GUJARAT TECHNOLOGICAL UNIVERSITY

M.E. Enrollment cum Examination Form Sem-1

Instructions for form filling for new students admitted in year 2012-2013

1. Download the attachment containing pdf file of enrollment form from email sent by university, and print in good quality paper and should verify that Bar-Code printed on Top-Right Corner of the form is not damaged and is clearly readable. (Do not Tamper/Zoom or put any mark on Bar Code)

2. Before Form Gunning college should verify that,
   - Student has pasted his/her latest passport size photograph in appropriate box. **(PHOTO SHOULD NOT BE STAPLED/PINNED).**
   - Student has put his/her signature in the box below the photograph.
   - Student has put his/her signature at "Signature of the Candidate" column.

3. College principal should sign and stamp at,
   - On Students photograph to attest.
   - Three other place on form mentioned as "Principal's seal and signature"
   - It is must to put Principal's signature at required column along with institute stamp on every form.

4. College should gun forms of only those students which are endorsed by ACPC appropriate committee. Gunning link is available at "Admin Panel" page of GTU website.

5. Gunning should be done as per the schedule on GTU website, and college should print the Report of gunned students (Students List - Branch Wise).

6. Total Fees must be paid at Bank by Single System Generated Challan. **No manual Challan or Demand Draft will be accepted.**

7. For students who are admitted by colleges under MQ/ Vacant seats after ACPC endorsement, but enrollment form is not sent by University, college should,
   - Enter data of such student at the link provided on "Admin Panel" page of GTU website.
   - Take print of report of student data entered from GTU website and put college principal signature and institution stamp on the report.
   - Forms for above students will be generated only after college submit file of such student to the University.

8. College should submit the forms of students at University as per the schedule on the University website.

9. College should report to university along with the following files/Documents **(CheckList).**

- **File-1:** Containing following,
  - ƒ Forwarding letter from the college, duly signed by Institution head.
  - ƒ Print of Form Fee Summary (as per format sent by the University) **(also send excel file after filling data via email)**
  - ƒ Report generated from GTU website after gunning of students form.
  - ƒ Fee Challan.
  - ƒ 2 Copies of Student List endorsed by ACPC/Concerned Committee for all categories i.e. ACPC, MQ, MHRD, NRI, Sponsered Vacant seat students**. (also send scanned copy via email)**
  - ƒ Students whose form are not sent by the University, and data entered by college on university website, printed report of such students (attested by College principal) and ACPC/concerned committee Endorsed copy of such students.
  - ƒ In case of Genuine NRI students- Equivalence Certificate obtain from Association of University- Delhi.

- **File-2 (Separate for every branch of ME):** Containing following,
  - ƒ Report generated from GTU website after gunning of students form.
  - ƒ Enrollment form of students in serial of enrollment.
  - ƒ Separated file should be submitted for every branch and should be clearly superscribed with college code, college name, branch code and branch name.

- **File-3 (For students whose form not sent by university):**
  - ƒ Separate file should be submitted for ACPC/Sponsered/MQ/Vacant seat admission of such students
  - ƒ Report generated from GTU website after data entered for such students.
  - ƒ ACPC/concerned committee Endorsed copy of every such student. **(also send scanned copy via email)**

- **Before coming to University College have to Submit the following document via email on mecall@gtu.edu.in,**
  - ƒ Student List endorsed by ACPC/Concerned Committee for all categories i.e. ACPC, Sponsered, MQ, MHRD, NRI, Vacant seat students.
  - ƒ Excel file of Form Fee Summary after filling up data of student count in each category and Fee Amount details (as per format sent by the University).

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Circular

Subject: **Enrollment-Exam forms Submission ME -2012**

1. PDF files of M.E. Enrollment cum Examination Forms already sent to all affiliated colleges on their respective email id.
2. Colleges are hereby informed to download forms and go through circular on University website.
3. Colleges should bring files/Documents as per **Check-List** mentioned in Circular dated 08-Nov-2012 on the University website
4. Colleges are also informed strictly adhere to gunning schedule as mentioned below.

Sr.	Description	Date
1.	Date for students to fill the forms in respective Institute.	08-11-2012 to 10-11-2012
2.	Dates for colleges to Gun the enrollment forms (As per instructions uploaded on GTU website)	08-11-2012 to 20-11-2012
3.	Dates for colleges to submit fee challan at Bank	21-11-2012 to 22-11-2012
4.	Sending softcopy of excel file of form fee summary (as per circular), Bank Challan, endorsement copy of students from ACPC.	23-11-2012
5.	Dates for colleges to submit Files hard copy as per Check-List mentioned in circular dated 08-Nov-2012 on website. (It is compulsory to bring separate file for each branch of ME)	**ME - Coll. code 1-25:** 29-11-2012 **ME - Coll. code 51-106:** 29-11-2012 **ME - Coll. Code 26-50:** 30-11-2012 (detail schedule with reporting time will be uploaded on GTU website)

Sd/-
I/C Controller of Examinations

Copy to:-

1. PG Section for information and necessary action.
2. Account Officer for information and necessary action.
3. Principal/Head of Institutes of affiliated M.E. colleges/institutes for information and necessary action and to be displayed on institute notice board.
4. The Registrar for information.