GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજિકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/Exam Form/DE/S2020/ 8648   Date: 12-11-2020

INSTRUCTIONS FOR FILLING THE EXAM FORMS OF WINTER-2020 EXAMINATION

Reference:
   1) Ref No:GTU/ExamCenter/Winter/2020/8606 dated:11/11/2020

To make examination system more reliable, transparent, accountable and to promote the digitalization in the system, Gujarat Technological University (GTU) has taken a step forward through online exam form filling with student's login id on GTU portal and pay their fees through digital gateway.

DIPLOMA ENGINEERING SEM-4 TO 8 (REGULAR/ REMEDIAL)

DIPLOMA VOCATIONAL SEM-3 TO 5 (REGULAR / REMEDIAL)

DIPLOMA ARCHITECT SEM-3 TO 6 (REGULAR /REMEDIAL)

Instruction for Institutes:

(1) Exam forms of all students on institute's portal will be shown as approved by **Default.**

(2) Please verify UFM as well as detention of the students as per the GTU rules. As per the UFM punishment or detention, if student is not eligible for current exam then Reject (disapprove) the exam form of the student. Institute can **Reject (Disapprove)** the exam forms from GTU admin panel, if any, as per schedule mentioned in Table A with institute id and password. After completion of institute time frame, Institute will not be allowed to change the status of exam forms.

(3) Please verify that exam forms of UFM released or detention released students are available on institute portal.

(4) Please verify name, enrolment no, subject code, subject name and other details of student. If any mismatch or doubt found then immediately inform to GTU at: Diploma@gtu.edu.in

(5) There is no need to collect the hard copy of exam forms/exam form receipts from students. Students can keep Exam form receipt for their reference.

(6) No exam form will be approved/disapproved (reject) after the scheduled date for institutes. Take proper care for approved/disapproved.

(7) Kindly refer Instruction Guidelines for more details:
https://www.student.gtu.ac.in/Sample/Examform_admin_guide.pdf

Instruction for Students:

(1) For filling the exam form and payment student has to login at https://www.student.gtu.ac.in

(2) Kindly refer Instruction Guidelines for more details:-
   https://www.student.gtu.ac.in/Sample/Examform_student_guide.pdf

(3) Student has to strictly follow the exam form schedule as mentioned in Table A.

(4) For any query regarding exam form contact your parent institute only. So students/guardian are instructed not to contact University in this regard.

(5) If student find any mismatch in name, enrolment no, subject code, subject name and other details, they have to immediately contact parent institute.

(6) If due to technical problem, payment is deducted for more than once for single form and student has not received the refund within 07 working days then please mail us at: *epay_query@gtu.edu.in*

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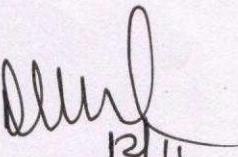
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Important Instruction:

(1) Students are informed to fill their exam form and should pay the required exam fees as per the schedule mentioned in Table-A. Exam forms will not be accepted after the schedule mentioned in Table-A gets over.

(2) Students have to first fill their exam forms and pay the required exam fees. Once the exam fees will be received by the University, Students will have to compulsorily give choice for 3 exam centers from which they want to appear in Winter 2020 Theory Examination through their student portal. Allocation of the exam center to the student is subject to the student capacity of the exam center. Exam center will be allocated to the students based on first come first serve basis.

(3) Exam center choice will be taken only from the students who have successfully paid exam fees.

(4) Exam center choice once given by the students can't be changed.

(5) If students will not give their exam center choice, University will allocate exam center in their institute's district.

Table A
Exam Form filling schedule.

Course	Sem	Exam Form Type	Dates for Rejection by Institute	Dates for filling the exam form & payment by Student
DE	4 to 8	Regular/Remedial	19-11-2020 to 20-11-2020	21-11-2020 to 26-11-2020
DV	3 to 5	Regular/Remedial	19-11-2020 to 20-11-2020	21-11-2020 to 26-11-2020
DA	3 to 6	Regular/Remedial	19-11-2020 to 20-11-2020	21-11-2020 to 26-11-2020

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