Instructions for filling the Exam Forms of Summer-2022 for M.E. SEM - 2 Regular /Remedial/ Remedial Term Extension students

All the institutes and students are hereby informed to follow below mentioned instructions and manuals/guidelines provided to fill Summer-2022 examination of ME Sem-2(Regular/ Remedial/ Remedial Term Extension).

Instructions for Students:

1. To fill the exam form and payment, students will have to login on below mentioned link:

   Link: https://gtu.iweb.online/Account/LoginMVC

2. First of all, Regular Student must select and Save the elective subjects in the student portal on above link. After selecting elective subjects, student can proceed for exam fees payment. Refer Annexure – 1. Remedial students are not required to do subject selection.

3. Old / Remedial Students registered on GTU’s student portal can login with their existing password on above link.

4. Students are requested to refer Manual of Exam forms and fees payment attached as Annexure – 2.

5. Students have to strictly follow the exam form filling schedule as mentioned in Table-A. Exam forms will not be accepted after the schedule mentioned in Table-A gets over.

6. Once penalty phase is started, student has to pay the fees along with penalty then only his exam form will be accepted.

7. If the last date to fill the exam form and to pay the exam fee is over, then automatically the “Pay Online” button will get disabled and student will not be able to pay fees.

8. For any query regarding exam form contact your parent institute only. Students/Guardian are instructed to first contact parent institute.

9. If student finds any mismatch in name, enrolment no, subject code, subject name and other details, then he/she will have to immediately contact their parent institute.

10. In case of payment failure at first attempt, student shall try after 45 minutes.
Instructions for Institutes:

1. Institutes must inform students to fill exam form and pay exam fees through login at below links:
   
   - Link: [https://gtu.iweb.online/Account/LoginMVC](https://gtu.iweb.online/Account/LoginMVC)

2. If student is semester detained by Institute then he/she can’t fill exam form and can’t pay the fees.

3. For any query of students regarding exam form, Institute have to inform to the University. Institute shall help students by forwarding their queries to University instead of advising them to directly contact University.

TABLE-A: Exam form filling schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem</th>
<th>Exam Form Type</th>
<th>Duration for Elective subject Selection, filling the exam form and exam fees payment by Students</th>
<th>Penalty (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME</td>
<td>2nd</td>
<td>Regular / Remedial / Term Extension Remedial</td>
<td>30-06-2022 to 05-07-2022</td>
<td>NIL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>06-07-2022 to 07 days before the commencement of exam</td>
<td>₹ 500/-</td>
</tr>
</tbody>
</table>

Registrar

20/6/14