



# Shri Software Solutions & Training Center

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## POLYTECHNIC THEORY EXAM WEB APPLICATION VERSION 1.4

[www.polyexamsoft.com](http://www.polyexamsoft.com)

[polyexamsoft@gmail.com](mailto:polyexamsoft@gmail.com)

- HOW TO CREATE CSV FILS •
- HELP MANUAL •

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**Shri Software Solutions & Training Centre**

H.No.2885 , Shri Siddhivinayak , Chapholi Road, Patan , Tal-Patan , Dist-Satara ,  
Maharashtra , Pin-415206



- HOW TO CREATE
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## A) Creating CSV File for Theory Exam Time Table

**Step – 1 : Go to MSBTE SUMMER/WINTER Exam Time Table link and Select your Exam Center Code and click on Exam Center -wise Time Table Button as below:**

The screenshot displays five panels for selecting exam time tables:

- MSBTE Institute-wise WINTER 2016 FINAL Time Table:** Includes a dropdown for 'Select Institute' (with 'OR' below it) and an 'Institute Code' dropdown. A blue button labeled 'Institute-Wise Time Table' is at the bottom.
- MSBTE Course-wise WINTER 2016 FINAL Time Table:** Includes dropdowns for 'Course Code', 'Year/Semester', and 'Master Code'. A blue button labeled 'Course-wise time table' is at the bottom.
- MSBTE Day-wise WINTER 2016 FINAL Time Table:** Includes dropdowns for 'Day' and 'Slot'. A blue button labeled 'Day-Wise Time Table' is at the bottom.
- MSBTE Paper Code-wise WINTER 2016 FINAL Time Table:** Includes a dropdown for 'Paper Code'. A blue button labeled 'Paper Code-Wise Time Table' is at the bottom.
- MSBTE Exam Center-wise Time Table:** Includes an 'Exam Center Code' dropdown. A blue button labeled 'ExamCenter Wise Time Table' is at the bottom, with a red arrow pointing to it from the right.



## HOW TO CREATE CSV FILES HELP MANUAL

**Step – 2 : You can see the time table linke below .Just press Ctrl+A  
Or Select All Text and copy it.**

Institute-Wise Time Table for WINTER 2016			
			<a href="#">Click here to go Back</a>
Date: 16-11-2016 Day: 1 Morning			
Time	Subject Code	Subject Name	Scheme
09:30 A.M. to 12:30 P.M.	12219	MANAGEMENT	EJ-6-E, EX-6-E, CE-6-E, IF-6-E, CO-6-E, EX-6-C, CE-6-C, IF-6-C, CO-6-C, EJ-6-C, CE-6-D
09:30 A.M. to 12:30 P.M.	17201	COMMUNICATION SKILLS	IF-2-G, CE-2-G, EJ-2-G, CO-2-G, EX-2-G, IF-2-E, CE-2-E, EJ-2-E, CO-2-E, EX-2-E, EJ-2-C, CO-2-C, EX-2-C, IF-2-C, CE-2-C, CO-1-A, EJ-1-A, EX-1-A, CE-1-A, IF-1-A, CO-1-S, EX-1-S, IF-1-S, CE-1-S, EX-1-R, CE-1-R, CO-1-M, EX-1-M, CE-1-M, CE-1-N, CO-1-N
Date: 16-11-2016 Day: 1 Afternoon			
Time	Subject Code	Subject Name	Scheme
02:00 P.M. to 05:00 P.M.	12111	DATA STRUCTURE	IF-4-E, CO-4-E, IF-4-C, CO-4-C
02:00 P.M. to 05:00 P.M.	17418	TRANSPORTATION ENGINEERING	CE-4-G, CE-4-E, CE-4-C, CE-2-A, CE-2-S, CE-2-R, CE-2-N, CE-2-O
02:00 P.M. to 05:00 P.M.	17440	ANALOG COMMUNICATION	EJ-4-G, EX-4-G, EJ-4-E, EX-4-E, EJ-4-C, EX-4-C, EX-2-A, EJ-2-A
Date: 17-11-2016 Day: 2 Morning			
Time	Subject Code	Subject Name	Scheme
09:30 A.M. to 12:30 P.M.	12220	CONTRACTS AND ACOOUNTS	CE-6-E, CE-6-C, CE-6-D
09:30 A.M. to 12:30 P.M.	12259	ADVANCED JAVA PROGRAMMING	IF-6-E, CO-6-E, CO-6-C, IF-6-C
09:30 A.M. to 12:30 P.M.	12270	CONTROL SYSTEMS	EJ-6-E, EX-6-E, EJ-6-C, EX-6-C
09:30 A.M. to 12:30 P.M.	17216	ENGINEERING MATHEMATICS	EX-2-G, CO-2-G, CE-2-G, EJ-2-G, IF-2-G, EJ-2-E, CO-2-E, IF-2-E, EX-2-E, CE-2-E, IF-2-C, EX-2-C, CE-2-C, EJ-2-C, CO-2-C
09:30 A.M. to 12:30 P.M.	17605	SOLID WASTE MANAGEMENT	CE-6-G



## HOW TO CREATE CSV FILES HELP MANUAL

**Step – 3: Open Microsoft Excel new file and paste there copied data.  
After copying , you can see the excel file like this.**

