



# TSICET - 2017

(Telangana State Integrated Common Entrance Test for MBA and MCA)  
Conducted by Kakatiya University, Warangal on behalf of TSCHE, Hyderabad



Prof. K. OMPRAKASH  
Convener, TS ICET - 2017  
University College of Commerce & Business Mgt.  
KAKATIYA UNIVERSITY – WARANGAL – 506 009, INDIA

Phones : 0870-2438088 (Off)  
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Email : convenertsicet2017@gmail.com

## Special Instructions to the Chief Superintendents

The Chief Superintendents of the test centres are specially requested to observe the following instructions at the commencement and on completion of the examination while packing the materials.

### Before Commencement of the Examination

- 1) **Allow the Candidates** into the Examination Centre (not examination halls) from **8.30 A.M. onwards** in order to facilitate recording of Bio-metric Attendance of the candidates who are present in the campus of the examination centre.
- 2) Allow the Candidates into the examination halls only after bio-metric attendance from 9-30 a.m. onwards with his / her **i) Downloaded Hall Ticket, ii) Copy of Online Application Form, and iii) Blue or Black Ball-point pen.**
- 3) **Do not allow any Candidate** in to the examination centre **after 10.00 A.M.** i.e., after the commencement of examination under any circumstances, even if he / she is **late by One Minute.**
- 4) **Do not permit the candidates** with electronic gadgets like smart-phones, cell phones, pagers, electronic watches, head/ear phones etc., in to the examination centre and examination halls.
- 5) **Hand-over the Bio-metric devices provided you** by the service provider to the Bio-metric Invigilators **well in advance** under an acknowledgement to enable them to have the **Devices fully charged. Collect the Bio-metric devices along with the Bio-metric Attendance sheets back** from the Bio-metric invigilators after the examination is completed.

### On Completion of the Examination

- 1) **Meticulously verify and compare the Nominal Rolls-cum-Attendance Sheets (NRCAS)** with the Used OMR Answer Sheets and ensure that the number of candidates present at the test centre as per the NRCAS is exactly equal to the Used OMR Answer sheets to avoid the problems at a later stage of examination.
- 2) **Absentees should be marked in Red ink in the NRCAS** and ensure that no absentee should be marked as present and the candidates present should not be marked as absent under any circumstances.
- 3) Used OMR Answer Sheets should be **counted meticulously by at least two persons** and packed in bundles of 100 each and kept in special covers supplied and marked as “Used OMR Sheets”.
- 4) All the bundles of Used OMR Answer Sheets packed in bundles of 100 each should be placed in a separate carton box and covered in a cloth bag clearly marking on the box - total no. of used OMR Answer Sheets, no. of bundles and the no. of OMR Answer sheets in the last bundle.
- 5) **Please keep the packed Used OMR Answer Sheet Box along with the other examination material in the trunk box and seal it. Do not keep it outside the trunk box or don't deliver it to any person collecting the examination material.**
- 6) Kindly take special care while preparing the account of used OMR Sheets, Unused OMR sheets and unused test booklets and ensure that NRCAS and the OMRs Account prepared are tallied.

Your cooperation and support in these matters will be highly appreciated.

**Convener, TSICET-2017**



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## GUIDELINES ON EXPENDITURE BY CHIEF REGIONAL COORDINATORS / REGIONAL COORDINATORS

### Before the Examination

- Identification of Test Centers (expenses on telephone calls/fuel/ messenger services). **Hire-charges of cars not permitted.**
- Conduct of meeting of the Chief Superintendents and distribution of non-confidential material and DDs and their hospitality (**not exceeding Rs.100 per test centre in your region.**)
- Receipt and unloading of confidential material and keeping it in treasury / police station / police guarded storage place (**not exceeding @ Rs. 30 per box on total no. of boxes) with a minimum of Rs. 500/.**
- Hire charges of cars **a day before the examination** for visiting the test centers by Special Observers (**not exceeding one car for every 8 test centers.**)

### On the Day of Examination

- Hire Charges of Vehicles for distribution of confidential material to the test centers on the day of the examination.
- Loading of confidential material from treasury / police station / police guarded storage place into the vehicles for distribution (**not exceeding @ Rs. 30 per box on total no. of boxes to be distributed) with a minimum of Rs. 500/.**
- Hire charges of cars **on the day of the examination** for visiting the test centers by special observers (**not exceeding one car for every 5 test centers.**)
- Remuneration to **Route Officers @ Rs. 1000/-** (not exceeding one route officer for every 4 to 5 test centers depending on the geographical location of the test centers).
- Remuneration to **Secretarial Assistance @ Rs. 500/- per day & per person** for the days from the day of receipt of confidential material to till the day of dispatch of confidential material to the Convener (maximum of 4 days).
- Hospitality expenses (**Break-fast and working lunch) of the Staff working only on the day of the examination**
- Miscellaneous and contingent expenses

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## CHECK LIST

Convener's Letter to Chief Superintendents

1. Opening Certificate
2. Closing Certificate
3. Statement of Account of OMR Answer Sheets and Test Booklets.
4. Hall-wise account of OMR Answer Sheets, Unused OMR Sheets and Test Booklets.
5. Seating Arrangement Plan
6. Discrepancies in the Nominal Roll- cum- Attendance Sheets
7. No Relation Certificate
8. Utilisation Certificate
9. Petty/Cash voucher
10. Observer's Report
11. Declaration
12. Checklist for use by the Chief Superintendents after completion of the Test
13. Schedule of Rates for TSICET - 2017
14. Instructions and Guidelines to the Regional Coordinators / Special Observers / Observers
15. Instructions and Guidelines to the Chief Superintendents / Additional Chief Superintendents
16. Instructions and Guidelines to the Invigilators
17. Receipt-cum-Acknowledgement
18. Receipt for confidential and other test material

\* \* \*



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**Prof. K. OMPRAKASH**  
Convener, TS ICET - 2017  
University College of Commerce & Business Mgt.  
KAKATIYA UNIVERSITY – WARANGAL – 506 009, INDIA

Phones : 0870-2438088 (Off)  
0870- 2438099  
Mobile : 09849599439  
Email : kajipetom@gmail.com

To

Dated: May 05, 2017.

