



# GUJARAT TECHNOLOGICAL UNIVERSITY

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

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

Ref No: GTU/Exam Form/DI/W2020/ 540

Date: 29-01-2021

### Instructions for filling the Exam Forms of Winter-2020 Examination

#### DIPLOMA ENGINEERING SEM- 3 (C TO D Regular Students Only )

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 all students on institute's portal will be shown as approved by **Default**.
- (2) Please verify UFM as well as detention of the students 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 Table-A with institute id and password. After completion of institute timeframe, Institute will not be allowed to change the status of exam forms.
- (3) Please verify that exam forms of UFM released or detention released students are available on institute portal.
- (4) Please verify name, enrolment no, subject code, subject name and other details of student, if any mismatch or doubt found then immediately inform to GTU at: [diploma@gtu.edu.in](mailto:diploma@gtu.edu.in)
- (5) There is no need to collect the hard copy of exam forms/exam form receipts from students. Students can keep Exam form receipt for their reference.
- (6) No exam form will be approved/disapproved (reject) after the scheduled date for institutes. Take proper care for approved/disapproved..
- (7) Kindly refer Instruction Guideline for more details:  
[https://www.student.gtu.ac.in/Sample/Examform\\_admin\\_guide.pdf](https://www.student.gtu.ac.in/Sample/Examform_admin_guide.pdf)

#### 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)  
Online Exam Form Filling Guideline for student (annexure-1)
- (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)



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### Important Instructions:

- (1) Students are informed to fill their 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.
- (2) Students have to first compulsorily give choice for 3 exam centers from which they want to appear in Winter 2020 Theory Examination. Then Students have to fill their exam forms and pay the required exam fees through their student portal. Allocation of the exam center to the student is subject to the student capacity of the exam center. Exam center will be allocated to the students based on first come first serve basis.
- (3) Exam center choice will be taken into consideration only for the students who have successfully paid exam fees.
- (4) If students have previously given their choice of exam centers while filling exam form of other semester Winter 2020 Examination, then student are not required to give their exam center choice once again. Such students will have to directly fill exam forms and will have to pay the required exam fees.
- (5) Exam center choice once given by the students can't be changed.
- (6) If students will not give their exam center choice, University will allocate exam center in their institute's district.
- (7) Foreign students/out of state students are also required to fill their exam forms and give their exam center choices in said schedule without fail.
- (8) If foreign students/out of state students are unable to reach the exam center on the date of the examination then special examination will be conducted for such students afterwards. But such students will have to inform their parent institute regarding the same and institute has to verify the application and inform to the university.

**Exam Form filling schedule. (TABLE-A)**

Course	Sem	Exam Form Type	Duration for Rejection by Institute	Duration for filling the exam form and payment by student through student portal
DE	3 (C T O D)	Regular	30-01-2021	31-01-2021 to 02-02-2021

  
Registrar