

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/Exam Form/UG/WI16/7506

Date: 22-09-2016

Instructions to get Exam Forms filled by Students

Course: BArch, BHMCT, BPLAN, PDDC

Exam: Winter -2016

Exam Form Type: Regular

- (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 detention of the students** as per the GTU rules. As per the UFM punishment or detention, if student is not eligible for current exam **then do not get the exam form filled from 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 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. D.D. will not be accepted.
- (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 hard copy of exam forms till the declaration Of rechecking/reassessment result of Winter-2016 exam.
- (9) No exam form will be accepted **after the scheduled date** of accepting exam forms. Colleges are hereby instructed To inform to the students/guardian in this regard, so that they **do not come to university** with such request.

Examination	Semester	Dates for downloading and filling Exam form for Student and Gunning the exam form for Institute	Last date of verify and lock data and challan submission for institute
BArch	3, 5	22 nd Sept to 30 th Sept 2016	1 st Oct 2016
PDDC	3, 5		
BPlan	3		
BHMCT	3,5		

-S/D-

(In-Charge) Controller of Examinations