



No. MSBTE/D-42/W20 exam/2021/ 311

Date: 10 FEB 2021

Important Circular

To,
The Principal,
All MSBTE affiliated Institutes (Engineering / Pharmacy)
(AICTE Approved)

Sub: Instructions / Guidelines for Institutes for Winter 2020 MCQ based Online examination.

MSBTE is conducting Winter 2020 theory examinations of AICTE approved regular courses of students from 2nd March 2021 onwards. This examination is conducted in online mode and the students are appearing for this examination from where they are located. As the examinations are being conducted in the online mode, concerned authorities needs to be aware about the new procedures.

Instructions for the Principal (Chief Coordinator) / Faculty of institute (Departmental Coordinators) are as mentioned below:

1. An Online Examination Monitoring Team (OEMT) comprising of **Chief Coordinator** and **Departmental Coordinators** shall be constituted to monitor and resolve the issues arising in connection with the mock online examination and scheduled online examination of examinees of the institute. The mobile numbers of the **Chief Coordinator** and **Departmental Coordinators** are registered through online examination portal of MSBTE.
2. Each institute will set up Online Examination Control Room in the institute. The OEMT will remain present in the institute control room 15 min before the start of the slot and will continuously monitor the progress of the examination during the time slot as per time table.
3. The Online Examination Monitoring Team (OEMT) is provided with a monitoring link in the online examination institute login. OEMT shall ensure that all candidates appear for mock test. OEMT shall monitor each online examination of all the students of institute appearing in the given time slot. The monitoring team shall counsel the examinees of the institute; guide them for the online examination.
4. During the online examination, the institute level Online Examination Monitoring Team (OEMT) shall view the log of examination progress of each examinee of the institute on the DashBoard in the login. They shall resolve any of the following issues;
 - OEMT should contact Examinees who have not logged in first 45 minutes of the time slot, resolve their problem and counsel / help them to login at earliest so that they can complete the examination well in time.
 - If the progress of examination of any examinee is halted as indicated by freezing of countdown clock, such examinee shall be contacted and the problem shall be resolved.



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous)

(ISO 9001:2015)

(ISO/IEC 27001 : 2013)

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Web : www.msbt.org.in

Email : secretary@msbte.com

- The departmental coordinator's name and mobile number is shared with the candidate through SMS notification by MSBTE.
- Due to some hardware failure, if any candidate wants to change the device, Departmental coordinator can allow the candidate to change the device and resume examination by clicking on “clear session” button in the online examination login.
- 5. Attendance Report will be generated after each session of the examination in the institute login. The institute shall preserve the department wise examinee attendance report signed by respective departmental coordinators at institute level. Candidates who have not taken the online examination in the session shall be marked absent in the report by encircling the seat number by red ink.
- 6. If any examinee reports grievance related to MCQ questions in the online examination, the genuineness of the grievance shall be ascertained initially by the concerned Institute, and if necessary, such grievance shall be communicated to MSBTE on desk42@msbte.com after the examination slot is over along with necessary documents.
- 7. For any technical support regarding online examination the institute can seek help through email address mentioned on the home page of the institute login.
- 8. In case of any issue pertaining to the online examination that cannot be resolved at institute level, the same shall be reported to respective Dy. Secretary, RBTE through the contact numbers provided in the institute login.
- 9. Any incidences of malpractice noticed during the online examination shall be reported to respective RBTE along with detailed report of the incidence.
- 10. Remuneration for OEMT shall be as per below
 1. Chief coordinator Rs.100/- per day
 2. Department coordinator Rs.100/- per slot in which online examination of the department is there, considering one coordinator per department.

All the Principals of the institute shall follow above instructions strictly for smooth conduction of the examination.

(Dr. Mahendra R. Chitlange)

Secretary

MSBTE, Mumbai

Copy to:

Deputy Secretary,

RBTE Mumbai, Pune, Nagpur and Aurangabad