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7588685522 / 8983361283

POLYTECHNIC THEORY EXAM WEB APPLICATION VERSION 1.4

www.polyexamsoft.com

polyexamsoft@gmail.com

OFFICER IN-CHARGE
HELP MANUAL

Powered by

Shri Software Solutions & Training Centre

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



OFFICER IN-CHARGE HELP MANUAL

Note: please upload CSV files needed in DATA-Entry login before using this module

Step 1 : Open Google Chrome and type www.polyexamsoft.com in address bar

Shri Polytechnic Theory Exam Web Application

VERSION : 1.4 Multi-Institute

Version Updated on : May 2019

Tech Support : support@polyexamsoft.com

Mob: 7588685522 / 8983361283

Email Id : polyexamsoft@gmail.com

Menus
Home
Summer-2019 Exam Activated...Exam Centres can start to use this application from 16-03-2019
Webmail Login
ADMIN Login

Free Subscription will not be available from Summer 2019 Exam

Click on the following Link or Image to download DVD Contents

Poly Theory Exam Web Application Demonstration DVD Link

Important Note - Use Only **Google Chrome** Download For This Web Application

Proceed to Login

Validation code:

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

Proceed

Download Help Manuals in PDF Format

- [How To Create CSV Files for Data Entry](#)
- [Super Admin Login Help Manual](#)
- [Data Entry Login Help Manual](#)
- [Billing Section Login Help Manual](#)
- [Officer Incharge Login Help Manual](#)

Important Setting to be done in Google Chrome -

Click here to Download Chrome Setting Document File

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OFFICER IN-CHARGE HELP MANUAL

Step 2 : Login to **Officer Incharge module** as shown below

Theory Exam Web Application Version - 1.4 - Multiinstitute

Technical Support :
Email ID :

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Super Admin Login

Username

Password

Login

Officer Incharge Login

Login

Data Entry Login

Username

Password

Login

Billing Section Login

Username

Password

Login

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Design and Developed by Shri Software Solutions A



OFFICER IN-CHARGE HELP MANUAL

You will See control Panel for Officer Incharge User after successful login as below

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID Technical Support : 7588685522 / 8983361283
 Subscription End Date : 16-Jun-2022 Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Poly Exam Soft / OFFICER IN-CHARGE

Officer Incharge Menu

- Block Details
- Block Setting
- Block Arrangement**
- Supervisor Allocation
- Reports Tab-1
(After Block Arrangement is done)
- Attendance Report(Format-05) /Supervisor Report
- Gate Chart
- Bench Arrangement
- Blank Present / Absent Report
- Supervisor Allocation Report
- Receipt Of Q.Paper Bundles
FORMAT NO-02
- FORMAT NO-03
- FORMAT NO-03 - A
- Advance Q.P. Requirement
(FORMAT NO-02-B)
- ☆ FORMAT NO-22
Panchnama Report
- Special Codes
(Use this when Absent Students list is available)
- Assign / Deassign Special Codes
- Reports Tab-2
(After filling Absent Report)
- Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)
- Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)
- Format of Receipt for

Welcome to Officer In-Charge Control Panel

Please select main menus from left side panel

Last Five Login Details

User - nivasnarkar2018@gmail.com
Logged in Time : 04/09/2019 05:52:43 PM
User - nivasnarkar2018@gmail.com
Logged in Time : 26/08/2018 05:44:28 PM



OFFICER IN-CHARGE HELP MANUAL

Step3 : Step 2 : Make block setting . This is must to create block strength and report generation and block arrangement . Column Break means Number of Benches in that column

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID Technical Support : 7588685522 / 8983361283
 Subscription End Date : 16-Jun-2022 Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Officer Incharge Menu

- Block Details
- Block Setting** 01
- Block Arrangement
- Supervisor Allocation
- Reports Tab-1
(After Block Arrangement is done)
- Attendance Report(Format-05) /Supervisor Report
- Gate Chart
- Bench Arrangement
- Blank Present / Absent Report
- Supervisor Allocation Report
- Receipt Of Q.Paper Bundles
FORMAT NO-02
- FORMAT NO-03
- FORMAT NO-03 - A
- Advance Q.P. Requirement
(FORMAT NO-02-B)
- ★ FORMAT NO-22
Panchnama Report
- Special Codes
(Use this when Absent Students list is available)
- Assign / Deassign Special Codes
- Reports Tab-2
(After filling Absent Report)
- Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)
- Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)
- Format of Receipt for

Poly Exam Soft / OFFICER IN-CHARGE / BLOCK SETTING

Set Block Details

Block Number	<input type="text"/>	Whole Number - Example : 1
Block Location / Room Number	<input type="text"/>	Example: "Class Room No-1"
Column Break 1	<input type="text"/>	No of Benches in line 1
Column Break 2	<input type="text"/>	No of Benches in line 2
Column Break 3	<input type="text"/>	No of Benches in line 3
Column Break 4	<input type="text"/>	No of Benches in line 4
Column Break 5	<input type="text"/>	No of Benches in line 5
Column Break 6	<input type="text"/>	No of Benches in line 6
Column Break 7	<input type="text"/>	No of Benches in line 7
Column Break 8	<input type="text"/>	No of Benches in line 8
Column Break 9	<input type="text"/>	No of Benches in line 9
Column Break 10	<input type="text"/>	No of Benches in line 10

[Set Block](#) 02

Edit / Delete Block Setting Details Total Number of Blocks - 20

Scroll to Right to see Edit / Delete button

Sr.No.	Block No	Block Location	Col Break1	Col Break2	Col Break3	Col Break4	Col Break5	Col Break6	Col Break7	Col Break8	Col Break9	Col Break10	Block Strength	Edit	Delete
1	1	DL-02	8	8	8	8							32	-	x
2	2	DL-03	8	8	8	8							32	-	x
3	3	DL-04	6	6	6	6							32	-	x

03
04



OFFICER IN-CHARGE HELP MANUAL

Step 4 : Make block arrangement for particular Date & Session .

Block Details	Make Block Arrangement	
Block Setting		
Block Arrangement	01	
Supervisor Allocation	Select Date	<input type="text" value="16-04-2019"/>
Reports Tab-1 (After Block Arrangement is done)	Select Session	<input type="text" value="Morning"/>
Attendance Report(Format-05) /Supervisor Report	<input type="button" value="Create Block Arrangement"/> 02	
Gate Chart		
Bench Arrangement		
Blank Present / Absent Report		
Supervisor Allocation Report		
Receipt Of Q.Paper Bundles FORMAT NO-02		
FORMAT NO-03		
FORMAT NO-03 - A		
Advance Q.P. Requirement (FORMAT NO-02-B)		
★ FORMAT NO-22 Panchnama Report		
Special Codes (Use this when Absent Students list is available)		
Assign / Deassign Special Codes		
Reports Tab-2 (After filling Absent Report)		
Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06)		



OFFICER IN-CHARGE HELP MANUAL

Make Block Arrangement as below.

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)

★ FORMAT NO-22
Panchnama Report

Special Codes
(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filling Absent Report)

Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)

Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)

Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

NIL Report

Record of Q Paper Packets

Reports Tab-3
(After End of Exam)

Total Attendance Report-"A
Examination Summary
Report"

Setting

Change Password

Logout

Logout

Select Block-	Select Institute-	Select Course-	Start Index(From)-	End Index(To)-
1- DL-02[Vacant Ben	1644	CW-5-G-17512-09:30	1	21
<input type="button" value="Confirm"/>				

01

Block Allocation Details

Inst.Code	course_Code	Subject Name	Subject Code	Appearing Students	Allocated Students	Remaining Students
1644	EJ-5-G	COMPUTER HARDWARE & NETWORKING	17533	13	13	0
1644	ME-5-G	METROLOGY AND QUALITY CONTROL	17530	53	40	13
1644	CW-5-G	OPERATING SYSTEM	17512	21	0	21
1644	EE-5-G	SWITCHGEAR & PROTECTION	17508	6	6	0
1644	CE-5-G	ESTIMATING AND COSTING	17501	65	33	32
Total				158	92	66

Edit / Delete Data Block Arrangement

Date	Session	Block No	Block Location	Institute Code	course	Start Index	End Index	Total	Delete Record
16-04-2019	Morning	2	DL-03	1644	EE-5-G	1	6	6	Delete
16-04-2019	Morning	2	DL-03	1644	EJ-5-G	1	13	13	Delete
16-04-2019	Morning	3	DL-04	1644	CE-5-G	53	65	13	Delete
16-04-2019	Morning	3	DL-04	1644	ME-5-G	14	32	19	Delete

02

Block Strength

Block_No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Strength	32	32	32	28	32	32	28	40	40	32	32	32	32	32	32	32	28	32	23	32	31	35	
Filled	0	19	32	28	0	0	0	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vacant	32	13	0	0	32	32	28	27	40	32	32	32	32	32	32	32	28	32	23	32	31	35	



OFFICER IN-CHARGE HELP MANUAL

Step 5 : Make Supervisor Allocation – This is optional
 , but if user wants to print supervisor name on Reports then this
 option must be used .

