

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
(ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ)

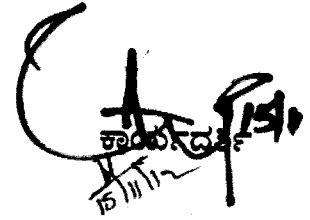
ಸಂಖ್ಯೆ:ಬಿಟಇ/01/ಇಎಪಿ/2012.

ಕಾರ್ಯದರ್ಶಿಯವರ ಕಛೇರಿ,
ತಾಂತ್ರಿಕ ಪರೀಕ್ಷಾ ಮಂಡಳಿ,
ಅರಮನೆ ರಸ್ತೆ, ಬೆಂಗಳೂರು-01,
ದಿನಾಂಕ:15-11-2012.

ಸು ತ್ತೋ ಲೆ

ವಿಷಯ: ಥಿಯರಿ ಮತ್ತು ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಗಳ ಸಮಯದಲ್ಲಿ ಪಾಲಿಸಬೇಕಾದ ಮಾರ್ಗ
ಸೂಚಿಗಳು ಮತ್ತು ಮುಖ್ಯ ಅಧೀಕ್ಷಕರು/ಉಪ ಮುಖ್ಯ ಅಧೀಕ್ಷಕರು/ಮುಖ್ಯ
ವೀಕ್ಷಕರು ಪಾಲಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಹಾಗೂ ಜವಾಬ್ದಾರಿಗಳ ಬಗ್ಗೆ ಮಂಡಳಿಯ
ನಿಯಮಾವಳಿಗಳನ್ನು ಕಳುಹಿಸುತ್ತಿರುವ ಬಗ್ಗೆ.
ಉಲ್ಲೇಖ: ಈ ಕಛೇರಿ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ:ಬಿಟಇ/9/ಇಎಪಿಎಸ್/2009, ದಿ:30-03-2011.

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಪ್ರಸ್ತುತ ಆನ್‌ಲೈನ್ ಮುಖಾಂತರ ಪರೀಕ್ಷಾ ಕೆಲಸಗಳು ನಡೆಯುತ್ತಿರುವುದರಿಂದ ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಗಳು ಮತ್ತು ಥಿಯರಿ ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸುವ ಬಗ್ಗೆ ಮಾರ್ಪಡಿತ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಕಳುಹಿಸಲಾಗಿದೆ, ಪರೀಕ್ಷಾ ಕೆಲಸಗಳು ಸುಗಮವಾಗಿ, ವ್ಯವಸ್ಥಿತವಾಗಿ ಹಾಗೂ ಪಾರದರ್ಶಕವಾಗಿ ನಡೆಸಲು ಅನುಕೂಲವಾಗುವಂತೆ ಸಂಸ್ಥೆಗಳ ಪ್ರಾಚಾರ್ಯರು/ಮುಖ್ಯ ವೀಕ್ಷಕರು/ಮುಖ್ಯ ಅಧೀಕ್ಷಕರು/ಉಪ ಮುಖ್ಯ ಅಧೀಕ್ಷಕರು/ಇನ್‌ವಿಜಿಲೇಟರ್‌ಗಳು ತಮಗೆ ಅನ್ವಯವಾಗುವ ಮಾರ್ಗದರ್ಶಿ ಸೂತ್ರಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಪಾಲಿಸಲು ಅನುವಾಗುವಂತೆ ಆಯಾ ಹುದ್ದೆಗಳ ಜವಾಬ್ದಾರಿಗಳು, ಪಾಲಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಮತ್ತು ತೆಗೆದುಕೊಳ್ಳಬೇಕಾದ ಕ್ರಮಗಳು ಮಂಡಳಿಯ ನಿಯಮಾವಳಿಗಳು ಹಾಗೂ ವಿವಿಧ ನಮೂನೆಗಳನ್ನು ಅನುಬಂಧದಲ್ಲಿ ನೀಡಲಾಗಿದೆ. ಈ ಮಾರ್ಗಸೂಚಿಗಳು ಮತ್ತು ಕರ್ತವ್ಯಗಳ ನಿಯಮಾವಳಿಗಳನ್ನು www.dte.kar.nic.in ಮತ್ತು www.btelinx.com ವೆಬ್‌ಸೈಟ್‌ಗಳಿಂದ ಡೌನ್‌ಲೋಡ್ ಮಾಡಿ ಸಂಸ್ಥೆಯಲ್ಲಿನ ಎಲ್ಲಾ ಉಪನ್ಯಾಸಕರು/ಪರೀಕ್ಷಕರಿಗೆ ಸುತ್ತೋಲಿಸಲು ಸಂಸ್ಥೆಗಳ ಪ್ರಾಂಶುಪಾಲರಿಗೆ ಸೂಚಿಸಲಾಗಿದೆ.


ಕಾರ್ಯದರ್ಶಿ

ಇವರಿಗೆ:

ರಾಜ್ಯದ ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ/ಖಾಸಗಿ ಪಾಲಿಟೆಕ್ನಿಕ್‌ಗಳ
ಪ್ರಾಚಾರ್ಯರುಗಳಿಗೆ - ಮುಂದಿನ ಅಗತ್ಯ ಕ್ರಮಕ್ಕಾಗಿ.

ಪ್ರತಿ:

1. ಇ-ಗವರ್ನೆನ್ಸ್ ವಿಭಾಗ.
2. ಕಡತಕ್ಕೆ.

INSTRUCTIONS AND GUIDE LINES

TO

CHIEF SUPERINTENDENTS OF EXAMINATIONS

1. DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT, DEPUTY

CHIEF SUPERINTENDENT AND CHIEF OBSERVERS:

1.1 In the foregoing paras the term Chief Superintendent also means officer in-charge to the extent applicable. Examination centres decided by the Secretary. The secretary, Board of Technical Examinations shall appoint Chief Superintendents to all the Examination centres.

1.2 Functions of the Chief Superintendent / Deputy Chief Superintendent:-

1. It is the responsibility of the Chief Superintendents to see that every personnel on examination duty scrupulously discharge their duty as per the stipulated guidelines and instructions given time to time so that examinations are conducted in a fair manner in their centres.

2. To take all possible precautions and to make all the necessary arrangements for smooth and efficient conduct of the theory and practical examinations. The Chief Superintendent shall obtain any kind of help from the local authorities to maintain law & order in the premises of the examination centre; Arrange Police Bando Bast in case situation warrants and same be informed to the Secretary, BTE, Bangalore.

3. The Chief Superintendent / Deputy Chief Superintendent shall ensure that the examination is conducted in an amicable atmosphere and shall personally be held responsible in case of answer book loss, impersonation, discrepancy in stationery,

confusion, cross talk or indiscipline in the centre. **The Chief Superintendent / Deputy Chief Superintendent shall see that the candidates with valid admission ticket & Identity card are only allowed to take examination.** If any candidate has lost the admission ticket, after ascertaining bonafied of the candidate, the Chief Superintendent shall issue a duplicate admission ticket (printed online using BTELinx) on payment of prescribed fee.

4. On the day of examination, the Chief Superintendent / Deputy Chief Superintendent should verify the subject, QP Code, date and time printed on the sealed question paper packets as per Time table before taking the same from the Treasury / Police station , also only relevant sealed packets of Question papers shall be distributed to the Invigilators in the exam halls. Any specific observations during examinations shall be duly recorded by the Invigilators and shall be brought to the notice of the Chief Superintendent / Deputy Chief Superintendent and all such specific observations noticed in the centre shall be consolidated and reported to the Secretary, BTE by the Chief Superintendent. Confirm whether the Room Invigilator has distributed the question paper properly among the candidates in time.
5. Staff deputed from outside to work as Chief Superintendent / Chief Observer / Deputy Chief Superintendent shall report two days in advance and To stay in the Head quarters during the period of examination. Ensure proper conduct, secrecy and sanctity of the examination at the exam centre.
6. To issue the stationery and other literature as prescribed by the Board of Technical Examinations required for the use of candidates. And to update stationery account at the end of every exam day as prescribed by the Board.

