

GUIDELINES FOR GCSR AND CPVIVA - 2014

1. All presentations by students and the questioning by the panel of examiners will take place in an open format. i.e. all the students and faculty members must be allowed a free entry to the VIVA Room, where the GCSR and CP VIVA Exam is to be conducted.
2. At the beginning of each presentation, the senior examiner/ coordinator will announce that no student would enter or leave the VIVA Room when the group of students is making the presentation. At the end of one presentation and before the start of the next, the gates of the room may be opened and students and faculty members may be asked to enter or leave the room and then again the next presentation may start.
3. One panel shall consist of two examiners i.e. External Examiner appointed by GTU and Internal Examiner(s) appointed by respective institute.
4. **Internal examiner must bring hard copy and soft copy (filled with Enrollment No., Name of students and Title of Project Report only) of bifurcated Evaluation sheet of CP and GCSR for Internal Examiner as well as External Examiners at examination centre. This is to ensure about the accurate group of students allocated with respective Project Titles.**
5. GCSR and CP Detailed Evaluation Sheet by External as well as Internal Examiners has to be filled in by External Examiner appointed by GTU and Internal Examiner Identified by the Institute respectively.
6. In case of GCSR, institute has to appoint one internal examiner for the batch of 60 students. If institute is studying more than one country, institute has to appoint additional internal examiners for each additional country. For example-

Institute Code	Name of Institute	Country	No. of Internal Examiners
701	Ahmedabad Institute of Technology	Lebanon	Internal Examiner Mr. A
701	Ahmedabad Institute of Technology	Rwanda	Internal Examiner Mr. B

7. In case of CP, institute has to appoint one internal examiner for 30 students. In case of more than 30 students additional internal examiner(s) has to be appointed by institute (in multiple of 30). For example-

Institute Code	Name of Institute	Total No. of Students	No. of Students per group	No. of Internal Examiners
701	Ahmedabad Institute of Technology	78	30	Internal Examiner Mr. A
			30	Internal Examiner Mr. B
			18	Internal Examiner Mr. C

8. All internal examiners must carry a letter issued by Director/ Principal of college addressed to Centre Head indicating that s/he has been appointed as Internal Examiner for GCSR/CP. In the appointment letter of Internal examiner, the Director/ principal has to mention that whether the faculty is endorsed or not and if the faculty is endorsed by GTU then

Endorsement letter outward number with date must be mentioned in the letter. Only appointed internal examiner will be sitting in viva voce and signing marks sheet(s).

9. Internal Examiner has to bring and submit the hard copy of Plagiarism declaration certificate to the Centre Head/Coordinator in case of GCSR Viva.
10. Consolidated Mark Sheet duly filled in must be signed by both External and Internal Examiners counter signed by Examination Centre Head and seal of college of Examination Centre.
11. Detailed Evaluation Sheets External and Internal as well as Consolidated Mark Sheet have to be put in envelope and sealed by centre head in presence of external and internal Examiners.
12. It may be noted that these envelopes must be separate for each college. For example at Zone 1 , colleges 701, 714, 761 and 820 are proposed to be examined, in that case , there will be four different sealed envelopes – each one containing evaluation sheets of each college.
13. The External and Internal Examiner may take one copy of all evaluation sheets that have been signed. Examination centre must retain Original Copies of all Evaluation sheets of every college.
14. Student/ Group of students are required to bring two hard copies of their project report for Viva. They can take back their copies once the Viva is over.
15. As per norms, a batch of 60 students for GCSR is divided into 10 groups and each group will make presentation. Each such group shall be allowed to make presentation for about 30 minutes. For ten groups, total time required is 5 hours and procedural aspects shall take an hour. External Examiners and Internal Examiners are directed to be time conscious allotted to each batch and monitor the same.
16. For CP, each student/group must be allowed to make presentation for about 20 minutes. External Examiners and Internal Examiners are directed to be time conscious allotted to each batch and monitor the same.
17. TA, DA and Honorarium to External Examiners (appointed by GTU) and Internal Examiners (nominated by respective institute) have to be paid as per GTU norms whatever applied till last examination by the Centre Head of examination centre and claim the reimbursement from GTU or adjust against advance given by GTU for conducting Practical Examinations. In case of TA, Supporting documents such as Xerox copy of RC Book or receipt of Taxi or Tickets must be attached to TA bill.

18. The examination Centre Head (Principal/ Director) and Centre Coordinator(s) of CP /GCSR (Senior Faculty Members) shall be responsible for conducting GCSR/CP Viva Voce at examination centre and are eligible for honorarium as per GTU examination norms.
19. Based on no. of blocks for Viva Voce, peons are eligible for honorarium as per GTU norms for GTU Examinations.
20. Soft copies of all CP project reports in Word/ pdf format have to be submitted in a CD with proper disclosures: 1. Name of college 2. College Code 3. Branch Code and 4. Subject code: 2830004. Respective file of the student has to be saved with enrolment no as file name.
21. The examination centre needs to allot one class room with LCD Projector and Computer / Laptop for each panel.
22. The Centre Head has to submit sealed covers of evaluation and TA, DA and Honorarium bills within 3 working days from end of last day of viva voce at the centre and obtain inward from GTU and to be maintained in records till announcement of results of assessment / reassessment.
23. Centre Head needs to take care that Viva Voce starts at 10:00am sharp and ends up by 4:30pm. External and Internal Examiners are supposed to reach examination center latest by 9.00am and students must report at examination center by 9:30am sharp on the day of Viva Voce.
24. For practical exam of CP and GCSR, GTU has introduced a new system for generating the consolidated evaluation sheet by registering the students through online GTU portal. External Examiners are supposed to register students in the morning with the help of Internal Examiner through login ID and password provided to External Examiner. Only then consolidated evaluation sheet of each panel will be generated.
25. External and Internal Examiners are directed to upload marks of students on GTU portal before leaving the examination center on the day of VIVA itself.
26. There can be surprise inspection / visit by a team of squad appointed by GTU any time during scheduled timing of Viva Voce.