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Poly Exam Soft / OFFICER IN-CHARGE / Supervisor Allocation

Super Admin Menu

- Block Details
- Block Setting
- Block Arrangement**
- Supervisor Allocation
- Reports Tab-1
(After Block Arrangement is done)
- Attendance Report(Format-05) /Supervisor Report
- Gate Chart
- Bench Arrangement
- Blank Present / Absent Report
- Supervisor Allocation Report
- Receipt Of Q.Paper Bundles
FORMAT NO-02
- FORMAT NO-03
- FORMAT NO-03 - A
- Advance Q.P. Requirement
(FORMAT NO-02-B)
- ☆ FORMAT NO-22
Panchnama Report
- Special Codes
(Use this when Absent Students list is available)
- Assign / Deassign Special Codes
- Reports Tab-2
(After filling Absent Report)
- Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)
- Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)
- Format of Receipt for
Sealed Answer Books

Supervisor Allocation

Select Date	16-04-2019
Select Session	Morning
	Supervisor Allocation



OFFICER IN-CHARGE HELP MANUAL

Allocate Supervisor and reliever to blocks as below

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Poly Exam Soft / OFFICER IN-CHARGE / Supervisor Allocation

Super Admin Menu

- Block Details
- Block Setting
- Block Arrangement
- Supervisor Allocation
- Reports Tab-1 (After Block Arrangement is done)
 - Attendance Report(Format-05) /Supervisor Report
 - Gate Chart
 - Bench Arrangement
 - Blank Present / Absent Report
 - Supervisor Allocation Report
 - Receipt Of Q.Paper Bundles FORMAT NO-02
 - FORMAT NO-03
 - FORMAT NO-03 - A
 - Advance Q.P. Requirement (FORMAT NO-02-B)
 - ☆ FORMAT NO-22 Panchnama Report
- Special Codes (Use this when Absent Students list is available)
 - Assign / Deassign Special Codes
- Reports Tab-2 (After filling Absent Report)
 - Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06)
 - Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)
 - Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-09)
 - NIL Report
 - Record of Q Paper Packets
- Reports Tab-3 (After End of Exam)
 - Total Attendance Report-"A Examination Summery Report"
- Setting

Supervisor Allocation for : Date -16-Apr-2019 Session -Morning

Select Block- 4- (DL-05) Select Supervisor- THIKANE SWAPNIL JINENDRA - Lecturer(5)

Select Reliever- PATIL APURVA UMESH - Lecturer--(3)-- (Optional)

Confirm **01**

Delete Supervisor Allocation **02**

Block No	course & Subject	Supervisor_Name	Reliever_Name	Delete
2- (DL-03)	EE-5-G - SWITCHGEAR & PROTECTION, EJ-5-G - COMPUTER HARDWARE & NETWORKING,	TARLEKAR UMA BALASO (Lecturer)	PATIL APURVA UMESH (Lecturer)	Delete
3- (DL-04)	CE-5-G - ESTIMATING AND COSTING, ME-5-G - METROLOGY AND QUALITY CONTROL,	PATIL TRUPTI UTTAM (Lecturer)	PATIL APURVA UMESH (Lecturer)	Delete
8- (Drawing Hall)	ME-5-G - METROLOGY AND QUALITY CONTROL,	MALAME SONALI SATISH (Lecturer)	PATIL APURVA UMESH (Lecturer)	Delete



OFFICER IN-CHARGE HELP MANUAL

Step 6 : REPORT Tab – 01

Note : After Block arrangement, User has to just print the reports .
These reports must be print before the Examination day.

Attendance Report / Supervisor Report

Subscription Type : PAID Technical Support : 7588685522 / 8983361283
Subscription End Date : 16-Jun-2022 Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Poly Exam Soft / OFFICER IN-CHARGE / Attendance Report / Supervisor Report

Officer Incharge Menu

- Block Details
- Block Setting
- Block Arrangement**
- Supervisor Allocation
- Reports Tab-1 (After Block Arrangement is done)
- Attendance Report (Format-05) / Supervisor Report
- Gate Chart
- Bench Arrangement
- Blank Present / Absent Report
- Supervisor Allocation Report
- Receipt Of Q.Paper Bundles FORMAT NO-02
- FORMAT NO-03
- FORMAT NO-03 - A
- Advance Q.P. Requirement (FORMAT NO-02-B)
- ☆ FORMAT NO-22 Panchnama Report
- Special Codes (Use this when Absent Students list is available)
- Assign / Deassign Special Codes
- Reports Tab-2 (After filling Absent Report)
- Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06)

01 **02**

Print Attendance Report/ Supervisor Report

Select Date: dd-mm-yyyy
Select Session: Afternoon
Go->

Print Reports for : Date -16-Apr-2019 Session -Afternoon

Print Report

Print ALL Attendance Reports Print All Supervisor Reports Print BOTH Reports

Print Report with NEW Supervisor Report with Extra Space for Students who left the Exam Hall Early

Print All Supervisor Reports - NEW Format Print BOTH Reports with NEW Format of Supervisor Report

Block No	Institute Code	Course_Name	From	To	Total	Attendance_Report	Supervisor_Report	New_Supervisor_Report
1	1644	EE-2-I	1	30	30	Print	Print	Print
2	1644	EE-2-I	31	60	30	Print	Print	Print



OFFICER IN-CHARGE HELP MANUAL

Attendance Report Print

Kindly Print this Report in Prortrait Format

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI

ATTENDANCE REPORT

FORMAT No. 5

Format For Examinees Attendance Report

Exam - Summer-2019

Date-16-04-2019

Block No-1 - DL-02

Subject-APPLIED MATHEMATICS

Supervisor - JADHAV SADANAND MALHARI

Exam Center- 1644

Time -02:00 P.M. to 05:00 P.M. Session-Afternoon

Exam Day-1

Subject Code-22210

Inst Code - 1644

Course - EE-2-I

Subject Abbreviation -AME

Sr.No.	Exam Seat No	Sr. No. of Main Answer Book	Sr. No. of Supplements Issued	Signature of Examinee
1	323767			
2	323768			
3	323769			
4	323770			
5	323771			
6	323772			
7	323773			
8	323774			
9	323775			
10	323776			
11	323777			
12	323778			
13	323779			
14	323780			
15	323781			
16	323782			
17	323783			
18	323784			
19	323785			
20	323786			
21	323787			
22	323788			
23	323789			
24	323790			
25	323791			
26	323792			
27	323793			
28	323794			
29	323795			
30	323796			

T=30

P=___

A=___

Total Supplements:___

(JADHAV SADANAND MALHARI)
Name & Sign of Supervisor

Copies : 1.Copy forwarded with Answer Book Bundle
2.Copy for Office Record

(Patil S.R.)
Name & Sign of Officer In-Charge



OFFICER IN-CHARGE HELP MANUAL

Supervisor Report Print

Kindly Print this Report in Prortrait Format



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI SUPERVISOR REPORT

Name of Supervisor - JADHAV SADANAND
MALHARI

Exam - Summer-2019

Block No -1

Course - EE-2-I

Exam Day -1 Date -16-04-
2019

Time -02:00 P.M. to 05:00 P.M.

Name of Institute- Sanjay Ghodawat Polytechnic

Session -Afternoon

Inst Code - 1644

Exam Center Code -1644

Block Location / Room No -
DL-02

Seat Numbers From-

323767	323768	323769	323770	323771	323772	323773	323774	323775
323776	323777	323778	323779	323780	323781	323782	323783	323784
323785	323786	323787	323788	323789	323790	323791	323792	323793
323794	323795	323796						

Total :-

Subject :- APPLIED MATHEMATICS

Subject Code :- 22210

Seat Numbers of Candidates who are absent	Total Number of Answer Books

Checked By : _____

Supervisor _____
(JADHAV SADANAND MALHARI)

Officer In-Charge _____
(Patil S.R.)