7. Ensure the total number of colleges attached to your centre and total number of candidates subject wise , session wise, date wise and also room wise appearance statements, using BTELinx online application to make adequate seating arrangements and to visit the examination hall, laboratories as many times as possible during the examinations. No discrimination should be made with regard to the candidates of attached institutions.
8. Make suitable arrangements for the proper conduct of exams in the Examination Centre such as prominent display of Time Table, schedule of bell timings and seating arrangement chart. Instructions to Candidates, Display of room numbers preferably at the entrance to keep the students and the squad team informed so that they will reach the rooms with out the help of the Chief Superintendent / Deputy Chief Superintendent / any staff.
9. The SBTE will appoint Route Officers to defined routes. The Route Officer appointed will be carrying sealed confidential Bundles / Boxes under police escort pertaining to all the examination centres of the respective route. He will be handing over the sealed confidential Bundles / Boxes to the Nodal Polytechnic Principals. The Chief Superintendents of respective Exam Centre shall take over the sealed confidential Bundles / Boxes by giving proper acknowledgement to the Nodal Polytechnic Principal. In case of local exam centres i. e in Bangalore, the concerned Chief superintendent / Deputy Chief superintendent has to collect the question papers on daily basis every day two hours earlier to the commencement of examination at the strong room in the BTE office, Bangalore.
10. Immediately after receiving Sealed boxes containing question paper packets from the concerned Nodal principal , to arrange the question papers date-wise, verify

w.r.t QP Indent. Keep them in a steel trunk, locked & sealed by the the concerned Chief superintendent / Deputy Chief superintendent authorized by the Secretary to deposit and withdrawing of question paper packets in the safe custody of local treasury/police station. and bring question paper packets from the treasury on the daily basis every day, one hour before the commencement of exam of morning session. After opening the trunk take out the relevant Question paper packets of that day and lock & seal the trunk. The trunk should be deposited back in the Treasury/Police station.

11. Distribute the relevant question paper packets to room invigilators 10 minutes before the commencement of exam of that session; to be opened in the Exam Hall after due Certification by the Candidates & room invigilators on the sealed packets
12. Immediately after half an hour of exam commencement, the Chief Superintendents of respective Exam Centre shall collect the remaining question papers from the exam halls and maintain Question Paper account in prescribed format. Preserve the packets along with Question paper accounts for future reference and made available to the visiting squad team or officers representing SBTE.
13. To appoint invigilators, office staff, class IV staff, water boys, survey coolies and other staff from the institution and also from the attached institutions to assist during the theory / practical examinations and issue identity card to them.
14. Assign Invigilation Rooms to the Invigilators by draw of lots in the presence of all the Invigilators for each session separately, immediately one hour before the commencement of the examination. The Chief superintendent shall avoid the

allotment of a particular room to the same invigilator successively to the same room.

15. Chief superintendent shall address the invigilators and all the staff involved in the Examination to explain them the duties and responsibilities. Instruct all Invigilators to completely discharge their duties as per the guidelines and ensure that there is total compliance of all instructions given to the Invigilators in the guidelines by all the Invigilators . To take pledge by the students on the back side of the cover page of main answer book and also to take signatures of candidates in the appearance statement at the time of receiving answer books as acknowledgement to the students; Invigilators in turn to take signature of Chief superintendent / Deputy Chief superintendent in the appearance statement for having handed over all the answer books as acknowledgement.
16. To mark attendance of the candidates and to collect the statement of absentees, which is to be marked online using BTELinx application immediately after half an hour of the commencement of exam.
17. To receive answer books from invigilators at the end of exams and verify register numbers, initials of Invigilators/Chief Observer/Deputy Chief and entry of additional booklet numbers in the main booklet with reference to appearance statement / invigilator dairy. And then put into covers pasted with content slips having register numbers. Only Chief Superintendent should sign on the sealed answer book covers.
18. To send through a responsible officer the answer books along with appearance statements / room diary in the covers, to the Secretary on the same day of examination by “Registered Post Acknowledgement Due” and the After noon

session answer books to be sent on the following postal working day , till that time the answer books to be kept in Steel Alma rah sealed and signed in presence of Chief Superintendent, Deputy Chief Superintendent & Observer in the safe custody of The Chief Superintendent. Answer books packets marked with Inst. Code, Subject Code in Red pen ; bundles should be marked with subject, committee, with covering letter ; if more than one bundle copy of covering letter to be attached to subsequent bundles. In case of local institutions send through a responsible officer the answer books of both the sessions along with appearance statements / room diary in the covers, to the Secretary on the same day of examination by muddam by a vehicle deliberately meant for that purpose.

19. To conduct the practical examinations as detailed in “Guidelines for conducting theory and Practical exams”.
20. To deal with the cases of mal-practice as per rules and carryout all the enquiries with the candidate involved in mal-practice outside the examination hall, without disturbing the other candidates. Suspected Mal-Practice cases (SMP) to be marked online in BTELinx. Such answer books, if any, to be marked on face sheet “ SUSPECTED MAL-PRACTICE” sent in separate covers along with a copy of appearance statement, statements of students &/ Invigilators, chits, mobile, other gadgets taken over by Invigilators if any. In case of students of clubbing Institution involved in SMP, parent institute code number to be written on statements / answer books.
21. To furnish all the details & statements **in the prescribed formats given in annexure duly signed by the Chief Superintendent , Deputy Chief Superintendent & Chief Observer** and particulars called for by the Secretary ,

B.T.E , without any delay and ensure congenial atmosphere for the smooth and efficient conduct of the Examinations in your centre.

22. If, any principal of private polytechnic, not served at least two years as a principal /and crossed 60 years of age, shall not work as Chief Superintendent. Chief Observer appointed from government / aided institutions shall take over as Chief Superintendent.
- 1.3 The Chief Superintendent should take all possible precautions and make all the necessary arrangements, take note of circulars / instructions by the Secretary, postponement of exams if any etc., for the smooth and efficient conduct of theory and practical examinations in their centres, strictly in accordance with instructions and guidelines of BTE. The calendar of events prescribed by the Secretary; The time tables for the practical examinations shall be published by the Chief Superintendent as per instructions from the Secretary and Practical exams to be conducted as per guidelines.
- 1.4 No candidate whose admission is not approved by the competent authority or who is having shortage of attendance beyond the limit of condonation or who has not paid the exam fee with in the prescribed date or whose “Performance of Examination Cancelled (PEC)” & declared as not eligible for taking the examination by the competent authority or for any other reason shall be permitted to attend the practical examination. Chief Superintendent shall verify the details of candidates debarred from appearing for examinations due to mal-practice committed by them , maintained in a bound register.
- 1.5 Deputy Chief Superintendent shall help & cooperate with Chief Superintendent of theory/practical exams in all respects for smooth and efficient conduct of the

theory and practical examinations. And is equally responsible to the extent applicable; shall also personally be held responsible in case of answer book loss, impersonation and discrepancy in stationery, confusion, cross talk or indiscipline in the centre.

- 1.6 Chief Observer shall report in the exam centre two days in advance and to stay in the Head quarters during the period of examination. Shall observe all the activities in respect of proper conduct, secrecy and sanctity of the examination at the exam centre and report the same to the Secretary, BTE time to time / as & when called for.
- 1.7 ROUTE OFFICERS: The Secretary, B.T.E will appoint the Route Officers not below the rank of Senior Lecturer for the defined routes covering various exam centres.

The Route officers must be present on the notified date and time at the strong room of the Board of Technical Examination, Bangalore for collecting the sealed confidential Boxes / Bundles pertaining to all the Examination Centres of route entrusted to them, by the vehicle assigned for that particular route.

1. The route officers will be provided a route chart indicating the Route number and the Examination centres coming under that route, from the Secretary, BTE.
2. The route officers will receive all the sealed confidential Boxes / Bundles concerned to exam centres in that route and ensure that they are loaded in the vehicle assigned to that particular route in presence of escorting police.

3. The route officers with police escort will hand over the concerned sealed confidential Boxes / Bundles to respective principals of Nodal Polytechnics with proper acknowledgements to distribute to Chief superintendents of exam centres .

1.8 Staying in Head Quarters:-

- 1.8.1 The Chief Superintendent should not leave the head quarters of the examination centres during the period of the examinations. In case of emergency specific prior approval of the DTE/Secretary has to be obtained to leave the head quarters.
- 1.8.2 Whenever the Head of the Institution (principal) is not assigned with responsibility of the Chief Superintendent, shall stay in the institution throughout the period of conduct of examinations and shall provide the necessary facilities and assistance to the Chief Superintendent for the smooth conduct of examination. The Head of the institution is instructed strictly not to allow anybody who is not related with examination duty (including Chairman/President/Members of the Management) to be present in the examination centre on all the days of the examination.
- 1.8.3 Such of staff members who are deputed to private institutions for conducting theory/practical examinations as Chief Superintendent/Chief Observer are permitted to stay one day extra after the completion of all the examinations in the centre to complete the formalities connected with examinations.

1.9 Supply of Stationary and Literature:-

- 1.9.1 In addition to the guide lines the Chief Superintendent shall make arrangements to keep the question papers, answer books and other stationary

in his safe personal custody and issue for each examination, only the requisite quantity of stationary. The excess stationary due to absentees shall be preserved intact and shall be made use of, for the subsequent examinations. Stationary means blank answer books, additional sheets, drawing sheets, graph sheets, tracing sheets, tags etc.

1.9.2 The Chief Superintendent should arrange to procure and supply where required, the following literature.

- i) Mollier Chart.
- ii) Mathematical Tables.
- iii) Steel Tables.
- iv) Steam Tables.
- v) IS code books.
- vi) Design data hand books.

