



# GUJARAT TECHNOLOGICAL UNIVERSITY

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

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

Ref. No. / GTU/Dissertation W2020/ 104

DATE: 05-01-2021

### CIRCULAR

#### Examiner Guidelines for Online M.E/ M.Pharm Dissertation Examination (DP-1 Regular/Remedial and DP-2 Regular/Remedial) (Winter-2020)

Ref: No : GTU/Dissertation/W2020/9148 dated:19/12/2020

With reference to the above GTU circulars, University has scheduled the Online M.E/ M.Pharm Dissertation Examination (DP-1 Regular/Remedial and DP-2 Regular/Remedial) which will commence from 07-01-2021 for M.E/ M.Pharm students. So, examiners are hereby informed to take a note on below points.

#### **Important Points:**

1. Online M.E / M.Pharm Dissertation exam will be conducted through Google-Meet for which it is essential to have Gmail account. Google-Meet Link will be sent on examiners email address.
2. It is preferred to have a Computer System / Laptop with a two-way communication facility including a web camera. Sufficient data limit and good internet connectivity with speed are essential.
3. Experts are requested to join through Google Meet. (Gmail Account or G suite Account i.e. Organization's account) will work for the same. Experts not having a Gmail Account are kindly informed to create a new account and immediately update us so that email invitations can be sent. Further, it is a request to join through either desktop or laptop so that evaluation process is managed at ease.
4. In advance, email invitation will be sent to the individual expert for joining the meeting by concern section.
5. Experts are advised to join the meeting at-least 10 minutes before the scheduled time to avoid connectivity issues.
6. M.E / M.Pharm section will do the registration process of examiners and send the credential to concern examiners regarding marks entry and review comments. Online marks entry and comments in review card will have to be fill by both examiners with mutual understanding on GTU dissertation portal (<http://www.dissertation.gtu.ac.in/exam>) for which credential will be provided on examiner's email.
7. Examiners are instructed to keep their signature ready (less than 100KB) with them and upload before the beginning of examination. Without signature examiners will not be able to lock the portal.
8. Examiners are instructed to provide sufficient time to each student so that he/she can justify his/her research work.
9. Examiners are representing the University; hence, University expects fair evaluation process from examiners.
10. If you consider that the student's work is not up to the mark and you do not approve his/her Dissertation, then kindly give less than passing marks. But if you approve you must give the student passing or above marks.
11. It is mandatory to fill each and every detail in Online Review card.
12. As it is online exam, no TA/DA will be provided. Honorarium will be provided as per GTU norms. Examiner will have to send singed copy of honorarium along with marksheet to concerned section via email. For ME – [mecall@gtu.edu.in](mailto:mecall@gtu.edu.in) and for M.Pharm [mphcall@gtu.edu.in](mailto:mphcall@gtu.edu.in)
13. While entering comments in the online review card and marks on the portal, it is essential that both examiners coordinate mutually and any one of the Examiners will have to lock the portal. After locking, both examiners will have to download final marksheet and send scan copy of signed marksheet to concerned section along with Honorarium bill.




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14. All the students will have to remain Online during the examination. Student cannot leave the virtual examination hall without permission of examiners. Examiner can allow student to leave virtual examination hall after completion of his/her VIVA.
15. To avoid unnecessary disturbance during examination, students shall be instructed to use web camera and micro phone only during his/her presentation.

  
5/1/24  
Registrar

