

# GUJARAT TECHNOLOGICAL UNIVERSITY

---

No.: GTU/Exam/E-Assessment/AB Viewing/8576

Date: 17-09-2013

## Circular

**Subject: Gunning procedure for Answer book viewing facility only in case of courses where E-Assessment is done in Summer-2013 exams.**

All the institute heads are informed that the University has started answer book viewing facility for the below mentioned courses on payment basis where E-Assessment is carried out by the University.

BE 7 and 8 Sem(Theory Only) and All PG ( Theory Only) [ Assessment is done through E-Assessment]

This facility is opened only after the student has applied for recheck/reassess. The student is instructed to fill online form and submit such form at his/her respective institute by **30-09-2013**.

The institute is informed to accept his/her form and gun the form using admin panel only. The process of gunning and submission of challan is similar as for reassess and recheck. The last date of gunning and submission of challan is **05-10-2013**

### **Please note the following :-**

- 1) The facility is similar as for the reassessment/recheck facility.
- 2) Login into your institute admin panel with your login credentials
- 3) Click on "Gun Entry" under "Re-Check /Assess" menu and select the exam where answer sheet viewing forms to be gunned.
- 4) Select answersheet viewing radio button and gun the application forms
- 5) Verify subject , amount and click on submit button after approval.
- 6) Click on "Report" under "Re-Check/Assess" menu and take printout of the report and challan.
- 7) Click on "Lock Data" under "Re-Check /Assess" menu and verify challan no. and amount then click on submit.
- 8) Help document with screen shot is attached with this Circular.

Sd/-

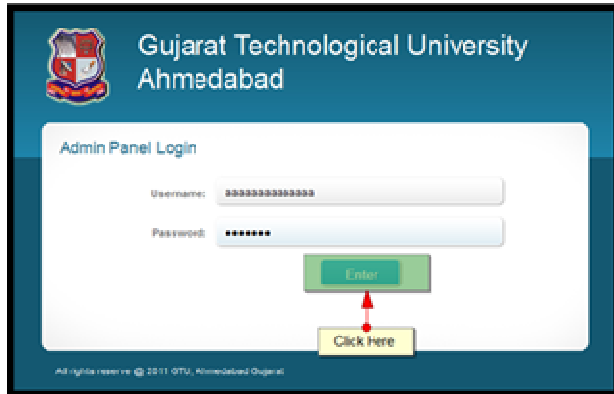
**I/C Controller of Examinations**

### **Copy to:-**

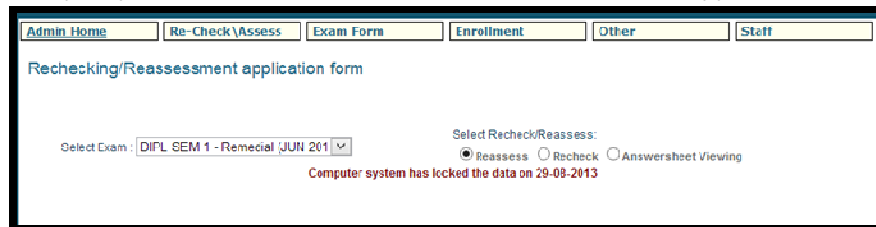
1. All Section Officers/CAO/AO/DR/AR/Programmers for information and necessary action.
2. Principal/Head of all the institutes affiliated with GTU for information and necessary action and request to be displayed the circular on institute notice board.
3. PA to Registrar for information
4. PA/PS to the Hon'ble VC for information

## How to use Answer sheet viewing application:

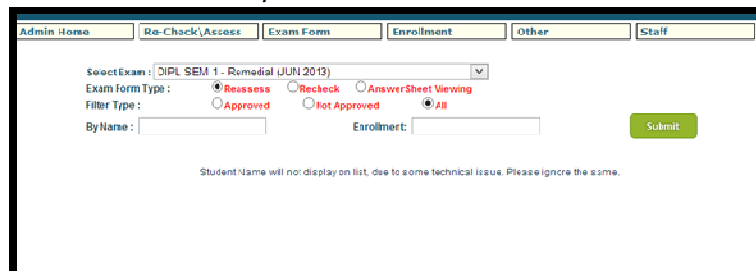
1. Browse URL (<http://www.gtuexams.in>).
2. Enter your college Username & password (**the credential are same as e-inward application.**)




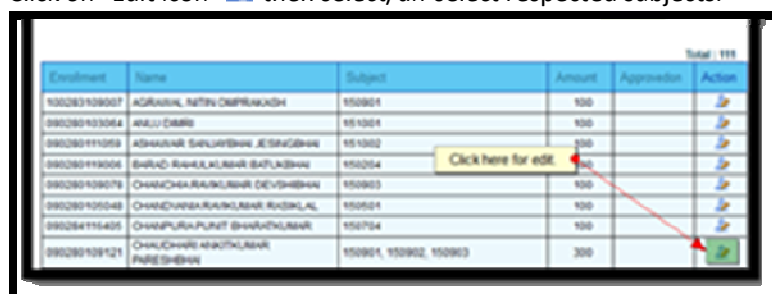
4. For AnsSheet Viewing Form entry:
  - a. Click on "Gun Entry" under "Re-Check Re-Assess" menu.
  - b. Select Exam, choose radio button of type then gun/enter enrollment no. on appeared text-box. Click on "Submit" button
  - c. Verify subjects and amount and click on "Submit" button for approve the form.











5. Check report of data :
  - a. Click on "Report" under "Re-Check Re-Assess" menu.
  - b. Select Exam, choose appropriate radio button and Click on "Submit" button for related result.
  - c. You can find student by student name or enrollment no.