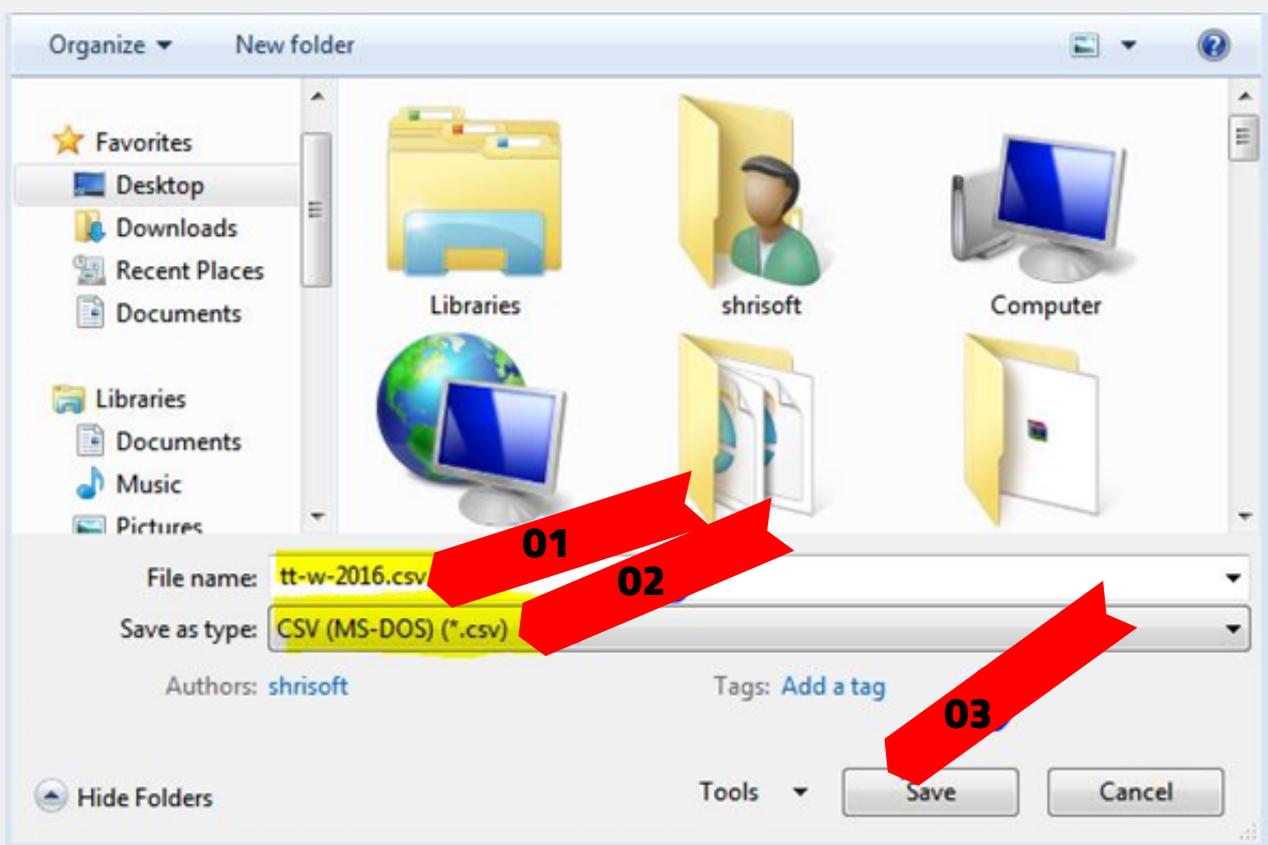
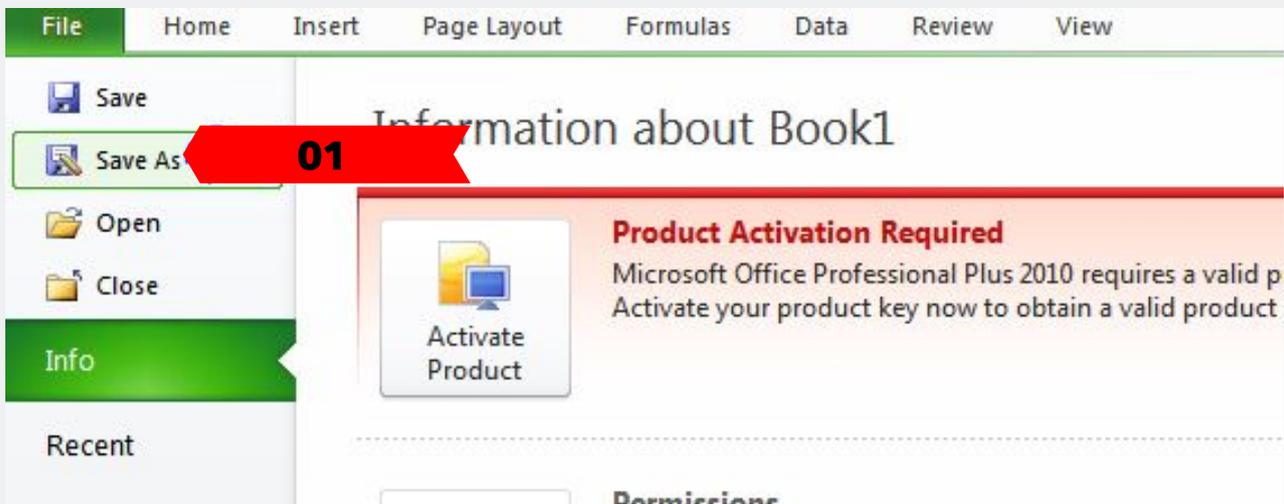
**Note : Don't make any changes in excel file**

