



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજિકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક:૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

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## CIRCULAR

**Guideline, Formats & Time Table of GCSR (2840009 / 2830003 / 28300V3) and CP (2830004) VIVA Exams, summer - 2015**

To,  
All the Directors/Principals/Exam Centre In charge/ Examiners /Students,  
GTU Affiliated MBA Colleges,

All the above concern stakeholders are requested to take a note for the Address of Examination centres, Guidelines and Formats for GCSR and CP viva as per the below given table and Annexures.

Zone No.	Name of Exam Centre	Address of Exam Centre
1	GTU Chandkheda – For GCSR	Gujarat Technological University Nr.Vishwakarma Government Engineering College Nr.Visat Three Roads, Visat - Gandhinagar Highway <b>Chandkheda, Ahmedabad – 382424</b>
	GTU Gandhinagar - For CP	Gujarat Technological University <b>Gandhinagar Campus</b> Nr. Government Polytechnic K-6 Circle, E-4 Electronic Estate G.I.D.C, Sector - 26, Gandhinagar-382028
2	Sri Jairambhai Patel Institute of Management Studies (SJPIIM- NICM), Gandhinagar	Nr. Infocity Circle CH – 0 Gandhinagar PH: 079 2321 3038
3	C K Shah Vijapurwala Institute of Management, Vadodara	Nr. Goya Gate Circle, R.V.Desai Road Pratap Nagar, Vadodara – 390004 Ph: +91 - 265 - 2418328 / 29 / 30
4	Faculty of Management - Atmiya Institute of Technology & Science.	Atmiya Institute of Technology & Science YogidhamGurukul, Kalawad Road, Rajkot - 360005
5	S. R. Luthra Institute of Management	MTB College Campus, Near Adarsh Society, Athwalines, Surat – 395001. Phone : +91 261 2240103

**Annexure I: Guidelines for GCSR and CP Viva**

**Annexure II: Bifurcated mark sheets format for GCSR**

# Annexure I

## GUIDELINES FOR GCSR AND CP VIVA - 2015

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 Enrolment 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-

Inst. 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-

Inst. Code	Name	Total No. of Students	No. of Students per Group	Np. Of Internal Examiners
701	Ahmedabad Institute of Technology	78	30	Internal Examiner A
			30	Internal Examiner B
			18	Internal Examiner 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 weather 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. 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.

10. Internal Examiner has to ensure that the hard copies of the reports submitted by the students is containing all the required certificates and declarations as suggested in GCSR and CP guidelines.

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 10:30am sharp and ends up by 5:00pm. External and Internal Examiners are supposed to reach examination center latest by 10:00am and students must report at examination center by 10:00am sharp** on the day of Viva Voce.

**24. For practical exam of CP and GCSR, GTU has introduced a system for generating the consolidated evaluation sheet by registering the students through online GTU portal. The link for the same will be open before approximately 4 days of the viva. All Internal Examiners have to map the students of the respective class for Internal Evaluation and External Evaluation (through creating dummy ID) in well advance. The Internal Examiners must bring the hard copies of the consolidated mark sheets for GCSR and CP (for Both - Internal and External Examiners) on the day of viva along with the attendance sheets for Internal and External examiners.**

**25. External and Internal Examiners will have 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. The squad member are authorized to intervene in the evaluation grading if it is felt to do so.





## 2. GCSR:

You may please go through the available format in GCSR Handbook 2014-15 for Subject Code 2830012 (Part I- Semester III) and 2840009 (Part II – Semester IV).

For Subject Code: 2830003 and 28300V3 please refer following formats:

### Format for External Examiner

Gujarat Technological University

Evaluation Criteria for External Evaluation of Global Country Report - GCR – 2830003/28300V3

Name of the Institute &

Institute Code:

Enrollment No	Title of the Project	Introduction to the Topic of Project ( <i>work done in Sem-III</i> )	Demographic Profile, Economic & Industries overviews, Trade and Commerce, Overview Different economic sectors of selected country , Overviews of Business and Trade at International Level, Present Trade Relations and Business Volume of different products with India. OR PESTAL ANALYSIS	Identification of possibilities/ new opportunities of business (import, export, investment etc) with that country. It also include problems & prospects of business/trade with the selected country.	Analysis & interpretation / Relevance to Indian / Gujarat Economy, Findings / conclusions of the Study and Strategic Suggestions for Trade and Business	References / Bibliography	Presentation / Viva Voce	Total Marks by External Examiner
		7	28	28	28	7	42	140

Name of the External Examiner

Signature

Date

Place

## Format for Internal Examiner

Gujarat Technological University

Evaluation Criteria for External Evaluation of Global Country Report - GCR - 2830003/28300V3

Name of the Institute &  
Institute Code:

Enroll ment No	Title of the Project	Introduction to the Topic of Project ( <i>work done in Sem-III</i> )	Demographic Profile, Economic & Industries overviews, Trade and Commerce, Overview Different economic sectors of selected country , Overviews of Business and Trade at International Level, Present Trade Relations and Business Volume of different products with India. <b>OR PESTAL ANALYSIS</b>	Identificati on of possibilitie s/ new opportuniti es of business (import, export, investment etc) with that country. It also include problems & prospects of business/trade with the selected country.	Analysis & interpretation / Relevance to Indian / Gujarat Economy, Findings / conclusions of the Study and Strategic Suggestions for Trade and Business	References / Bibliography	Presentation / Viva Voce	Total Marks by Internal Examiner
		<b>3</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>3</b>	<b>18</b>	<b>60</b>

Name of the Internal Examiner

Signature

Date

Place