



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.

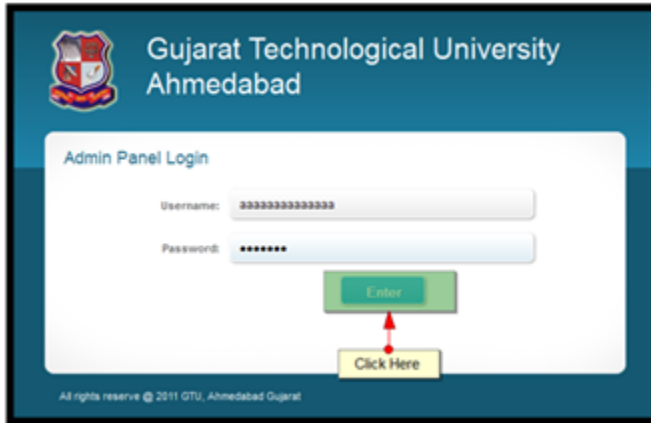
I/C Registrar

Copy to:-

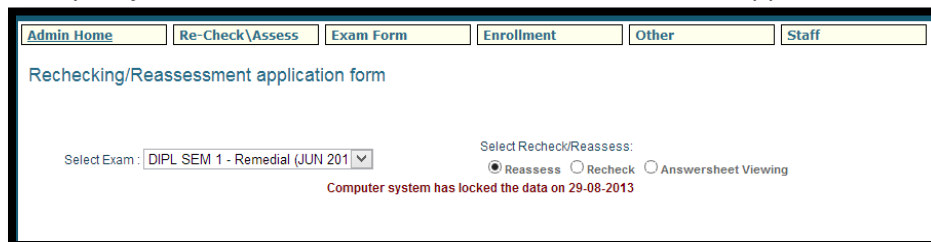
1. All Section Officers/CAO/AO/DR/AR/Programmers for information and necessary action.
2. Principal/Head of all the institutes affiliated with GTU for information and necessary action and request to be displayed the circular on institute notice board.
3. PA to Registrar for information
4. PA/PS to the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

How to use Answer sheet viewing application:

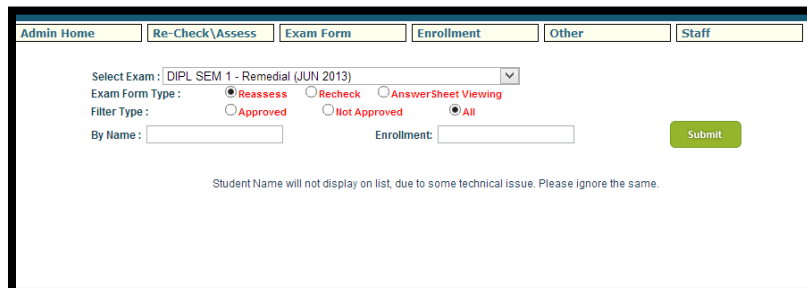
1. Browse URL (<http://www.gtuexams.in>).
2. Enter your college Username & password (**the credential are same as e-inward application.**)




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.



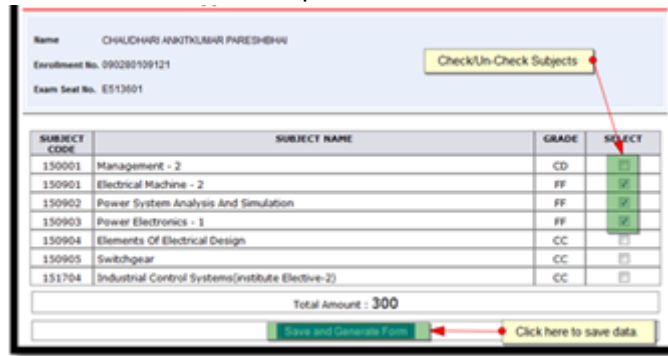
6. Edit/Update subjects :
 - a. Click on "Report" under "Re-Check Re-Assess" menu.
 - b. Find student for Edit/Update subjects.

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



Enrollment	Name	Subject	Amount	Approved	Action
10008103901	AGRAHAR, NETAJI CHITRAKASHI	10001	100		
09028010204	AFALI DABU	101001	100		
09028011059	ADHAKAR SHYAMSHRI JESHIKASHI	101002	100		
09028011908	BHARDI RAJULAKSHMI BAFULKASHI	100204	100		
09028010979	CHAKHARAKASHI DEVSHIKASHI	100903	100		
09028010948	CHAKHARAKASHI BASALJI	100901	100		
09028011540	CHAKHARAKASHI BHARUKASHI	100704	100		
090280109121	CHAKHARAKASHI PARESHKASHI	100901, 100902, 100903	300		

- d. Generate new form if required.



Name: CHAKHARAKASHI PARESHKASHI
Enrollment No: 090280109121
Exam Seat No: E513601

[Check/Un-Check Subjects](#)

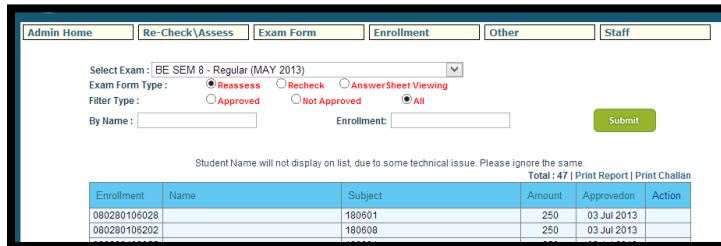
SUBJECT CODE	SUBJECT NAME	GRADE	SELECT
150001	Management - 2	CD	<input type="checkbox"/>
150901	Electrical Machine - 2	FF	<input type="checkbox"/>
150902	Power System Analysis And Simulation	FF	<input type="checkbox"/>
150903	Power Electronics - 1	FF	<input type="checkbox"/>
150904	Elements Of Electrical 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 :

- Click on "Report" under "Re-Check Re-Assess" menu.
- Select criteria and search students.
- 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](#)

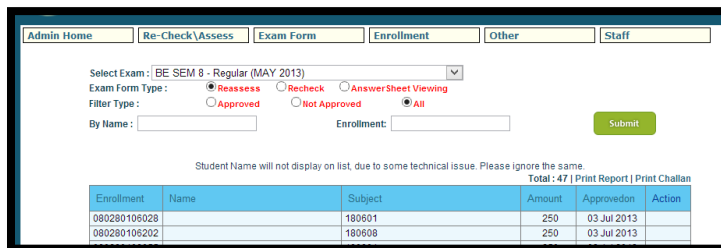
Student Name will not display on list, due to some technical issue. Please ignore the same.

Total: 47 | [Print Report](#) | [Print Challan](#)

Enrollment	Name	Subject	Amount	Approvedon	Action
080280106028		180601	250	03 Jul 2013	
080280106202		180608	250	03 Jul 2013	

8. Create Challan :

- Click on "Report" under "Re-Check Re-Assess" menu.
- Select criteria and search students.
- 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	Approvedon	Action
080280106028		180601	250	03 Jul 2013	
080280106202		180608	250	03 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 :

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.

Select Exam :

Select Recheck/Reassess: Reassess Recheck AnswerSheet Viewing

- 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.

Select Exam :

Select Recheck/Reassess: Reassess Recheck AnswerSheet Viewing

Exam : BE SEM 8 - Regular (MAY 2013)
Type : Re-Assess
Institute : 028 - L. D. COLLEGE OF ENGINEERING, AHMEDABAD
Amount : 13250

Data Already Locked: Challan No.: 019375812, Data : 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 Answer Sheet Viewing then they have to send information of both Challan to section email id.
- for any query regarding Answer 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**