Information regarding the number of candidates who have given up their answer books before ringing of first bell at the end of examination

Seat Numbers	Time	Remark

Supervisor _____
(JADHAV SADANAND MALHARI)



OFFICER IN-CHARGE HELP MANUAL

Gate Chart

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Subscription End Date : 16-Jun-2022

Technical Support : 7588685522 / 8983361283

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Officer Incharge Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart **01**

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q,Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)★ FORMAT NO-22
Panchnama ReportSpecial Codes
(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filling Absent Report)Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

NII Report

Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> Gate Chart

Print Gate Chart without Block Location

Select Date	<input type="text" value="16-04-2019"/>
Select Session	<input type="text" value="Afternoon"/>
<input type="button" value="Go->"/> 02	

Print Gate Chart with Block Location

Select Date	<input type="text" value="dd-mm-yyyy"/>
Select Session	<input type="text" value="Afternoon"/>
<input type="button" value="Go->"/> 03	



OFFICER IN-CHARGE HELP MANUAL

Gate Chart Print

Kindly Print this Report in Landscape Format



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI
GATE CHART

Examination: Summer-2019

Date: 16-04-2019

Day : 1

Session : Afternoon

Exam Center: Sanjay Ghodawat Polytechnic , Atigre Exam Center Code: 1644

Block No	Inst.Code	Course	Subject	Subject Code	Time	Exam Seat Numbers	Total	Grand Total
1	1644	EE-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	323767 TO 323796	30	30
2	1644	EE-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	323797 TO 323826	30	30
3	1644	EJ-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	324034 TO 324064	30	30
4	1644	EJ-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	324065 TO 324093	28	28
5	1644	EJ-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	324094 TO 324105	12	23
	1644	CE-2-G	COMMUNICATION SKILLS	17201	02:00 P.M. to 05:00 P.M.	322507 TO 322507	1	
	1229	LX-2-E	PARASITOLOGY, MYCOLOGY & VIROLOGY	13081	02:00 P.M. to 05:00 P.M.	298763 TO 298772	10	
6	1229	LX-2-E	PARASITOLOGY, MYCOLOGY & VIROLOGY	13081	02:00 P.M. to 05:00 P.M.	298773 TO 298803	30	30
10	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324541 TO 324581	32	32
11	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324582 TO 324615	32	32
12	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324616 TO 324638	23	32
	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323003 TO 323015	9	
13	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323016 TO 323055	30	30
14	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323056 TO 323086	30	30
15	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323087 TO 323106	20	28
	1644	CW-2-I	APPLIED MATHEMATICS	22224	02:00 P.M. to 05:00 P.M.	323446 TO 323455	8	
16	1644	CW-2-I	APPLIED MATHEMATICS	22224	02:00 P.M. to 05:00 P.M.	323456 TO 323485	30	30
17	1644	CW-2-I	APPLIED MATHEMATICS	22224	02:00 P.M. to 05:00 P.M.	323486 TO 323515	30	30

(Patil S.R.)
Name & Sign. of Officer-In-Charge



OFFICER IN-CHARGE HELP MANUAL

Bench Arrangement

Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Officer Incharge Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)★ FORMAT NO-22
Panchnama Report

Special Codes

(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filling Absent Report)Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

NIL Report

Record of Q Paper Packets

Reports Tab-3
(After End of Exam)Total Attendance Report-"A"
Examination Summery
Report"

Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> Bench Arrangement

Print Bench Arrangement

Select Date	<input type="text" value="dd-mm-yyyy"/>
Select Session	<input type="text" value="Afternoon"/>
<input type="button" value="Go->"/> 02	

01

Print Bench Arrangement for : Date -16-Apr-2019 Session -Afternoon

 03

Block No	Course_Name	Total	Print Block Arrangement
1	EE-2-I=>30	30	<input type="button" value="Print"/>
2	EE-2-I=>30	30	<input type="button" value="Print"/>
3	EJ-2-I=>30	30	<input type="button" value="Print"/>
4	EJ-2-I=>28	28	<input type="button" value="Print"/>
5	EJ-2-I=>12 CE-2-G=>1 LX-2-E=>10	23	<input type="button" value="Print"/>
6	LX-2-E=>30	30	<input type="button" value="Print"/>
10	ME-2-I=>32	32	<input type="button" value="Print"/>
11	ME-2-I=>32	32	<input type="button" value="Print"/>
12	ME-2-I=>23 CE-2-I=>9	32	<input type="button" value="Print"/>
13	CE-2-I=>30	30	<input type="button" value="Print"/>
14	CE-2-I=>30	30	<input type="button" value="Print"/>
15	CE-2-I=>20 CW-2-I=>8	28	<input type="button" value="Print"/>
16	CW-2-I=>20	20	<input type="button" value="Print"/>



OFFICER IN-CHARGE HELP MANUAL

Bench Arrangement Print

Kindly Print this Report in Prortrait / Landscape Format as per your requirement



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI
BENCH ARRANGEMENT

Examination: Summer-2019	Block NO: 12	Block / Room No - CL-01
Date: 16-04-2019	Day :1	Session : Afternoon
Exam Center: Sanjay Ghodawat Polytechnic , Atigre	Exam Center: 1644	
Courses & Subjects: Inst Code - 1644 : ME-2-I-APPLIED MECHANICS(22203)- [02:00 P.M. to 05:00 P.M.], Inst Code - 1644 : CE-2-I-APPLIED MECHANICS(22203)- [02:00 P.M. to 05:00 P.M.],		

Column No-01			Column No-02			Column No-03			Column No-04		
Bench No	Seat_No	Course_									
1	324616	ME-2-I	16	324631	ME-2-I	17	324632	ME-2-I	32	323015	CE-2-I
2	324617	ME-2-I	15	324630	ME-2-I	18	324633	ME-2-I	31	323014	CE-2-I
3	324618	ME-2-I	14	324629	ME-2-I	19	324634	ME-2-I	30	323012	CE-2-I
4	324619	ME-2-I	13	324628	ME-2-I	20	324635	ME-2-I	29	323010	CE-2-I
5	324620	ME-2-I	12	324627	ME-2-I	21	324636	ME-2-I	28	323008	CE-2-I
6	324621	ME-2-I	11	324626	ME-2-I	22	324637	ME-2-I	27	323007	CE-2-I
7	324622	ME-2-I	10	324625	ME-2-I	23	324638	ME-2-I	26	323006	CE-2-I
8	324623	ME-2-I	9	324624	ME-2-I	24	323003	CE-2-I	25	323005	CE-2-I

Sign. of Officer-Incharge



OFFICER IN-CHARGE HELP MANUAL

Blank Absent Report

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Officer Incharge Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)

 FORMAT NO-22
 Panchnama Report

Special Codes
(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filing Absent Report)
Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

NIL Report

[Poly Exam Soft](#) / [OFFICER IN-CHARGE](#) / [Report Tab-1 -> Blank Present / Absent Report](#)
[Print Blank Absent Report](#)

Select Date	<input type="text" value="16-04-2019"/>
Select Session	<input type="text" value="Afternoon"/>
<input type="button" value="Go->"/>	



OFFICER IN-CHARGE HELP MANUAL

Blank Absent Report Print

Kindly Print this Report in Portrait Format



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI
PRESENT / ABSENT REPORT

Examination: Summer-2019

Date: 16-04-2019

Day : 1

Session : Afternoon

Exam Center: Sanjay Ghodawat Polytechnic, Atigre Inst Code / Exam Center Code: 1644

