

## **Check list for Enrolment forms submission-2011-12 for M.B.A/M.C.A at GTU.**

**All the Enrolment forms must be printed in the same format as given by GTU & not in any other format. Printed BARCODE must be readable and good quality papers must be used.**

1. List of Admitted students endorsed by ACPC.
2. Enrolment forms file must be Branch wise-Separate file for each branch with a list and forms are in Sequential order.
3. Enrolment forms (Blank form-handwritten) of the Management quota Students MQ/VACANT/NRI must be submitted in three Separate file in the same sequence of endorsed list of ACPC with the summary sheet in each file.
4. Enrolment fee of Students is: Rs.150/-.
5. Enrolment fee of NRI sponsored / Genuine NRI students: 150/- US \$ as on date of Enrolment with the letter of currency rate as on the date of enrolment from any centralized bank.
6. In Case of Genuine NRI Students - Equivalence Certificate obtained from Association of University - Delhi is required.
7. Student's photograph must be pasted on enrolment form in the appropriate box.
8. Student's signature must be in a signature box.
9. Signature of Principal with institute seal.
10. PI. brings Summary Sheet in Hard copy as well as soft Copy in CD of Institute which you have to submit at GTU. You have to submit all the Branch wise lists in Soft copies in CD.
11. Conditions of Acceptance of Blank Enrolment forms: Blank forms will be validated after complete scrutiny in one or two days. Fees will be refunded for those Enrolment forms which will not be acceptable after scrutiny.
12. If any college fails to submit the Enrolment forms on scheduled time, then they will have to come for the submission after getting the next submission date from the competent authority. of GTU Penalty will be imposed for the late submission of enrolment forms as per the decision taken by the GTU authority.
13. Schedule of submission of receiving Enrolment forms will be strictly followed by University; hence each college has to submit as per schedule posted on the GTU website.
14. Total Fees must be paid by single bank Challan and not with more than one bank Challan.

### **Instruction for filling Blank Enrolment form. (MQ/NRI/VACANT/Transfer)**

1. You have to fill up blank Enrolment form for those students who have admitted in MQ/NRI/Vacant seats.
2. All the following details must be written carefully as well as you have to submit soft copy In a single row for each student including following details.
  - i. GCET No, Rank, Name strictly as per H.S.C. mark sheet, Gender, Category, E-mail id, Ph no, Address, Date of Birth, Admission status. Inst. Name & code. All the details must be filled in the excel format given by GTU.
3. Transfer students have to submit the Blank enrolment form with the attached transfer letter of GTU.
4. Circular with respect to the first year students from different university, detained in the first year is attached with the annexure-I & II



# GUJARAT TECHNOLOGICAL UNIVERSITY

ACPC Building, L.D. College of Engineering Campus,  
Navrangpura, Ahmedabad 380015

Phone: 079-26300599-499

Fax: 079-2630 1500

Website: [www.gtu.ac.in](http://www.gtu.ac.in)

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## **Circular for Enrolment fees of first year students admitted through NRI Quota**

The enrolment form fee for the students admitted through NRI Quota is US\$150. (B.E/ B.Tech/ B.Pharm/Diploma Pharmacy/ Diploma Engg.) Institutes are required to collect these fees in Indian National rupees and submit this to the university along with other students. Currency rate certificate from nationalized bank is to be submitted for each individual student who has deposited the fee for the date on which student deposit such fees at the institute.

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I/C Registrar