MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION
(Autonomous) (ISO 21001:2018) (ISO/IEC27001:2022)
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No. MSBTE/D-40/Winter 2026/ 357 Date 14 OCT 2026

IMPORTANT CIRCULAR

To,
Principal,
All Institutes affiliated to MSBTE

Subject - Pre examination Circular Winter 2026 exam

All Heads of the Institute are informed to refer this pre-examination circular regarding important activities to be carried out for the conduct of the Winter 2026 examination and bring it to the notice of all HODs, faculty and staff involved in the Winter 2026 examination.

1.0 Pre examination activities

Prior to the commencement of examination

1.1 **Hall Ticket:** The hall tickets of the examinees whose examination forms for Winter 2026 examinations are duly confirmed by respective RBTEs are made available on MSBTE web portal and also in the Institute login. It is mandatory for the examinee to take print out of the hall ticket and get it attested by the HOD / Principal of the institute. It is the responsibility of the institute through its departments to ensure that all examinees, whose examination forms for Winter 2026 examinations are confirmed by respective RBTEs, have received the valid hall ticket.

It is the responsibility of all examinees to ensure that he/she gets question paper bearing code number as mentioned in his/her valid hall ticket while appearing for examination on the designated date and session as per the final time table for Winter 2026. In case of any discrepancy, he/she shall immediately bring it to the notice of block Supervisor and get the discrepancy rectified before commencing to solve the question paper for the session. Any complaints raised after the commencement of solving the question paper shall not be entertained by MSBTE.

1.2 **Seating Chart**: The seating chart of the examinees appearing for Winter 2026 examination as per the data available at the examination section of MSBTE from any given institute is made available in the Institute login. The institute shall correct the entries on the seating chart by offering precise remark and also enclosing the scanned copy of the documentary evidence for each of the corrections made. The respective RBTEs shall verify the corrections to the seating chart through scrutiny of the original documentary evidence and confirm the corrected seating chart. The corrections to seating chart shall be completed as per schedule given below.

Sr. No.	Activity	Schedule
1	Confirmation of seating chart by the Institute	19/11/2026
2	Confirmation of seating chart by the RBTE	20/11/2026

1.3 **Detention Module:** Examinees who are having status of regular student for the term concluding prior to the Winter 2026 examination and not complying to the MSBTE examination regulation RG 6 B shall be duly detained by the head of the institute at the end of the term. The details of detained regular & OTO students shall be updated and confirmed on the detention module for the respective department in each institute. The link for the detention module will be made available in the respective HOD login below the non-theory e-mark sheet link from **15/10/2026.** After confirmation of detention module for the respective departments in the institute, the Non-theory e-mark sheets for the department will be made available for examiner allocations.

Detention of any student marked and confirmed on the detention module shall be final and cannot be changed.

1.4 **Question Paper Inventory:** The day wise, session wise question paper inventory for each Examination center (EC) along with their connected institutes (CI) is made available in EC Institute login. The Chief Officer in charge and officer in charge examination of the EC shall ensure the correctness of question paper inventory for the conduct of Winter 2026 exam at the EC. The information from CIs shall be accurately collected for verification of the question paper inventory. The institutes functioning as Distribution center (DC) for Winter 2026 will get the question paper inventory for the DC in their respective Institute login. The Chief Officer in charge and officer in charge of the DC shall ensure the correctness of question paper inventory for the conduct of Winter 2026 examination at all the ECs attached to the DC. The information from ECs and their CIs shall be accurately collected for verification of the question paper inventory. In case of any discrepancy noticed, the same shall be rectified by contacting respective RBTE well in advance to receipt of actual question paper stock.

1.5 **"Instructions to Examinees"** as given in the **MSBTE manual for conduct of examination 2018-19** (Page No.28) shall be displayed on all prominent notice boards of the institute and also at prominent places in the examination center. Counseling sessions to create awareness about **"Instructions to Examinees"** shall be conducted amongst examinees before the commencement of examination. The block invigilators shall remind the examinees in the block about the **"Instructions to Examinees"** before distribution of the answer papers and question papers in the block.

1.6 **The examinees shall be informed about the consequences of indulging in malpractice during or after the conduct examination. They shall be counseled to conduct themselves by following all the rules and regulations pertaining to MSBTE examinations.**

1.7 Conduct a well-planned training session for all the personnel involved in Winter 2026 examination to brief them about the roles, responsibilities, procedures and protocols for the conduct of MSBTE examination as given in manual of conduction.

