

HELP MANUAL for SHRI_PES_Version_1.3

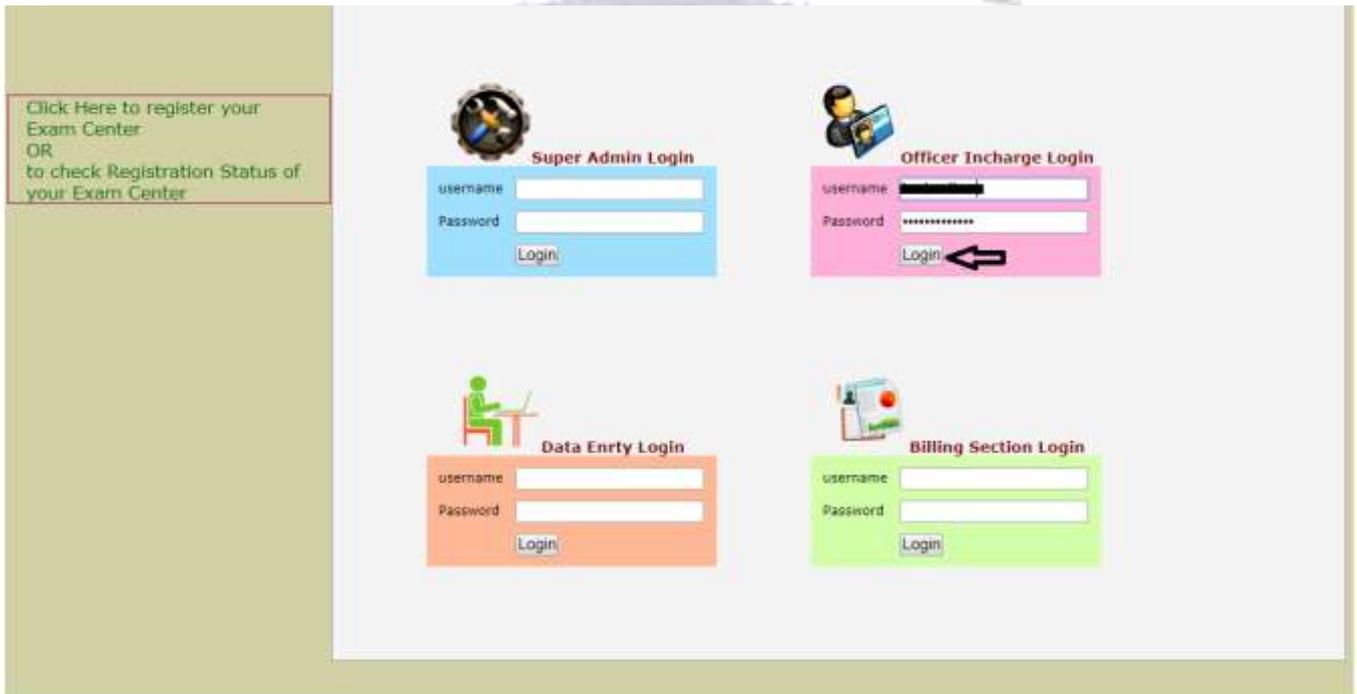
POLYTECHNIC THEORY EXAM SOFTWARE

– Powered by Shri Software Solutions & Training Center

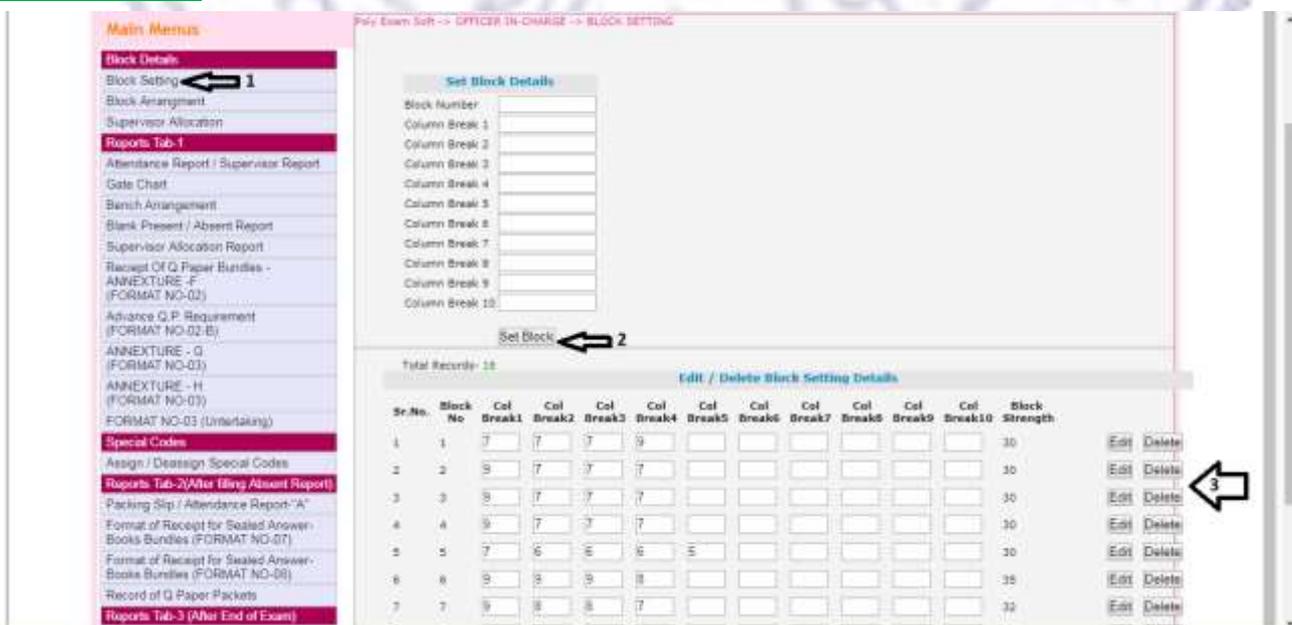
Officer Incharge – HELP MANUAL

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

Step 1 : Login to Officer Incharge module as shown below .



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



Step 3 : Make block arrangement for particular Date & Session .

