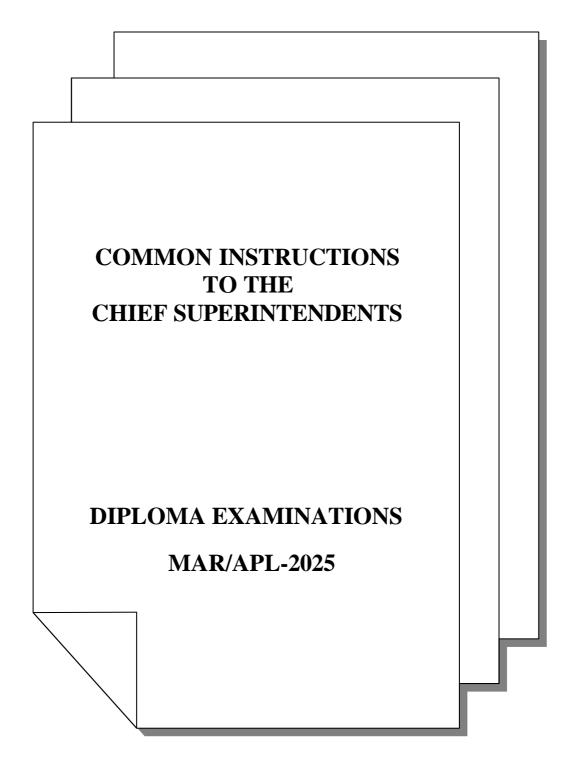
COMMON INSTRUCTIONS TO CHIEF SUPERINTENDENTS



DIPLOMA EXAMINATIONS 2025

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
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STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH: MANGALAGIRI

COMMON INSTRUCTIONS TO CHIEF SUPERINTENDENTS FOR THE CONDUCT OF DIPLOMA EXAMINATIONS

1. Responsibility of the Chief Superintendent

- The Principal/Chief Superintendent is fully responsible for all actions taken by themselves or their subordinates during the examination process.
- They must strictly adhere to the guidelines provided, without any deviations, and carry out their duties with sincerity and diligence.
- In case of any uncertainty, they should promptly consult the designated officer of the Board for clarification.

2. Role of the Principal

 The Principals of the institutions shall act as the Chief Superintendents for all Diploma Examinations conducted by the State Board of Technical Education and Training, Andhra Pradesh, Mangalagiri.

3. Leave of the Principal

- If the Principal needs to take leave due to unavoidable circumstances or other reasons, prior written approval must be obtained from the Secretary of the Board.
- The Principal must appoint a Senior Head of Section to serve as the acting Chief Superintendent during their absence, with the approval of the Secretary.

4. Preparation for Examinations

 The Chief Superintendent must implement all necessary precautions and measures to ensure the smooth and effective conduct of examinations at their institution.

5. Eligibility of Candidates

 The Chief Superintendent must exercise utmost care to ensure that only eligible candidates, as specified in the examination notification, are permitted to appear for the exams.

6. Communication of Updates

- Principals are reminded to stay informed about any updates or changes to instructions issued periodically.
- Such information must be communicated promptly to the relevant personnel within the Board.

7. Handling of Answer Script Bundles

 The Chief Superintendent must ensure that the responsibility of depositing or withdrawing sealed answer script bundles at/from the police station is assigned exclusively to teaching staff members.

I.ELIGIBILITY OF CANDIDATES

1. Attendance Requirement

- Candidates must have a minimum of 75% attendance to be eligible to appear for the regular examination.
- Candidates failing to meet the required attendance percentage shall not be permitted to appear for the examination, even if they have paid the examination fee.
- However, the Principal is authorized to condone a shortage of attendance up to 10% by collecting a prescribed penalty amount from the candidate, provided a valid Medical Certificate is submitted.

2. Display of Detained Candidates

 A list of candidates, along with their P.I.N., who are detained due to insufficient attendance shall be displayed on the institution's Notice Board.

3. Submission to the Board

- After finalizing students' attendance, the Principal must email the following information to the Deputy Secretary (Post Exam) at postexam.apsbtet@gmail.com:
 - (i) Details of students detained for insufficient attendance.
 - (ii) Details of students who have 75% attendance or more but are unable to appear for the examinations due to medical or other valid reasons.

4. Promotion Fee Requirements

a. Case 1: Fee not Paid

- i. A Diploma student who has the required attendance percentage but could not pay the examination fee must pay a Promotion Fee to advance to the next semester (3rd, 4th, 5th, or 6th semester).
- ii. This fee must be paid before the commencement of classes for the subsequent semester.

b. Case 2: Excess Backlogs

- i. A Diploma student with the required attendance percentage but ineligible to appear for the examination due to an excessive number of backlogs must pay the Promotion Fee to advance to the next semester (5th or 6th semester).
- ii. This fee must also be paid before the commencement of classes for the higher semester.

II. IMPROVEMENT CASES

Improvement is permitted only after a candidate has successfully completed all subjects from the First Year to the Final Year/Final Semester of the Diploma program. The following guidelines and amendments should be noted:

1. General Eligibility for Improvement

- a. <u>Completion of Subjects:</u> Improvement is allowed only if the candidate has completed all subjects of the Diploma program.
- b. <u>Publicity:</u> Institutions are requested to widely publicize the rules and amendments regarding the improvement examination.

2. Specific Guidelines

a. Rule-11 of C-16 and C-20 Regulations

 Candidates who have availed four or more chances to complete their Diploma course after their first appearance in the final year examination are not eligible for the award of First Class.

b. Cases Where Improvement is Not Allowed

- Candidates penalized for Malpractices in any examination.
- Practical/Lab subjects or Project Work in Industrial Training Assessment.
- Exception: Improvement is permitted in Drawing Subjects.

3. Improvement Examination Details

- a. <u>Number of Attempts:</u> Only **one chance** is permitted, and it must be availed within **two successive chances** following the examination in which the candidate has completed all the subjects.
- b. <u>Number of Subjects</u>: Improvement is allowed in a maximum of **FOUR (4) subjects** of the Diploma program.
- c. <u>Fee Structure:</u> The examination fee for improvement is **₹1000/- per subject**, or as prescribed by SBTET.
- d. <u>Retention of Previous Marks:</u>If the improvement is unsuccessful, the marks obtained in the previous examinations will remain valid.

4. Submission Requirements

- a. Candidates opting for improvement must submit the following to the Board:
 - · Original Marks Memo for all years/semesters.
 - Original Diploma Certificate.
- b. The improvement fee must be paid via Demand Draft (D.D.), drawn in favor of: Secretary, SBTET, Mangalagiri, payable at Mangalagiri.

5. Issuance of Certificates

- <u>If Improvement is Achieved:</u> A revised Memorandum of Marks and an updated Diploma Certificate will be issued.
- <u>If No Improvement is Achieved:</u> The previously issued Memo of Marks and Diploma Certificate will be returned to the candidate.

III INSTRUCTIONS FOR DIPLOMA EXAMINATION (REGULAR & BACKLOG) FEE PAYMENT

1. Payment Methods

- Candidates can pay the examination fee at any AP Online or Mee Seva Centre.
- Alternatively, the fee can be paid online using a **Debit/Credit Card** by visiting the official portal at https://sbtet.ap.gov.in.

2. Responsibility for Timely Payment

- It is the responsibility of the candidate to ensure the examination fee is paid within the stipulated time.
- Principals must inform students about the fee payment schedule by issuing circulars in classrooms and displaying notifications on the Notice Board.

3. Hall Ticket Collection

- Candidates can collect their hall ticket after fee payment.
- The hall ticket must be attested by the respective Head of Section before the candidate appears for the examination.

4. Unified Hall Ticket

 A single hall ticket will be generated for all subjects, including those from different semesters.

5. Late Fee and Tatkal Fee

 If the fee is not paid by the scheduled deadline, candidates must pay the fee along with a late fee or Tatkal fee as applicable.

6. Data Discrepancies

- If a candidate's data is not available for regular or backlog examinations, they should email the following details to systemanalyst.apsbtet@gmail.com:
 - PIN
 - Scheme
 - Semester/Year

7. Improvement Applications

 Applications for candidates wishing to apply for improvement examinations should be accepted as per previous practices.

8. PH Candidate Fee Exemption

 Physically Handicapped (PH) candidates eligible for fee exemption, whose data is unavailable under the PH category, must email the necessary details to systemanalyst.apsbtet@gmail.com.

4. PREPARATION OF "KEY-CHART":

	,		
Download Nominal Rolls	Principals should download the nominal rolls promptly.		
Prepare a Key- Chart	Create a "Key-Chart" that includes: Subject-wise strengths, Schemewise strengths, Session-wise strengths, Details of question papers to be received.		
Mark Special Requirements Indicate sessions that require additional materials, such as: Examinations for drawing subjects, ISI Code books, Standard table (e.g., "Steam Tables")			
b. Benefits of the Key-Chart			
Verification	Helps verify the printed barcode sheets received from the Board against the entries in the nominal rolls.		
Planning Staff	Facilitates planning the required staff and preparing duty circulars.		
Material Arrangement	Ensures proper arrangement of stationery and materials to be supplied to invigilators.		
Avoid Last- Minute Issues	Minimizes last-minute problems during the examination due to lack of planning.		
C. Processing & Issue of Hall Tickets			
Verification by Head of Section (HOS)	Verify the hall ticket for the following: Exam scheme, date, and session, Name, father's name, PIN, photo, and candidate's eligibility, Number of subjects, ensure all details are accurate before attesting. The Head of Section will be responsible for discrepancies.		
Report Discrepancies Any discrepancy found should be immediately reported to the Dep Secretary (Pre-Exam) via email or phone.			
Principal's Facsimile	All hall tickets must include the Principal's facsimile.		
Month & Year Stamp	Clearly write or stamp the month and year of the examination on the hall tickets.		

5. SUBMISSION OF SESSIONAL MARKS

a. Key Guidelines for Submission.

Eligibility Criteria	Sessional marks should be submitted for candidates with: 75% attendance, 65% attendance with condonation (up to 10%).
Display	Sessional marks awarded to candidates must be displayed on the notice board in advance.
Uploading of Marks	Sessional marks for all candidates appearing for exams must be uploaded in the SM/PM applications available on the website before theory exams.
Non-Submission If marks are: Not uploaded on time, Left blank, Marke "ZERO," "," or "Absent", they will be treated as zero	
Finality of Marks	Once sessional marks are awarded, they are final and cannot be altered under any circumstances.

