

Gujarat Technological University

CENTRE FOR GLOBAL BUSINESS STUDIES

INSTRUCTIONS / GUIDELINES TO USE CGBS- PROJECT REVIEW SYSTEM (PRS)

Role of Director/ Principal

- Principal/Director of Institute has to appoint one GCSR coordinator for each country of study.
- One faculty member can guide maximum 3 groups.

Instruction for GCSR Coordinator

- GCSR coordinator has to login from '**Institute Login**' available on International tab of GTU website for doing all registrations. **Web link:** <http://international.gtu.ac.in/>
- To login, use '**Admin Portal**' user ID and Password.
- GCSR Coordinator has to register all the students of his/her country of study.
- Confirmation mail shall be sent to all registered students. In case of any error in credentials, Coordinators may edit the data.
- GCSR Coordinator has to register all projects (group wise) of country. Confirmation mail shall be sent to all registered group members.
- GCSR Coordinator has to allocate faculty guide against each group. One faculty member can guide maximum 3 groups. Confirmation mail shall be sent to all registered faculty guides.
- GCSR Coordinator can view all above mentioned details from '**VIEW**' tab.

Instruction for Faculty Guide

- Faculty guides have to login from '**CGBS-PRS**' available on International tab of GTU website for reviewing PPRs on regular bases. **Web link:** <http://international.gtu.ac.in/>
- Faculty guides have to review **PPR** by using login ID and Password provided at the time of Faculty registration.
- Faculty guides have to suggest corrections/ modifications within given time period of '**PERIODIC PROJECT REVIEW (PPR)**'.
- Faculty guides have to check plagiarism of full project report through the software provided by University. Acceptable limit of plagiarism is 30%.
- Faculty guides have to give final approval to upload the project on portal.

- Faculty guides have to assign grades to individual students based on the work done by them.
- **No changes would be allowed once the report is uploaded on portal.**
- **Report completion certificate would not be generated if students fail to submit PPR in given time duration.**

Instruction for Students

- Students have to identify industry.
- Students have to login from '**CGBS-PRS**' available on International tab of GTU website for uploading PPRs on regular bases. <http://international.gtu.ac.in/>
- Students have to upload all three PPRs by using login ID and Password provided at the time of student registration.
- Students have to do modifications in GCSR project as per suggestions given by faculty guide.
- Students have to submit Final Report on portal.
- No changes would be allowed once the report is uploaded on portal.
- Students have to generate '**Report Completion Certificate**' & '**Plagiarism Report**' and attach these two certificates in hard copy of project report for appearing in External Viva.
- **Report completion certificate would not be generated if students fail to submit PPR in given time duration.**