

## Guidelines for MBA Practical/Viva examinations (May 2013)

### Guidelines for Practical/Viva examinations of GCSR and Comprehensive Project

- 1 Each **GCSR Report** will be prepared by a **group of Six Students**. However, there may be less or more students in one group in some special cases. The number of students in one group depends upon the number of students at the Institute or as per the requirements of the students. The group of students having less than or more than six students should be approved by the Principal / HoD.
- 2 Each **Comprehensive Project Report** will be prepared by a **group of Two Students**. However, there may be one or three students in some special cases, but it should be justified and approved by the Principal.
- 3 The internal and external examiners should fill the marks in prescribed format of Mark-sheet. Exam Date-wise separate marksheet is to be prepared by the examiner/s and submitted to the Centre Incharge in sealed cover on the same day. After completion of practical exams, all the marksheets in **sealed cover** are to be submitted by the Exam Centre Head to the University **within two working days after completion of examination.**
- 4 Duration of practical exam of each group/ project is to be decided by examiners keeping in view minimum 15 to 20 Group Reports presentations per day.
- 5 Internal examiner is to be decided by an Exam Centre institute. Internal Supervisors of all MBA Institutes are required to submit the marksheet (in prescribed format) of **internal marks** related to the projects guided by the faculty members to **allotted Exam Centre Incharge**.
- 6 Due to less number of students, if any Institute does not have exam centre at its own place, the Principal / HoD of the non-exam centre institute must depute atleast one internal examiner / faculty guide along with the students and details records at Exam Centre.
- 7 **Main Coordinator of GCSR / CP of respective Institutes will remain present** at Exam Centre for coordination and support for conducting practical examinations.
- 8 TA, DA and Exam Honorarium to the external and internal examiners is to be paid by an Exam Center as per the latest rules of GTU. As per the practice, the exam advance is given to exam center by GTU before commencement of practical exam. The exam centres are required to make eligible expenditure from the advance received from GTU and submit the accounts for settlement after the examination. In case, the exam advance not received by the exam centre from GTU, then the exam centre are require to make the eligible expenditure and submit the bills / receipts of expenditure for reimbursement from GTU.
- 9 Norms for payment of TA, DA, and Honorarium have been uploaded on GTU website. While making payment of TA, DA, and Honorarium to the examiners, all the supporting documents (duty allotment order, proof of travelling, honorarium form, copy of RC Book etc) must be obtained and verified by the exam centre incharge.
- 10 In some unavoidable circumstances, the principal may change the exam duties of his/her faculty members, with the prior approval from GTU authority. The Principal / HoD of Exam Centre must verify the GTU order /approval for change in duties, before commencement of exam. The letter of duty order or change in duties approved by GTU is to be obtained by the exam center incharge from the concerned examiner before making the payment of TA, DA, and Honorarium.
- 11 All previous Guidelines related to preparation and presentation of project reports (SIP/CP) are to be strictly followed by the students and faculty coordinators.
- 12 The GTU will send the format of consolidated marksheet along with the enrollment number, in which both the examiners have to fill the consolidated marks and sign. The Institutes are also required to send the marks of both the internal as well as external exam along with consolidated marksheet to GTU.

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I/c Controller of Examinations