

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/MCA/Exam Form/WINTER-2013/

Date: 25/11/2013

Instructions for filling up the exam forms for MCA (INTEGRATED) WINTER Exam-2013

- (1) Please download the PDF file of Exam Forms of **MCA (INTEGRATED) Sem - I** from your Email ID (mca***owner@gtu.edu.in) (***) indicates your institute code) registered with GTU.
- (2) Single exam form per student is generated.
- (3) Print the Exam forms in good quality paper and as per the format of GTU so that the BARCODE can be readable.
- (4) 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.
- (5) Please verify subject code of student, if any mismatch or doubt found then immediately inform to GTU on respective course email Id (MCA–pg@gtu.edu.in).
- (6) After filling the exam forms, institute have to **GUN** the exam forms using bar code reader within time schedule.
- (7) Once you gun the exam form, follow instruction given in admin panel to credit exam fees (link to fill the fees on admin panel is http://di.gtuexams.in/files/Payment_HelpFile.htm, 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
MCA (INTEGRATED)	26 th to 27 th November 2013	28 th to 29 th November 2013	30 th November 2013

- (7) If the colleges fail to upload exam fee bank challan 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) No exam forms will be accepted after last date of exam form filling with late fees.

I/C Controller of Examination

GTU, Ahmedabad