1.9.3 The requisite number of answer books , additional sheets and pre-printed appearance statements shall be handed over to the invigilators while leaving for allotted exam halls. Relevant Question paper packets shall be handed over to invigilators in the exam hall 10 minutes before the commencement of exam in a particular session.

1.10 Seating arrangement and visiting the examination halls:-

1.10.1 At least one day before the commencement of the examination the Chief Superintendent shall make satisfactory arrangement of seats in such a manner as to render all communications between the candidates impossible. If there is any almirah in the side walls of hall should be locked.

- 1.10.2 The register no. of each candidate shall be written on each Desk / Table in conspicuous place so that the candidate can readily find his place.
- 1.10.3 Only candidates with their admission tickets shall be admitted to the examination hall.
- 1.10.4 The Chief Superintendent should hand over a copy of appearance statement (printed online using BTELinx) to the invigilators of each hall indicating the register numbers allotted in that hall subject wise.
- 1.10.5 The Chief Superintendent must inspect the examination hall or rooms as well as the workshops and laboratories where theory or practical examinations are being conducted as many times as possible. He should have a check on the strictness of vigilance exhibited by the invigilators.
- 1.10.6 The theory question paper covers, question paper accounts along with the certificates recorded therein must be preserved for at least one month after the announcement of the results.
- 1.10.7 No question paper shall be issued to any person other than the candidate on the day of examination till the examination in that subject is completed.
- 1.10.8 The Chief Superintendent shall bring it to the notice of each invigilator, the several duties and functions stipulated to them as defined in a separate chapter and ensure that such duties and functions are scrupulously followed.
- 1.10.9 Penalties are imposed for mistakes in invigilation work including refusal to take invigilation work as per Government order.
- 1.10.10 No student studying in the institution shall be appointed as a water boy.
- 1.10.11 No peon or any other staff working in the institution on regular establishment shall be appointed as a water boy.

1.10.12 The Chief Superintendent shall ensure that water boys shall not carry any information, orally or through papers to any candidate who is taking the examination.

1.11 Appointment of survey coolies:-

1.11.1 Not more than 10 coolies for a batch of 15 candidates could be engaged and they are payable as per the P.W.D. schedule of rates prevailing in that circle.

1.11.2 The names of such coolies appointed for each batch shall be recorded in muster roll, the Chief Superintendent shall ensure that only the minimum required number of coolies, are appointed and he should also arrange to obtain the vouchers in the pro forma prescribed by BTE, duly certified by the concerned competent authorities.

1.12 Appointment of Ministerial Staff:-

1.12.1 The Chief Superintendent shall appoint the ministerial staff as prescribed perform several duties such as:-

Writing the register numbers in the exam halls, supply of stationary, collection of attendance / copy of appearance statement, writing register numbers on the packets, sealing the Answer books packets and bags, dispatching the bags etc.,. The work shall be distributed among the available ministerial staff depending upon the aptitude and capabilities of the staff members.

1.13 Attendance of candidates:-

1.13.1 The Chief Superintendent shall arrange to record the name of all the candidates who are taking examination and mark the attendance on master candidate list in BTELinx online w.r.t appearance statements received from

room invigilators. Confirm that no candidate is allowed into the examination hall after half an hour of the commencement of examination.

1.14 Conduct of practical examinations:-

1.14.1 The Chief Superintendent should prepare a time-table for the conduct of practical examinations, taking the following points into consideration.

- i) The appointment of Joint Examiners will be sent online through BTELinX for each practical by Secretary, B.T.E.
- ii) To intimate the examiners appointed to conduct the practical examination over phone/ SMS / E mail as examiners know of their allotment online through BTELinX by their Principals.
- iii) The assignment for outside examiners must be such that their stay in the institution will be for a minimum period.
- iv) Two practical examinations should not be allotted to any examiner during the same timings.
- v) As far as possible, batches of practical exams should be assigned to any examiner on each day as per the prescribed norms.
- vi) There should be sufficient time gap for the student to come to know the dates of conducting the practical examinations.
- vii) The practical examination time table must be published on the notice board well in advance.

1.14.2 The Chief superintendent must intimate the Joint examiners well in time personally over phone through their principals / messaging / E-mail as per the allotments furnished by the Secretary, B.T.E. through BTELinX online.

- 1.14.3 Any changes made in the dates and time of practical examinations due to unavoidable circumstances must be notified well in advance so that all the candidates concerned become aware of the changes.
- 1.14.4 The practical examinations shall not be ordinarily be conducted during general holidays including Sundays except in some exceptional cases.
- 1.14.5 The intimation to each outside examiner shall be sent personally over phone through their principals / messaging / E-mail with recorded delivery.
- 1.14.6 In case of failure of any Joint examiner to attend the examination work, the Chief Superintendent shall obtain alternate examiners online through BTELinx from Secretary, B.T.E, Bangalore by send mail to btelinx@gmail.com / over phone / any mode of communication prescribed time to time.
- 1.14.7 Appointment of both Joint examiners from the same institution for a batch should be avoided. One External examiner is compulsory for every practical subject / batch.
- 1.14.8 The principal shall arrange to keep the equipment in working condition and make available of the particular laboratory before starting the practical examinations.
- 1.14.9 The question paper should be set jointly & also answer books valued jointly by both the examiners signed by both of them. The original signed manuscript along with scheme of valuation shall be returned by the examiners in a sealed covers; filed by the Chief Superintendent for record to be sent to BTE.
- 1.14.10 Only one set of raw materials must be issued to each candidate at the commencement of each practical examination. Whenever a second set has to

be issued at a later stage due to breakage etc., it should be clearly recorded by the Joint examiners and permission of the Chief Superintendent should be obtained.

1.14.11 The Chief Superintendent shall handover the requisite number of answer books, additional sheets along with pre-printed & blank marks lists printed online at exam centres, appearance statement and other stationary required for examination. The final marks allotted to each candidate including oral marks if any shall be recorded on the answer book and the same shall be transferred to the pre-printed / blank mark list. (Reg. no.s on MLs printed online as per candidate list.)

1.14.12 Before submitting Marks Lists in a sealed envelope cover the Joint examiners must enter marks on-line through BTELinX at the end of exams every day failing which Chief Superintendent shall be personally held responsible.

1.14.13 For all part subjects answer books shall be issued to the candidates and marks to be awarded as per the scheme of valuation of BTE.

1.14.14 The Joint examiners shall sign on each answer book as well as in the marks lists.

1.14.15 The Joint examiners shall handover all the marks sheets in sealed covers to the Chief Superintendent, day to day basis after completion of the examination work assigned to them and obtain signature on appearance statement as a acknowledgement. The Chief Superintendent shall receive sealed covers containing Marks Lists, only if the marks entered on line (BTELinX) by the Joint examiners.

1.14.16 After the completion of all the practical examinations at the centre the Chief Superintendent shall send the entire marks sheet covers in a bundle by registered parcel / post/ by muddam personally addressed to the Secretary, B.T.E , Bangalore. In the same manner all the practical examination answer books shall be bundled together in one packet, sealed and sent to the Secretary B.T.E. separately.

1.14.17 The Chief Superintendent shall see that the marks sheets and answer books along with a copy of appearance statement are sent in separate packets with proper identification for quick detection.

1.14.18 The attendance of candidate for each practical subject must be taken half an hour after the commencement of the examination in the appearance statement at the time of receiving the answer books from the candidates.

1.14.19 After the completion of the examination the attendance statements along with other information shall be sent to the Secretary, B.T.E.

1.15 Allotment of preparation work:

This work is to be entrusted and paid as per G.O. in this regard issued from time to time.

1.16 MALPRACTICES:-

1.16.1 The Chief Superintendent shall notify on the notice board / also arrange students awareness camps, at least one day before the end of semester term, as to create awareness about the acts committed by the candidate amounting to malpractice ; consequences on students' life.

1.16.2 Whenever a case of malpractice is reported from the invigilator the Chief Superintendent should take action as per the procedure laid down by BTE.

1.17 Submission of information:-

Chief Superintendents shall send the following information to the Secretary, BTE immediately after the concerned examinations are completed.

1. Candidates master attendance list.
2. Copy of practical examination time-table.
3. Appearance statements / room diaries printed online using BTELinX should be filled in with answer book sl. no.s and students' signatures.
4. Copy appointment of examiners & of alternate arrangements made in appointing substitute examiners printed online (BTELinX) for conducting exams.

2. APPOINTMENT, DUTIES AND RESPONSIBILITIES OF

INVIGILATORS:

INVIGILATION WORK:

Invigilators form the most important link in the conduct of the examination. The fair and smooth conduct of the examination depends on their efficient and effective discharge of duty at the fixed hours. The chief superintendent of the respective examination centre shall appoint Invigilators from among teaching & Instructional staff and allocate rooms to each invigilator just one hour before the commencement of each session by draw of lots in the presence of all invigilators.

