, the entry shall be two zeros (00).
- 9.16 If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in discontinuous manner, in the same answer book or in supplement/s to the answer book, the examiner shall assign marks to each part separately & the total for such answers should be made.
- 9.17 If an examinee has attempted more questions than he is required to answer, all the answers shall be assessed and the marks of all questions shall be entered on the cover page of answer book. However, while totaling the marks of the maximum desirable number of questions, including the compulsory question/s, if any, only shall be taken into consideration.
- 9.18 Care shall be taken that out of the marks assigned to additional question/s attempted by him, the lowest marks given to any question/s, except compulsory question/s, if any, shall be ignored while totaling and the ignored marks shall be encircled on the cover page of the answer book.
- 9.19 When all questions in an answer book have been assessed, the examiner shall verify the total of marks secured, by adding the marks of individual questions as entered on the answer book, preferably using calculator.

10.0 ROLE OF THREE MEMBER COMMITTEE AT RRAC

- 10.1 Dy. Secretary of Region shall appoint the THREE member committee.
- 10.2 THREE Member Committee shall verify and confirm the no change and change cases forwarded by Officer in-charge R-RAC.
- 10.3 In change cases if the difference in re-assessment is more than 20 marks, the answer book shall be re-reassessed by the THIRD examiner.
- 10.4 Comparing the marks allotted by three examiners, maximum of the two closer marks shall be allotted.
- 10.5 THREE Member Committee shall maintain the record of answer books received & handover to Officer In-charge RRAC.
- 10.6 Submit the report of change cases & no change cases to Dy. Secretary of Region.

Part IV
**POST COURSE/
PROGRAMME ACTIVITIES**



**MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION
MUMBAI**

PART – IV

POST COURSE/PROGRAMME ACTIVITIES

1.0 CONTEXT

On completion of course/programme, the Board verifies and authenticates the academic credentials of the candidates on receiving specific application from the candidate himself or employer/agency/institute.

2.0 VERIFICATION OF STATEMENT OF MARKS/DIPLOMA CERTIFICATE

2.1 The employer/agency shall apply in prescribed format for Verification of Statement of Marks/ Diploma Certificate along with the following documents and requisite fees:

- Letter from employer/agency/institute along with application in prescribed format (R-43 A)
- Hardcopy of Educational documents (i.e. the photocopy of all Statement of Marks & Diploma Certificate) of Student
- Fees (cash / DD in favor of “**Secretary, M.S.B.T.E, Mumbai**”)

2.2 Thereafter, the request for verification of Mark sheet / Certificate is processed at MSBTE & the hard copy of verification report in sealed envelope is sent to the concerned employer/agency/institute at their postal address by speed post/ in person.

2.3 If documents provided are not as per requirement, then Query Letter is sent for fulfillment of documents/fees. If the query is not fulfilled within one month, original letter for verification of documents by employer/agency/institute is considered as null and void.

2.4 If there are any Queries/Concerns/Changes regarding contents of the verification report sent by Board, employer/agency/institute shall inform within 15 working days, failure to do this shall be treated as acceptance of the contents and no further Queries/Concerns/Changes would be allowed. In such cases fresh applications shall be submitted to the Board along with requisite fees.

3.0 AUTHENTICATION OF STATEMENT OF MARKS/DIPLOMA CERTIFICATE

3.1 The employer/agency/candidate shall apply in prescribed format for authentication of Statement of Marks/Diploma Certificate along with the following documents and requisite fees:

- An application from the employer/agency/candidate in prescribed format (R-43 A)
- Hardcopy of Educational documents (i.e. the photocopy of all Statement of Marks & Diploma Certificate)
- Fees (cash / DD in favor of “**Secretary, M.S.B.T.E, Mumbai**”)

3.2 After receiving all above mandatory documents & Fees by speed post/ in person, the request for authentication of Statement of Marks & Diploma Certificate is processed at Board & the authenticated documents in sealed envelope are sent to the employer/agency/candidate at their postal address by speed post/ in person. If documents provided are not as per requirement, then Query Letter is sent for fulfillment of documents/fees. If the query is not fulfilled within one month, authentication of documents by employer/agency/candidate is considered as null and void.

