

## **CIRCULAR**

### **PROPER CONDUCT of PRACTICAL/ VIVA EXAMINATIONS**

To

The Principals/ Directors of Colleges/ Institutes/ Polytechnics

and

the Heads of Departments:

Students deserve a proper practical/ viva/ project examination of the work that they have done over the semester (or over the final year for A 2-semester project.)

It is the responsibility of the University that all its examinations are conducted fairly, sincerely and with due diligence.

#### **So please look into the following:**

1. Please make proper arrangements so that all the examinations start in-time. If due to any reason, the exam should not start at the right time, please inform the examiners that they should take extra time. But in no case the viva/ practical exam be conducted in a hurry without giving sufficient time for evaluation of every student.  
If an exam is scheduled to be held over two days, please make the necessary arrangements.
2. The University expects the Deans (and or special teams headed by the Dean or his/ her nominee) to visit the Colleges during the practical/ viva examinations. Please see that all the necessary help and information is provided. Please receive them so that they can do their job properly without wasting their time in searching for the place and in contacting the concerned examiners and students. If they should want to visit the laboratories/ workshops, please make the necessary arrangements.

## REGARDING FINAL YEAR PROJECT EXAMINATION:

- i. Please inform the external examiner the he/ she must note down the best 3 projects of the department and convey the details of such projects by uploading the details of the project or/ and the complete project report on the University's server.

In case Internet or the server should not work, please provide the technical help to the external examiner for preparing a CD of the reports of the best three projects of every department and please make arrangements to deliver the CD to the examination department of the University.

- ii. If the Final Year project has been mentored by a professional from the industry, the mentor should be invited by the Principal/ Director to join the group of external and the internal examiners for evaluation of the Final Year projects.
- iii. Please convey to the examiners that it was necessary to distinguish self-made project of a students from projects, procured from a 3rd party. Chances are that such procured projects may have a more finished look. But that should not bring any credit to a student, who presents a 'procured' project to the examiners. GTU wants to accept only self-made projects.
- iv. If the schedule permits, please invite 6th Sem students to sit as observers during the project exam to understand good projects, which may motivate them,