

# GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/Diploma/Exam Form/Summer2014/2856

Date: 10/04/2014

## Instructions for filling up the exam forms for Diploma Engineering Summer Exam-2014

- (1) Please download the PDF file of Exam Forms of **Diploma Engineering** semester 2 (Regular) and **Diploma Pharmacy** semester 1 & 2 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, credit exam fees by SBI payment gateway to GTU. 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 & Diploma Pharmacy	10 – 16 April, 2014	11 – 17 April, 2014	19 April, 2014

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 & Diploma Pharmacy	21 - 22 April, 2014	23 April, 2014	24 April, 2014

- (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 22<sup>nd</sup> April, 2014 and these late forms can be gunned on 23<sup>rd</sup> April, 2014.

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I/C Controller of Examination