

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/MBA/Exam Form/WINTER-2013/7808

Date: 19/08/2013

Instructions for filling up the exam forms for M.B.A. SEM – 4 & 6 WINTER Exam-2013(SEPTEMBER)

(1) Please download the PDF file of Exam Forms of **M.B.A sem 4 & 6** from your Email ID (mba***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-pg@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.

(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 downloading and filling Exam form for Student	Last date of verify and lock	Challan Submission Date
M.B.A	19 th to 29 th August 2013	30 and 31 August 2013	2 nd and 3 rd September 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. sem - 4 & 6** WINTER 2013 Exam to be conducted from September 2013

(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**