



No: GTU/MBA/Term extExam Form/ W18/8014

Date: 26/Sep/2018

CIRCULAR

MBA SPECIAL TERM EXTENSION EXAM FORM FOR WINTER 2018 EXAMINATION

Sr no	Dates for downloading and filling Exam form for Student	Dates for Gunning of forms by institute	Lock & Challan Submission Date	With Penalty (In Rs.)
1	26-10-2018 to 03-11-2018	26-10-2018 to 03-11-2018	03-11-2018	Nil
2	13-11-2018 to 16-11-2018	13-11-2018 to 16-11-2018	16-11-2018	100/-
3	17-11-2018 to 26-11-2018	17-11-2018 to 26-11-2018	26-11-2018	500/-

- ❖ 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.

COMMON INSTRUCTIONS FOR EXAM FORM FILLING:

- ❖ All GTU Co-Ordinator's are requested to download the PDF file of exam forms of respective course from GTU Admin Panel with institute Admin Panel ID and Password.
- ❖ Print the exam forms in good quality paper and as per the format of GTU. So that the barcode can be readable.
- ❖ Please Verify UFM of the students as per the GTU Rules and as per the UFM Punishment. If student is not eligible for current exam, then do not GUN exam form of such Student(s).
- ❖ Please verify subject code of student, in case of any mismatch or doubt it is required to immediately inform to GTU on email Id (For MBA-mba@gtu.edu.in).
- ❖ After filling the exam forms, institute must **GUN the exam forms** using barcode reader as per the above time schedule.
- ❖ Once all the exam forms are gun as per the above phases, credit the respective exam fees with online SBI bank collect and Send the scan copy of Challan via E-Inward system only within the time schedule as declared above.

IMPORTANT NOTE:

- ❖ If any institute fails to upload exam fee bank Challan on time, Student(s) hall ticket will not be sent to such institute(s).
- ❖ No exam form(s) will be accepted after last date of exam form declared here with this circular (Including Penalty Phase(s)). Hence, colleges are instructed not to send such request via telephone / email or in person by sending institute's representative(s) / Student(s) / Guardian(s) to the University with such request(s).

**CONTROLLER OF
EXAMINATION**