4.0 DUPLICATE STATEMENT OF MARKS

4.1 The candidate shall apply in prescribed format for duplicate Statement of Marks along with the following documents and requisite fees:

- An application from the candidate in prescribed format (R-43 A)
- Self-Declaration Form (Annexure A) with One Passport Size Photo
- Self-attested photocopy of Statement of Marks or photocopy of Gazette attested by Principal
- FIR/ Police NC
- Fees (cash / DD in favor of “**Secretary, M.S.B.T.E, Mumbai**”)

4.2 After receiving all above mandatory documents & Fees by speed post/ in person, the request for Duplicate Mark sheet is processed at MSBTE & the document in sealed envelope is sent to the concern RBTE by speed post/ given to the student..

4.3 If documents provided are not as per requirement, then Query Letter is sent for fulfillment

of documents/fees. If the query is not fulfilled within one month, application by candidate is considered as null and void.

5.0 DUPLICATE DIPLOMA CERTIFICATE

- 5.1 The candidate shall apply in prescribed format for duplicate Diploma Certificate along with the following documents and requisite fees:
- An application from the student through Institute in prescribed format (R-43 A)
 - Self-Declaration Form (Annexure A) with One Passport Size Photo
 - Self-attested photocopy of statement of marks OR Principal attested Xerox copy of Gazette
 - FIR/ Police NC
 - Fees (cash / DD in favor of “**Secretary, M.S.B.T.E, Mumbai**”)
- 5.2 After receiving all above mandatory documents & Fees by speed post/ in person, the request for Duplicate Certificate is processed at MSBTE & the document in sealed envelope is sent to the concerned RBTE by speed post/ given to the student..
- 5.3 If documents provided are not as per requirement, then Query Letter is sent for fulfillment of documents/fees. If the query is not fulfilled within one month, application by candidate is considered as null and void.

6.0 TRANSCRIPT

- 6.1 The candidate shall apply in prescribed format for Transcript along with the following documents and requisite fees:
- An application from the student in prescribed format.
 - Original & attested photocopy of Diploma Mark List of all Years/Semester.
 - Original & attested photocopy of College Leaving Certificate (Last Attended).
 - Original & attested photocopy of Provisional/ Final Certificate.
 - Self-Declaration Form (Annexure A) with One Passport Size Photo if documents are self-attested.
 - Fees (cash / DD in favor of “Secretary, M.S.B.T.E, Mumbai”)
- 6.2 After receiving all above mandatory documents & Fees by speed post/ in person, the request for Transcript Certificate is processed at MSBTE & the document in sealed envelope is sent to the concern person at their postal address by speed post/ in person within 21 days.
- 6.3 Application for Transcript is made online through www.aaplesarkar.mahaonline.gov.in
- 6.4 If documents provided are not as per requirement, then Query is sent for fulfillment of documents/ fees. If the query is not fulfilled within one month, application by candidate is considered as null and void.

7.0 MIGRATION CERTIFICATE

- 7.1 The candidate/institute shall apply in prescribed format for Migration Certificate along with the following documents and requisite fees:
- An application from the student in prescribed format.
 - Original & attested photocopy of Diploma Mark List of all Years/Semester.
 - Original & attested photocopy of College Leaving Certificate (Last Attended).
 - Original & attested photocopy of Provisional/ Final Certificate.
 - Self-Declaration Form (Annexure A) with One Passport Size Photo if documents are self-attested.
 - Fees (cash / DD in favor of “Secretary, M.S.B.T.E, Mumbai”)
- 7.2 After receiving all above mandatory documents & Fees by speed post/ in person, the request for Migration Certificate is processed at Board & sealed Certificate is sent to the candidate/ institute at their postal address by speed post/in person within 21 days.
- 7.3 This process is made online through www.aaplesarkar.mahaonline.gov.in.
- 7.4 If documents provided are not as per requirement, then Query is sent for fulfillment of documents/ fees. If the query is not fulfilled within one month, application by candidate is considered as null and void.

