



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous)

(ISO: 9001:2000)

Govt. Poly. Bldg. 4th Floor, 49, Kher Wadi, Bandra (East), Mumbai – 400051.

Tel: 022-26471255 (O) 32508706 (P)

Fax: 022-26473979

Email: secretary@msbte.com

Web: www.msbte.com

No.MSBTE/D-45/S.S/2009/ 964

Date: 07.02.2009

To,
The Principal of Institute (Regular & Second Shift Poly.)
Affiliated to MSBTE.

Sub: Guidelines for Filling of Examination form

You are directed to fill the online Examination forms for Summer – 2009 examination on <http://202.46.201.53/weberms> Link as per Guidelines given below.

1. Institute should contact the **System Analyst** of respective **Regional Office** in order to get their **userid & password**.
2. Regular Students of 2nd Sem. (Regular & Second Shift), 4th sem., 6th sem., First & Second year of Pharmacy and students studying in MSBTE approved courses should fill **online Examination** form for Summer 2009 Examination at the Institute on or before **26.02.2009**. User name & password will be provided by regional office. Examination forms must be filled by Data entry operator from institute login. A batch of students can also fill the Examination forms after the login through data entry operator on each computer for that batch of students.
3. The password of data entry operator, verifier, official must be changed once they login for filling of examination form. Data entry operator has rights to add & update the records, verifier (preferably Senior faculty) has rights to make changes in the database of elective subject & exemption subject. Data will be uploaded only after verifying the records by the verifier. The Official (Principal or its equivalent) has the authority only to delete the candidate record if required.

4. For Candidates having exemption, subject head of that subject must be clicked where they are eligible for exemption.
5. Unless receipt number is fed, the examination forms will not be uploaded and hence it is mandatory to **pay the Examination fees prior to filling of examination forms.**
6. The Institute shall not be allowed to add the record of Candidate if enrollment no of candidate & his details does not exist. In such cases they should contact respective regional office of M.S.B.T.E. immediately. (only for Regular student)
7. After adding new record of candidate i.e. name, Institute name & code ,course name, year/ semester , Course code, master code correctly click the window again for filling details of subject appearing and Examination fee details.
8. Verifier shall verify the forms genuinely.
9. Verifier should preferably be the senior faculty.
10. During verification orders of exemptions shall be scrupulously referred in case of students claiming exemptions.
11. In case of any problem the Institutes shall contact System Analyst of respective. Regional office or Shri. Mahesh Asolkar Engineer P.C. Center Mumbai (9869483460)
12. The Institutions whose institute Code does not appear here but are eligible to appear in this examination, should contact this office immediately.
13. The schedule for late fee will be declared separately.
14. **If in case the institutes do not have facility for filling online examination forms, they will have to submit affidavits that they do not have such facility. On production of this affidavit only they shall be allowed to fill in exam forms manually.**



(Pramod A. Naik)
Secretary,
M. S. Board or Tech. Education,
Bandra (E), Mumbai – 400 051.