Time	Subject Code	Subject Name	Scheme
09:30 A.M. to 12:30 P.M.	12219	MANAGEM ENT	EJ-6-E, EX- 6-E, CE-6- E, IF-6-E, CO-6-E, EX-6-C, CE-6-C, IF- 6-C, CO-6- C, EJ-6-C, CE-6-D
			IF-2-G, CE- 2-G, EJ-2- G, CO-2- G, EX-2-G, IF-2-E, CE- 2-E, EJ-2-



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**Step – 4: Save as this Microsoft Excel file as CSV MSDOS (.csv) Type.  
Process is as given below:**





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## B) Creating CSV File for Question Paper Inventory

**Step – 1 : Go to MSBTE Online Activities link and click on MSBTE 20-- Activities**

- Emarksheet NonTheory Winter 2016. 
- CMF/IT1/IT2 Online Examination System Software Update for Winter 2016. 
- Hall Ticket Winter 2016 Examination. 
- **MSBTE 2016 Activities (Affiliation Process)** 
- Academic Monitoring/Lab Manual
- Emarksheet Link for Community Polytechnic
- Read readme file present in CMF update link and instructions file before executing CMF update



# HOW TO CREATE CSV FILES HELP MANUAL

**Step – 2 : Click Institute Login link on left side panel as below:**

Welcome :

**01**

→ Institute Login

→ RBTE Login

→ MSBTE Login

→ R-RAC / EXAMINER Login

→ DC Login

→ D45 Login

**Candidate Login**

→ Verification Login

→ Enrollment / Exam Form Login

**Login Page for Institute**

**Important Instructions for Login**

- » Enter Institute Code and Password and Click on Login Button.
- » In Case Password is forgotten, try Forgot Password option or Contact your RBTE.
- » Do not share your password.
- » **Module Selection is not Mandatory field but on selection it will directly redirect to you on Selected Module.**

**Institute Login**

Username: \*

Password: \*

Select Module  
Select Module

Validation Code :  


Enter the above code here : \*

Can't read the image? [click here to refresh.](#)

**02**

**03**

**NOTE: Dont select any Module here**



## • HOW TO CREATE CSV FILS • HELP MANUAL •

**Step – 3 : After Successful Institute Login , You will see the link on right side .click on it .**

Institute Code and Name: 1224 ( Dadasaheb Mokashi Polytechnic , Karad) Region: Pune Welcome : 1224

Institute Activity	Select Module	Important Link
<ul style="list-style-type: none"> <li>→ Message System</li> <li>→ Mobile No Details(SMS)</li> <li>→ My Home</li> <li>→ Change Self Password</li> <li>→ Change Security Q/A</li> <li>→ Candidate Password</li> <li>→ Change Candidate Password</li> <li>→ Old Result Search</li> </ul>	<p><b>:: Important Instructions to Select Module</b></p> <p>» Please Select Module to do Activity related to module.</p> <p>Select Module</p> <p>Select Module * <input type="text" value="Select Module"/></p>	<p><b>New Links</b></p> <p><b>Click Here for Question paper Inventory of Examination Center for Winter 2016</b></p> <ul style="list-style-type: none"> <li>▪ Important circular for DC/EC Winter 2016 examination</li> <li>▪ Link for OTO Candidate confirmation</li> <li>▪ Exam Stationary link for Winter 2016 examination</li> <li>▪ Provisional Eligibility Certificate of backlog for Winter 2016 Examination</li> <li>▪ Circular of Punishment for Malpractice in Summer 2016 Examination</li> <li>▪ Click here for Gazette Display Summer 2016 Exam</li> </ul>
	<p>Important Link</p> <p>Welcome to Institute Login.</p> <p>Please Use the Links on Header for related Left Links of various Modules.</p> <p>If any problem persists please use <a href="#">Message</a></p>	



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Step – 4 : Just press Ctrl+A or selecte all data and Coy it


**Maharashtra State Board of Technical Education, Mumbai.**  
 Government Polytechnic Building,49, Kherwadi, Bandra (E),Mumbai 400 051.

Examination Center wise Question Paper Distribution for Winter 2016 Examination

Distribution Center : [REDACTED] [Pune Region]

Examination Center : [REDACTED] [Pune Region]

