

# GUJARAT TECHNOLOGICAL UNIVERSITY

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

Date: 11/10/2013

## 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** from your GTU Email ID.
- (2) Exam form for Regular semester 3, 5 & 7 and Combined Remedial exam is generated separately.
- (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 diploma@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, 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	Gunning of forms by institute	Challan Submission Date
Diploma Engineering	14 <sup>th</sup> to 19 <sup>th</sup> October, 2013	21-22 October, 2013	23 <sup>rd</sup> October, 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	24 <sup>th</sup> – 28 <sup>th</sup> October, 2013	29 <sup>th</sup> October, 2013	30 <sup>th</sup> October, 2013

- (8) If the colleges fail to upload exam fee bank challan in 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 .
- (10) No exam forms will be accepted after last date of exam form filling with late fees.
- (11) Last date to accept exam form with late fees of Rs. 100/- per form is from 28<sup>th</sup> October, 2013 and these late forms can be gunned on 29<sup>th</sup> October, 2013.

I/C Controller of Examination