Block No	Block Location	Name of Supervisor with Dated Sign.	Course / Paper Code	P - Present A - Absent T - Total	Seat Nos of Absent Candidates
1	DL-02	JADHAV SADANAND MALHARI Signature	EE-2-I (Inst Code :- 1644) 22210 APPLIED MATHEMATICS	P - A - T - 30	
2	DL-03	SHINDE BALASAHEB SIDDHESHWAR Signature	EE-2-I (Inst Code :- 1644) 22210 APPLIED MATHEMATICS	P - A - T - 30	
3	DL-04	KORE NEELIMA BALAWANT Signature	EJ-2-I (Inst Code :- 1644) 22210 APPLIED MATHEMATICS	P - A - T - 30	
4	DL-05	MALI PRAVEEN CHANDRAKANT Signature	EJ-2-I (Inst Code :- 1644) 22210 APPLIED MATHEMATICS	P - A - T - 28	
5	Seminar Hall	TELI VISHAL SHIVAJI Signature	EJ-2-I (Inst Code :- 1644) 22210 APPLIED MATHEMATICS	P - A - T - 12	
			CE-2-G (Inst Code :- 1644) 17201 COMMUNICATION SKILLS	P - A - T - 1	
			LX-2-E (Inst Code :- 1229) 13081 PARASITOLOGY, MYCOLOGY & VIROLOGY	P - A - T - 10	
6	DL-06	MULANI SAITID SALIM Signature	LX-2-E (Inst Code :- 1229) 13081 PARASITOLOGY, MYCOLOGY & VIROLOGY	P - A - T - 30	
10	DL-07	MAHADIK APURVA LALASO Signature	ME-2-I (Inst Code :- 1644) 22203 APPLIED MECHANICS	P - A - T - 32	
11	DL-08	SHAIKH NILOPHAR MAJID Signature	ME-2-I (Inst Code :- 1644) 22203 APPLIED MECHANICS	P - A - T - 32	
12	CL-01	PATIL BHAGWAN KONDIRAM Signature	ME-2-I (Inst Code :- 1644) 22203 APPLIED MECHANICS	P - A - T - 23	
			CE-2-I (Inst Code :- 1644) 22203 APPLIED MECHANICS	P - A - T - 9	
13	CL-05	SHAH SUJEETA SURAJ Signature	CE-2-I (Inst Code :- 1644) 22203 APPLIED MECHANICS	P - A - T - 30	
14	Classroom	MALAMIE SONALI SATISH Signature	CE-2-I (Inst Code :- 1644) 22203 APPLIED MECHANICS	P - A - T - 30	
15	Classroom	JADHAV PRAVIN BABURAO Signature	CE-2-I (Inst Code :- 1644) 22203 APPLIED MECHANICS	P - A - T - 20	
			CW-2-I (Inst Code :- 1644) 22224 APPLIED MATHEMATICS	P - A - T - 8	
16	Classroom	KALYANI POOJA VIJAY Signature	CW-2-I (Inst Code :- 1644) 22224 APPLIED MATHEMATICS	P - A - T - 30	



OFFICER IN-CHARGE HELP MANUAL

Supervisor Allocation Report

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Officer Incharge Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)★ FORMAT NO-22
Panchnama Report

Special Codes

(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2

(After filling Absent Report)

Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> Supervisor Allocation Report

Print Supervisor Allocation Report

Select Date	<input type="text" value="16-04-2019"/>
Select Session	<input type="text" value="Afternoon"/>
	<input type="button" value="Go->"/> <input type="button" value="New Report"/>

02

01



OFFICER IN-CHARGE HELP MANUAL

Supervisor Allocation Report Print

Kindly Print this Report in Landscape Format



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI
Blockwise Supervisor Allocation Report

Examination: Summer-2019

Date: 16-04-2019

Day : 1

Session : Afternoon

Exam Center: Sanjay Ghodawat Polytechnic , Atigre Inst Code / Exam Center Code: 1644

Block No	Block Location	Supervisor Name	Inst.Code	Course	Subject	Subject Code	Time	Exam Seat Numbers	Total	Grand Total
1	DL-02	JADHAV SADANAND MALHARI	1644	EE-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	323767 TO 323796	30	30
2	DL-03	SHINDE BALASAHEB SIDDHESHWAR	1644	EE-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	323797 TO 323826	30	30
3	DL-04	KORE NEELIMA BALAWANT	1644	EJ-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	324034 TO 324064	30	30
4	DL-05	MALI PRAVEEN CHANDRAKANT	1644	EJ-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	324065 TO 324093	28	28
5	Seminar Hall	TELI VISHAL SHIVAJI	1644	EJ-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	324094 TO 324105	12	23
			1644	CE-2-G	COMMUNICATION SKILLS	17201	02:00 P.M. to 05:00 P.M.	322507 TO 322507	1	
			1229	LX-2-E	PARASITOLOGY, MYCOLOGY & VIROLOGY	13081	02:00 P.M. to 05:00 P.M.	298763 TO 298772	10	
6	DL-06	MULANI SAJID SALIM	1229	LX-2-E	PARASITOLOGY, MYCOLOGY & VIROLOGY	13081	02:00 P.M. to 05:00 P.M.	298773 TO 298803	30	30
10	DL-07	MAHADIK APURVA LALASO	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324541 TO 324581	32	32
11	DL-08	SHAIKH NILOPHAR MAJID	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324582 TO 324615	32	32
12	CL-01	PATIL BHAGWAN KONDIRAM	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324616 TO 324638	23	32
			1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323003 TO 323015	9	
13	CL-05	SHAH SUJEETA SURAJ	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323016 TO 323055	30	30
14	Classroom	MALAME SONALI SATISH	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323056 TO 323086	30	30
15	Classroom	JADHAV PRAVIN BABURAO	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323087 TO 323106	20	28
			1644	CW-2-I	APPLIED MATHEMATICS	22224	02:00 P.M. to 05:00 P.M.	323446 TO 323455	8	
16	Classroom	KALYANI POOJA VIJAY	1644	CW-2-I	APPLIED MATHEMATICS	22224	02:00 P.M. to 05:00 P.M.	323456 TO 323485	30	30
17	Classroom	JADHAV MEGHA PRAKASH	1644	CW-2-I	APPLIED MATHEMATICS	22224	02:00 P.M. to 05:00 P.M.	323486 TO 323515	30	30

(Patil S.R.)
Sign. of Officer-Incharge



OFFICER IN-CHARGE HELP MANUAL

Format 02 - Q.P Receipt

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Super Admin Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1 (After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)★ FORMAT NO-22
Panchnama Report

Special Codes

(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2 (After filling Absent Report)

Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> Receipt of Q.Paper Packet (FORMAT NO -02)

Print Receipt of Q.Paper Packets (FORMAT NO -02)

Select Date	<input type="text" value="16-04-2019"/>
	<input type="button" value="Go->"/> 02

Print Receipt of Q.Paper Packets (FORMAT NO -02) - NEW Format with Paper Code Details

Select Date	<input type="text" value="16-04-2019"/>
	<input type="button" value="Go->"/> 03

01



OFFICER IN-CHARGE HELP MANUAL

Format 02 -Q.P Receipt Print

FORMAT NO -02

Format of receipt to be given by the Controller of Examination on receiving the sealed question paper packets from Officer-in-Charge , Distribution Center.

Examination : Summer-2019

DC : 0968

Day of Exam : 1

Date of Exam : 16-04-2019

Received from the Officer-in-Charge , Distribution Center (Code No . 0968) the question paper bundles as per details below,

Sr. No.	Examination Center Code	Day of Examination	Date_of_Exam	Session	Bundle Details	Total Packets Received	Total Bundles received
1	1644	1	16-04-2019	Morning	17533	01	01
					17530	02	
					17512	01	
					17508	01	
					17501	02	
2	1644	1	16-04-2019	Afternoon	22224	02	01
					22210	03	
					22203	04	
					17201	01	
					13081	01	

Date : 16-04-2019

Time : _____AM/PM

()
Name & Designation of
Controller of Examination Center
Date :- 16-04-2019



OFFICER IN-CHARGE HELP MANUAL

Format 03 / Annexure- G

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Super Admin Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report (Format-05) / Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)★ FORMAT NO-22
Panchnama ReportSpecial Codes
(Use this when Absent Students
list is available)Assign / Deassign Special
CodesReports Tab-2
(After filling Absent Report)Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> ANNEXTURE - G(FORMAT NO-03)

Print ANNEXTURE - G(FORMAT NO-03)

Select Date	<input type="text" value="16-04-2019"/>
	<input type="button" value="Go->"/> 02

Print ANNEXTURE - G(FORMAT NO-03) with Paper Code Details

Select Date	<input type="text" value="16-04-2019"/>
	<input type="button" value="Go->"/> 03

