GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No.: GTU/Exam/E-Assessment/AB Viewing/3418 Date: 09th May 2014

Circular

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

All the institute heads are informed that the University has started answer book viewing facility for the below mentioned courses where E-Assessment is carried out by the University. Students have to pay Rs. 400/- per answer book of the viewing of the answer books .

B.E Semester 1 (New Course University Theory Exams) BE Semester 7 & 8 (University Theory Exams) and All PG (University Theory Exams) [Assessment is done through E-Assessment]

The students are instructed to fill online form and submit such form at his/her respective institute by **15-05-2014**.

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 **16-05-2014**

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 answer sheet 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.

I/C Registrar

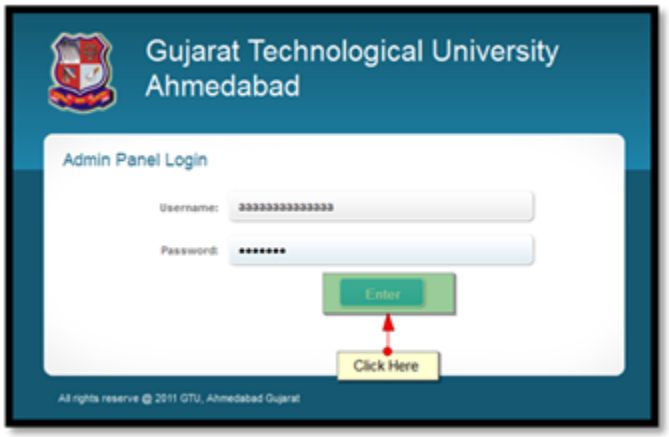
Copy to:-

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

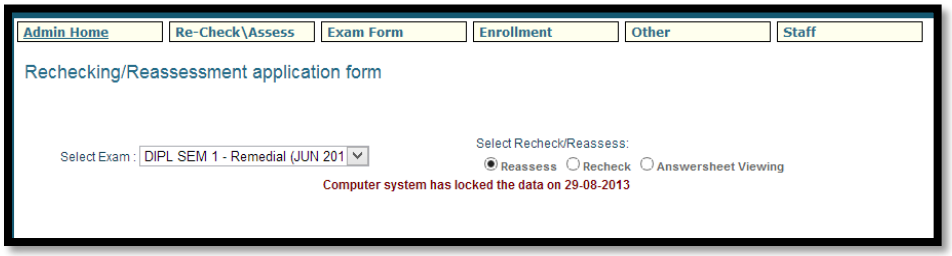
How to use Answer sheet viewing application:

1. Browse URL (http://www.gtuexams.in).

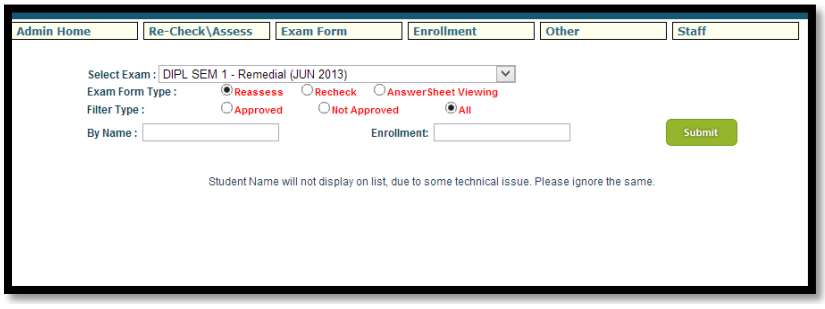
2. Enter your college Username & password (**the credential are same as e-inward application.**)



4. For Answer Sheet 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 enrolment no. on appeared text-box. Click on "Submit" button
   c. Verify subjects and amount and click on "Submit" button for approve the form.



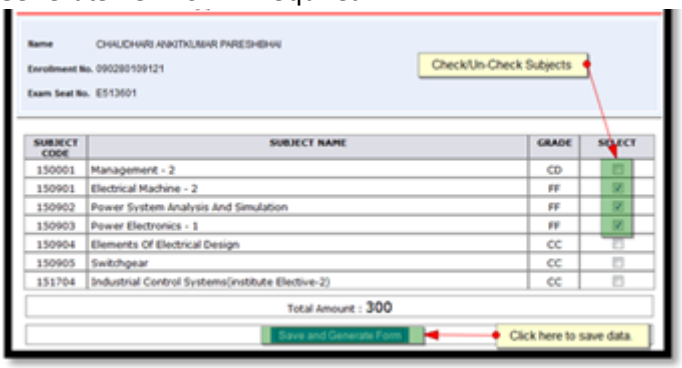
5. Check report of data :
   a. Click on "Report" under "Re-Check Re-Assess" menu.
   b. Select Exam, choose appropriate radio button and Click on "Submit" button for related result.
   c. You can find student by student name or enrolment no.



