



महाराष्ट्र राज्य तंत्र शिक्षण मंडळ

(स्वायत्त) (ISO 21001:2018) (ISO/IEC 27001:2022)

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Date: 20 APR 2026

Circular

To,

The Principal

All Institutes Affiliated to MSBTE.

Subject: Special instructions to Exam Block supervisor/ invigilator and Officer in-charge Exam

During Winter-2025, scanning of answer books and posting of marks thereafter, it is observed that many students have written wrong seat numbers or wrong paper codes or even wrong course code. There is a signature of invigilator on this wrongly filled answer book. This is a serious mistake by Invigilator and while collecting the answer books from the invigilator the same was supposed to be cross verified by Officer In-charge Exam. Considering this as first-time mistake MSBTE has not taken any action against it.

From Summer-2026 Exam, all invigilators should follow following things without fail, otherwise strict action will be taken by MSBTE.

- This is the prime responsibility of every invigilator to sign the answer book only after the student finishes filling the required information.
- Cross verify the information filled by student against the hall ticket of the student.
- Crosscheck that the absent candidates and their seat numbers marked in the Block attendance sheet are correct.

Officer in-charge Exam and the team for collecting Answer books from invigilator should verify seat numbers from the block attendance report in presence of the Invigilator. So, any mistake can be corrected there itself. Any mismatch of the students filled data from the Hall ticket will not be tolerated. It is the sole responsibility of Officer In-charge Exam to mark the correct seat numbers of all absent/Malpractice candidates in online system.

You are instructed to bring the contents of this circular to the notice of all concerned at your institute. Also instruct all the students of your institute to fill the data on the Answer book front page exactly as per the Hall ticket issued by MSBTE.

(Dr. M. R. Jadhav)

Secretary

MSBTE, Mumbai

Copy to: -

Dy. Secretary (T.) Regional office of MSBTE. Mumbai, Pune, Nagpur and Chh. Sambhaji Nagar, for Necessary action.