

# **Gujarat Technological University**

No:GTU/Exam form DE/winter2011/11981

Date:05/12/2011

## **Instructions for submitting Examination forms of Diploma**

1. Pl. download the PDF file of Exam Forms of DE from your Email ID (\*\*owner@gtu.edu.in) Indicates your institute code registered with GTU.
2. Print the Exam Forms in good quality paper and as per the format of GTU so that the BARCODE can be readable.
3. Punch the Exam forms in such a way that the Barcodes are not damaged.
4. You have to submit the summary sheet branch wise( No of students/name student/enrolment no/ fee/total fee)with the forwarding letter duly signed by the Head of the institute.
5. Please verify UFM of the students as per the GTU rules. If as per the UFM punishment, if student is not eligible for current exam then do not send exam form of such students to GTU.
6. Please verify subject code of student, if any mismatch or doubt found then immediately inform to GTU.
7. After filling the exam forms each college will have to submit the exam forms at GTU as per the schedule available on the website.
8. For the late Exam Form, a detailed circular dated 03/12//2010 will have to be strictly followed.
9. You have to pay fees through CHALLAN only.

I/C Controller of Examination

GTU, Ahmedabad