5B. SUBMISSION OF SESSIONAL MARKS OF C-16, C-20 and C-23 CANDIDATES:

Guidelines for Sessional Marks

Use of Notebooks	Notebooks should be used for unit tests and preserved by the concerned teacher. They are subject to verification during academic inspections by RJD/SBTET.
Marks Distribution	20% of marks for sessional, 80% of marks for the end examination in all theory subjects.
Unit Tests	First-year students: 3-unit tests, Semester students: 2-unit tests.
Average Marks	The average of all tests shall be considered for awarding sessional marks.
Minimum Requirement	No minimum sessional marks are required for appearing in the end examination.
Passing Criteria	35% in the end examination, 35% combined in sessional and end examination.
Unit Test Schedule	Tests are to be conducted for two subjects daily: One in the forenoon (FN), One in the afternoon, as per the SBTET timetable.
Uploading Marks	Marks must be uploaded within a week of the test date, Verify and confirm data before taking a printout for office records.
Record Authenticity	The uploaded marks' printout will serve as the authentic record for further reference.

6. STOCK- REGISTERS FOR THE BOARD STATIONERY:

During Surprise visits by the Board Officials, it was found that some of the Principals are not maintaining any Stock-Registers for the stationery received from the Board, such as Answer Booklets with variable data & Blank /Drawing sheets. Consequently, there is no account of the stationery they are receiving from the Board. In the absence of proper maintenance of stock of stationery, the Principal is giving chance for misuse of the stationery by others. Hence it is requested to maintain the same properly and keep the unused answer booklets under the control of the Principal alone to avoid misuse of the same. The OMR booklets of the absentees shall be sent to SBTET immediately after completion of the examinations. All Blank booklets i.e., Self- Generated booklets (SG) with barcode sheet are to be sent to SBTET.

7. CONDUCT OF PRACTICAL EXAMINATIONS:

Principals are requested to "conduct the Practical examinations after the last working day for the academic year/semester and preferably before the commencement of theoryexaminations"

Appointment of Practical Examiners:

Only qualified persons shall be appointed as Examiners. Efforts shall be made to contact local qualified persons for appointment as Examiners. In rare case, when local Examiners are not available, qualified persons from the nearest Institutions or nearest station shall be appointed as Examiners. If the external Examiner is being invited beyond a distance of 100 KILOMETERS, prior permission shall be taken from the Board.

Conduct of Practical (EXTERNAL) Examinations and Furnishing of Marks:

- ♣"Practical Examinations" for the schemes specified in the examination notification shall be conducted as per the notification only. Main answer books shall not be used for conducting the practical examinations. Pages from main answer booklets supplied to the institutions by the board only shall be used for the purpose. Old Stationery i.e., Answer booklets of absent candidates shall be used. The Practical Marks shall be uploaded in https://sbtet.ap.gov.inwebsite on or before the date as specified in the notification.
- ♣If a single practical subject consists of more than two or three, the practicals shall be conducted separately. The marks secured in each lab shall be grouped together and uploaded and no individual marks of the same shall be uploaded.

- ♣The Institutions where the facility of conducting Practical examinations does not exist, the Principals shall contact the <u>"adjacent Government Polytechnics"</u> to which they are attached and utilize the facilities available with them for the conduct of the Practical examinations. <u>Candidates "listed in Nominal Roll "a l o n e shall be allowed to appear for practical examinations.</u>
- ♣If any candidate is absent for the Practical examinations, his/her PIN shall be entered in the space provided in the practical award sheet and in the attendance sheet which is to be enclosed along with the award sheets. It shall be clearly indicated against the PIN of the candidate as "A" or "Absent".at the time of uploading Practical Marks.
- ♣After completion of the Practical examinations, marks shall be entered in the award sheets.

 Internal Examiner, Co-Examiner is personally responsible for the corrections of PIN or Marks of the candidates, if any, in the <u>Award Sheets</u>.
- ♣ Immediately after completion of the practical Examinations, the marks secured by the respective candidate, as entered in the award sheet, shall be uploaded. The Head of section and internal examiner are responsible for any discrepancies in the uploading of practical marks.
- 4"If the Marks in Practical subjects are not uploaded in time" the results will be declared with Practical Marks as "Zero".

 □ The Marks in Practical subjects are not uploaded in time the results will be declared with Practical Marks as "Zero".

 □ The Marks in Practical subjects are not uploaded in time the results will be declared with Practical Marks as "Zero".
- ♣After entering the Practical Marks, verify them thoroughly & on satisfying its correctness confirm the uploaded data using confirm option & take a printout of it for office record, this print out only, is authentic for further references if any.

Guidelines for Appointing Practical External / Internal Examiners

I. General Rules

1. Examiner Appointment

- For all practical exams, irrespective of the number of candidates (one or more), both an External Examiner and an Internal Examiner must be appointed.
- o No remuneration is payable if no candidate appears for the examination.

2. Remuneration

- o Remuneration for paper setting and evaluation is as per **SBTET rules**.
- If no candidate appears for the exam, no remuneration is payable to either examiner.

II. Specific Guidelines

1. Workshop Practice (All Branches)

 Branch Grouping: All branches (e.g., Civil, Electrical, Mechanical) are treated as one unit for both regular and supplementary exams.

Example:

Civil: 7 candidates

Electrical: 6 candidates

Mechanical: 4 candidates

Total: 17 candidates (treated as one unit).

- Batch Size: A minimum of 30 candidates is required per batch across all branches combined.
- Remuneration Calculation: Payment for paper setting and valuation is calculated as one unit for all combined candidates.

2. Practical Exams with Multiple Labs

- Internal and External Examiners:
 - Each lab must have an **Internal Examiner**.
 - Only one External Examiner is required for all labs.

Question Paper Setting:

The question paper is set by the **External Examiner** in consultation with all Internal Examiners.

Remuneration:

- External Examiner: ₹225 minimum for paper setting.
- Internal Examiner: ₹125 minimum for paper setting.
- Laboratory Practical: ₹14 per candidate for paper valuation, equally shared between Internal and External Examiners.

Lab Combinations:

Experiments are conducted across multiple labs based on the number of hours prescribed for the end examination.

3. Workshop Practical Rules

 Teaching Staff Only: Only teaching staff members can serve as Internal Examiners for workshop practice.

Skilled Assistants:

- Senior Instructors may be appointed as Skilled Assistants for specific trades.
- If unavailable, Junior Instructors or Instrument Mechanics may be appointed.

o No Minimum Remuneration:

No minimum remuneration for paper valuation is applicable to Internal/Co-Examiners in each trade.

III. Special Cases and Restrictions

1. Non-Appearing Candidates

- If a candidate registers for an exam but does not appear, no remuneration is payable to any staff member (including the Chief Superintendent and Attenders), even if arrangements were made.
- This applies to both theory and practical examinations (including supplementary exams).

2. Fraudulent Claims

 Any institute claiming remuneration for exams where no candidates appeared will have such claims disallowed during the final settlement of DC bills. Scheme of valuation for evaluating the performance of diploma candidate in laboratories, workshops and for project work:

I. Laboratories (60% Weightage)

Criteria	Weightage (%)
Procedure (including drawings/sketches, figures, circuit diagrams, etc.)	20%
Observations/Readings	15%
Formulae/Calculations	10%
Conclusion/Remarks	5%
Viva-Voce	10%

II. Workshops (60% Weightage)		
Criteria	Weightage (%)	
Procedure (including sketches/figures, etc.)	20%	
Selection of Tools/Machines/Equipment	10%	
Methodology/Dimensional Accuracy/Finishing of the Given Job	20%	
Viva-Voce	10%	

III. Project Work (60% Weightage)

Criteria	Weightage (%)
Contribution in Project Work (to be presented as a seminar)	30%
Way of Presentation (using PPP, slides, charts, etc.)	20%
Viva-Voce (during seminar presentation)	10%

IV. Computer Laboratory (60% Weightage)

Criteria	Weightage (%)
Writing the Program	30%
Execution of the Program	20%
Viva-Voce	10%

8. PREPARATORY ARRANGEMENTS FOR THEORYEXAMINATIONS:

- ◆ The Chief Superintendent shall adhere to the instructions detailed below for the smooth conduct of theory examinations in his/her center.
- The Chief Superintendent shall take all measures like arranging Police Bundobust etc., for the smooth conduct of the examination. The Chief Superintendent shall also appoint Flying Squad as per the instructions issued in G.O.Ms.No.247 LEN & TE Dept., dated 03-7-85, and instruct them to be strict during the examinations to curb any attempt by the candidate to do mal-practice.
- ♦ The Fascimile of the Chief Superintendent and the center stamp shall not be affixed anywhere on the main Answer Books/Graph Sheets etc.
- ◆ The Principals of private Pharmacy institutions shall depute one Teaching staff member to the institution, to which their institution is attached for the conduct of examinations on all days and the day before. The staff-member so deputed will assist the chief superintendent in clarifying the doubts if any in respect of candidates of their institution and in identifying their candidates on the days of examination.

9. ISSUE OFHALL-TICKETS:

➤ The down loaded HTs must be verified to avoid cases of impersonation during the examinations, the Photo, Name and Father Name on the Hall-tickets must be verified and attested by the concerned Head of Section/Senior Lecturer of the section.

10. APPOINTMENT OFINVIGILATORS:

- The Chief Superintendent shall appoint sufficient invigilating Staff well before the commencement of Diploma Examinations and inform the same to the invigilators appointed with instructions to be present at the venue, at least half an hour before the commencement of examination on the day of the examinations. Non-teaching staff shall not be appointed as invigilators for diploma examinations. While circulating the "Examination duties", the copies of "Duties of Invigilators" enclosed to these instructions are to be distributed among the staff drafted for invigilation duty.
- > No staff shall be permitted to avail any type of leave during the period of examinations.
- Serious action shall be taken against those Staff members, who absent themselves or attend late for the duty or do not follow the examinations norms, and a report on such Staff members shall be sent to the Board in the **Proforma-I** enclosed.

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH::MANGALAGIRI

REPORT ON TEACHING/SUPPORTING STAFF

(FOR NOT PERFORMING EXAMINATION DUTY AS PER NORMS)

(To be dispatched in a separate cover to the Joint Secretary, SBTET, A.P., Mangalagiri)

- 2. Name of the staff member with Designation on whom the Report is made.
- 3. Date & Time of duty allotted4. Type of Duty assigned:
- 5. Details of Report

5.1	Absent	: YES/NO
5.1	Attended late	: YES/NO
5.2	Did not perform the duty as per norms	: YES/NO
5.3	Was not vigilant in Examination Hall	: YES/NO
5.4	Was found helping the candidates	: YES/NO
5.5	Was not strict in the hall	: YES/NO

- 6. What action was taken against him/her? Give Details:
- 7. Has explanation of the Staff taken, if so enclose:

SIGNATURE OF THE CHIEF SUPDT.
WITH OFFICE SEAL

Encl: Explanation of the Staff-member

11.32-PAGE ANSWER BOOKLETS WITH BAR CODE SHEETS (RECEIPT & VERIFICATION):

For the ensuing Diploma Examinations, Board will supply the following:

- ➤ <u>32-Page Answer Booklets with Barcode Sheets with printed details of Candidates</u> appearing for the Diploma Examinations as per NR.
- ➤ 32-Page Answer Booklets with Blank Barcode Sheets (SG sheets) without printing details of any candidate/s, which are to be used for candidates to whom printed barcode sheets are not generated by the board (such as in case of center change candidates, candidates seeking improvement, candidates readmitted from previous schemes to later schemes and IVC candidates appearing for additional subjects identified by the board and candidates paid fee under Tatkal Scheme etc.,). The use of SG sheets should be avoided as for as possible.
- Board stickers.
- As the Answer Booklets with Bar Code Sheets of all the subjects have already been dispatched in advance the same have to be verified with the Nominal Rolls and sorted out day wise, scheme- wise, course wise, subject wise, PIN-wise and Hall wise, according to the seating plan and "discrepancies found if any" shall be brought to the notice of ASST.