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**Sub : TSICET - 2017 - Sending of Demand Draft towards the examination expenditure and the non-confidential material - Reg.**

Sir/Madam,

Please find enclosed herewith the following non-confidential material pertaining to the TSICET - 2017 for use at your centre:

- a. **Nominal Roll-cum- Attendance Sheets of the candidates pertaining to your centre**
- b. **Hall ticket Number Sticking Lables**
  1. Opening Certificate
  2. Closing Certificate
  3. Statement of Account of OMR Answer Sheets and Test Booklets.
  4. Hall-wise account of OMR Answer Sheets, Unused OMR Sheets and Test Booklets.
  5. Seating Arrangement Plan
  6. Discrepancies in the Nominal Roll- cum- Attendance Sheets
  7. No Relation Certificate
  8. Utilisation Certificate
  9. Petty/Cash voucher
  10. Observer's Report
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  12. Checklist for use by the Chief Superintendents after completion of the Test
  13. Schedule of Rates for TSICET - 2017
  14. Instructions and Guidelines to the Regional Coordinators / Special Observers /Observers
  15. Instructions and Guidelines to the Chief Superintendents / Additional Chief Superintendents
  16. Instructions and Guidelines to the Invigilators
  17. Receipt-cum-Acknowledgement
  18. Receipt for confidential and other test material

Further, you are request to note that an amount of Rs. \_\_\_\_\_ @Rs.40/- per candidate for \_\_\_\_\_ candidates will be remitted into your Bank Account No. \_\_\_\_\_ of \_\_\_\_\_

Bank or paid through a demand draft bearing No. \_\_\_\_\_ dated \_\_\_\_\_ drawn in your favour, towards the expenditure in smooth conduct of TSICET - 2017 examination on 18th May 2017 (Thursday) from 10.00 am to 12.30 pm.

I shall be obliged if you could kindly inform your Chief Regional Coordinator/Regional Coordinator about the receipt of this letter together with the non-confidential material.

Soliciting your cooperation and help in the smooth conduct of the test.

Thanking you,  
Yours sincerely,

**Convener, TSICET - 2017**



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## OPENING CERTIFICATE

**Name of the Regional Centre:** \_\_\_\_\_

**Name of the Test Centre:** \_\_\_\_\_ **Centre Code:** \_\_\_\_\_

This is to certify that the seals of the bundles/boxes numbering.....  
containing the Test Booklets of TSICET-2017 are intact and are opened in my presence  
at .....a.m. on 18th May 2017, and the contents of the bundles are intact.

<p>Signature of the Observer</p> <p>Name:</p> <p>Address:</p> <p>Contact No.</p>	<p>Signature of the Chief Superintendent (with seal)</p> <p>Name:</p> <p>Contact No.</p>
<p>Signature of the Invigilator</p> <p>Name:</p> <p>Address:</p> <p>Contact No.</p>	<p>Signature of the Invigilator</p> <p>Name:</p> <p>Address:</p> <p>Contact No.</p>

**Place:**

**Date:**



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## CLOSING CERTIFICATE

**Name of the Regional Centre:** \_\_\_\_\_

**Name of the Test Centre:** \_\_\_\_\_ **Centre Code:** \_\_\_\_\_

This is to certify that all the formalities relating to the conduct of TSICET - 2017 at this Centre have been completed and the Test is conducted in fair manner. The used OMR answer Sheets and Unused OMR Answer Sheets have been sealed properly and handed over along with other material to The Chief Regional Coordinator /Regional Coordinator or his nominee Sri .....in our presence at.....on ..... as per the check list.

<p>Signature of the Observer</p> <p>Name:</p> <p>Address:</p> <p>Contact No.</p>	<p>Signature of the Chief Superintendent (with seal)</p> <p>Name:</p> <p>Contact No.</p>
	<p>Signature of the Invigilator</p> <p>Name:</p> <p>Address:</p> <p>Contact No.</p>

**Place:**

**Date:**



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## STATEMENT OF ACCOUNT OF OMR ANSWER SHEETS AND TEST BOOKLETS

1. Name of the Test Centre :
2. Date and Time of the Test : **18-05-2017, 10.00 am to 12.30 pm**
3. NO.OF CANDIDATES
  - i) Registered :
  - ii) Present :
  - iii) Absent :
4. NO. OF TEST BOOKLETS
  - i) Received :
  - ii) Used :
  - iii) Unused :
5. NO. OF OMR ANSWER SHEETS :
  - i) Received :
  - ii) Used :
  - iii) Unused :

*Signature of the Chief Superintendent  
(with Seal)*

Station:

Date:

Name: \_\_\_\_\_



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## HALL-WISE ACCOUNT OF OMR ANSWER SHEETS AND TEST BOOKLETS

Name of the Regional Centre: \_\_\_\_\_

Name of the Test Centre : \_\_\_\_\_ Centre Code: \_\_\_\_\_

Sl. No.	Hall/ Room Number	OMR Answer Sheets			Test Booklets			Signature of the Invigilator
		Issued	Used	Returned (Unused)	Issued	Used	Returned (Unused)	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

Signature of the Chief Superintendent  
(with Seal)

Date: \_\_\_\_\_

Name: \_\_\_\_\_











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## UTILISATION CERTIFICATE

Name of the Regional Centre: \_\_\_\_\_

Name of the Test Centre : \_\_\_\_\_ Centre Code: \_\_\_\_\_

This is to certify that an amount of Rs...../- (Rupees.....)

.....only)

received from the Convener, TSICET-2017, has been fully utilized towards payment of remuneration to the personnel as per the prescribed rates and towards meeting the expenditure on Contingencies, etc., in connection with the conduct of TSICET-2017 on Thursday, the 18th May, 2017 at our Test Centre.

Affix  
Re.1/-  
Revenue  
Stamp

Signature of the Chief Superintendent  
(with Seal)

Name : \_\_\_\_\_

Station :

Date:



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Name of the Regional Centre: \_\_\_\_\_

Name of the Test Centre : \_\_\_\_\_ Centre Code: \_\_\_\_\_

## **PETTY/CASH VOUCHER**

No. \_\_\_\_\_

Date: \_\_\_\_\_

DEBIT \_\_\_\_\_

	Rs.	Ps.

