

# GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/DE/Exam Form/SUMMER-2013/3067

Date: 22/04/2013

## INSTRUCTIONS FOR FILLING UP THE EXAM FORMS FOR DIPLOMA ENGINEERING SUMMER EXAM-2013

- (1) Please download the PDF file of Exam Forms of **DIPLOMA ENGINEERING** from your Email ID ([dec\\*\\*\\*owner@gtu.edu.in](mailto:dec***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 as well as detention of the students as per the GTU rules. If as per the UFM punishment or detention, 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 on course email Id ([diploma@gtu.edu.in](mailto:diploma@gtu.edu.in)) immediately.
- (5) After filling the exam forms, institute have to **GUN** the exam forms using bar code reader within time schedule.
- (6) Student wise exam forms are generated. Please select Elective subjects 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 download system generated exam fee challan and credit the same amount in bank. Send the scan copy of that challan via E-Inward system only within the time schedule.
- (8) If the college will fail to upload exam fee bank challan on time, Students hall ticket will not be sent to those institutes. DD will not be accepted.
- (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 **Diploma Engineering** Summer-2013 exams at institute.
- (10) No late exam forms (with or without penalty) will be accepted in any circumstances. Colleges are hereby instructed to inform students/guardian in this regard, so that they do not come to university with such request.

**Schedule:-**

| <b>For Semester – VI(Reg.&amp; Rem.) and VIII</b> |  |                                 |
|---|--|---------------------------------|
| <b>Sr No.</b>                                     | <b>Description</b>   | <b>Date</b>                     |
| <b>1</b>  | <b>Date for students to fill the forms in respective institute</b> | <b>23-04-2013 to 26-04-2013</b> |
| <b>2</b>  | <b>Dates for colleges to Gun the exam forms</b>                    | <b>26-04-2013 to 29-04-2013</b> |
| <b>3</b>  | <b>Dates for colleges of fees payments challan to GTU</b>          | <b>01-05-2013</b>               |
| <b>For Semester – IV</b>                          |  |                                 |
| <b>Sr No.</b>                                     | <b>Description</b>   | <b>Date</b>                     |
| <b>1</b>  | <b>Date for students to fill the forms in respective institute</b> | <b>26-04-2013 to 29-04-2013</b> |
| <b>2</b>  | <b>Dates for colleges to Gun the exam forms</b>                    | <b>30-04-2013 to 01-05-2013</b> |
| <b>3</b>  | <b>Dates for colleges of fees payments challan to GTU</b>          | <b>03-05-2013</b>               |

**I/C Controller of Examination  
GTU, Ahmedabad**

**Copy to:**

- Diploma Section for information and necessary action
- Account officer for information and necessary action.
- Principal/Head of institute of diploma engineering colleges/institutes for information and necessary action and to be displayed on institute notice board.