2.1 Functions of an invigilator:

1. To Work as an invigilator on dates and timings assigned.
2. To receive the question papers from the Chief Superintendent / Deputy Chief Superintendent.
3. To check the register numbers of the candidates to guide the candidates to their respective places.
4. To distribute the answer books to the students in the exam hall 10 minutes before the commencement of exam.
5. To readout the instructions and warnings to the candidates and to bring the instructions printed on the answer books to the notice of the candidate.
6. To distribute the question papers to the students.
7. To issue stationary required papers to the students.
8. To mark the attendance by taking signatures of the candidate on the appearance statement / invigilator dairy printed on-line using BTELinX.
9. To keep strict vigilance throughout the examination period.

10. To collect the answer books at the end of exam by taking signatures in the appearance statement only while receiving answer books.

11. To deal with the cases of malpractice and indiscipline as per rules.

12. To complete and submit the appearance statement / invigilator dairy.

2.2 **Appointment of invigilator:**

2.2.1 It is the responsibility of the Chief Superintendent to appoint the invigilators for the conduct of examination.

2.2.2 Teaching and Instructional staff shall be appointed for invigilation work.

2.2.3 The invigilator shall report to the Chief Superintendent/Chief Observer one hour before the time of commencement of examination on all the sessions. and shall not leave the premises until he/she personally handover the answer books to the Chief Superintendent/ Deputy Chief Superintendent in charge of that work at the office of the Chief Superintendent.

2.2.4 The chief superintendent of the respective examination centre shall allocate rooms to each invigilator just one hour before the commencement of each session by draw of lots in the presence of all the invigilators.

2.2.5 In case an invigilator finds it difficult to attend to invigilation work for any particular session he should intimate the inability, assigning the reasons at least 24 hours earlier to the Chief Superintendent in order to make alternate arrangements. Any inconvenience caused for the invigilation work by the negligence of an invigilator will be viewed seriously including instituting disciplinary proceedings.

2.3 Receiving the question paper:-

2.3.1 The invigilator must check the original packets of question paper and make sure that the seals are intact. At least two students should sign on the Question paper packets before

opening sealed packets in the Examination hall. Then record the prescribed certificate affixing the signature with date and time; at least two invigilators shall sign on each packet.

2.3.2 The invigilator shall receive the packet of question paper, in the exam hall from the Chief Superintendent 10 minutes earlier to the time of commencement of examination and make sure that the Question papers are in accordance with the subject indicated in the time table and also that of appearance statement for that session.

2.3.3 The invigilator should proceed to the examination hall 10 minutes prior to the commencement of examination.

2.4 Checking the Register Numbers:

2.4.1 The invigilators must check the register numbers displayed on the desks with reference to the appearance statement and admission tickets. Shall bring any discrepancy observed, to the notice of the Chief Superintendent/Deputy Chief Superintendent/Chief Observer.

2.4.2 The invigilator must make sure that there is reasonable space around each register number, to avoid inter communication among the candidates.

2.5 Guiding the candidates to their respective places:-

2.5.1 The candidates may be allowed inside the examination hall 10 minutes prior to the commencement of the examination. The invigilators shall guide the candidates to the seats as per allotment of Register Numbers.

2.5.2 No candidate shall be allowed to tamper with the Register Number marked on the desk.

2.5.3 No student shall be permitted to sit in a place other than where his / her register number is displayed.

2.5.4 The invigilator shall verify the details on the admission ticket of the candidate and the admission ticket must be initialed with date.

2.6 Distribution of answer books:-

2.6.1 Each candidate shall be supplied with one blank answer book or one drawing sheet as the case may be. Each answer book must be initialed with date by one of the invigilators after verification of details filled in answer book cover page, pledge written on backside of cover page and Admission ticket details(photograph, exam date, subject, QP code etc.,).

Invigilator shall ensure that the candidate has entered his/her correct serial number of answer book and signed correctly against his/her Register number in the appearance statement. Signature of the candidate on the admission ticket should be tallied.

2.6.2 An acknowledgement should be obtained in the appearance statement / invigilator diary wherein the serial number of answer book given to each candidate is recorded.

2.6.3 If a candidate is supposed to answer a paper in two parts, the second answer book to be supplied at the appropriate time. In such a case the candidates must be asked to clearly indicate the part number on the answer book.

2.6.4 The candidate must be asked to fill in all the columns such as register number subject, subject, subject code, year & month of examination etc., on the cover page of answer book or on the front page of the drawing sheet and on the additional sheets.

2.6.5 The name of the candidates shall not be written in any part / pages of the answer book including the additional sheets and enclosures. Also Reg. No. shall not be written in other parts/ pages of answer book other than the space provided for the purpose on the cover page.

2.7 Reading the instructions:-

2.7.1 Before the question papers are issued, the invigilator shall readout the following instructions to warn the candidates. You should search your packets, desks, benches and handover to me any manuscript paper, book or note which you may find there in before

starting to answer your paper. Please note that any written matter noticed on the desk and wall and possession of any such material even remotely connected with the examination subject and also communication with any other person inside or outside the examination hall will render you for disciplinary action as per rules prescribed by the BTE and G.Os.

2.7.2 The invigilators shall bring to the notice of the candidates the several types of malpractice practiced by the candidates and the punishments accorded to such malpractice as notified by the Chief Superintendent earlier.

2.8 Distributing of question papers:

2.8.1 No question paper shall be distributed to any candidate unless candidate is seated in the seat allotted.

2.8.2 Only one question paper shall be given to each candidate at the time of commencement of the examination. Invigilator shall verify the title & code of the question paper along with title & code printed on the Admission Ticket and issue the right question papers among the candidates who may be writing different schemes of Examinations and Invigilators should see to it candidates write their Reg. Nos on the question papers in the space provided for the purpose.

2.8.3 No question paper should be given to any person other than the candidate during the period of the examination in that paper. Remaining question papers should be handed over to the Chief Superintendent for maintaining question paper account.

2.8.4 The Invigilator shall not admit any candidate to the examination hall/room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/room before 30 minutes after the commencement of the examination.

No candidate shall be permitted to take the question paper with him, if he/she intends to leave the examination hall earlier than half an hour before the time of closure of the

examination. In such a case the candidate should be asked to deposit the question paper marking his Register number with the invigilator which he/she collected after the examination is over.

2.9 Supply of Stationary:

2.9.1 The candidate will have to bring their own pen, ball point pen, pencil, eraser, instrument box, calculator etc.

2.9.2 The candidate shall not be permitted to use pens and ball pens other than black or blue for writing the answers.

2.9.3 Additional sheets shall be given to the candidate on request provided they have made use of the main answer book completely. Only one additional sheet shall be given at a time. Additional sheet need not be initialed by the invigilators and the serial number of additional sheet is recorded on the front page of main answer book and in the appearance statement also .

2.9.4 Mathematical tables, Mollier Charts, Steel tables, Steam tables etc of prescribed types and such other materials required for answering may be supplied if necessary.

2.9.5 Calculators may be allowed.

2.10 Marking the Attendance:

2.10.1 There shall be no deviation in the order of examination as published. In case of any discrepancy the clarification issued by the Secretary, BTE shall be treated as authoritative.

2.10.2 No candidate shall be allowed to exceed the time limit prescribed for each paper.

2.10.3 Just after half - an hour after the commencement of the examination for each session of the day , keep ready the list of absentees in the relevant pro-forma and also appearance statement.

- 2.10.4 The attendance shall be marked with the help of the admission tickets.
- 2.10.5 The appearance statement or invigilator dairy shall be signed by all the invigilators working in that exam hall.
- 2.10.6 The attendance should also be marked in the consolidated attendance register maintained by the office and circulated among all the examination halls.
- 2.10.7 Care should be taken to see, by proper checking, that the register numbers of absentees marked in the appearance statements tallies with the consolidated attendance register.
- 2.10.8 Physically Challenging Handicapped students shall be allowed to write the theory examination as per G.O. No: ED.41.TPE 98, Bangalore dtd. 4.3.98

2.11 Vigilance in the halls:

- 2.11.1 The invigilator shall be vigilant in his duty. The Invigilators should see that the candidates are properly seated and absolute silence is maintained in the examination hall. The Invigilators should individually verify and make sure that the candidates are not carrying the mobile phones, blue tooth, pagers, wireless instruments, markers, white fluid, text books, papers, chits etc. with them inside the examination hall.
- 2.11.2 The Invigilators are responsible for the discipline, order and proper conduct of the examination under their supervision. They should constantly be watchful and invigilator shall be on the constant move in the examination hall and not indulge in talks / read any book / read newspapers or the exam question paper during the period of Invigilation in order to maintain a through check on the behaviour of the candidates.
- 2.11.3 No candidate shall be allowed to communicate either by voice or gesture with other candidates inside or outside the examination hall.
- 2.11.4 No candidate shall be permitted to leave the examination hall unless he hands over the answer book. In case of emergency if any candidate has to be permitted to leave the

examination hall for a short period, the invigilator shall receive the answer book and arrange to send a messenger to accompany the candidate till he returns to the examination hall after which the answer book may be handed over to the candidate. However such a practice should be discouraged as far as possible.

