

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/MBA/Exam Form/WINTER-2013/9226

Date: 11/10/2013

Instructions for filling up the exam forms for MBA WINTER Exam-2013

- (1) Please download the PDF file of Exam Forms of **MBA** from your Email ID (mba***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. Also make sure that, the generated exam forms contain the form of UFM or detention released students. If any
- (5) Please verify subject code of student, if any mismatch or doubt found then immediately inform to GTU on respective course email Id (pg@gtu.edu.in).
- (6) After filling the exam forms, institute have to **GUN** the exam forms using barcode 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 | Last date of verify and lock | Challan Submission Date |
|------|---|---|-------------------------------|
| MBA | 11 th to 18 th October 2013 | 19 th to 21 th October 2013 | 22 th 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. So colleges are instructed not to send Student/Guardian to the University with such a request.
- (11) Last date to accept exam form with late fees of Rs. 100/- per form is from 21th October 2013 to 23st October 2013.

I/C Controller of Examination

GTU, Ahmedabad