



Non University Examination(NUE) Guidelines

These regulations apply to GTU affiliated Pharmacy colleges for Non University examinations (NUE).

- According to new PCI syllabus GTU affiliated pharmacy colleges have to take non university exam for the following 3 subjects of B.Pharm Semester-I (New Syllabus):

GUJARAT TECHNOLOGICAL UNIVERSITY														
Bachelor of Pharmacy														
w.e.f 2017-18														
Semester I														
Subject Code	Subject name	No of Hours (Theory)	Tutorial	No of Hours (Practical)	Credits Points	Internal Assessment (M)		End Semester Exams(E)		Internal Practical (I)		External Practical (V)		Total Marks
						Marks	Duration	Marks	Duration	Marks	Duration	Marks	Duration	
BP105TP	Communication Skills*	2	0	2	3	15	1 Hr	35	1.5 Hrs	15	2 Hrs	35	2 Hrs	100
BP106TP	Remedial Biology*	2	0	2	3	15	1 Hr	35	1.5 Hrs	15	2 Hrs	35	2 Hrs	100
BP107TT	Remedial Mathematics*	2	0	0	2	15	1 Hr	35	1.5 Hrs	0	-	0	-	50

Registration for examinations

- Students are required to register for examinations of these subjects with GTU Exam form registration process of B.Pharm Sem-1. In the case of remedial exam of these subjects (any component (E-M-V)) students have to register with GTU Exam form for registration.
- Student has to pay Rs.50/- per subject to college within deadline published by the college.
- NUE End semester exam of Theory and Practical will be of 35 marks each.
- Theory and Practical Exam for NUE subjects have to be taken at college level only.
- Theory End semester exam should be a written examination.
- Exam stationary material will not be provided by GTU for NUE subjects' exam.
- The examination fees collected by the college shall be utilized for the purpose of payment as of remuneration to teaching and non-teaching staff members involved in the examination & towards expenditure for stationary purpose of examination of these three subjects.

Examination timetable

- Examinations (Regular/remedial) will be held in accordance with the published timetable at college level which will be made available three weeks prior to WINTER/SUMMER examination periods of GTU. Timetable will include the date, time and venue of each examination.
- All colleges should mail their Theory and Practical exam timetable to GTU B.Pharm Section at bph@gtu.edu.in.
- Examinations should be held between Monday to Saturday excluding public holiday.
- Students should read the Examination Timetable carefully and know the time, date and location of the examinations they are required to take.
- Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence of student from an examination.
- The exam duration of these subjects are as per teaching scheme of B.Pharm Sem-1(w.e.f-2017-18).

Setting examination papers

- The individual college should set the individual question paper for individual subjects in exam season. Pattern of question paper: Students should be allowed to select five out of seven questions; each question should carry 7 marks. College shall publish deadlines for the submission of examination question papers for faculties. There should be at least three question papers available in reserve per subject for selection of question papers. The selection process of the question paper should be done by the principal of the college.



- All examination papers must be prepared as per standard University question paper proforma which will be provided by the GTU.
- The above same process shall be followed by the college in the remedial examination also.

Security of examination papers, stationary and examination hall

- Examination papers and examination stationary shall be held in a secure environment until the time for their release to students.
- All examination halls shall be well equipped with CCTV environment.
- CCTV footage of the exam should be maintained for six months from the date of exam.

Invigilation, senior supervisors & Centre In-charge:

- There shall be a prescribed number of invigilators in each examination room.
- Invigilation, senior supervisors & Centre In-charge duties will be issued by the college authorities and duties are as per the GTU exam norms.