2.11.5 The invigilator shall not leave the examination hall without the permission of the Chief Superintendent. In case he has to leave on any emergency he should send a leaving note to the Chief Superintendent/Chief Observer and see that the invigilation work shall not be hampered.

2.11.6 In case invigilator observes any acts of indiscipline by the candidate due to interference by the outsiders, he should immediately report the matter to the Chief Superintendent/Chief Observer who in turn will take adequate measures for prevention of such acts either with the help of his staff or by summoning the local policies authorities. However care shall be taken to see that the interference of police should be only when the matter goes beyond the control of Chief Superintendent/Chief Observer.

2.11.7 During supervision the invigilator shall be agile, watchful and active throughout the period of examination. He/She shall not relax or show indifference in the examination hall/room ; shall not indulge in acts such as reading news papers, story books, talking with outsiders etc., as such acts may result in diluting the quality of invigilation and give room for malpractice by the students.

2.12 Collection of answer books:

2.12.1 No candidate shall be permitted to leave the examination hall before handing over his answer book.

2.12.2 No candidate shall be allowed to write the answer for more time than prescribed.

2.12.3 Invigilator shall collect the answer books from the candidates after the time prescribed for the paper is completed.

2.12.4 The candidates shall be instructed to stand up in their respective places to draw the attention of the invigilator if they wish to handover the answer book earlier than the time prescribed for the paper and Invigilator has to get the signature of the candidate in the appearance statement at the time of receiving the answer book, as a acknowledgement to candidate.

2.12.5 Before receiving the answer book from the candidate the invigilator shall as certain that all the entries on the cover page of each answer book are made correctly and that all the loose sheets such as additional sheets, charts, etc. The total number of additional sheets used must be recorded by the candidate and attested and also all the pages of answer booklet are intact / not tampered / not de faced. Invigilator shall be responsible for the proper accounting of answer books of the candidates supervised by him/her .

2.12.6 The books so collected from the candidate shall be arranged in the serial order, subject wise and handed over to the Chief Superintendent/ Deputy Chief Superintendent personally and take the signature of the Chief Superintendent / Deputy Chief Superintendent in the appearance statement as a acknowledgement to the Invigilator.

2.13 Dealing with Malpractice:

2.13.1 Before commencement of the examination the invigilator should bring to the notice of the candidates the several types of malpractice that are normally observed and the punishment met out as per Government Order and warn them to not to indulge in malpractice.

2.13.2 Whenever a candidate is found indulging in malpractice, according to the BTE instructions, the invigilator should report the matter to the Chief Superintendent/Chief

Observer and in turn the Chief Superintendent /Chief Observer should book the student as per the procedure prescribed by the BTE.

2.13.3 In case of malpractice a report shall be sent by filling up the details in pro-forma prescribed by the Secretary, BTE for further action in that matter.

3.CONDUCT OF PRACTICAL EXAMINATIONS:

3.1 After receiving the intimation from the Chief Superintendent of an examination centre regarding the appointment for setting and conducting the practical examinations, the examiner concerned after confirming his/her appointment online at his/her parent institution shall immediately intimate the Chief Superintendent regarding the receipt of communication and his willingness to take up the assignment. The examiner shall not refuse the appointment as it causes inconvenience and dislocation of practical examination works.

Failure to attend the practical examination work without prior intimation is likely to cause disciplinary proceedings against the concerned staff.

If any Joint examiner is intimated by Chief Superintendent as alternate Examiner (said to be appointed by Secretary, BTE) , then that Joint examiner should confirm his/her appointment by SBTE as alternate examiner by calling SBTE's office over phone or sending SMS; otherwise it is likely to cause disciplinary proceedings against the staff conducting exam unofficially .

3.2 The examiners shall conduct the practical examination as per time table announced by the Chief Superintendent & subjects allotted by Secretary BTE (online through BTElinx)

3.3 The examiners shall report themselves to the Chief Superintendent well in advance and inspect the workshop or laboratory concerned regarding the availability of equipment and materials and set the practical question paper in accordance with the syllabus and in consultation with each other. Both Joint Examiners shall sign the manuscript question papers. If necessary the Joint Examiner may get the required number of copies of the question papers from the Chief Superintendent for distribution among the candidates either by getting the same typed or cyclostyled. The manuscript question papers signed by the Joint Examiners shall be handed over to the Chief Superintendent for record.

3.4 The Joint Examiner shall collect the admission tickets (printed online using BTE Linx only; shall not be handwritten / typed) of candidates of the batch and affix the initials only if it tally with appearance statement printed online (BTE Linx). A candidate who is not in possession of admission ticket shall not be allowed to take up the examination.

The Joint Examiners should disconnect the LAN connection from outside to the Laboratory to prevent "Mal-practice" online if it to be happens computer related Laboratory Exam.

3.5 The Joint Examiner shall arrange to issue the necessary stationery and materials for the conduct of the examination.

3:6 The Joint Examiners shall collect blank Marks Lists from the Chief Superintendent before start of practical exam to verify Reg. nos. , subject code and other particulars already printed in Marks Lists tally with the appearance statement (Both printed subject wise & batch wise using BTELinX application).

3.7 The Joint Examiner shall not allow the candidates to have conversation among themselves. Also they shall prevent copying from or referring to manuscripts, previous records etc., such cases of mal practice if persists shall be brought to the notice of the Chief Superintendent.

3.8 The Joint Examiners shall not allow the candidates to take more time than what is prescribed in the question papers.

3.9 If a model or any such materials is broken by the candidate during the examination the Joint Examiners may allow a second set of materials while seizing the first set. In such a case the time of issuing the second set shall be clearly noted down under report submitted to the Chief Superintendent for record. However the candidate should not be allowed more time than the one already fixed for the practical examination.

3.10 The Joint Examiners shall create a congenial atmosphere during the practical examination and they shall not indulge in harassing or behaving harshly with the candidates nor shall they assist the candidate in completing their model/exercise. And also Examiner should not indulge in mobile phone conversation (Better to switch off).

3.11 While asking oral question in the practical exam, the Joint Examiners shall put forward straight and simple questions related to subject, which will not involve ambiguity. Even in case of a practical examination where the boys are not expected to write anything the Joint Examiners shall give an additional sheet, get the register number entered by the candidate and mark the total marks assigned on the sheet and affix their signature. (Such a record of marks is absolutely essential to decide the cases of disputes which would arise in future if any.)

Joint Examiners shall take the signatures from students only at the time of receiving answer booklets from students in the appearance statement

printed subject wise & room wise using BTELinx application (on line) as a proof of accepting answer books from the students and original copy to be sent to Secretary, BTE along with (kept inside) Answer Books packet.

3.12 The evaluation of the practical marks by the Joint Examiners as per the Scheme of valuation issued by the BTE & CDC with marks break up on the Answer book, shall be completed as far as possible at the close of the practical examinations, so that the performance of the candidates could be correctly assessed. The Joint Examiners shall enter the marks on the facing sheet of the answer book and carry the marks to the marks sheet.

3.13 A Joint Examiner shall not normally conduct more than 3 batches per day. Unless the Secretary, BTE decides to the contrary.

3.14 The Joint Examiners shall not diverge the marks given to any candidate at any time and they shall maintain secrecy since examination work is confidential in nature. The Joint Examiners shall upload the marks in the ML online (BTELinx) at the close of the practical examinations every day without fail. Otherwise is likely to cause disciplinary proceedings against the defaulters concerned.

3.15 The Marks lists (after uploading the marks there in through BTE Linx) and the valued answer books along with appearance statement shall be sealed and handed over to the Chief Superintendent after filling up all the columns on the cover sheet on the same day of examination. On no account shall a Joint Examiner conduct more than one practical examination during the same time.

3.16 The Joint Examiners shall sign on each answer book. The Joint Examiner must

mark the attendance of the candidate in the pro forma prescribed.

3.17 The Joint Examiners shall receive from the Chief Superintendent the necessary certificate for claiming T.A and D.A as well as the remuneration for having conducted the practical examination.

