



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/BCA_IC_CS/W25/ 8418

Date: 08 - 11 -2025

CIRCULAR

INSTRUCTIONS FOR FILLING THE EXAM FORMS OF BCA (HONOURS / HONOURS WITH RESEARCH) SEM -1 [REGULAR], MCA INTEGRATED SEM- 1 [REGULAR] AND M.SC (IT) INTEGRATED SEM-1 [REGULAR] WINTER-2025 EXAMINATION

To make 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 digital gateway.

Instructions for Institutes:

- (1) Exam forms of all the students on institute portal will be shown as approved by **default**.
- (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 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

TABLE-A

Course	Sem	Exam Form Type	Dates for Reject by Institute
BCA (HONOURS / HONOURS WITH RESEARCH) MCA INTEGRATED M.SC (IT) INTEGRATED	1	REGULAR	19/11/2025 & 20/11/2025



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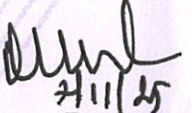
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Instructions for Students:

- (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-B.
- (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.
- (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 a hall ticket even though they have paid the exam fees.

TABLE-B

Course	Sem	Exam Form Type	Duration for filling the exam form & payment by Student	Late Fees (₹)
BCA (HONOURS / HONOURS WITH RESEARCH) MCA INTEGRATED M.SC (IT) INTEGRATED	1	Regular	11-11-2025 to 18-11-2025	Nil
			21-11-2025 to 01-12-2025	Nil
			02-12-2025 to 04-12-2025	500
			05-12-2025 & 06-12-2025	1000
			07-12-2025 & 08-12-2025	2000


31/11/25
Registrar