Main Menus

- Block Details**
 - Block Setting
 - Block Arrangement** ← 1
 - Supervisor Allocation
- Reports Tab-1**
 - Attendance Report / Supervisor Report
 - Gate Chart
 - Bench Arrangement
 - Block Present / Absent Report
 - Supervisor Allocation Report
 - Receipt Of Q Paper Bundles - ANNEXTURE - F (FORMAT NO-02)
 - Advance Q.P. Requirement (FORMAT NO-02-B)
 - ANNEXTURE - G (FORMAT NO-03)
 - ANNEXTURE - H (FORMAT NO-03)
 - FORMAT NO-03 (Undertaking)
- Special Codes**
 - Assign / Deassign Special Codes
- Reports Tab-2(After filing Absent Report)**
 - Packing Slip / Attendance Report "A"
 - Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-07)
 - Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)
 - Record of Q Paper Packets
- Reports Tab-3 (After End of Exam)**

Make Block Arrangement

Select Date:

Select Session:

Create Block Arrangement ← 2

Main Menus

- Block Details**
 - Block Setting
 - Block Arrangement** ← 1
 - Supervisor Allocation
- Reports Tab-1**
 - Attendance Report / Supervisor Report
 - Gate Chart
 - Bench Arrangement
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 - Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)
 - Record of Q Paper Packets
- Reports Tab-3 (After End of Exam)**

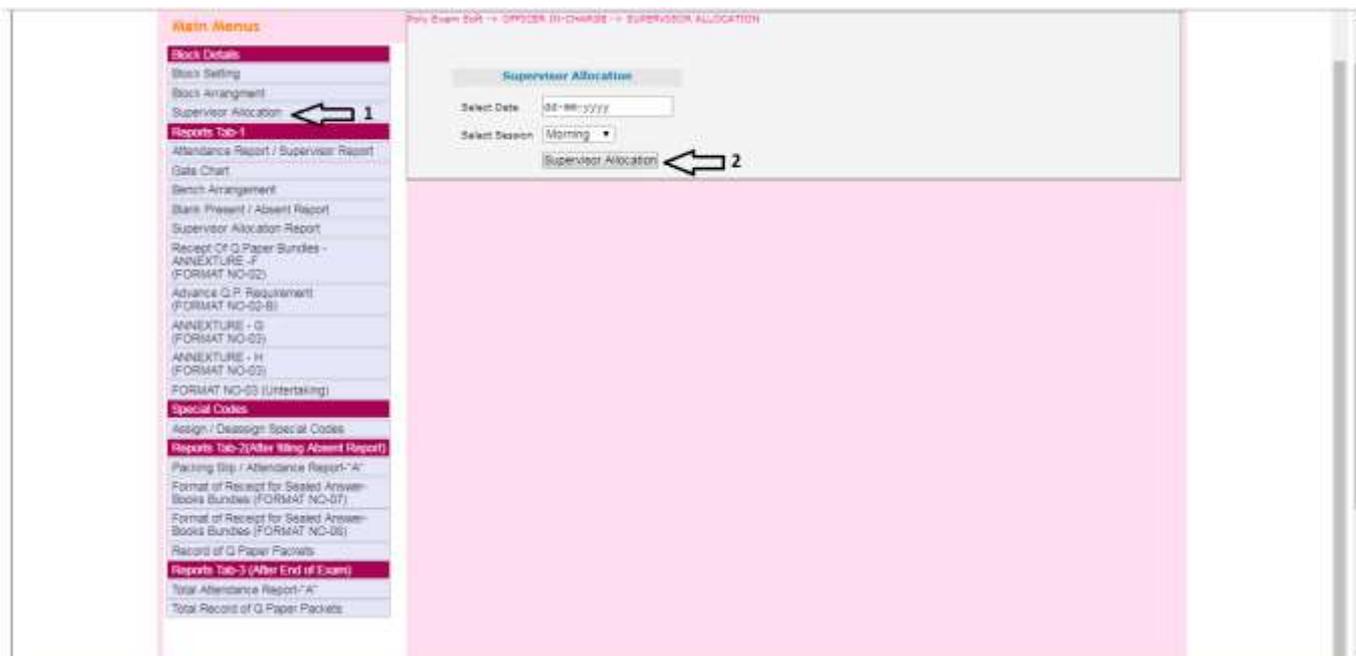
Block Allocation Details

Inst.Code	course_Code	Subject Name	Subject Code	Appearing Students	Allocated Students	Remaining Students
█	CO-2-0	COMMUNICATION SKILLS	17201	12	12	0
█	CE-2-0	COMMUNICATION SKILLS	17201	46	46	0
█	ED-2-0	COMMUNICATION SKILLS	17201	43	43	0
█	EE-2-0	COMMUNICATION SKILLS	17201	38	38	0
█	HE-2-0	COMMUNICATION SKILLS	17201	30	30	0
█	PH-2-0	PHARMACEUTICS - 1	808	66	66	0
Total				277	277	0

Edit / Delete Data Block Arrangement

Date	Session	Block No	Institute Code	course	Start Index	End Index	Total	Delete
2016-04-12	Morning	1	█	CO-2-0	1	12	12	Delete
2016-04-12	Morning	1	█	CE-2-0	1	18	18	Delete
2016-04-12	Morning	2	█	CE-2-0	19	48	90	Delete
2016-04-12	Morning	3	█	ED-2-0	1	30	90	Delete
2016-04-12	Morning	4	█	ED-2-0	31	43	13	Delete

Step 4 : Make Supervisor Allocation – This is optional , but if user wants to print supervisor name on Reports then this option must be used .



Main Menus

Block Details

- Block Setting
- Block Arrangement
- Supervisor Allocation ← 1

Reports Tab-1

- Attendance Report / Supervisor Report
- Gate Chart
- Bench Arrangement
- Blank Present / Absent Report
- Supervisor Allocation Report
- Receipt of Q.Paper Bundles - ANNEXTURE - F (FORMAT NO-02)
- Advance Q.P. Requirement (FORMAT NO-03-B)
- ANNEXTURE - G (FORMAT NO-03)
- ANNEXTURE - H (FORMAT NO-03)
- FORMAT NO-03 (Untertaking)

Special Codes

- Assign / Design Special Codes

Reports Tab-2(After filling Absent Report)

- Packing Slip / Attendance Report-'A'
- Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-07)
- Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)
- Record of Q.Paper Packets

Reports Tab-3 (After End of Exam)