6. Edit/Update subjects :
  - a. Click on "Report" under "Re-Check Re-Assess" menu.
  - b. Find student for Edit/Update subjects.
  - c. Click on "Edit icon"  then select/un-select respected subjects.



Enrollment	Name	Subject	Amount	Approver	Action
15028109007	AGARWAL, NITIN CHAKRAVARTI	150901	100		
15028109004	ANKU DABU	151301	100		
15028111053	ADHAKAR, SHEKHAR JESUNGBHAI	151302	100		
15028111005	SHARAD, RAHUL KUNWAR BAPUNDRU	150204	100		
15028109079	CHANDHAR, RAJKUNWAR DEVSHANKAR	150903	100		
15028109048	CHANDHAR, RAJKUNWAR RAJKUNWAR	150904	100		
15028111045	CHANDHAR, PUNAM SHUKUNWAR	150704	100		
15028109121	CHANDHAR, RAJKUNWAR ANANDHAR	150901, 150902, 150903	300		

- d. Generate new form if required.

Name: CHAUDHARI ANKITHUMAR PARESHKHWI  
Enrollment No. 09028109121  
Exam Seat No. E113601

Check/Un-Check Subjects

SUBJECT CODE	SUBJECT NAME	GRADE	SUBJECT
150001	Management - 2	CB	<input type="checkbox"/>
150001	Electrical Machine - 2	FF	<input checked="" type="checkbox"/>
150902	Power System Analysis and Simulation	FF	<input checked="" type="checkbox"/>
150903	Power Electronics - I	FF	<input checked="" type="checkbox"/>
150904	Elements of Electrical Design	CC	<input type="checkbox"/>
150905	Switchgear	CC	<input type="checkbox"/>
151704	Industrial Control Systems(Institute Elective-2)	CC	<input type="checkbox"/>

Total amount : 300

Save and Generate Form Click here to save data.

7. Print Report :

- a. Click on "Report" under "Re-Check Re-Assess" menu.
- b. Select criteria and search students.
- c. Click on "Print Report" link .

Admin Home | Re-Check/Assess | Exam Form | Enrollment | Other | Staff

Select Exam: BE SEM 8 - Regular MAY 2013

Exam Form Type:  Reassess  Recheck  Answer Sheet Viewing

Filter Type:  Approved  Not Approved  All

By Name:  Enrollment:  Submit

Student Name will not display on list, due to some technical issue. Please ignore the same. Total: 47 | Print Report | Print Challan

Enrollment	Name	Subject	Amount	Approval	Action
08028106C28		189801	240	00 Jul 2013	
08028109202		189808	240	00 Jul 2013	

8. Create Challan :

- a. Click on "Report" under "Re-Check Re-Assess" menu.
- b. Select criteria and search students.
- c. Click on "Print Challan" link .

Admin Home | Re-Check/Assess | Exam Form | Enrollment | Other | Staff

Select Exam: BE SEM 8 - Regular MAY 2013

Exam Form Type:  Reassess  Recheck  Answer Sheet Viewing

Filter Type:  Approved  Not Approved  All

By Name:  Enrollment:  Submit

Student Name will not display on list, due to some technical issue. Please ignore the same. Total: 47 | Print Report | Print Challan

Enrollment	Name	Subject	Amount	Approval	Action
08028106C28		189801	240	00 Jul 2013	
08028109202		189808	240	00 Jul 2013	

9. Lock Data :

- a. Click on "Lock Data" under "Re-Check Re-Assess" menu.
- b. Select criteria and hit on "Submit" button.

Admin Home | Re-Check/Assess | Exam Form | Enrollment | Other | Staff

Lock Rechecking/Reassessment

Note:

- Institute cannot update any re-checked/re-assessment entry after lock.
- Challan should be generated after all students data entry.
- Once institute lock the data, no additional data accepted.

Select Exam: BE Arch. SEM 1 - Remedial (JUN)

Select Recheck/Reassess:  Reassess  Recheck  Answer Sheet Viewing

Submit

- c. Verify display data, enter challan journal no. & date then click on "Lock Data" button.

Admin Home | Re-Check/Assess | Exam Form | Enrollment | Other | Staff

### Lock Rechecking/Reassessment

Note:

1. Institute can not update any re-check/re-assessment entry after lock.
2. Challan should be generated after all students data entry.
3. Once institute lock the data, no additional data accepted.

Send Exam: BE SEM 3 - Regular (MAY 2013) | M

Select Recheck/Reassess:  Re-assess  Re-check  AnswerSheet Viewing

Submit

Exam: BE SEM 3 - Regular (MAY 2013)  
Type: Re-assess  
Institute: 028 - L. S. COLLEGE OF ENGINEERING, AMBODABAD  
Amount: 13250

Data Already Locked, Challan No. 010075012, Date: 10 Jul 2013

10. Other instructions :

- Institute have to do all procedure (Submit all forms data, Create Challan & Lock data) within given limit in result page/ dashboard.
- Institute need to upload Challan scan copy on e-inward application.
- Institute have to lock their data within given limits, no update/addition allow after lock institute data.
- If institute create DD/Cheque against re-check amount. Then they have to come in GTU Personally and do needful procedure.
- in case institute creates two Challan against same exam AnsSheet Viewing then they have to send information of both Challan to section email id.
- for any query regarding AnsSheet Viewing application please mail us on respected section email id.
- You can check the start and end date of re-check on [result](#) page under result title.
- Please use separate Challan for regular/remedial exam, AnsSheet Viewing type.
- **Use Only Computer Generated Challan**