



# 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)

Ref: GTU/MBA/CEC/2016/ 9882

Date: 29<sup>th</sup> December, 2016

To:

The Students /Principals / Directors / Coordinators of all MBA Colleges Affiliated GTU

### CIRCULAR

#### **Continuous Evaluation Component (CEC) Guidelines for MBA (With effective from Academic Year 2016-17)**

As per teaching scheme of MBA course total marks for CEC is 50. The bifurcation and detailed guidelines of CEC is as under. All affiliated MBA institutes are hereby informed to follow below mentioned guidelines for CEC. As per normal practice, all institutes will also upload these CEC marks (on portal) whenever asked by GTU

#### **Components of CEC:**

- |  |                   |
|--|-------------------|
| 1. Project Work (Practical Assignment preferably involving field work) | = 30 Marks        |
| 2. Quiz / Test   | = 10 Marks        |
| 3. Class Attendance and Participation                                  | = <u>10 Marks</u> |
| <b>Total Marks of CEC</b>  | <b>50 Marks</b>   |

#### **Detailed Guidelines**

##### **1. Project work:**

- The objective of this project work is to implement the concepts in practice which have been learnt by students during specific semester in a specific subject.
- Project can be prepared by single student or in the group two students.
- Project must be prepared for individual subjects of each semester.
- Project work must be based on any small topic of the subject. The scope of the project must be very specific and focused in nature.
- Students may visit any company / firm (preferably MSME / SME) in the vicinity to identify problem and try to provide managerial solution.
- Students have to register their topics to subject faculty before starting the project work. Subject faculty must have to ensure that no two students/groups have similar topic
- Viva of each subject must be given separately by students/Groups. If project is prepared jointly by two students then viva must be given jointly. **As this project work is the part of CEC (Continuous Evaluation Component), Viva must be taken by institute's respective subject's faculty along with**

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❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013*

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### **one industry expert or senior faculty member of other academic institute to evaluate the projects.**

- Project work may be based on secondary or primary data.
- This project must be submitted by students to the subject faculty /institute before the viva date. The Subject faculty has to keep records of these projects (soft/hard copy) till the end of Academic year (up to announcement of result) and has to furnish whenever asked by GTU.
- The weightage of this project work is 30 marks in CEC. In spite of joint work of the students, the marks must be given separately which must be based on the work done by individual student during the project work and performance in the viva.
- Formatting guidelines for project report
  - Paper Size: A4
  - Margin: Left side 1.5 inches; All other side 1 inches
  - Line Spacing: 1.15
  - Font Size: Main Title 14 points and Bold; Body of the project: 12 points and normal
  - Font Type: Calibri or Times New Roman (Body)
  - Page Numbers: right side at the bottom of the page
  - Title of Project, Enrollment No., Name of the student/s and Name of Subject Faculty must be mentioned on the first page of the project report

### **2. Quiz/ Test:**

- Quiz / Test is the best mode of assessing performance of students in a specific subject. So, all subject faculties are hereby directed to conduct a quiz / Test to assess conceptual clarity of the students for each subject
- Subject faculty are free to conduct Quiz/ test at the end of each module or at the end of syllabus completion of a specific subject.
- The questions in the quiz or test must be conceptual in nature. Subject faculty may ask MCQs, One liner question, Definitions, Formulas, Theories, Models, etc. The subject faculty is also free to take quiz / test in his/her own way apart from the mentioned (MCQs, One liner question, Definitions, etc.) format.
- The weightage of this Quiz / Test is 10 marks in CEC. So, at the end of the semester the subject faculty has to calculate proportionate marks if he/she has taken Quiz / Test of more than 10 Marks. For instance, if subject faculty has taken Quiz of 20 Marks at the end of each Module, then total 80 Marks (20 \* 4 modules) Quiz has been given by students. If one student has secured 60 marks out of 80, the subject faculty has to put proportionate marks out of 10. (Proportionate marks for given example is 7.5)
- Subject faculties are advised to put marks in whole number (marks in fraction will be converted to nearest full number). As an example, the faculty will put 8 marks for the student as per the above example.

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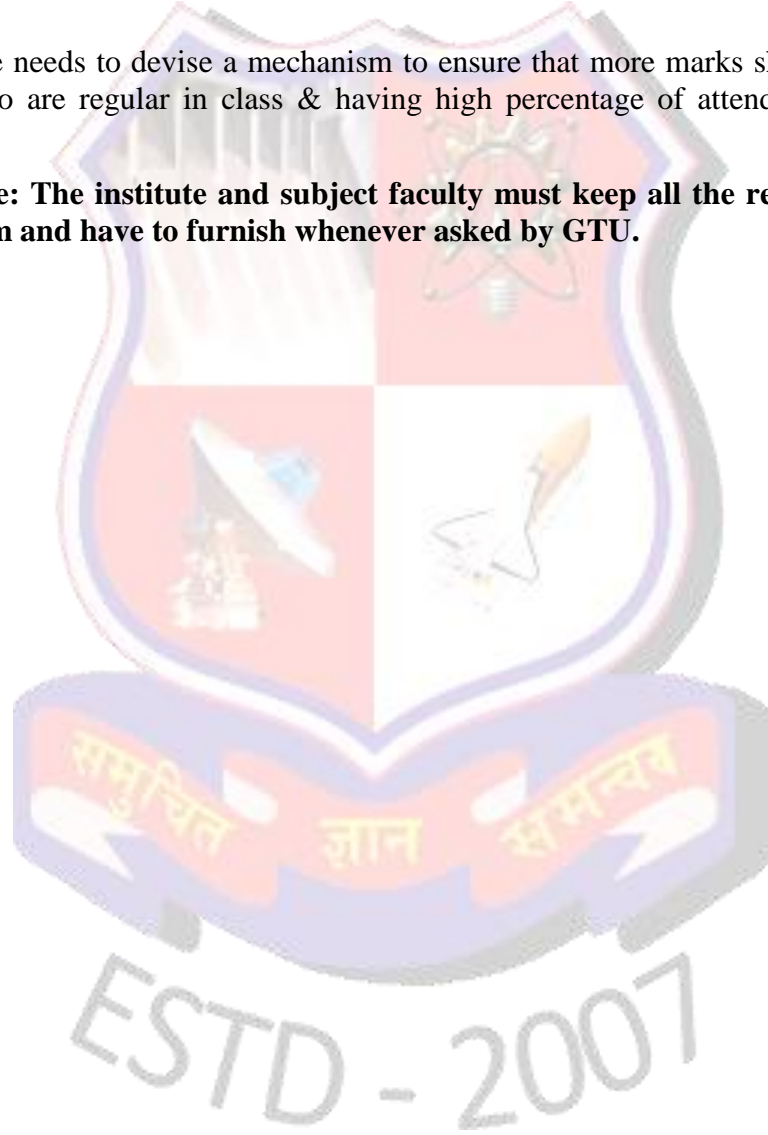
### 3. Class Attendance and Participation

Research has shown that Class Attendance and Academic Performance of students is positively correlated. So, Class Attendance and Participation is added as one of the components in CEC.

The subject faculty has to keep record of attendance for entire semester for specific subject.

The institute needs to devise a mechanism to ensure that more marks should be given to students who are regular in class & having high percentage of attendance and vice-versa.

**Important Note: The institute and subject faculty must keep all the records (soft/hard copy) with them and have to furnish whenever asked by GTU.**



Sd/-

Registrar (I/C)

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