



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/MCA_MCAI/ Exam Form/W18/8756

Date: 03-12-2018

Instructions for filling the Exam Forms of Winter-2018 Exam

- ❖ **MCA SEM-1 and 3 Regular**
- ❖ **MCA Integrated SEM- 1 Regular**

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: mca@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 (mca@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.

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]	Last date for Challan submission
03-12-2018 to 07-12-2018	08-12-2018	₹ 0/-	10-12-2018
11-12-2018 to 13-12-2018	14-12-2018	₹ 100/-	15-12-2018
17-12-2018 to 19-12-2018	19-12-2018	₹ 500/-	19-12-2018
20-12-2018 to 27-12-2018		₹ 1000/-	-
28-12-2018 to 31-12-2018		₹ 2000/-	-

Registrar (I/C)