



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act. No. 20 of 2007)

No: GTU/Exam Form/UG/WI19/9694

Date: 01-10-2019

## Instructions for filling the Exam Forms of Winter-2019

- ❖ **COURSE:** BE -D2D SEM 3 WINTER-2019
- ❖ **EXAM FORM TYPE:** REGULAR [D2D STUDENTS **2019 ENROLLED** ONLY ]

### **+** 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 the detention of the students** as per the GTU rules. As per the UFM punishment or detention, if the student is not eligible for the current exam **then do not get the exam form filled from the 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](mailto:be@gtu.edu.in)
- (5) After getting all filled exam forms from students, **forms are to be GUNNED** using barcode reader within the 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.
- (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 a hard copy of exam forms until the declaration of rechecking/reassessment result of **Winter-2019** exam.
- (9) No exam form will be accepted **after the scheduled date** of accepting exam forms. Colleges are hereby instructed to inform the students/guardian in this regard, so that they **do not come to university** with such a request.

### **+** Instruction for Students

- (1) Student have to report their 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.

Examination and Sem	Dates for downloading and filling Exam form for Student and Gunning the exam form for Institute	Last date of verifying and lock data for the institute	Late Fees [per student]	Challan Submission
BE SEM 3 (D2D STUDENTS <b>2019 ENROLLED</b> ONLY) <b>#</b>	03-10-2019 To 16-10-2019	16-10-2019	0/-	23-10-2019
	17-10-2019 To 19-10-2019	19-10-2019	100/-	
	21-10-2019 To 23-10-2019	23-10-2019	500/-	

### **Kindly note:-**

**# GTU have released all student's exam form who has taken admission in D2D in GTU through ACPC Online admission Procedures. Institutes have to distribute the exam form only for those students who have filled enrollment form in winter-2019.**

**Moreover, GTU will generate Hall Ticket only for those students who has filled and gunned enrollment form as well as exam form both.**

-S/D-  
Registrar