

### Shri Software Solutions & Training Center www.shrisoftware.co.in

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





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

Sh	ri Polytechnic Theory Exam Web Application	Tech Support : support@poly	examsoft.com		
6	VERSION : 1.4 Multi-Institute Version Updated on : May 2019	Mob: 7588685522 / 89833612 Email Id : polyexamsoft@gma	183 iil.com		
Menus Home	Summer-2019 Exam ActivatedExam Centres can start to use this aplication from 16	6-03-2019 Webmail Login	ADMIN Login		
	Free Subscription will not be available from Summer 2019 Exam				
Click on the following Link or Im to download DVD Contents	<sup>age</sup> Proceed to Login	Download Help Manua Format	Is in PDF		
was theory a load of contract	1644	How To Create CSV Files for	Data Entry 📥		
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VERSION 1.3 Malti-Institute Version Updated on : Aug 2017 2018-2019	Can't read the image? click here to refresh.	Data Entry Login Help Manual 🛓			
		Officer Incharge Login Help	Manual 👗		
Poly Theory Exam Web Application Demoinstration DVD Link	3b4sst	Childer menange Login Help			
Important Note - Use Only Google Chrome Down For This Web Application	Proceed	Important Setting to b Google Chrome Click here to Download Setting Documen	e done in e - d Chrome t File		
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### OFFICER IN-CHARGE HELP MANUAL

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

с <sup>-</sup>	c Theory Exam Web Application Version - 1.4 - Multiinstitute										
lun (	0000	Technical S	Support :								
-Jun-	2022		Email ID .								
4	Exam Centre Name : Sanjay Ghodaw	at Polytechnic, Atigre	Exa								
Ø											
Super	Admin Login	Officer Incharge Login									
4	Username	hivasnarkar2018@gmail.com									
a.	Password	a									
	Login	Login									
ŝ											
)ata E	Enrty Login	Billing Section Login									
4	Username	Lisername									
a,	Password	A Password									
	Login	Login									
er-201	19   Sanjay Ghodawat Polytechnic , Atigre (	1644) Design and Developed by Shri Software So	olutions A								





## 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 Poly Exam Soft / OFFICER IN-CHARGE Officer Incharge Menu Block Details Block Setting **Block Arrangement** Supervisor Allocation Welcome to Officer In-Charge Control Panel Reports Tab-1 Please select main menus from left side panel ...... (After done) Attendance Report(Format-05) /Supervisor Report Gate Chart Bench Arrangement Last Five Login Details Blank Present / Absent Report Supervisor Allocation Report User - nivasnarkar2018@gmail.com Reciept Of O.Paper Bundles FORMAT NO-02 Logged in Time : 04/09/2019 05:52:43 PM FORMAT NO-03 User - nivasnarkar2018@gmail.com FORMAT NO-03 - A Loggod in Time + 26/09/2019 05+44+20 DM Advance Q.P. Requirement (FORMAT NO-02-B) GRMAT NO-22 Panchnama Report Special Codes (Use this when A list is available) Assign / Deassign Special Codes Reports Tab-2 (After filling Abse 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

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### 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

bscription Type : PAID bscription End Date : 16-Ju	n-2022											echnical	Support : Email ID	7588685 polyexa :	522 / 89 amsoft@	983361 gmail.o	
Exam Centre Code : 1644	Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre											Exam Name : Summer-201					
Officer Incharge Menu	Poly Exa	m Soft /	OFFICER IN-CHARGE / E	LOCK SETTI	NG												
Block Details																	
lock Setting		Set Pla	sk Dotails														
lock Arrangement		Set bio	CK Details														
upervisor Allocation		Block Nur	nber					Whole I	Number - E	kample : 1							
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5) /Supervisor Report		Column Br	reak 2					No of B	enches in li	ne 2							
ate Chart		Column Br	reak 3					No of B	enches in li	ne 3							
ench Arrangement	(	Column Br	reak 4				No of Benches in line 4										
ank Present / Absent eport		Column Br	reak 5				No of Benches in line 5										
upervisor Allocation eport		Column Br	reak 6				No of Benches in line 6										
eciept Of Q.Paper Bundles		Column Br	reak 7				No of Benches in line 7										
DRMAT NO-03	•	Column Br	reak 8				No of Benches in line 8										
ORMAT NO-03 - A	•	Column Br	reak 9				No of Benches in line 9										
dvance Q.P. Requirement		Column Br	reak 10				No of Benches in line 10										
FORMAT NO-02-B)							Set Block										
FORMAT NO-22 anchnama Report									02								
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ttendance Report-"A" FORMAT NO-06)	1	1	DL-02	8	8	8	8							32	-		
ormat of Receipt for ealed Answer-Books undles (FORMAT NO-08)	2	2	DL-03	8	8	8	8							32			

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### OFFICER IN-CHARGE HELP MANUAL

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

Block Details		
Block Setting	Make Block Arrangment	
Block Arrangement	01	
Supervisor Allocation	Select Date	16-04-2019
Reports Tab-1 (After Block Arrangement is done)	Select Session	Morning •
Attendance Report(Format-05) /Supervisor Report		Create Block Arrangement
Gate Chart		
Bench Arrangement		
Blank Present / Absent Report		
Supervisor Allocation Report		
Reciept 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)		



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## **OFFICER IN-CHARGE** HELP MANUAL