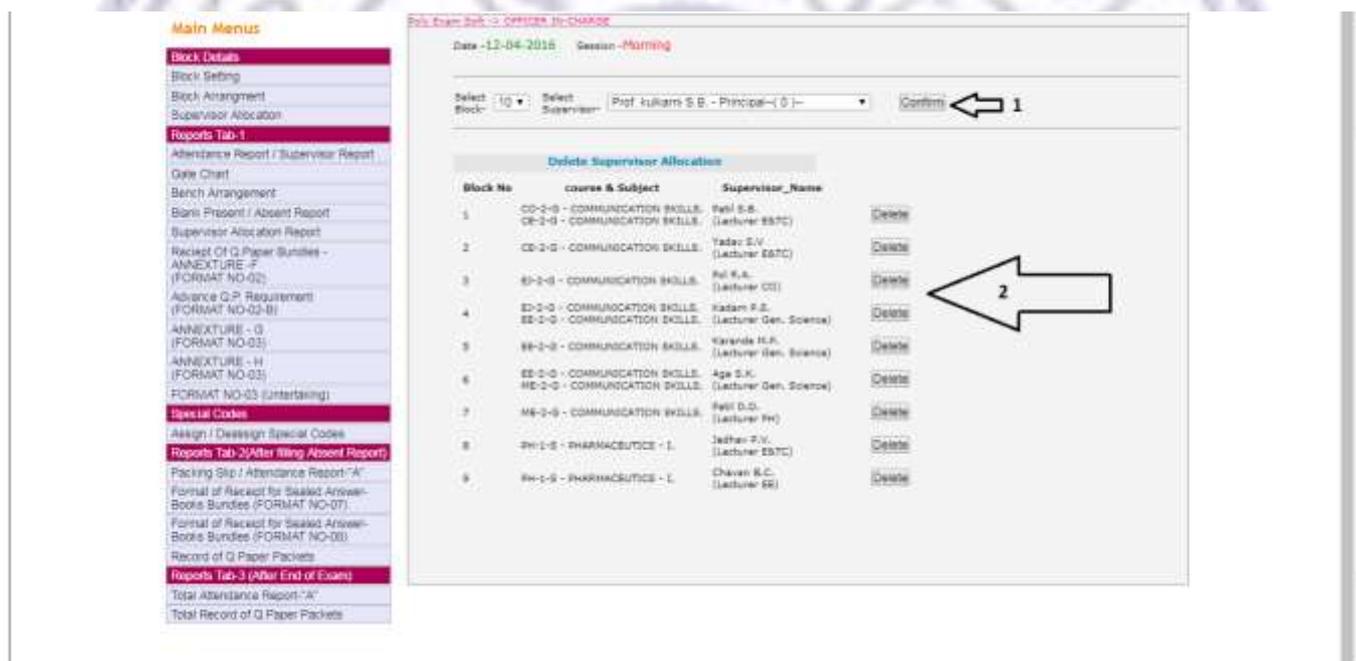
- Total Attendance Report-'A'
- Total Record of Q.Paper Packets

Supervisor Allocation

Select Date: dd-mm-yyyy

Select Session: Morning

Supervisor Allocation ← 2



Main Menus

Block Details

- Block Setting
- Block Arrangement
- Supervisor Allocation ← 1

Reports Tab-1

- Attendance Report / Supervisor Report
- Gate Chart
- Bench Arrangement
- Blank Present / Absent Report
- Supervisor Allocation Report
- Receipt of Q.Paper Bundles - ANNEXTURE - F (FORMAT NO-02)
- Advance Q.P. Requirement (FORMAT NO-03-B)
- ANNEXTURE - G (FORMAT NO-03)
- ANNEXTURE - H (FORMAT NO-03)
- FORMAT NO-03 (Untertaking)

Special Codes

- Assign / Design Special Codes

Reports Tab-2(After filling Absent Report)

- Packing Slip / Attendance Report-'A'
- Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-07)
- Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)
- Record of Q.Paper Packets

Reports Tab-3 (After End of Exam)

- Total Attendance Report-'A'
- Total Record of Q.Paper Packets

Delete Supervisor Allocation

Date -12-04-2016 Session -Morning

Select Block: 10 Select Supervisor: Prof. Iuliana S.B. - Principal-(0)- Confirm ← 1

Block No	course & Subject	Supervisor_Name	Delete
1	CD-2-G - COMMUNICATION SKILLS	Felix S.B. (Lecturer EBTC)	Delete
2	CD-2-G - COMMUNICATION SKILLS	Felix S.B. (Lecturer EBTC)	Delete
3	ED-2-G - COMMUNICATION SKILLS	Felix S.B. (Lecturer EBTC)	Delete
4	ED-2-G - COMMUNICATION SKILLS	Kadam P.B. (Lecturer Gen. Science)	Delete
5	EE-2-G - COMMUNICATION SKILLS	Kiranika H.P. (Lecturer Gen. Science)	Delete
6	EE-2-G - COMMUNICATION SKILLS	Age S.K. (Lecturer Gen. Science)	Delete
7	ME-2-G - COMMUNICATION SKILLS	Felix S.B. (Lecturer EBTC)	Delete
8	Ph-1-B - PHARMACEUTICS - I	Jadhav P.V. (Lecturer EBTC)	Delete
9	Ph-1-B - PHARMACEUTICS - I	Chavan R.C. (Lecturer EBTC)	Delete

← 2

Step 5 : REPORT Tab – 01

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

5 – 1) Attendance Report

The screenshot shows the 'Main Menu' on the left with sections for 'Block Details', 'Reports Tab-1', 'Special Codes', 'Reports Tab-2', and 'Reports Tab-3'. The main window is titled 'Print Attendance Report / Supervisor Report' and includes a 'Select Date' field (09-04-2016) and a 'Select Session' dropdown (Morning). Below these are three buttons: 'Print ALL Attendance Reports', 'Print ALL Supervisor Reports', and 'Print BOTH Reports'. A table lists exam details with columns for Block No, Institute Code, Course Name, From, To, Total, Attendance_Report, and Supervisor_Report. The table contains 10 rows of data. Arrows 1, 2, 3, and 4 indicate the location of the 'Reports Tab-1' menu item, the 'Print ALL Attendance Reports' button, the 'Print ALL Supervisor Reports' button, and the 'Print' buttons in the table, respectively.

FORMAT No. 5 Format for examinees attendance report
MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI
ATTENDANCE REPORT

Exam - Summer-2016 Exam Center- _____

Name of Institute- _____ Inst Code - _____

Ghogaon Session-Morning

Date-12-04-2016 Time -09:30 A.M. to 12:30 P.M.

Block No-1 Exam Day-1

Subject-COMMUNICATION SKILLS Course - CO-2-G

Supervisor - Patil S.B.

