HELP MANUAL for SHRI_PES_Version_1.3

POLYTECHNIC THEORY EXAM SOFTWARE

- Powered by Shri Software Solutions & Training Center

Officer Incharge – HELP MANUAL

<u>Note : please upload CSV files needed in DATA-Entry login before using this module</u> Step 1 : Login to Officer Incharge module as shown below .

R) check Registration Status of our Exam Center	Super Admin Login	Officer Incharge Login	
	Password Login	Password Login	
	<u>.</u>		
	Data Enrty Login	Billing Section Login	
	Password	Password	

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

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

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



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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.

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5 – 2) Supervisor Report

	isor - Patil S.I	в.	Exan	n - Summ	er-2016				Block No -1		12	
Course - CO-2-C) <mark>-</mark>		Exam	Day -1	D	ute -12-04	2016		Time -09:30 A.M. ts 12:30 P.M.	0		
Name of Institut	6- S								Session -Morning			
Inst Code - 1			Exan	n Center (ode -							
Seat Numbers Fr	om-				_							
	365315	365316	365317	365318	365319	365320	365321	365322	365323			
	365324	365325	365326					Total :-	12			
	Subject :- CC	MMUND	CATION SB	alls				Subject Co	ode :- 17201			h. 1
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5-3) Gate Chart

(ii)

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Block Details	
Block Setting	Print Gate Chart
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Supervisor Allocation	Select Date: 12-94-2016
Reports Tab-1	Select Session Morning V
Abendance Report / Bupervisor Report	
Gale Chart < 1	3 L 2 18
Bench Arrangement	
Blank Present / Absent Report	
Supervisor Allocation Report	
Recispt Of G Paper Bundles - AVMES/TURE -F (FORMAR NO-02)	
Advance G.P. Requirement (FORMAT NO-02-8)	
AM4DCTURE - 0 (FDRMAT NO-00)	
AMMOTURE - H IECEMAT NO.035	
ECEMAT NO 63 Surfartasing)	
Special Codes	
Assign (Cleased) Special Codes	
Reports Tab 2(After filling Assert Report)	
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Books Bundles (FORMAT NO-07)	
Format of Recept for Segled Anwarr- Brook Buryley (FORMAT MCAR)	
Report of C Paper Pacets	
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Total Record of Q Paper Packets	
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MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI GATE CHART

te:12-04-2016			D	ay:1	S	essio	n : Morni
am Center:					II	nst C	ode / Exa
Block N	Inst.Code Cours	e Subject	Subject Code	Time	Exam Seat Number	s Total	Grand Total
1	CO-2- CE-2-	COMMUNICATION SKILLS COMMUNICATION SKILLS	17201 17201	09:30 A.M. to 12:30 P.M. 09:30 A.M. to 12:30 P.M.	365315 TO 365326 364880 TO 364934	12 18	30
2	CE-2-	G COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	364935 TO 364964	30	30
3	EJ-2-4	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365960 TO 366005	30	30
4	EJ-24 EE-2-	COMMUNICATION SKILLS COMMUNICATION SKILLS	17201 17201	09:30 A.M. to 12:30 P.M. 09:30 A.M. to 12:30 P.M.	366006 TO 366018 365524 TO 365557	13 17	30
5	EE-2-	GOMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365558 TO 365587	30	30
6	EE-2- ME-2-	G COMMUNICATION SKILLS COMMUNICATION SKILLS	17201 17201	09:30 A.M. to 12:30 P.M. 09:30 A.M. to 12:30 P.M.	365588 TO 365598 366347 TO 366380	11 24	35
7	ME-2-	G COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	366381 TO 366406	26	26
8	PH-1-	S PHARMACEUTICS • 1	805	09:30 A.M. to 12:30 P.M.	293590 TO 293636	30	30
9	PH-1-	5 PHARMACEUTICS • I	805	09:30 A.M. to 12:30 P.M.	293637 TO 293666	30	30
10	PH-1-	5 PHARMACEUTICS • 1	805	09:30 A.M. to 12:30 P.M.	293667 TO 293672	6	6

and the second

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(Mr.Thakar V.V.) Name & Sign. of Office "rcharge

5-4) Bench Arrangement



(ů)