Rupees \_\_\_\_\_

Cheque No. \_\_\_\_\_ Rs. \_\_\_\_\_

*Payment Received*



Authorised Signatory

Signature



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## OBSERVER'S REPORT

1. Name of the Regional Centre:
2. Name of the Test Centre
3. Allotted Strength of the Centre:
4. Does the Centre have sufficient and appropriate furniture to accommodate the above strength?
5. Did they hire any furniture from external agency and if so how much?
6. For the above-mentioned strength, is the seating arrangement done according to specified norms –
  - a) No. of rooms allotted \_\_\_\_\_
  - b) No. of Invigilators drafted \_\_\_\_\_ Teaching : Non Teaching  
(teaching cadre and non-teaching cadre if any)
  - c) No. of supporting staff employed \_\_\_\_\_
7. Whether all the invigilators, appointed in that test centre, are employees of that test centre only?
8. Do you observe that all the examination halls in the test centre have natural ventilation? Are the rooms spacious enough?
9. What is your general assessment with regard to the appointment of invigilators in that test centre and also their ability in guiding candidates?
10. Is drinking water provided in the Centre?
11. Does the test centre provided toilets and if so are they maintained properly?
12. Does the test centre have electrical generator?
13. Are there any ceiling fans (in working condition) in the examination halls?

14. Is the test centre well protected and demarcated from other surroundings?
15. Is there any free access into the test centres to outside people?
16. How many times did you go round the various examination halls?
17. Did you enquire with the invigilators whether they have checked entries especially, H.T. number and question booklet code in the OMR sheets & signed, in all the examination halls?
18. Have you checked out at random the OMR answer sheets of the candidates to ensure that entries in OMR sheets are being filled up by the candidates?
19. No. of cases where the observer has certified the correction of entries in the OMR sheets.
20. No. of Malpractice cases recorded in the Test Centre.
21. No. of cases where test booklets are replaced because of defects.
22. Did you observe that the examination commenced as per the specified Time Schedule?
23. Are there any candidates who have been allowed into the examination hall after commencement of examination?
24. Whether all the candidates present at the test centre have been biometrically enrolled?
25. Give your remarks about bio-metric attendance of the candidates attended the examination.
26. Do you recommend this test centre if TSICET is conducted next year?

**Name & Address**

**Signature of the Observer**



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## DECLARATION

From:

.....  
.....  
.....  
.....

To  
The Convener  
TSICET-2017  
Kakatiya University  
Warangal-506 009

Sir,

I thank you very much for appointing me as Local Observer for TSICET-2017 examination for the Region ( ) .....

I hereby give my declaration that my relatives are appearing/not appearing for TSICET-2017 examination to be held on 18th May, 2017 (Thursday) from 10:00 a.m. to 12:30 p.m.

Thanking you,

Yours sincerely,

Signature:

Name : .....

Phone (O): .....

(R): .....

(M): .....

Counter Signature of the  
Chief Superintendent





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Name of the Regional Centre: \_\_\_\_\_

Name of the Test Centre : \_\_\_\_\_ Centre Code: \_\_\_\_\_

Name of the Chief Superintendent: \_\_\_\_\_

Name(s) of the Observers: (1) \_\_\_\_\_

(2) \_\_\_\_\_

## CHECKLIST FOR USE BY THE CHIEF SUPERINTENDENT AFTER COMPLETION OF THE TEST

The following items are placed in the trunks

1. Bundles of Unused Test booklets and Unused OMR Answer Sheets.
2. **Used OMR answer sheets, packed in 100 each in polythene covers (water-proof) and placed in a carton box and covered with cloth bag and sealed.**
3. One sealed cover containing :
  - a) Opening Certificate
  - b) Nominal Rolls
  - c) Plan of Seating Arrangement
  - d) Account of OMR Answer Sheets
  - e) Hall-wise Account of Test Booklets and OMR Answer Sheets
  - f) Closing Certificate
4. One sealed cover containing official Nominal Roll-cum-Attendance Sheets.
5. Malpractice cases, if any, in a separate cover.
6. Receipt -cum- Acknowledgement.
7. **Utilization Certificate for Rs. 40/- per candidate for conducting the Test.**

**Chief Superintendent**



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## Rates of Remuneration for TSICET-2017 to the Staff at Test Centre (to be used by the Chief Superintendents)

The Chief Superintendents of the Test Centres in various Regional Centres will be paid @ Rs. 40/- per candidate to meet the test administration expenditure and contingencies as per the following schedule.

1. Chief Superintendent including briefing session : Rs. 1500/-
2. \*Associate Chief Superintendent Remuneration  
(including briefing session) : Rs. 1000/-
3. Local observer remuneration and conveyance for two days : Rs. 1200/-
4. Invigilator's remuneration @ one invigilator for every  
20 candidates including briefing session and conveyance : Rs. 350/-
5. Clerical Staff @ one staff for every 200 candidates : Rs. 150/- per day
6. Class-IV staff @ one staff for every 50 candidates  
(on the day of examination) : Rs. 75/-
7. Class-IV staff @ one staff for every 50 candidates for seating  
Arrangement and re-arrangement (2 days) : Rs. 75/- per day
8. Seating arrangements : Rs. 0.50/- per candidate

\* Associate Chief Superintendent may be appointed if strength of the Centre exceeds 500.

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**TSICET-2017**



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**Date of TSICET-2017 Examination: 18-05-2017 (Thursday), 10.00 AM to 12.30 PM**

## INSTRUCTIONS AND GUIDELINES TO CHIEF REGIONAL COORDINATORS/ REGIONAL COORDINATORS/ SPECIAL OBSERVERS / OBSERVERS

1. The observers and special observers are specifically requested to report to the respective Chief Superintendents invariably **one day prior to the date of the TSICET - 2017 examination, i.e., on 17th May, 2017 (Wednesday)**.
2. Chief Superintendent will arrange a meeting of all the observers and special observers on 17th May, 2017 at 11.00 A.M. to highlight important works to be carried out by the Observers.
3. **The Observers will visit the test centres invariably on 17th May, 2017 between 4.00 and 6.00 P.M. and have discussions with Chief Superintendents of the Centres about the seating arrangements in the various halls of the centre as per instructions. The Observers are particularly requested to ensure that the proper seating arrangements are made in all the examination halls as per requirements and inform the same to the Convener, TSICET-2017 by phone/email/fax by 8.00 P.M. on 17th May, 2017.**
4. If the seating arrangements are not satisfactory, he should get the seating arrangements revised so as to conform to the requirements. The arrangement in different halls should be such that there is a distance of at least one meter between the adjacent candidates on all sides. The minimum strength of a hall should be 24.