Region	DC	EC	DAY	SESSION	PAPER CODE	No. of Candidate	No. of packets Required	Total Packets for the session	Total Packets for the Day
Pune	[REDACTED]	[REDACTED]	1	M	12219	2	1	1	1
Pune	[REDACTED]	[REDACTED]	1	M	17201	5	1	2	1
Pune	[REDACTED]	[REDACTED]	1	A	17418	28	1	1	1
Pune	[REDACTED]	[REDACTED]	1	A	17440	5	1	2	4
Pune	[REDACTED]	[REDACTED]	2	M	12220	1	1	1	1
Pune	[REDACTED]	[REDACTED]	2	M	12259	2	1	1	1
Pune	[REDACTED]	[REDACTED]	2	M	17216	17	1	3	1
Pune	[REDACTED]	[REDACTED]	2	A	17419	40	1	1	1
Pune	[REDACTED]	[REDACTED]	2	A	17428	4	1	1	1
Pune	[REDACTED]	[REDACTED]	2	A	17445	13	1	3	6
Pune	[REDACTED]	[REDACTED]	3	M	12221	2	1	1	1
Pune	[REDACTED]	[REDACTED]	3	M	12258	1	1	1	1
Pune	[REDACTED]	[REDACTED]	3	M	12271	1	1	1	1
Pune	[REDACTED]	[REDACTED]	3	M	17207	10	1	1	1
Pune	[REDACTED]	[REDACTED]	3	M	17210	2	1	1	1
Pune	[REDACTED]	[REDACTED]	3	M	17657	2	1	6	1
Pune	[REDACTED]	[REDACTED]	3	A	17420	41	1	1	1
Pune	[REDACTED]	[REDACTED]	3	A	17431	2	1	1	1

DC & EC Code is hidden in above screenshot as it is confidential data ...

**Dont Delete these columns**



## HOW TO CREATE CSV FILES HELP MANUAL

**Step – 5: Open Microsoft Excel new file and paste there copied data.  
After copying , you can see the excel file like this.**

**Note : Don't make any changes in excel file**

Region	EC	EC	DAY	SESSION	PAPER CODE	No. of Candidate	No. of packets Required	Total Packets for the session	Total Packets for the Day
Pune			1	M	12219	2	1	-	-
Pune			1	M	17201	5	1	2	-
Pune			1	A	17418	28	1	-	-
Pune			1	A	17440	6	1	2	4
Pune			2	M	17229	1	1	-	-
Pune			2	M	17259	2	1	-	-
Pune			2	M	17216	17	1	3	-
Pune			2	A	17419	10	1	-	-
Pune			2	A	17420	4	1	-	-
Pune			2	A	17415	13	1	2	0
Pune			3	M	17221	2	1	-	-
Pune			3	M	12258	1	1	-	-
Pune			3	M	12271	1	1	-	-
Pune			3	M	17207	10	1	-	-
Pune			3	M	17210	7	1	-	-

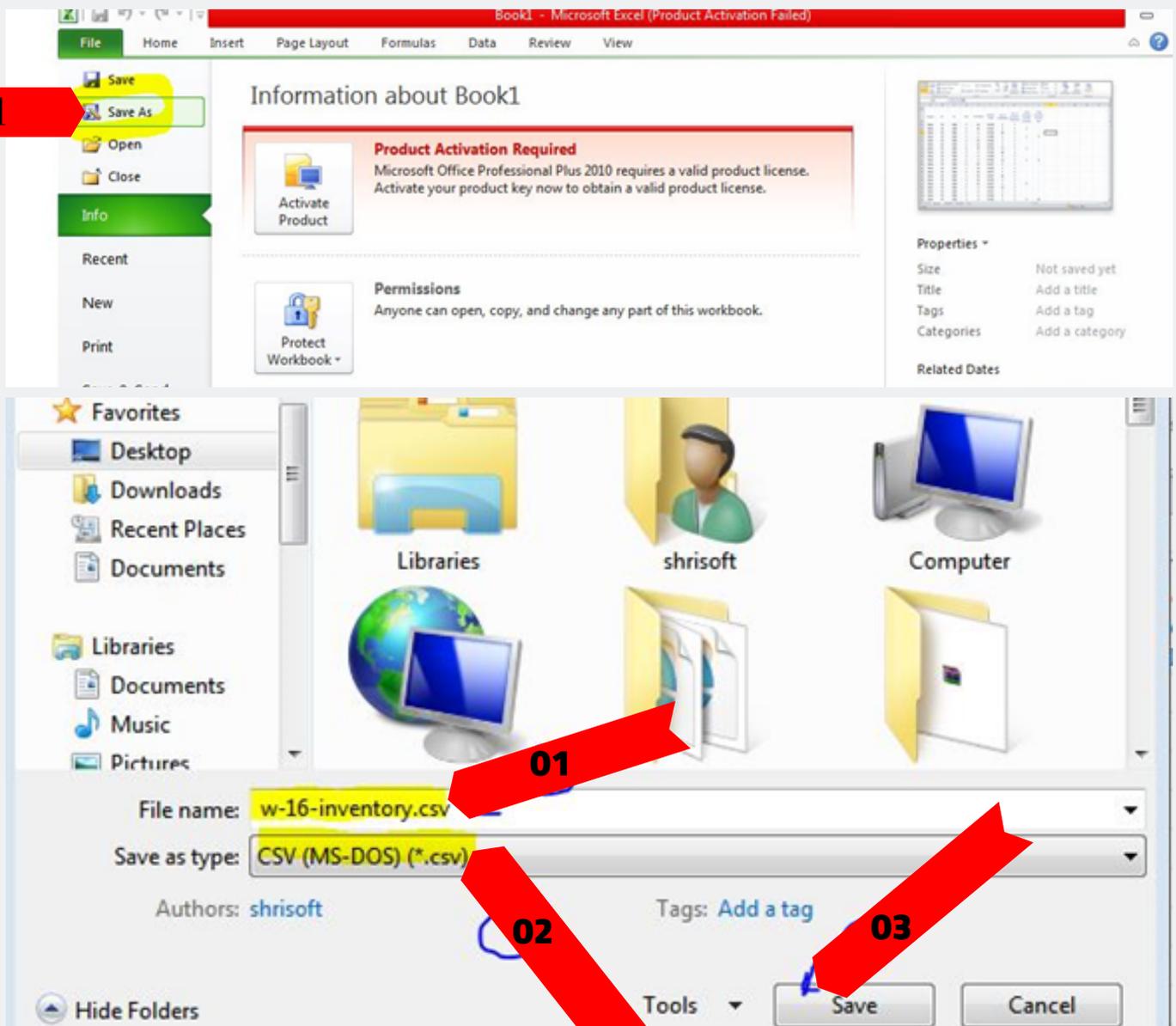
**DC & EC Code is hidden in above screenshot as it is confidential data ...**