#### Make Block Arrangment as below.

	Se	Iect Block-		Select Institute-		Select Cours	se-	Start Index(F	rom)-	End Index(T	<b>-</b> [0
s Tab-1 lock Arrangement is	1- DL-02	[ Vacant B	en •	1644	- CV	/-5-G-17512	-09:30 •	1	•	21	۲
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Chart							UI				
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. Present / Absent rt											
visor Allocation rt	Block Allo	cation Detai	ls								
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IAT NO-03	1644 1644	ME-5-G CW-5-G	METRO	OLOGY AND QUALITY CO OPERATING SYSTEM	NTROL	17530 17512	53 21		40 0	13 21	
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available) n / Deassign Special 5 ts Tab-2 filling Absent Report)	Edit / Del	ete Data Blo	ock Arrange	ment							
n / Deassign Special 5 ts Tab-2 Killing Absent Report) ng Slip 1/AT NO-07) / dance Report-"A"	Edit / Del Date	ete Data Blo Session	ock Arrange Block No	ment Block Location	Institute Code	course	Start Index	End Index	Total D	elete Recor	
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# 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
Super Admin Menu	Poly Exam Soft / OFFICER IN-CHARGE / Supervisor Allocation	
Block Details		
Block Setting	Committees Alle action	
Block Arrangement	Supervisor Allocation	
Supervisor Allocation	Select Date	16-04-2019
Reports Tab-1 (After Block Arrangement is done)	Select Session	Morning
Attendance Report(Format- 05) /Supervisor Report		Supervisor Allocation 02
Gate Chart		
Bench Arrangement		
Blank Present / Absent Report		
Supervisor Allocation Report		
Reciept 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		



## OFFICER IN-CHARGE HELP MANUAL

#### Allocate Supervisor and reliever to blocks as below

xam Centre Code : 1644	Exam Centre Name :	Sanjay Ghodawat Polytec	hnic , Atigre		E۶	xam Name :
er Admin Menu	Poly Exam Soft / OFFICE	ER IN-CHARGE / Supervisor Allo	cation			
Petails						
etting				- · · · ·		
Arrangement	Superviso	r Allocation for : Dat	e -16-Apr-2019	Session -Morning		
ervisor Allocation						
ports Tab-1 er Block Arrangement is e)	/ Select Block-	4-(DL-05)▼	Select Supervisor-	THIKANE SWAPNIL JINENDRA -	Lecturer(5) v	
endance Report(Format- ) /Supervisor Report			Select Reliever-	PATIL APURVA UMESH - Lecture	r( 3 ) 🔻 ( Opt	ional )
te Chart	Confirm					
1 Arrangement						
Present / Absent						
rt						
rvisor Allocation rt	Delete Supervi	isor Allocation				
ept Of Q.Paper Bundles						
AT NO-02	Block No	course & Subject		Supervisor_Name	Reliever_ Name	Delete
Г NO-03 Г NO-03 - А	2 - ( DL-03 )	EE-5-G - SWITCHGEAR & PRO EJ-5-G - COMPUTER HARDW	DTECTION, ARE & NETWORKING,	TARLEKAR UMA BALASO (Lecturer)	PATIL APURVA UMESH (Lecturer)	
ice Q.P. Requirement 1AT NO-02-B)	3 - (DL-04)	CE-5-G - ESTIMATING AND CO ME-5-G - METROLOGY AND C	DSTING, QUALITY CONTROL,	PATIL TRUPTI UTTAM (Lecturer)	PATIL APURVA UMESH (Lecturer)	
FORMAT NO-22	8 - (Drawing Hall)	ME-5-G - METROLOGY AND G	QUALITY CONTROL,	MALAME SONALI SATISH (Lecturer)	PATIL APURVA UMESH (Lecturer)	
ial Codes						
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rts Tab-2 filling Absent Report)						
cking Slip DRMAT NO-07) / Lendance Report-"A" DRMAT NO-06)						
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nat of Receipt for ed Answer-Books dles (FORMAT NO-09)						
leport						
l of Q Paper Packets						
rts Tab-3 End of Exam)						
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### 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 Subscription End Date : 16-Jun-20	)22								Technical Support:7588685522 / 8983361283 Email ID:polyexamsoft@gmail.com
Exam Centre Code : 1644	Exam Centre M	Name : S	Sanjay Ghoda	wat Po	lytec	hnic ,	Atigre		Exam Name : Summer-2019
Officer Incharge Menu	Poly Exam Soft /	OFFICER	IN-CHARGE / /	Attendan	ice Rep	port / S	upervisor Report		
Block Details									
Block Setting									
Block Arrangement	Prir	nt Atten	idance Repo	ort/ Su	iperv	isor /	Report		
Supervisor Allocation									
Reports Tab-1	Selec	t Date					dd-mm-yyyy	,	
(After Block Arrangement is done)	Selec	t Sessio	חו				Afternoon T		
Attendance Report(Format- 05) /Supervisor Report	1							00	
Gate Chart							Go->	02	
Bench Arrangement									
Blank Present / Absent Report	Print	Repor	ts for:Da	te -1	6-Aj	pr-20	)19 Session	n -Afternoon	
Supervisor Allocation Report									
Reciept Of Q.Paper Bundles FORMAT NO-02	Print R	eport							
FORMAT NO-03	🖨 Print 4	ALL Atten	dace Reports	🖶 Prin	t All S	Supervi	sor Reports 🔒 Pri	nt BOTH Reports	
FORMAT NO-03 - A									
Advance Q.P. Requirement (FORMAT NO-02-B)	Print R	eport v	with NEW 9	Super	viso	or Re	port with Extra	a Space for St	udents who left the
FORMAT NO-22 Panchnama Report	Exam I	Hall Ea	rly	supe.					
Special Codes (Use this when Absent Students list is available)	🕀 Print A	All Superv	isor Reports - NI	EW Forn	nat	🖨 Pri	nt BOTH Reports with	NEW Foramt of Super	rvisor Report
Assign / Deassign Special Codes	Block I	nstitute	Course_Name	From	То	Total	Attendance_Report	Supervisor_Report	New_Supervisor_Report
Reports Tab-2 (After filling Absent Report)	1	1644	EE-2-I	1	30	30	🔒 Print	🖨 Print	- → Print
Packing Slip (FORMAT NO-07) /		1644		24	60	20			
Attendance Report-"A" (FORMAT NO-06)	2	1644	EE-2-1	31	60	30	🖨 Print	🖨 Print	⊖ Print



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### 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-20	19	Exam Center- 1644	Inst Code - 1644
Date-16-04-2019		Time -02:00 P.M. to 05:00 P.M.	Session-Afternoon
Block No-1 - DL-02	2	Exam Day-1	Course - EE-2-I
Subject-APPLIED	MATHEMATICS	Subject Code-22210	Subject Abbriviation -AME
Supervisor - JADH.	AV SADANAND MALHAR	Ι	
	Sr No. of Main Answer		

