CIRCULAR

INSTRUCTIONS FOR FILLING THE EXAM FORMS OF MBA SEM- 2 (REGULAR), MBA INTEGRATED SEM- 2 (REGULAR), MCA SEM- 2 (REGULAR) AND MCA INTEGRATED SEM- 2 (REGULAR) STUDENTS SUMMER 2022 EXAMINATION

To make the examination system more reliable, transparent, and 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 portal and pay their fees through a digital gateway.

Instructions for Institutes:

1. Institute will be able to Reject (Disapprove) the exam forms of students after the end date of academic term through semester or subject detained portal (link as below) as per the below schedule. No further extension will be given.

   Link: https://gtu.iweb.online/Login.aspx

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem</th>
<th>Exam Form Type</th>
<th>Dates for Semester or Subject detention by Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA/MBA INTEGRATED/</td>
<td>2</td>
<td>Regular</td>
<td>15-07-2022 to 18-07-2022</td>
</tr>
<tr>
<td>MCA/MCA INTEGRATED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. If an institute rejects the exam forms of students, then such students will not get a hall ticket even though they have paid the exam form fees. The exam form fees of such students will be refunded to the student's account.

3. Refer the Institute manual for semester or subject detention carefully.

4. Respective branch’s HOD of the institute will have to submit the entry for semester and subject detention by using the existing HOD user id. If HOD login is not previously created then new HOD registration can be done by institute’s GTU coordinator by referring the manual to register staff HOD.

5. After the submission of semester and subject detention, No changes will be allowed. It is requested to submit the data after due verification.

6. Report of semester and subject detention will be downloaded only after the schedule is over. Institutes are not required to submit the hardcopy/softcopy of semester and subject detention report to University.

7. For any query kindly mail to mba@gtu.edu.in for MBA, inte@gtu.edu.in for MBA Integrated and mca@gtu.edu.in for MCA/MCA Integrated course.

Instructions for Students:

1. For filling the exam form and payment student has to login at below mentioned link: https://gtu.iweb.online/Account/LoginMVC

3. Student has to strictly follow the exam form filling schedule as mentioned in Table-A. Exam forms will not be accepted after the schedule mentioned in Table-A gets over.

4. If the last date to fill the exam form and to pay the exam fee is over, automatically the Pay Online button will get disabled and student will not be able to pay fees.

5. For any query regarding exam form contact your parent institute only. Students/Guardian are instructed not to contact University in this regard.

6. If student finds any mismatch in name, enrolment no, subject code, subject name and other details, they have to immediately contact their parent institute.

7. In case of payment failure at first attempt, student shall try after 45 minutes.

### Table-A

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem</th>
<th>Exam Form Type</th>
<th>Duration for filling the exam form and exam fees payment by students</th>
<th>Penalty (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>2</td>
<td>Regular</td>
<td>02-07-2022 to 14-07-2022</td>
<td>NIL</td>
</tr>
<tr>
<td>MBA INTEGRATED</td>
<td></td>
<td></td>
<td>19-07-2022 &amp; 20-07-2022</td>
<td>₹ 1000/-</td>
</tr>
<tr>
<td>MCA</td>
<td></td>
<td></td>
<td>21-07-2022 to 27-07-2022</td>
<td>₹ 2000/-</td>
</tr>
<tr>
<td>MCA INTEGRATED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attachments:**

1. Institute manual for semester and subject detention.
3. Manual of Exam forms and fees for students

Registrar