

# Gujarat Technological University

No:GTU/Exam form PG/winter2011/10660

Date:05/11/2011

Instructions for submitting Examination forms of PG at GTU, L.D.College of Engineering campus,  
Admission building, Ahmedabad

1. Pl. downloads the pdf file of Exam Forms of PG from your Email ID (mec /mph/ mba/ mca \*\*\*owner@gtu.edu.in) Indicates your institute code registered with GTU.
2. 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/subject code/fee/total fee)with the Forwarding letter duly signed by the Head of the institute.
5. Clearly mention Functional Area specialization (Sem -3) & Elective subject (Sem -3) for MBA students offered by you and Submit separate file in Excel format in soft & hard copy both.
6. Clearly mention Elective subjects (2 Subjects) for MCA Sem- 5 students offered by you and Submit separate file in Excel format in soft & hard copy both.
7. Clearly mention Elective subjects for ME Sem-3 students offered by you and Submit separate file in Excel format in soft & hard copy both.
8. 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 student to GTU.
9. Please verify subject code of student, if any mismatch or doubt found then immediately inform to GTU.
10. Please make different files for each branch & semester exam forms
11. After filling the exam forms each college will have to submit the exam forms at GTU as per the schedule available on the website.
12. After due date exam form will not be accepted even with a penalty.
13. You have to pay fees through CHALLAN only.
14. D.D will not be accepted.

I/C Controller of Examination  
GTU, Ahmedabad