GUJARAT
TECHNOLOGICAL UNIVERSITY

No.GTU/Recheck/Re_assess/2012/1628   Date: 16/02/2012

Circular

Sub: Re-assessment/Re-checking of University exam (Revised)
Ref.:Circular No.GTU/Re-assess/Re-check/391/2011 dated:18/01/2012

All the principal of affiliated institutes are hereby informed to follow the **revised** instructions for submitting re-assessment and re-checking forms as applicable:

1. Students are informed to apply for re-checking/re-assessment online through result link available on GTU website (**gtu.ac.in**).

2. Re-checking/Re-assessment forms data are to be submitted according to date declared for each result on web site.

3. Students has to click on apply to re-check button given on result page (GTU website) and select the subjects for applying re-checking/re-assessment.

4. Take the print out of the selected subject and submit to institute along with the fees.

5. Student has to verify the subject applied for re-check/re-assessment before taking its print. Once the print command is given, no edition/alternation will be permitted.

6. Institute has to receive the forms & fees from the students as per the date notified by GTU on website.

7. Institute will have to Gun the barcoded forms or may enter the enrollment numbers after receiving the forms from the student for collecting student's application database.

8. The collected fees are to be paid in form of challan by institute only and to be forwarded through e-inward system only.

9. Acknowledgement will be received through e-outward system of GTU.

10. Hard copy of re-checking and re-assessment forms are not be submitted to the University. But they are required to be kept safely in the custody of institute till the GTU declare the re-checking/re-assessment results.

Please note that Institute person/students are not required to come to GTU for submission of form and payment of fees. Please use e-inward/e-outward system of GTU for all types of correspondence for quick response.

- **S/d** -
Actg. Registrar

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