IMPORTANT GUIDELINES FOR THE CONDUCT OF

PRACTICAL EXAMINATIONS:

1) ISSUE OF ADMISSION TICKETS:

A) After updating Master candidate list online (BTE linx) the Admission tickets & also Marks Lists for practical exams are to be printed at the Institution level. The principals in turn have to verify the admission tickets for the correctness of names, courses, subjects for which the candidates have to appear. Make necessary corrections if any, both in the candidate list

online(BTE linx) and in admission ticket. **ADMISSION TICKETS HAVE TO BE ISSUED TO ONLY ELIGIBLE CANDIDATES.** The eligible candidates means those whose admissions have been approved by the ACM section of Directorate, those who are not having attendance shortage and those who have remitted the examination fee, not debarred earlier for mal-practice. It is the responsibility of the Principal to verify all these before issuing the admission tickets to the candidates. The candidate has to affix his recent photograph (not old one removed from previous admission ticket) securely with gum (not with staples or pin) and obtain the attestation on the photo by the Principal. Candidate has to sign in the space provided in the admission ticket.

B) Announcements on students notice board must be made prominently that the admission tickets should be received by the students well in advance and not 10 minutes prior to commencements of examination because his/her photo affixing, attestation could not be done in a hurry as the principal will be busy with exam work, which may ultimately make him/her to attend examination late.

2) INTIMATION TO THE PRACTICAL EXAMINERS:

a)After receiving the allotted practical Examiners list online (BTE linx) for your institute the Chief Superintendent of examination should send the intimation of details of Practical Examination at their centers to the allotted examiners by the Board by recorded delivery and maintain the record of dispatch of intimation in dispatch section. Complaints are received by the examiners that either they have not received the orders or intimations have reached them very late by which time examination will have been conducted by the alternate examiners. Chief superintendent must intimate examiners personally & also through their respective principals over phone (phone nos. available online) & SMS , e- mail.

b) One copy of the intimations to examiners, time table, details of alternate examiners if any appointed online by the Secretary, BTE, should be sent to the Secretary, Board of Technical Examinations after the examination is over. Time table shall be framed as far as possible to the convenience of the Joint Examiners if they have exams at other institute.

c) The chief superintendent of examination should not appoint any examiner on his own. He should intimate to the Secretary BTE, if the allotted examiner is ABSENT & get the alternate examiner online (BTELinx) only; If not disciplinary action will be initiated against the chief superintendent of

Practical exams also joint examiners, who conduct the examination unofficially.

d) Signatures of the students who attended the Practical Examination should be maintained as in the case of theory papers (maintain Invigilators diary) by preparing a list of students and their Reg. nos. name of Practical, Class, date, time etc., This will be required for clearance of with held results. (Appearance statements shall be printed online for each practical subject).

e) Joint Examiners shall take the signatures from the students only at the time of receiving answer booklets from the students in the appearance statement printed subject wise & batch wise using BTELinX application (online) as a proof of accepting answer books from the students and original copy to be sent to Secretary, BTE along with (kept inside) Answer Books packet.

f) Chief superintendent shall see to it that Marks in Marks Lists are uploaded online(BTElinx) on the same day of examination with out fail & Marks shall be uploaded through respective Joint Examiners only through his/her code(examiner code) available online.

g) The chief superintendent shall issue Attendance certificates to the Joint Examiners only after Marks in the Marks Lists are uploaded online (BTElinx) & The chief superintendent shall write on the Attendance certificate "MARKS UPLOADED ONLINE" & then sign attendance certificate.

3) DISPATCH OF PRACTICAL EXAMINATION RECORDS:

The following should be dispatched to the Secretary, Board of Technical Examinations, Bangalore immediately after the conduct of all Practical Examinations.

a) Marks lists of all branches, which will be in different covers which are submitted by the examiners should be arranged Board wise, semester wise and tied together, finally all such bundles should be kept in a color cloth bag, sealed and sent to Board to Technical Examinations (they should not be kept in the valued practical answer books packets).

b) Packets of Practical Answer booklets, Jointly Valued & submitted by the practical examiners, should be arranged Board-wise, semester-wise and tied together. All of them packed in a cloth bag & then to be sent to Board

to Technical Examinations. Care should be taken to observe that examiners write the code number, subject, semester, no. of candidates, register Nos. their names and address on the sealed covers containing valued answer scripts.

c) List of practical for which alternate examiners have been taken from Secretary BTE if any with their submission note indicating communication reference(Print out from online Message box).

d) One copy of Appointment Orders of practical examiners

GUIDELINES FOR THE CONDUCT OF THEORY EXAMINATIONS.

1. Issue of Admission tickets has already been detailed in the guide lines for the conduct of Practical examinations.

2. ARRANGEMENTS OF HALLS:- As far as possible each desk should have candidates of different branches, to avoid copying. At least two invigilators should be posted to a room and they should be present during the conduct of theory/drawing papers. Reading of news papers, allowing friends or others not posted to invigilation duty has to be strictly avoided. Text books, notes etc., should be deposited out-side the hall. No transfer of drawing instruments, calculators should be permitted in the hall. It is advisable not to post such staff to a room who belong to the same branch as the paper issued in a room. New recruits should be briefed about duties of Invigilator before posting them to invigilation duty as many have found to commit lot of mistakes due to ignorance of rules of Board of Technical Examination leading to problems in Mal-practice cases. Students should be informed that using CELL PHONES, Programmable CALCULATORS WITH MEMORY STORAGE are not permitted in the examination hall and Chief Superintendents/Invigilators/Squad members can check a candidate (search of pockets) if necessary.

Mathematical tables which contain only logarithms, trigonometry functions (like sin, cos, tan) should be supplied to students and not clerk's tables or any other tables which contain mathematical formulas.

3. Details of room number, location of room, subject of examination, timings should be displayed at the entrance of the Institution to facilitate the students to locate their seat position and squad members to reach the rooms without the help of the Chief Superintendent.

4. Details of Staff (Office) to be engaged for examination work depending on the number of courses and claiming of remuneration is given in item 35 of G.O.117 TPS 92 dated 24th July 1992. For example, for more than 3 courses the provision for attender / Peon/Water boy is 15. It is found from the remuneration bills that remuneration for 15 is claimed even though the examination was conducted in four rooms. 4 Peons or water boys are required for four rooms, sealing work 1 peon, postal work 1 peon, other works 1 peon. Total 7 or 8 peons are required whereas remuneration for 15 has been claimed just because provision of 15 is there. This leads to unnecessary and unjustified expenditure for Board to Technical Examinations. This aspect should be looked into, also, in the matters of number of invigilators and other supporting staff.

5. The master candidate list and other records pertaining to Institutions attached to Nodal Polytechnics/ (clubbing) should be sent to Board of Technical Examinations along with the records of Nodal Polytechnic without fail, In the absence of master candidate list of attached Institutions it is not possible to announce the results due to want of information.

6. Appearance statements should be printed for each session subject wise & also room wise using BTELinX application (on line) as followed in the previous examination.

7. Joint Invigilators shall take the signatures from students only at the time of receiving answer booklets from the students in the appearance statement printed subject wise & room wise using BTELinX application (on line) as a proof of accepting answer books and in turn from Chief/Deputy Chief superintendent at the time of handing over the same as a proof of acceptance by Chief/Deputy Chief superintendent and original copy to be sent to Secretary, BTE along with (kept inside) Answer Books packet.

Invigilators are responsible for any loss/misplacement of Answer books of candidates and stationery issued to their respective exam halls.

8. ISSUE OF MAIN ANSWER BOOKLETS:-

For regular theory candidates 20/32 pages Booklet depending upon the subject to be issued.

9. ISSUE OF ADDITIONAL BOOKLETS:-

a) The Invigilators should be briefed before doing Invigilation that the additional booklets have to be issued only after a candidate has completed

all the sheets in the main booklet. There should be no page left blank in the main booklet. The candidate might say that he will fill it up later which should not be allowed. The serial number of the additional booklet should be got entered in the invigilators diary by the candidate.

b) It is found that answer booklets have been issued for drawing papers either for rough work or for calculation purposes. For example, Engineering Drawing-I need not be issued with any booklet as the calculations could be done on the drawing sheet itself as the calculation are also valued and not much calculations involved. Additional booklets. could be issued for drawing papers in which extensive calculations are done like Design drawing, Irrigation, Structures etc., In the case of Government/Aided Polytechnics additional sheets/answer booklets have to be used as they are not supplied with additional booklets.

PROCEDURE FOR BOOKING STUDENTS INDULGING IN MAL PRACTICE

MAL PRACTICE:

- a) Invigilators who have reasons to suspect malpractice on the part of any candidates should forth-with make the possible preliminary investigation and communicate with the Chief Superintendent forwarding all material evidence available.
- b)
 - i) Whenever any candidate is found to be in possession of manuscript of literature or written or printed matter or a portion of text book itself or notes the same should be seized from the candidate, brought to the notice of the Chief Superintendent who will decide to send the candidate out of the examination hall for that paper only.
 - ii) He shall however be allowed to write in the examination during the subsequent days of the examination.
 - iii) A written statement from the candidate signed by him/her must be obtained in the examination hall in the presence of the Chief Superintendent and other Invigilators if any on duty in the examination hall. The statement must be attested by the invigilators concerned and countersigned by the Chief Superintendent with date. Signature should be

obtained on the material evidence seized from the candidate. If the candidate refuses to give a written statement, the room invigilator must give a written statement to that effect duly attested by other invigilators on duty or any other staff members working in the institution if no other invigilator is appointed for that session and this statement should be countersigned by the Chief Superintendent.

