



GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/Instructions S-14/2014/3604

Date: 16/05/2014

Circular:

Subject: Importantly Instructions regarding Conduction of Summer 14 Examinations

All the institute Head /Concerned Officer of all courses are requested to verify the exam stationary (student exam barcode - date wise, block arrangement, seating arrangement, answer books, supplementary etc.) for upcoming summer - 2014 exam starting on 19/05/2014.

Sr.No	College Affiliated to Course	Mail id
1	B.E./B.Arch./BHMCT	be@gtu.edu.in
2	M.E.	mecall@gtu.edu.in
3	B.Pharm. & M.Pharm	mphcall@gtu.edu.in
4	Diploma	diploma@gtu.edu.in
5	MCA	mca@gtu.edu.in
6	MBA	mba@gtu.edu.in

Consider following points for material verification:

- 1) Please verify the Exam Material (Form-1, Barcode Sticker & Confidential Question Paper CD) for each semester, for all exam dates, all subjects and all Blocks as soon as you receive material from Zone.
- 2) If any Missing Bar Code/Form-01 or CD or misprinted barcode/Form-1 is found, immediately mail details on respective zone's email id and CC to concerned section email id on the very same day or at the most on next date of receiving material from Zone. Mention at least below detail in Mail- "College-Code, Semester, Exam Date, Subject-Code, Block. No"
- 3) For any query regarding Stationary kindly mail to stationary@gtu.edu.in for Main answer book, Supplementary answer book, Drawing Sheets and Hollow Stickers.
- 4) Answer Books to be used for Summer-2014 examinations various courses and semester should be in following manner only
 - a. For All PG Courses (MBA/MCA/ME/Mpharm –All semester) - 70 GSM
 - b. For BE Semester 7/8 and Semester -1/2 (New Course) - 70 GSM
 - c. For BE Semester - 3/4/5/6 Sem 1 & 2 (old course) - 60 GSM
 - d. For Diploma Courses – All semester - 60 GSM
- 5) Also note that the Emergency Hall-ticket (if any at your institute) will be sent to you soon, and if not received the same than please bring it to notice of

concerned section via email at-least two days before start of respective semester Examination.

- 6) In case emergency barcodes are required to be used that has to be communicated to GTU in advance, and only after prior permission from Examination section the emergency barcode can be used. A student not filled examination form will not be allowed to appear in University examination under any circumstances.

You are also advised to give emphasis on the following points for smooth and transparent conduction of University examinations

- 1) All the students should be counselled and made aware about the existing UFM norms and penalties imposed for breach of examination rules, so that students get discouraged to involve in any UFM.
- 2) Also Junior/Senior Supervisor and other staff involved in University examinations should be made aware of existing UFM rules and procedures to register UFM cases. All the applicable column of UFM docket should be duly filled, verified and signed at examination centre.
- 3) Police case need to be registered in case any student run away in between examination with answer book or the dummy students is been noticed. The copy of FIR/case registered should be submitted to the University invariably.
- 4) It is also advised to all the colleges to give block supervision to faculty members only.
- 5) As per GTU circular No: GTU/S-14/2014/3039 (Dated: 19/04/2014), examination centers have to submit attested reports of "Log Book for Control Room/ Strong Room" and "Format to be filled for Each Block". "Log Book for Control Room/ Strong Room" has to be submitted to GTU Observer, which will be submitted to the University via Zonal Office. "Format to be filled for Each Block" after getting signed by GTU Observer, has to be maintained at the College, which the University may ask the institute to submit as and when if required.
- 6) As per GTU circular No: GTU/S-14/2014/3039 (Dated: 19/04/2014), examination centre has to submit the copy of CC TV footage in a CD/DVD to the GTU Observer. Examination Centre's College-Code, Exam. Date, Session (AM/PM) and Block No. should be clearly written with Permanent Marker on all CD/DVDs along with signature and name of Centre In-charge. The CD/DVD has to be handed over to the GTU observer on the next working day of examination.
- 7) Institute Heads should cooperate in smooth conduction of examination by giving enough no. of faculty names to the Zonal Office as and when asked.
- 8) Data regarding faculties/examiners asked by GTU for assessment work should be immediately forwarded to GTU in stipulated time period.
- 9) Institute Head and GTU coordinator should revive the progress of assessment work allocated to faculties at their Institute.
- 10) Carrying Mobile phone in exam centre is strictly prohibited vide circular no.: No: GTU/USE OF GTU-CUG NO/4279 Date: 23/04/2012, otherwise university will take strict action.

- 11) All the Centre in-charge are advised not to permit any students who have not filled the examination form.
- 12) Examination static table/book like Logarithms, Charts and Codes, etc should be arranged in enough quantity by examination centre before commencement of examination.
- 13) All CUG mobile number should be kept on 24X7 during the entire examination and assessment season.
- 14) List of Emergency barcode used should be immediately informed by mail to the concern section in charge in above mail ids.
- 15) Along with above mentioned instructions, various guidelines regarding roles and duties of Centre-in-charge, Junior Supervisor, Senior Supervisor, GTU coordinator and other staff involved in examination are published by University on time-to-time basis. Examination centres are instructed to strictly adhere to all such circulars, published by the University.

I/C Registrar

Copy to:

- 1) P.A. to Honourable Vice Chancellor for information
- 2) Controller of Examinations
- 3) UG/PG/Diploma section Course In-charge for necessary action
- 4) Principal/ Director/ Head of the Institute/College