



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

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

No: GTU/MCA/ Exam Form_special Term extension/W18/7790

Date: 19-10-2018

Instructions for filling the Exam Forms of special Term
Extension Winter-2018 Exam

The students whose all the terms are granted and still have backlogs will be given 2 more chances that is (i) Winter 2018 examination and (ii) Summer 2019 examination for clearing the remaining subjects for all the components (ie E/I/M/V).

Rs 5000 (Five thousand only) as fees for this special extension will be paid by each student who wants to appear at Winter 2018 examination and/ or (ii) Summer 2019 examination. The student will pay this amount of Rs 5000 along with the examination fees.

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	Last date for Challan submission
19-10-2018 to 23-10-2018	24-10-2018	25-10-2018

Note- only for special term extension students.

Students who have backlog in practical subjects of MCA sem- 4,5,6 , their exam will be schedule later on.

Students who have backlog in practical subjects of MCA sem-1,2,3, their exam will be as per schedule uploaded on GTU website.

Registrar (I/C)