- c) The invigilators must hand over the answer book, written statements, material evidence etc., of the concerned candidate to the Chief Superintendent personally who will forward all these with a detailed report to the Secretary, Board of Technical Examinations by name in a separate registered packet super-scribed with the word 'SUSPECTED MAL PRACTICE'.
- d) When it is found that the candidates are communicating in the examination hall by gestures and conversation, the invigilator should warn such candidates in the first instance and report the same to the Chief Superintendent or Chief Observer. The first warning issued should be recorded on the cover page of the answer book by the invigilators with the approval of Chief Superintendent that "FIRST WARNING FOR COMMUNICATING IN THE EXAMINATION HALL". If the particular candidate repeats, he should not be allowed to write further and the matter should be immediately reported to the Chief Superintendent/Chief Observer who will decide to send the concerned candidate out of examination hall for that paper.
- e) Any tampering with the Name, Reg. No., etc., found in the admission ticket of the candidate, any impersonation noticed in the examination hall, any tampering by the candidates with the answer book of the other candidates in the examination hall, any attempts made by the candidates to take out of the examination hall any blank answer book or additional booklets and to receive the blank answer books and additional

booklets from outside the examination hall, any copying noticed by a candidate from manuscript, book or notes or answer book of the neighbors or any misbehavior by a candidate such as shouting etc., in the examination hall should at once be brought to the notice of the Chief Superintendent/Chief Observer for taking immediate and necessary action as per rules.

The Chief Observer and Deputy Chief Superintendent should ensure that the candidates indulging in Mal-practice are booked. In case there is a dispute in deciding a mal-practice case, the answer scripts of such cases are to be sent to the Secretary in a separate cover with statements of Chief Superintendent/Chief Observer, Deputy Chief Superintendent and invigilators along with material evidence and confession statement or other wise statement given by the concerned candidate.

- f) Any of the following acts committed by the candidates will amount to mal practice.
- i) Possession of manuscript or literature or a portion of text book or text book itself or notes, matter written on calculator cases/pagers/cellular phones.
 - ii) Communicating in the examination hall by gestures and conversation or through pagers and cellular phones.
 - iii) Tampering with the name, Reg. no. etc., in the admission ticket issued by the principal/ Chief Superintendent.
 - iv) Impersonation in the examination hall.
 - v) The impersonator: A person found writing examination in the name of another student should be handed over to the police. The answer book written by the impersonator should be seized and sent along with the statement obtained from the impersonator in a separate cover addressed to the Secretary, by registered post as done in case of other mal-practice cases.

- vi) Tampering with the answer books of the other candidates in the examination hall.
- vii) Attempts to take out or send out of the examination room any blank answer book or additional booklets and receive answer books or additional booklets from outside the examination room.
- viii) Copying from manuscript, book or notes or from answer book of neighbor.
- ix) Misbehavior like talking, shouting etc., in the examination hall.
- x) Such other acts above.

PUNISHMENT: Candidates found committing any of the above offences will be debarred from appearing for 2 to 8 examinations.

- g) If any letter or any communication arrives for a candidate during the course of examination, it shall in no case be delivered to him until he has returned his answer book.

NOTE: Item “f” above to be announced in the examination hall on all the days of Examination.

INSTRUCTIONS TO PRINCIPALS OF CLUBBING CENTRES:

1.Principal of clubbing centre should submit the following records to the Chief Superintendent of examination of Nodal/clubbed centre at least 10 days in advance.

- a) List of candidates along with candidates photos.
- b) List of staff members available for Invigilation work.
- c) Pre-printed marks list of the Institution.
- d) Question paper indent.
- e) Stationery sent by the Board.
- f) Master candidate list printed online using BTE linx application.
- g) The computer operator/staff & computer system (which is used for online updating of master candidate list to print appearance statements everyday/session- wise.)

2. To attest the photo with seal on the admission ticket of all candidates before directing them to the examination center along with their identity cards.
3. To verify the question papers received for the Board as per their requirement before depositing them in the Treasury/Police station. Any discrepancies noticed should be intimated to the Chief Superintendent of the Examination centre forthwith.
4. To maintain the candidates attendance register on day to day basis at the examination centre.
5. To Instruct sufficient staff from Office side requested by the Chief Superintendent of examination centre to be present on the days of examination to assist him in the preparation work, including lecturer/staff working on BTElinx application.
6. To make arrangements for the necessary furniture such as drawing tables, desks etc.,

INSTRUCTION TO THE CHIEF SUPERINTENDENT OF THE CLUBBED CENTRE:

1. To check if the question papers received from the Board are sufficient for their centers including those of clubbing (attached) centers also.
2. To prepare separately Answer booklet covers, details of contents etc., for the clubbed Institution.
3. To write CLUBBED INSTITUTION CODE NUMBERS only on the details of contents and not the Code Number of the Institution to which it is clubbed.
4. To furnish separate statistics for each of the clubbed centre.
5. To check if all the question papers have been received pertaining to the clubbed centre where the courses are different.
6. To write the clubbed Institute code number while reporting Mal-practice cases if any and the code of Examination centre.
7. To take computer system & staff working on BTELinX application software from the Principal of clubbing centre.



ANNEXURE - I

FORMATS TO BE PREPARED AND SENT BY THE CHIEF SUPERINTENDENT OF
EXAMINATION CENTRE.

1. FORMAT –I Details of candidates debarred from appearing for examinations due to mal-practice committed by them to be maintained in a bound register. This should be checked and signed by the Chief Supdt., Chief observer and Dy. Chief Supdt.
2. FORMAT –II Issue of blank Answer books and Additional sheets if any, to invigilators, one copy to be sent to the Secretary on the last day of theory examinations.
3. FORMAT –III Invigilator’s Room Dairy to be prepared for each room and each subject in the appearance statement printed on line (BTELinx) to be put into answer books packets; one copy to be retained with the Principal.
4. FORMAT –IV Statement showing dispatch of answer books should be prepared in duplicate, one copy to be enclosed along with the answer books bundle. One copy to be retained with the Principal.
5. FORMAT –V Consolidated statement of answer books of all subjects dispatched to the Secretary after the completion of the examination is to be sent to the Secretary on the last day of the theory examination.
6. FORMAT –VI Stock position of Examination Stationery Blank Answer books, Additional sheets etc., to be sent to the Secretary after the completion of the examinations with the signature of the Chief Observer/Dy. Chief Supdt. This should be sent separately on the last day of theory examinations.
7. FORMAT –VII Certificates recorded by the invigilators before opening of question paper packets in the Examination hall, duly signed by at least two candidates appearing for that QP code in that hall, during each session of examinations.

8. FORMAT –VIII Consolidated list of Mal-practice cases.
9. FORMAT –IX Report of mal-practice case.
10. FORMAT –X Absentee statement
11. FORMAT –XI Statistics of Answer Scripts and packets.
12. FORMAT –XII Details of Treasury Office and Police Station
13. FORMAT –XIII Question paper account.

NOTE: All the above registers/statements should be checked and signed by the Chief Observer and Deputy Chief Superintendent in case of Private Polytechnic.


SECRETARY
BOARD OF TECHNICAL EXAMINATIONS
BANGALORE-01


FORMAT-I

NAME OF THE INSTITUTION:

INSTITUTION CODE:

Details of Candidates debarred from appearing for examination:

SL. No.	Reg. no. of candidate	Name of candidate	Class & course	Exams debarred from	BTE notification No.	Signature of Principal

Signature of Deputy
Chief Superintendent

Signature of
Chief Observer

Signature of
Chief Superintendent

FORMAT-II

NAME OF THE INSTITUTION:

INSTITUTION CODE:

ISSUE OF BLANK ANSWER BOOKS TO ROOM INVIGILATORS

(To be maintained in a bound register)

Apri/May-Nov/Dec-20.....semester Diploma Examinations.

SL No.	Date of examination	Room Nos.	Name of invigilators	SL Nos. of Answer books		SL Nos. of Additional Booklets		Signature of Invigilator
				Issued	Returned	Issued	Returned	

Signature of Deputy

Signature of

Signature of

Chief Superintendent

Chief Observer

Chief Superintendent

(One copy to be dispatched to the Secretary, Board of Technical Examination on the last day of theory examinations.)

FORMAT-III

INVIGILATORS ROOM DAIRY

(Same as appearance statement printed online, Room wise and Subject code wise, from the
Master Candidate list using BTELinx)

To be prepared by Room Invigilators as per Guidelines. Duly signed by Chief Superintendent of
Exam while receiving Answer books from Invigilators.