**Dont Delete these columns**



# HOW TO CREATE CSV FILES HELP MANUAL

**Step – 6: Save as this Microsoft Excel file as CSV MSDOS (.csv) Type.  
Process is as given below:**





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## C) Creating CSV File for Seating Chart (Seating Arrangement)

**Step – 1 : Go to MSBTE Online Activities link and click on MSBTE 20-- Activities**

- Emarksheet NonTheory Winter 2016. 
- CMF/IT1/IT2 Online Examination System Software Update for Winter 2016. 
- Hall Ticket Winter 2016 Examination. 
- **MSBTE 2016 Activities (Affiliation Process)** 
- Academic Monitoring/Lab Manual
- Emarksheet Link for Community Polytechnic
- Read readme file present in CMF update link and instructions file before executing CMF update



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**Step – 2 : Click Institute Login link on left side panel and **select Exam Form Module** as below:**

Welcome :

**01**

→ Institute Login

→ RBTE Login

→ MSBTE Login

→ R-RAC / EXAMINER Login

→ DC Login

→ D45 Login

Candidate Login

→ Verification Login

→ Enrollment / Exam Form Login

Login Page for Institute

**Important Instructions for Login**

- » Enter Institute Code and Password and Click on Login Button.
- » In Case Password is forgotten, try Forgot Password option or Contact your RBTE.
- » Do not share your password.
- » **Module Selection is not Mandatory field but on selection it will directly redirect to you on Selected Module.**

**Institute Login**

Username: \*

Password: \*

Select Module

Validation Code :  


Enter the above code here : \*

Can't read the image? [click here to refresh.](#)

**02**

**03**



## HOW TO CREATE CSV FILES HELP MANUAL

**Step – 3 : After Successful Institute Login , You will see the link Seating Arrangement on left side . click on it .**

**Regular Exam Form for W16**

- DD Details for Regular Exam Form
- Cash Request for Exam Form
- Reports for Regular Exam

**Seatingchart for W16**

- Seating Chart Correction
- Seat Chart Correction Confirm
- Final Correction Confirm
- NIL Report Confirmation
- Seating Chart Correction Reports
- Seating Chart NIL Report
- Seating Chart Report for All R and X Candidates
- Hall Ticket
- Inst Wise Hall Ticket
- Exam Center Wise Attendance Sheet
- Institute Wise Attendance Sheet for W15
- **Seating Arrangement**

**Stationery for W16 Exam**

- Fill/Edit Stationery for W16
- Reports Stationery for W16

a) Change of Course  
b) Change of Course & scheme  
c) Change of Course ,scheme & Institute  
d) Change of Scheme  
e) Change of Scheme & Institute  
f) Change of Institute  
g) Change of Institute & Course  
h) Reappearing  
i) Improvement

» A candidate who undergoes any one of the changes mentioned above after confirming examination form will have to secure COB for the corresponding change. It is to be noted that the examination form filled earlier to change, will have to be canceled at the time of confirmation of COB by Institute. Such candidates will have to fill exam form of fresh after COB is RBTE confirmed and Exam form fee shall be paid at the prevailing rates of Late fee and Penalty.

» [Click Here for X Eligible Candidates and their Password \(Course Wise\)](#)  
» [Click Here for Regular Eligible Candidates and their Password \(Course Wise\)](#)

**Regular Exam Form Statistics for WINTER 2016 Exam:**

Cand Confirm	Institute Confirm	Institute Not Confirm	RBTE Confirm	RBTE Not Confirm

**X Exam Form Statistics for WINTER 2016 Exam:**

Cand Confirm	Institute Confirm	Institute Not Confirm	RBTE Confirm	RBTE Not Confirm

**01**

This Seating Arrangement Link will be available in institute login of msbte official website 5 to 10 days before start of Theory Exam.

We give you 100% surety that even if you get this link 2 to 3 days before , within one day you can make block arrangement of all 18 exam days.



