



Ref.No: GTU/MBA/GCSR VIVA/10137

Date: 29-10-2015

## Circular

To,  
All Principals/ Directors/ GCSR Coordinators and Students  
MBA Institutes

### **Sub: Norms for the GCSR Viva (External and Internal) w.e.f. winter 2015 exam**

1. The Internal Viva of GCSR (i.e. **30 Marks – I component**) shall be conducted at Institute level in presence of GCSR Coordinator of the specific allotted country.
2. The Institute has to maintain the record of the marks given to each student during the viva and the same has to be uploaded on the '**Mid –Sem Marks Entry Portal**', whenever the link is available to the institute from GTU.
3. The copy of the marks duly signed by Faculty, GCSR coordinator and Director has to be furnished to Centre In charge of the Viva Centre at the time of External Viva of GCSR without fail.
4. During the external viva of specific country, the GCSR coordinator has to accompany the students on a specific day of viva at the central examination center. **However, GCSR coordinators shall not remain present in the examination hall and will not have any role in the evaluation process of the GCSR external viva.** He/She has to handle the administrative duties or project work related queries by the external examiner or center head, if any.
5. The GCSR coordinator has to bring the bifurcated mark sheet (**as per respective subject codes of GCSR**) at the time of external viva and need to submit the same to the Centre In-Charge/Coordinator to furnish it to external examiner of the specific panel.

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❖ GESIA Award - 2011 ❖ Digital Learning WES - 2011 Award

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6. The GCSR Coordinator has to map the students with the allotted GCSR country through GTU Exam portal of the specific institute code. The steps to follow for this procedure are given below. This task has to be completed by **5<sup>th</sup> November 2015**.

**Step 1:** Go to the GTU Exam Portal through: <http://gtuexams.in/>

**Step 2:** Log in with your ID and Password of the portal

**Step 3:** Go on “Other” tab and click on the last sub-tab namely “Add GCSR Country”

**Step 4:** Select the appropriate year i.e. For Regular Students of 2014-16 batch, you need to choose the option of “14”. For the remedial students who are supposed to appear in the Remedial – Viva of GCSR in winter 2015, you need to select the appropriate year – as per the enrollment of the specific student in specific year.

**Step 5:** Select the GCSR Country.

(a) **For the institute which is having single intake (For the GCSR 2015):** the institute having the intake of 60 students, will have the specific GCSR country in the country tab same as the Country Allocation 2015-16. They need to just verify the number of students and their enrollment and click on ‘**Submit**’ button.

(b) **For the institute which is having more than one class (For GCSR 2015):** the institute having the intake of 120 or above, need to select the appropriate country from the drop-down list as per the student’s enrollment number. **The Faculty has to be very careful in selecting the country.** According to the selection of the country, the students will be mapped for the ‘**Mid-Sem marks entry portal**’ and ‘**External Marks entry portal**’. If the faculty choose the wrong country against any students, it will create a chaos at the time of the Mid-Sem mark entry as well as at the time of Viva, so to avoid such possibility, **it is strongly recommended that before clicking on ‘Submit’ button, the details must be verified properly.**

(c) **For the Remedial students:** The faculty has to choose the respective country (as per the student’s enrollment) from the drop-down list. Here, the institute which is having single intake may see the GCSR 2015 country in the country selection column. So, if the country of remedial students is different from the existing country of 2015, you should select the appropriate country from the drop-down list.

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(d) After selection of the respective countries against the respective students, finally, the faculty has to click on “**Submit**” button. Before submitting the details, **it is recommended that the concerned faculty must verify the details properly without fail.**

For any query related to these norms, kindly contact the officials of GTU CGBS. Please visit <http://international.gtu.ac.in/pages.aspx?p=contactus> for the contact information.

S/D

I/C C.O.E &Registrar

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