



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/ Academic/ MBA /2014/7760

Date: 12/11/2014

Circular

Subject: Late Enrollment forms Submission of MBA and MAM

1. PDF files of MBA & MAM Enrollment Forms are to be downloaded from URL

<http://54.243.202.28/enroll2014/> or

Admin Panel → Enrollment or

<http://gtu.ac.in/admin>

2. Colleges are hereby informed to get the forms filled up as per Instruction Manual **with Rs. 100 Penalty per student.**

3. Colleges should bring Files/ Documents as per the schedule below.

4. Colleges are informed to strictly adhere to follow the schedule below.

Sr. No.	Description	Date
1	<ul style="list-style-type: none">• Date for students to fill the forms in respective institute.• Dates for colleges to Gun the Enrollment forms (As per instructions uploaded on GTU website)• Dates for institute to enter details of students whose form are not generated by GTU (if any) but admitted by college under MQ/VQ/NRI etc. and also uploaded ACPC endorsement list of such admitted students.	12-11-2014 to 13-11-2014
2	Dates for colleges to deposit fees online through SBI portal	13-11-2014
3	Dates for Colleges to submit Files. Inst Code: 701 to 835	14-11-2014

Colleges should bring Files/ Documents as per format given below.

A. Institute Main-File should contain below mention documents:

1. Institute authority letter
2. Enrolment fees payment bank receipt
3. Print out of admitted count report (PDF) from Enrolment Portal
4. Print out of Branch wise report (PDF) from Enrolment Portal (2-Copy)
5. ACPC endorsement copy (2-Copy) of Student List endorsed by ACPC/Concerned Committee For all Categories i.e. ACPC, MQ, MHRD, NRI, VQ, D2D etc.
6. In case of NRI students- Equivalence Certificate issued by AIU(Association of Indian University-Delhi) in case the student has cleared eligibility examination outside of India and certificate of dollar to rupees conversion rate issued by the bank.

Winners of: ICT Enabled University Award E-India - 2009 Manthan Award - 2009



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B. Enrollment Form Files:

1. There are three files for enrolment form of where **1st** file contains enrolment form of sem-1 ACPC admitted students, **2nd** contains enrolment form of sem-1 MQ/VQ/NRI etc. students and file **3rd** file contains enrolment form of D2D students.

2. Separate file should be submitted for every branch as mention above and should be clearly superscripted with college code, college name, branch code and branch.

Note: Institutes are hereby informed to submit separate file for name correction (if required in Enrollment Form) along with relevant documents of students for evidence purpose and file should bears Subject name: - ***“Regarding correction in name of 1st year new enrolled students”***.

For queries please send E-mail: enrollment2014@gtu.edu.in

-Sd-

I/ C Registrar

Copy to:

1. MBA Section for information and necessary action.
2. Account Officer for information and necessary action.
3. Principal/ Head of affiliated institutes for MBA for information and necessary action and to be displayed on institute notice board for circulating among students.
4. Exam Section for information and necessary action.
5. Concern Programmer for information and necessary action.