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Step – 4 : Click on the link **Papercode-wise candidate list** as shown below:

Institute Code and Name: \_\_\_\_\_ Region: **Pune** Welcome : \_\_\_\_\_

**Institute Activity**

- My Home
- Change Self Password
- Change Security Q/A
- Candidate Password

**Seating Arrangement For W16**

- Seating Arrangement For W16

Seating arrangement for WINTER 2016 Exam For Exam Centers WINTER 2016 Go Back

Seating arrangement for WINTER 2016 Exam for Exam Centers			
Sr No	Report Name	Sr No	Report Name
1	WINTER 2016 Exam Seating Arrangement Stats for Exam Centers [Papercode Wise Candidates Count]		WINTER 2016 Exam Seating Arrangement Candidates List Papercodewise [Papercode Wise Candidates Lists]

*Note: A red arrow points to the link 'WINTER 2016 Exam Seating Arrangement Candidates List Papercodewise' in the table, which is also circled in yellow.*



## HOW TO CREATE CSV FILES HELP MANUAL

Step – 5 : Now click on the link candidate count as below :

Institute Code and Name: Region: Pune Welcome :

**Institute Activity**

- My Home
- Change Self Password
- Change Security Q/A
- Candidate Password

**Seating Arrangement For W16**

- Seating Arrangement For W16

**Seating arrangement for Exam Centers for WINTER 2016** [Go Back](#)

**Seating arrangement for Exam Centers for WINTER 2016.**

» Click on Candidate Count to get Candidates List.

Sr No.	Paper Code	Paper Date	Paper Name	Paper Time	Candidate Count
1	12219	16-11-2016	MANAGEMENT[MAN]	09:30 A.M. to 12:30 P.M.	2
2	17201	16-11-2016	COMMUNICATION SKILLS[CMS]	09:30 A.M. to 12:30 P.M.	5
3	17418	16-11-2016	TRANSPORTATION - I (ROAD SYSTEM) [TEN]	02:00 P.M. to 05:00 P.M.	28
4	17440	16-11-2016	ANALOG COMMUNICATION[ACO]	02:00 P.M. to 05:00 P.M.	5
5	12220	17-11-2016	CONTRACTS AND ACCOUNTS[CAA]	09:30 A.M. to 12:30 P.M.	1
6	12259	17-11-2016	ADVANCED JAVA PROGRAMMING[AJP]	09:30 A.M. to 12:30 P.M.	2
7	17216	17-11-2016	ENGINEERING MATHEMATICS[EMS]	09:30 A.M. to 12:30 P.M.	17
8	17419	17-11-2016	SURVEYING - II[ASY]	02:00 P.M. to 05:00 P.M.	40
9	17428	17-11-2016	COMPUTER ARCHITECTURE AND MAINTENANCE[CHM]	02:00 P.M. to 05:00 P.M.	4
10	17445	17-11-2016	LINEAR INTEGRATED CIRCUITS[LIC]	02:00 P.M. to 05:00 P.M.	13
11	12221	18-11-2016	ENVIRONMENT ENGINEERING[EEN]	09:30 A.M. to 12:30 P.M.	2
12	12258	18-11-2016	SOFTWARE TESTING[STG]	09:30 A.M. to 12:30 P.M.	1



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### Step – 6 : Clcik on the cancel Button to cancel the print

Print

Total: 1 sheet of paper

Print Cancel

Destination \\CMS-24-PC\HP Laser)   
Change...

Pages  All   
 e.g. 1-5, 8, 11-13

Copies 1 + -

Layout Portrait ▾

Options  Two-sided

+ More settings

Print using system dialogue... (Ctrl+Shift+P)

Maharashtra State Board of Technical Education, Mumbai.  
Government Polytechnic Building, Mumbai 400 051.  
Seating Arrangement report for WINTER 2016 Examination

Exam Centre Code and Name: [REDACTED] Paper code: 12219 Paper Time: 09:30 A.M. to 12:30 P.M. Paper Date: 16-11-2016 Subject Name With Paper Code: MANAGEMENT - ( 12219 )

Sl. No.	Seat No.	Seat Code	Course Code	Year Code	Wistar Code
1	333022	12219	CO	6	E
2	333026	12219	IP	6	E

Page 1

Date: 14/11/2016  
Printed By: 1224  
URL: http://www.mtsb.com



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Step – 7 : Copy the all records from the same file as shown below :  
Consider the **subject code** for next step

Sr No.	Seat No.	Inst Code	Course Code	Year Code	Master Code
1	332022		CO	3	3
2	333026		CO	3	3

Page 1

Date:14/11/2016  
Printed By: 1224  
Url :-http://msbte.com

**Copy All Records From Sr.No 1**

**(In this case there are only 2 seat numbers).**

**There may be any number of seats numbers for particular subject.  
Just copy(Control+C)All records from Sr.No.1.**

**Also consider Subject code which is rounded above with green circle which will be used in excel file in next step while creating CSV file.**



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**Step – 8: Open Microsoft Excel new file and paste there copied data. After copying , you have to add extra column on right side and put subject code in that column.**