Sr.No.	Exam Seat No	Sr. No. of Main Answer Book	Sr. No. of Supplements Issued	Signature of Examinee
1	365315			
2	365316			
3	365317			
4	365318			
5	365319			
6	365320			
7	365321			
8	365322			
9	365323			
10	365324			
11	365325			
12	365326			
13	---			
14	---			
15	---			
16	---			
17	---			
18	---			
19	---			
20	---			
21	---			
22	---			
23	---			
24	---			
25	---			
26	---			
27	---			
28	---			
29	---			
30	---			

T=12 P= ___ A= ___ Total Supplements: ___

(Patil S.B.) (Mr.Thakar V.V.)
Name & Sign of Supervisor **Name & Sign of Officer In-Charge**

Copies : 1.COPY Forwarded with Answer Book Bundle
2.COPY for Office Record

5 – 2) Supervisor Report



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI
SUPERVISOR REPORT

Name of Supervisor - Patil S.B. Exam - Summer-2016 Block No -1

Course - CO-2-G Exam Day -1 Date -12-04-2016 Time -09:30 A.M. to 12:30 P.M.

Name of Institute- S: _____ Session -Morning

Inst Code - I _____ Exam Center Code - _____

Seat Numbers From-

365315	365316	365317	365318	365319	365320	365321	365322	365323
365324	365325	365326						

Total :-

Subject :- COMMUNICATION SKILLS Subject Code :- 17201

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

Checked By : _____ Supervisor _____
(Patil S.B.)

Officer in-Charge _____
(Mr.Thakar V.V.)

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 _____
(Patil S.B.)



5 – 3) Gate Chart



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI

GATE CHART

Examination: Summer-2016

Date: 12-04-2016

Day : 1

Session : Morning

Exam Center: _____

Inst Code / Exam Center Code: _____

Block No	Inst. Code	Course	Subject	Subject Code	Time	Exam Seat Numbers	Total	Grand Total
1		CO-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365315 TO 365326	12	30
			COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	364880 TO 364934	18	
2		CE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	364935 TO 364964	30	30
			COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365960 TO 366005	30	
3		EJ-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	366006 TO 366018	13	30
			COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365524 TO 365557	17	
4		EE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365558 TO 365587	30	30
			COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365588 TO 365598	11	
5		EI-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	366347 TO 366380	24	35
			COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	366381 TO 366406	26	
6		ME-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	293590 TO 293636	30	30
			COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	293637 TO 293666	30	
7		PH-1-S	PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.	293667 TO 293672	6	6
			PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.			
8		PH-1-S	PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.			
			PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.			
9		PH-1-S	PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.			
			PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.			
10		PH-1-S	PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.			
			PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.			

(Mr. Thakar V.V.)

Name & Sign. of Officer in Charge

5 – 4) Bench Arrangement

Main Menu

- Block Details**
 - Block Setting
 - Block Arrangement
 - Supervisor Allocation
- Reports Tab-1**
 - Attendance Report / Supervisor Report
 - Gate Chart
 - Bench Arrangement ← 1
 - Blank Present / Absent Report
 - Supervisor Allocation Report
 - Receipt of Q.Paper Bundles - ANNEXTURE - F (FORMAT NO-03)
 - Advance Q.P. Requirement (FORMAT NO-03-B)
 - ANNEXTURE - G (FORMAT NO-03)
 - ANNEXTURE - H (FORMAT NO-03)
 - FORMAT NO-03 (Undertaking)
- Special Codes**
 - Assign / Deassign Special Codes
- Reports Tab-2(After filling Absent Report)**
 - Parking Slip / Attendance Report-'A'
 - Format of Receipt for Sealed Answer-Books-Bundles (FORMAT NO-07)
 - Format of Receipt for Sealed Answer-Books-Bundles (FORMAT NO-08)
 - Record of Q Paper Packets
- Reports Tab-3 (After End of Exam)**
 - Total Attendance Report-'A'
 - Total Record of Q Paper Packets

Print Bench Arrangement

Select Date: 12-04-2016

Select Session: Morning

Print All Block Bench Arrangement Reports ← 3

Block No	Course_Name	Print Block Arrangement
1	CO-2-G->12	Print
	CE-2-G->12	Print
2	CE-2-G->30	Print
3	EE-2-G->30	Print
4	EE-2-G->13	Print
	EE-2-G->17	Print
5	EE-2-G->30	Print
6	EE-2-G->11	Print
	EE-2-G->24	Print
7	ME-2-G->24	Print
8	PH-2-G->30	Print
9	PH-2-G->30	Print
10	PH-2-G->6	Print



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI BENCH ARRANGEMENT

Examination:Summer-2016	Block NO: 1	
Date:12-04-2016	Day :1	Session : Morning
Exam Center:		Exam Center:
Ghogaon		
Courses & Subjects:		
CO-2-G-COMMUNICATION SKILLS(17201)- [09:30 A.M. to 12:30 P.M.] , CE-2-G-COMMUNICATION SKILLS(17201)- [09:30 A.M. to 12:30 P.M.] ,		

Column No-01			Column No-02			Column No-03			Column No-04		
Bench No	Seat_No	Course_									
1	365315	CO-2-G	14	364897	CE-2-G	15	364900	CE-2-G	30	364934	CE-2-G
2	365316	CO-2-G	13	364880	CE-2-G	16	364901	CE-2-G	29	364933	CE-2-G
3	365317	CO-2-G	12	365326	CO-2-G	17	364903	CE-2-G	28	364932	CE-2-G
4	365318	CO-2-G	11	365325	CO-2-G	18	364922	CE-2-G	27	364931	CE-2-G
5	365319	CO-2-G	10	365324	CO-2-G	19	364923	CE-2-G	26	364930	CE-2-G
6	365320	CO-2-G	9	365323	CO-2-G	20	364924	CE-2-G	25	364929	CE-2-G
7	365321	CO-2-G	8	365322	CO-2-G	21	364925	CE-2-G	24	364928	CE-2-G
									23	364927	CE-2-G
									22	364926	CE-2-G

5 – 5) Blank Present Absent Report

Main Menu
Block Details
 Block Setting
 Block Arrangement
 Supervisor Allocation
Reports Tab-1
 Attendance Report / Supervisor Report
 Date Chart
 Bench Arrangement
 Blank Present / Absent Report **← 1**
 Supervisor Allocation Report
 Receipt Of G.Paper Bundles - ANNEXURE - F (FORMAT NO-52)
 Advance G.P. Requirement (FORMAT NO-52-B)
 ANNEXURE - G (FORMAT NO-53)
 ANNEXURE - H (FORMAT NO-53)
 FORMAT NO-53 (undertaking)
Special Codes
 Assign / Deassign Special Codes
Reports Tab-2(After filling Absent Report)
 Packing Slip / Attendance Report "A"
 Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-07)
 Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)
 Record of G Paper Packets
Reports Tab-3 (After End of Exam)
 Total Attendance Report "A"
 Total Record of G Paper Packets

Poly Exam Soft -> OFFICER IN-CHARGE -> Report Tab-1 -> Blank Present / Absent Report

Print Blank Absent Report

Select Date:

Select Session:

← 2



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

Examination: Summer-2016

Date: 12-04-2016

Day : 1

Session : Morning

Exam Center: _____

Inst Code / Exam Center

Code: _____

Block No	Name of Supervisor with Dated Sign.	Course / Paper Code	P- Present A- Absent T- Total	Seat Nos of Absent Candidates
1	Patil S.B.	CO-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 12	
	Signature	CE-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 18	
2	Yadav S.V.	CE-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 30	
3	Patil R.A.	ED-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 30	
4	Karande P.S.	ED-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 13	
	Signature	ED-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 17	
5	Karande M.D.	ED-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 30	
6	Agar S.K.	ED-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 11	
	Signature	ME-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 24	
7	Patil D.D.	ME-2-G (Inst Code > 1215) 17201 COMMUNICATION SKILLS	P- A- T- 26	
8	Jadhav R.V.	PH-1-S (Inst Code > 763) 885 PHARMACEUTICS -1	P- A- T- 30	
9	Charan R.C.	PH-1-S (Inst Code > 763) 885 PHARMACEUTICS -1	P- A- T- 30	
10		PH-1-S (Inst Code > 763) 885 PHARMACEUTICS -1	P- A- T- 6	

(Mr.Thakar V.V.)

Name & Sign. of Officer-In-Charge

5 – 6) Supervisor Allocation Report

Print Supervisor Allocation Report

Select Date: 12-04-2016

Select Session: Morning

Page: 2

Main Menu:

- Block Details
 - Block Setting
 - Block Arrangement
 - Supervisor Allocation
- Reports Tab-1
 - Attendance Report / Supervisor Report
 - Gate Chart
 - Bench Arrangement
 - Block Present / Absent Report
 - Supervisor Allocation Report
 - Receipt of Q. Paper Bundles - ANNEXURE - F (FORMAT NO-02)
 - Advance Q.P. Requirement (FORMAT NO-02-B)
 - ANNEXURE - G (FORMAT NO-03)
 - ANNEXURE - H (FORMAT NO-03)
 - FORMAT NO-03 (undertaking)
- Special Codes
 - Assign / Deassign Special Codes
- Reports Tab-2 (After filling Absent Report)
 - Packing Slip / Attendance Report "A"
 - Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-07)
 - Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)
 - Receipt of Q. Paper Packets
- Reports Tab-3 (After End of Exam)
 - Total Attendance Report "A"
 - Total Record of Q. Paper Packets



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI

Blockwise Supervisor Allocation Report

Examination: Summer-2016

Date: 12-04-2016

Day : 1

Session : Morning

Exam Center: _____

Inst Code / Exam Center

Code: _____

Block No	Supervisor Name	Inst.Code	Course	Subject	Subject Code	Time	Exam Seat Numbers	Total	Grand Total
1	Patil S.B.		CO-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365315 TO 365326	12	30
			CE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	364880 TO 364934	18	
2	Yadav S.V		CE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	364935 TO 364964	30	30
3	Pol R.A.		EJ-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365960 TO 366005	30	30
4	Kadam P.S.		EJ-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	366006 TO 366018	13	30
			EE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365524 TO 365557	17	
5	Karande M.P.		EE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365558 TO 365587	30	30
6	Aga S.K.		EE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365588 TO 365598	11	35
			ME-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	366347 TO 366380	24	
7	Patil D.D.		ME-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	366381 TO 366406	26	26
8	Jadhav P.V.		PH-1-S	PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.	293590 TO 293636	30	30
9	Chavan B.C.		PH-1-S	PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.	293637 TO 293666	30	30
10			PH-1-S	PHARMACEUTICS - I	805	09:30 A.M. to 12:30 P.M.	293667 TO 293672	6	6

(Mr.Thakar V.V.)

5 – 7) Annexure F - Report



Annexure F 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-2016

DC : [REDACTED]

Day of Exam : 1

Date of Exam : 12-04-2016

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

Sr. No.	Examination Center Code	Day of Examination	Date_of_Exam	Session	Bundle Details	Total Bundles received
1	[REDACTED]	1	12-04-2016	Morning	One Bundle of 8 question paper packets	2
2	[REDACTED]			Afternoon	One Bundle of 2 question paper packets	

(Mr. ABC-Senior Lecturer /)
Name & Designation of
Controller of Examination Center
Date :- 12-04-2016

5 – 8) Advanced Q.Paper Requirement - Report



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-2016**

Name of Exam Center : _____ EC Code : _____

Address of Exam Center : _____

The officer-in-Charge , Distribution Center is informed that Total no. of **10** 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 **12-04-2016** the question paper bundles as per details below,

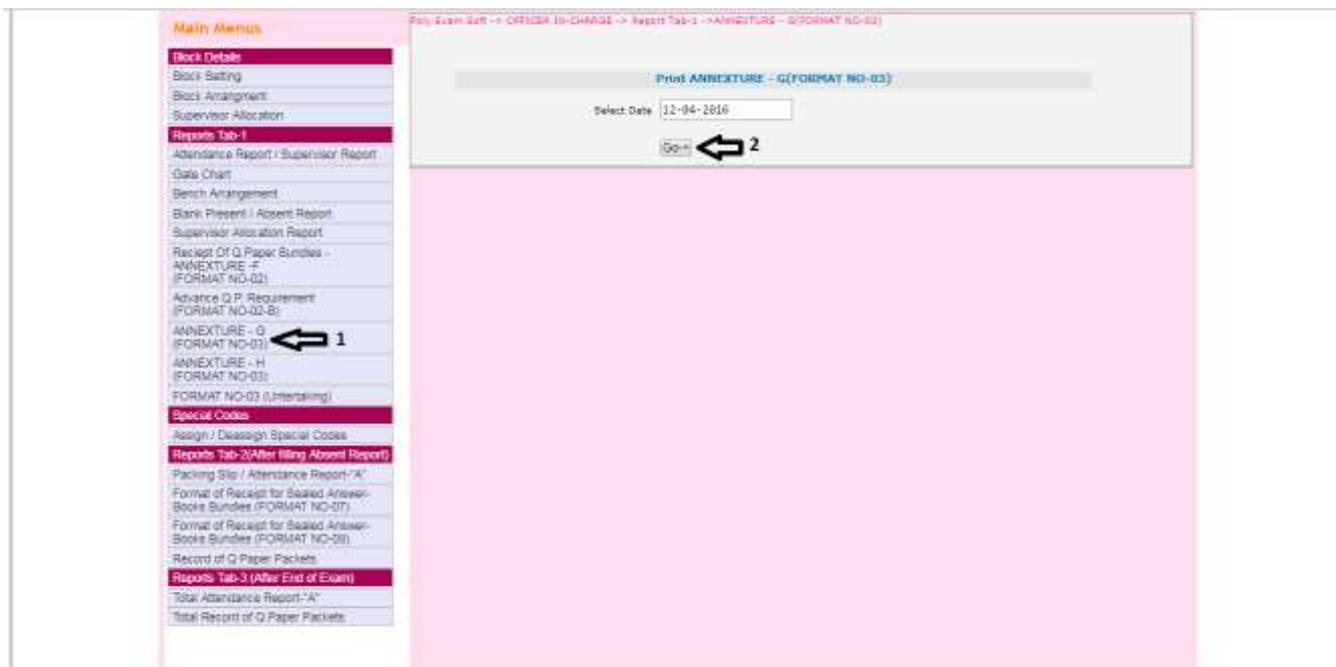
Sr.No.	Session	Master Code	Subject Title	Question Paper Code	Number of Packets
1	Morning	CO-2-G,CE-2-G,EJ-2-G,EE-2-G,ME-2-G	COMMUNICATION SKILLS[CMS]	17201	1
2	Morning	PH-1-S	PHARMACEUTICS - I[PH1]	805	2
3	Afternoon	ME-6-E,CE-6-E,CO-6-E,EJ-6-E,EE-6-E	MANAGEMENT[MAN]	12219	1
Grand Total Packets					10