### **SEATING PLAN REQUIREMENTS AND DISTRIBUTION OF TEST BOOKLETS**

- a.) It should be ensured that the number of candidates in any row is a multiple of 4 plus 2, i.e. in any row the number of candidates should be 6 or 10 or 14 or 18 and so on.
- b.) The purpose of this plan is to ensure that no two neighbouring candidates (vertically, horizontally or diagonally) get the Test Booklet with the same code.
- c.) Four series of question papers are prepared and coded as A,B,C and D. The Test Booklets are so packed that the Test Booklet with code A is followed by B and then C and D. This is repeated again and again. The Test Booklets are to be distributed scrupulously in the following manner by the Invigilator.
- d.) The booklets are to be distributed in the order in which they are supplied from the beginning to the end in a column followed by the next column and so on as per the ascending order of Hall-Ticket numbers.
- e.) If a candidate is absent, the Booklet meant for him/her should be kept on the table and shall be collected after the commencement of the test.

**Example: In a room with 6 candidates in each row:**

Row-1		Row-2		Row-3		Row-4	
H.T.NO.	CODE	H.T.NO.	CODE	H.T.NO.	CODE	H.T.NO.	CODE
101	A	107	C	113	A	119	C
102	B	108	D	114	B	120	D
103	C	109	A	115	C	121	A
104	D	110	B	116	D	122	B
105	A	111	C	117	A	123	C
106	B	112	D	118	B	124	D

5. On the day of the test, the Observers should report to the Chief Superintendents by 7.00 a.m. sharp. They should be positively present at the time of handing over of confidential material to the Chief Superintendent.
6. The Observers should be present at the time of opening the bundles containing the Question Paper Booklets and O.M.R. Sheets.
7. He/ She shall ensure that the Test Booklet and OMR Answer Sheet bundles are intact. He/She shall also ensure that the sealed Test Booklet and OMR answer sheet bundles are opened in his/ her presence half-an-hour before the commencement of the Test.
8. If a candidate approaches a Test Centre, and if his/her Hall Ticket number is not found in the Nominal Rolls or in the list of rejected candidates as notified by the Convener, TSICET-2017, he/ she may be admitted to the Test on verification of proof produced by the candidate.
9. The Observers may note that the invigilators will be sent to the halls with (i) Seating Plan (ii) Nominal Roll lists and (iii) declaration form for opening the Question Paper Booklet packets in the halls.
10. The Observers should also note that the invigilators will be sent to the respective halls by 9.00 a.m. for guiding the candidates to their seats.
- 11. The Observer should ensure that no candidate is allowed into the Test centre after 10.00 a.m.**
12. The observer should ensure that the O.M.R. answer sheets are given to
  - i) The students at 9.40 a.m. and ensure that the students fill up the relevant data
  - ii) The distribution of Question Paper Booklets commences at 9.55 a.m. and is completed by 10.00 a.m.
13. The Observers have to attest any change / corrections / overwriting of the Hall Ticket Nos. on the O.M.R. Sheets at the respective places only after ensuring that the changes are genuine.
14. The Observer should ensure that the Hall ticket number, the serial number and the code of the Question Paper Booklet, OMR sheet are entered in the seating plan of each hall by the invigilator.
15. The Observers should ensure that the invigilators make the announcements as given in the guidelines supplied to them before the commencement of examination.
16. Observers are required to ensure that the Invigilator sign on the O.M.R. Sheets in the presence of candidates in the examination hall at the appropriate place during the examination after ensuring that the candidate has properly filled the Hall Ticket Number, serial number of the booklet and booklet code on the OMR sheet.
17. The Observers should go round the halls as frequently as possible to satisfy themselves that the examination is being conducted smoothly and fairly.
18. The Observer should be present at the time of sealing of OMR Answer Sheets in the Office of the Chief Superintendent.
19. After the Test is over, the Observer shall be present at the time of sealing of the OMR answer sheet bundles (both used and unused separately) and unused Q.P. Booklets etc.
20. The observer shall wait along with the Chief Superintendent at the test Centre till the Officer-in-Charge of collecting the Test material arrives and collects the material.
21. The observer has to ensure that all the relevant material has been packed and sealed as per the instructions given in the Check List after completion of the Test.
22. The Observer's remuneration shall be paid by the Chief Superintendent at the Test Centre
23. The Special Observer shall get his/her TA/DA Bill countersigned by the Regional Co-ordinator and send the same to the Convener.

24. The observer shall prepare a detailed Report on the conduct of the Test and send the same to the Convener immediately after the Test.
25. The candidate should remain in the examination hall until the number of OMR answer sheets are tallied for the invigilator.
26. The co-operation of all the Observers is requested for the smooth and fair conduct of the test.
27. For TSICET-2017, the OMR Answer Sheets are printed individually for all the candidates giving the variable data of each candidate such as Name of the candidate, Hall Ticket Number, photo of the candidate with signature and Booklet Code (A/B/C/D). The Chief Superintendents and the Invigilators are requested to ensure proper distribution of OMR Answer Sheets to the candidates concerned.
28. No candidate shall be allowed to carry OMR Answer Sheet at the end of the examination.
29. No candidate shall be allowed to carry into the Examination Hall the electronics gadgets like Smart phones, Cell Phones, Pagers, calculators, Walkman, Music System, Pocket Radios, Watches with Calculators any other aid for computation etc.
30. Candidates may be directed to follow the instructions carefully before filing up the OMR Answer Sheet.
31. Candidate may be directed to use **Blue or Black Ball-Point Pen only** for darkening the circles in the OMR Answer Sheets.
32. Candidates with e-Hall Ticket (Downloaded from Website) are permitted to write the test. Question Booklets need not be collected from the candidates at the end of examination.
33. Invigilators should sign on the OMR answer sheets of all candidates in the examination hall.
34. Invigilators should ensure that all the candidates enter the hall ticket number, booklet code, and booklet number in the OMR answer sheet by ball point pen.
35. The candidate should put his signature in the OMR answer sheet by ball point pen.

