



GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/ ME/ Exam Form_special Term extension/W18/7829

Date: 20-10-2018

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: mecall@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 (mecall@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.

Last Date for downloading , filling Exam form, Gunning the exam form, verify and lock data by Institute	Last date for Challan submission
On or Before 29-10-2018	01-11-2018

Sd/-
Registrar (I/C)