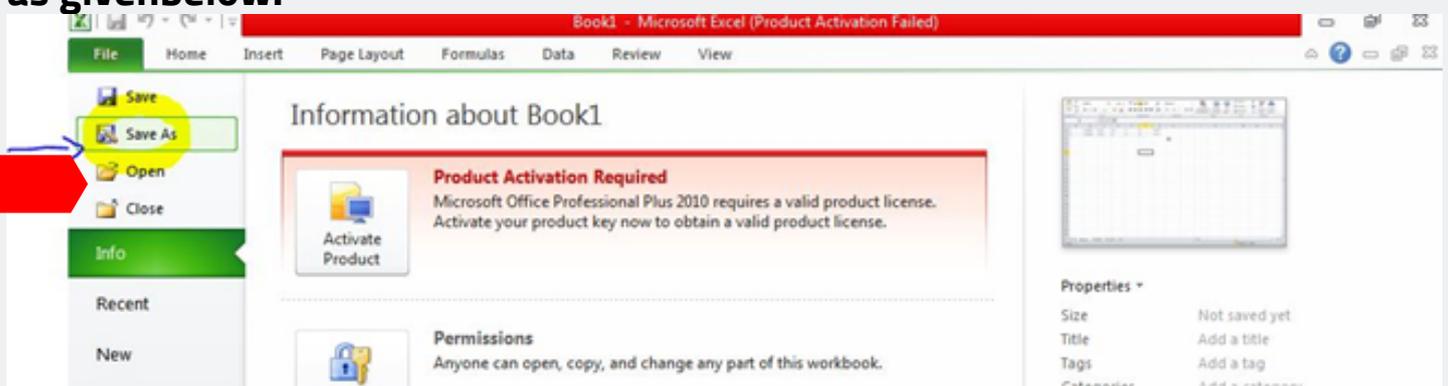
**(Type Subject code in First Cell of last column nd drag it for all corresponding records , also delete unwanted rows. You can create CSV file for more than 1 subject . Just take care of subject code to be there in last column for corresponding subject.)**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	332922		CO	6	E	12219								
2	2	333026		IF	6	E	12219								
3															
4															
5															
6															
7															
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24															
25															



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Step – 9: Save as this Microsoft Excel file as CSV MSDOS (.csv) Type. Process is as given below:





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## D) Creating CSV File for Theory Marksheets

**Step – 1 : Go to MSBTE Theory Marksheets Institute / EC Login**

The screenshot displays the MSBTE website interface. At the top, the logo and name of the Maharashtra State Board of Technical Education (Autonomous) are visible, along with ISO certification details. Below the header, there is a navigation menu with links for Home, Contact Us, Downloads, Logout, and My Home. A welcome message reads 'Welcome to Online Non Theory Emarksheet'. The main content area is titled 'Non-Theory Emarksheet' and contains four login buttons: PRINCIPAL LOGIN, HOD LOGIN, EXAMINER LOGIN, and MSBTE LOGIN. A separate section titled 'Theory Emarksheet' contains a button for 'INSTITUTE / EC LOGIN', which is highlighted with a red ribbon. A small text notice at the bottom of the page states: 'reserved. Best viewed at 1024 X 768 resolution. Browser support Mozilla Firefox 2.0 & above , I.E 6 & above. (1) Load'.

# HOW TO CREATE CSV FILES HELP MANUAL

## Step – 2 : Enter Username & Password

**Maharashtra State Board of Technical Education**  
(Autonomous) (ISO 9001:2008) (ISO/IEC 27001:2005)  
**Theory Emarksheet**

Home Contact Us Downloads Logout My Home

USER NAME :  Institute Name :

**Messages System**  
→ Messages System

**Institute Level Activity**  
→ List of Examiner Marksheet

**Exam Center Activity**  
→ List of Examiner Marksheet  
→ Mark 401/403 for Seat no not available  
In Sheet

**Other Activity**  
→ Reports  
→ User Manual

**Login Page for Institute / Exam Center Login**

**Important Instructions for Login :**

- » Enter Username and Password and Click on Login Button.
- » In Case Password is forgotten, Please Contact your RBTE.
- » Do not share your password.

**Institute / Exam Center Login**

Username:

Password:

**LOGIN**



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**Step – 3 : After Successful Institute Login , You will see the REPORT link on Left side .click on it .**

**Maharashtra State Board of Technical Education**  
(Autonomous) (ISO 9001:2008) (ISO/IEC 27001:2005)

**Theory Emarksheet**

Home Contact Us Downloads Logout My Home

USER NAME :- Institute Name :-

**Messages System**  
→ Messages System

**Institute Level Activity**  
→ List of Examiner Marksheet

**Exam Center Activity**  
→ List of Examiner Marksheet  
→ Mark 401/403 for Seat no not available in Sheet

**Other Activity**  
→ Reports  
→ User Manual

**Institute / Exam Center Home Page**

**Important Instructions For Special Code Marking for SUMMER 2016 Theory Examination**

- » **Data Sheet for 17505**
- » For 'A' scheme theory subject has given practical as equivalence for passing theory. Practical examination same subject is conducted at institute. Now theory mark sheet link of these subject is made available in institute login for filling mark sheet till 30th November 2015. You are requested to fill marksheet of theory subject with maximum marks as given in theory mark sheet. (please do not consider the scheme of marks of practical subject if required convert marks obtained in practical exam to max marks in theory subject i.e if practical exam is 50 marks and equivalent theory paper is of 100 marks then convert marks of practical out of 50 to out of 100 as theory equivalent paper). Remember these practical marks will be taken as the marks obtained by student in equivalent theory paper for result declaration.
- » Mark special code to required candidates only.
- » After Sheet is submitted, no need to confirm or take the print of sheet.
- » **NO NEED TO SUBMIT THE SHEET IF SHEET DOESNOT HAVE ANY SPECIAL CODE.**

Special Code Marking is as follows :

- » **401 (Absent)**- From Exam Center Activity
- » **402 (Disallowed/Detained)** - From HOD login
- » **403 (Copy Case)** - From Exam Center Activity
- » **404 (Previously Passed)** - From Institute Level Activity
- » **405 (Deleted)** - Send message to Admin, will be marked by Admin
- » **406 (Exemption)** - From Institute Level Activity
- » **407 (Optional Case)** - From Institute Level Activity