### **BELL TIMINGS**

- |      |            |              |   |  |
|------|------------|--------------|---|--|
| i)   | 8.30 a.m.  | (Long Bell)  | : | <b>The candidates shall be allowed into the Test Center (but not into the examination hall) for Bio-metric attendance before permitting the candidates into the examination halls.</b> |
| ii)  | 9.30 a.m.  | (Long Bell)  | : | Candidates with Hall-Ticket enter the examination halls/ Rooms.  |
| iii) | 9.40 a.m.  | (Short Bell) | : | Distribution of OMR Answer Sheets  |
| iv)  | 9.55 a.m.  | (Short Bell) | : | Distribution of Question Paper Booklets begins.  |
| v)   | 10.00 a.m. | (Long Bell)  | : | Distribution ends/Candidates start answering and no candidate will be allowed immediately after the bell.  |
| vi)  | 12.25 p.m. | (Short Bell) | : | Caution Bell   |
| vii) | 12.30 p.m. | (Long Bell)  | : | Candidates should stop writing and collection of OMR Answer Sheets begins.   |



# TSICET - 2017

(Telangana State Integrated Common Entrance Test for MBA and MCA)  
Conducted by Kakatiya University, Warangal on behalf of TSCHE, Hyderabad



## INSTRUCTIONS AND GUIDELINES TO THE CHIEF SUPERINTENDENTS/ADDITIONAL CHIEF SUPERINTENDENTS

### A. GENERAL

1. The Chief Superintendent is responsible for conducting TSICET-2017 in a fair and smooth manner at the designated Test Centre. Necessary arrangements are to be completed well in advance.
2. The Chief Superintendent should take necessary precautions for the safety and security of the Test Booklets and OMR Answer Sheets when they are in his/her custody.
3. The Chief Superintendent is requested to take all possible precautions so that the conduct of the Test is not disrupted due to rain etc.
4. Security arrangements shall be made with the assistance of the Chief Regional Coordinator / Regional Coordinator. The Superintendent of Police/ Commissioner of Police has to be approached to provide necessary police at the centre to avoid any untoward incident.
5. Strict supervision and vigil should be maintained and no unauthorized person should be allowed inside the premises, including the teaching and non-teaching staff of the college concerned if they are not on Test duty of TSICET-2017.
6. Special care should be taken to see that the candidates do not receive help from any source in answering the questions in the Test Booklet provided.
7. The Chief Superintendent is requested to brief the Invigilators about their duties and handover the instructions copy at least one day before the test during the briefing session.
8. The Additional Chief Superintendents, Invigilators, Local Observers, Supporting Staff and Class-IV employees are to be paid remuneration/honorarium immediately after the Test as per the approved rates out of the money advanced by the Convener to the Chief Superintendent @ **Rs.40/- per candidate** allotted. However, the TA and DA to the Special Observers will be paid by the Convener, TSICET- 2017. The TA bills of the Special Observers must be countersigned by the Chief Superintendent.
9. The Chief Superintendent normally should not admit any candidate whose name does not appear in the Nominal Rolls. However, in case of emergency, if the candidate's name is not in the list of rejected candidates as notified by the Convener, TSICET-2017 and when he is satisfied that there is not enough time for candidate to reach the Test Centre allotted to him/her or that there is a genuine mix-up in the allotment of Test Centre, the Chief Superintendent may admit the candidate after due verification of the Hall Ticket and the Candidate's identity. The Chief Superintendent shall also obtain an Undertaking from the candidate to the effect that his/her admission to write the Test is provisional and at his/her own risk and subject to final decision of the Convener, TSICET-2017.
10. **Test Booklets need not be collected from the candidates at the end of examination.**

### B. e- Hall Tickets

Since, there is no dispatch of original Hall Tickets to the candidates by the Convener, TSICET-2017, the candidates with e-Hall Tickets, i.e., downloaded Hall Tickets from the website may be permitted to write the Test after due verification by the Chief Superintendent/Invigilator concerned with the Nominal Roll-cum-Attendance Statements sent by the Convener.

### C. SEATING ARRANGEMENTS & SPECIFIC INSTRUCTIONS

- i) The seating arrangement should be prominently displayed at a central place. Where there are more than five hundred candidates, steps should be taken to display seating arrangements at two or three places to facilitate the candidates to locate their Examination Hall. Two or three persons, who are well conversant with seating arrangements, are to be deployed so as to answer enquiries from the candidates and to guide the candidates. A copy of the seating plan for the rooms should be sent to the Convener, TSICET-2017 in the prescribed proforma with all the particulars.
- ii) Each Test Booklet packet may contain 12 / 24 Booklets in the order A,B,C and D. The seating arrangement in each room should be made in multiple of four plus two i.e. 6,10,14 and so on. The minimum distance between candidates on all sides should be at least one meter approximately.
- iii) The candidate should not be allowed to bring any material into the examination hall except Blue or Black Ball-Point Pen, e-Hall Ticket and copy of the filled in online application form.
- iv) No additional sheets shall be supplied to the candidates.
- v) Candidates are advised to be present at the Test Centre by 8.30 a.m. for biometric attendance. He/She shall be allowed into the examination hall only after biometric enrollment from 9.30 a.m onwards.
- vi) No candidate shall be allowed to leave the Examination Hall before the completion of the Test i.e., before 12.30 p.m.
- vii) The Hall Ticket of the candidate (particularly photo and signature) should be verified and compared with the official Photo on the Nominal Roll-cum-Attendance Sheet within the first half-an-hour after the commencement of the Test. It must be ensured that the candidate writes the correct Hall Ticket number on the OMR Answer Sheet.
- viii) An announcement shall be made in each examination hall at the commencement of the Test that correction or striking-off and re-writing the Hall Ticket number must be certified by the Observer.
- ix) The signatures of the candidates are to be taken on the attendance sheet/Nominal Rolls and compared with the specimen signatures on it.
- x) The Invigilator shall ensure that the candidate has entered the serial number of the OMR Answer Sheet., and the printed booklet code in the attendance sheet before signing on it. An error in the name, spelling, category, etc., is to be noted by the candidate in the discrepancies form supplied.

