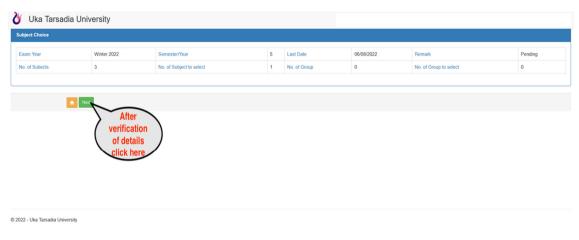


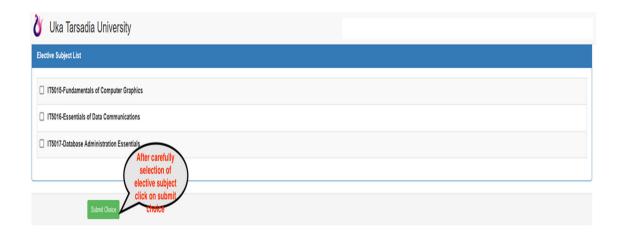
© 2022 - Uka Tarsadia University

✓ Teaching Scheme with Elective/Group Subject(s) Selection allowed to Regular Students upon clicking Subject Choice Tab from their personalized login https://app.utu.ac.in/stud/





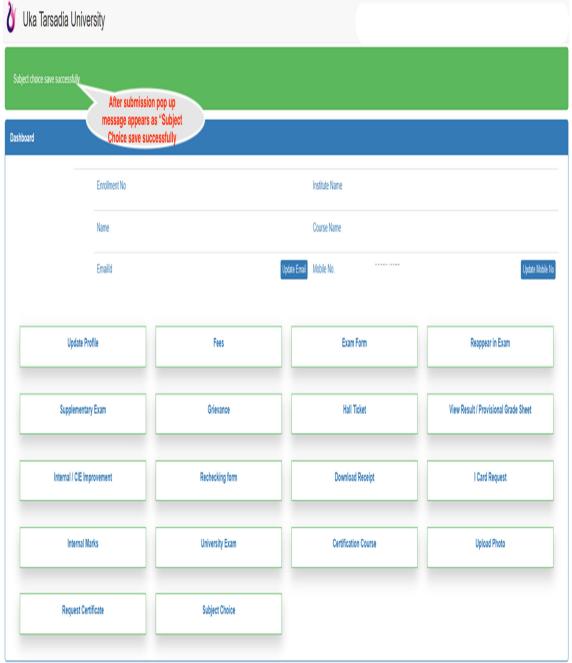
- ✓ Regular Students must perform Subject Choice Task online well before so that their Exam Form is filled successfully by Exam Coordinator within given deadline. It is advised to preserve screenshot of selected subject(s)
- ✓ Note that every Teaching Scheme do not have Elective/Group Subjects





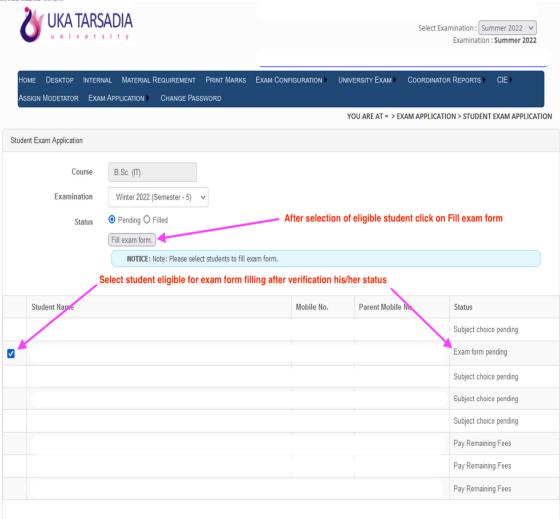
✓ Wrongly selected Elective/Group Subject(s) can be corrected using Go back to edit selection tab





✓ Student must verify the Subject Choice message that appears as shown above



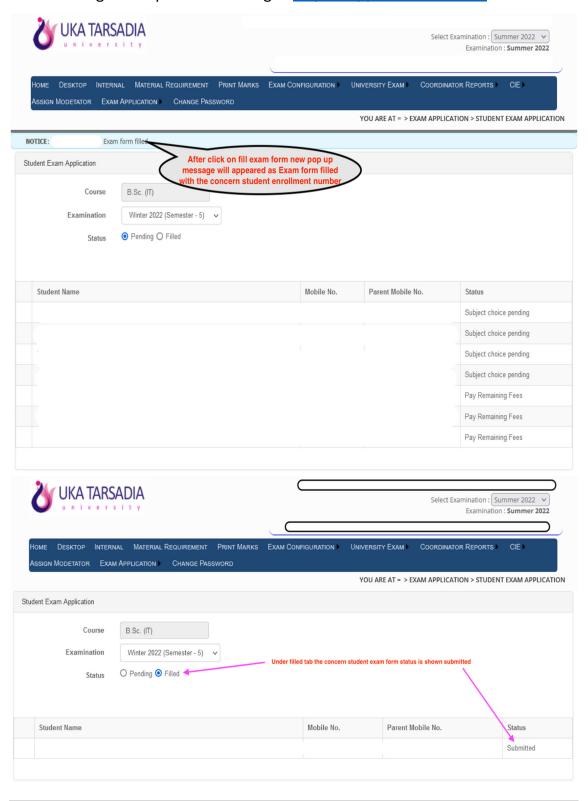


- ✓ Exam Coordinator need to visit Exam Application Menu available in Exam Coordinator Login for Exam Form Filling of Regular Students
- ✓ Status of each student can be verified taking help of Institute /
 Department Admin Login available Reports @

 https://app.utu.ac.in/UTUInstituteNDepartment/
 - Reports Like Student Profile Status, Student Semester Wise Fees Status, Exam Form Status Report, Subject Wise Student Summary are available in this login
- ✓ <u>Exam Form Pending Status</u> must be cleared taking appropriate follow-up of each student as per **Status** mentioned against that student in Exam Coordinator Login (refer above screenshot for different status messages)



✓ Note that **ATKT Students** need to fill their exam form compulsorily through their personalized login https://app.utu.ac.in/stud/





- ✓ Exam Coordinator must verify Enrolment Number/Name of Student whose exam form filled successfully
- ✓ Note that **ATKT Students** need to fill their exam form compulsorily through their personalized login https://app.utu.ac.in/stud/
- ✓ Successfully Filled Exam Form Student will find Exam Form Filled Receipt in their personalized login https://app.utu.ac.in/stud/ under Exam Form Tab
- ✓ Students are strongly advised to verify subjects and preserve fees receipt copy
- ✓ Any discrepancy must be reported to Controller of Examination with supportive documents/screenshots well before given deadline
