

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/Exam Form/Reg-Rem/UG/SU18/2909-2

Date: 25-04-2018

Instructions for filling the Exam Forms of Summer-2018

➤ BE [1 TO 4 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	Late Exam fees(per students)
BE	1 to 4	Remedial	25-04-2018 To 02-05-2018	03-05-2018	Nil
BE	1 to 4	Remedial	04-05-2018 To 07-05-2018	08-05-2018	100/-Per students

Exam Form Challan Submission

Course	Semester	Exam Form Type	Challan Submission
BE	1 to 4	Remedial	09-05-2018

-S/D-

Registrar (I/c)