



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act. No. 20 of 2007)

No: GTU/Exam Form/UG/SU19/3100

Date: 09/Apr/19

## Instructions to get Exam Forms filled by Students

**COURSE: PDDC**

**EXAM: SUMMER-2019**

**SEMESTER: PDDC 1 TO 8**

**EXAM FORM TYPE: REGULAR, REMEDIAL AND TERM EXTENSION REGULAR-REMEDIAL**

### **+** Instruction for Institutes

- (1) Please download **the PDF file** of exam forms from GTU admin panel with your college id and password.
- (2) Print all the exam forms on good quality paper and as per the format of GTU so **that the BARCODE can be readable**.
- (3) Please verify **UFM as well as the detention of the students** as per the GTU rules. As per the UFM punishment or detention, if the student is not eligible for the current exam **then do not get the exam form filled from the student**. Also, make sure that exam form of UFM or detention released students are available.
- (4) Please verify **subject code of student**, if any mismatch or doubt found then immediately inform to GTU at [be@gtu.edu.in](mailto:be@gtu.edu.in)
- (5) After getting all filled exam forms from students, **forms are to be GUNNED** using barcode reader within the time schedule.
- (6) After gunning the exam forms, **credit the exam fees amount with online SBI bank collection** under "Examination Fee" category and send the scan copy of challan via E-Inward system only within the time schedule.
- (7) If any college fails to upload exam fee bank challan within time, students' Hall Ticket will not be sent to that institute.
- (8) There is **no need to send the hard copy** of exam forms to GTU. Keep a hard copy of exam forms until the declaration of rechecking/reassessment result of **Summer-2019** exam.
- (9) No exam form will be accepted **after the scheduled date** of accepting exam forms. Colleges are hereby instructed to inform the students/guardian in this regard, so that they **do not come to university** with such a request.

### **+** Instruction for Students

- (1) Student have to report their parent Institute only
- (2) No exam form will be accepted **after the scheduled date** of accepting exam forms. So hereby instructed to the students/guardian in this regard, so that they **do not come to university** with such request.

Examination and Sem	Dates for downloading and filling Exam form for Student and Gunning the exam form for Institute	Last date of verifying and lock data for the institute	Late Fees [per student]	Challan Submission for the institute
PDDC (Sem 2 Regular)	10-04-2019 To 22-04-2019	23-04-2019	₹ 0/-	02-05-2019
	24-04-2019 TO 30-04-2019	01-05-2019	₹ 100/-	
PDDC (SEM-1 TO 8 Remedial) AND PDDC (Term extension regular & remedial)	10-04-2019 To 16-04-2019	18-04-2019	₹ 0/-	20-04-2019

-S/D-

Registrar (I/C)