



GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

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

Ref. No: GTU/EXAM/PG/Practical/S2020/ 4359

Date: 17th-June-2020

Reference: No: GTU/ PG/Exam/S2020/4199 Dated 11-06-2020

Circular

Subject: Guidelines for External/Internal Examiner for conducting University's External Practical Examination (Summer 2020)

(Applicable for ME/M.Pharm/M.Arch/MCA/MBA/MCA Integrated Sem 7 to 10/ MBA Integrated sem 7-10/MBA Part-time)

As per above cited circular all Principals, Directors, HoD's, GTU coordinator's, Practical Exam Coordinators and students are hereby informed to take note of below points.

1. Due to Covid-19 pandemic Situation University will conduct external practical examination (summer 2020) of all PG courses through online mode only.
2. All Students shall be evaluated for external practical exam via online mode. No student is to be called at college campus for external practical examination.
3. It is the duty of GTU coordinator / internal examiner to arrange for online practical external examination as per schedule declared by University. It will be their responsibility to create online meeting and send credential/link to External examiner and students.
4. It will be the responsibility of internal examiner to ensure that all students and external examiner joins online meeting before 10 minutes of starting of external practical examination.
5. University will provide contact details of external examiner. GTU coordinator / internal examiner will have to coordinate with external examiner.
6. The examination shall be conducted on "Google meet" software. It is essential for students and External Examiner to have Gmail account. It is advisable for Institute to use their owner id given by GTU.
(for example – mec028owner@gtu.edu.in,mba715owner@gtu.edu.in,mph202owner@gtu.edu.in)
7. Internal examiner will be responsible for all kind of coordination with external examiner and students and recording of the whole examination. The recording shall be maintain for at least 1 year at institute. University may demand recording of the exam in future.
8. It is essential to have a computer system/laptop with two way communication facility including web camera for internal and external examiner. Sufficient data limit and good internet connectivity with speed are essential.

[Page 1 of 2]

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ CESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

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Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat, e-mail : info@gtu.ac.in URL : www.gtu.ac.in



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9. It is advisable for GTU coordinators/ internal examiners to conduct mock round with students so that they become familiar with the online tools.
10. Before examination, registration of external examiner will have to be done by GTU coordinator/internal examiner on portal (<http://viva.gtu.ac.in/>). On successful registration, external examiner will get credentials via mail/message for marks entry.
11. After completion of exam, external examiner will have to carefully enter marks through GTU viva portal. After due verification, external examiner will have to lock the marks.
12. It is desirable for External Examiner to conduct examination from his/her parent institute. Honorarium will be paid as per GTU norms. No TA/DA will be paid for online examination.
13. **External examiner** will have to submit the signed hardcopy of External Practical/Viva (V) Mark sheets, Attendance sheet, exam completion letter and remuneration bill to GTU. Write "Present/Absent" status of the students in place of signature of the students. No signature of students is required in attendance sheet.
14. **Internal Examiner** will have to maintain separate attendance sheet and will have to send scan copy to concern section after completion of practical examination with signature and seal of the institute. Write "Present/Absent" status of the students in place of signature of the students. No signature of students is required in attendance sheet.
15. Honorarium of **Internal Examiner/GTU co-ordinator** will have to be processed by Institute.


Registrar 17/6/20

[Page 2 of 2]

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