01



OFFICER IN-CHARGE HELP MANUAL

Format 03 / Annexure- G Print

ANNEXTURE - G FORMAT NO -03

Format of receipt to be given by the Officer-in-Charge of Examination Center on receiving the sealed question paper packets from Controller of Examination

Examination : Summer-2019

EC : 1644

Day of Exam : 1

Date of Exam : 16-04-2019

Received from the Controller of Examination _____ from _____, Distribution Center (Code No . 0968) the question paper bundles as per details below,

Sr. No.	Examination Center Code	Day of Examination	Date_of_Exam	Session	Bundle Details	Total Packets Received	Total Bundles received
1	1644	1	16-04-2019	Morning	17533	01	01
					17530	02	
					17512	01	
					17508	01	
					17501	02	
2	1644	1	16-04-2019	Afternoon	22224	02	01
					22210	03	
					22203	04	
					17201	01	
					13081	01	

Date : 16-04-2019

Time : _____AM/PM

(Patil S.R. / Lecturer)
Name & Designation of
Officer-In-Charge of Examination Center
Date :- 16-04-2019



OFFICER IN-CHARGE HELP MANUAL

Format 03-A / Annexure- H

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Subscription End Date : 16-Jun-2022

Technical Support : 7588685522 / 8983361283

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Officer Incharge Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report (Format-05) / Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)★ FORMAT NO-22
Panchnama Report

Special Codes

(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filling Absent Report)Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 --> ANNEXTURE - H(FORMAT NO-03)

Print ANNEXTURE - H(FORMAT NO-03)

Select Date

16-04-2019

Go->

02

01



OFFICER IN-CHARGE HELP MANUAL

Format 03-A / Annexure- H Print

FORMAT NO. 3A

Receipt to be given by the Officer in Charge of examination centre to the officer in charge, DC Receipt of question paper packets

RECEIPT OF QUESTION PAPER PACKETS

Examination : Summer-2019

The question paper bundles received form Name : _____ the Controller of examination from the Distribution Centre 0968 were opened in the examination control room and the contents were as below;

Sr. No.	Date	Session	Time Of Opening	Content as per the Label on Bundle		Actual Content in the Bundle		Remark
				Q.P. Code	Number	Q.P. Code	Number	
1	16-04-2019	Morning	09:10 AM	17533	1	17533	1	
				17530	2	17530	2	
				17512	1	17512	1	
				17508	1	17508	1	
				17501	2	17501	2	
2	16-04-2019	Afternoon	01:40 PM	22224	2	22224	2	
				22210	3	22210	3	
				22203	4	22203	4	
				17201	1	17201	1	
				13081	1	13081	1	

Date : 16-04-2019

Time : _____AM/PM

(Patil S.R. / Lecturer)
Name & Designation of
Officer Incharge of Examination Center
Date :- 16-04-2019
Contact Cell No. _____



OFFICER IN-CHARGE HELP MANUAL

Advanced Question Paper requirement (Format no 2-B) - Report

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Officer Incharge Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)★ FORMAT NO-22
Panchnama ReportSpecial Codes
(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filling Absent Report)Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)

Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> Advance Q.P. Requirement (FORMAT NO -02-B)

Print Advance Q.Paper Requirement (FORMAT NO -02-B)

Select Date

16-04-2019

Go->

02

01



OFFICER IN-CHARGE HELP MANUAL

Advanced Question Paper requirement (Format no 2-B) - Report Print

Format No .02 (B)

Format of requirement to be given IN ONE DAY ADVANCE by the Controller of Examination for receiving the sealed question paper packets from Officer-in-Charge , Distribution Center.

Examination : Summer-2019

Name of Exam Center : Sanjay Ghodawat Polytechnic , Atigre

EC Code : 1644

Address of Exam Center : Gat No 552 , A.P. Atigre Taluka : Hatkanangale, Dist Kolhapur, PIN Code 416118. State : Maharashtra, INDIA Phone No. : 0230 2463800

The officer-in-Charge , Distribution Center is informed that Total no. of **18** following sealed packets of question papers of Diploma Course in Engineering & Technology for the Examination Center are required for the **Next Day** of examination dated **16-04-2019** the question paper bundles as per details below,

Sr.No.	Session	Master Code	Subject Title	Question Paper Code	Number of Packets
1	Morning	CE-5-G	ESTIMATING AND COSTING[EAC]	17501	2
2	Morning	EE-5-G	SWITCHGEAR & PROTECTION[SAP]	17508	1
3	Morning	CW-5-G	OPERATING SYSTEM[OSY]	17512	1
4	Morning	ME-5-G	METROLOGY AND QUALITY CONTROL[MQC]	17530	2
5	Morning	EJ-5-G	COMPUTER HARDWARE & NETWORKING[CHN]	17533	1
6	Afternoon	LX-2-E	PARASITOLOGY, MYCOLOGY & VIROLOGY[PMV]	13081	1
7	Afternoon	CE-2-G	COMMUNICATION SKILLS	17201	1
8	Afternoon	ME-2-I,CE-2-I	APPLIED MECHANICS[AME]	22203	4
9	Afternoon	EE-2-I,EJ-2-I	APPLIED MATHEMATICS[AME]	22210	3
10	Afternoon	CW-2-I	APPLIED MATHEMATICS[AMI]	22224	2
Grand Total Packets					18

Certified that , I have **actually tallied** the total number of required Q.Paper Packets **18** & (in words) **Eighteen** For dated :**16-04-2019** For Diploma Course in Engineering & Tehnology **Summer-2019** Examination for this Examination Center

()
Name & Designation of
Controller of Examination Center
Date :- 15-04-2019

(Patil S.R. / Lecturer)
Name & Designation of
Officer Incharge of Examination Center
Date :- 15-04-2019



OFFICER IN-CHARGE HELP MANUAL

Format no 22 (Panchnama Report)

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

[Logout](#)

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Officer Incharge Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

 Reports Tab-1
 (After Block Arrangement is done)

Attendance Report (Format-05) / Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)
 ☆ FORMAT NO-22
 Panchnama Report

01

 Special Codes
 (Use this when Absent Students list is available)

Assign / Deassign Special Codes

 Reports Tab-2
 (After filling Absent Report)

 Packing Slip
 (FORMAT NO-07) /
 Attendance Report-"A"
 (FORMAT NO-06)

 Format of Receipt for
 Sealed Answer-Books
 Bundles (FORMAT NO-08)

 Format of Receipt for
 Sealed Answer-Books
 Bundles (FORMAT NO-09)

[Poly Exam Soft](#) / [OFFICER IN-CHARGE](#) / [Report Tab-1 -> FORMAT 22 - Panchnama Report](#)
[Print FORMAT NO - 22 \(Panchnama Report \)](#)

Select Date	<input type="text" value="16-04-2019"/>
Select Session	<input type="text" value="Afternoon"/>
<input type="button" value="Go->"/>	

02



OFFICER IN-CHARGE HELP MANUAL

Format no 22 (Panchnama Report) Print

FORMAT NO. 22

Panchnama Report

EC :- 1644 Day of Examination :- 01 Session :- Afternoon Date :- 16-04-2019

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

Sr.No.	Question Paper details as per the label on the bundle	Question Paper details actually present in the bundle opened	Remark
1	22224 - 02 Pkts / Bundle No. _____	22224 - ____ Pkts / Bundle No. _____	
2	22210 - 03 Pkts / Bundle No. _____	22210 - ____ Pkts / Bundle No. _____	
3	22203 - 04 Pkts / Bundle No. _____	22203 - ____ Pkts / Bundle No. _____	
4	17201 - 01 Pkts / Bundle No. _____	17201 - ____ Pkts / Bundle No. _____	
5	13081 - 01 Pkts / Bundle No. _____	13081 - ____ Pkts / Bundle No. _____	

Officer in charge EC
Name
Patil S.R.
Contact Cell. No
.....

Chief Officer in charge EC
Name
.....
Contact Cell. No
.....

Controller of Examination
Name
.....
Contact Cell. No
.....

Note:

1. In case of D Pharmacy institute working as EC, Principal of the institute works as the officer incharge of examination. In such cases the report will bear the signatures of Officer in charge and Controller of examination.



OFFICER IN-CHARGE HELP MANUAL

Step 7 :Assign / De- assign Special Codes , when absent student seat numbers are available .

