

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/Diploma/Exam Form/WINTER-2013/9986

Date: 21/11/2013

Instructions for filling up the exam forms for Diploma Engineering WINTER Exam-2013

- (1) Please download the PDF file of Exam Forms of **Diploma Engineering** semester **1 Regular** from admin panel.
- (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 diploma@gtu.edu.in
- (5) After filling the exam forms, institute have to **GUN** the exam forms using bar code reader within time schedule.
- (6) Once you gun the exam form, follow instruction given in admin panel to credit exam fees. Schedule will be as follows

EXAM	Dates for downloading and filling Exam form for Student	Gunning of forms by institute	Challan Submission Date
Diploma Engineering	21 st to 26 th November, 2013	21 st - 28 th November, 2013	29 th November, 2013

Late Exam form with Rs. 100/- late fees

EXAM	Dates for filling late Exam form for Student with Rs. 100/- panalty	Gunning of forms by institute	Challan Submission Date
Diploma Engineering	29 th – 30 th November, 2013	29 th November - 2 nd December, 2013	3 rd December, 2013

- (7) If the colleges fail to credit exam fee in time, Students hall ticket will not be sent to those institutes.
- (8) There is no need to send the hard copies of exam forms to GTU .
- (9) Last date to accept exam form with late fees of Rs. 100/- per form is from 30th November, 2013 and these late forms can be gunned on 2nd December, 2013.

I/C Controller of Examination