 SECRETARY(Post Exams) / DY.SECRETARY(Post Exams) in the Board and Prior Permission to use blank OMR barcode sheets(SGs)in such cases is to be obtained from the Board much before the commencement of theory examinations.
- All the <u>Answer Booklets with</u> BARCODE SHEETS and stickers are to be kept under "the personal custody of Chief Superintendent" and accounts shall be maintained properly.
- ➤ The Answer Booklets are to be handled very carefully till they are sent to the Board as the barcode sheets attached to them cannot be scanned if spoiled, mutilated and the same shall be informed to all concerned (Invigilation staff, students, etc.,).
- ➤ In case a candidate barred from examinations due to malpractice in the earlier examinations happens to attend this examination by mistake, such OMR Barcode booklets shall be packed in a separate cover and be sent in the name of Dy. Secretary (Post Exams) Section. SBTET. A.P., Mangalagiri.

12. ARRANGEMENTS FOR THE EXAMINATIONS:

Stationery of the Day's Examination:

- As per the Seating-Plans, sort-out the OMR barcode sheets (including SGs) "INVIGILATOR-WISE" in halls/rooms.
- o Arrange the Answer-books / Drawing-sheets to be distributed "INVIGILATOR-WISE".
- Prepare "Hall-wise attendance sheets" on which signatures of the candidates are to be taken during examinations.
- On each session/day of examination, the invigilators are to be supplied with "Padfiles" which shall contain
 - Seating-Plan
 - Main Answer-books with OMR sheets/Drawing Sheets
 - Hall-wise attendance sheet/s
- Also keep the following ready viz., Staplers, Staples, tags, "The End" stamps etc.,
 to be distributed hall/room-wise or invigilator-wise.
- All the Proforma necessary to be filled-up on the day of examination, Packing-slip Registers etc and other stationery necessary shall also be kept ready.

<u>NOTE</u>: The Consolidated Attendance sheet need not be maintained. However in case of necessity, the principals must be able to provide the attendance particulars on any day of examination.

In case any student strikes-off all the answers with the intention of losing his performance in that subject, he shall inform the same to the Invigilator concerned in writing on the same answer script and it shall be attested by the Chief Superintendent, so that the performance of the candidate will be ignored and the same may be informed in the attendance sheet.

13. DOWN LOADING OF QUESTION PAPERS THROUGH QPDS:

REFER TO THE QUESTION PAPER DISTRIBUTION SYSTYEM (QPDS) MANUAL

Utmost care shall be taken by the CS not to allow any staff into QPDS room who has not assigned the QPDS duty during the process of printing.

- ** In case of Private, Private-aided and 2nd shift Polytechnics in the Engg. Colleges, the OBSERVER shall be available for the entire above said process of QPDS, printing and distribution of the QPs. If the observer has not reported at the time of printing of question papers, the same shall be informed by the Chief Superintendent to: 7901620557/567 through a text message.
- ** Closed circuit cameras footage in QPDS room (08.15 AM to 09.45 AM and 01.00 PM to 02.15 PM) and in examination halls (9.00 AM to 12.35 PM and 01.30 PM to 5.05 PM) shall be recorded in both the sessions and should be stored day wise and session wise during the examination dates. The same shall be produced to the SBTET whenever it requires.

14. DEPOSITION OF BOOKS AND OTHER MATERIAL OF THE CANDIDATES:

➤ Thirty minutes before the commencement of the examination the students shall be allowed to deposit the text Books, Bags, Cell Phones, Pagers, Organizers, PDA"s, Palm-tops and other Personal belongings and prohibited materials in the counter provided by the Chief Superintendent against a token. These materials shall be returned to the students after the examinations.

15. ENTRY INTO EXAMINATION HALL:

- ➤ 15 minutes before the commencement of the examination, the students shall be allowed to enter in their respective examination halls only after thorough verification of Hall-tickets, after checking the pockets for any chits and prohibited materials etc. and for any writings on their body, hands etc. The staff members appointed as INTERNAL FLYING SQUAD shall verify the hall-tickets and carry out the above checks with the help of attenders.
- The candidates shall be warned orally and by a display at the Entrance about the consequences of their keeping any objectionable/prohibited materials including white papers in their possession during the examination period.

16. BELLS TO BE GIVEN FROM TIME TOTIME:

- A <u>"LONG BELL</u>" shall be given before the Commencement of the examination.
- ➤ A <u>"SHORT BELL</u>" shall be given every half-an-hour
- A "LONG <u>BELL</u>" shall be given at the end of the examination. <u>No warning bell is necessary.</u>

 However, the concerned Invigilators may remind the candidates about the closure of examination five minutes before the closure of the examination.

17. ALLOTMENT OF DUTIES:

The Chief Superintendent shall allot the duties to the Invigilators and provide them with the stationery and brief them of their duties. The invigilators shall verify themselves the material given to them such as seating plan, blank signature statement (Hall-wise Attendance sheets). The Invigilators shall verify the Hall ticket No. with the original application or Duplicate Hall Ticket and then only the Invigilators shall append their initials with date on the OMR Bar Code Sheets at space provided.

18. ENTRY AND EXIT OF CANDIDATES:

> No candidate is permitted to enter the examination hall after 15 minutes from the

- commencement of examination and no candidate shall be allowed to leave the examination hall before one hour from the commencement of examination. After one and a half hour (1 ½ H o u r) if any candidate wishes to leave the examination hall, the invigilator shall collect his/her answer booklet and question paper.
- It shall be regulated in such a way that no two students be allowed to go out for nature calls at the same time.
- ➤ Candidates shall not be allowed to exchange calculator, log book, steel/RCC tables etc. They shall not be permitted to talk with any other examinee during the period of examination.
- Any student who does not follow the examination rules shall be sent out of the examination hall after collecting his question paper and answer book. In case it is a case of suspected identity such cases shall be lodged in the Police Station irrespective of the Imposter is an insider or outsider.

19. DISTRIBUTION OF OMR ANSWER BOOKLETS & QUESTION PAPERS:

- ➤ Before issuing the answer booklet to the candidate, the invigilator shall verify the number of pages contained in the answer booklet, if found less than 32 (thirty two) pages he shall inform the same to the chief superintendent and issue blank answer booklet (SG) containing 32 pages.
- Invigilator shall verify the PIN/Name printed on the answer booklet with respect to the candidates Hall ticket and issue correct answer booklet to the student, any Discrepancy arising due to issue of incorrect booklet will be the responsibility of the Invigilator.
- ➤ Depending on the 'scheme-wise, year/semester-wise, branch-wise and subject-wise' strength of the candidates, the Question-papers down loaded and printed in the QPDS room are to be arranged 'Invigilator-Wise' and are to be handed over to the invigilators just '5 minutes' before the commencement of the examination by the CHIEF SUPERINTENDENT / JOINT CHIEF SUPERINTENDENT.
- > The Invigilators shall be asked to check whether he/she has received the proper question papers and the number of question papers allotted before distribution to the candidates.
- ➤ The invigilators shall be informed that they shall take care while "distributing the question papers that he/she handover only the proper question paper to the candidates after verifying the hall tickets".

20. ISSUE OF DRAWING SHEETS:

➤ In case of Drawing Examinations, Candidates may be instructed to use both sides of the Drawing Sheet supplied to them for answering the question paper in the Drawing subject. A candidate may be given the Additional Drawing Sheet only when the space on both sides of the Main Drawing Sheet is exhausted and only when it is absolutely needed by the candidate. In such cases, candidates shall be asked to write page number on each sheet correctly.

21. SUPERVISION OF EXAMINATION: (BY THE CHIEF SUPERINTENDENT)

- ➤ Exactly after half-an-hour of the commencement of examinations, the Joint chief superintendent shall obtain information about "attendance of candidates" from all the invigilators. The left-over question papers and undistributed Barcode sheets in respect of absentee candidates are to be collected back from the invigilators. Account of question papers is to be prepared accordingly.
- ➤ The Chief Superintendent shall undertake frequent rounds to the examination halls and supervise the work of invigilating staff. The Chief Superintendent shall instruct the invigilator to be alert during the examination period.
- ➤ The Chief Superintendent shall take all the precautionary measures with the help of the supporting staff to prevent any unforeseen disturbances that may occur either by the candidate or outsiders, in spite of which if any incidence occurs the Chief Superintendent shall take appropriate corrective measures and also report the same to the Board immediately.

BY THE FLYING SQUAD (INTERNAL & EXTERNAL)

> The Flying squad shall also visit every hall of the examination as many times as possible in order to curb malpractice.

BY INVIGILATORS:

The Invigilator shall not enter into dialogue with the students unnecessarily. He shall be impartial in his duties during the examination period, and shall not leave the hall during examination period. The invigilators shall follow the instructions contained in the "INSTRUCTIONS TO INVIGILATORS" supplied by the principal.

22. MALPRACTICECASES:

- ➤ It is observed that the number of candidates indulging in Malpractices are increasing gradually every year and some of them are even bringing latest electronic gadgets such as Cell-phones, Pagers, Organizer PDAs and Palmtops in addition to chits, printed material etc.,. in to the examination halls. Therefore, the candidates shall be thoroughly checked at the main entrance. The senior staff member appointed as internal flying squad has greater and decisive role to play in this regard.
- A notice displaying the "SCALE OF PUNISHMENT" shall prominently be displayed at the Main Entrance to the Examination Halls, preferably near the "Seating Plan Display".
- ➤ If any candidate is found resorting to malpractice, the matter shall immediately be brought to the notice of Chief/Joint chief superintendent, Flying (internal/external) squad by the invigilator concerned.
- The above staff members will then prepare a detailed report on the spot in proforma-II (copy enclosed) of the case. All columns of the proforma shall be filled carefully. The full details of the offence and the details of supporting material must be written in establishing the case. Some of the Principals are not writing any such details and in the absence of such details from the Principal, the "MALPRACTICE SCRUTINY COMMITTEE" is facing difficulties in awarding the punishment giving scope for such student/s in approaching the court of law. The residential addresses of the candidates involved in malpractice shall be noted in the malpractice report.
- ➤ A written statement is to be obtained from the candidate. If any candidate refuses to give the written statement, the same shall be recorded with the signature of the invigilator along with signatures of two witnesses.
- ➤ Whatever be the supporting material for establishing the case of malpractice, the same are to be confiscated immediately for sending the same to the Board as a proof.
- > The supporting materials so confiscated shall be signed by the chief superintendent and flying squad/invigilator and shall be attached and tagged properly to the scripts of the malpractice cases and are to be dispatched along with proforma-II.
- > Utmost care shall be taken in dispatching the Answer Scripts pertaining to malpractice cases safely to the S.B.T.E & T, A.P, MANGALAGIRI on the same day itself.
- > No representation to relax the punishment will be entertained by the Board.
- ➤ The answer scripts of the candidates who resorted to mal-practice shall be packed in a separate sealed cloth lined cover duly subscribing on the cover as "MAL-PRACTICE" and sent in the same parcel with other packets containing answer scripts of rest of the candidates and mention the same in PACKING SLIP as a special entry.

