



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

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

No: GTU/MCA/Term_Extension/2015/8777

Date: 10-09-2015

Circular

Term Extension in Winter 2015 Term (MCA)

All Institutes' Heads of Master of Computer Application colleges affiliated to GTU are informed that those students whose validity of their course is expired and who seek to extend the term to solve the pending backlogs have to apply for term extension grant from University. Last date for application for term extension is **5/10/2015**. Term Extension Fees can be paid with exam form fees.

Please refer following circulars for knowledge about course validity and fees.

Ref-1: Notification No: 1/2012 Regarding Academic reforms & Structure for Award Degree

Ref-2: Revised Rules of Extension of Enrolment Term of the students

Guidelines for term extension approval through institute admin panel.

Step 1:- On institute admin panel: Go to Exam Form tab → Term Extension

Step 2:- Then Term extension student enrollment list is available. (Branch-wise).

Step 3:- Right side checkbox is available, check the checkbox of the student who seeks term extension, then save it.

Step 4:- Term extension fees are included in exam form and also can be seen on admin panel. Pay the fees for term extension with the exam form fees at the time of exam form filling.

Required documents for term extension have to be submitted in hard copy at GTU, chandkheda and soft copy mail at mca@gtu.edu.in

- (1) Student request application
- (2) Institute request application
- (3) Student mark sheets Photo copy of last two examination

Registrar (I/c)