Certified that , I have **actually tallied** the total number of required Q.Paper Packets **10** & (in words) **Ten** For dated :**12-04-2016** For Diploma Course in Engineering & Tehnology **Summer-2016** Examination for this Examination Center

(Mr. ABC-Senior Lecturer /)
Name & Designation of
Controller of Examination Center
Date :- 11-04-2016

(Mr.Thakar V.V. / HOD Genral Science)
Name & Designation of
Officer Incharge of Examination Center
Date :- 11-04-2016

5 – 9) Annexure G - Report



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-2016**

EC : 1215

Day of Exam : 1

Date of Exam : 12-04-2016

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

Sr. No.	Examination Center Code	Day of Examination	Date_of_Exam	Session	Bundle Details	Total Bundles received
1	█	1	12-04-2016	Morning	One Bundle with total of 8 question paper packets	2
2	█	1	12-04-2016	Afternoon	One Bundle with total of 2 question paper packets	

(Mr.Thakar V.V. / HOD Genral Science)
Name & Designation of
Officer-In-Charge of Examination Center
Date :- 12-04-2016

5 – 10) Annexure H - Report



ANNEXTURE - H

Format 3 (Receipt to be given by the Officer in Charge of examination centre to the officer in charge, DC) is as follows:

RECEIPT OF QUESTION PAPER PACKETS

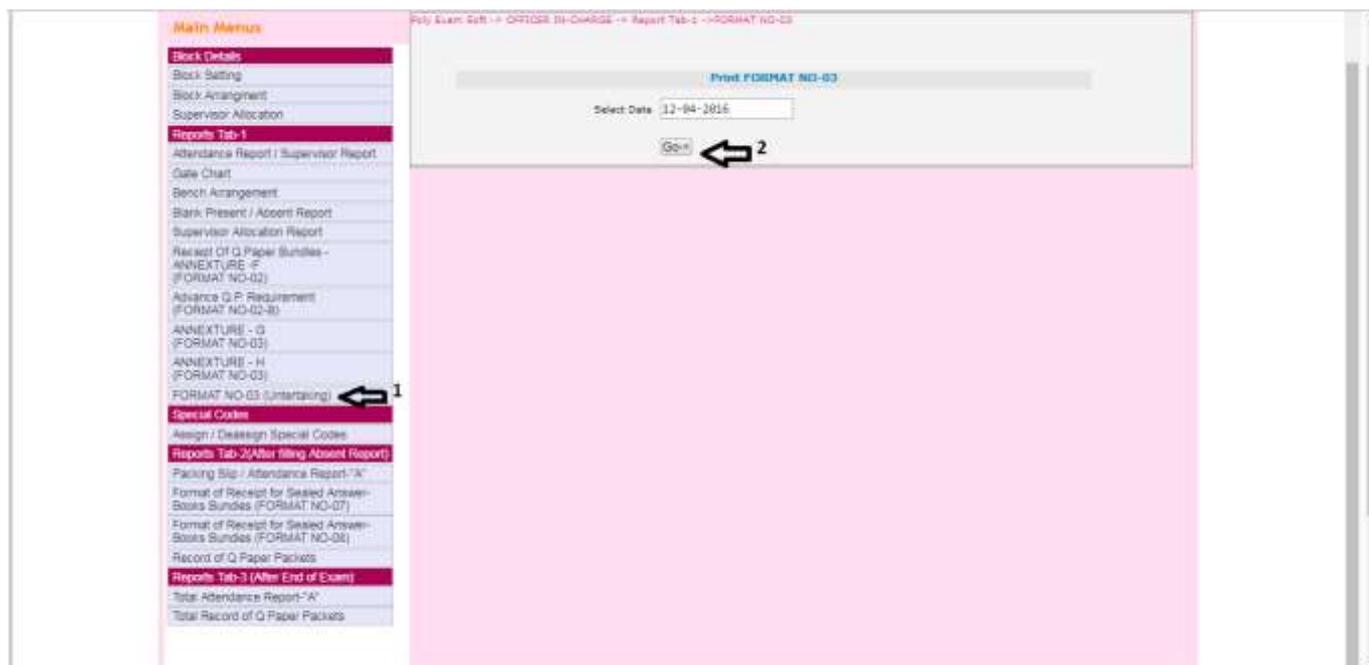
Examination : **Summer-2016**

The question paper bundles received from the Controller of examination from the distribution Centre were opened in the Examination Control Room and the contents were as below .

Sr. No.	Date	Session	Time Of Opening	Content as per the Label on Bundle		Actual Content in the Bundle		Remark
				Paper Code	Number	Paper Code	Number	
1	12-04-2016	Morning	09:10 AM	17201	5	17201	5	
				17201	1	17201	1	
				805	2	805	2	
2		Afternoon	01:40 PM	12219	1	12219	1	
				12219	1	12219	1	

(Mr.Thakar V.V. / HOD Genral Science)
Name & Designation of
Officer Incharge of Examination Center
Date :- 12-04-2016

5 – 11) Format- 03 Undertaking - Report



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 the Controller of Examination.

