

GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/MTM/Exam Form/Summer-2014/2991

Date: 16/04/2014

Instructions for filling up the exam forms for MTM SEM-2 & SEM-4(Regular) SUMMER Exam-2014

- (1) Please download the PDF file of Exam Forms of **MTM** from GTU admin panel with your college id and password.
- (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. 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.
- (4) Please verify subject code of student, if any mismatch or doubt found then immediately inform to GTU on respective course email Id (intcourse@gtu.edu.in).
- (5) After filling the exam forms, institute has to GUN **the exam** forms using barcode reader within the below time schedule.
- (6) Once you gun the exam form, credit the exam fees amount with online SBI bank collect. Send the scan copy of challan via E-Inward system only within the below time schedule.

EXAM	Dates for downloading and filling Exam form for Student	Last date of verify and lock	Challan Submission Date
MTM Sem-2 & Sem - 4	16 th to 19 th April ,2014	21 st & 22 nd April, 2014	23 rd & 24 th April ,2014

- (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. So colleges are instructed not to send Student/Guardian to the University with such a request.
- (10) Last date to accept exam form with late fees of Rs. 100/- per form is from 23rd April, 2014 to 25th April, 2014.

Section Head (MTM)

System Analyst

AR - Exam

DR -Exam & I/C COE

I/C Registrar