



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/ 947

Date: 18-02-2021

19

Instructions for filling the Exam Forms of Winter-2020 Examination

PDDC Sem-1, BVoc Sem-1, BHMCT Sem-1 and BArch Sem-1 Regular Winter 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.

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-A 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
- (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) after the scheduled date for institutes. Take proper care for approved/disapproved..
- (7) Kindly refer Instruction Guideline for more details:
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>
- (2) kindly refer Instruction Guideline for more details:-
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-A.
- (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 30 working days then please mail us at: epay_query@gtu.edu.in

Important Instructions:

- (1) Students are informed to fill their exam form and should pay the required exam fees as per the schedule mentioned in Table-A. Exam forms will not be accepted after the schedule mentioned in Table-A gets over.



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(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

- (2) Foreign students/out of state students are also required to fill their exam forms and give their exam center choices in said schedule without fail.
- (3) If foreign students/out of state students are unable to reach the exam center on the date of the examination then special examination will be conducted for such students afterwards. But such students will have to inform their parent institute regarding the same and institute has to verify the application and inform to the university.

Exam Form filling schedule. (TABLE-A)

Course & Sem	Duration for Rejection by Institute	Duration for filling the exam form and payment by student through student portal
PDDC (Sem-1), BVoc (Sem-1), BHMCT(Sem-1) & BArch (Sem-1)	19-02-2021	20-02-2021 to 23-02-2021




18/2
Registrar