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI BENCH ARRANGEMENT

Block NO: 1	
Day :1	Session : Morning
	Exam
	Center:
	Block NO: 1 Day :1

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.] ,

									C	olumn N	o-04
									Bench No	Seat_No	Course_
C	olumn N	0-01	C	olumn N	o-02	C	olumn N	0- <mark>03</mark>	30	364934	CE-2-G
Bench No	Seat_No	Course_	Bench No	Seat_No	Course_	Bench No	Seat_No	Course_	29	364933	CE-2-G
1	365315	CO-2-G	14	364897	CE-2-G	15	364900	CE-2-G	28	364932	CE-2-G
2	365316	CO-2-G	13	364880	CE-2-G	16	364901	CE-2-G	27	364931	CE-2-G
3	365317	CO-2-G	12	365326	CO-2-G	17	364903	CE-2-G	26	364930	CE-2-G
4	365318	CO-2-G	11	365325	CO-2-G	18	364922	CE-2-G	25	364929	CE-2-G
5	365319	CO-2-G	10	365324	CO-2-G	19	364923	CE-2-G	24	364928	CE-2-G
6	365320	CO-2-G	9	365323	CO-2-G	20	364924	CE-2-G	23	364927	CE-2-G
7	365321	CO-2-G	8	365322	CO-2-G	21	364925	CE-2-G	22	364926	CE-2-G

5-5) Blank Present Absent Report



⁽Mr.Thakar V.V.) Name &mp Sign. of Officer-Incharge

5-6) Supervisor Allocation Report

Buper wind Allocation Reveal Allocation Reveal Allocation Advectance Resolt / Durper Sector Baren Anaragement Baren Propert / Aboration Baren Anaragement Baren Propert / Aboration Baren Anaragement Baren Propert / Aboration Anaragement Baren Propert / Aboration Anaragement Baren Norder Baren Propert / Aboration Anaragement Baren Norder Baren Statististististististististististististist	Dark Argenting	Print	Subcryster universitele Report	
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Record of Q Paper Packets	Format of Recept for Sealed Answer- Books Bundles (FORMAT NO-08)			
	Record of Q Paper Packets			
Reports Tab-3 (After End of Extern)	Reports Tab-3 (After End of Exam)			
Total Abendance Report: A	Total Abendance Report-"A"			
Total Record of Q. Paper Packets	Total Record of Q Paper Packets			

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

2-04-	-2016				Day	:1	Session : N	lori	ning
Cent	er:	1				ż	Inst Code Code:	/ Ex	am Center
Block No	Supervisor Name Ir	ist.Code	Course	Subject	Subject Code	Time	Exam Seat Numbers	Total	Grand Total
<u>.</u>	Datil S D		CO-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	365315 TO 365326	12	20
1	Paul S.B.		CE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	364880 TO 364934	18	30
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 EE-2-G	COMMUNICATION SKILLS	17201	09:30 A.M. to 12:30 P.M.	366006 TO 366018 365524 TO 365557	13	30
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 ME-2-G	COMMUNICATION SKILLS COMMUNICATION SKILLS	17201 17201	09:30 A.M. to 12:30 P.M. 09:30 A.M. to 12:30 P.M.	365588 TO 365598 366347 TO 366380	11 24	35
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 - 1	805	09:30 A.M. to 12:30 P.M.	293667 TO 293672	6	6

(Mr.Thakar V.V.)

5-7) Annexure F - Report

MA	in Menus	Poly Evant Soft -> OFFICER.Iti-CHRRGE -> Report Tab-1 -> Receipt of Q-Paper Packet (PORSAT) N2 -(2)	
E	ck Details		
50	G Sebog	Print Receipt of Q Paper Packets (PORPAT ND -82)	
100	o, Artangment	Parinet Turke 172-04-2016	
Sit	ervisor Allocadon	Server and the server ser	
1000	xets tab-1	Devel -	
140	Indense Helport / Supervision Helport		1
13.0	e Cran		
Ber	co Arrangement		
Bay	nk Present / Absent Report		
1 But	wrysor Allocatort Haport		
AM IFC	NEXTURE -F RMAT NO-02)		
teo	ance Q.P. Requirement RIVAT NO-02-8)		
AN	NEXTURE - G RMAT NO-035		
ANI	NEXTURE - H RMAT NO-03)		
FD	RVIAT NO-03 (Untertaking)		
Bpe	cial Codes		
Aps	ign i Deassign Special Codes		
100	orts Tab-2(After filling Absent Report)		
Pas	king Sig./ Attendance Report- A		
FOI	Inst of Hecelot for Sealed Answer- ics Rundes (FCRMAT NC-07)		
Fol	reat of Receipt for Sealed Answer-		
Boo	ks Bundles (FORMAT NO-5H)		
Files	and of Q Paper Packets		
File	certs Tab-3 (After End of Exam)		
Tota	a Attendance Report-"A"		
Tol	al Record of G Paper Packets		
100 1		A A TATLEMA ON THE ALL N	10.
		Annexure F	

