GUJARAT TECHNOLOGICAL UNIVERSITY

Date: - 24/07/2013

Instructions for form filling for new students admitted in year 2013(Under C to D Programme)

1. Download the attachment containing pdf file of Enrollment form from mail ID, 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 ACPDC 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. College should submit the forms of students at University as per the schedule on the University website.

8. College should report to university along with the following files/Documents (Checklist).

• **File-1: Containing following,**

1. Forwarding letter from the college, duly signed by Institution head.
2. Print of Form Fee Summary
3. Report generated from GTU website after gunning of students form.
4. Fee Challan.
5. 2 Copies of Student List endorsed by ACPDC/Concerned Committee for all categories i.e. ACPDC/, MQ, MHRD, NRI,J&K,PIO,Vacant seat students. (also send scanned copy via email)

- **File-2:- Containing following,**

  1. Report generated from GTU website after gunning of students form.
  2. Enrollment form of students in serial of enrollment.

No.: GTU/DE/Form Gunning/

CIRCULAR

Subject: Enrollment forms Submission Diploma Engg. – 2013 (C to D)

1. PDF files of Diploma Engineering - Enrollment Forms already send to your mail 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 24-07-2013 on the University website
4. Colleges are also informed strictly adhere to gunning schedule as mentioned below.

Sr No.	Description	Date
1	Date for students to fill the forms in respective Institute	25-07-2013 to 29-07-2013
2	Dates for colleges to Gun the enrollment forms (As per instruction uploaded on GTU website)	30-07-2013
3	Filling of bank challan	31-7-2013
4	Dates for colleges to submit Files hard copy as per Check-List mentioned in circular dated 24-07-2013 on website.	All Colleges 01-08-2013 to 03-08-2013

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Controller of Examinations