



# Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा  
Rawatbhata Road, Akelgarh Kota – 324010  
Ph No.-0744-2473014, 2473931 email- examrtuconduct@gmail.com

No.F (23)/RTU-Exam Conduct/2016-17/ 3306

Date: 04.01.2017

## MOST URGENT

The Principal/Center Superintendent,  
All Engineering, Management and  
MCA Colleges/Institutions,  
Under Jurisdiction of RTU Kota.

Sub: - Online updation of blank answer books record for theory and practical  
(odd semester) examinations of session 2016-17.

Dear Sir/Madam,

In reference to the subject cited above, you are requested to fill/update online record of blank answer books received and available with your college/centre for theory and practical (odd semester) examinations of session 2016-17, on RTU web portal i.e. [www.rtuexam.net](http://www.rtuexam.net), latest by 16<sup>th</sup> January, 2017. The record must be completed in all respect up to last exam of odd semester examination of session 2016-17.

After filling up of all records and submission, you are required to take a printout and send a copy of system generated list of record of blank answer books for theory and practical (odd semester) examinations of session 2016-17 to the Controller of Examination, RTU, Kota within 05 days from the last date of filling up/ updating the online record. Further, a copy of above printout should kept at college/centre for future record purpose.

Encl.- Format for record of blank answer books

Prof. A.K. Dwivedi  
Controller of Examination





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TABLE-1  
RECORD OF BLANK ANSWER BOOKS FOR THEORY EXAMINATION SESSION 2016-17

Academic Session	Theory Answer Books						
	Opening Balance	Received	Used	Unusable/Damages	Transferred	Net Balance	*Remarks
1	2 (as per col. No. 7)	3	4	5	6	7 (2+3) – (4+5+6)	8
Odd Semester Exams 2016-17							

\* The details of transfer order of theory answer books to other colleges, is to be entered in remarks column.

TABLE- 2  
RECORD OF BLANK ANSWER BOOKS FOR PRACTICAL EXAMINATION SESSION 2016-17

Academic Session	Practical Answer Books						
	Opening Balance	Received	Used	Unusable/Damages	Transferred	Net Balance	*Remarks
1	2 (as per col. no. 7)	3	4	5	6	7 (2+3) - (4+5+6)	8
Odd Semester Exams 2016-17							

\*The details of transfer order of practical answer books to other colleges, is to be entered in remarks column.

Principal  
(Signature with seal)

