



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act. No. 20 of 2007)

No: GTU/Exam Form/UG/SU19/2330

Date: 16/Mar/19

## Instructions to get Exam Forms filled by Students

**COURSE: BE, BARCH, BPLAN, BHMCT AND PDDC**

**EXAM: SUMMER-2019**

**SEMESTER: 4, 6, 8, AND 10**

**EXAM FORM TYPE: REGULAR & TERM EXTENSION REGULAR**

### Instruction for Institutes

- (1) Please download **the PDF file** of exam forms from GTU admin panel with your college id and password.
- (2) Print all the exam forms on good quality paper and as per the format of GTU so **that the BARCODE can be readable.**
- (3) Please verify **UFM as well as the detention of the students** as per the GTU rules. As per the UFM punishment or detention, if the student is not eligible for the current exam **then do not get the exam form filled from the student.** Also, make sure that exam form of UFM or detention released students are available.
- (4) Please verify **subject code of student**, if any mismatch or doubt found then immediately inform to GTU at [be@gtu.edu.in](mailto:be@gtu.edu.in)
- (5) After getting all filled exam forms from students, **forms are to be GUNNED** using barcode reader within the time schedule.
- (6) After gunning the exam forms, **credit the exam fees amount with online SBI** bank collection under "Examination Fee" category and send the scan copy of challan via E-Inward system only within the time schedule.
- (7) If any college fails to upload exam fee bank challan within time, students' Hall Ticket will not be sent to that institute.
- (8) There is **no need to send the hard copy** of exam forms to GTU. Keep a hard copy of exam forms until the declaration of rechecking/reassessment result of **Summer-2019** exam.
- (9) No exam form will be accepted **after the scheduled date** of accepting exam forms. Colleges are hereby instructed to inform the students/guardian in this regard, so that they **do not come to university** with such a request.

### Instruction for Students

- (1) Student have to report their parent Institute only
- (2) No exam form will be accepted **after the scheduled date** of accepting exam forms. So hereby instructed to the students/guardian in this regard, so that they **do not come to university** with such request.

Examination and Sem	Regular/ Remedial/ UFM release/Term Extension	Dates for downloading and filling Exam form for Student and Gunning the exam form for Institute	Last date of verifying and lock data for the institute	Late Fees [per student]	Challan Submission
BE (sem 6 & 8), BHMCT (sem 6 & 8), PDDC (sem 6 & 8), BPlan (sem 6 & 8) And BArch (sem 4,6,8 & 10)	Regular & Term Extension Regular	18-03-2019 To 29-03-2019	30-03-2019	₹ 0/-	16-04-2019
		01-04-2019 To 05-04-2019	08-04-2019	₹ 100/-	
		09-04-2019 To 12-04-2019	15-04-2019	₹ 500/-	

-S/D-

Registrar (I/C)