



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)

GTU/ME1-2/AUDITCOURSE/W2019/12769

22/11/2019

Subject: - Guidelines for Winter-19 Examination of ME-Audit Course Subjects (w.e.f 2018-19)

- Read: 1. ME submission dated 20/09/2019
2. Circular: GTU/ME1-2/AUDITCOURSE/W2018/39 dated 02/01/2019
3. Resolution 2.1 of Minutes of academic Council dated 09.08.2018

All the institutes, faculty members, students and Zonal offices are hereby informed to follow below guidelines for examination of M.E. Audit Course Subjects.

1. All the students will have to appear for examination of audit course subjects at his/her respective institute in Winter 2019. For other theory papers (other than audit course subjects), they will have to appear at Exam Centres declared by GTU.
2. There will be a common question paper from GTU, but the assessment of these subjects will be done manually at respective college of the student.
3. University will declare exam schedule for audit course subjects. Every institute will have to conduct examination as per declared schedule.
4. The question paper will be distributed in the same manner as other theory papers are distributed to exam centres. In case, an institute is not an exam centre of M.E. then for audit course subjects, paper will be release in B.E. login. This facility will be available only for examination of audit course subjects.
5. The institute will have to do necessary arrangement for the examination of audit course subjects. The examination must be conducted in a hall with CCTV facility.
6. Colleges will have to use the stationary supplied by GTU for the examination of Audit Course subjects.
7. GTU will send observer through zone for examination of these subjects.
8. Institute will be provided Present/Absent Report (Form 1). As the evaluation is to be done by institute, university will not provide Bar Codes. Institute will have to use brown sticker to hide enrolment number.
9. Original copy of Present/Absent Report (Form 1) must be handed over to Observer after completion of exam which must be signed by centre in-charge with institute seal.

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

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10. Zone will have to gather Present/Absent Report (Form 1) of all colleges and will have to submit it to university. Other procedure to submit form 1 at GTU will remain same as it is followed for other theory subjects.
11. After completion of examination of audit course subjects, Director/Principal will have to send those answer sheets to respective faculty for evaluation. The institutes are not required to hand over the answer sheet to zonal officers.
12. Institute will have to retain the answer sheets of these subjects for a minimum period of 6 month.
13. The result of these subjects will be shown in the grade sheet as PS for Pass/ FF for fail. In the credit column of the grade sheet '0' will be mentioned for Non-Credit subjects.
14. Passing marks for these subjects will be as per existing university norms. The backlog in these subjects will not be counted for detention but the student needs to pass these subjects for the award of degree.
15. The existing rule for gracing of marks will also be applicable for these subjects.
16. The colleges will enter the result of these subjects in GTU M, I, V Portal during the time schedule declared by GTU. GTU will inform via Circular to entre marks in the portal.
17. The institute will have to display the result in the form of Pass/Fail for these subjects and will be kept open for viewing for five (05) days for the students. For any queries related to the result (Pass/Fail), the student will have to inquire with his/her institute. In case of query, student shall be allowed to see answer sheet for his satisfaction.
18. After display period of 5 days, no query or request of the student shall be entertained.
19. No re-check/Re-assessment will be done by GTU.
20. Remuneration for conducting examination and assessment of these subjects will be as per the existing norms of GTU.

Sd/-
Registrar

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