Sr.No.	Exam Seat No	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=	(Patil S.R.)	
	Name & Sign of Copies : 1.Copy forwrde 2 Conv for Office	Supervisor d with Answer Book Bundle	Name & Sign of Officer In-Charge	

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#### 7588685522 / 8983361283

### OFFICER IN-CHARGE HELP MANUAL

#### Supervisor Report Print Kindly Print this Report in Prortrait Format



Name of Supervis MALHARI	sor - JADH	IAV SADA	ANAND	Ex	am - Sum	mer-2019		Blo	ock No -1		
Course - EE-2-I	Exa 201	m Day -1 9	D	Date -16-04-		ne -02:00 P.M. to 05:00 P.M.					
Name of Institute	- Sanjay G	hodawat P	olytechnic					Ses	ssion -Afternoon		
Inst Code - 1644	Inst Code - 1644					Code -164	14	Blo DL	ock Location / Room No - 02		
Seat Numbers Fro	om-										
	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 :-	030		
	Subject :-	APPLIED	MATHEM	ATICS			5	Subject Co	bject Code :- 22210		
		Seat Num	ibers of Can	ıdidates wh	o are absen	t		Total Nu	umber 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@g	mail.com	User Type : OFFICER IN-CHARGE	🕒 Logout
Polytechnic	Theory Exam We	eb Application version - 1.4 - Multiinstitute	S
Subscription Type : PAID Subscription End Date : 16-Jur	n-2022	Technical Support : Email ID	7588685522 / 8983361283 : polyexamsoft@gmail.com
Exam Centre Code : 1644	Exam Centre Name : Sanjay Ghodawa	t Polytechnic , Atigre Ex	am Name : Summer-2019
Officer Incharge Menu	Poly Exam Soft / OFFICER IN-CHARGE / Repo	ort Tab-1 -> Gate Chart	
Block Details			
Block Setting			
Block Arrangement	Print Gate Chart without Bi	lock Location	
Supervisor Allocation	Soloct Date	40.04.2040	
Reports Tab-1	Select Date	16-04-2019	
done)	Select Session	Afternoon 🔻	
Attendance Report(Format- 05) /Supervisor Report		G0-> <b>02</b>	
Gate Chart			
Bench Arrangement			
Blank Present / Absent Report	Print Gate Chart with Block	Continue Control Co	
Supervisor Allocation	Soloct Date		
Reciept Of O.Paper Bundles			
FORMAT NO-02	Select Session	Afternoon •	
FORMAT NO-03		Go-> <b>03</b>	
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)			
NTI Report			



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#### 7588685522 / 8983361283

### 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:1	6-04-2019 D	ay :1	Session : Af	fternoon					
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			
	1644	EJ-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	324094 TO 324105	12				
5	1644	CE-2-G	COMMUNICATION SKILLS	17201	02:00 P.M. to 05:00 P.M.	322507 TO 322507	1	23			
	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			
10	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324616 TO 324638	23				
12	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323003 TO 323015	9	32			
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			
10	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323087 TO 323106	20				
15	1644	CW-2-I	APPLIED MATHEMATICS	22224	02:00 P.M. to 05:00 P.M.	323446 TO 323455	8	48			
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-Incha

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## OFFICER IN-CHARGE HELP MANUAL

### Bench Arrangement

Exam Centre Code · 1644	Exam Centre Nam	e : Saniay Ghodawa	t Polytech	nic Atigre	Exam Name : Summer-
Exam Centre Code : 1044	Poly Exam Soft / OFF	ICER IN-CHARGE / Per	ort Tab-1 ->	Bench Arrangement	
Officer Incharge Menu	Poly Exam Sole / Off		510 100-1 ->	bench Analgement	
Block Details					
Block Setting	Print Ben	ch Arrangement			
Block Arrangement		in any trangement			
Supervisor Allocation	Select Date			dd mm yaaay	
Reports Tab-1	Colour Date			dd-mm-yyyy	
done)	Select Sess	ion		Afternoon •	
Attendance Report(Format- 05) /Supervisor Report				Go->	2
Gate Chart					
Bench Arrangement					
Blank Present / Absent	Print Be	nch Arrangemei	nt for :	Date -16-Apr-2019 Set	sion -Atternoon
Report					
Supervisor Allocation Report					
Reciept Of Q.Paper Bundles		A Print All Block	Bench Arr	angement Reports	
FORMAT NO-02					
FORMAT NO-03					
FORMAT NO-03 - A	Block No	Course_Name	Total	Print Block Arrangement	]
Advance Q.P. Requirement	1	FF-2-I=>30	30		
(FORMAT NO-02-B)			00	⊖ Print	
FORMAT NO-22 Panchnama Report	2	EE-2-I=>30	30	🖨 Print	
Special Codes	3	F.I.2.I=>30	30		
(Use this when Absent Students list is available)	5	2021.00	50	A Print	
Assign / Deassign Special	4	EJ-2-I=>28	28		
Codes					-
Reports Tab-2 (After filling Absent Report)	5	EJ-2-I=>12 CE-2-G=>1	23	🖨 Print	
Packing Slip		LX-2-E=>10			
(FORMAT NO-07) / Attendance Report-"A"	6	LX-2-E=>30	30	🖨 Print	
(FORMAT NO-06)	40	MF_2_I=>32	22		
Format of Receipt for Sealed Answer-Books	10	WIL-2-I-202	52	🖨 Print	
Bundles (FORMAT NO-08)	11	ME-2-I=>32	32	🖨 Print	
Format of Receipt for					
Sedieu Aliswei-Duuks	12	ME-2-I=>23	32	🖨 Print	
Bundles (FORMAT NO-09)		CE-2-I=>9			
Bundles (FORMAT NO-09) NIL Report	13	CE-2-I=>9 CE-2-I=>30	30		
Record of Q Paper Packets	13	CE-2-1=>9 CE-2-1=>30	30	₽ Print	
NIL Report Record of Q Paper Packets Reports Tab-3 (After End of Exam)	13	CE-2-I=>9 CE-2-I=>30 CE-2-I=>30	30 30	Print	
Reports Tab-3 (After End of Exam)	13	CE-2-I=>9 CE-2-I=>30 CE-2-I=>30	30 30 28	Print	
NIL Report Record of Q Paper Packets Record of Q Paper Packets (After End of Exam) Total Attendance Report-"A Examination Summery Report"	13 14 15	CE-2-I=>9 CE-2-I=>30 CE-2-I=>30 CE-2-I=>20 CW-2-I=>8	30 30 28	Print	



