

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/Exam Form/UG/WI17/6671

Date: 14-09-2017

Instructions for filling the Exam Forms of Winter-2017

COURSE: BE,BARCH,PDDC ,BPLAN AND HMCT (WINTER-2017)

EXAM FORM TYPE: REMEDIAL, UFM (REMEDIAL & REGULAR) AND TERM EXTENSION

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 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/through email(be@gtu.edu.in) 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 hard copy of exam forms till the declaration of rechecking/reassessment result of **Winter-2017** 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.

Instruction for Students :

- (1) Student have to report his/her 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.

Remedial students

Course	Semester	Exam Type	Dates for downloading and filling Exam form for Student and Gunning the exam form for Institute	Last date of verify and lock data by Institute
BE	3 to 8	Remedial students	15-09-2017 To 25-09-2017	25-09-17
BArch, BPlan, PDDC and HMCT	All			

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Remedial students with Late Exam Fees

Course	Semester	Exam Type	Dates for downloading and filling Exam form for Student and Gunning the exam form for Institute	Last date of verify and lock data by Institute	Late Exam Fees (Per students)
BE	3 to 8	Remedial students	26-09-2017 To 29-09-2017	29-09-17	Rs.100/-
BArch, BPlan, PDDC and HMCT	All				

Term Extension Regular and Remedial

Course	Semester	Exam Type	Dates for downloading and filling Exam form for Student and Gunning the exam form for Institute	Last date of verify and lock data by Institute	Late Exam Fees(per student)
BE	All	Term Extension Regular and Remedial	15-09-2017 To 25-09-2017	25-09-17	NIL
			26-09-2017 To 29-09-2017	29-09-17	Rs.100/-

All Exam form Challan Submission date for institute

Course	Semester	Exam Type	ALL Exam form Challan Submission date for institute
BE	3 to 8	Remedial students	3-10-2017 To 6-10-2017
BArch, BPlan, PDDC and HMCT	All		
BE	All	Term Extension Regular and Remedial	

-S/D-
Registrar