No: GTU/BE/Exam-Form-S15/3929   Date: 04/04/2015

Instructions to fill up the Regular exam forms for Summer-2015 exam

(1) Please downloads the PDF file of Exam Forms 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 and detention of the students as per the GTU rules. If because of UFM punishment or detention, 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 at email Id (be@gtu.edu.in).

(5) After filling the exam forms, institute have to GUN the exam forms using barcode reader within time schedule.

(6) Once you gun all exam forms, credit the exam fees amount with online SBI bank collection and send the scan copy of challan via E-Inward system only within the time schedule given below.

EXAM	SEMESTER	Exam form filling for students & Gunning for institute	Institute Last date for Verification and Lock	Challan Submission
BE	4 (Regular)	4/4/15 to 11/4/15	13/4/15	14/4/15

Most Important for Colleges

NO exam form will be accepted after the scheduled date of accepting exam forms. Colleges are hereby informed that there is no provision for Late Form/Blank Form/Penalty Fee. Colleges are hereby instructed to inform students/guardian well in advance in this regard, so that students/guardians not come to university with such requests.

(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. Keep hard copies of exam forms at institute till the declaration of rechecking result.

Sd/-
Controller of Examination