

ફેક્સ : (૦૭૯) ૨૬૩૦૨૬૫૪
ટેલિફોન : ૨૬૩૦૧૩૪૧-૨૬૩૦૦૩૪૨-૪૩
૨૬૩૦૦૧૨૬
ટેલિગ્રામ : યુનિગુજરાત



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ગુજરાત યુનિવર્સિટી

ગુજરાત યુનિવર્સિટી કાર્યાલય,
પોસ્ટ બોક્સ નં. ૪૦૧૦,
નવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

GUJARAT UNIVERSITY
(NAAC Accredited B⁺⁺)
www.gujaratuniversity.org.in

OFFICE OF THE GUJARAT UNIVERSITY
POST BOX NO. 4010 NAVRANGPURA,
AHMEDABAD-380 009 (INDIA).

નં. પરીક્ષા/૨-અ/૬૦ 115/૨૦૧૭

તા. ૯ -૪-૨૦૧૭

પ્રતિ,
આચાર્યશ્રી,

શ્રીમાન,

એપ્રિલ-મે-૨૦૧૭માં લેવાનાર ગુજરાત યુનિવર્સિટીની પરીક્ષામાં આપની સંસ્થાના જે વિદ્યાર્થીઓને B.Sc. Sem.-VIની પ્રેક્ટિકલ પરીક્ષાઓ સાથે B.Sc. Sem-IV કે B.Sc. Sem.-IIની થીયરી પરીક્ષા સાથે કલેશ થતી હોય તો તેવા વિદ્યાર્થીઓની પ્રેક્ટિકલ પરીક્ષા out of turmમાં લેવા માટે આપની સંસ્થાના જે તે વિભાગનાં હેડને સૂચના આપવા વિનંતી.

આભાર સહ,

આપનો વિશ્વાસુ,

Rajubhai
પરીક્ષા નિયામક

GUJARAT UNIVERSITY
BBA- SEMESTER VI
PRACTICAL EXAMINATIONS (APRIL 2017)
INSTRUCTIONS FOR AFFILIATED BBA INSTITUTES/COLLEGES

1. The practical Examinations will commence from 20th April 2017.
2. Assuming group size of 10 students, minimum 4 groups to be evaluated each day. The Institute should put up a detailed group-wise timetable for each day.
3. In case of smaller group size, extra group may be accommodated on any day at the discretion of the Institute.
4. The student will be evaluated on the basis of :
 - i. Project Report (40% weightage i.e. 28 marks out of 70 marks)
 - ii. Viva-voce (60% weightage i.e. 42 marks out of 70 marks)
5. Viva-voce will be individual. Individual copies must be produced of Project Report by the respective students and must be signed by the external examiner.
6. The group will have to submit one printed copy of the Internal Power-point Presentation along-with the Group Report (one common copy of the entire group) to the Institute which will be signed by the external examiner.
7. Please keep a /photo copy or carbon copy of the attendance sheets at your Institute for future reference.
8. In case of any query or doubt contact the chairperson.
9. The marks should be submitted in the Marksheet provided by the University (available from the head of the institute allotted to the examiner for examination) and sealed in the presence of the head of the institute on each day of the examination. All marksheets will be submitted by the examiner to the University on the last day of the examination.

Gujarat University
B.B.A. Semester VI
Practical Examination April 2016-17
GRAND PROJECT VIVA –VOCE (CC 313)
Mark Sheet

Name of the Institute: _____

College Code: _____

Date&Time: _____

Batch: _____

Project Title: _____

Sr. No.	DIVISION & ROLL NO. OF THE INSTITUTE	UNIV. SEAT No.	PROJECT REPORT (OUT OF 28 MARKS)	VIVA (OUT OF 42 MARKS)	TOTAL MARKS (out of 70 MARKS) (MIN. 28 FOR PASSING)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Signature of Examiner:

Name of Examiner:

Contact number of the Examiner:

Gujarat University
B.B.A. Semester VI
Practical Examination April 2016-17
GRAND PROJECT VIVA –VOCE (CC 313)
Attendance Sheet

Name of the Institute: _____

College Code: _____

Date&Time: _____

Batch: _____

Project Title: _____

Sr. No.	Division & Roll No. of the Institute	University Seat No.	Signature of the Student
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Signature of the Examiner:

Name of the Examiner:

Contact number of the Examiner:

GUJARAT UNIVERSITY
B.A. Sem.-VI Examination—April, 2017
Paper 315 A-Lang. Teaching & Spoken English
'Viva' Programme

All the college are hereby advised to arrange for the Viva-Voce for paper 315 A- Language Teaching & Spoken English at their own College and the result should be submitted to the University Examination. Department (Room No. 42) by 30th April 2017.