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Officer Incharge Menu

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)★ FORMAT NO-22
Panchnama Report**Special Codes**
(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filling Absent Report)Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)

Poly Exam Soft / OFFICER IN-CHARGE / Special Codes -> Assign / Deassign Special Codes

Assign Special Codes

Select Date	<input type="text" value="16-04-2019"/>
Select Session	<input type="text" value="Afternoon"/>
	<input type="button" value="Go->"/> 02

01



OFFICER IN-CHARGE HELP MANUAL

Block Details

Block Setting

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Assign Special Codes for : Date **-16-Apr-2019** Session **-Afternoon**

Note : Use **Ctrl + F** and enter Seat number to find the seat number

Sr.No.	Inst.Code	Course_Code	Sub_Code	Seat_Number	Stud_Status	Select SP Code	Assign_SP_Code	Deassign_SP_Code
1	1644	CW-2-I	22224	323446	401	401 [v]		Deassign
2	1644	CW-2-I	22224	323447	Present	401 [v]	Assign	
3	1644	CW-2-I	22224	323448	Present	401 [v]	Assign	
4	1644	CW-2-I	22224	323450	Present	401 [v]	Assign	
5	1644	CW-2-I	22224	323452	Present	401 [v]	Assign	
6	1644	CW-2-I	22224	323453	Present	401 [v]	Assign	
7	1644	CW-2-I	22224	323454	Present	401 [v]	Assign	

401 [v]
401 [Absent]
403 [Copy Case]
404 [Passed Previously]
405 [Deleted]

When you have list of absent seat numbers 45 min after start of exam , kindly mark absent numbers by clicking on Assign Button. (Use " Control+F " to search seat number)



OFFICER IN-CHARGE HELP MANUAL

Step 8 :REPORT Tab – 02
Note : After filling absent numbers in Step 5 , These Reports should be printed.

Print Packing Slips and Attendance Report – “A”

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)

☆ FORMAT NO-22
Panchnama Report

Special Codes
(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filling Absent Report)

Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)

Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)

Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-09)

NIL Report

Record of Q Paper Packets

Reports Tab-3
(After End of Exam)

Total Attendance Report-"A
Examination Summery Report"

Print Packing Slip / Attendance Report "A"

Select Date

Select Session

[Go->](#) **02**

Print Packing Slips / Attendance Report -A for : Date -16-Apr-2019 Session -Afternoon

03 [Print All Packing Slips](#)
[Print All Attendance Reports- 'A'](#)
[Print All Packing Slips -NEW FORMAT](#) **05**

Sr.No.	Inst.Code	Course_Name	Total	Print	Absent/Special Cases	Packing Slip	Packing Slip (NEW FORMAT)	Attendance Report - 'A'
1	1644	CE-2-G	1	04	0	Print	Print	Print
2	1644	CE-2-I	89	87	2	Print	Print	Print
3	1644	CW-2-I	68	68	0	Print	Print	Print
4	1644	EE-2-I	60	59	1	Print	Print	Print
5	1644	EJ-2-I	70	69	1	Print	Print	Print
6	1229	LX-2-E	40	34	6	Print	Print	Print
7	1644	ME-2-I	87	86	1	Print	Print	Print



OFFICER IN-CHARGE HELP MANUAL

Packing Slip Print - Old Format (Format 7)

FORMAT No. 7



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI

PACKING SLIP

Inst Code :1644	Exam :Summer-2019	Exam Center Code :1644
Course :CW-2-I	Date : 16-04-2019	Session :Afternoon
Subject : APPLIED MATHEMATICS	Subject Code :22224	Subject Abbreviation :AMI
Marksheet No :144858 ,		
No. of Answer Books in this Packet : 68		
Date :16-04-2019	Time of Sealing : _____ AM/PM	
_____	_____	_____
Sign. of Sealing Supervisor	Sign. of Officer In-Charge	Sign. of Controller

Packing Slip Print - New Format (Format 7)

FORMAT No. 7



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI

PACKING SLIP

Inst Code : 1644	Exam : Summer-2019	Exam Center Code : 1644
Day : 01	Date : 16-04-2019	Session : Afternoon
Subject : APPLIED MATHEMATICS[AMI]	Subject Code :22224	
Course	No of Answer Books	Marksheet No
CW-2-I	68	144858 ,
Total	68	
Date :16-04-2019	Time of Sealing : _____ AM/PM	
_____	_____	_____
Sign. of Sealing Supervisor	Sign. of Officer In-Charge	Sign. of Controller



OFFICER IN-CHARGE HELP MANUAL

Attendance Report "A" Print

Kindly Print this Report in Landscape Format

FORMAT NO. 06

Format of Attendance Report-'A'



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI

ATTENDANCE REPORT- "A"

Exam : Summer-2019

Name of Institute :Sanjay Ghodawat Polytechnic

Inst Code :1644

Course/Year/Sem/Master :CW-2-I

Course Code :CW

Course Name :Computer Science & Engineering

Subject : APPLIED MATHEMATICS(AMI)

Subject Code :22224

Day : 01

Date : 16-04-2019

Time : 02:00 P.M. to 05:00 P.M.

Session :Afternoon

Marksheet No :144858 ,

Exam Center Code : 1644

Total Seat Nos on computerized marksheet/s	Additional examinees by the institute		Examinees absent (As per computerized seat nos and additional seat nos)		Total no of examinees present
	Seat Numbers	Total number of Examinees	Seat numbers of Absent Examinees	Total number of Examinees Absent	
1	2	3	4	5	6
68				00	68

Sealing Supervisor

(Patil S.R.)
Officer in-Charge
(Exam Center -1644)

Note:

- Report to be prepared in duplicate
- One copy should be attached with answer book bundle
- One copy should be retained at the institute
- Total of columns 1 & 3 should be equal to the total of columns 5 & 6
- Figure in column 6 must tally with the total no of answer books in the bundle
- Strike off whichever is not applicable

Separate Format will be generated for each Course/Subject and Inst.Code.
Example : Consider that CO-5-I course with subject Java Programming having inst code 1644 has 80 students and these students are allocated to 3 different blocks , then single report for CO-5-I - Java Programming - 1644 inst code.
This format will be enclosed in Answer Book bundle for the same.



OFFICER IN-CHARGE HELP MANUAL

Format of receipt of sealed Answer book Bundles(format no 8)

<p>Block Setting</p> <p>Block Arrangement</p> <p>Supervisor Allocation</p> <p>Reports Tab-1 (After Block Arrangement is done)</p> <p>Attendance Report(Format-05) /Supervisor Report</p> <p>Gate Chart</p> <p>Bench Arrangement</p> <p>Blank Present / Absent Report</p> <p>Supervisor Allocation Report</p> <p>Receipt Of Q.Paper Bundles FORMAT NO-02</p> <p>FORMAT NO-03</p> <p>FORMAT NO-03 - A</p> <p>Advance Q.P. Requirement (FORMAT NO-02-B)</p> <p>★ FORMAT NO-22 Panchnama Report</p> <p>Special Codes (Use this when Absent Students list is available)</p> <p>Assign / Deassign Special Codes</p> <p>Reports Tab-2 (After filling Absent Report)</p> <p>Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06)</p> <p>Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)</p> <p>Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-09)</p> <p>NIL Report</p> <p>Record of Q Paper Packets</p> <p>Reports Tab-3 (After End of Exam)</p> <p>Total Attendance Report-"A Examination Summery Report"</p>	<p>Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-08) DAY - WISE</p> <p>Select Date: 16-04-2019</p> <p>Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers</p> <p>02</p>
	<p>Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-08) - SESSION - WISE</p> <p>Select Date: dd-mm-yyyy</p> <p>Select Session: Afternoon</p> <p>Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers</p> <p>02</p>
	<p>Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-08) - NEW FORMAT</p> <p>Select Date: dd-mm-yyyy</p> <p>Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers</p> <p>02</p>
	<p>01 Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-08) - NEW FORMAT - SESSION WISE</p> <p>Select Date: dd-mm-yyyy</p> <p>Select Session: Afternoon</p> <p>Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers</p> <p>02</p>



OFFICER IN-CHARGE HELP MANUAL

Format of receipt of sealed Answer book Bundles(format no 8) Print

Kindly Print this Report in Portrait Format

Format No- 08

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

Exam Center :- Sanjay Ghodawat Polytechnic , Atigre , Exam Center Code:- 1644

Examination:- Summer-2019
RECEIPT

Received below mentioned sealed packets of written answer books in good and intact condition and a packet of theory mark sheets, from the Officer-in-charge examination center Code :1644

