

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/Exam Form/UG/WI16/7553

Date: 26-09-2016

Instructions to get Exam Forms filled by Students

Course: [BArch](#)

Exam: Winter -2016

Exam Form Type: Regular

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. 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.

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

| 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 | 9 | 26 th Sept to 6 th Oct 2016 | 7 th Oct 2016 |

-S/D-

(In-Charge) Controller of Examinations