Ahmedabad-380009

By order,

Rajesh
for, Controller of Examination

GUJARAT UNIVERSITY

..... Examination March/April 201
October

Subject : Centre :

Place of Examination (Name of College)

ATTENDANCE REPORT OF CANDIDATES AT THE PRACTICAL EXAMINATIONS

(To be submitted in DUPLICATE along with mark-list in Separate Cover)

Full Name of Examiners

.....

Date of the Practical examination and time	Total No. of candidates called for examination Seat Nos. From to	Total No. of candidates present at the examination on the dates allotted to them	Seat Nos. of candidates examined out of turn	Seat Nos. of candidates who were absent

Date : (Examiner's Signature)
 (")
 (")
 (")
 (")
 (")
 (")

EXAMINATIONS OF MARCH-APRIL/OCTOBER-NOVEMBER-201**BILL No.**

(1) I have submitted the Answer-books to University Receipt No. Dt.

(2) I have despatched the Answer-books vide Regd. Post No. Dt. OR

By Railway Receipt No. Dt.

Part-timeExternalInternal**Note :** (1) All entries in this form must be filled in by person preparing the bill. Forms in which any entry is left blank will be returned for completion to the person preparing the bill.

(2) All bill shall be received in advance.

(3) *Please mention it clearly if you are appointed at other subject or examination.

In Complete Form will not be entiled for payment.**ALL EXAMINATIONS PAYMENT BILL MAY PLEASE BE SUBMITTED TO THE ACCOUNT SECTION.****GUJARAT UNIVERSITY**

..... EXAMINATION (Please mention Exam and Semester)

N.B.- In case where the some Examiners are appointed to examine at more examinations than one or in more subjects than one, separate bill should be made out in respect of each such examinations or subject.

NAME

FATHER'S /HUSBAND'S NAME

SURNAME

To (Name of Examiner)

(In Capital Letter)

In Subject at the

Examinations of March-April/October-November, 20

	Rs.	P.
Drawing up question-paper Full/Half as Rs per paper ... (Remuneration for proof-reading is not be included in the bill. Seperate printed bills may please be filled in and submitted for payment.)		
For supply of additional copies at Rs. 2 per copy and Re. 1 per cyclostyled copy		
Examining answer-book at Rs. per paper		
Examining Candidates Orally, Practically or Clinically at Rs. per candidate ...		
Examining Candidates for term work at the Rs. per candidate...		
Remuneration for Chairmanship/Covenership if any... ..		
Remuneration for Moderation		
Honorarium for Examining dissertation at Rs. Total Rs.		
Adhoc Postage charge as per scale... .. Total Rs.		
Particulars :	Rs.	P.
	Total	

E. & O. Excepted.

(I) I hereby declare that I am a resident of situated in the Republic of India in State and that the Income-tax Rules inforce in the Republic of India are applicable to me.

Date :

(Signature) :

College Address in Short :

Payment received

Countersigned by
Convener ChairmanREVENUE
STAMPS
IF OVER
Rs.5000

Auditor

(Signature) :

Passed for Rs. P.

Rs.

Date :

Chief Accounts Officer

Controller of Exams.

Please fill up both the sides in capital letter only.

Name :

Name of the A/C Holder :

Address :

A/C Number :

IN

Bank :

BLOCK

Branch Name :

LETTERS

IFS Code

Date :

MICR Code :

M./No./Phone No.

Examination

Ch. No. Rs.

Note : Please provide bank details for easy & early payment.

Uni. Appointment Letter/Receipt No. Date : Voucher No.

763-5000-03-2017

01\Forms\Admission-1.p41

Paper-Setting Code No. 3511000

Exam. Super. Code No. 3512000

Observer TA-Code No. 3513002

GUJARAT UNIVERSITY

Travelling allowance Bill for Outside

NOTE :—All entries in this bill must be filled in before claiming payment. Forms on which any entries are left blank will be returned for completion to person preparing the bill. The payment of the T.A.H.A. will be made along with the amount due for remuneration.

(Name of the Examiner) } Name _____ Father's/Husband's Name _____ Surname _____
(in Block letters) }

in subject _____ Theory / Practical at the _____ Examination March/April
May/June 20
Oct./Nov./Dec.

A/C. NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Bank Name..... IFS Code
Branch Name PAN NO.....