Sr.No.	Course / Sem / Year /Master	Subject Title	Subject Code	Number of Packets (if Section)	No of Answer Books in Bundle
01	CE-5-G	EAC	17501		61
02	CW-5-G	OSY	17512		20
03	EE-5-G	SAP	17508		06
04	EJ-5-G	CHN	17533		13
05	ME-5-G	MQC	17530		49
06	LX-2-E	PMV	13081		34
07	CE-2-G	CMS	17201		01
08	CE-2-I	AME	22203		87
09	CW-2-I	AMI	22224		68
10	EE-2-I	AME	22210		59
11	EJ-2-I	AME	22210		69
12	ME-2-I	AME	22203		86
Total Number of Answer Book Bundles				12	

Name of Controller : _____

Signature of Controller : _____

Date :- 16-04-2019 Time :- _____ AM/PM



OFFICER IN-CHARGE HELP MANUAL

Format of receipt of sealed Answer book Bundles(format no 9)

<ul style="list-style-type: none"> Block Setting Block Arrangement Supervisor Allocation Reports Tab-1 (After Block Arrangement is done) Attendance Report(Format-05) /Supervisor Report Gate Chart Bench Arrangement Blank Present / Absent Report Supervisor Allocation Report Receipt Of Q.Paper Bundles FORMAT NO-02 FORMAT NO-03 FORMAT NO-03 - A Advance Q.P. Requirement (FORMAT NO-02-B) ★ FORMAT NO-22 Panchnama Report Special Codes (Use this when Absent Students list is available) Assign / Deassign Special Codes Reports Tab-2 (After filling Absent Report) Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06) Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08) Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-09) NIL Report Record of Q Paper Packets Reports Tab-3 (After End of Exam) Total Attendance Report-"A Examination Summary Report" Setting 	<p>Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-09) DAY- WISE</p> <p>Select Date: 16-04-2019</p> <p>Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers</p> <p>02</p>
	<p>Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-09) SESSION- WISE</p> <p>Select Date: dd-mm-yyyy</p> <p>Select Session: Afternoon</p> <p>Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers</p> <p>02</p>
	<p>Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-09) - NEW FORMAT</p> <p>Select Date: dd-mm-yyyy</p> <p>Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers</p> <p>02</p>
	<p>Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-09) - NEW FORMAT - SESSION WISE</p> <p>Select Date: dd-mm-yyyy</p> <p>Select Session: Afternoon</p> <p>Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers</p> <p>02</p>

01



OFFICER IN-CHARGE HELP MANUAL

Format of receipt of sealed Answer book Bundles(format no 9) Print

Kindly Print this Report in Portrait Format

Format No- 09

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

Exam Center :- Sanjay Ghodawat Polytechnic , Atigre , Exam Center Code:- 1644

Examination:-Summer-2019

RECEIPT

Received below mentioned sealed packets of written answer books in good and intact condition, and a pack of theory marksheets from the Controller of examination center Code :1644

Sr.No.	Course / Sem / Year /Master	Subject Title	Subject Code	Number of Packets (if Section)	No of Answer Books in Bundle
01	CE-5-G	EAC	17501		61
02	CW-5-G	OSY	17512		20
03	EE-5-G	SAP	17508		06
04	EJ-5-G	CHN	17533		13
05	ME-5-G	MQC	17530		49
06	LX-2-E	PMV	13081		34
07	CE-2-G	CMS	17201		01
08	CE-2-I	AME	22203		87
09	CW-2-I	AMI	22224		68
10	EE-2-I	AME	22210		59
11	EJ-2-I	AME	22210		69
12	ME-2-I	AME	22203		86
Total Number of Answer Book Bundles				12	

Name of Officer In-Charge (DC) : _____

Signature of Officer In-Charge (DC) : _____

Date :- 16-04-2019 Time :- _____ AM/PM



OFFICER IN-CHARGE HELP MANUAL

NIL Report

Block Details Block Setting Block Arrangement Supervisor Allocation Reports Tab-1 <small>(After Block Arrangement is done)</small> Attendance Report (Format-05) / Supervisor Report Gate Chart Bench Arrangement Blank Present / Absent Report Supervisor Allocation Report Receipt Of Q.Paper Bundles FORMAT NO-02 FORMAT NO-03 FORMAT NO-03 - A Advance Q.P. Requirement (FORMAT NO-02-B) ☆ FORMAT NO-22 Panchnama Report Special Codes <small>(Use this when Absent Students list is available)</small> Assign / Deassign Special Codes Reports Tab-2 <small>(After filling Absent Report)</small> Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06) Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08) Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-09) NIL Report 01 Record of Q Paper Packets Reports Tab-3 <small>(After End of Exam)</small>	<div style="background-color: #e9ecef; padding: 5px; margin-bottom: 10px;"> NIL REPORT DAY - WISE </div> <table border="1" style="width: 100%;"> <tr> <td>Select Date</td> <td><input type="text" value="03-05-2019"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Print Day Wise NIL Report"/> </td> </tr> </table> <div style="text-align: center; margin: 10px 0;">02</div> <div style="background-color: #e9ecef; padding: 5px; margin-bottom: 10px;"> NIL Report SESSION - WISE </div> <table border="1" style="width: 100%;"> <tr> <td>Select Date</td> <td><input type="text" value="dd-mm-yyyy"/></td> </tr> <tr> <td>Select Session</td> <td><input type="text" value="Afternoon"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Print Session Wise NIL Report"/> </td> </tr> </table> <div style="text-align: center; margin: 10px 0;">03</div>	Select Date	<input type="text" value="03-05-2019"/>	<input type="button" value="Print Day Wise NIL Report"/>		Select Date	<input type="text" value="dd-mm-yyyy"/>	Select Session	<input type="text" value="Afternoon"/>	<input type="button" value="Print Session Wise NIL Report"/>	
Select Date	<input type="text" value="03-05-2019"/>										
<input type="button" value="Print Day Wise NIL Report"/>											
Select Date	<input type="text" value="dd-mm-yyyy"/>										
Select Session	<input type="text" value="Afternoon"/>										
<input type="button" value="Print Session Wise NIL Report"/>											



OFFICER IN-CHARGE HELP MANUAL

NIL Report Print

Sanjay Ghodawat Polytechnic , Atigre
Exam Center Code : 1644

Day:-7

Date:-03-05-2019

To,
The Officer In-Charge D.C.
Subject : List of NIL Reports EC-1644 (Summer-2019)

Following NIL Reports are enclosed and submitted to Distribution Center

Sr. No.	Institute Code	Master Code	Subject Title	Subject Code	No of Packets (If Sections)	No of Answer Books in Bundle	Marksheet No.
01	1644	EJ-2-G	APH (Section-1)	17210	1	NIL	160306
02	1644	EJ-2-G	APH (Section-2)	17210	1	NIL	160306
Grand Total					02		

Signature & Name

Signature & Name

Date : 03-05-2019

Time : _____ AM/PM



OFFICER IN-CHARGE HELP MANUAL

Record of Question paper Packets

<p>Block Setting</p> <p>Block Arrangement</p> <p>Supervisor Allocation</p> <p>Reports Tab-1 (After Block Arrangement is done)</p> <p>Attendance Report(Format-05) /Supervisor Report</p> <p>Gate Chart</p> <p>Bench Arrangement</p> <p>Blank Present / Absent Report</p> <p>Supervisor Allocation Report</p> <p>Receipt Of Q.Paper Bundles FORMAT NO-02</p> <p>FORMAT NO-03</p> <p>FORMAT NO-03 - A</p> <p>Advance Q.P. Requirement (FORMAT NO-02-B)</p> <p>☆ FORMAT NO-22 Panchnama Report</p> <p>Special Codes (Use this when Absent Students list is available)</p> <p>Assign / Deassign Special Codes</p> <p>Reports Tab-2 (After filling Absent Report)</p> <p>Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06)</p> <p>Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)</p> <p>Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-09)</p> <p>NIL Report</p> <p>Record of Q Paper Packets</p> <p>Reports Tab-3 (After End of Exam)</p> <p>Total Attendance Report-"A Examination Summery Report"</p> <p>Setting</p> <p>Change Password</p>	<p>Question Paper Record</p> <p>Select Date <input type="text" value="16-04-2019"/></p> <p><input type="button" value="Go->"/></p> <p>02</p> <p>Question Paper Record - NEW FORMAT If - Same Courses packets have Combined Question Papers</p> <p>Select Date <input type="text" value="dd-mm-yyyy"/></p> <p><input type="button" value="Go->"/></p> <p>03</p> <p>01</p>
--	---



