

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/MCA/Exam Form/Winter-2017/8682

Date: 29/11/2017

Instructions for filling up the exam forms for MCA Regular (sem-1 and sem-3) and MCA Integrated Regular (sem-1) WINTER Exam-2017

- (1) Please download the PDF file of Exam Forms of MCA from GTU admin panel with your college id and password.
- (2) Print the Exam forms in 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. If as per the UFM punishment or detention, if student is not eligible for current exam then do not send exam form of student to GTU. Also make sure that the generated exam forms contain the form of UFM or detention released students if any
- (4) Please verify subject code and electives of student, if any mismatch or doubt found then immediately inform to GTU on respective course email Id (mca@gtu.edu.in).
- (5) After filling the exam forms, institute have to GUN the exam forms using barcode reader within time schedule.
- (6) Once you gun the exam form, credit the exam fees amount with online SBI bank collect and Send the scan copy of challan via E-Inward system only within the time schedule as below,

EXAM	Dates for downloading and submitting Exam form for Student	Last date to verify and Lock	Challan Submission Date	Last date of rs.100 penalty phase
MCA Regular (sem-1 & 3)	01-12-2017 to 09-12-2017	11-12-2017	12-12-2017	14-12-2017
MCA Integrated Regular(Sem-1)	01-12-2017 to 09-12-2017	11-12-2017	12-12-2017	14-12-2017

- (7) If the colleges fail to upload exam fee bank challan in time, Students' hall ticket will not be sent to those institutes.
- (8) There is no need to send the hard copies of exam forms to GTU.
- (9) If student don't submit their exam forms before last date then they will not be allowed to submit exam form.
- (10) No exam forms will be accepted after last date. So colleges are instructed not to send any student/guardian to the university with such type of request.

I/c Controller of Examination