



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)

No: GTU/Exam Form/PG/S19/MBA/

Date: 11/04/2019

Instructions for filling the Exam Forms of Summer-2019

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 filing with student's login id on GTU portal and pay their fees through digital gateway in PG programmes listed as per circular No: *GTU/Exam/S-19/2019/1729* dated 26/02/2019 (Link as per below:)

https://s3-ap-southeast-1.amazonaws.com/gtusitecirculares/uploads/ExamForm%20New_851036.pdf

EXAM FORM SUMMER-2019

Course	Sem	Exam Type	Dates for Institute	Dates for filling the exam form & payment by Student	Late Fees
MBA/ MBA PART TIME	1,2,3 and 5	Regular/ Remedial	11-04-2019 & 13-04-2019	14-04-2019 to 18-04-2019	₹ 0/-
				19-04-2019 and 20-04-2019	₹ 100/-
				22-04-2019 to 24-04-2019	₹ 200/-
MAM	1 to 5	Regular/ Remedial	11-04-2019 & 13-04-2019	14-04-2019 to 18-04-2019	₹ 0/-
				19-04-2019 and 20-04-2019	₹ 100/-
				22-04-2019 to 24-04-2019	₹ 200/-

INSTRUCTION:

Instruction for Institutes:

- (1) Exam forms of all the students on institute's portal are 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, if any, within time frame from GTU admin panel with institute id and password. After completion of institute timeframe, Institute will not be allowed to change the status of exam forms.
- (3) Institute needs to verify subject code of student, if any mismatch or doubt found then immediately inform to GTU at: mba@gtu.edu.in
- (4) There is no need to collect the hard copy of exam forms from students
- (5) No exam form will be approved/disapproved (reject) after the scheduled date of institutes. Enough time will be given to all colleges on admin portal so take proper care during approval/disapproval.
- (6) 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) All Students must strictly follow the exam form schedule as mention in the circular
- (4) For any query regarding exam form contact your institutes only. So hereby instructed to the students/guardian in this regard that they do not have come University with such request.
- (5) 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

Controller of examination(I/C)