Code of Conduct during examinations

- Invigilators are required to remain present at all examination as per GTU Exam norms and are responsible for their proper conduction of exam Students are required to comply with all instructions issued by an invigilator.
- Students will be admitted to the examination room by an invigilator before 20 minutes of the start of exam. Once admitted to the room, examination conditions apply so no talking will be permitted.
- Students should seat in accordance with the seating plans pasted outside the examination room.
- Students will not be permitted to wear coats, scarves, hats or outdoor wear, except where exemption applies for religious reasons, during examinations. Invigilators will request that students remove any clothing of this type and to place it in the area reserved for storage of personal items for the duration of the examination.
- Students must bring their own pens, pencils, rulers and any other required equipment to each examination. Cases and other containers are not permitted on examination desks. Additional material may only be used if issued by an invigilator or where it is specifically allowed in the examination question paper rubric.
- Food and drink will not be permitted in the examination room with the exception of water.
- Students must bring their college ID card to all examinations and display it on their desk throughout the examination. ID cards will be checked by an invigilator once the examination has started.
- Students should enter their SEAT number, not their name, on the examination answer booklet.
- Examinations will start and finish on the instruction of the invigilator. Students must not open examination question papers or start writing until instructed to do so.
- Talking or communicating in any other way with other students in the examination room before, during or after an examination is forbidden. Failure to observe this requirement will be treated as a disciplinary offence.
- The University operates a zero tolerance policy in relation to unfair means in examinations. if any student is discovered with mobile, Bluetooth, calculator or any electronics gadget or **any** notes, documents or unauthorized material or with **any** information written on any part of their body or clothing in the examination room it will automatically be assumed that unfair means has taken place and the consequence will be a mark of zero to the module.
- The case of UFM should be sent to exam department GTU within 2 days with proper relevant documents. GTU can send the squad to any college.
- Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Chief Invigilator will provide a report to the GTU in such cases.
- Students who arrive late may be admitted to an examination room during the first 15minutes of an examination. No additional time will be given.
- Students are not permitted to leave an examination hall during the first 30 minutes or the last 20 minutes.
- At the end of an examination the Chief Invigilator will instruct students to stop writing. Students must remain seated at their desks until all examination answer scripts have been collected by an invigilator and they are instructed that they may leave.



GUJARAT TECHNOLOGICAL UNIVERSITY

B. Pharm (UG Section)

Result Processing/Recheck-Re-assessment/RTI

- College has to complete the physical answer script evaluation at college level and fill the marks entry in to GTU marks entry panel within four week after the completion of the NUE exam.
- College has to store the answer scripts and keep the marks record of the students for at least six month period **(3-5 yr period for PCI inspection purpose, if needed)**.
- College should publish the marks of these subjects on college notice board.
- Students are eligible to apply in rechecking in college itself within three days of the declaration of result by university. Re-assessment is not allowed for these subjects.
- College should collect Rs.20 per subject as fees from students for recheck- process.
- College has to complete the rechecking at college level and upload marks in GTU panel and publish the marks on college notice board within 15 days.
- College has to refund the re-check fee to Student whose marks has been changed after re-check and student who has failed will have to re-appear the exam in next exam season (Winter/Summer).
- In RTI Application, College should follow the GTU norms of RTI at college level.

Remuneration:

- College should follow the remuneration rules as follow for Non University Examination.
 - 1) Invigilator: Rs.120/- per exam.
 - 2) Sr. Supervisor: Rs.200/- per exam.
 - 3) Answer script assessment : Rs.10/- per answer scripts
 - 4) Paper setter (Manuscript order) : Rs.350/- per Question Paper.
 - 5) Practical remuneration:

Sr. No	Post	Travelling Allowance ₹	Daily Allowance ₹	Maximum Number of person	Maximum Amount to be paid ₹
1	Laboratory Experts	N.A	N.A	01	₹150/-per person/day
2	Examiners				
	(a)External	As per GTU norms	200/-	01	₹ 150/-per subject/day
	(b)Internal	NIL	NIL	01	₹ 150/-per subject/day
3	Lab Assistant	NIL	NIL	01	₹ 100/- per Subject/day
4	Store-keeper	NIL	NIL	01	₹ 100/- per subject
5	Electrician	NIL	NIL	01	₹ 40/- per day
6	Gas Mechanic	NIL	NIL	01	₹ 40/- per day
7	Peon (or Hamal)	NIL	NIL	01 per subject exam	₹ 100/- per subject/day Per peon (or Hamal)

-sd-
Registrar