### **OFFICER IN-CHARGE** HELP MANUAL

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

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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
Commence & Contractory		

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			C	olumn N	0-03	Column No-04			
Bench No	Seat_No	Course_	Bench No	Seat_No	Course_	Bench No	Seat_No	Course_	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

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### Blank Absent Report

#### Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID Subscription End Date : 16-Ju	n-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	Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> Blank Present / At	sent Report
Block Details		
Block Setting	Print Blank Abcent Report	
Block Arrangement		
Supervisor Allocation	Select Date	16-04-2019
Reports Tab-1 (After Block Arrangement is done)	Select Session	Afternoon V
Attendance Report(Format- 05) /Supervisor Report		Go-> 02
Gate Chart		
Bench Arrangement		
Blank Present / Absent Report	01	
Supervisor Allocation Report		
Reciept 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



### OFFICER IN-CHARGE HELP MANUAL

## Blank Absent Report Print Kindly Print this Report in Portrait Format

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

	Examination:Summer-2019								
		Date:1	6-04-2019 Day :1	Session : Aft	ernoon				
		Exam	Center:Saniay Ghodawat Polytechnic . Atigre	Inst Code / F	xam Center Code:1644				
_		Laun	eenter.sanjay onodawat i ofyteennie, ritigre	P Procent					
Block	Block Location	Name of Supervisor	Course / Paper Code	A- Absent	Seat Nos of Absent Candidates				
110		with Dated Sign.	-	T- Total					
		JADHAV SADANAND MALHARI	EE-2-I (Inst Code :- 1644)	p.					
1	DL-02		22210	A -					
		Signature	APPLIED MATHEMATICS	T - 30					
		SHINDE BALASAHEB							
2	DL-03	SIDDHESHWAR	EE-2-1 (Inst Code :- 1044 )	A -					
-			APPLIED MATHEMATICS	T - 30					
⊢		Signature KORE NEELIMA							
		BALAWANT	EJ-2-I (Inst Code :- 1644)	P -					
3	DL-04		22210	 T 30					
		Signature	APPLIED MAINEMANCS	1-50					
		MALI PRAVEEN CHANDRAKANT	EJ-2-I ( Inst Code :- 1644 )	P -					
4	DL-05		22210	A -					
		Signature	APPLIED MATHEMATICS	T - 28					
			EJ-2-I ( Inst Code :- 1644 )	p.					
			22210	A -					
			APPLIED MATHEMATICS	T - 12					
		TELI VISHAL SHIVAЛ	CE-2-G (Inst Code :- 1644)	P -					
5	Seminar Hall		17201	A -					
		Signature	COMMUNICATION SKILLS	T - 1					
			LX-2-E ( Inst Code :- 1229 )	P -					
			13081	A -					
			PARASITOLOGY, MYCOLOGY & VIROLOGY	T - 10					
		MULANI SAJID SALIM	LX-2-E (Inst Code :- 1229)	p.					
6	DL-06		13081	A -					
		Ciana da una	PARASITOLOGY, MYCOLOGY & VIROLOGY	T - 30					
$\vdash$		MAHADIK APURVA							
10	DI-07	LALASO	ME-2-I (Inst Code :- 1644 )	A -					
1.0	02-07		22203 APPLIED MECHANICS	T - 32					
⊢		Signature SHAIKH NILOPHAR							
		MAJJID	ME-2-I ( Inst Code :- 1644 )	P -					
11	DL-08		22203						
		Signature	APPLIED MECHANICS	1-32					
			ME-2-I ( Inst Code :- 1644 )	p.					
		PATIL BHAGWAN	22203						
12	CL-01	KONDIKAM	APPLIED MECHANICS	T - 23					
			CE-2-I (Inst Code :- 1644)	P -					
		Signature	22203						
			APPLIED MECHANICS	1-9					
		SHAH SUJEETA SURAJ	CE-2-I ( Inst Code :- 1644 )	P -					
13	CL-05		22203	A-					
		Signature	APPLIED MECHANICS	T - 30					
		MALAME SONALI SATISH	CE-2-I (Inst Code :- 1644)	р.					
14	Classroom		22203	A -					
			APPLIED MECHANICS	T - 30					
$\vdash$		Signature	CE 2 I (Inst Code - 1644)	D.					
		IADHAU BRAUDA	CE-2-1 (Inst Code :- 1044 )	A-					
		BABURAO	APPLIED MECHANICS	T - 20					
15	Classroom		CW-2-I (Inst Code - 1644.)	p.					
		Signature	22224	A -					
			APPLIED MATHEMATICS	T - 8					
		KALYANI POOJA	CHI O I / Inst Code ( 1644 )						
16	Classroom	VIJAY	CW-2-1 (Inst Code :- 1044 )	A -					
1			22224						



### OFFICER IN-CHARGE HELP MANUAL

### Supervisor Allocation Report

User : nivasnarkar2018@gma	ail.com	User Type : OFFICER IN-CHARGE	C Logout
Polytechnic T	heory Exam We	b Application Version - 1.4 - Multiins	stitute
Subscription Type : PAID Subscription End Date : 16-Jun-2	2022		Technical Support : 7588685522 / 8983361283 Email ID : polyexamsoft@gmail.com
Exam Centre Code : 1644	Exam Centre Name : Sanjay Ghodawat P	olytechnic , Atigre	Exam Name : Summer-2019
Officer Incharge Menu	Poly Exam Soft / OFFICER IN-CHARGE / Report	Tab-1 -> Supervisor Allocation Report	
Block Details			
Block Setting	Print Supervisor Allocation Re	eport	
Block Arrangement			
Supervisor Allocation	Select Date	16-04-2019	
Reports Tab-1 (After Block Arrangement is done)	Select Session	Afternoon 🔻	
Attendance Report(Format- 05) /Supervisor Report		Go-> New Report	2
Gate Chart			
Bench Arrangement			
Blank Present / Absent Report			
Supervisor Allocation 0			
Reciept 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)			



