

GUJARAT TECHNOLOGICAL UNIVERSITY

Ref No.GTU/ME/Exam Form/Winter2012/11366

Date: 01-12-2012

Instruction for filling up the exam forms of M.E.1st Sem.(Rem.), 2nd Sem. (Rem.), 3rd Sem.(Reg.) Winter Exam-2012

- 1) Please download the PDF file of Exam Forms of ME from your Email ID (me***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) Please verify UFM of the students as per the GTU rules. As per the UFM punishment, if student is not eligible for current exam, then do not send exam forms of students of GTU.
- 4) Institute has to verify whether the student is detained because of law attendance or backlogs. Forms of those students who are detained should not be sent to GTU. Institute will be solely responsible in case of detained students.
- 5) Please verify subject code of student, if any mismatch or doubt is found then immediately inform to GTU.
- 6) After filling the exam forms, institute has to GUN the exam forms using bar code reader within time schedule. (Gunning instruction uploaded on website on 4th & 5th Dec 2012)
- 7) Student wise exam forms are generated. Each exam form contains all subjects of all semester for which student has to appear in exam. Please send Elective detail in E-Inward and also post the hard copy data for electives along with the signature of principal & GTU Co-ordinator.
- 8) After gunning all the exam forms send single challan no. through E-Inward system using ME Inward only within the time schedule.
- 9) There is no need to send the hard copies of exam forms to GTU. Keep hard copies of exam forms till the declaration of rechecking/reassessment result of all M.E Winter - 2012 exams at institute.
- 10) DD will not be accepted.

EXAM	Last date for filling Exam form for student	Gunning Period	Challan Submission Period
ME	04 th Dec 2012	4th & 5th Dec 2012	06th Dec 2012

Sd/-

I/C Controller of Examination
GTU, Ahmedabad