Note: To be sent to the Secretary along with answer books in side the packets.

One copy to be retained with the principal.

FORMAT-IV

No:

Date of Exam:

(Forenoon / After noon)

STATEMENT SHOWING THE DETAILS OF ANSWER BOOKS PACKETS DESPATCH ON
EACH DAY OF EXAMINATION:

Apri/May-Nov/Dec-20.....semester Diploma Examinations.

DATE	INST. CODE	COMMITTEE	QP CODE	NO. OF PKTS.	TOTAL NO. OF SCRIPTS	INITIALS OF PRINCIPAL /CHIEF SUPDT.,

Signature of

Chief Superintendent with seal

Note: One copy to be enclosed along with the bundle.

FORMAT-V

No:

Office of the Chief

Superintendent of Exams

Exam. Centre:

Dtd. / / 20

Dear Sir

Sub: Consolidated statements of all answer scripts dispatched from the examination centre during April/May-Nov/Dec-20__semester Diploma Examinations.

I write to furnish as under the details of answer scripts dispatched to you from this centre from the commencement of theory examinations till to day the last day of examinations.

Sl.No.	Date of Exams	Subject with QP Code	No. of Answer script covers dispatched	No. of Answer scripts dispatched	Postal Receipt No. & Date	Letter No., Date & Dispatch No.	Remarks

Receipt of this statement may please be Acknowledged.

Yours faithfully,

Signature of Chief Observer

Signature of Chief Supdt. of Exams

FORMAT-VI

STOCK POSITION OF ANSWER BOOKS, DRAWING SHEETS AND OTHER IMPORTANT STATIONERY

ARTICLES AS ON THE DAY OF COMPLETION OF THE Apri/May-Nov/Dec-20.....semester

DIPLOMA EXAMINATIONS.

Sl.No.	Item of Stationery	Available sl.nos.			Used sl.nos.			Balance sl.nos.			Remarks
		From	To	No.s	From	To	No.s	From	To	No.s	
1	Blank Answer books										
2	Blank Additional sheets										
3	Dwg. Sheets										
4	Answer paper covers										

Note: In respect of answer papers and additional booklets Sl. Nos. (From: To:)

are to be indicated.

STOCK CERTIFICATE

Certified that the above statement has been prepared after physically verifying the stock.

Signature of the Principal

Signature of Chief Superintendent

of Examinations.

Note: Each pro forma should be prepared separately.

FORMAT-VII

CERTIFICATES RECORDED ON THE QP PACKETS BY THE INVIGILATORS AND CANDIDATES BEFORE OPENING OF SEALED QUESTION PAPER PACKETS IN THE EXAMINATION HALL:

Certified that the Question paper packet's seals were intact and the sealed packets were opened in our presence (Room No.....) to day theday of / /20 at.....AM/PM. Actual no. of Question papers found in the Pkt.....nos	
Signatures of Candidates with date & Reg. no.	Signatures of Invigilators with date
1.	1.
2.	2.

(Discrepancy if any should be immediately brought to the notice of Chief Supdt.,)

Signature of Chief

Superintendent of Examinations

(at the time of collection of covers)

- NOTE: 1. To be prepared on the QP packets only in the respective examination halls and these packets to be preserved by the Chief Superintendent / Principal in the institution.
2. Chief Superintendent of Examinations should sign below the certificate while Collecting packets after half an hour of commencement of exam, tallying remaining Question papers and any discrepancy to be recorded & brought to the notice of SBTE.

FORMAT-VIII

CONSOLIDATED STATEMENT OF MAL-PRACTICE CASES BOOKED DURING

Apri/May-Nov/Dec-20.....SEMESTER DIPLOMA EXAMINATIONS:

Name of the institution (centre) & Code:

Sl.No.	Date	Subject & QP Code	Course and Sem.	Name of candidates	Ref.: Letter No., & Date of Report

Certified that separate reports along with answer books and materials seized have been sent in separate sealed covers to the Secretary by Registered Post as per the letter indicated in col.6 and in respect of all Suspected Mal-practice cases booked in this centre during Apri/May-Nov/Dec-20.....semester Examinations.

Signature of Deputy
Chief Superintendent

Signature of
Chief Observer

Signature of
Chief Superintendent

PROFORMA – IX

REPORT OF MAL-PRACTICE CASE

No. _____ office of the Chief Superintendent
of examinations
Exam centre: _____
Dtd: _____

Dear Sir,

Sub: Report of Mal-practice case booked – Reg. _____

I write to state that a candidate by Name _____ of _____
class bearing Reg. No. _____ was caught by _____ while he/she was
copying from/possessing of chits/calculator case/mobile phone/other materials today the _____
day of Apri/May-Nov/Dec-20.....semester Diploma Examinations at _____ AM/PM, when
he/she was writing examination in the subject _____ QP code no.
_____.

The materials in his/her possession were seized and got his/her Reg. No. written
on them. The candidate has signed with date/refused to sign on the materials seized. Invigilators,
Chief Observer / Deputy Chief Superintendent / squad member have also signed on the materials
seized and the same are enclosed.

Statements from the candidate and others(if any) attested by the Invigilators and
counter signed by Chief Observer / Deputy Chief Superintendent are given overleaf.

Yours faithfully

Chief Superintendent

Sri. _____,

Secretary, Board of Technical Examinations,

Palace road, Bangalore -560001

Encl.: 1. Answer script bearing Reg. No. _____

2. chits/calculator case/mobile phone/other materials seized (Give details) _____

_____.

STATEMENT GIVEN BY THE CANDIDATE:

I, _____ hereby write to confirm that I was caught while possessing/copying from _____ No. of chits / calculator case/mobile phone/other materials in the subject : _____ QP Code No. _____ to day the _____ day of / /20 at _____AM/PM in room No. _____ by Invigilator/ Chief Superintendent / Chief Observer / Deputy Chief Superintendent / squad.

Signature of the candidate.

Reg. No. _____

Class/Semester _____

Course:

ATTESTED

INVIGILATORS:

- 1.
- 2.

STATEMENT GIVEN BY THE INVIGILATORS:

The candidate confessed having indulged in Mal-practice / refused to give confession statement. He/She was caught while copying/possessing _____ chits/calculator case/mobile phone/other materials by _____ at _____AM/PM to day _____ (date).

Signature of Invigilators:

- 1.
- 2.

COUNTERSIGNED

1. Chief Superintendent of Exams

2. Chief Observer

FORMAT –X

ABSENTEE STATEMENT OF Apr/May-Nov/Dec-20 SEMESTER DIPLOMA

EXAMINATIONS:

Name of the Examination Centre:

(with institution code No.)

Sl. No.	Name of Subject with QP Code	Date of Exam.	Course and Semester	Reg. Nos. of Absentees

Certified that the Reg. Nos. shown in col. 5 tally with Reg. Nos. shown as absentees in Format-III i.e. Appearance Statement.

Signature of Deputy

Chief Superintendent

Signature of

Chief Observer

Signature of

Chief Superintendent

FORMAT –XI

(To be sent on the last day of examination to the Secretary, Board of technical Examinations,
Palace Road, Bangalore – 560001 by name)

STATISTICS

Name of the Centre:

Institution Code:

Apr/May-Nov/Dec-20

SEMESTER DIPLOMA EXAMINATIONS

Sl. No.	QP Code No.	No. of answer Scripts	No. of Packets.

Signature of Deputy

Signature of

Signature of

Chief Superintendent

Chief Observer

Chief Superintendent

FORMAT – XIII

QUESTION PAPER ACCOUNT:

(To be maintained in a bound register QP code wise & session wise)

Name of the Centre:

Institution Code:

Apr/May-Nov/Dec-20 SEMESTER DIPLOMA EXAMINATIONS

DATE OF EXAM:

SESSION: F/N : A/N

SL. NO.	NAME OF SUBJECT & QP CODE	NO. OF Q.P. PKTS. SUPPLIED BY SBTE (WITH DENOMINATIONS)	TOTAL NO. OF QUESTION PAPERS SUPPLIED BY SBTE **	QUESTION PAPERS ISSUED TO CANDIDATES ROOM WISE	TOTAL NO. OF QUESTION PAPERS ISSUED IN EXAM CENTRE	BALANCE QUESTION PAPERS (COL.4-COL.6)

Signature of Deputy

Signature of

Signature of

Chief Superintendent

Chief Observer

Chief Superintendent

** Question paper packets opened in exam halls, witnessed by candidates, certified by Invigilators & counter signed By Chief Superintendent of Exams. Question paper packets (FORMAT-VII) to be preserved in the Institutions for future reference if need arises.

NOTE: 1. Question Paper Account to be updated immediately after half an hour of Commencement of exam, session wise.

2. Question Paper Account to be made available to Squad team & BTE representatives.