



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

Ref No: GTU/Exam Form/BE/૩૧૦૨

Date: 03-06-2020

### Instructions for filling the Exam Forms of Summer-2020

To make examination system more reliable, transparent, accountable and to promote the digitalization in the system, Gujarat Technological University (GTU) has taken a step forward through online exam form filling with student's login id on GTU student portal and pay their fees through digital gateway.

### BE (SEM-8), B. ARCH (SEM- 10), B.PLAN(SEM-8) AND PDDC(SEM-8)

#### Important Instruction:

- (1) Students who have already filled the exam form at institute level and submitted the fees need not have to fill the form again through digital gateway. Remaining students will have to fill their exam form directly through their own student portal and need not to go to college.
- (2) Institute will have to submit the fees of only those students who have filled the exam form at institute level and submitted the fees to institute. Institute has to submit the fees through existing payment system i.e. SBI i-collect. If any exam forms were collected by institute but pending to gun then institute may gun such forms as per schedule given in Table-A.
- (3) If any student is staying in containment zone during the dates of examination then his/her examination will be conducted afterwards. But such type of students will have to fill exam form during this prescribed schedule only. Exam forms will not be accepted after the schedule mentioned in this Circular. Such students will have to submit his application through email to institute. Institute will have to recommend the same to the University after proper verification at their end.

#### Instruction for Institutes:

- (1) Exam forms of all students on institute's portal will be shown as approved by **Default**.
- (2) 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 Reject (disapprove) the exam form of the student. Institute can **Reject (Disapprove)** the exam forms from GTU admin panel, if any, as per Table-B with institute id and password. After completion of institute timeframe, Institute will not be allowed to change the status of exam forms.
- (3) Please verify that exam forms of UFM released or detention released students are available on institute portal.
- (4) Please verify name, enrolment no, subject code, subject name and other details of student, if any mismatch or doubt found then immediately inform to GTU at: [be@gtu.edu.in](mailto:be@gtu.edu.in)
- (5) There is no need to collect the hard copy of exam forms/exam form receipts from students. Students can keep Exam form receipt for their reference.
- (6) No exam form will be approved/disapproved (reject) by institutes after the scheduled given in Table- B.
- (7) Kindly refer Instruction Guideline for more details:  
[https://www.student.gtu.ac.in/Sample/Examform\\_admin\\_guide.pdf](https://www.student.gtu.ac.in/Sample/Examform_admin_guide.pdf)

#### Instruction for Students:

- (1) For filling the exam form and payment student has to login at <https://www.student.gtu.ac.in>



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(2) kindly refer Instruction Guideline for more details:-

[https://www.student.gtu.ac.in/Sample/Examform\\_student\\_guide.pdf](https://www.student.gtu.ac.in/Sample/Examform_student_guide.pdf)

(3) Student has to strictly follow the exam form schedule as mention in Table-B.

(4) For any query regarding exam form contact your parent institutes only. Students/Guardian are instructed not to contact University in this regard.

(5) If student find any mismatch in name, enrolment no, subject code, subject name and other details, they have to immediately contact their parent institute.

(6) If due to technical problem, payment is deducted for more than one time for single exam form and if student has not received the refund within 07 working days then please mail us at:

[epay\\_query@gtu.edu.in](mailto:epay_query@gtu.edu.in)

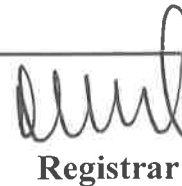
(7) If student wants to appear in University Theory Examination from district of residence then only studnets will have to visit his/her student portal and select the disitric of residence. Students are informed to select the district only if district of residence and district of institute are different.

TABLE-A

Course	Sem	Exam Form Type	Duration to Gun the Exam Form by institute incase student have already submitted it to his/her parent institute	Duration for payment and submission of challan by institute
BE	8	Regular/ Remedial/ Special Term Extension	03-06-2020 to 05-06-2020	06-06-2020
B.Arch	10			
B.Plan	8			
PDDC	8			

TABLE-B

Course	Sem	Exam Form Type	Duration for Rejection by Institute	Duration for filling the exam form and payment by student through student portal
BE	8	Regular/ Remedial/ Special Term Extension	03-06-2020 to 06-06-2020	08-06-2020 to 12-06-2020
B.Arch	10			
B.Plan	8			
PDDC	8			

  
Registrar