### D. IMPORTANT TIMINGS

- i) **8.30 a.m. (Long Bell) : The candidates shall be allowed into the Test Center (but not into the examination hall) for Bio-metric attendance before permitting the candidates into the examination halls.**
- ii) 9.30 a.m. (Long Bell) : The candidates shall be permitted to enter the Examination Hall after proper checking of the Hall Tickets etc., at the entrance of the Test Centre.
- iii) 9.40 a.m. (Short Bell) : The OMR Answer Sheets shall be distributed and candidates be instructed to fill the details.
- iv) 9.55 a.m. (Short Bell) : The Test Booklet packets shall be opened by the Invigilators in their respective halls and distributed to the candidates between 9.55a.m. & 10.00 a.m.
- v) 10.00 a.m. (Long Bell) : Test Commences
- vi) 12.25 p.m. (Short Bell) : Caution Bell
- vii) 12.30 p.m. (Long Bell) : Test Ends

## E. MALPRACTICES

In case any candidate is found to unfair means, the following procedure should be adopted:

- i) The Hall Ticket, the OMR Answer Sheet, the Test Booklet and also any incriminating material found in possession shall be seized from the candidate.
- ii) Explanation in writing should be taken from the candidate by the Chief Superintendent. If the candidate refuses to give the written explanation that fact must be recorded by the Chief Superintendent. A report shall also be obtained from the Invigilators concerned and it shall be countersigned by the Chief Superintendent and Observers.
- iii) The candidate concerned should be sent out of the examination hall immediately and should be detained in the Test Centre till the end of the examination.
- iv) The OMR sheet of the candidate shall be marked "MALPRACTICE" in RED Ink.
- v) All such OMR Sheets along with the explanation letters, Invigilator's report and Chief Superintendent's and Observer's endorsement should be sent in a separate bundle along with the OMR Answer Sheets.
- vi) In the event of such a candidate running away with Test Booklet and the incriminating material, the matter shall be reported to the nearest Police Station under intimation to the Chief Regional Coordinator concerned and the Convener, TSICET-2017.

## F. TEST BOOKLETS

- i) The Test Booklets and OMR Answer Sheets will be delivered to the Chief Superintendent of the Test Centre concerned between 7.00 a.m. and 9.00 a.m. on the day of the Test (18-05-2017). He / She has to receive them in person or ensure that some responsible officer receives the same in the presence of the Observers.
- ii) Each Test Booklet packet contains 12 / 24 booklets. The Chief Superintendent and the Observer will have to distribute the Test booklets and OMR Answer Sheets hall-wise to the Invigilators by 9.45 a.m. The Booklet packets are to be opened in each Hall only 5 minutes before the commencement of the Test and distributed to the candidates as per the guidelines.
- iii) The OMR Answer Sheet and the Test Booklet should be collected before the candidate leaves the examination hall. No candidate shall be permitted to leave the Examination Hall until all the OMR Answer Sheets are collected.
- iv) The Test booklets are issued with four codes i.e. A,B,C and D the seating arrangement is to be made as per the model seating plan given below.
- v) The Invigilator has to be supplied with seating arrangement plan along with Hall Ticket number and code of Test Booklet written in the relevant boxes of plan of seating arrangement.

	Code		Code		Code		Code				
H T No.	<table border="1" style="display: inline-table; width: 40px; height: 20px; text-align: center;"><tr><td><b>A</b></td></tr></table>	<b>A</b>	H T No.	<table border="1" style="display: inline-table; width: 40px; height: 20px; text-align: center;"><tr><td><b>B</b></td></tr></table>	<b>B</b>	H T No.	<table border="1" style="display: inline-table; width: 40px; height: 20px; text-align: center;"><tr><td><b>C</b></td></tr></table>	<b>C</b>	H T No.	<table border="1" style="display: inline-table; width: 40px; height: 20px; text-align: center;"><tr><td><b>D</b></td></tr></table>	<b>D</b>
<b>A</b>											
<b>B</b>											
<b>C</b>											
<b>D</b>											
	<table border="1" style="display: inline-table; width: 40px; height: 20px;"><tr><td> </td></tr></table>			<table border="1" style="display: inline-table; width: 40px; height: 20px;"><tr><td> </td></tr></table>			<table border="1" style="display: inline-table; width: 40px; height: 20px;"><tr><td> </td></tr></table>			<table border="1" style="display: inline-table; width: 40px; height: 20px;"><tr><td> </td></tr></table>	

- a) It should be ensured that the number of candidates in any row is a multiple of 4 plus 2, such as 6, 10, 14, 18 etc.
- b) The purpose of this plan is to ensure that no two neighbouring candidate (sitting adjacent or one behind the other) get the Test booklets with the same code A/B/C/D.
- c) The Test Booklet contains multiple choice questions. The candidates have to exercise their choice and darken the appropriate circle with Blue or Black Ball-point Pen only on the OMR answer sheet, corresponding to the question number he/she is attempting.

## G. DISTRIBUTION OF TEST BOOKLETS AND SEATING PLAN

1. The test booklets are to be distributed in each successive row moving from FRONT to BACK (as per the ascending order of Hall Ticket numbers).



2. If a candidate is absent, the Test Booklet meant for him/her should be kept on the table and later on the same may be collected and returned to the Chief Superintendent.
3. The defective Test booklet, if any, should be replaced with another Test Booklet of the same code.
4. If a candidate complains that the OMR Answer Sheet given to him/her is defective, such a sheet can be replaced by giving the candidate a fresh blank OMR Answer Sheet instructing the candidate to write hall ticket number on the OMR answer sheet.

Example : (a) For a room with 6 candidates in each row.

Row-1		Row-2		Row-3		Row-4	
H.T.No.	CODE	H.T.No	CODE	H.T.No.	CODE	H.T.No	CODE
101	A	107	C	113	A	119	C
102	B	108	D	114	B	120	D
103	C	109	A	115	C	121	A
104	D	110	B	116	D	122	B
105	A	111	C	117	A	123	C
106	B	112	D	118	B	124	D

Example : (a) For a room with 10 candidates in each row.

