

# GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/PG/Exam Form/SUMMER-2013/

Date: 19/04/2013

## Instructions for filling up the exam forms for M.B.A./M.C.A./M.PHARM/M.E. SUMMER Exam-2013

(1) Please download the PDF file of Exam Forms of *M.B.A./M.C.A./M.PHARM/M.E.* from your Email ID (mba/mca/me/mph\*\*\*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 respective course email Id( MBA&MCA – [pg@gtu.edu.in](mailto:pg@gtu.edu.in), Mpharm – [mphcall@gtu.edu.in](mailto:mphcall@gtu.edu.in), ME – [mecall@gtu.edu.in](mailto:mecall@gtu.edu.in) ).

(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. Each exam form contains all subjects of all semester for which student has to appear in exam. 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 as below,

EXAM	Dates for filling Exam form for Student	Gunning & Fee submission Date for college	Challan Submission Date
M.B.A./M.C.A./ M.PHARM/M.E. (All Semesters)	20 <sup>th</sup> , 22 <sup>nd</sup> and 24 <sup>th</sup> April 2013	25 <sup>th</sup> April 2013	26 <sup>th</sup> April 2013

(8) If the college will fail to upload exam fee bank challan on time, Students hall ticket will not be sent to those institutes.

(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.B.A. / M.C.A. / M.PHARM/ M.E.* Summer-2013 exams at institute.

(10) No late exam forms (with or without penalty) will be accepted in any circumstances.

I/C Controller of Examination  
GTU, Ahmedabad

Registrar  
GTU, Ahmedabad