

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/Exam Form/Reg-Rem/UG/SU18/1907

Date: 26-03-2018

Instructions for filling the Exam Forms of Summer-2018

- BE , BARCH, PDDC, BPLAN AND HMCT [REGULAR]
- BE : 5 TO 8 [REMEDIAL]

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 **Summer-2018** exam.
- (9) No exam form will be accepted **after the scheduled date** of accepting exam forms. Enough time is given to all colleges for gunning the each student exam form on admin portal so take proper care during gunning.

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.

| Course | Semester | Exam Form 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 | 6,8 | Regular | 26-03-2018 To 06-04-2018 | 07-04-2018 |
| BArch | 6,10 | | | |
| BPlan | 6,8 | | | |
| PDDC | 6,8 | | | |
| HMCT | 8 | | | |
| BE | 5 To 8 | Remedial | | |

GUJARAT TECHNOLOGICAL UNIVERSITY

| Course | Semester | Exam Form 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 Fees [per student] |
|--------|----------|----------------|---|--|-------------------------|
| BE | 6,8 | Regular | 09-04-2018 To 11-04-2018 | 12-04-2018 | ₹100/- |
| BArch | 6,10 | | | | |
| BPlan | 6,8 | | | | |
| PDDC | 6,8 | | | | |
| HMCT | 8 | | | | |
| BE | 5 To 8 | Remedial | | | |

Exam Form Challan Submission

| Course | Semester | Exam Form Type | Challan submission |
|--------|----------|----------------|--------------------|
| BE | 6,8 | Regular | 13-04-2018 |
| BArch | 6,10 | | |
| BPlan | 6,8 | | |
| PDDC | 6,8 | | |
| HMCT | 8 | | |
| BE | 5 To 8 | Remedial | |

-S/D-

Registrar(I/c)