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:

Day of Exam : 1

Date of Exam : 12-04-2016

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

(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)

EC Code :

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 :

Address of Exam Center :

The officer-in-Charge, Distribution Center is informed that Total no. of <u>10</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>12-04-2016</u> 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
		Gr	and 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

Book Details			
Book Betting		Drive AND TATION _ CONTRACT NO. 071	
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Survey was Allowaters	Delect Date	12-04-2016	
Benuty 1ab-1			
Atlantiance Report / Buttennier Report	NI CONTRACTOR OF CONT	00+ C 2	
Gale Chat			
Betch Attangement			
Bank Present Absent Report			
Supervisor Allocation Report			
Recept Of Q. Paper Bundles - ANNEXTURE -F (FORMAT ND-02)			
Advance Q.P. Requirement (FORMAT NO-02-8)			
ANNEXTURE - 0 (FORMAT NO-03)			
ANNEXTURE - H (FORMAT NO-03)			
FORMAT NO-02 (Untertaking)			
Barcat Cooks :			
Assign / Deassign Special Codes			
Reports Tab-2(After filling Absent Report	10		
Packing Sto / Attentance Report-'A'			
Format of Receipt for Beared Answer- Books Bundles (FORMAT NO-07)			
Format of Receipt for Sealed Answer- Books Bundles (FORMAT NO-DII)			
Record of Q Paper Packets			
Reports Tab-3 (After End of Exam)			
Total Attantance Report-"A"			
Tatal Record of Q Paper Packets			

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 : Sum	mer-2016
EC: 1215	Day of Exam : 1	Date of Exa

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
10 10 10				Morning	One Bundle with total of 8 question paper packets	
2		1	12-04-2016	Afternoon	One Bundle with total of 2 question paper packets	2

5-10) Annexure H - Report

Block Setting	Point AMPOPTOR - INCOMPACTOR - INCOMPACTOR
Block Arrangment	Contractions of the contract and
Bupervisor Alocators	Bellect Date 12-04-2018
Reports Tab-1	The second se
Attendance Report / Supervisor Report	
Gate Chart	
Berich Anangement	
Blank Present / Absent Report	
Supervisor Allocation Report	
Recept Of O.Paper Bundes - ANNEXTURE -F (FORMAT NO-02)	
Advance D.P. Requirement PORMAT NO-02-80	
ANNEXTURE - G (FORMAT NO (33)	
ANNEXTURE - H	
FORMAT NO-83 (Untertailing)	
Special Codes	
Assign / Deassign Special Codes	
Reports Tab-3(After filling Absent Report)	
Packing Big / Attendance Report-"A"	
Format of Receipt for Sedied Answer Books Bundles (FORMAT NO-07)	
Format of Receipt for Sealed Answer Books Stundles (FORMAT NO-00)	
Record of O Paper Packets	
Heports Tab 3 (After End of Exam)	
Total Atlandatos Report/ A"	
and the second	

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 form the Controller of examination from the distribution Centroller were opened in the Examination Control Room and the contents were as below ,

Sr.	r. Date Session		Date	Sacelan	Time Of	Content as on E	per the Label Sundle	Actual Content in the Bundle		Panart
No.	Date	Session	Opening	Paper Code	Number	Paper Code	Number	Kemark		
				17201	5	17201	5			
				17201	1	17201	1			
1		Morning	09:10 AM	805	2	805	2			
2	12-04- 2016	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

Main Menus	Poly Exam Epit -> OFFICER IN-DARGE -> Report Tab-2 -> PORMAT WD-20	
and the second se		
Block Setting	Proof PORIBAT APL CA	H H
Biotx Analognett		
Supervisor Allocation	Select Date (12-04-2016	
Reports Tab-1		
Attendance Report / Supervisor Report		
Gate Chart		
Berch Anangement		
Bank Present / Adoptit Report		
Supervisor Allocation Report		
Recent OF G Paper Bundles - ANNEXTURE F IFORMAT NO-02)		
Advance G P Requirement (FORMA7 NO-02-8)		
ANNEXTURE - G (FORMAT NO-03)		
ANNEXTURE - H (FORMAT NO-03)		
FORMAT NO-03 (Untertaking)	1	
Special Codes		
Aleign / Dealeign Special Codes		
Huports 1ab 20,4764 milling Absent Heports		
Packing the Attendence Heppin- A		
Books Bundes (FORMAT NO-07)		
Format of Receipt for Sealed Answer- Books Sundles (FORMAT NO-08)		1
Record of Q Paper Packets		
Reports Tab-3 (After End of Exam)		
Total Adendance Report "A"		
Total Record of Q Paper Packets		
10.0		

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	urse / Sem / year / Master Code Subject Title		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.