Examination : **Summer-2016**

Name of Exam Center : _____ EC Code : _____

Address of Exam Center : _____

Received from the Controller of Examination (From Distribution Center) code No _____ the following sealed packets of question papers of Diploma Course in Engineering & Technology for the Examination Center

Sr.No.	Course / Sem / year / Master Code	Subject Title	Question Paper Code	Number of Packets
1	CO-2-G,CE-2-G,EJ-2-G,EE-2-G,ME-2-G	COMMUNICATION SKILLS (COMMUNICATION SKILLS[CMS])	17201	1
2	PH-1-S	PHARMACEUTICS - I (PHARMACEUTICS - I[PH1])	805	2
3	ME-6-E,CE-6-E,CO-6-E,EJ-6-E,EE-6-E	MANAGEMENT (MANAGEMENT[MAN])	12219	1

Certified that , I have received total number (in figures) **10** & (in words) **Ten** For dated :**12-04-2016** sealed packets containing the question papers for the For Diploma Course in Engineering & Tehnology **Summer-2016** Examination . I certify that the packets are in good condition and all sealed and the packets are intact and that there is no apparent damage to the question paper packets.

 (Mr.Thakar V.V. / HOD Genral Science)
 Name & Designation of
 Officer Incharge of Examination Center
 Date :- 12-04-2016
 Time :- _____ AM/PM

Undertaking to be signed by Officer-In-Charge , at Examination Center.

I shall open minimum number of packets only that are required for distribution of question papers to the examinees. No extra question paper will be given to anybody for any reason whatsoever. The account of question papers in each packet opened shall be written on the packets itself. Other instructions issued by the Board regarding opening of sealed question paper packets shall be scrupulously observed.

 (Mr.Thakar V.V. / HOD Genral Science)
 Name & Designation of
 Officer Incharge of Examination Center

Step 6 : - Assign De- assign Special Codes , when absent student seat numbers are available .

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

Main Menus

Block Details

- Block Setting
- Block Arrangement
- Supervisor Allocation

Reports Tab-1

- Attendance Report / Supervisor Report
- Gate Chart
- Batch Arrangement
- Blank Present / Absent Report
- Supervisor Allocation Report
- Receipt Of Q Paper Bundles - ANNEXTURE - F (FORMAT NO-02)
- Advance Q.P. Requirement (FORMAT NO-02-B)
- ANNEXTURE - G (FORMAT NO-03)
- ANNEXTURE - H (FORMAT NO-03)
- FORMAT NO-03 (Undertaking)

Special Codes

- Assign / Deassign Special Codes

Reports Tab-2(After filing Absent Report)

- Packing Slip / Attendance Report-'A'
- Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-07)
- Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)
- Record of Q Paper Packets

Reports Tab-3 (After End of Exam)

- Total Attendance Report-'A'
- Total Record of Q Paper Packets

Assign Special Codes

Select Date:

Select Session:

← 2

Polity Exam Soft -> OFFICER IN-CHARGE

Assign Special Codes For 1 - Date: 12-04-2016 Session: Morning

Sr.No.	Inst.Code	Course_Code	Sub_Code	Seat_Number	Stud_Status	Select SP Code	Assign_SP_Code	Deassign_SP_Code
1		CO-2-0	17201	365015	Present	401	Assign	Deassign
2		CO-2-0	17201	365016	Present	401	Assign	Deassign
3		CO-2-0	17201	365017	Present	401	Assign	Deassign
4		CO-2-0	17201	365018	Present	401	Assign	Deassign
5		CO-2-0	17201	365019	Present	401	Assign	Deassign
6		CO-2-0	17201	365020	Present	401	Assign	Deassign
7		CO-2-0	17201	365021	Present	401	Assign	Deassign
8		CO-2-0	17201	365022	Present	401	Assign	Deassign
9		CO-2-0	17201	365023	Present	401	Assign	Deassign
10		CO-2-0	17201	365024	Present	401	Assign	Deassign
11		CO-2-0	17201	365025	Present	401	Assign	Deassign
12		CO-2-0	17201	365026	Present	401	Assign	Deassign
13		CE-2-0	17201	364980	401	401	Assign	Deassign
14		CE-2-0	17201	364987	Present	401	Assign	Deassign

Step 7 : REPORT Tab – 02

Note : After filling absent numbers in Step 5 , This Reports should be taken .

7 – 1) Print Packing Slips and Attendance Report – “A”

Polv Exam Soft -> OFFICER III-CHARGE -> Report Tab-2 -> Packing Slip / Attendance Report - 'A'

Print Packing Slip

Select Date: 12-04-2016

Select Session: Morning

Go- ← 2

1

Polv Exam Soft -> OFFICER III-CHARGE -> Report Tab-2 -> Packing Slip / Attendance Report - 'A'

Print Packing Slip

Select Date: 12-04-2016

Select Session: Morning

Go- ← 1

Print All Packing Slips Print All Attendance Reports - 'A' ← 2

Sr.No.	Inst.Code	Course Name	Total	Present	Absent/Special Cases	Packing Slip	Attendance Report - 'A'
1.	1213	CE-2-0	46	46	2	Print	Print
2.	1213	CO-2-0	12	12	0	Print	Print
3.	1213	SE-2-0	59	55	3	Print	Print
4.	1213	SI-2-0	47	41	2	Print	Print
5.	1213	HE-2-0	80	49	1	Print	Print
6.	763	SH-1-0	66	34	7	Print	Print

3

Examples : Packing slip

FORMAT No. 6



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI

PACKING SLIP

Inst Code : <input type="text"/>	Exam : Summer-2016	Exam Center Code : <input type="text"/>
Day : 1	Date : 12-04-2016	Session : Morning
Course : CE-2-G	Subject : COMMUNICATION SKILLS(CMS)	Subject Code : 17201
Marksheet No : <input type="text"/>		
No. of Answer Books in this Packet : 46		
Date : 12-04-2016		Time of Sealing : _____ AM/PM
_____	_____	_____
Sign. of Sealing Supervisor	Sign. of Officer In-Charge	Sign. of Controller

Attendance Report- "A"

FORMAT NO. 10

Format of Attendance Report-'A'



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI

Examination:-**Summer-2016**

ATTENDANCE REPORT- "A"

Name of Institute : Inst Code :

Course : **CE-2-G** Subject : **COMMUNICATION SKILLS(CMS)** Subject Code : **17201**

Day : 1 Date : **12-04-2016** Session : **Morning**

Marksheet No : **123346,** Time : **09:30 A.M. to 12:30 P.M.** Exam Center Code :

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
48			364880 [401-Absent] 364922 [401-Absent]	2	46

(Mr.Thakar V.V.)
Officer in-Charge
(Exam Center :)

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

7- 2) Print Format – 7



Format No- 07

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 :- _____, Exam Center Code:- _____

