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)
Accredited With A+ Grade By NAAC

No: GTU/Exam Form/MB/S26/8840 Date: 19 -11-2026

CIRCULAR

INSTRUCTIONS FOR FILLING THE EXAM FORMS OF MBA SEMESTER-2 REGULAR (INTERNATIONAL BUSINESS) [DELIVERED IN ONLINE MODE] SUMMER-2026 EXAMINATION

To make the examination system more reliable, transparent, and accountable and to promote digitalization in the system, Gujarat Technological University (GTU) has taken a step forward through online exam forms filling in students' login IDs on the GTU portal and pays their fees through a digital gateway.

Instructions for Institute:

(1) Institute will be able to **Reject (Disapprove)** the exam forms of students after the end date of academic term. 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 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 for MBA at: mba@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.

Head office : GTU Campus, Nr. Vasat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424, Gujarat, India.
Phone .:- +91 079-23267521/570 e-mail : info@gtu.ac.in Website : www.gtu.ac.in

(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 date then exam form fees will be refunded in students' account and students will not get a hall ticket even though they have paid the exam fees for TABLE-A.

TABLE-A

Course	Sem	Exam Form Type	Dates for filling the exam form & payment by student	Date for Rejection by Institute	Late Fees (in ₹)
MBA (International Business) [Delivered in Online Mode]	2	REGULAR	19-11-2026 To 29-11-2026	30-11-2026	NIL

Registrar

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