8.0 CERTIFICATES FOR EDUCATION PURPOSE

- 8.1 The candidate intended to pursue higher education (other than engineering) on the basis of completion of Diploma course/programme shall apply in prescribed format for such Certificate along with the following documents and requisite fees:
- An application from the student on paper.
 - Original & attested photocopy of Diploma Statement of Marks of all Years/Semester.
 - Original & attested photocopy of College Leaving Certificate (Last Attended).
 - Original & attested photocopy of Provisional/ Diploma Final Certificate.
 - Self Declaration Form (Annexure A) with One Passport Size Photo if documents are self- attested.
 - Fees (cash / DD in favor of “Secretary, M.S.B.T.E, Mumbai”)
- 8.2 After receiving all above mandatory documents & Fees by speed post/ in person, the request for Equivalence is processed at MSBTE & sealed Certificate is sent to the concern person at their postal address by speed post/ in person.
- 8.3 If documents provided are not as per requirement, then Query is sent for fulfillment of documents/ fees. If the query is not fulfilled within one month, application by candidate is considered as null and void.

9.0 COURSE/PROGRAMME & OTHER BOARD EQUIVALENCE**9.1 Course/Programme Equivalence**

- 9.1.1 The candidate shall apply in prescribed format for Course Equivalence along with the following documents and requisite fees:
- An application from the student on paper.
 - Original & attested photocopy of Diploma Mark List of all Years/Semester.
 - Original & attested photocopy of College Leaving Certificate (Last Attended).
 - Original & attested photocopy of Provisional/ Final Certificate.
 - Self-Declaration Form (Annexure A) with One Passport Size Photo if documents are self- attested.
 - Fees (cash / DD in favor of “Secretary, M.S.B.T.E, Mumbai”)
- 9.1.2 After receiving all above mandatory documents & Fees by speed post/ in person, the request for Equivalence is processed at MSBTE & sealed Certificate is sent to the concern person at their postal address by speed post/ in person.
- 9.1.3 If documents provided are not as per requirement, then Query is sent for fulfillment of documents/fees. If the query is not fulfilled within one month, application by candidate is considered as null and void.

9.2 Equivalence for Other Board Diploma

- 9.2.1 The candidate shall apply in prescribed format for Equivalence for other Board Diploma along with the following documents and requisite fees:
- An application from the student on paper.
 - Original & attested photocopy of Diploma Mark List of all Years/Semester.
 - Original & attested photocopy of College Leaving Certificate (Last Attended).
 - Original & attested photocopy of Provisional/ Final Certificate.
 - Migration Certificate of Concerned State Board of Technical Education.
 - Self-Declaration Form (Annexure A) with One Passport Size Photo if documents are self-attested.
 - Fees (cash / DD in favor of “Secretary, M.S.B.T.E, Mumbai”)
- 9.2.2 After receiving all above mandatory documents & Fees by speed post/ in person, the request for Equivalence is processed at MSBTE & sealed Certificate is sent to the concern person at their postal address by speed post/ in person.
- 9.2.3 If documents provided are not as per requirement, then Query is sent for fulfillment of documents/fees. If the query is not fulfilled within one month, application by candidate is considered as null and void.

Form : R-43A

From:
 Address:

 Date:

To,
The Secretary,
MSBTE, Mumbai.