Examination:-Summer-2016

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 :1215

Day of Exam	Bundles No.	Institute Code	Master Code	Subject Title	Subject Code	No of Answer Books in Bundle	Marksheet No.
1	01		CE-2-G	CMS	17201	46	46
1	02		CO-2-G	CMS	17201	12	41
1	03		EE-2-G	CMS	17201	55	67
1	04		EJ-2-G	CMS	17201	41	64
1	05		ME-2-G	CMS	17201	49	40
1	06		PH-1-S	PHI	805	59	52
1	07		CE-6-E	MAN	12219	09	88
1	08		CO-6-E	MAN	12219	01	34
1	09		EE-6-E	MAN	12219	08	49
1	10		EJ-6-E	MAN	12219	03	25
1	11		ME-6-E	MAN	12219	02	58
Total Bundles	11		Total Answer Books			285	

Received as above

(Mr. ABC /)

Sign. And Name of Controller of Examination

Date :- 12-04-2016

Time :- _____AM/PM

7 – 3) Print Format – 8



Format No- 08

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 :- _____, Exam Center Code:- _____

Examination:-Summer-2016

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 :1215

Day of Exam	Bundles No.	Institute Code	Master Code	Subject Title	Subject Code	No of Answer Books in Bundle	Marksheet No.
1	01		CE-2-G	CMS	17201	46	46
1	02		CO-2-G	CMS	17201	12	41
1	03		EE-2-G	CMS	17201	55	67
1	04		EJ-2-G	CMS	17201	41	14
1	05		ME-2-G	CMS	17201	49	40
1	06		PH-1-S	PHI	805	59	52
1	07		CE-6-E	MAN	12219	09	88
1	08		CO-6-E	MAN	12219	01	34
1	09		EE-6-E	MAN	12219	08	49
1	10		EJ-6-E	MAN	12219	03	25
1	11		ME-6-E	MAN	12219	02	58
Total Bundles	11		Total Answer Books			285	

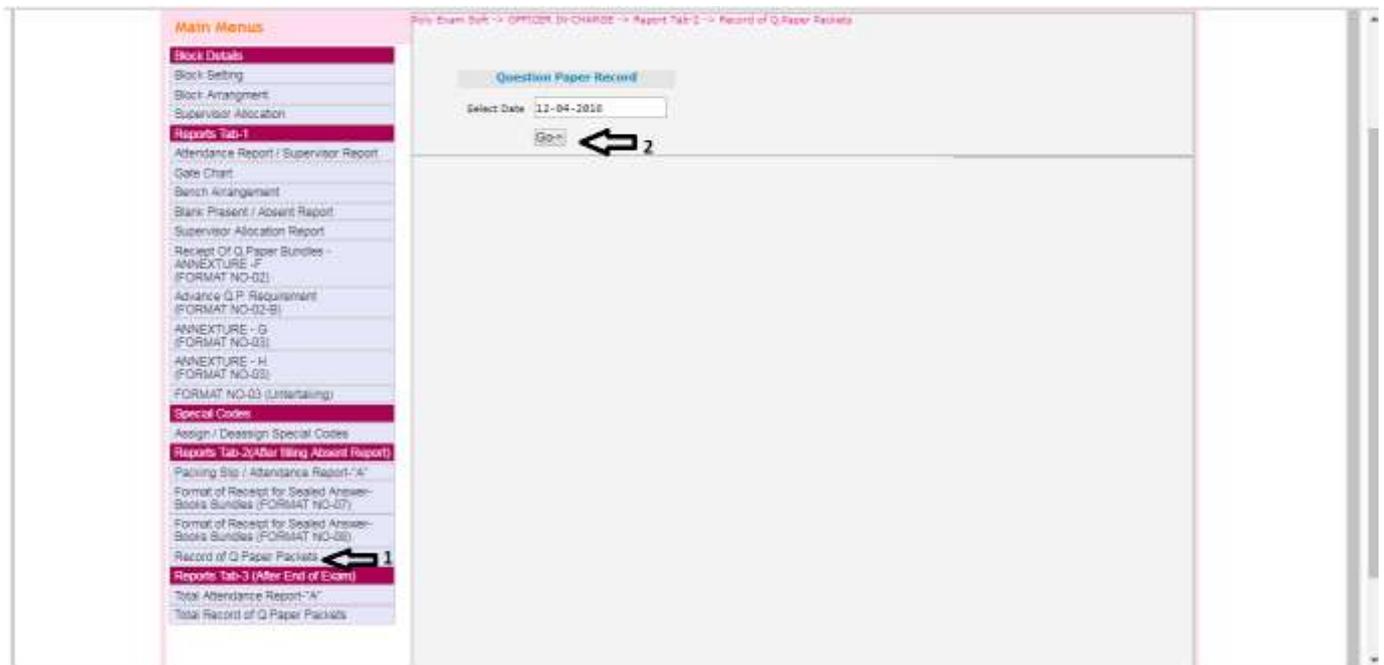
Received as above

Sign. of Officer In-Charge Distribution Center(_____)

Date :- 12-04-2016

Time :- _____AM/PM

7- 4) Print Question Paper Record



Format for submitting (Account) Record of Question Paper Packets

To be submitted by the Officer In-Charge Examination Center

Exam Center / Institute Name :-

Exam Center /Institute Code:-

Examination:-**Summer-2016** Exam Date :- 12-04-2016 Exam Day :- 1

Sr.No.	Master Code	Subject Abbreviation	Question Paper Code	Question Papers				
				Received	Used	RAC	Total Used	Balance
1	CO-2-G,CE-2-G,EJ-2-G,EE-2-G,ME-2-G	COMMUNICATION SKILLS[CMS]	17201	250	203	20	223	27
2	PH-1-S	PHARMACEUTICS - I[PH1]	805	102	59	4	63	39
3	ME-6-E,CE-6-E,CO-6-E,EJ-6-E,EE-6-E	MANAGEMENT[MAN]	12219	50	23	20	43	7
GRAND TOTAL				402	285	44	329	73

(Mr.Thakar V.V.)
Sign. of Officer In-Charge
Date :- 12-04-2016

3 Copies:

1. Officer In-charge Distribution Center
2. Controller of Examination
3. Officer In-charge Examination Center

Step 8 : - REPORT TAB – 03 – After end of Exam

Note : Print these reports after the end of examination . These reports are useful when there is query from RAC . You don't need to check hard copy of Examination documents . Just Save these reports in PDF file , you can easily check any seta number status whether it is absent or Detained , Number of students Present Absent for each C-S-M daywise and sessionwise , Marksheet Number etc