Row-1		Row-2		Row-3		Row-4	
H.T.No.	CODE	H.T.No	CODE	H.T.No.	CODE	H.T.No.	CODE
101	A	111	C	121	A	131	C
102	B	112	D	122	B	132	D
103	C	113	A	123	C	133	A
104	D	114	B	124	D	134	B
105	A	115	C	125	A	135	C
106	B	116	D	126	B	136	D
107	C	117	A	127	C	137	A
108	D	118	B	128	D	138	B
109	A	119	C	129	A	139	C
110	B	120	D	130	B	140	D

## H. INVIGILATORS

- i) The Chief Superintendent shall ensure that nobody is posted as Invigilator in centres/ rooms where his/her relatives are appearing for the Test.
- ii) The Invigilators should not be informed in advance about the rooms allotted to them for invigilation. The Chief Superintendent should keep the scheme of allotment of rooms from the Invigilators strictly confidential and let them know only just before going to their allotted rooms.
- iii) The Unused Test Booklets should be collected from each room along with the attendance sheets after the commencement of the Test i.e. 10.00 a.m.

## I. TEST BOOKLET ACCOUNT

The Chief Superintendent shall send an account of the Test booklets and OMR Answer Sheets in the printed proforma supplied to him/her.

- i) The Invigilators will have to account for the OMR Answer Sheets issued to them.
- ii) The unused Test Booklets, OMR Answer Sheets are to be packed and sealed, and the packet should be marked 'UNUSED TEST BOOKLETS' and 'UNUSED OMR ANSWER SHEETS'.
- iii) The Used OMR Answer Sheets are to be collected immediately at the end of the Test and are to be packed in Envelope provided/craft paper in bundles of 100 and sealed.
- iv) The sealed packets/bundles of UNUSED Test Booklets and OMR Answer Sheets should be packed in the steel box/boxes and sealed before handing over to the Officer-in-charge deputed by the Chief Regional Coordinator / Regional Coordinator for collecting the steel boxes.



# TSICET - 2017

(Telangana State Integrated Common Entrance Test for MBA and MCA)  
Conducted by Kakatiya University, Warangal on behalf of TSCHE, Hyderabad



**TEST DATE & TIME**  
**18th May, 2017 Thursday**  
**10.00 A.M. TO 12.30 P.M.**

## INSTRUCTIONS AND GUIDELINES TO THE INVIGILATORS

1. The Invigilators have to report to the Chief Superintendent, one hour before the commencement of the Test.
2. The Invigilators should be in their respective halls by 9:30 a.m.
3. The OMR Answer Sheets are to be distributed to the candidates at 9.40 a.m. The sealed packets containing the Test Booklets are to be opened in the hall 5 minutes before the scheduled time in full view of the examinees at 9:55 a.m.
4. **The following instructions should be announced by the Invigilators in the Examination Hall at 9:50 a.m.**
  - i. The Entrance Test is for a duration of two-and-half hours i. e, from 10.00 am to 12.30 pm
  - ii. Do not detach any part of the Test Booklet given to you.
  - iii. Candidates will not be supplied with any additional OMR Answer Sheets under any circumstances.
  - iv. Enter Hall Ticket Number, Booklet Number, Booklet Code on Side-I of the OMR Answer Sheet with Blue or Black ball-point pen only.
  - v. Darken the corresponding circle of the Test Booklet Code (A/B/C/D), Reservation Category and Minority Community with “Blue or Black Ball-point Pen only” on Side-II of the OMR Answer Sheet.
  - vi. Candidates should verify whether the Test Booklet contains all the printed sheets consisting of 200 questions in three sections. In case of any defect in the Test Booklet or OMR Answer Sheet, they should immediately bring it to the notice of the Invigilators and obtain another Test Booklet of the same Code or OMR Answer Sheet at the beginning of the examination itself, as the case may be.
  - vii. Candidates should keep their Hall Tickets on their tables ready for inspection by the Invigilators.
5. **Invigilator need not collect used question booklets from the candidates after the examination.**
6. Collect used OMR Answer sheets at 12.30 PM.
7. **No candidate shall be allowed into the examination hall after commencement of the examination, i.e., after 10.00 AM.**
8. Candidate should not be allowed to leave the examination hall before 12.30 PM and they are allowed to leave the examination hall only after the OMR answer sheets are collected.
9. The candidate should remain in the examination hall until the number of OMR answer sheets are tallied for the invigilator.
10. DEFECTIVE TEST BOOKLETS AND OMR ANSWER SHEETS:
  - i. If a defective Test Booklet is brought to the notice of the Invigilator, he/she may take necessary action so as to avoid inconvenience to the candidates. For example, if the defect is brought to the notice of the Invigilator, he/she shall take back such booklet and issue another Test Booklet with the same code.
  - ii. If the defective question booklet is replaced by 2nd booklet, its serial number should be entered in the OMR answer sheet.
11. The Hall Tickets of the candidates should be verified (PHOTOGRAPH AND SIGNATURE) and compared with the office copy of Nominal Roll-cum- Attendance sheet within the first half-an-hour after the commencement of the Test. It must be ensured that the candidate signs on the Attendance Sheet and OMR Answer Sheet on (Side-1). Against the Absentees, write ‘ABSENT’ in red ink and round-off the Hall Ticket numbers in the attendance sheet. In case of any discrepancy in the Hall Ticket numbers, photograph or signature, the same should be immediately brought to the notice of the Chief Superintendent for necessary action. In case of any problem to identify the candidate, the identification marks mentioned in the Hall Ticket should be verified. If there is any further discrepancy, it shall be brought to the notice of the Chief Regional Co-ordinator through the Chief Superintendent.
12. Invigilators must sign on the OMR Answer Sheet in the prescribed place after due verification in all respects.
13. Invigilators should make the following announcements at 10.15 a.m. (after the commencement of the Test):
  - i. The candidates should check the entries in the attendance sheet and satisfy themselves before signing on the sheet. If there is any need, corrections are to be made by the candidates in the discrepancies form supplied and no corrections must be made in the attendance sheet.