- ➤ Mobile phones will not be returned to the candidates forever, if he/she booked under malpractice with mobilephones
- Any student who is arrogant and does not follow the examination rules shall be sent out of the examination hall after collecting his question paper and answer book. Complaints on such cases shall be lodged in the Police-station irrespective of imposter is an examinee or an outsider.
- ➤ In case a malpractice case is booked, the Chief Superintendent of the institution is instructed to send the recorded Closed-Circuit Camera footage of the malpractice case booked examination hall in an external storage device (Pen drive etc.) along with the malpractice case Proforma -II.

23. SCALE OF PUNISHMENT FOR MAL-PRACTICE CASES FOR PAST, PRESENT AND FUTURESCHEMES

Rul e No.	Nature of Offence	Scale of Punishment
01.	Writing obscene / vulgar / unparliamentary words or Language in the answer book. OR Refusing to obey instructions of the Chief Superintendent/ Invigilator.	The entire performance of the candidates in all subjects including practicals in that examination shall be cancelled.
02.	any relevant material pertaining to the day of examination such as Papers, Books, Notes OR Notes written on any part of the clothes worn by the candidate or any part of his/her body or any part of Table or Desk; OR Foot rule, instruments like set - square, protractor, calculator, mobile	obtaining his/her written explanation and duly confiscating his/her Hall-ticket. Allow the candidate to write the remaining subjects in that examination. The evaluation of the candidate's performance in all subjects or parts of the examination for that specific year / semester will be determined based on the recommendations of the MPSC.

Rul e	Nature of Offence	Scale of Punishment
No.	A condidate found having conied or	The candidate is to be sent out from the
03.	indulging in copying from any paper, book or notes or any other source or allowed or is found allowing any other candidate to copy any matter from his/her answer book or to have in any manner rendered any assistance to	examination hall immediately after obtaining his/her written explanation. Allow the candidate to write the remaining subjects in that examination. The evaluation of the candidate's performance in all subjects or parts of the examination for that specific year/semester will be determined based on
04.	Copying detected on the basis of internal evidence such as during valuation/special scrutiny.	The performance of the candidate in the particular year/semester examination in ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) shall be cancelled and the candidate shall not be permitted to appear for the whole/part examination, as the case may be, for the subsequent examination. Note for MPSC: "The Malpractice Scrutiny Committee which awards the punishment to the candidates involved in the malpractice has to make sure of the involvement of the Candidate/s in the offence before any punishment is awarded to the candidate/s."
05.	Throwing of Question paper after writing the answers on it to the other candidate(s) with the intention to help the other candidate(s). OR Throwing / Sending the Question paper/ questions contained in the question paper on any sheet/article out during the period of examination with an intention to receive assistance and caught by the Invigilator or by an Officer involved in the conduct of examinations.	The candidates are to be sent out from the examination hall immediately after obtaining their written explanation. The performance of the candidates in the particular year/semester examination in ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) shall be cancelled and the candidates shall not be permitted to appear for the whole/part examination, as the case may be, for the subsequent examination.

Rul e No.	Nature of Offence	Scale of Punishment
06.	Exchanging intentionally the answer scripts with a view to give or take help from another examinee.	The performance of all the candidates involved in the act in all subjects in that particular year/semester examination (whole/ part examination, as the case may be, including Practicals) shall be cancelled and the candidates shall not be permitted to appear for the whole/part examination, as the case may be, for TWO subsequent examinations.
07.	Taking away the answer book or leaving the examination hall without handing over the answer book to the Invigilating Staff whether returned Subsequently or tearing the answer Book.	The performance of the candidate in all subjects in that particular year/semester examination (whole/part examination, as the case may be, including Practicals) shall be cancelled and shall not be permitted to appear for whole/part examination, as the case may be, for THREE subsequent examinations.
08.	Writing of answers in the answer book by his/her associates in the examination centre or at any other level.	The performance of all the candidates involved in the act in all subjects in that particular year/semester examination (whole/part examination, as the case may be, including Practicals) shall be cancelled and the candidates shall not be permitted to appear for THREE subsequent examinations and they shall not be permitted to study the next higher class, if any, for the subsequent academic year.
09.	Obstructing the Chief Superintendent from performing his/her duties, abusing, threatening and showing disrespect towards Invigilator/ Chief Superintendent/ any other official connected with the conduct of examination within the institution premises.	The culprits are to be handed over to the Police immediately and a Criminal case is to be booked against them. The performance of the candidate in the particular year/ semester examination in ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) including Practicals shall be cancelled.
10.	Substitution of answer book. OR Insertion of drawing sheets or replacement of main answer book written outside with one written inside the examination hall.	The performance of the candidate in all subjects in that particular year/semester examination (whole/ part examination, as the case may be, including Practicals) shall be cancelled and the candidate shall not be permitted to appear for FOUR subsequent examinations and he/she is not permitted to study next higher class, if any, for the subsequent academic year.

Rul e No.	Nature of Offence	Scale of Punishment
11.	Impersonation.	The performance of both the candidates, <i>i.e.,</i> the impostor and the candidate, who is being impersonated, in all subjects in that particular year/semester examination (whole/ part examination, as the case may be, including Practicals) shall be cancelled and they are not permitted to study and appear for any Board examination for the next FOUR academic years (including academic year in which the impersonation has taken place) in respect of either or both the candidates. A Criminal case may be lodged in the Police Station irrespective of whether the impostor is an examinee or an outsider.
12.	Physical assault within the institution premises on personnel connected with the conduct of examinations.	The performance of the candidate in all the subjects in all the Board examinations in that particular year/ semester examination (whole/part examination, as the case may be, including Practicals) shall be cancelled and the candidate shall not be permitted to appear for FOUR subsequent examinations and he/she is not permitted to study next higher class, if any, till he/she completes the punishment period. A Criminal case is to be booked against the culprits involved in the act.
13.	Possession of blank main answer book/ additional answer book/ drawing sheet/ graph sheet which have not been issued in the Examination hall on the day of exam.	A Criminal case is to be booked against the candidate. The matter should be brought to the notice of the authorities for initiation of appropriate action against all the guilty. The performance of the candidate in all subjects in that particular year/semester examination (whole/part examination, as the case may be, including Practicals) shall be cancelled.
14.	Other offences, if any, not covered under the above provisions.	The Malpractice Scrutiny Committee shall make specific recommendations on the punishment to be awarded keeping in view the gravity of offence and also the scale of punishment, as above.

Note for Malpractice Scrutiny Committee (MPSC): The MPSC must ensure sufficient evidence of involvement before imposing any punishment on the candidates.

Additional Guidelines for Malpractice Cases

1. No Re-Examination for Boycotted Centers:

No re-examination will be conducted in centers where candidates resort to boycotting examinations for any reason.

2. Accountability of Invigilators for Malpractice Cases:

- If a candidate is caught indulging in malpractice (e.g., copying) by a Flying Squad, Observer, or any other Officer posted for examination duty, the concerned Invigilator's explanation will be sought.
- Based on the explanation, appropriate disciplinary action will be initiated against the Invigilator for failure to detect the malpractice.

3. Investigation by Chief Superintendent:

- All malpractice cases must be thoroughly investigated by the Chief Superintendent.
- The Chief Superintendent should verify all details provided in the Invigilators' report and document their observations and findings in their final report.

4. Disciplinary Action for Laxity of Examination Staff:

- In cases of mass copying or failure by Invigilators or Chief Superintendents to detect malpractice:
 - Disciplinary action will be taken against the responsible staff as per C.C.A. Rules, after issuing notices and reviewing explanations.

5. Action Against Private Institutions in Mass Copying Cases:

- If mass copying occurs in private institutions and involvement of staff or management is proven, the following steps will be taken:
 - Disaffiliation: The institution may be disaffiliated, and recommendations will be made to the Directorate for withdrawal of recognition and approval.
 - Examination Center Status: The status of the examination center will be withdrawn for a minimum of three years.
 - Students from the institution will be allocated a different examination center.

6. Limitations on Punishment Duration:

- Punishment durations may sometimes exceed the validity of the curriculum in existence.
- According to Board Regulations, candidates must complete their Diploma program within twice the normal duration of the program from the date of first admission.
- If the punishment exceeds this period, it will be limited to the maximum permissible duration for completing the program.
- In such cases, candidates may lose their opportunity to qualify for the Diploma.

7. Confiscation of Hall Tickets:

- o In all malpractice cases, the candidate's hall ticket must be confiscated.
- The hall ticket, along with the candidate's answer script, should be sent to the Board in a separate cover.

STATE BOARD OF TECHNICAL EDUCATION & TRAINING ANDHRA PRADESH::MANGALAGIRI

MAL-PRACTICE REPORT

Examination Centre	: <u> </u>
	:
2. Date of Examination	
3. Time of	
	:
Examination	:
4.a)Course	
b) Year/Semester	:
c) Scheme	•
5. Subject in which candidate is book	ed:
a) Subject Code	:
b) Subject	:
6. Particulars of the candidate booked	i :
a) PIN	:
b) Name	:
c) Residential address	:
	:
	:
7. (a) Case booked by	: Invigilator / Internal Flying Squad / External Flying Squad / Surprise Check Squad / Chief superintendent / Joint Chief Superintendent / Invigilator (Strike out whichever is not applicable)
(b) Name & Designation of the Staff who booked the case	:
(c)Name & Designation of the Other invigilator in	
the Hall as witness.	
as พเมา ย รร.	•

PUNISHMENT AWARDED BY THE MALPRACTICE SCRUTINY COMMITTEE

8. Give Full Details of the Offence		:			
NOTE: Unless the matter is relate examination on that day, the under mal-practice.		•	ed		
9. Give full details of Supporting ma Books, Matter written on Scale, subject of examination on tha supporting material and write PI be sent to this office along with the	, Calcula I t day) . I IN of the	tor case etc., (n f copied, the cop candidate on the	natter should ied matter is to	be related to o be marked in	the
10.Signature of the Invigilator (whether the case is booked by him or by other officials)	: <u> </u>			_	
11. Whether the student has given the Statement or not?	:	YES /NO			
12. Signature of the candidate	:				
13. Punishment proposed by the Chief Superintendent (Mention Rule No. in the scale of p	: ounishme	ent)		-	
14. Remarks of the Chief Superintendo	ent : :			_	
	:			-	

SIGNATURE OF THE OBSERVER

SIGNATURE OF THE CHIEF SUPDT. WITH OFFICE SEAL

Encl: 1) Answer-script

- 2) Forbidden confiscated material
- 3) Statement of Student
- 4) Closed-circuit camera footage of the examination hall

25. CLOSING THE EXAMINATION:

1. Collection of Answer Scripts

- Invigilators must collect all answer scripts from the candidates and verify them against the attendance sheet.
- After tallying, the answer scripts must be handed over to the Chief Superintendent.
- No candidate shall be allowed to continue writing after the scheduled examination time has elapsed.

