GUJARAT TECHNOLOGICAL UNIVERSITY

Date: - 23/11/2012

Diploma Engineering Enrollment cum Examination Form Sem-1

Instructions for form filling for new students admitted in year 2012-2013

1. Download the attachment containing pdf file of Enrollment form cum Examination form from admin panel, and print in good quality paper and should verify that Bar-Code printed on Top-Right Corner of the form is not damaged and is clearly readable. (Do not Tamper/Zoom or put any mark on Bar Code)

2. Before Form Gunning college should verify that,
   - Student has pasted his/her latest passport size photograph in appropriate box. **(PHOTO SHOULD NOT BE STAPLED/PINNED).**
   - Student has put his/her signature in the box below the photograph.
   - Student has put his/her signature at "Signature of the Candidate" column.

3. College principal should sign and stamp at,
   - On Students photograph to attest.
   - Three other place on form mentioned as "Principal's seal and signature"
   - It is must to put Principal's signature at required column along with institute stamp on every form.

4. College should gun forms of only those students which are endorsed by ACPDC appropriate committee. Gunning link is available at "Admin Panel" page of GTU website.

5. Gunning should be done as per the schedule on GTU website, and college should print the Report of gunned students (Students List - Branch Wise).

6. Total Fees must be paid at Bank by Single System Generated Challan. **No manual Challan or Demand Draft will be accepted.**

7. College should submit the forms of students at University as per the schedule on the University website.

8. College should report to university along with the following files/Documents **(Checklist).**

- **File-1:** Containing following,
    - Forwarding letter from the college, duly signed by Institution head.
    - Print of Form Fee Summary (as per format sent by the University) **(also send excel file after filling data via email)**
    - Report generated from GTU website after gunning of students form.
    - Fee Challan.
    - 2 Copies of Student List endorsed by ACPDC/Concerned Committee for all categories i.e. ACPDC/, MQ, MHRD, NRI,J&K,PIO,Vacant seat students**. (also send scanned copy via email)**
    - In case of Genuine NRI students- Equivalence Certificate obtain from Association of University- Delhi/State Board Gandhinagar.

- **File-2 :-** Containing following,
    - Report generated from GTU website after gunning of students form.
    - Enrollment form of students in serial of enrollment.
    - Separated file should be submitted for every branch and should be clearly super scribed with college code, college name, branch code.

- **Before coming to University College have to Submit the following document via email on diploma@gtu.edu.in**
    - Student List endorsed by ACPDC//Concerned Committee for all categories i.e. ACPDC, MQ, MHRD, NRI, Vacant seat students etc.
    - Excel file of Form Fee Summary after filling up data of student count in each category and Fee Amount details (as per format sent by the University).

* * * * *

CIRCULAR

Subject: Enrollment cum Exam forms Submission Diploma Engg. – 2012 (1st Semester)

1. PDF files of Diploma Engineering - Sem 1 Enrollment Forms cum Examination Forms already uploaded on admin panel link.
2. Colleges are hereby informed to download forms and go through circular on University website.
3. Colleges should bring files/Documents as per **Check-List** mentioned in Circular dated 23-11-2012 on the University website
4. Colleges are also informed strictly adhere to gunning schedule as mentioned below.

Sr.	Description	Date
1	Date for students to fill the forms in respective Institute.	24-11-2012 to 30-11-2012
2	Dates for colleges to Gun the enrollment forms (As per instruction uploaded on GTU website)	24-11-2012 to 01-12-2012
3	Dates for colleges to submit fee challan at Bank	01-12-2012 to 03-11-2012
4	Sending softcopy of excel file of form fee summary (as per circular), Bank Challan, endorsement copy of students from ACPDC	04-12-2012
5	Dates for colleges to submit Files hard copy as per Check-List mentioned in circular dated 23-11-2012 on website.	**Diploma all Colleges** 05-12-2012 07-12-2012

-Sd-

I/C Controller of Examinations

Copy to:-

1. Diploma Section for information and necessary action.
2. Account Officer for information and necessary action.
3. Principal/Head of Institutes of affiliated Diploma. Institutes for information and necessary action and to be displayed on institute notice board.
4. The Registrar for information.