



GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/Exam Form/IC/W22/૫૪૪

Date: ૧૭- 01-2023

INSTRUCTIONS FOR FILLING THE EXAM FORMS OF MCA INTEGRATED, PGDDS, M.SC (CS) - INTEGRATED & M.SC (IT)-INTEGRATED SEM-1 [REGULAR] FOR WINTER-2022 EXAMINATION

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 portal and pay their fees through 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. If institute reject the exam forms of students then such students will not get hall ticket even though they have paid the exam form fees. The exam form fees of such students will be refunded to the students' account.
- (2) Institute needs to verify exam forms of UFM released as well as detention released 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 schedule 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 name, enrolment no, subject code, subject name and other details of student, if any mismatch or doubt found then immediately inform to GTU MCA at: mca@gtu.edu.in
- (4) 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.
- (5) No exam form will be approved/disapproved (reject) after the scheduled date of institutes. Enough time will be given to all colleges so take proper care during approval/disapproval.
- (6) Kindly refer Instruction Guideline for more details:
https://www.student.gtu.ac.in/Sample/Examform_admin_guide.pdf

Instructions 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 per Table-A.
- (4) For any query regarding exam form contact your parent institute only. So 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 parent institute.

Winners of: ICT Enabled University Award E-India - 2009 ♦ Manthan Award - 2009 ♦ GESIA Award - 2011

♦ Digital Learning WES - 2011 Award ♦ AIMS International Innovative University Award - 2013

Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Road, Chandkheda, Ahmedabad - 382 424, Gujarat, India. Ph.: 079 - 232 67 500 Fax: + 91 - 79 - 232 67 580

Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone: + 91 - 79 - 26 300 499 / 599 Fax: + 91 - 79 - 26 30 1500

Gandhinagar : K-6 Circle, E-4 Electronic Estate, G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.

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(6) If due to technical problem, payment deducted for more than once for single form and student has not received the refund within 30 working days then please mail us at: epay_query@gtu.edu.in

(7) If student has paid the exam form fees and institute has rejected the exam form after the term end then exam form fees will be refunded in students' account and students will not get hall ticket even though they have paid the exam form fees.

TABLE-A

Course	Sem	Exam Form Type	Date for Reject by Institute	Dates for filling the exam form & payment by Student	Late Fees (₹)
MCA Integrated	1	REGULAR	20-01-2023 & 21-01-2023	23-01-2023 to 30-01-2023	NIL
PGDDS					
M.SC (CS)- Integrated					
M.SC (IT)- Integrated					


18/01/23
Registrar

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