



# 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)

Accredited With A+ Grade By NAAC

No: GTU/Exam Form/MCA/W2025/ ૧૧૦૪

Date: ૦૩-10-2025

## CIRCULAR

### INSTRUCTIONS FOR FILLING THE EXAM FORMS OF WINTER 2025

#### MCA SEM-3, MCA INTEGRATED SEM-9 AND PGDDS SEM-1 (TERM EXTENSION REGULAR STUDENTS)

**Reference:** /GTU/Academic/2025/7396, dated: 22-09-2025

To make the examination system more reliable, transparent, and 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 portal and pay their fees through a digital gateway.

#### Instruction for Institutes:

- (1) Exam forms of regular students on the institute's portal will be shown as approved by **Default**.
- (2) Please verify UFM as well as the detention of the students as per the GTU rules. As per the UFM punishment or detention, if a student is not eligible for the 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 below schedule 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 the 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: [mca@gtu.edu.in](mailto:mca@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 of institutes. Enough time will be given to all colleges so take proper care during approval/disapproval.
- (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)
- (3) A student has to strictly follow the exam form schedule as Table-A.
- (4) For any query regarding the exam form contact your parent institutes only. So students/guardians are instructed not to contact University in this regard.
- (5) If a student finds any mismatch in name, enrolment no, subject code, subject name, and other details, they have to immediately contact parent institute.
- (6) If due to technical problem, payment deducted for more than one time for a single form and a 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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- (7) If student has paid the exam form fees and institute will reject the exam form after term end then exam form fees will be refunded in student's account.
- (8) Students whose exam form will be reject by the institute, will not be able to get hall tickets even though they have filled the exam form fees.

## Table-A

### Exam Form filling schedule for Term Extension Regular students

Course	Sem	Exam Form Type	Dates for filling the exam form & payment of exam fees by Students	Dates for Reject by Institute	Penalty (Rs.)
MCA	3	Regular	03-10-2025 to 15-10-2025	16-10-2025 & 17-10-2025	NIL
MCA Integrated	9	Regular	03-10-2025 to 15-10-2025	16-10-2025 & 17-10-2025	NIL
PGDDS	1	Regular	03-10-2025 to 05-12-2025	06-12-2025 to 08-12-2025	NIL

Note: As per circular Ref./GTU/Academic/2025/7396, dated: 22/09/2025, the Student will have to pay Rs. 5000/- as term extension fees, along with required exam fees.

  
09/10/2025  
Registrar