

# GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/MBA /Exam Form/sum'15/3732

Date: 25/03/2015

## Instructions for filling up the exam forms for MBA Sem-2 (Regular) Summer Exam-2015

- Please download the PDF file of exam forms of MBA from GTU Admin Panel with your institute Admin Panel ID and Password.
- Print the exam forms in good quality paper and as per the format of GTU. So that the barcode can be readable.
- Please Verify UFM of the students as per the GTU Rules. If As per the UFM Punishment, 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 released student if any.
- Please verify subject code of student, if any mismatch or doubt found then immediately inform to GTU on respective course email Id ([mba@gtu.edu.in](mailto:mba@gtu.edu.in)).
- After filling the exam forms, institute have to GUN **the exam** forms using barcode reader within time schedule.
- Once you gun the exam form, credit the exam fees amount with online SBI bank collect 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
MBA SEM:2 Regular	27 <sup>th</sup> to 30 <sup>th</sup> march 2015	1 <sup>st</sup> April 2015	4 <sup>th</sup> April 2015

- If the colleges fail to upload exam fee bank Challan in time, Students hall ticket will not be sent to those institutes.
- There is no need to send the hard copies of exam forms to GTU.
- No exam forms will be accepted after last date of exam form filling with late fees. So colleges are instructed not to send Student/Guardian to the University with such a request.

**I/C Controller of Examination**