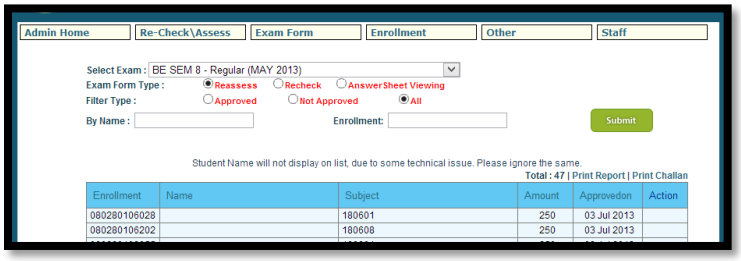
6. Edit/Update subjects :
   a. Click on "Report" under "Re-Check Re-Assess" menu.
   b. Find student for Edit/Update subjects.

c. Click on "Edit icon" then select/un-select respected subjects.

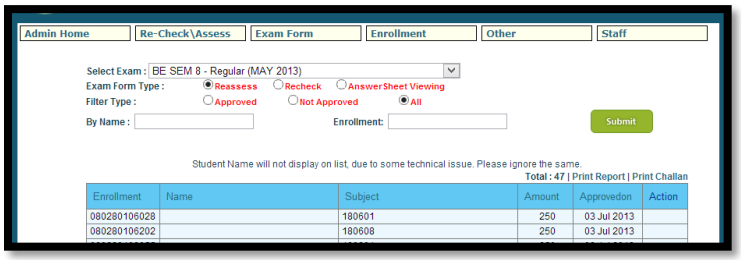
d. Generate new form if required.



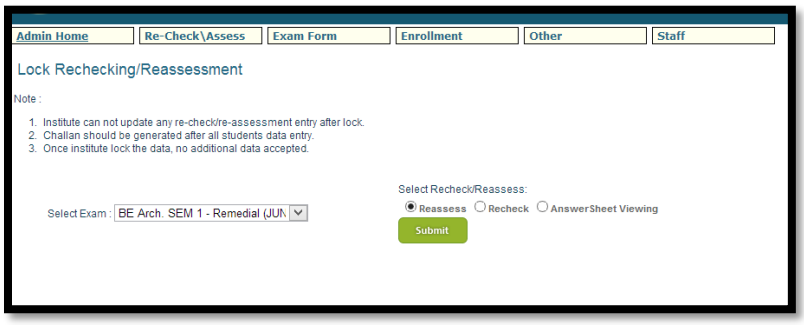
7. Print Report :
   a. Click on "Report" under "Re-Check Re-Assess" menu.
   b. Select criteria and search students.
   c. Click on "Print Report" link .



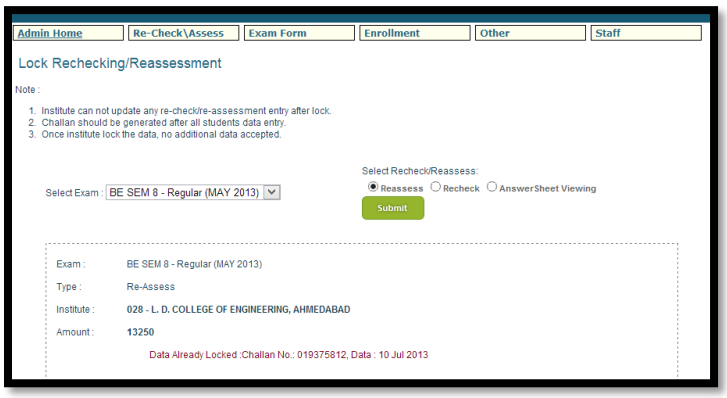
8. Create Challan :
   a. Click on "Report" under "Re-Check Re-Assess" menu.
   b. Select criteria and search students.
   c. Click on "Print Challan" link .



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



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



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 Answer Sheet Viewing then they have to send information of both Challan to section email id.
- for any query regarding Anwer Sheet 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, Answer Sheet Viewing type.
- **Use Only Computer Generated Challan**