GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજિકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/Exam Form/ME/W2021/ 6588   Date: 22 - 11 - 2021

Instructions for filling the Exam Forms of Winter-2021 Master of Engineering (ME) SEM-3 & 4 (Regular / Regular Term Extension Students)

To make examination system more reliable, transparent, accountable and to promote 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 portal and pay their fees through digital gateway.

❖ **Instruction for Institutes:**

1. Exam forms of regular students on institute's portal will be shown as approved by **Default.**

2. Institute needs to 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 schedule mentioned in 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: mecall@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 of institutes is over. Sufficient time is given to all colleges so take proper care during approval/disapproval.

❖ 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 mentioned in Table-A.
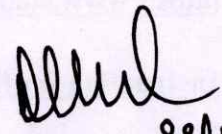
4. For any query regarding exam form contact your parent institutes only. So students/guardian are instructed not to contact University in this regard.

5. If student find any mismatch in name, enrolment no, subject code, subject name and other details, they have to immediately contact to their parent institute.

6. If due to technical problem, payment deducted for more than once for single form and 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.

Table - A

Course	Semester	Exam Form Type	Dates for Rejection by Institute	Duration for filling the exam form & exam fees payment by Student through student portal	Penalty(per student)(₹)
ME	3rd	Regular and Regular Term Extension	23-11-2021 to 25-11-2021	26-11-2021 to 16-12-2021	NIL
	4th			17-12-2021 to 07 days before the commencement of respective semester exam	₹ 500/-

Registrar ૨૧।૧૧।૨૧