<u>Winter - 25 Mid Examination</u>
<u>Exam Form Submission – Important Guidelines</u>

All the students of **Degree Engineering UG semester 5 & 7, PG semester 3, Computer Applications UG/PG semester 3** are hereby informed that the regular mid-semester examination form rollout will begin in next week.

Important Instructions:

- The exam form will be sent to your **registered email ID** on the **GTU Portal**.
- Ensure that your **email inbox has sufficient space** to receive the mail. If you do not receive it, please check your **Spam folder**. Due to insufficient space in inbox mail not received then, in this situation Institute will be not responsible.
- **Verify the details** in the exam form. If all information is correct, **take a printout, sign it**, and submit it to your **Head of Department (HOD)** along with the **photo copy of current semester Fee Receipt** (Bring with original Fee receipt for verification).
- Students who have taken **permission from higher authority for part payment of fees** or any other fee-related approval must attach the **proof of approval** along with the exam form.
- **Only those students who submit the exam form within the given time limit will be eligible for the Regular mid-semester exam.**
- **Only students whose hall ticket for the regular mid-semester exam is generated will be eligible for the remedial mid exam.**
- **Students who were detained due to backlog in GTU or UFM and are likely to become regular after the Summer 2025 result declaration must also follow the above process.**
- If there are any **issues or discrepancies**, contact your **HOD immediately**.

For any further queries, reach out to your respective HOD.

Examination Department

CC to HOD, Director, Principal, COO by mail for N.A.