



# GUJARAT TECHNOLOGICAL UNIVERSITY

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

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref No: GTU/Exam Form/BE/W22/ 1052

Date: 13-02-2023

### Instructions for filling the Regular Exam Forms of Winter-2022

#### BACHELOR OF ENGINEERING (BE) Semester -1 (Regular)

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.

#### Instruction for Institutes:

- (1) Exam forms of regular students will be shown as approved by **Default** in the institute portal.
- (2) Please verify UFM as well as detention of the student 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 the schedule mentioned in Table A with institute id and password. After completion of institute's time frame, Institute will not be allowed to change the status of exam forms.

#### 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 30 working days then please mail us at: [epay\\_query@gtu.edu.in](mailto:epay_query@gtu.edu.in)
- (7) After the term ends, if an institute rejects the exam forms of regular students, then such students will not get a hall ticket even though they have paid the exam form fees. The exam form fees of such students will be refunded to the student's account.

#### Important Instruction:

- (1) Students are informed to fill exam form and should pay the required exam fees as per the schedule mentioned in Table-A. Exam forms will not be accepted after the schedule mentioned in Table-A gets over.

Table-A

Course	Sem	Exam Form Type	Date for Reject by Institute	Dates for filling the exam form & payment of exam fees by Students	Penalty (Rs.)
BE	1	Regular	13-02-2023 & 14-02-2023	15-02-2023 to 22-02-2023	NIL
				23-02-2023 to 25-02-2023	500/-
				26-02-2023 & 27-02-2023	1000/-
				28-02-2023 & 01-03-2023	2000/-

Registrar