



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)

Ref No: GTU/Exam Form/PD7REGTerm/W21/૬૫૦૪

Date: 11-11-2021

Instructions for filling the Regular Exam Forms of Winter-2021

POST DIPLOMA DEGREE COURSE (PDDC) Sem -7 (Term Extension Regular Students)

To make examination system more reliable, transparent, accountable and to promote the digitalization in the system, Gujarat Technological University (GTU) has taken a step forward through online exam form filling with student's login id on GTU student portal and pay their fees through digital gateway.

Instruction for Institutes:

- (1) Exam forms of regular students will be shown as approved by **Default** in the institute portal.
- (2) Please verify UFM as well as detention of the student as per the GTU rules. As per the UFM punishment or detention, if student is not eligible for current exam, then Reject (disapprove) the registration form of the student. Institute can **Reject (Disapprove)** the exam forms from GTU admin panel, if any, as per the schedule mentioned in Table A with institute id and password. After completion of institute's time frame, Institute will not be allowed to change the status of exam forms.
- (3) Please verify that exam forms of UFM released or detention released students are available on institute portal.
- (4) Please verify name, enrolment no, subject code, subject name and other details of student. If any mismatch or doubt found, then immediately inform to GTU at: be@gtu.edu.in
- (5) There is no need to collect the hard copy of exam form receipts from students. Students can keep exam form receipt for their reference.
- (6) No exam form will be approved/disapproved (reject) after the scheduled date for institutes is over. Take proper care for doing approval/disapproval.
- (7) Kindly refer Instruction Guidelines for more details:

https://www.student.gtu.ac.in/Sample/Examform_admin_guide.pdf

❖ Instruction for Students:

- (1) For filling the exam form and payment student has to login at <https://www.student.gtu.ac.in>
- (2) Kindly refer Instruction Guideline for more details:-
https://www.student.gtu.ac.in/Sample/Examform_student_guide.pdf
- (3) Student has to strictly follow the exam form schedule as mention in Table-A.
- (4) For any query regarding exam form contact your parent institutes only. Students/Guardian are instructed not to contact University in this regard.
- (5) If student find any mismatch in name, enrolment no, subject code, subject name and other details, they have to immediately contact their parent institute.
- (6) If due to technical problem, payment is deducted for more than one time for single exam form and if student has not received the refund within 30 working days then please mail us at: epay_query@gtu.edu.in



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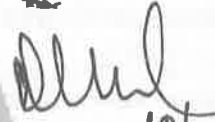
❖ Important Instructions:

- (1) Students are informed to fill exam form and should pay the required exam fees as per the schedule mentioned in Table-A. Exam forms will not be accepted after the schedule mentioned in Table-A gets over.

TABLE-A

Course	Sem	Exam Form Type	Date for Reject by Institute	Duration for filling the exam form and payment by student through student portal	Penalty(per student) Rs.
PDDC	7	Term Extension Regular Students	11-11-2021 & 12-11-2021	13-11-2021 to 21-11-2021	NIL
				22-11-2021 to 7 days before the commencement of respective semester examination	Rs.500/-




Registrar 10/11/21