### 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	on:Sum	mer-2	019					
		Date:16-04	-2019		Day :1 Se	ssion :	Afternoon			
		Exam Cent	ter:San	jay Gh	odawat Polytechnic , Atigre In	st Cod	e / 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
		TELLUCIAL	1644	EJ-2-I	APPLIED MATHEMATICS	22210	02:00 P.M. to 05:00 P.M.	324094 TO 324105	12	
5	Seminar Hall	SHIVAJI	1644	CE-2-G	COMMUNICATION SKILLS	17201	02:00 P.M. to 05:00 P.M.	322507 TO 322507	1	23
			1229	LX-2-E	PARASITOLOGY, MYCOLOGY & VIROLOG	Y 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 & VIROLOG	Y 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 MAJJID	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324582 TO 324615	32	32
		PATIL	1644	ME-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	324616 TO 324638	23	
12	CL-01	BHAGWAN KONDIRAM	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323003 TO 323015	9	32
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	Classica	JADHAV PRAVIN	1644	CE-2-I	APPLIED MECHANICS	22203	02:00 P.M. to 05:00 P.M.	323087 TO 323106	20	10
15	Classroom	BABURAO	1644	CW-2-I	APPLIED MATHEMATICS	22224	02:00 P.M. to 05:00 P.M.	323446 TO 323455	8	40
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

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## OFFICER IN-CHARGE HELP MANUAL

### Format 02 -Q.P Receipt

User : nivasnarkar2018@g	mail.com User Type : OFFICE	R IN-CHARGE	🕩 Logout
Polytechnic	Theory Exam Web Applica	tion version - 1.4 - Multiinstitute	S
Subscription Type : PAID Subscription End Date : 16-Ju	ı-2022	Technical Support : 758 Email ID : po	8685522 / 8983361283 Iyexamsoft@gmail.com
Exam Centre Code : 1644	Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre	Exam N	lame : Summer-2019
Super Admin Menu	Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> Receipt of Q.Pape	r Packet (FORMAT NO -02)	
Block Details			
Block Setting	Print Receipt of Q.Paper Packets (FORMAT NO -	02)	
Supervisor Allocation			
Reports Tab-1 (After Block Arrangement is done)	Select Date 16-0	4-2019 > <b>02</b>	
Attendance Report(Format- 05) /Supervisor Report			
Gate Chart			
Bench Arrangement	Print Receipt of Q.Paper Packets (FORMAT NO -	02) - NEW Format with Paper Code Details	
Blank Present / Absent Report			
Supervisor Allocation Report	Select Date 16-0	4-2019	
Reciept Of Q.Paper Bundles FORMAT NO-02	01 60-		
FORMAT NO-03			
FORMAT NO-03 - A			
Advance Q.P. Requirement (FORMAT NO-02-B)			
FORMAT NO-22			

Attendance Report-"A" (FORMAT NO-06) Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)

Assign / Deassign Special Codes

Panchnama Report Special Codes (Use this when Absent S list is available)

Reports Tab-2 (After filling Abse

Packing Slip (FORMAT NO-07) /

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



### 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		
<b>.</b> .	DC : 0968	Divide in the second	Day of E	lxam:1			Date of Ex	am : 16-04-203
Receive	I from the Officer-in-Charge	, Distribution Center	( Code No . 096	8) the question	on 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	
					17533	01		
					17530	02		
					17512	01	01	
1				Morning	17508	01		
					17501	02		
	1644	1	16-04-2019					
					22224	02		
2				Afternoon	22210	03	01	
				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 : OFFI	CER IN-CHARGE	🕞 Logout
Polytechnic Th	neory Exam Web Applic	Cation Version - 1.4 - Multiinstitute	<b>G</b>
Subscription Type : PAID Subscription End Date : 16-Jun-20	22	Techn	ical Support : 7588685522 / 8983361283 Email ID : polyexamsoft@gmail.com
Exam Centre Code : 1644 E	am Centre Name:Sanjay Ghodawat Polytechnic , Atigre		Exam Name : Summer-2019
Super Admin Menu	ly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> ANNEXTURE -	G(FORMAT NO-03)	
Block Details			
Block Setting			
Block Arrangement	Print ANNEXTURE - G(FORMAT NO-03)		
Supervisor Allocation	Select Date 1	3-04-2019	
Reports Tab-1 (After Block Arrangement is done)		50-> <b>02</b>	
Attendance Report(Format- 05) /Supervisor Report			
Gate Chart			
Bench Arrangement	Print ANNEXTURE - G(FORMAT NO-03) with P	aper Code Details	
Blank Present / Absent Report			
Supervisor Allocation Report	Select Date 16	S-04-2019	
Reciept Of Q.Paper Bundles FORMAT NO-02		Go-> 03	
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)			



## 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 E	xam : 1			Date of Ex	am : 16-04-2019
Receive	d from the Controller of Exar	nination		_ from , Dist	ribution Center (	Code No . 0968 ) the qu	estion paper bundles as p	er details below,
Sr. No.	Examination Center Code	Day of Examination	Date_of_Exam	Session	Bundle Details	Total Packets Received	Total Bundles received	
					17533	01		
					17530	02		
.				Mamina	17512	01	01	
				Woming	17508	01		
					17501	02		
	- 1644	1	16-04-2019					
					22224	02		
2				Afternoon	22210	03	01	
					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