2. Marking 'THE END'

- At the conclusion of each examination, a rubber stamp with the inscription
 'THE END' in blue ink must be placed just below the last written portion of each answer script.
- Any blank pages left unanswered by the candidate must be scored off diagonally.

3. Handover Process

- The invigilator must hand over the answer scripts along with any remaining stationery to the Joint Chief or Chief Superintendent after ensuring the account tallies.
- Invigilators can only be relieved of their duties after completing this handover process.

4. Addressing Discrepancies

- Any discrepancies in the number of answer scripts must be investigated immediately.
- A detailed report outlining the nature of the discrepancy, along with the names of the involved invigilators, must be submitted to the Board promptly.

26. PACKING INSTRUCTIONS:

- ➤ The answer scripts pertaining to ER-91/ER-20(D.Ph)/C-16/C-20/C-23 (different) Schemes along with Attendance sheets and relevant Question papers shall be kept Branch-wise in Cloth Lined Covers.
- > The flaps of (part-I) OMR sheets are to be detached and arranged separately in a separate small cover (supplied by SBTET) and the (small) cover is to be kept in the cover containing the corresponding main answer scripts.
- In case of SG OMR Sheets, without detaching the corresponding Part-I flap(s) and the entire SG script(s) should be kept on the top of main answer scripts.
- ➤ The cover containing the main answer Booklets and the small cover containing Part-I Flaps shall be securely sealed by duly mentioning the details on the cover including the No. of SGs and regular flaps.
- ➤ The answer scripts pertaining to a particular subject, if kept in more than one cover are to be properly numbered as 1/3, 2/3, 3/3 etc., (each cover should contain photo copy of attendance sheet) and securely bundled together and finally packed in a single stitched cloth bundle.

- ➤ Each cloth bundle should contain a packing slip containing the details of answer script packets in that cloth bundle.
- > The part-I of the OMR Sheet of the answer script pertaining to MP Cases shall not be detached and the MP case answer scripts should be packed in separate cover.

27. Sealing of Answer Scripts/Bundles

- a) All Principals are required to seal the answer scripts in the presence of the Observer, Invigilators, and members of the Flying Squad.
- b) Any delay in dispatching the answer scripts will result in a delay in coding, valuation, and processing of results. Such delays may attract unnecessary attention, so it is essential to dispatch them at the earliest to the Board.
- c) In case of any delay, the Chief Superintendent must submit a written explanation. Any delay in dispatching the answer script bundles will be taken seriously, and the Chief Superintendent will be held responsible.
- d) Used S.G. Barcode Sheets (barcode sheets without candidate information but with a printed serial number) must be packed along with other answer scripts before dispatch.

Submission of Consolidated Branch-Wise Statement for OMR Sheets

A consolidated branch-wise statement detailing the account of blank OMR sheets issued to candidates during the Diploma Examinations must be submitted after the conclusion of the final examination at the institution.

The statement should be sent to:

The Controller of Examinations,

SBTET, A.P.

1st Floor, Garudadri K K Towers,

Lakshminarasimha Colony, Bye Pass,

Near NRI Hospitals, Mangalagiri – 522 503

Email: postexam.apsbtet@gmail.com

CONSOLIDATED STATEMENT SHOWING THE ACCOUNT OF USED BLANK OMR BOOKLETS.

S.No	Instt Code	P.I.N	Name of the Candidate	Code No.& Name of The Subject	Date of Exam	S.No. of Barcode Sheet Issued	Reaso ns For Issue
1	2	3	4	5	6	7	8

All the inner packets containing the answer scripts along with (Standard Proforma -III) which is enclosed shall be kept in the cloth bags, stitched and sealed and shall be sent by EMS SPEED POST under BNPL A/C NO.11-107 and Customer ID: 6000000945 only. However, the local polytechnics can send by a responsible person and handed over to

The CONTROLLER OF EXAMINATIONS, 063-Government Institute of Textile Technology, M BTS, Government Polytechnic Campus, Nallapadu, Guntur- 522005.

28. DESPATCH INSTRUCTIONS:

- ◆ The answer scripts of morning session shall be dispatched on the same day and the after-noon session scripts on fore-noon of the following day without fail including local Polytechnics. The Packing Slip in PROFORMA-III showing the contents in the insured parcel shall invariably accompany the scripts
- Various other material related to the conduct of Diploma Examinations are to be sent in named covers to the Officers listed in the Table shown below and within the stipulated time.

WHAT TO SEND?	WHEN TO SEND ?	WHOM TO SEND
Consolidated Branch-wise statement showing the account of blank OMR sheets issued to the candidates for the Diploma examinations Unused OMR bar-code sheets detached from the answer booklets in respect of Absentee Candidates	Immediately at the end of Theory Examinations by speed post	JS, Controller of Examinations, State Board of Technical Education and Training AP, 1stFLOOR, GARUDADRI K K TOWERS, LAKSHMINARASIMHA COLONY, BYE PASS, NEAR Dr YSR Aarogyasree Health Crae Trust , MANGALAGIRI – 522 503, A.P.
All DC Bills	Within 10 days From the last day of examinations	Deputy Secretary (NT), S.B.T.E.T., A.P., 4 th FLOOR, GARUDADRI K K TOWERS, LAKSHMINARASIMHA COLONY, BYE PASS, NEAR Dr YSR Aarogyasree Health Crae Trust , MANGALAGIRI – 522 503, AP

PROFORMA-III

PACKING-SLIP

Name of the Examination

DateofExamination

TimeofExamination

DETAILS OF SCRIPTS OF VARIOUS SCHEMES IN THE INSURED PARCEL

Sub Total No. No. of Remarks
Code of scripts packets S.No. Branch Scheme Year/

Sem

SIGNATURE OF THE CHIEF SUPERINTENDENT WITH OFFICE SEAL

29. <u>RESULTS & RECOUNTING OF MARKS/RE-VERIFICATION OF ANSWER</u> <u>SCRIPTS & ISSUE OF XEROX COPIES.</u>

Upon receipt of the result sheets, tabulated mark sheets, and individual memos of marks, Principals must immediately report any discrepancies to the Board.

Any corrections in the computerized mark sheets must bear the attested signature of the Board's officers. If any such corrections are found without official attestation, Principals should report them to the Board immediately for necessary action.

Application Process for Recounting, Re-verification, and Photocopies of Answer Scripts:

Candidates who wish to apply for any of the following services must submit their application in the standard proforma along with the prescribed fee. Payment should be made via:

- i. Demand Draft (D.D.) in favor of The Secretary, State Board of Technical Education and Training, A.P., Mangalagiri,
- ii. Online fee payment

By post (within the stipulated deadline)

Note: Applications received after the due date will not be considered under any circumstances, and no correspondence will be entertained in this regard.

Service	Fee (per subject)	Remarks
Recounting	₹ 600	Applicable to all theory subjects, including drawing subjects
Photocopy of Valued Answer Script	₹ 1,000	Photocopies will be issued for all theory subjects, including drawing subjects
Re-verification of Valued Answer Script	₹ 4,500	Re-verification is applicable to all theory subjects, including drawing subjects

Important Note:

Requests for recounting, re-verification, or photocopies of answer scripts will not be entertained from candidates reported for malpractice in the examination, as per G.O.Ms.No.809 LEN & TE (TE-1) Department, dated 09-11-1982.

(BEFORE ON-LINE FILLING OF APPLICATION FOR REVERIFICATION/RECOUNTING PHOTO COPY OF VALUED ANSWER SHEET CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS CAREFULLY)

- 1. Recounting shall be done for all theory subjects per year/semester including Drawing Subjects of Practicals.
- 2. The verification of the totaling will be done by an officer of the Board and will be intimated to the candidate by post only.

3. No request for recounting would be entertained from a candidate who is reported to have resorted to Malpractice in that examination vide G.O.Ms.No.809 LEN & TE (TE-1) Department,dt.9-11-1982.

30. REMUNERATION TO STAFF:

All Chief Superintendents are requested to refer to the SBTET notifications under the subject:

"SBTET Andhra Pradesh - Enhanced Rates of Remuneration for Various Board Duties - Effective from Oct/Nov 2016 Diploma Examinations - Communicated - Reg."

Currently, this subject is listed as Item Number 1144, dated 25/10/2016, in the SBTET notifications.

31. ISSUE OF MISCELLANEOUS CERTIFICATES:

All Chief Superintendents are requested to refer to the SBTET notifications under the subject:

"SBTET-AP - Revised Rates for Issuance of Various Miscellaneous Certificates by the Board and Enhancement of Examination Fee - Communicated - Reg."

Currently, this subject is listed as Item Number 194, dated 08/05/2019, in the SBTET notifications.

32. SUBMISSION OF D.C. BILLS:

All D.C. Bills related to the conduct of examinations must be submitted to the Board within ten (10) days from the last day of the examinations.

The bills should be sent under a sealed cover addressed to:

Deputy Secretary (N.T),

State Board of Technical Education & Training (SBTET), Andhra Pradesh,

4th Floor, Garudadri K.K. Towers,

Lakshminarasimha Colony, Bypass Road,

Near Dr. YSR Aarogyasri Health Care Trust,

Mangalagiri – 522 503, Andhra Pradesh.

The submission must include a statement detailing the number of students appearing scheme-wise, course-wise, and class-wise, along with the grand totals as per the Nominal Rolls.

33. SPECIAL INVIGILATION SQUAD:

GOVERNMENT OF ANDHRA PRADESH ABSTRACT

TECHNICAL EDUCATION – State Board of Technical Education and Training – Diploma and other Technical Examinations conducted by the State Board of Technical Education and Training, A.P., Hyderabad measures to check mal-practices — Creation of Special Invigilation squads on permanent basis - Orders — Issued.

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LABOUR EMPLOMENT, NUTRITION AND TECHNICAL EDUCATION (TE.1) DEPT.

G.O.Ms.No.247,

Dated:03-07-1985.

Read the following: -

- 1. G.O.Ms.No.213, LEN & TE Dept., dated22.08.1983.
- 2. G.O.Ms.No.195, LEN & TE Dept., dated30.06.1984.
- 3. From the Director of Technical Education, Hyderabad Lr.No.H3/31566/84, dated 08.11.1984.