(a) Details for Examinations Work. Please Tick Mark (✓) on following :

<input type="checkbox"/> for Submitting Paper	<input type="checkbox"/> for Submitting Result	<input type="checkbox"/> for Central Assessment
<input type="checkbox"/> for Exam Meeting	<input type="checkbox"/> for Conducting Practical Examinations	

(b) Details of the Train / Plane Journey :

Journey	Train/Plane by which travels	Time of travel	Date of travel	Ticket No.	Date of issue of Ticket	Class of which Travelled	Rs.	P.
(1) Inward Journey From _____ to Ahmedabad							Rs.	
(2) Outward Journey From Ahmedabad to _____								

(c) Bus Fare From _____ to _____ and back. Rs.

(d) Halting Allowance for _____ days at Rs. 200/- per day for Ahmedabad Rs.

OR

Halting allowance for _____ days at Rs.150/- per day for Outside Ahmedabad Rs.

(e) Dates of Meeting/Practical/Assessment etc. _____

TOTAL ...

From Station	To Station	Via	Kilo meters	† Amount of fare at each break of journey Rs. P.	‡ H.A. for days Mention the Dates	Place	Mention the dates of actual days of Practical

College Address : *I hereby declare that I have travelled by (Please Tick Mark) (✓)
Railway / Air / Bus/Car No..... (Petrol/Diesel /CNG)

Date : (Examiner's Signature)

Countersigned by the Principal/
H.O.D./Co-ordinator with Stamp



PAYMENT RECEIVED

IN CASH
REVENUE
STAMP
Rs. 5000/-
& OVER

FOR OFFICE USE ONLY

Passed for Rs. P.

Rs.

Date :

S.O. (Audit) Chief Accounts Officer

† Railway/Bus fare for each break of Journey is to be mentioned separately to enable to verify the amount. Information regarding No. of kilometers and the amount of fare can be hand from the fare of the ticket purchased.

‡ Halting allowance will be paid only for such No. of days when the examiners are actually engaged in taking practical etc. (including intervening holidays) at a particular place. Intervening holidays mean holidays during the conduct of practicals at one place i.e., Halting allowance will not be paid for the days of early arrival or for the days of late departure or for the days of travel from one place to another or for the days when there is no programme of practicals.

* This declaration must be signed for claiming.

* Examiner Should attach the copy of Order and Programme of Exam.,

[P.T.O.]

**Rules relating Travelling and Halting Allowances for Outside Paper-setters and Examiners
(as per circular no. 199 (Revised) Exam/Sanchalan/61046/2011 dated 10-10-12)**

Paper-setters and Examiners who are required to travel for attending (1) meeting in connection with the setting/submitting of question-papers/Results or (2) meeting of Examiners or (3) for conducting the Practical, Oral, Clinical, Term-Work and Viva-Voce examinations will be paid travelling as under :

- (1) If a person produce the railway ticket that he travelled by 2 Tier A.C./3 Tier A.C./First class, he will be paid an actual fare as per ticket.
 - (2) If a person travels by Second/Sleeper class, he will be paid a single Second/Sleeper Class Railway fare each way.
 - (3) If a person travels by Air, he will be paid Economy class fare each way, provided Vice-Chancellor's Sanction is obtained in advance.
 - (4) If a person travels by public bus/Luxury bus, he will be paid the actual fare each way, ticket proof required.
 - (5) If a person travels by car, he will be paid the actual fare(as per State govt. per K.M. rates) or 2 Tier AC railway fare, whichever is less.
- If two or more persons travelled by one car, they will be paid actual car fare(as per State govt. per K.M. rates) or the 2 Tier A.C. railway fare of all the members whichever is less.
- (6) Whenever the same person has to attend a Meeting/Practical/Assessment on consecutive days, travelling allowance for only one journey(both ways) shall be payable.
 - (7) In all cases, travelling allowance is to be calculated by the shortest possible route.
 - (8) In all cases, travelling allowances is to be calculated from the registered college address of the person to the actual place of duty.
 - (9) Whenever a person has claimed travelling allowance for any part of journey from any public authority, this part shall be excluded from the total distance.
 - (10) In addition to travelling allowance, Paper-setter and Examiners will be entitled to receive halting allowances of **Rs.200/-** for each day spent by them at **AHMEDABAD (including local Rickshaw/Bus Fare)** and of **Rs.150/-** for each day spent by them at **OUTSIDE AHMEDABAD (including local Rickshaw/Bus Fare)** where their presence is required for meeting or for conducting the Practical, Oral clinical, Term-work and Viva-voce examinations including any holidays that may intervene between the day of such meeting. If he is required to reach one day earlier than the day on which examination commences, he will be paid Halting Allowance for that day also.

