



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act. No. 20 of 2007)

No: GTU/Cont\_Evalu/2012/9210

Date: 17<sup>th</sup> September 2012

## **Circular:**

### **Subject: Continuous Evaluation Marks - Winter - 2012 Exams.**

It is noticed by the University that Continuous Evaluation Marks of the students are not submitted to the University within time limit and marks are sent in different lots by some of the colleges/institutes. All the college/institute heads are informed to act as per following guidelines for Continuous Evaluation Marks in the interest of students.

#### **For Regular Students (Current Semester)**

- 1) Colleges/Institutes have to conduct exams for the Continuous Evaluation before end of the academic term.
- 2) It is mandatory for all colleges/institutes to display Marks obtained in Continuous Evaluation by the students for at least 8 days on college notice board.
- 3) Colleges have to enter Continuous Evaluation marks obtained by the student who have filled the University Examination Form on the University portal with in prescribed time limit given by the University.
- 4) If by any chance the name/enrolment number /subject of the student who has filled up the University Examination Form does not appear online than college should inform University about the same by E-Inward system within prescribed time limit.
- 5) Once the time limit for the online entry will be over these Continuous Evaluation marks entered will be made available to the students on the University portal for the verification of students.
- 6) If there is any query in the Continuous Evaluation marks student has to contact their concern college regarding the same.
- 7) Colleges have to solve the query and update the Continuous Evaluation marks if there is any mistake in the online entry within the prescribed time limit given by the University. After that time limit colleges cannot edit the marks entered by them and then after no complaints regarding the continuous evaluation marks will be entertained.

**For Students who are having backlog in Continuous Evaluation (Previous Semester)**

- 1) Colleges have to conduct remedial examination for all students of all semesters who are having backlog in continuous Evaluation Marks before the end of the term. Notice and time table for the same should be displayed on the college notice board.
- 2) All wide circulation students have to fill prescribed examination form indicating all the subjects in which they have to appear in back log as per the instructions of the University. The prescribed fee is Rs. 50/- per subject.
- 3) It is mandatory for all colleges/institutes to display Marks obtained in Continuous Evaluation by the students for at least 8 days on college notice board.
- 4) Colleges have to fill the updated Continuous Evaluation marks of all the students who have filled the Examination form on University Portal online in the prescribed time limit on the separate link provided by the University.
- 5) If by any chance the name/enrolment number /subject of the student who has filled up the University Examination Form does not appear online than college should inform University about the same by E-Inward system within prescribed time limit.
- 6) Once the time limit for the online entry will be over these Continuous Evaluation marks entered will be made available to the students on the University portal for the verification of students.
- 7) If there is any query in the Continuous Evaluation marks student has to contact their concern college regarding the same.
- 8) If there is any mistake in the online entry, colleges have to solve the query and update the Continuous Evaluation marks within the prescribed time limit given by the University. After that time limit colleges cannot edit the marks entered by them and then after no complaints regarding the continuous evaluation marks will be entertained.

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I/C Controller of Examinations

Copy to:

- 1) P.A. to Honourable Vice Chancellor for information
- 2) P.A. to Registrar for information
- 3) All institute head for information and necessary action in this regards
- 4) UG/PG/Diploma section in charge for information and necessary action in this regards
- 5) Head I.T. Department for information and necessary action in this regards