



GUJARAT TECHNOLOGICAL UNIVERSITY

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

No: GTU/Exam Form/UG/WI19/12088

Date: 11-11-2019

Instructions for filling the Exam Forms of Winter-2019

- ❖ **COURSE :** BE, PDDC, HMCT and BArch WINTER-2019
- ❖ **EXAM FORM TYPE:** Regular, Remedial and UFM release remedial
- ❖ **SEM :** 1 and 2

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 **Winter-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 | 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 1 & 2(Remedial and UFM release remedial), PDDC -SEM 1 (Regular), BARCH -SEM 1 (Regular), and HMCT-SEM 1 (Regular) | 13-11-2019 To 25-11-2019 | 26-11-19 | ₹ 0/- | 05-12-19 |
| | 27-11-2019 To 29-11-2019 | 30-11-19 | ₹ 100/- | |
| | 30-11-2019 To 03-12-2019 | 04-12-19 | ₹ 500/- | |

-S/D-

Registrar