



GUJARAT TECHNOLOGICAL UNIVERSITY

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

No: GTU/Exam Form/UG/SU19/2493

Date: 25/Mar/19

Instructions to get Exam Forms filled by Students

COURSE: BE, BPlan, BHMCT AND PDDC

EXAM: SUMMER-2019

SEMESTER: 4

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
- (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 for the institute
BE (sem 4), BHMCT (sem 4), PDDC (sem 4), And BPlan (sem 4)	Regular & Term Extension Regular	25-03-2019 To 04-04-2019	05-04-2019	₹ 0/-	18-04-2019
		08-04-2019 To 11-04-2019	12-04-2019	₹ 100/-	
		13-04-2019 To 15-04-2019	16-04-2019	₹500/-	

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Registrar (I/C)