- ii. Any writing on the OMR Answer Sheet other than Hall Ticket, Test Booklet numbers and Test Booklet Code will make the OMR Answer Sheet invalid.
  - iii. All corrections must invariably be attested by the Observer.
  - iv. The candidate should darken the most appropriate circle, chosen by him/her, only in the corresponding circle with “Blue or Black Ball-point Pen” against the corresponding question number, he/she is attempting on the OMR Answer Sheet. Hence, the candidate has to be very much careful before answering the questions.
14. The number of Test Booklets issued will have to be properly accounted for. The unused Test Booklets and OMR Answer Sheets shall be returned to the Chief Superintendent along with attendance statement by 10.45 a.m.
15. If a candidate is found resorting to unfair means, the Hall Ticket, the Test Booklet and the OMR Answer Sheets should be seized and the matter should be brought to the notice of the Chief Superintendent immediately

**16. IMPORTANT TIMINGS**

- i) **8.30 a.m. (Long Bell) :** **The candidates shall be allowed into the Test Center (but not into the examination hall) for Bio-metric attendance before permitting the candidates into the examination halls.**
  - ii) 9.30 a.m. (Long Bell) : The Candidates shall be permitted to enter the Examination hall only after proper checking of the Hall Tickets etc. at the entrance of the Test Centre.
  - iii) 9.40 a.m. (Short Bell) : Distribution of OMR Answer Sheets to the candidates
  - iv) 9.55 a.m. (Short Bell) : The Test Booklet packets shall be opened by the Invigilators in their respective halls and distributed to the candidates.
  - v) 10.00 a.m. (Long Bell) : TEST COMMENCES
  - vi) 12.25 a.m. (Short Bell) : Caution Bell
  - vii) 12.30 p.m. (Long Bell) : Test ends. Make announcement “STOP ANSWERING AND PLEASE DO NOT MOVE FROM YOUR SEATS UNTIL YOU ARE ADVISED TO DO SO.” Invigilators have to go the candidates’ seats and collect OMR Answer Sheets.
17. No Invigilator shall leave the Test Centre before all OMR Answer Sheets and their respective halls are handed over to the Chief Superintendent.

**18. SEATING PLAN**

It should be ensured that the number of candidates in any row is a multiple of 4 plus 2 i.e. in any row, the number of candidates should be 6 or 10 or 14 or 18 and so on. The purpose of this plan is to ensure that no two neighbouring candidates (vertically or horizontally or diagonally) get the Test Booklet with the same code.

**Example: In a room 6 candidates in each row**

Row-1		Row-2		Row-3		Row-4	
H.T.NO.	CODE	H.T.NO.	CODE	H.T.NO.	CODE	H.T.NO.	CODE
101	A	107	C	113	A	119	C
102	B	108	D	114	B	120	D
103	C	109	A	115	C	121	A
104	D	110	B	116	D	122	B
105	A	111	C	117	A	123	C
106	B	112	D	118	B	124	D

19. Four series of Test Booklets are prepared and coded as A,B,C, and D. This is repeated again and again. The Test Booklets are to be distributed scrupulously in the following manner:
- Distribution of the Test Booklets in the order in which they are supplied as per the hall ticket number in ascending order. However, Invigilators have to ensure that the series of Test Booklets supplied to them start with either A or C but not with B or D.
  - If a candidate is absent, the booklet and OMR Answer Sheet meant for him/her should be kept on the table and shall be collected after the commencement of the test.
20. Invigilators are informed that Candidates will come only with e-Hall Ticket (Downloaded from the Website) and Online Application Form and they may be permitted to write the test.

**CONVENER  
TSICET - 2016**



# TSICET - 2017

(Telangana State Integrated Common Entrance Test for MBA and MCA)  
Conducted by Kakatiya University, Warangal on behalf of TSCHE, Hyderabad



## RECEIPT-CUM-ACKNOWLEDGEMENT

Received Demand Draft bearing No. \_\_\_\_\_ Dated \_\_\_\_\_

for Rs. \_\_\_\_\_ (in words) \_\_\_\_\_

\_\_\_\_\_ from the Convener, TSICET-2017

towards meeting of expenditure for the conduct of TSICET-2017 Examination on 18<sup>th</sup> May, 2017  
from 10.00 a.m. to 12.30 p.m.. (Thursday) at our test Centre.

We also acknowledge the receipt of the Non-confidential material related to  
TSICET-2017 Examination.

Date: \_\_\_\_\_

Signature of the Chief Superintendent

Name of the Test Centre & Seal: \_\_\_\_\_



# TSICET - 2017

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# TSICET - 2017

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## RECEIPT FOR CONFIDENTIAL AND OTHER TEST MATERIAL

The following material pertaining to TSICET-2017 held on 18th May, 2017 from 10.00 a.m. to 12.30 p.m. was received in trunks from the Chief Superintendent of the Test Centre.....

---

1. Used OMR Answer Sheets
2. Unused OMR Answer Sheets
3. Unused Test Booklet Packets
4. A cover containing:
  - a) Duly signed Opening Certificate
  - b) Statement of Account of Test Booklets and OMR Answer Sheets
  - c) Plan of Seating Arrangement
  - d) Utilization Certificate for Rs. 40/- per candidate registered at the centre
  - e) Report of the Chief Superintendent, if any
  - f) Hall-wise Account of unused Test Booklets, and OMR Answer Sheets.
  - g) Nominal Roll-cum-Attendance sheets
  - h) Discrepancies in the Nominal Roll-cum-Attendance Sheets

**Note:** The Certificate regarding Closing of Steel Boxes is to be handed over to the Regional Coordinator.

Signature of the Regional Coordinator  
TSICET-2017

Station : Name:.....

Date & Time :



Office of the Convener

# TSICET - 2017

Telangana State Integrated Common Entrance Test  
Kakatiya University-Warangal

Form-19



## TA & DA BILL

Full Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

Basic Pay : \_\_\_\_\_

Purpose of Journey : \_\_\_\_\_

Dates of Meeting : \_\_\_\_\_

### (1) Travelling Allowance

From	To	Date & Time		Distance	Fare payable as per Rules Air/Train/Car	Total Amount
		Departure	Arrival			

### (2) Daily Allowance

No. of Days	Daily Rate	Total Amount (Rs)

1. Total Amount of Travelling Allowance	Rs.
2. Total Amount of Daily Allowance	Rs.
3. Honorarium / Sitting Fee	Rs.
4. Lodging Charges	Rs.
<b>GRAND TOTAL</b>	<b>Rs.</b>

Total Amount to be paid: Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ Only)

Date: \_\_\_\_\_

Signature \_\_\_\_\_

**(For Office Use)**

Passed for Rs \_\_\_\_\_ ( Rupees \_\_\_\_\_ only)

and Paid Vide Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_ / Paid by Cash.

A.O.

Convener  
TSICET-2017