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Step – 4 : Click on the link Sr.No2. **Sheets under Exam Center Inventory Report.**

**Maharashtra State Board of Technical Education**  
(Autonomous) (ISO 9001:2008) (ISO/IEC 27001:2005)  
Theory Emarksheet

Home Contact Us Downloads Logout My Home

USER NAME :-  Institute Name :

**Messages System**  
→ Messages System

**Institute Level Activity**  
→ List of Examiner Marksheet

**Exam Center Activity**  
→ List of Examiner Marksheet  
→ Mark 401/403 for Seat no not available in Sheet

**Other Activity**  
→ Reports  
→ User Manual

**Institute / Exam Center Reports for SUMMER 2016 Theory Examination.** [Go Back](#)

**Important Instruction of Reports:**  
» Click on Report Name to View Report.

**Institute / Exam Center Reports**

Sr No	Report Name	Sr No	Report Name
1	Sheets Under Institute Inventory Report	2	<b>Sheets Under Exam Center Inventory Report</b>
3	Date Wise Special Code Marked by Institute Report	4	Date Wise Special Code Marked by Exam Center Report
5	Special Code Marked by Institute Report	6	Special Code Marked by Exam Center Report
7	Disallowed Candidates Report	8	Deleted Candidates Reports
9	401/403 Marked for Seat no. Not available in Sheet Report		



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**Step – 5 : Select all the records of Theory Marksheets as shown Below and Copy the data. (Select from Sr.No.1)**

**Maharashtra State Board of Technical Education**  
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**Theory Emarksheet**

Home Contact Us Downloads Logout My Home

USER NAME :  Institute Name

**Messages System**  
→ Messages System

**Institute Level Activity**  
→ List of Examiner Marksheet

**Exam Center Activity**  
→ List of Examiner Marksheet  
→ Mark 401/403 for Seat no not available in Sheet

**Other Acti**  
→ Reports  
→ User Manual

**Sheets Under Exam Center Inventory Report for SUMMER 2016 Theory Examination.** [Go Back](#)

**Important Instructions**  
» Use Go Back button to go back to the previous page.

**Exam Center :- 1224**

Sr No.	Sheet No.	Subject Name	Scheme	Subject Head	Paper Code	File Name
1	119277	BASIC MATHEMATICS[BMS]	CE-1-G	TH	17104	CE1E1224.051
2	120244	ENGLISH[ENG]	CE-1-G	TH	17101	CE1G1224.011
3	120245	BASIC SCIENCE (PHYSICS)[BHY]	CE-1-G	TH	17102	CE1G1224.031
4	120246	BASIC SCIENCE (CHEMISTRY)[BCY]	CE-1-G	TH	17103	CE1G1224.041
5	120247	BASIC MATHEMATICS[BMS]	CE-1-G	TH	17104	CE1G1224.091
6	121673	ENGINEERING MATHEMATICS[EMS]	CE-2-E	TH	17216	CE2E1224.041
7	121674	APPLIED SCIENCE (CIVIL)[ASC]	CE-2-E	TH	17200	CE2E1224.051
8	121675	ENGINEERING MECHANICS[EGM]	CE-2-E	TH	17204	CE2E1224.071
9	123392	COMMUNICATION SKILLS[CMS]	CE-2-G	TH	17201	CE2G1224.011
10	123393	ENGINEERING MECHANICS[EGM]	CE-2-G	TH	17204	CE2G1224.041
11	123394	APPLIED SCIENCE (PHYSICS)[APH]	CE-2-G	TH	17207	CE2G1224.061

**Select All Records AND Copy all records ( Ctrl+c )**



## HOW TO CREATE CSV FILES HELP MANUAL

**Step – 6: Open Microsoft Excel new file and paste there copied data.  
After copying , you can see the excel file like this.**

**Note : Don't make any changes in excel file**

	A	B	C	D	E	F	G	H
1		119277	BASIC MATHEMATICS(BMS)	CE-1-E	TH	17104	CE1E122 4.051	
2		120244	ENGLISH(ENG)	CE-1-G	TH	17101	CE1G122 4.011	
3		120245	BASIC SCIENCE (PHYSICS)(BHY)	CE-1-G	TH	17102	CE1G122 4.031	
4		120246	BASIC SCIENCE (CHEMISTRY)(BCY)	CE-1-G	TH	17103	CE1G122 4.041	
5		120247	BASIC MATHEMATICS(BMS)	CE-1-G	TH	17104	CE1G122 4.091	
6		121673	ENGINEERING MATHEMATICS(EMS)	CE-2-E	TH	17216	CE2E122 4.041	
7		121674	APPLIED SCIENCE (CIVIL)(ASC)	CE-2-E	TH	12020	CE2E122 4.051	
8		121675	ENGINEERING MECHANICS(EGM)	CE-2-E	TH	17204	CE2E122 4.071	
9		123392	COMMUNICATION SKILLS(CMS)	CE-2-G	TH	17201	CE2G122 4.011	
			ENGINEERING				CE2G122	



# HOW TO CREATE CSV FILES HELP MANUAL

**Step – 7: Save as this Microsoft Excel file as CSV MSDOS (.csv) Type.  
Process is as given below:**