Logout

#### Format 03-A / Annexure- H

User : nivasnarkar2018@gmail.com

User Type : OFFICER IN-CHARGE

#### Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID Subscription End Date : 16-Ju	in-2022		Email ID : polyexamsoft@gmail.com
Exam Centre Code : 1644	Exam Centre Name : Sanjay Ghodawat Polytechnic , Atig	gre	Exam Name : Summer-2019
Officer Incharge Menu	Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 ->ANNEXTUR	RE - H(FORMAT NO-03)	
Block Details			
Block Setting			
Block Arrangement	PHIL ANNEXTORE - H(FORMAT NO-03)		
Supervisor Allocation	Select Date	16.04.2010	
Reports Tab-1 (After Block Arrangement is done)		Go-> 02	
Attendance Report(Format- 05) /Supervisor Report			
Gate Chart			
Bench Arrangement			
Blank Present / Absent Report			
Supervisor Allocation Report			
Reciept Of Q.Paper Bundles FORMAT NO-02			
FORMAT NO-03			
FORMAT NO-03 - A	)1		
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)			





#### 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:

<b>6</b>				Content as per th	e Label on Bundle	Actual Conten	t in the Bundle	
No.	Date	te Session Time Of Opening		Q.P. Code	Number	Q.P. Code	Number	Remark
				17533	1	17533	1	
				17530	2	17530	2	
			00.10.434	17512	1	17512	1	
1	Morning	Morning	09:10 AM	17508	1	17508	1	
				17501	2	17501	2	
	16 04 0010							
	16-04-2019	-04-2019 Afternoon 01:-		22224	2	22224	2	
2			01:40 PM	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

🔁 Logou

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

User : nivasnarkar2018@gmail.cor

User Type : OFFICER IN-CHARGE

#### Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID Subscription End Date : 16-3	un-2022	l echnical	Email ID : polyexamsoft@gmail.com
Exam Centre Code : 1644	Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre		Exam Name : Summer-2019
Officer Incharge Menu	Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> Advance Q.P.	Requirement (FORMAT NO -02-B)	
Block Details			
Block Setting	Print Advance O Paper Requirement (FORMA	T NO -02-B)	
Block Arrangement	Print Advance Q.Paper Requirement (FORMA	1 NO -02-D)	
Supervisor Allocation	Select Date	6-04-2019	
Reports Tab-1 (After Block Arrangement is done)		Go-> <b>02</b>	
Attendance Report(Format- 05) /Supervisor Report			
Gate Chart			
Bench Arrangement			
Blank Present / Absent Report			
Supervisor Allocation Report			
Reciept Of Q.Paper Bundles FORMAT NO-02			
FORMAT NO-03			
FORMAT NO-03 - A			
Advance Q.P. Requirement (FORMAT NO-02-B)	01		
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)			





EC Code : 1644

### 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

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 <u>18</u> following sealed packets of question papers of Diploma Course in Engineering & Technology for the Examination Center are required for the <u>Next Day</u> of examination dated <u>16-04-2019</u> 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 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 Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019 Poly Exam Soft / OFFICER IN-CHARGE / Report Tab-1 -> FORMAT 22 - Panchnama Report Officer Incharge Menu **Block** Details Block Setting Print FORMAT NO - 22 ( Panchnama Report ) **Block Arrangement** Supervisor Allocation Select Date 16-04-2019 Reports Tab-1 Select Session Afternoon • Attendance Report(Format-05) /Supervisor Report  $\mathbf{02}$ Gate Chart

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01

Bench Arrangement Blank Present / Absent

Supervisor Allocation Report

FORMAT NO-03 FORMAT NO-03 - A

Reciept Of Q.Paper Bundles FORMAT NO-02

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

🟠 FORMAT NO-22

Panchnama Report

Assign / Deassign Special Codes

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

Reports Tab-2

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

Report



## 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;

51.110.	Querion 1 aper details as per the laber on the bundle	Quetion 1 aper details actually present in the bundle opened	Itemark
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

.....

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.





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

User : nivasnarkar2018@	ogmail.com	User Type : OFFICER IN-CHARGE	🕒 Logout
Polytechnic	Theory Exam We	b Application version - 1.4 - Multiinstitute	Ś
Subscription Type : PAID Subscription End Date : 16-3	un-2022	Technica	l Support : 7588685522 / 8983361283 Email ID : polyexamsoft@gmail.com
Exam Centre Code : 1644	Exam Centre Name : Sanjay Ghodawat F	Polytechnic , Atigre	Exam Name : Summer-2019
Officer Incharge Menu	Poly Exam Soft / OFFICER IN-CHARGE / Special	l Codes -> Assign / Deassign Special Codes	
Block Details			
Block Setting	Assign Cresial Cadea		
Block Arrangement	Assign Special Codes		
Supervisor Allocation	Select Date	16.04.2010	
Reports Tab-1 (After Block Arrangement is		10-04-2018	
done)	Select Session	Atternoon V	
Attendance Report(Format- 05) /Supervisor Report		Go-> <b>02</b>	
Gate Chart			
Bench Arrangement			
Blank Present / Absent Report			
Supervisor Allocation Report			
Reciept 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	01		
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)			

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## OFFICER IN-CHARGE HELP MANUAL

Block Details	As	sign Special	Codes for : D	ate -16-Apr-	2019 Session -Afternoon				
Block Setting									
Block Arrangement	Note	e : Lise <b>Cntrl +</b>	- E and enter Seat	number to find	the seat number				
Supervisor Allocation									
Reports Tab-1 (After Block Arrangement is done)	Sr.No.	Inst.Code	Course_Code	Sub_Code	Seat_Number	Stud_Status	Select SP Code	Assign_SP_Code	Deassign_SP_Code
Attendance Report(Format- 05) /Supervisor Report	1	1644	CW-2-I	22224	323446	401	401 [ 🔻		Deassign
Gate Chart	2	1644	CW-2-I	22224	323447	Present	401 [ 🔻	Assign	
Blank Present / Absent Report	3	1644	CW-2-I	22224	323448	Present	401[ 🔻	Assign	
Supervisor Allocation Report	4	1644	CW-2-I	22224	323450	Present	401 [ 🔻	Assign	
Reciept Of Q.Paper Bundles FORMAT NO-02	5	1644	CW-2-I	22224	323452	Present	401 [ 🔻	Assign	
FORMAT NO-03	6	1644	CW-2-I	22224	323453	Present	401 [ ▼ 401 [Absent]	Assign	
FORMAT NO-03 - A	7	1644	CW-2-I	22224	323454	Present	404 [Passed P 405 [Deleted]	reviously]	