* * *

ORDER:

In the G.O first read above, orders were issued for the constitution of Special Invigilation Squads for each examination center to curb mal-practice indulged by the students of Polytechnics appearing for various Diploma Level Examinations conducted by the State Board of Technical Education and Training, A.P., Hyderabad. The Special Invigilation Squads constituted in the said G.O consisted of the following personnel.

- 1. District Educational Officer or Deputy Education Officer
- 2. Tahsildar or Deputy Tahsildar.
- 3. Inspector of Police or Sub-Inspector of Police.

In G.O 2nd read above orders were issued creating Special Invigilation Squads at each examination center in connection with the Common Entrance Examination for admission of candidates into Polytechnics and State-wide Institutions in the State for the Academic Year 1984-85.

1. The Director of Technical Education in his letter 3rd read above has stated that the Special Squads constituted for various examination centers have given good results in checking various kinds of mal-practices for smooth conduct of examinations by removing objectionable materials from the candidates. Preventing copying, preventing candidates from resorting to any violent methods and also providing all assistance to the Chief Superintendent of the examination centers. The very presence of Special Invigilation Squads has boosted the morale of the invigilation staff to a large extent. The Director of Technical Education has therefore suggested to constitute, Special Invigilation Squads on permanent basis so as to enable the State Board of Technical Examination and Training to conduct the various Technical Examinations of Diploma and Certificate level courses on smooth and sound lines.

- 3. The Government have carefully examined the proposal of the Director of Technical Education. They decided that the Special Invigilation Squads be constituted for conduct of Board Examination on smooth lines to check mal-practices and prevent candidates from resorting to any violent methods. The members of the Special Invigilation Squads shall be empowered to move in the examination halls and supervise the affective conduct of examinations remove objectionable materials from the possession of the students/candidates, prevent copying and also prevent candidates from resorting in any violent methods. The Squads shall render all possible assistance to the Chief Superintendents of examination in checking cases of mal- practices on the spot for orderly conduct of examinations.
- 4. The Government accordingly permit the Director of Technical Education and the Secretary, State Board of Technical Education and Training, to directly requisition the services of the Special Invigilation Squads as and when examinations are conducted by the State Board of Technical Education and Training by addressing letters to the Director General of Police, District collectors, Director of School Education;, Director of Higher Education and the District Educational Officer etc., mentioned in G.O.Ms.No.213, Labour Employment, Nutrition and Technical Education (TE) Department, dated22.8.83.
- 5. The Special Invigilation Squads shall be stationed at the examination centers. However, the discretion as to who shall be sent as members of the Squad shall rest with the Director General of Police, Collectors, Director of School Education and Director of Higher Education etc.
- 6. The Secretary, State Board of Technical Education and Training, is also permitted to incur the entire expenditure of the Special Invigilation Squad from the funds of the Board. The T.A. and D.A. and Remuneration payable to the members of the Special Invigilation Squad shall be in accordance with the rates fixed by the Board from time to time.
- 7. This order issues with the concurrence of the Education, Revenue, Home and Finance Departments.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH).

KHALID ANSARI, Principal Secretary to Government.

Τo

The Director of Technical Education, Hyderabad.
The Secretary, State Board of Technical Education and Training, A.P.,
Hyderabad. The Director General of Police, Hyderabad.
All Collectors.
The Director of School Education,

The Director of School Education, Hyderabad. The Director of Higher Education, Hyderabad. All the District Educational Officers in the State.

34. DUTIES OF INVIGILATORS

Invigilators must strictly follow the instructions issued by the Chief Superintendent from time to time.

A) BEFORE THE COMMENCEMENT OF EXAMINATIONS:

 Invigilators shall not request exemption from examination duties except in emergency situations.

B) BEFORE ENTERING THE ALLOTTED ROOM/HALL:

- i. Report to the Chief Superintendent at least 30 minutes before the commencement of the examination.
- ii. Collect the required answer books, seating plan, attendance-cum-signature statement of students, duplicate hall tickets, etc., for the assigned room/hall.
- iii. Proceed to the allotted hall with all collected materials at least 15 minutes before the commencement of the examination.
- iv. Hand over switched-off mobile phones to the CS/JCS or their representative.

C) AFTER ENTERING THE ALLOTTED ROOM/HALL:

- i. Allow candidates to enter 15 minutes before the examination begins after checking them for unauthorized materials. Direct them to their allotted seats.
- ii. Do not permit candidates without a valid hall ticket.
- iii. Distribute answer books 10 minutes before the examination starts and ensure candidates verify their particulars on the barcode sheet.
- iv. Verify the candidate's PIN and other printed particulars on the barcode sheet. Only then should the invigilator sign with the date in the designated space.
- v. Verify that the correct question papers have been received before distributing them to candidates.
- vi. Do not allow candidates to enter the examination hall more than 15 minutes after the examination has commenced.
- vii. Prohibit candidates from exchanging calculators, code books, or standard tables. Ensure they do not communicate with other candidates during the examination.
- viii. Permit students to use relevant code books or tables only after confirmation from the concerned Head of Section/Principal.
- ix. Move continuously in the examination hall to prevent malpractice. Invigilators will be held responsible if any candidate is caught by the external squad/observer.
- x. Refrain from reading newspapers, magazines, or subject books during the examination period.
- xi. Do not use or carry mobile phones.
- xii. Avoid involvement in any unlawful activities; violations will result in stern action.
- xiii. Permit candidates to leave the examination hall only after 1.5 hours from the commencement of the exam, and only after collecting their question paper and answer script.
- xiv. Verify that each answer booklet contains 32 pages; if not, report it to the Chief Superintendent.

- xv. Distribute only QR-coded answer booklets containing 32 pages to all candidates.
- xvi. Read aloud the instructions on the second page of the barcode sheet in the examination hall and assist students in understanding them.

D. Important Instructions to be Communicated to Candidates:

- i. Verify the particulars printed on Part-I of the barcode sheet and report discrepancies to the Chief Superintendent or invigilator.
- ii. Since candidate details are pre-printed (except for Self-Generated Sheets), candidates should not write their details.
- iii. Candidates must sign in the designated box in Part-I and write the examination date.
- iv. Candidates must not write their name or PIN on any part of the barcode sheet or answer book.
- v. Ensure that the stitched barcode sheet is securely attached to the answer booklet. If loose, staple it and cover the staple with a sticker.
- vi. Do not write on or tamper with barcodes in Part-I and Part-II, as it may affect the allotment of marks.
- vii. No part of the answer book should contain the candidate's PIN.
- viii. Candidates must not write anything in the answer book that could identify them or their institution, as this could lead to malpractice charges.

E. Additional Duties of Invigilators:

- i. Ensure candidates verify the particulars printed on the QR barcode sheets, including name, subject, subject code, and scheme.
- ii. For Self-Generated Sheets, candidates must fill in the required details on Part-I & Part-II in their own handwriting, which must be verified by the invigilator.
- iii. Ensure that any sticker applied to the answer booklet remains intact and untampered. Verify this before collecting the answer scripts.
- iv. Do not allow candidates to leave the examination hall for any reason (including restroom breaks) during the first hour of the examination. After that, only one candidate may leave at a time.
- v. If a candidate wishes to strike off all answers, instruct them to write "Struck off by me" and inform the Chief Superintendent, who must attest to it.
- vi. Return unused answer booklets with barcode sheets to the Chief Superintendent.
- vii. Do not allow any candidate to take answer books outside the hall, exchange answer scripts, or add/remove pages from the answer book.
- viii. Do not leave the examination hall during the exam without prior permission from the Chief Superintendent or Joint Chief Superintendent.
- ix. Obtain the student's signature on the barcode sheet without fail.
- x. At the end of the examination, collect all answer scripts, arrange them branch-wise, year/semester-wise, scheme-wise, and PIN-wise, and hand them over to the Chief Superintendent.
- xi. Remain in the examination hall until the Chief Superintendent/Joint Chief Superintendent verifies the scripts received from the invigilator.

FINAL NOTE:

The invigilator must remain vigilant and is solely responsible for maintaining discipline in the examination hall. Any negligence or irresponsibility will be taken seriously and may result in appropriate action.

SPECIAL OBSERVER'S REPORT:

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH:: MANGALAGIRI EXAMINATION SPECIAL OBSERVER"S REPORT

(To be sent at the end of a Spell of Examinations)

1. Name of the Officer who visited the Examination Ce	entre :
2. Place of Visit and Centre Code	:
3. Date and Time	:
4. Name of the Chief Superintendent with Designation	:
5. Flying Squad as per G.O., Constituted OR not	:
6. Seating plan done properly or not	:
7. Whether numbering is put on tables in advance.	:
8. Police Bundobust , Arranged OR not	:
9. Whether minimum Two Invigilators posted in each h	Hall :
10. Allotment of Halls to Invigilators on the Spot OR page 1	re-planned. :
 Whether Joint Chief Superintendent appointed OR if Yes, Name and Designation. 	not, :
12. Whether Invigilators reported in time or not	:
 Whether Attendance taken separately in Halls wit answer book number OR not. 	th :
14. Whether Examinations commenced & closed at co	orrect time?:
15. Whether Bell Timings indicated?	:
16. Whether Invigilators are posted as per norms	:

17	Mal-practice Cases booked	d if any	
1/.	ivial-practice cases booked	u, ii ai iy	•

- 18. Packing and Sealing of answer scripts done properly, immediately at the end of examinations. :
- 19. Your Remarks/Opinion on conduct of examinations:

SIGNATURE OF THE SPECIAL OBSERVER.

37. GUIDELINES TO THE OBSERVERS/ SPECIALOBSERVERS:

The Observers/Special Observers deputed to various institutions where the Diploma Examinations are conducted in the state are entrusted with the crucial duty of overseeing the conduct of these examinations at their assigned locations, as per the norms of the State Board of Technical Education and Training, Andhra Pradesh, Mangalagiri. Observers/Special Observers must adhere to the following instructions and ensure strict compliance to prevent any lapses in the conduct of the Diploma Examinations.

