



GUIDELINES FOR SIP of International Exchange Programme VIVA - 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 SIP 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 SIP for Internal Examiner as well as External Examiners at examination centre. This is to ensure about the accurate students allocated with respective Project Titles.
5. SIP 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. 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 SIP. 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 the 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).
7. 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.
8. 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.

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❖ GESIA Award - 2011 ❖ Digital Learning WES - 2011 Award

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9. 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.
10. 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.
11. As per norms, Each Student shall be allowed to make presentation for about 8 minutes.. External Examiners and Internal Examiners are directed to be time conscious allotted to each individual student and monitor the same.
12. 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.
13. The examination Centre Head (Principal/ Director) and Centre Coordinator(s) of SIP (Senior Faculty Members) shall be responsible for conducting SIP Viva Voce at examination centre and are eligible for honorarium as per GTU examination norms.
14. Based on no. of blocks for Viva Voce, peons are eligible for honorarium as per GTU norms for GTU Examinations.
15. Soft copies of all SIP 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: 2830005. Respective file of the student has to be saved with enrolment no as file name.
16. 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.
17. For practical exam of SIP, GTU has introduced a new system for generating the consolidated evaluation sheet by registering the students through online GTU portal.

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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.

18. 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.

19. There can be surprise inspection / visit by a team of squad appointed by GTU any time during scheduled timing of Viva Voce.

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