Uni. Appointment No. Date :

1. Code No. 3511000

2. Voucher No.....

GUJARAT UNIVERSITY**CONVEYANCE ALLOWANCE BILL FOR LOCAL EXAMINER**

Name

Father's Name

Surname

Fathers/Husband Name

Name of the Examiner
(In block letters) }in subject Theory / Practical at the Examination, March/April 20 ..
October

Meeting		Dates of meeting or dates of practicals	Place (write college for pract).	Rs.	P.
		for central Assessment			
	for Paper-submitting				
	for setting Result / meeting				
	Any other Special meeting				
	for conducting Practical Examinations				

College Address.....

.....

.....

.....

Date :

Signature of Examiner

Passed for Rs.....P.....

Rupees

.....

.....

Payment received in cash

Sign. :

Countersignature by the
Principal or H.O.D. with Stemp

of Examinar

S.O. (Audit) C.A.O.....

Gujarat University

Consolidated Bill for remuneration payable to †Lab.Supervisors, Expert Assistants, Lab. Assistants, Hamals, etc., engaged for conducting the Practical Examination

Centre	Place :	Dates on which the Practical were held	Dates Time Practical to	Number of Students in each Batch
Practical Examination in	*of March/Aprli 20			
Examination	Oct./nov.	*Duration of Practicals	} 4 hours or less per day more than 4 to 7 hours per day Two practicals per day	
*Strike off whichever in not applicable.				

Sr.	Name	Designation	No. of Days for Prep. Total		No. of Days for Practicals Total		No. of Days of Cleaning Total		Total No. of days Claimed	Rate per day/batch/practical as may be applicable (Please refer to Scale of Remuneration)	Total Amount claimed		Payment Received Sign. (Pls affix revenue stamp whenever the amt exceed Rs. 5000/-)
			Days	Dates	Days	Dates	Days	Dates			Rs.	P.	
1										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
2										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
3										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
4										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
5										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
6										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
7										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
8										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
9										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
10										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
11										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
Date _____										Total Rs.			

Certified that the above mentioned persons rendered assistance to us as mentioned against their names at the Practical examination referred to above for number of days mentioned against their names inclusive of days of preparation and cleaning up.

Examiners

P
Rs. (in words)
Date

Chief Account Officer Controller of Examinations
Gujarat University.

N.B.- For each separate consolidated bill may please be preferred. Payment of this dated consolidated bill will be made by Cheque through the Principal of the College concerned.

† Please attach certificate of the Principal, authorizing appointment of Laboratory or Workshop Supervisor.
Please enclose practical programme copy.

Consolidated Bill for remuneration payable to †Lab.Supervisors, Expert Assistants, Lab. Assistants, Hamals, etc., engaged for conducting the Practical Examination

Centre	Place :
Practical Examination in	
Examination	*of March/Aprli 20
	Oct./nov.
*Strike off whichever in not applicable.	

Dates on which the Practical were held } Dates
 Time Practical
 to
 to
 *Duration of Practicals } 4 hours or less per day
 more than 4 to 7 hours per day
 Two practicals per day

Sr.	Name	Designation	No. of Days for Prep. Total		No. of Days for Practicals Total		No. of Days of Cleaning Total		Total No. of days Claimed	Rate per day/batch/practical as may be applicable (Please refer to Scale of Remuneration)	Total Amount claimed		Paymant Received Sign. (Pls affix revenue stamp whenever the amt exceed Rs. 5000/-)
			Days	Dates	Days	Dates	Days	Dates			Rs.	P.	
1										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
2										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
3										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
4										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
5										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
6										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
7										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
8										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
9										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
10										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
11										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning			
Total Rs.													

Date _____

Certified that the above mentioned persons rendered assistance to us as mentioned against their names at the Practical examination referred to above for number of days mentioned against their names inclusive of days of preparation and cleaning up.

--

Examiners

P
Rs. (in words)
Date

Chief Account Officer Controller of Examinations
Gujarat University.

N.B.- For each separate consolidated bill may please be prefired. Payment of this dated consolidated bill will be made by Cheque through the Principal of the College concerned.

† Please attach certificate of the Principal, authorizing appointment of Laboratory or Workshop Supervisor.
Please enclose practical programme copy.