1.8 Take all measures to maintain conducive environment for the free and fair conduct of Winter 2026 examination.

2.0 Examination activities

During the conduction of examination

2.1 Conduction of non-theory exam:

2.1.1 All the passwords and other confidential information in relation to the conduct of Non-theory exam will be sent to the MSBTE official e-mail of the principal of the institute with mail ID format **<instt.code>principal@msbte.com**. Keep the mail ID operational by resetting the password in case the user is changed.

2.1.2 Prepare the department wise time table for the conduction of Winter 2026 Practical examination / Oral / TW assessment / Project assessment for all eligible students. Consult the external examiners designated by respective RBTEs for finalizing the department wise time table in case, the external examiner is not available, make alternative arrangements following the standard protocol laid down by the RBTE. Appoint internal examiners through office order of the head of the institute. Conduct the non-theory examination following standard procedures as highlighted in respective curriculum, CIAAN norms and manual for conduct of MSBTE examinations 2018-19.

2.1.3 The theory paper codes of old schemes (O/N/R/S/A/C/E/G) having equivalent practical/oral/exemption as indicated in the circular मरातंशिमं/D-५१/समकक्ष/२०२४/5462 dated 29/08/2024 available in institute login and printed on candidate hall ticket shall be followed for evaluation. The mark sheets for such subjects having practical/oral will be made available during non-theory schedule. Institutes are required to fill and confirm mark sheets in the same period.

2.1.4 Strictly follow the Norms for Handling / filling Non Theory examination E-mark sheet as mandated in clause 23 (page 17) of the Manual for conduct of examination 2018-19.

2.2 Instructions regarding filling of non-theory e-mark sheet:

2.2.1 The Internal and External examiner shall finalize the marks (as out of 100) for each of the examinee assessed for practical / oral taking into consideration the progressive assessment marks as recorded in appropriate proforma (D3, D5, K3, K5, K6) and final assessment marks as furnished in proforma D4, K4. Identify the examinees securing marks => 90% and verify the records of such examinees, in case the records suggest that the marks awarded are not justified, correct the marks appropriately. Convert the finalized marks out of 100 as per the min / max marks in the teaching and examination scheme. Ensure that the examinees for whom the marks are not finalized are either absent or detained. Then proceed to fill the Non-theory e-mark sheet. Examiners shall sign the proforma (D3, D5, K3, K5, K6 for internal and D4, K4 for external) before filling e-mark sheet.

2.2.2 On completion of the entry of all the marks on any given e-mark sheet, Check print of the entered marks is made compulsory before final confirmation of the e-mark sheet. The internal and external examiners shall take the printout of check print and verify the seat number of absent / Detained examinee, min/ max marks as per Teaching – Examination scheme & marks entered for each examinee. If examiners notice any error in the entered marks on the e-mark sheet, necessary corrections shall be done and a corrected check print shall be taken for scrutiny. Only after confirming that all entries on the e-mark sheets are correct, the examiners (Internal / External) shall sign the check print mark sheet as a mark of approval. The examiners shall finally confirm the e-mark sheet. A print out of the confirmed e-mark sheet shall be taken and signed by the both internal and external examiners. In case the external examiner's name on final confirmed mark sheet is wrong

then link to edit the external examiner name is made available in Examiner login (only once), but there will be no change in name on final print so make correction in name by blue ink ball pen.

2.2.3 If it is observed that the students of particular programme of an institute has been allotted abnormally high or low internal assessment marks, as per the provisions of Examination Regulations RG-11E, such cases will be enquired and the findings of the enquiry shall be presented before the Special Committee for directives on actions to be taken.

2.2.4 Rectification of wrongly selected Elective subject:

In case any examinee selects wrong elective subject while confirming the examination form for Winter 2026 examination, the same can be rectified as under;

(i) The examinee's seat number is present in the non-theory e-mark sheet of the subject he/she has confirmed on the examination form. The examiners for the subject shall insert **special code 407** against seat number of such examinee. And to get the e-mark sheet for the correct elective subject for the affected examinee send email to desk40@msbte.com

(ii) Correct the elective subject for the examinee in the main **Institute seating chart**. Confirm the seating chart from RBTE as per schedule given in 1.2.

(iii) When the question paper inventory is displayed in the login of corresponding EC, verify that the question paper of corrected elective subject is available at the examination centre in sufficient numbers to cater to the examinee in question. Otherwise, initiate urgent communication from EC to respective RBTE through respective DC. Ensure that the provision of appropriate question paper is made for the examination centre on the designated date and session of examination.

