



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Centre for Continuing Education
Course Operating Procedure

Before Starting the Course

1.	Prepare a brochure and flyer (a quick view), an online registration form and start the registration process.
2.	Make sure to mention complete guidelines about the course in brochure for candidates to avoid ambiguity (if any).
3.	Share (i) copy of brochure and flyer (ii) link of registration page with us through email so that the course can be announced on GTU-CCE website.
4.	Once the registration gets over, share details of participants (a format is given in separate file) for generating enrollment numbers from GTU-CCE.
5.	Once you receive participants list with enrollment numbers, deposit the 30% of collected course fees in GTU (the steps are mentioned in separate file) and share the receipt with us.

During the Course

6.	The GTU officials may visit the place during ongoing sessions of course to interact with the participants, resource persons and officials from institute.
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Evaluation Methodology

7.	Before at least one week of end of the course, the course coordinator(s) has/have to contact to GTU-CCE. Based on this communication, GTU will fix-up the external exam date and appoint subject specific external examiner(s) (one per 20 batch of participants).										
8.	The external examiner(s) has/have to conduct practical exam/viva/both either offline or online (in case of only viva).										
9.	For every course, the participants are to be evaluated from total marks 100 out of which External (GTU level) 60 marks and Internal (Institute level) 40 marks.										
10.	Travelling Allowance (TA), Dearness Allowance (DA) and Honorarium (applicable to Diploma/BE in GTU) will be paid to the external examiner(s) as per prevailing GTU norms.										
11.	External and Internal marks are to be uploaded on GTU portal (a link will be shared from GTU-CCE) by external examiner(s) and course coordinator respectively.										
12.	Minimum passing marks are to be 40% in both External and Internal individually.										
13.	Grades are to be based on the marks out of 100 and as per below given table. <table border="1" data-bbox="667 1780 1029 2011"><thead><tr><th>Marks (out of 100)</th><th>Grade</th></tr></thead><tbody><tr><td>85-100</td><td>A</td></tr><tr><td>70-84</td><td>B</td></tr><tr><td>55-69</td><td>C</td></tr><tr><td>40-54</td><td>D</td></tr></tbody></table>	Marks (out of 100)	Grade	85-100	A	70-84	B	55-69	C	40-54	D
Marks (out of 100)	Grade										
85-100	A										
70-84	B										
55-69	C										
40-54	D										
14.	For participants who not able to pass the exam, the next exam will be conducted within one month of result declaration or with the exam of next batch of participants in the same course (whichever is early).										
15.	The External Examiner(s) has/have to submit the original mark-sheet with signature in GTU-CCE along with TA, DA and Honorarium bills.										



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Course Credit Mechanism

16.
 - For a certificate course of 30 hours (only practical):
 - 2 hours/week (15 weeks) = 1 credit
 - For a certificate course of 30 hours (dual)
 - 2 hours/week (15 weeks) = 2 credit

For courses of duration more than 30 hours, the credit will be in pro-rate basis in the context of 30 hours.

Course duration (in hours)	Only Practical Courses	Dual Courses
	Credit	Credit
>=30 and <60	1	2
>=60 and <90	2	4
>=90 and <120	3	6
>=120 and <150	4	8
..... (as per pro-rata basis)		

After Completion of Course

17. After successful completion of the course, a detailed report is to be submitted (index is shown in separate file) to GTU-CCE.
18. GTU will issue certificate to eligible participants recommended by the institute. Certificates will be signed by Course Coordinator, Head of GTU-CCE and Vice Chancellor-GTU.