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)





#### 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"

lock Arrangement	Print Packing Slip / Attendance Report "A"								
upervisor Allocation	Select Date					dd-mm-yyyy			
ports Tab-1 ter Block Arrangement is ne)	Select	Session				Afternoon •			
endance Report(Format- /Supervisor Report						Go->	)2		
te Chart									
nch Arrangement									
nk Present / Absent port	Prin	t Packing S	lips / Attenda	nce Re	eport -A	for : Date -16-A	pr-2019 Se	ession -Afterno	oon
pervisor Allocation port		-	•						
ciept Of Q.Paper Bundles RMAT NO-02	03	e P	rint All Packing Slips	🖨 Prir	nt All Attend	ance Reports- 'A' 🔒 P	rint All Packing Slips ·	-NEW FORMAT	05
RMAT NO-03	Sr.No.	Inst.Code	Course_Name	Total	Pi t	Absent/Special	Packing	Packing Slip	Attendance Report -
RMAT NO-03 - A					04	Cases	Slip	(NEW FORMAT)	'A'
vance Q.P. Requirement DRMAT NO-02-B)	1	1644	CE-2-G	1		0	🔒 Print	B Print	🖨 Print
FORMAT NO-22 nchnama Report	2	1644	CE-2-I	89	87	2	🖨 Print	+ Print	🖶 Print
ecial Codes e this when Absent Students is available)	3	1644	CW-2-I	68	68	0	🖨 Print	🖨 Print	🖶 Print
sign / Deassign Special des	4	1644	EE-2-I	60	59	1	🖶 Print	🖶 Print	🕀 Print
ports Tab-2 ter filling Absent Report)	5	1644	EJ-2-I	70	69	1	🖨 Print	🖶 Print	🕀 Print
cking Slip DRMAT NO-07) / endance Report-"A"	01	1229	LX-2-E	40	34	6	🖨 Print	🖨 Print	🖨 Print
DRMAT NO-06)	7	1644	ME-2-I	87	86	1	🖨 Print	🖨 Print	🕀 Print
aled Answer-Books ndles (FORMAT NO-08)			1			1		1	1
rmat of Receipt for aled Answer-Books ndles (FORMAT NO-09)									
. Report									
ord of Q Paper Packets									
ports Tab-3 ter End of Exam)									
tal Attendance Report-"A amination Summery port"									



## OFFICER IN-CHARGE HELP MANUAL

### Packing Slip Print - Old Format (Format 7)

FORMAT No. 7

Ĥ

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 Abbriviation :AM
Marksheet No :144858 ,		
No. of Answer Boooks in this Packet : 6	8	
Date :16-04-2019		Time of Sealing :

### Packing Slip Print - New Format (Format 7)

FORMAT No. 7





## **OFFICER IN-CHARGE** HELP MANUAL

### Attendance Report "A" Print

#### Kindly Print this Report in Landscape Format

FORMAT NO. 06

mat of Attendance Report-'A' MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI <u>ATTENDANCE REPORT- "A"</u>						
Exam : Summer-2019						
Name of Institute :Sanjay Ghodawat Polytee	hnic			Inst Code :16	544	
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 0	Time : 02:00 P.M. to 05:00 P.M. Session :Afternoon		ernoon	
Marksheet No :144858,		Exam Center Code : 16	544			
	Additional of	examinees by the institute	Examinees absent (As p	er computerized	seat nos and additional seat nos)	
lotal Seat Nos on computerized markheet/s	Seat Numbers	Total number of Examinees	Seat numbers of Absen	t Examinees	Total number of Examinees Absent	lotal no of examinees present
1	2	3	4		5	6
68	68				00	68

Sealing Supervisor

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

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

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)

Block Setting	Format of Receipt	t for Sealed Anser-Books Bundles (FORMAT NO-08) DAY - WISE
Block Arrangement		
Supervisor Allocation	Select Date 1	6-04-2019
Reports Tab-1 (After Block Arrangement is done)		Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers
Attendance Report(Format- 05) /Supervisor Report		
Gate Chart		<mark>02</mark>
Bench Arrangement		
Blank Present / Absent Report	Format of Receipt	t for Sealed Anser-Books Bundles (FORMAT NO-08) - SESSION - WISE
Supervisor Allocation Report	Select Date	dd-mm-yyyy
Reciept Of Q.Paper Bundles FORMAT NO-02	Select Session	Afternoon V
FORMAT NO-03		
FORMAT NO-03 - A		Print without Marksheet Numbers
Advance Q.P. Requirement (FORMAT NO-02-B)		
FORMAT NO-22 Panchnama Report		
Special Codes (Use this when Absent Students list is available)	Format of Receipt	t for Sealed Anser-Books Bundles (FORMAT NO-08) - NEW FORMAT
Assign / Deassign Special Codes	Select Date d	ld-mm-yyyy
Reports Tab-2 (After filling Absent Report)		Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers
Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06)		02
Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)	ormat of Receipt	t for Sealed Anser-Books Bundles (FORMAT NO-08) - NEW FORMAT - SESSION WISE
Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-09)	Select Date	dd-mm-yyyy
NIL Report	Select Session	Afternoon •
Record of Q Paper Packets		Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers
Reports Tab-3 (After End of Exam)	L	
Total Attendance Report-"A Examination Summery Report"		02

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## 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 Answe	r Book Bund	les	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)