(iv) During theory examination insert special code 407 under the wrong elective paper code against the seat number of affected examinee through the EC login Institute Level Activities. And to get the e-mark sheet for the correct elective subject for the affected examinee send email to desk40@msbte.com

2.2.5 Show the check prints of e-mark sheets of FA-TH/ FA-PR/ SLA/ TH-PA/ PR-PA/ TW/ SW to the concerned students asking them to verify the correctness of the same. In case of any discrepancy, correct the marks entered only after getting justification about the authenticity of the documentary proof produced. Take the signature of respective students against their seat number on check print mark sheet as a mark of their approval about the correctness of the marks. Display a photocopy of the final confirmed of FA-TH/ FA-PR/ SLA/ TH-PA/ PR-PA/ TW/ SW mark sheet on departmental notice board and preserve the sealed envelope of the check print and final confirmed mark sheet in the envelope.

2.2.6 Once the e-marks sheet is confirmed by the Examiner marks in the e-mark sheet cannot be edited.

2.2.7 It is observed that despite receiving repetitive detailed instructions from MSBTE, regarding filling of non-theory e-mark sheet, some examiners commit errors in marks entry and entry of special codes. It should be noted that if such cases are reported in future, MSBTE will take penal action against examiners (Internal / External).

2.2.8 Ensure that all eligible students of the institute are examined and all the non- theory e-mark sheets allocated to the Institute are duly filled by the examiner and also confirmed by the respective HODs.

2.3 Conduction of theory examinations

2.3.1 Conduct theory examination by strictly adhering to the Procedures and Instructions given in the "Manual for Conduct of Examination" published by MSBTE in the year 2018-19.

2.3.2 The Chief Officer in-charge of EC shall arrange for unarmed police protection for the examination center during the working hours of the examination control room on all examination days at the EC during Winter 2026.

2.3.3 It is the responsibility of Chief Officer in-charge to ensure the safe & secure environment for all the examinees, officials & staff involved in examinations.

2.3.4 During examinations, if student has been found copying or using or attempting to use unfair means at examination center, the student shall be booked for appropriate malpractice case by following Part-I clause 24 of Manual for conduct of examination 2018-19. If any complaint received against the exam center in failing to book malpractice case or improper booking of malpractice case, legal proceedings will be initiated against the examination center.

2.3.5 In case the student booked under malpractice does not agree to give statement at the examination center, the block invigilator and officer in charge examination shall clearly mention the same in their statement.

2.3.6 On conclusion of examination of each session, Officer in-charge EC shall take utmost care in counting of answer books also verify absent students seat number and before final packing verify the count of total answer books in the bundle.

2.3.7 From the Winter-2026 exam, only one answer book shall be issued for papers with two sections. Students shall write answers of both the sections in the same answer book with proper numbering of question bits.

2.3.8 Link to update account of blank answer book issued is made available in institute login. EC has to fill & update Day wise & session wise account of answer book and submit the final report to DC and RBTE at the end of examination.

2.3.9 All the examinees attending examination are strictly forbidden from possessing any electronic communication device in the examination hall. If student possess such devices, it shall be forfeited.

2.3.10 All officials and employees involved in the examination work shall keep their mobile phones switched off till completion of examination except chief officer in charge, controller of examination and officer in charge of examination.

2.3.11 Separate circular in regard to the theory examination of subjects having online examination in the Teaching & Examination scheme is made available in the Institute login. The schedule & details of the online examinations will be informed and all concerned shall follow the instructions scrupulously.

3.0 Post examination activities

<u>After the completion of and prior to the declaration of the result of examination</u>

3.1 Institute and examination centers are bound to attend and clarify any queries raised by

3.1.1 **DECs:** regarding wrong entries of special codes on e-mark sheet.

3.1.2 **Enquiry centers:** conducting the enquiry of students booked under malpractice cases.

3.1.3 **MSBTE Result section:** regarding problems faced in result processing.

3.2 MSBTE is making all efforts to resolve difficulties in result processing before declaration of result. Institutes should sincerely make efforts to contribute positively by providing accurate necessary information in the prescribed manner to resolve issues related to result processing.

All concerned are hereby informed to strictly adhere to the instructions in this circular and Exam conduction manual and contribute for the successful completion of Winter 2026 examination.

(Dr. Maruti R. Jadhav)
Secretary
M.S. Board of Technical Education, Mumbai

Copy to:

1. Hon. Director, MSBTE, for information.
2. Deputy Secretary, RBTE, Mumbai, Pune, Nagpur, C. Sambhajinagar for follow up actions.