

## **CHECK LIST for submitting of Diploma Engg. Exam forms at GTU**

- Pl. follows the steps as follows.
- Pl. downloads the Zip file of Exam forms from your E-mail ID registered with GTU
- Print the Exam forms in good quality paper and as per the format of GTU so that the BARCODE can be readable.
- Punch the Exam forms in such a way that the Barcodes are not damaged.
- You have to submit the Exam forms in a file as mentioned in summary sheet posted on the net.
- You have to submit the summary sheet with the Forwarding letter duly signed by the Head of the institute.
- After filling the exam forms each college will have to submit the exam forms at GTU as per the schedule available on the website.
  
- Last due day for submitting the Exam form at GTU is 4<sup>th</sup> Dec, 2010 with a penalty of Rs.250/day for each student's Exam forms. After due date exam form will not be accepted even with a penalty. Penalty days will be counted from the date of college' forms submission day at GTU.
- You have to pay fees through CHALLAN.
- D.D will not be accepted.
- pl. take note that those students whose names in the Exam forms are not as per the 10<sup>th</sup> or 12<sup>th</sup> Mark sheets or as per the affidavit that they have made then take the applications from the students with the evidence for the corrected name. i.e. 10<sup>th</sup> or 12<sup>th</sup> Mark sheet or an affidavit for correction of the Name. Institute will have to prepare the Excel file as available on the GTU website. Institute will have to inform the GTU if any Change in the name of the Branch or Institute.

**I/C Controller of Examination**