OFFICER IN-CHARGE HELP MANUAL

Record of Question paper Packets Print

Format for submitting (Account) Record of Question Paper Packets

To be submitted by the Officer In-Charge Examination Center

Exam Center / Institute Name :- Sanjay Ghodawat Polytechnic , Atigre

Exam Center /Institute Code:- 1644

Examination:-Summer-2019 Exam Date :- 16-04-2019 Exam Day :- 1

Sr.No.	Master Code	Subject Abbreviation	Question Paper Code	Question Papers				
				Received	Used	RAC	Total Used	Balance
1	CW-2-I	APPLIED MATHEMATICS[AMI]	22224	100	68	2	70	30
2	EE-2-I,EJ-2-I	APPLIED MATHEMATICS[AME]	22210	150	128	4	132	18
3	CE-2-I,ME-2-I	APPLIED MECHANICS[AME]	22203	200	173	4	177	23
4	CE-2-G	COMMUNICATION SKILLS[CMS]	17201	50	1	2	3	47
5	LX-2-E	PARASITOLOGY, MYCOLOGY & VIROLOGY[PMV]	13081	50	34	2	36	14
6	EJ-5-G	COMPUTER HARDWARE & NETWORKING[CHN]	17533	50	13	2	15	35
7	ME-5-G	METROLOGY AND QUALITY CONTROL[MQC]	17530	100	49	2	51	49
8	CW-5-G	OPERATING SYSTEM[OSY]	17512	50	20	2	22	28
9	EE-5-G	SWITCHGEAR & PROTECTION[SAP]	17508	50	6	2	8	42
10	CE-5-G	ESTIMATING AND COSTING[EAC]	17501	100	61	2	63	37

(Patil S.R.)
Sign. of Officer In-Charge
Date :- 16-04-2019



OFFICER IN-CHARGE HELP MANUAL

Step 9 :Total Attendance Report "A" (Examination Summary Report) REPORT TAB – 03 – After end of Exam

Supervisor Allocation	<p>Welcome to Officer In-Charge Control Panel</p> <p>Please select main menus from left side panel</p>
<p>Reports Tab-1 (After Block Arrangement is done)</p> <p>Attendance Report(Format-05) /Supervisor Report</p> <p>Gate Chart</p> <p>Bench Arrangement</p> <p>Blank Present / Absent Report</p> <p>Supervisor Allocation Report</p> <p>Receipt Of Q.Paper Bundles FORMAT NO-02</p> <p>FORMAT NO-03</p> <p>FORMAT NO-03 - A</p> <p>Advance Q.P. Requirement (FORMAT NO-02-B)</p> <p>☆ FORMAT NO-22 Panchnama Report</p>	
<p>Special Codes (Use this when Absent Students list is available)</p> <p>Assign / Deassign Special Codes</p>	<p>Last Five Login Details</p> <p>Logged in Time : 22/10/2019 06:36:05 PM</p>
<p>Reports Tab-2 (After filling Absent Report)</p> <p>Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06)</p> <p>Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)</p> <p>Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-09)</p> <p>NIL Report</p> <p>Record of Q Paper Packets</p>	<p>This Report should be printed after end of whole theory examination. It will be useful when there is any query from RAC , Institute can check this pdf report very easily and check status of any absent student , CPS Details etc .</p> <p>There is no need to check all documents of examination. Only this Summery report is sufficient to cross check status of any seat number.</p> <p>We recommend institutes to download this report after end of whole theory exam and save copy on email and computer also for future reference.</p>
<p>Reports Tab-3 (After End of Exam)</p> <p>Total Attendance Report-"A Examination Summery Report"</p> <p>Setting</p> <p>Change Password</p> <p>Logout</p> <p>Logout</p>	

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OFFICER IN-CHARGE HELP MANUAL

Total Attendance Report "A" Summery Report Print

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI EXAMINATION SUMMARY REPORT

Exam Center Name : **Sanjay Ghodawat Polytechnic , Atigre**Exam Center Code : **1644**Examination : **Summer-2019**

Exam Day	Exam Date	Session	Inst.Code	Course	Subject Code	Subject Name	Total Students	Present Students	Absent/ Special cases Students	Seat_Nos_of Absent/ Special cases Students	Marksheet Nos.
1	16-04-2019	Morning	1644	CE-5-G	17501	ESTIMATING AND COSTING	65	61	4	322728 [401] 322751 [401] 322760 [401] 322782 [401]	126191
		Morning	1644	EE-5-G	17508	SWITCHGEAR & PROTECTION	6	6	0		156736
		Morning	1644	CW-5-G	17512	OPERATING SYSTEM	21	20	1	323907 [401]	145207
		Morning	1644	ME-5-G	17530	METROLOGY AND QUALITY CONTROL	53	49	4	324312 [401] 324317 [401] 324323 [401] 324347 [401]	199778 219403
		Morning	1644	EI-5-G	17533	COMPUTER HARDWARE & NETWORKING	13	13	0		168852
		Afternoon	1644	CE-2-G	17201	COMMUNICATION SKILLS	1	1	0		112297
		Afternoon	1644	CE-2-I	22203	APPLIED MECHANICS	89	87	2	323044 [401] 323068 [401]	114110 114111
		Afternoon	1644	ME-2-I	22203	APPLIED MECHANICS	87	86	1	324610 [401]	184905 184906
		Afternoon	1644	EJ-2-I	22210	APPLIED MATHEMATICS	70	69	1	324072 [401]	161382
		Afternoon	1644	EE-2-I	22210	APPLIED MATHEMATICS	60	59	1	323824 [401]	148751
		Afternoon	1644	CW-2-I	22224	APPLIED MATHEMATICS	68	67	1	323446 [401]	144858
		Afternoon	1229	LX-2-E	13081	PARASITOLOGY, MYCOLOGY & VIROLOGY	40	34	6	298764 [401] 298767 [401] 298770 [401] 298773 [401] 298779 [401] 298780 [401]	179282
		Total							573	552	21
2	20-04-2019	Morning	1644	ME-3-G	17301	APPLIED MATHEMATICS	60	50	10	324160 [401] 324166 [401] 324178 [401] 324180 [401] 324184 [401] 324215 [401] 324217 [401] 324219 [401] 324224 [401] 324226 [401]	187805 218657
		Morning	1644	EJ-3-G	17301	APPLIED MATHEMATICS	24	22	2	323912 [401] 323930 [401]	163093
		Morning	1644	EE-3-G	17301	APPLIED MATHEMATICS	24	22	2	323631 [401] 323639 [401]	150506
		Morning	1644	CE-3-G	17301	APPLIED MATHEMATICS	73	65	8	322508 [401] 322510 [401] 322520 [401] 322526 [401] 322553 [401] 322562 [401]	116357



OFFICER IN-CHARGE HELP MANUAL

Step 10 : Change Password of Officer In charge

Block Arrangement

Supervisor Allocation

Reports Tab-1
(After Block Arrangement is done)

Attendance Report (Format-05) / Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation Report

Receipt Of Q.Paper Bundles
FORMAT NO-02

FORMAT NO-03

FORMAT NO-03 - A

Advance Q.P. Requirement
(FORMAT NO-02-B)

☆ FORMAT NO-22
Panchnama Report

Special Codes
(Use this when Absent Students list is available)

Assign / Deassign Special Codes

Reports Tab-2
(After filling Absent Report)

Packing Slip
(FORMAT NO-07) /
Attendance Report-"A"
(FORMAT NO-06)

Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-08)

Format of Receipt for
Sealed Answer-Books
Bundles (FORMAT NO-09)

NIL Report

Record of Q Paper Packets

Reports Tab-3
(After End of Exam)

Total Attendance Report-"A
Examination Summery
Report"

Setting

Change Password

Logout

Change Password

Current Password	<input type="text"/>
New Password	<input type="text"/>
Reenter New Password	<input type="text"/>
	<input type="button" value="Change Password"/> 02

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