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

1

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Recept Of Q Paper Bundles - ANNEXTURE -F								
(FORMAT NO-02) Advance (C.P. Bion second								
FORMAT NO-02-BI								
ANNEXTURE - G (FORMAT NO-63)								
ANNEXTURE - H								
FORMAT NO-03 (Unsertailing)								
Special Codes								
Assign / Deersogn Special Codes	1							
Packing Situ / Attendunce Report "A"								
Format of Receipt for Seared Answer-								
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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"

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Examples : Packing slip

۲	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCA <u>PACKING SLIP</u>	TION , MUMBAI
Inst Code :	Exam :Summer-2016	Exam Center Code :
Day: 1	Date : 12-04-2016	Session :Morning
Course :CE-2-G	Subject : COMMUNICATION SKILLS(CMS)	Subject Code :17201
Marksheet No	ļ.	
No. of Answer Boooks	in this Packet : 46	
Date :12-04-2016		Time of Sealing :AM/PM
Sign. of Sealing Superv	isor Sign. of Officer In-Charge	Sign. of Controller

Attendance Report- "A"

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FORMAT NO. 10 Format of Attendance Report-'A' ŵ 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	Additional examinees by the institute		Examinees absent (As per computeri additional seat nos)	Total no of		
markheet/s	Seat Numbers	terrs of Examinees Seat numbers of Absent Examinees		Total number of Examinees Absent	present	
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

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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 :-

Examination:-Summer-2016

, Exam Center Code:-

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	14
1	05		ME-2-G	CMS	17201	49	40
1	06		PH-1-S	PH1	805	59	52
1	07		CE-6-E	MAN	12219	09	188
1	08		CO-6-E	MAN	12219	01	134
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

Back Beting	Exercite	Receipt for Sealed Anner Books Bendles (PDRMAT MD-06)	
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Blank Present / Abrent Report			
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Advance G.P. Requirement (FORMUT NO-02-8)			
ANNEXTURE - G (FORMAT NO-03)			
ANNEXTURE - H (FORMAT NO-03)			
FORWAT NO-03 (Untertaking)			
Epocial Codes			
Assign (Deassign Special Codes			
Reports Tab-2(After Niling Absent Report)			
Packing Skp / Attendance Report-"A"			
Fornat of Receipt for Sealed Answer- Books Bundles (FORMAT NO-07)			
Format of Receipt for Sealed Answer- Books Bundles (FORMAT NO-08)	1		
Record of G Paper Packets			
Roports Tab-3 (After End of Exam)			
Total Atlandance Report-"A"			
Total Record of Q Paper Packets			

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 :-

Examination:-Summer-2016 RECEIPT

, Exam Center Code:-

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	PH1	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

Math Menus	Poly Exam Self -> OPTICES DECHARGE -> Napor Table -> Neurol of Q Paper Facilies	
Block Details		
Block Setting	Question Paper Record	
Block Artistigment		
Bupervision Abocation	Select Date 12-04-2018	
Adendance Report / Supervisor Report	Best 🦛 2	
Gate Chart		
Berch Arrangement		
Blank Present / Absent Report		
Supervisor Allocation Report		
Recept Of G Paper Bundles + ANNEXTURE -F IFORMAT NO-021		
Advance G.P. Requirement (FORMAT NO-02-8)		
ANNEXTURE - G (FORMAT NO-03)		
ANNEXTURE - H (FORMAT NO-85)		
FORMAT NO-03 (Untertailing)		
Special Codes		
Assign / Deassign Special Codes		
Reports Tab-2(Aber tilling Absent Report)		
Palving Sto / Atentance Report-'A'		
Format of Receipt for Sealed Answer- Books Bundles (FORMAT NO-07)		
Format of Recent for Sealed Answer- Books Bundles (FORMAT NO-58)		
Record of Q Paper Packets1		
Reports Tab-3 (After End of Exam)		
Total Atlendance Report-"A"		
Total Record of Q Paper Packats		

Format for submitting (Account) Record of Question Paper Packets

To be submitted by the Officer In-Charge Examination Center

Exam C Exam C Examin	enter / Institute Name :- enter /Institute Code:- ation:-Summer-2016 Exam D	ate :- 12-04-2016 Exam Day	:- 1					
	0445 - 240 M		Oraction Press		Que	stion l	Papers	
Sr.No.	Master Code	Subject Abbreviation	Code	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 usefull 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