Block Arrangement	Format of Receipt for Sealed Anser-Books Bundles (FORMAT NO-09) DAY- WISE	
Supervisor Allocation	Select Date 16.04.2010	
Reports Tab-1 (After Block Arrangement is done)	Print New Format         Print With Marksheet Numbers         Print Without Marksheet Numbers	
Attendance Report(Format- 05) /Supervisor Report		
Gate Chart	02	
Bench Arrangement		
Blank Present / Absent Report	Format of Receipt for seared Anser-Books Bundles (FORMAT NO-09) SESSION- WISE	
Supervisor Allocation Report	Select Date dd-mm-yyyy	
Reciept Of Q.Paper Bundles FORMAT NO-02	Select Session Afternoon •	
FORMAT NO-03	Print New Format Print With Marksheet Numbers Print Without Marksheet Numbers	
FORMAT NO-03 - A		
Advance Q.P. Requirement (FORMAT NO-02-B)	<mark>02</mark>	
FORMAT NO-22 Panchnama Report	Format of Receipt for Seared Anser-Books Bundles (FORMAT NO-09) - NEW FORMAT	
Special Codes (Use this when Absent Students list is available)	Salast Data	
Assign / Deassign Special Codes	Select Date     Idd-mm-yyyy	
Reports Tab-2 (After filling Absent Report)		
Packing Slip (FORMAT NO-07) / Attendance Report-"A" (FORMAT NO-06)	<mark>02</mark>	
Format of Receipt for Sealed Answer-Books Bundles (FORMAT NO-08)	Format of Receipt for Seand Anser-Books Bundles (FORMAT NO-09) - NEW FORMAT - SESSION WISE	
Format of Receipt for Sealed Answer-Books	dd-mm-yyyy	
Bundles (FORMAT NO-097	Select Session Afternoon •	
Record of Q Paper Packets	Print New Format         Print With Marksheet Numbers         Print Without Marksheet Numbers	
Reports Tab-3 (After End of Exam)		
Total Attendance Report-"A Examination Summery Report"	02	
Setting		



### 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 Answe	r Book Bund	les	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	MIL REPORT DAT - WISE	
Supervisor Allocation	Select Date	03-05-2019
Reports Tab-1 (After Block Arrangement is done)		Print Day Wise NIL Report
Attendance Report(Format- 05) /Supervisor Report		
Gate Chart		<mark>02</mark>
Bench Arrangement		
Blank Present / Absent Report	NIL Report SESSION - WISE	
Supervisor Allocation Report	Select Date	dd-mm-yyyy
Reciept Of Q.Paper Bundles FORMAT NO-02	Select Session	Afternoon •
FORMAT NO-03		
FORMAT NO-03 - A		Print Session Wise Nil Report
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 01		
Record of Q Paper Packets		
Reports Tab-3 (After End of Exam)		





#### 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
			G	rand Total	02		

Signature & Name

Signature & Name

Date : 03-05-2019

Time : \_\_\_\_\_ AM/PM



## OFFICER IN-CHARGE HELP MANUAL

### Record of Question paper Packets

llock Setting	Question Paper Record	
Block Arrangement		
Supervisor Allocation	Select Date	16-04-2019
teports Tab-1 After Block Arrangement is one)		G0->
ttendance Report(Format- 5) /Supervisor Report		
Gate Chart		<mark>02</mark>
ench Arrangement		
Blank Present / Absent Leport	Question Paper Record -	NEW FORMAT If - Same Courses packets have Combined Question Papers
Supervisor Allocation Report	Select Date	dd-mm-yyyy
teciept Of Q.Paper Bundles ORMAT NO-02		Go->
ORMAT NO-03		
ORMAT NO-03 - A		
dvance Q.P. Requirement FORMAT NO-02-B)		
FORMAT NO-22 anchnama Report		
pecial Codes Jse this when Absent Students st is available)		
ssign / Deassign Special Codes		
Reports Tab-2 After filling Absent Report)		
acking Slip ORMAT NO-07) / ttendance Report-"A" ORMAT NO-06)		
format of Receipt for Bealed Answer-Books Bundles (FORMAT NO-08)		
ormat of Receipt for Sealed Answer-Books Jundles (FORMAT NO-09)		
IIL Report		
lecord of Q Paper Packets	01	
leports Tab-3 After End of Exam)		
Total Attendance Report-"A Examination Summery Report"		
Setting		



### 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

C. No	Marten Cada	Subject Abburnistion	Onestion Banan Cade		Qu	estior	1 Papers	
51.110.	Master Code	Subject Abbreviation	Question raper Code	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

#### Reports Tab-1

Attendance Report(Format-05) /Supervisor Report

Gate Chart

Bench Arrangement

Blank Present / Absent Report

Supervisor Allocation

Reciept 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 A list is available)

Assign / Deassign Special Codes

Reports Tab-2 After filling Absent I

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

Total Attendance Report-"A

Reports Tab-3 (After End of Exam

Logout

Examination Summery Report"
Setting
Change Password
Logout Welcome to Officer In-Charge Control Panel

Please select main menus from left side panel ......

Last Five Login Details Logged in Time : 22/10/2019 06:36:05 PM

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 .

There is no need to check all documents of examination. Only this Summery report is sufficient to cross check status of any seat number.

We recommend institutes to download this report after end of whole theory exam and save copy on email and computer also for future reference.

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01



### 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 : <u>Summer-2019</u>

Exam Day	Exam Date										
		Session	Inst.Code	Course	Subject Code	Subject Name	Total Students	Present Students	Absent/ Speccial cases Students	Seat_Nosof Absent/ Speccial cases Students	Marksheet Nos.
		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	323307 [401]	145207
		Moming	1644	ME-5-G	17530	METROLOGY AND QUALITY CONTROL	53	49	4	324312 [401] 324317 [401] 324323 [401] 324347 [401]	199778 219403
1	16-04-2019	Morning	1644	EJ-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		
		Session	Inst.Code	Course	Subject Code	Subject Name	Total Students	Present Students	Absent/ Speccial cases Students	Seat_Nosof Absent/ Speccial cases Students	Marksheet Nos.
		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] 324217 [401] 324219 [401] 324224 [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
2	20-04-2019	Morning	1644	CE-3-G	17301	APPLIED MATHEMATICS	73	65	8	322508 [401] 322510 [401] 322520 [401] 322526 [401] 322553 [401]	116357

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### OFFICER IN-CHARGE HELP MANUAL

#### Step 10 : Change Password of Officer In charge

Block Arrangement	Change Password	
Supervisor Allocation	Current Dessword	
Reports Tab-1 (After Block Arrangement is done)		
Attendance Report(Format-	New Password	
Gate Chart	Reenter New Password	
Bench Arrangement		Change Password 02
Blank Present / Absent Report		
Supervisor Allocation Report		
Reciept 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		

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