



GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/Exam Form/UG/W18/7609

Date: 11-10-2018

Instructions for filling the Exam Forms of Winter-2018

- ❖ BHMCT, BPLAN AND PDDC SEM 1 TO 8 [REMEDIAL]
- ❖ PDDC SEM 1 TO 8 TERM EXTENSION WINTER-2018 [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 detention of the students** as per the GTU rules. As per the UFM punishment or detention, if student is not eligible for current exam **then do not get the exam form filled from 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
- (5) After getting all filled exam forms from students, **forms are to be GUNNED** using barcode reader within 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/through email (be@gtu.edu.in) 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 hard copy of exam forms till the declaration of rechecking/reassessment result of **Winter-2018** exam.
- (9) No exam form will be accepted **after the scheduled date** of accepting exam forms. Enough time is given to all colleges for gunning the each student exam form on admin portal so take proper care during gunning.

Instruction for Students:

- (1) Student have to report his/her 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.



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| Course | Semester & Exam Form Type | Dates for downloading and filling Exam form for Student and Gunning the exam form for Institute | Last date of verify and lock data by Institute | Late Fees [per student] |
|--------|---|---|--|-------------------------|
| BHMCT | 1 to 8 Remedial | 11-10-2018 to 20-10-2018 | 20-10-2018 | ₹ 0/- |
| BPLAN | | 22-10-2018 to 25-10-2018 | 25-10-2018 | ₹ 100/- |
| PDDC | | 15 days Before Exam starts (Practical/Theory) | | ₹ 1000/- |
| | 1 Week Before Exam starts (Practical/Theory) | | ₹ 2000/- | |

Exam Form Challan Submission

| Course | Semester & Exam Form Type | Challan submission |
|--------|---------------------------|--------------------|
| BHMCT | 1 to 8 Remedial | 26-10-2018 |
| BPLAN | | |
| PDDC | | |

Sd/-

Registrar (I/C)