

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/ Exam Form/UG/SU17/3563

Date: 17-05-2017

Instructions to get Exam Forms filled by Students

COURSE: BE

EXAM: SUMMER-2017

SEMESTER: 1 TO 4

EXAM FORM TYPE: 1 to 4 REGULAR AND REMEDIAL penalty phase

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 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 **Summer-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.

Exam form Filling Schedule with late Fees

Examination	Semester	Regular/Remedial	exam form guining date	challan submission date	Late Fees
BE	4	Regular	17th to 18th May 2017	19th May 2017	Rs.500
	2	Regular	17th to 18th May 2017	19th May 2017	Rs.200
	1 to 4	Remedial	17th to 18th May 2017	19th May 2017	Rs.200

Note : Institute cannot gun exam form on 19th May 2017.

-s/d-
Registrar