GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/ Exam Form/M.E/ Summer-2015/ 3576   Date: 19/03/2015

Instructions for filling up the exam forms of ME Summer-2015 exam for 4 (Regular Students only)

(1) Please downloads the PDF file of Exam Forms of **M.E** 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. 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. 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 (mecall@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 the exam form, 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 as below.

EXAM	Dates for downloading and filling Exam form for Student	Last date of verify and lock	Challan Submission Date
M.E Sem 4(Regular)	20th to 25th March ,2015	26th March, 2015	27th March ,2015

(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 till the declaration of rechecking result of all M.E Summer 2014 exam at institute.

(9) 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 in this regard, so that they do not come to university with such request**.**

(10) D.D. will not be accepted.

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I/c Controller of Examinations
GTU,Ahmedabad