Ref No: GTU/ Exam Form/BE/ 8687   Date: 20-11-2020

Instructions for filling the Exam Forms of Winter-2020 Examination
BE SEM-5 Regular Winter 2020

Reference:
1) Ref No:GTU/ExamCenter/Winter/2020/8606, dated:11/11/2020
2) Ref No: GTU/ Exam Form/BE/8647, dated:20/11/2020

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 all students on institute's portal will be shown as approved by **Default.**
(2) 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 Reject (disapprove) the exam form of the student. Institute can **Reject (Disapprove)** the exam forms from GTU admin panel, if any, as per Table-A with institute id and password. After completion of institute timeframe, 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 forms/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. Take proper care for approved/disapproved..
(7) Kindly refer Instruction Guideline 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 07 working days then please mail us at: *epay_query@gtu.edu.in*

Important Instruction:

(1) Students are informed to fill their 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.

(2) Students have to first fill their exam forms and pay the required exam fees.Once the exam fees will be received by the University, Students will have to compulsorily give choice for 3 exam centers from which they want to appear in Winter 2020 Theory Examination through their student portal. Allocation of the exam center to the student is subject to the student capacity of the exam center. Exam center will be allocated to the students based on first come first serve basis.

(3) Exam center choice will be taken only from the students who have successfully paid exam fees.

(4) Exam center choice once given by the students can't be changed.

(5) If students will not give their exam center choice, University will allocate exam center in their institute's district.

Revised Exam Form filling schedule. (TABLE-A)

Course	Sem	Exam Form Type	Duration for Rejection by Institute	Duration for filling the exam form and payment by student through student portal
BE	5	Regular	20-11-2020 to 23-11-2020	24-11-2020 to 26-11-2020

20/11/20

Registrar