GUJARAT TECHNOLOGICAL UNIVERSITY

No: GTU/MCA/Exam Form/Winter-2015/8457 Date: 01/09/2015

Instructions for filling up the exam forms for MCA Sem-3(Regular), sem-5(Regular) WINTER Exam-2015

(1) Please downloads the PDF file of Exam Forms of ***MCA*** from GTU admin panel with your college id and password.

(2) Print the Exam forms in good quality paper and as per the format of GTU so that the BARCODE can be readable.

(3) Please verify UFM as well as detention of the students as per the GTU rules. If as per the UFM punishment or detention, if student is not eligible for current exam then do not send exam form of student to GTU. Also make sure that, the generated exam forms contain the form of UFM or detention released students if any

(4) Please verify subject code and electives of student, if any mismatch or doubt found then immediately inform to GTU on respective course email Id (mca@gtu.edu.in).

(5) After filling the exam forms, institute have to GUN the exam forms using barcode reader within time schedule.

(6) Once you gun the exam form, credit the exam fees amount with online SBI bank collect and Send the scan copy of challan via E-Inward system only within the time schedule as below,

EXAM	Dates for downloading and filling Exam form for Student	Last date of verify and lock	Challan Submission Date
MCA Sem-3 and 5	2nd to 10th September ,2015	11th to 12th September,2015	14th to 15th September ,2015

(7) If the colleges fail to upload exam fee bank challan in time, Students hall ticket will not be sent to those institutes.

(8) There is no need to send the hard copies of exam forms to GTU.

(9) No exam forms will be accepted after last date of exam form filling with late fees. So colleges are instructed not to Send Student/Guardian to the University with such a request.

(10) Last date to accept exam form with late fees of Rs. 100/- per form is 21st September, 2015.

I/C Controller of Examination