

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/MCA/Exam Form/Winter2012/10644

Date: 07/11/2012

Instructions for filling up the exam forms for M.C.A. Winter Exam-2012 **(REVISED)**

Instructions for submitting Examination forms of **M.C.A.**

- (1) Please download the PDF file of Exam Forms of **M.C.A.** from your Email ID (mca***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. If as per the UFM punishment, if student is not eligible for current exam then do not send exam form of student to GTU.
- (4) Please verify subject code of student, if any mismatch or doubt found then immediately inform to GTU.
- (5) After filling the exam forms, institute have to **GUN** the exam forms using bar code reader within time schedule. Gunning instructions will be informed by IT department.
- (6) 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 along with the signature of Principal & GTU Co-ordinator.
- (7) After gunning all the exam forms send single challan with challan no. through E-Inward system using **M.C.A. Inward** only within the time schedule.
- (8) 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.C.A.** Winter-2012 exams at institute.
- (9) D.D will not be accepted.

EXAM	Last date for filling Exam form for Student	Gunning Period	Challan Submission Period
M.C.A.	9 th November 2012	8 th to 10 th November 2012	8 th to 10 th November 2012

I/C Controller of Examination
GTU, Ahmedabad