- 1. Thoroughly review the instructions issued to the Chief Superintendent regarding the conduct of examinations to familiarize themselves with the rules and regulations.
- 2. Arrive at the assigned institution one day in advance and ensure that seating arrangements and other preparations comply with the prescribed norms.
- 3. Be present with the Chief Superintendent (CS) during the downloading and printing of question papers (QPDS). Ensure that question papers are confidentially delivered to the examination halls. (After downloading, the CS and Observer must verify the question papers for the correct date, session, scheme, and branch.)
- 4. Affix their signature, along with the Chief Superintendent, on the seal of the almirah where confidential question papers are stored.
- 5. Ensure that the examination timings are strictly followed. Any deviations must be reported immediately to the Secretary.
- 6. Any lapses in invigilation by Assistant Superintendents must be reported to the Chief Superintendent for immediate rectification and documented in the Observer's report.
- 7. The frequent exit of students from the examination hall for restroom breaks should be minimized. No student should be allowed to use the restroom during the first hour or the last hour of the examination. The student's PIN, exit time, and return time must be recorded by the Assistant Superintendent in each examination hall.
- 8. Among the Chief Superintendent, Joint Chief Superintendent, and Observers/Special Observers, at least one must be present in each examination hall during the distribution of question papers and the collection of answer scripts at the end of the examination.
- 9. The Observers/Special Observers must be present when the Chief Superintendent receives the completed answer scripts. The answer scripts must be sealed in their presence, and they should affix their signature on the sealed covers.
- 10. Ensure that the answer scripts are dispatched immediately after the completion of each subject examination. Any delay in dispatch must be reported immediately, along with the reason for the delay.

- 11. The Observers/Special Observers' report should be submitted online only. The URL for submission is (http://apsbtet.net/DOFPPortal), and the login ID is provided in the observer duty list. A hard copy may be retained by the Observer but does not need to be sent to SBTET. Any discrepancies or irregularities must be immediately reported to mobile number 7901620508.
- 12. Ensure that detailed reports on malpractice cases are submitted to the office by the Chief Superintendent. The answer scripts related to malpractice cases must be placed in a separate sealed cover and sent along with all relevant reports.
- 13. Submit the T.A. bill for incurred expenses along with all relevant vouchers and a duty certificate from the institution where the duty was performed. The bill must be submitted to the respective Principal, along with relieving orders counter-signed by the Principal. Since advances have already been sanctioned for examination-related expenses and to cover T.A. and D.A. for Observers, the final settlement of the T.A. bill must be processed through the concerned Principal.
- 14. Observers must not be lenient. They should ensure that the examination is conducted strictly according to SBTET, AP regulations. If any violations are observed, they must report them to the Secretary, SBTET, AP, without hesitation, as all reports will be kept confidential.
- 15. Observers/Special Observers must report any major irregularities in the conduct of examinations on the same day, either via phone or in writing, depending on the severity of the situation. Failure to report such incidents will hold the Observer/Special Observer accountable for any discrepancies that occur during their tenure.
- 16. The Observer must accompany the Chief Superintendent or any designated teaching staff member to the police station after the examination to deposit the sealed answer script bundles of the afternoon session.
- 17. The Observer must affix their signature on the receipt of the EMS SPEED POST under BNPL for each examination session.

NOTE: Any changes or revised instructions, if applicable, will be communicated to the Principals and should be widely disseminated among the teaching and student communities.

CENTER USER MANUAL QPDS





User Manual"Question Paper Distribution System"-SBTET

BY



DOCUMENT NAME : MANUAL/QPDS-CENTER

DATE ISSUED : 05/03/2024

VERSION : 1.0





Internal Approval:

Function	Name	Date
Prepared By	PRANATHI BORA	05/03/2024
Reviewed By	Shabana.A,Srinivasa.P	





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1. INTRODUCTION:

The process of this uploading and downloading the QPDS will be easy of process, Admin will upload the question papers into the particular exam centers with respective subjects, then centers has to download the question papers and distribute it to everyone.

2. OBJECTIVE:

An online application is developed to ease the process of Question Paper Distribution System.

3. SCOPE:

The scope of this document is to explain the process flow in completing the downloading process for centers.

4. ABBREVIATIONS:

SBTET	State Board Of Technical Education and Training
TW	Typewriting
SH	Shorthand

Table 1: Abbreviations





5. PROCESS:

• Browse SBTET-AP Url (https://qpds.sbtet.ap.gov.in/qpds), below screen is displayed.

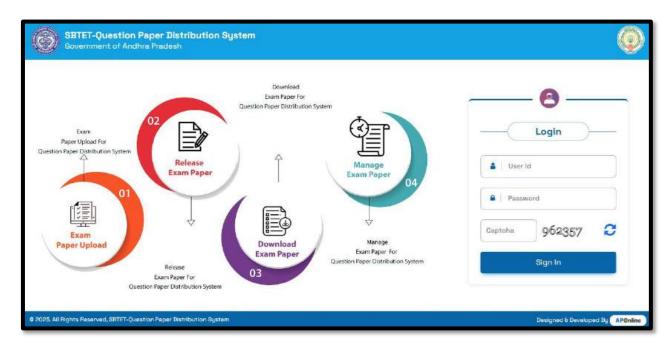


Figure 1: Website Portal

• We have to login with the given respective credentials and the screen home page will be displayed as below figure.







Figure 2: Home Page

6. SERVICES

- a. Question Paper Bulk Download
- Go to the Services Tab, select "Question Paper Bulk Download" to download exam papers.



Figure 3: Services Tab

Selected screen will be displayed as shown in below figure.





• Click on Step-1 "View" option.

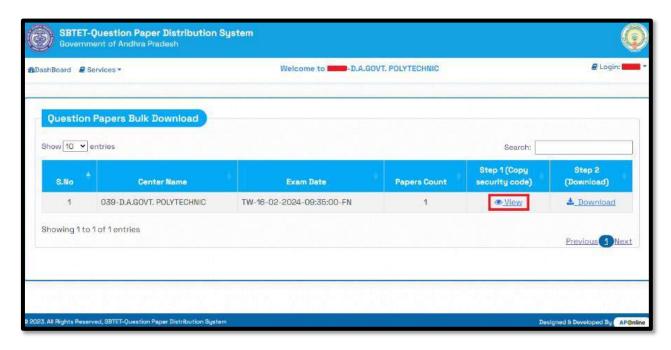


Figure 4: Question Papers Bulk Download

• Then, click on "Copy" option after that click on "Download" option.

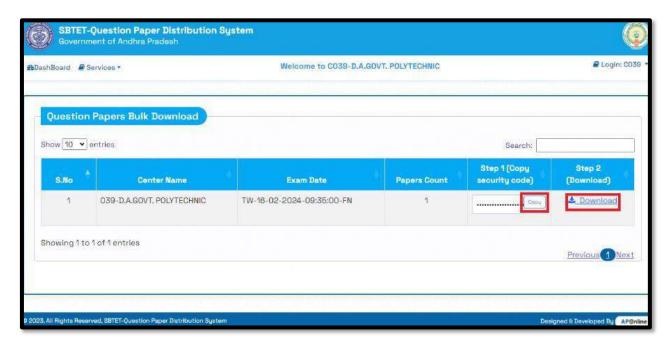


Figure 5: Exam Details, Copy and Download Option Page

• click on step-2: download option and paste the key as shown in below figure.





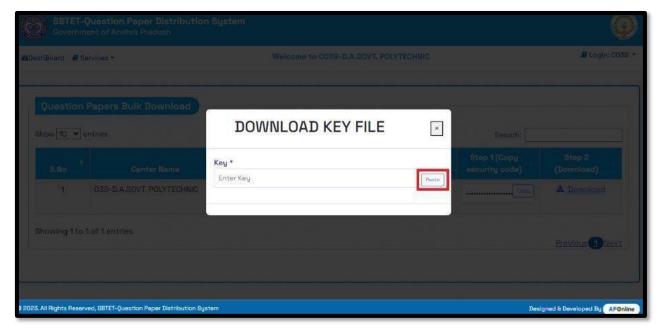


Figure 5: Paste Option

- After clicking on paste option will be displayed as shown in below figure.
- Then click on "Choose File" option, select the recent downloaded file.

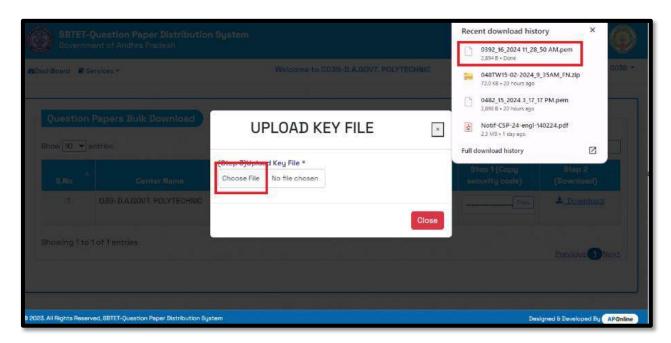


Figure 6: Choose File and Downloading





• It will be displayed like this after choosing downloaded file.

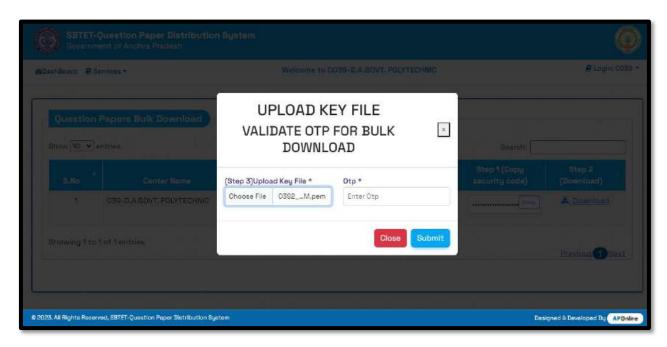


Figure 7: OTP Authentication

• Enter the Otp received to registered mobile number and Email ID, then click on "submit" button as shown in below figure.





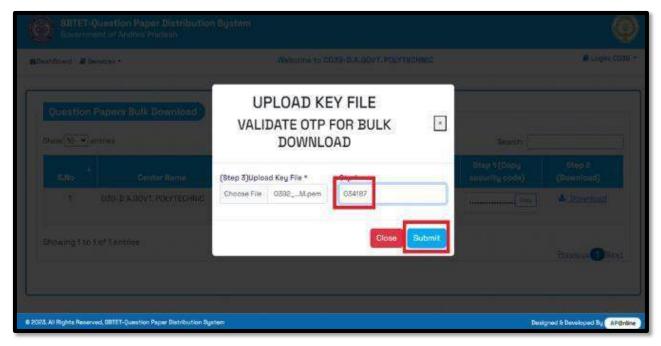


Figure 8: Submit Page

 After submitting, an alert message will be displayed click on "OK" button as shown in below figure.

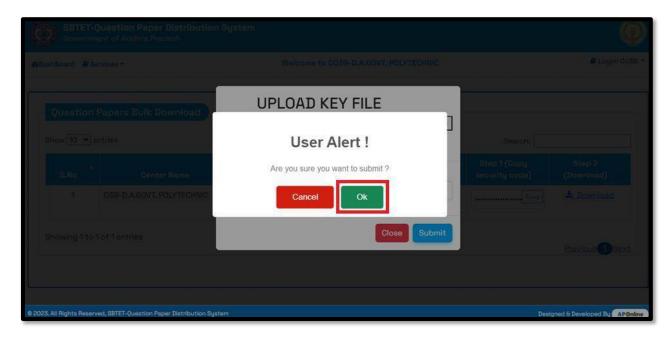


Figure 9: Alert Message

• The downloaded files will be displayed in green and not downloaded in red





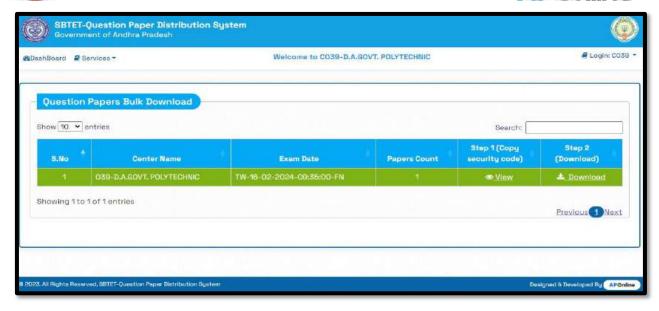


Figure 10: Paper Downloaded Page

Go to the downloads tab and check if the "zip file" is downloaded or not.