**Sub: Authentication/Verification/Duplicate Statement of Marks/Duplicate Certificate/
 Duplicate Provisional Certificate**

Sir,

Please issue me Authentication/Verification/Duplicate Statement of Marks/ Duplicate Certificate/
 Duplicate Provisional Certificate required for

Documents Enclosed (Please ✓ as per attached Documents):

- | | |
|---|--|
| 1) Statement of Marks (Original/Photo Copy) | 2) Diploma Certificate (Original/Photo Copy) |
| 3) Affidavit (For Duplicate) | 4) Institute Letter (if applicable) |
| 5) Police FIR/NC (For Duplicate) | |

Region	Mumbai/ Pune/ Nagpur/ Aurangabad	Institute Code No:	
Name of Candidate			
Institute Name and Address			
Enrollment No.		Course :	Scheme:
Sr. No.	Year / Semester	Exam : Summer / Winter	Seat Number

Mode of Delivery : By Hand / Concern RBTE/ Postal Address

Contact No.(Mob): _____ Email ID: _____ Signature of Applicant _____

For Office Use Only

Cashier Please accept Rs. Cash/ DD No..... at Revenue R-.....

Vide Receipt No. Reference No..... Date:.....

Inward No. Date:.....

Outward No. Date:.....

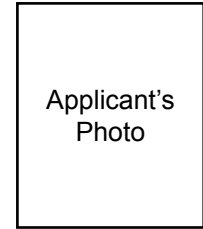
Received Photocopy of Authenticated document/Letter of Verification/ Duplicate of Statement of Marks/
 Duplicate Diploma Certificate/ Duplicate Provisional Certificate as mentioned above.

(Stamp & Sign)

Signature of Applicant

Annexure - A

Self-Declaration



I _____ Son / Daughter of _____
aged _____, occupation _____ resident of _____ with
UID No. _____ hereby declare that I lost my Mark list/s Diploma Certificate /
MS-CIT Certificate. Please issue me Duplicate / Triplicate copy of certificate / Mark List/s. My Enrollment No. /
Registration No. _____ Exam. Seat No. is _____ & Exam Year /
Month is _____. If my lost Mark list/s Diploma Certificate / MS-CIT Certificate are traced any time
in future, I hereby assure you to deposit the same to MSBTE, Mumbai.

The information provided above is true and correct to the best of my personal knowledge, information
and belief. I fully understand the consequences of giving false information. If the information is found to be false,
I shall be liable for prosecution and punishment under Indian Penal Code and / or any other law applicable
thereto.

Place : _____

Applicant's Signature: _____

Date : _____

Applicant's Name : _____

10.0 RETENTION OF DOCUMENTS

The documents related with various sections of MSBTE requires large number of space for the storage and further loses its importance & relevance over a period of time. Considering the above aspects the various documents to be retained and its corresponding period of retention shall be as indicated in the following table.

Name of the Documents	Retention Period
Supporting documents received from applicant in relation to verification, authentication of mark sheets & diploma certificates, duplicate mark sheets, duplicate diploma certificates, transcript certificates, equivalence certificates, migration certificates issued by MSBTE	One year
Academic monitoring information filled by institutes and documents based on which the rating of institutes and programmes are decided through external academic monitoring	Two years from the date of declaration of rating
Documents & information related to faculty trainings, student trainings, project competitions, paper presentation competitions, quiz competitions, awards, scholarships, career fairs etc.	Two academic years
Documents received from institutes for the process of affiliation and enrollment	Three academic years
Copy of applications for Extension of approval, variation in intake, closure of courses/institute, proposals for consent letters submitted by institutes	Academic year of application/ proposal
Documents received from autonomous institutes and committee reports for awarding equivalence	Three years
Various complaints received and enquiry reports	Minimum one year and further period based on specific case, if challenged
Documents & Circulars generated during curriculum development, lab manual development, excluding final curriculum	Till the validity of concerned curriculum scheme & lab manual
Complaint documents & enquiry reports related to MSCIT examination	Minimum one year and further period based on specific case, if challenged
Documents related to MSCIT Controllers information, center information and enrolled students information	One year
Documents received and reports related to staff approval process	Minimum one year and further period based on specific case, if challenged
Inspection reports of apex bodies such as AICTE, PCI, COA etc.	One academic year



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