



**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**(Established under Gujarat Act No. 20 of 2007)**

**ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી**  
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No.GTU/Autonomous\_College/2013/9661

Date:30/10/2013

**Circular**

**Read:** Minutes of academic council dated:14/10/2013

**SET OF RULES FOR EXAM PROCESS OF PROPOSED AUTONOMOUS COLLEGES:**

1. Each institute is required to submit the list of coordinators to the chief coordinator (Prof. R. K. Patel, Asst Prof., Electrical Engg., L.D.C.E.) and copy be sent to GTU. Moreover, the Chief Coordinator (Prof. R. K. Patel) shall also provide the list of coordinators at State program Facilitating Unit level.
2. Exams forms are to be generated by the autonomous colleges and the data should be provided to GTU in soft form.
3. The Chief Coordinator Prof. R. K. Patel shall collect one set of all question papers from each college and submit it to GTU in soft form confidentially.
4. On completion of exam, evaluation of answersheets is to be carried out at Central Assessment Centre, L.D.C.E. Ahmedabad under the supervision of Prof. R. K. Patel.
5. On completion of evaluation, colleges are required to complete mark entry for all components (i.e. End Semester Exam and Continuous/ Progressive Assessment marks) of Theory and Practical subject and such final data shall be submitted to Chief Coordinator. Chief Coordinator after calculating Grades/ Grade points (as per rules of Proposed Autonomous College's syllabus) will submit the final print data in required format to GTU for printing. Coordinator should preserve an authenticated safe copy of student's record and submit one such copy to GTU.
6. Remuneration is not admissible for Paper setting, conduction of exam and evaluation of Answer sheet to the faculties of proposed autonomous colleges. However if duty is assigned to non autonomous institute, he/she shall be eligible for TA/DA for conduction of practical/viva exam only.
7. The institutes shall abide by/ follow the instructions intimated by GTU from time to time.

This is issued with the permission of competent authority.

**Sd/-**

**I/C Registrar**

**Winners of: ICT Enabled University Award E-India - 2009 Manthan Award – 2009**