Figure 11: Downloaded History Zip File Selection





- For that zip file, you will get the "Passcode" to registered mobile number and Email ID before half an hour of examination scheduled time.
- Open zip file using the Passcode.

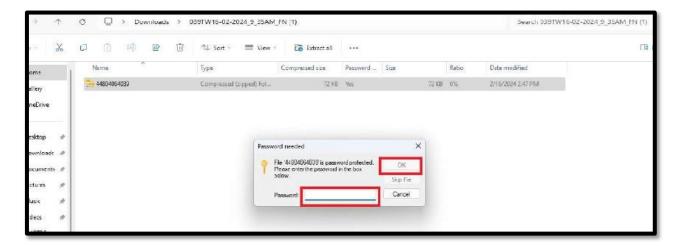


Figure 12: Password Authentication

• There is a folder inside that zip file, now open that folder.



Figure 13: Folder

- In that folder there will be Question Papers with "Subject Codes" named.
- Open that Exam paper and check if there is actual question paper or not.
- If there are any mistakes in that paper, contact "Admin" they will rectify it.

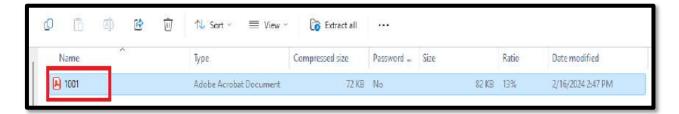


Figure 14: PDF File

b. Quick Download

Go to the Services tab and select "Quick Download" as shown in below figure.







Figure 15: Services Tab

- Quick download screen will be displayed as shown in below figure.
- Click on "Download for the desired QP.

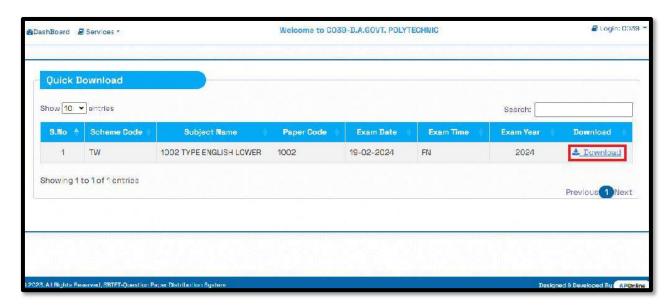


Figure 16: Quick Download

Alert Message will be displayed as shown in below figure, click on "OK".





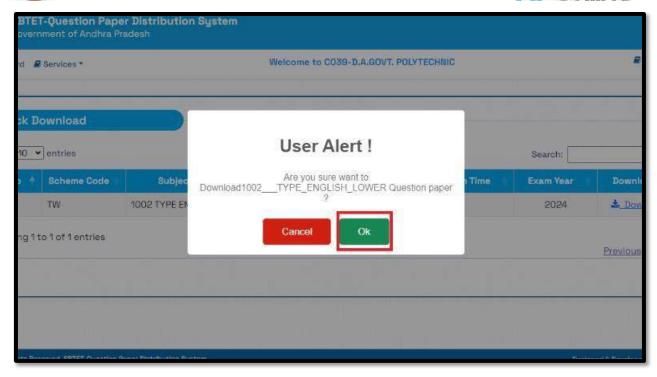


Figure 17: Alert Message

- Again an alert message will be shown as in below figure.
- The question paper is downloaded successfully.

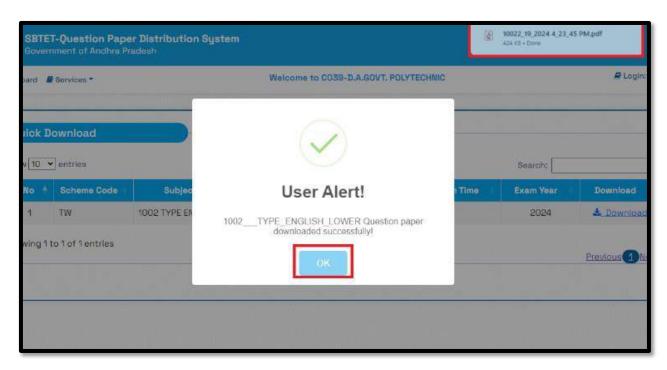


Figure 18: Alert Message





c. Center IP mapping

• Go to the services tab and select the "Center IP Mapping" as shown in below figure.



Figure 19: Services Tab-Center IP Mapping

- Center IP mapping screen will be displayed as shown in below figure.
- In this screen we can see the IP_Address1 of our system/laptop that we already logged in.
- We can also add another IP Address if the 1st IP Address system/laptop has any issues as shown in below figure.

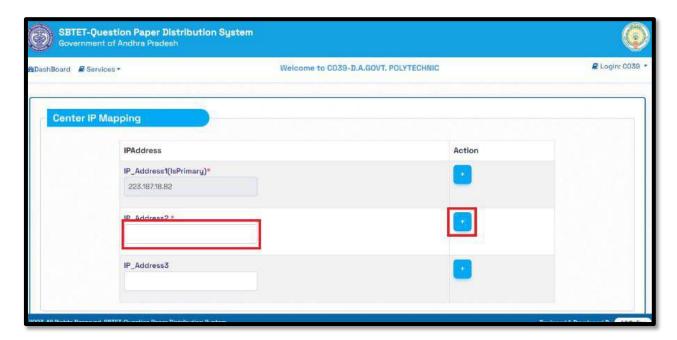


Figure 20: Adding IP Address





• Enter the new IP Address which you are going to use, and click on "+" button. Then alert message will be displayed as shown in below figure.

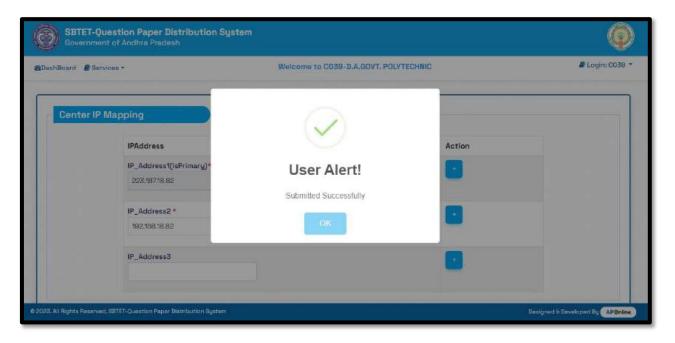


Figure 21: Alert Message

7. LOGIN SERVICES

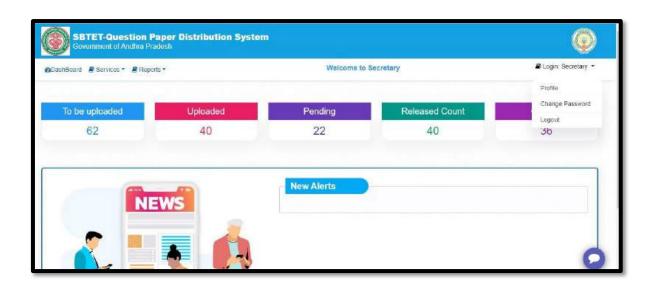


Figure 22: Login services tab

a. Profile

Click on profile service to edit and update the details of the user





An OTP will be sent to the existing user to update the details of new user

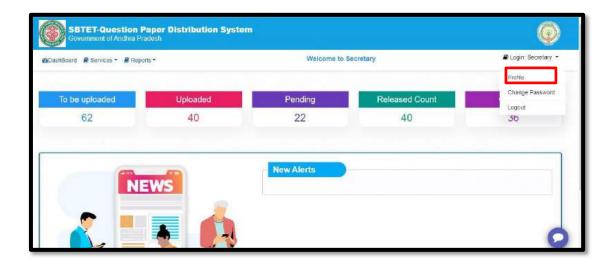


Figure 23: Profile



Figure 63: Profile Edit







Figure 64: Profile Update

b. Change Password

Enter the Current password and new password to change the password



Figure 65: Change Password





User Manual "QPDS-Mobile Application"

BY



DOCUMENT NAME : MANUAL/QPDS MOBILE APP

DATE ISSUED : 06/04/2024

REVISION : 1.0





Internal Approval:

Function	Name	Date
Prepared By	PRANATHI BORA	06/04/2024
Reviewed By		





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1. INTRODUCTION:

The introduction of the QPDS (Question Paper Distribution System) mobile app is a significant step forward in easing the process of accessing question papers and mitigating network-related issues during the receipt of OTPs (One-Time Passwords) and ZIP file passcodes. By transitioning to a mobile application format, users can now conveniently download question papers. This not only enhances accessibility but also improves user experience by streamlining the entire procedure.

2. OBJECTIVE:

The objective of QPDS mobile app is to revolutionize the process of accessing question papers, addressing prevalent network-related issues encountered during the receipt of OTPs and ZIP file passcodes.

3. SCOPE:

The scope of this document is to elucidate the functioning of the mobile app in completing the downloading process for centers.

4. MOBILE APP:

• Download the QPDS Mobile App from the Google play store







Fig1: Home Screen

a. Login Page:

- Give the existing login credentials (username and password) of the QPDS web portal for logging into the mobile app
- Once you login into the mobile app that particular user Id is mapped with Device Id.



Fig2: Login Page



Fig3: Login Credentials





b. Home Page:

• The Flash messages given by the COE will be displayed in the mobile app home page



Fig4: Home Page

5. SERVICES

• Click on the "ellipsis" or "more options" icon to view the services of QPDS mobile app



Fig 5: Services

- a. OTP Details
- The service allows viewing of OTPs for changing passwords and uploading PEM files during the process of downloading question papers.
- Enter the recent OTP to complete the process of Question paper download
- Click on the eye symbol to view the OTP







Fig 6: OTP Details

b. Zip file Passcodes:

- The service allows viewing of passcode of downloaded Question paper zip file
- This alpha numeric zip file passcode is received 30 minutes before the actual examination time with the file name mentioned in it
- Click on the eye symbol to view the passcode



Fig 7: Zip File Passcode

Date: 01-04-2025 Mangalagiri Sd/- G V Ramachandra Rao
SECRETARY

for Secretary