



# GUJARAT TECHNOLOGICAL UNIVERSITY

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

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

Ref No: GTU/Exam Form/MCA/૩૩૦૪

Date: 03-06-2020

### Instructions for filling the Exam Forms of Summer-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 student portal and pay their fees through digital gateway.

#### MCA AND MCA INTEGRATED REGULAR AND REMEDIAL

##### Important Instruction:

- 1) Students who have already filled the exam form online and paid the fees need not have to fill the form again through digital gateway. Remaining students will have to fill their exam form directly through their own student portal and need not to go to college.
- 2) If student wants to appear in University Theory Examination from district of residence then only students will have to visit his/her student portal and select the district of residence. Students are informed to select the district only if district of residence and district of institute are different.
- 3) Students who had already filled exam form need to select district from student portal if district of residence and district of institute are different.
- 4) If any student is staying in containment zone during the dates of examination then his/her examination will be conducted afterwards. But such type of students will have to fill exam form during this prescribed schedule only. Exam forms will not be accepted after the schedule mentioned in Circular. Such Students will have to submit his/her email application through institute. Institute will have to recommend the same after proper verification at their end.

##### 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 Table-A with institute id and password. After completion of institute timeframe, 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: [mca@gtu.edu.in](mailto:mca@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) by institutes after the scheduled given in Table- A.
- (7) Kindly refer Instruction Guideline for more details:  
[https://www.student.gtu.ac.in/Sample/Examform\\_admin\\_guide.pdf](https://www.student.gtu.ac.in/Sample/Examform_admin_guide.pdf)



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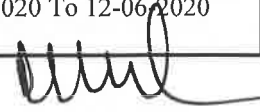
(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

### 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 Guideline for more details:-  
[https://www.student.gtu.ac.in/Sample/Examform\\_student\\_guide.pdf](https://www.student.gtu.ac.in/Sample/Examform_student_guide.pdf)
- (3) Student has to strictly follow the exam form schedule as mention in Table-A.
- (4) For any query regarding exam form contact your parent institutes only. 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 their parent institute.
- (6) If due to technical problem, payment is deducted for more than one time for single exam form and if student has not received the refund within 07 working days then please mail us at:  
[epay\\_query@gtu.edu.in](mailto:epay_query@gtu.edu.in)

TABLE-A

Course	Sem	Exam Form Type	Duration for Rejection by Institute	Duration for filling the exam form and payment by student through student portal
MCA	2,4,6	Regular	04-06-2020 to 06-06-2020	08-06-2020 To 12-06-2020
MCA	1 to 6	Remedial And Special Term Extension	04-06-2020 to 06-06-2020	08-06-2020 To 12-06-2020
MCA Integrated	6,8,10	Regular	04-06-2020 to 06-06-2020	08-06-2020 To 12-06-2020
MCA Integrated	6 to 10	Remedial	04-06-2020 to 06-06-2020	08-06-2020 To 12-06-2020
MBA	2,4	Regular	04-06-2020 to 06-06-2020	08-06-2020 To 12-06-2020
MBA	1 to 4	Remedial And Special Term Extension	04-06-2020 to 06-06-2020	08-06-2020 To 12-06-2020
MBA Integrated	6,8,10	Regular	04-06-2020 to 06-06-2020	08-06-2020 To 12-06-2020
MBA Integrated	6 to 10	Remedial	04-06-2020 to 06-06-2020	08-06-2020 To 12-06-2020

  
Registrar