

Guidelines for Answer Book Delivery from Examination Centres.

1.	Centre Superintendent and Controller of Examinations Centres must ensure that answer book will be sealed immediately after each shift of Examination.
2.	Centre Superintendent must deliver the sealed answer book to the authorized SBTE Persons with Annexure-form-310, 311.
3.	<p>a) Answer Booklet of 1st & 2nd Shift of Previous day and 1st Shift of that day should be deliver to SBTE authorized Person daily at 14:30 Hrs.</p> <p>b) Similar Process continues till the last day of Examination.</p> <p>c) In case of exigency or otherwise due to certain unavoidable circumstances , Centre Superintendent may post the sealed answer booklet to SBTE with consent of COE, SBTE.</p>
4.	Contact Details of authorized Person's will be shared by SBTE.
5.	Centre Superintendent must ensure that all answer booklet (with or without variable data) will be sealed Semester wise/ Branch wise and no answer book will be left at the institute.
6.	Dispatch form (Form No.-310) i.e. Details answer booklet should be Pasted on the top Cover of the Sealed Packet & Form no. 311 should be kept inside the sealed packet.
7.	COE of Examination centre must be ensure that absentee data should be uploaded on SBTE Portal daily, shift wise. List of details of Answer booklets must be download.
8.	The absentee data which is uploaded on Portal should take print out & Pasted on the sealed Packet.
9.	All the unused answer booklet should be sent to SBTE separately on last day of Examinations.