

**Instructions for returning assessed answerbooks and Marksheets to GTU**

1. All examiners must maintain the time schedule of GTU for getting results of the students in time.
2. All examiners are informed to paste a barcode from a particular lot no. on a marked location on an answer book.
3. Use given OMR(External Examination Mark-List) sheet for entering Marks of assessed answerbooks.
4. Examiners are informed to use **Black Ball Pen** only for darkening the circles corresponding to marks obtained by a student and entering marks in a numerical form in an OMR Sheet (External Examination Mark-List).
5. Examiners should ensure that marks of assessed answerbooks are entered corresponding to Barcode no. of a particular lot.
6. Examiners code should be kept blank as it is not assigned to any one.
7. On completion of assessment of all answerbooks packets and filling of Marksheet, Examiner must submit it to Institute GTU coordinator in time limit.
8. GTU Coordinator must make sure that marksheet is properly filled up and duly signed by an examiner.
9. On verification assessed answerbooks, GTU Coordinator is required to sign all marksheet submitted by an examiner.
10. GTU Coordinator must submit all answerbooks to Zonal incharge along with marksheet.
11. Records of assessed answerbooks should be maintain at Institute GTU coordinator level and Zonal level.
12. Finally, Zonal in-charge should submit it to Controller of examination, GTU and get its receipt from GTU.

**Prof. G.P.Vadodaria**  
**Controller of Examination**