

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
ANDHRA PRADESH: MANGALAGIRI**

From  
**Sri. G.V.RAMACHANDRA RAO,**  
**M.E,**  
Secretary (IC),  
State Board of Technical Education & Training,  
A.P., D.No: 11-307, Garudadri K.K Towers,  
Lakshmi Narasimha Colony, service road, near  
DR. YSR Aarogyasri Health Care Trust,  
Mangalagiri, Guntur District – 522503

To  
The Principals of all  
Mini-Spot Valuation Centers.  
008, 011, 015,016,045,048,059,071,  
077.

**Lr. No. SBTET/AP/Post Exam/Minispot-TWSH-Mar-25/001**

**Dated. 19-03-2025**

Sir,

Sub: SBTET – AP – Type Writing & Shorthand Examinations – **Mar 2025** – Mini  
Spot Valuation Camps at Institutional Level – Arrangements to value the Answer  
Scripts –Evaluation & Scanned Part-II – Requested – Reg.

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I am pleased to inform you that your institution has been selected as one of the  
Mini-Spot Valuation Center for valuing the scripts pertaining to Type Writing & Shorthand  
Examinations – **March 2025**.

**IMPORTANT INSTRUCTIONS TO THE CAMP OFFICER**

1. The Camp Officer shall identify suitable and adequate accommodation (Hall) for conducting Mini-Spot Paper Valuation and also to preserve the answer scripts till the period as prescribed by the SBTET.
2. All Answer Scripts shall be kept under safe custody of Camp Officer / Assistant Camp Officer.
3. Paper Valuation shall be done in the presence of the Camp Officer / Assistant Camp Officer. The papers shall not be allowed or issued to the examiner to be taken away and valued in his Rooms/Lab/Residence.
4. Camp Timings shall be strictly followed i.e., from 09.00 A.M to 06.00 P.M without interrupting the class work. There will be no holidays for the camp.
5. In no case shall Answer Scripts be taken away from the Camp Venue failing which the Camp Officer / Assistant Camp Officer shall be held responsible for the consequences that may arise.
6. All the personnel involved shall be directed to **Physically count the scripts** in the presence of the Officer / Staff from whom they are receiving it and ensure that the count tallies. If any deviation is reported subsequently, then the officer in whose possession the scripts are at that stage shall be personally held responsible.
7. All Valued Answer Scripts have to be kept under safe custody of the Camp Officer / Assistant Camp Officer for a period as prescribed by the SBTET.

8. The camp officers are informed to draw the examiners/Principals of Private Type writing institutes, recognized by DTE, Govt of AP/SBTET, AP within the radius of 32 KM's.
9. Instruct the examiners/principals of private type writing institutes, recognized by DTE, Govt. of AP/SBTET, AP to submit the following certificates before commencement of valuation.
  - a) The recognition certificate of Pvt. Type Institute.
  - b) Aadhar card of the Principal (Pvt Type Institute)
10. Instruct the Examiners to award marks for each question / bit and post them clearly and legibly on the **LEFT MARGIN OF THE PAGE ONLY**.
11. Instruct the Chief examiners to monitor the valuation work and to physically count the valued answer scripts. Chief examiners should also check the total marks on the bundle slips.
12. All the Principals / Camp Officers of Mini Spot valuation centers are requested to complete the Valuation within 07 days from the date of the receipt of scripts.

**SPECIAL INSTRUCTIONS**

- c. **ALL THE ABOVE PRINCIPALS / CAMP OFFICERS ARE REQUESTED TO GIVE TOP PRIORITY FOR THE SPOT VALUATION AND COMPLETE THE VALUATION AS EARLY AS POSSIBLE.**
- d. **The Camp Officers are also informed to draw the staff from Government Polytechnics or Private Type writing institute within 32 KMS radius.**

In this context, I request you to bestow your personal attention in the matter to get the scripts valued by the regular Teaching Staff of both Govt. / Pvt. Institutes & Contract Lecturers only. Any other staff apart from Regular Teaching staff and Contract Lecturers shall not be involved for valuation and Scrutiny of answer scripts. The coded answer scripts will be transported to the valuation centers and see the completion of Valuation and also Part - II QR Code sheets should be scanned, as per the prescribed schedule.

Yours faithfully,

**S/d G.V.RAMACHANDRA RAO,  
SECRETARY**

  
20/03/25  
**For Secretary**