



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

**Prof. Satish Annigeri** Ph.D.  
**Registrar (Evaluation)**

Phone : (0831) 2498131

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2018-2019/ 1247.

Date : 16 JAN 2019

## CIRCULAR

### **Sub: Submission of List of Shortage of Attendance for 2018 BATCH PG STUDENTS - reg.**

The Principals of affiliated Engineering & Architecture colleges are requested to submit the list of students having shortage of attendance through web interface in respect of the Odd Semester 2018. After submission of list through web interface, a printout shall be taken and submitted to the office of the undersigned as per the schedule given below:

#### **Shortage of Attendance Submission**

Semester	Last day of reckoning attendance	Online submission	Printout submission
<b>I Sem. MBA/MCA/M.Tech./M.Arch.</b>	24.01.2019	25.01.2019 to 25.01.2019	27.01.2019

#### **PLEASE NOTE:**

The students should possess 85% of attendance. However, there is a provision for condonation of attendance to the extent of 10% on the specific recommendations of the Principal as per regulations.

#### **The CANDIDATES**

- ❖ Having shortage of attendance
- ❖ Detained due to Malpractice
- ❖ Not eligible for higher semester due to arrear subjects OR Coming under NFTC

#### **Are not eligible to attend the examinations.**

The Principals are requested to withhold the admission tickets of such candidates and NOT to permit them to take examinations.

#### **PROCEDURE FOR ONLINE SUBMISSION OF ATTENDANCE REPORT:**

1. URL: <http://prexam.blr.vtu.ac.in> - for Bangalore Region (where the college code starts from A to M (For Ex: 1AA to 1MV)
2. URL: <http://prexam.blr1.vtu.ac.in> - for Bangalore Region (where the college code starts from N to Y (For Ex: 1NH to 1YD)
3. URL: <http://prexam.vtu.ac.in> - for Belagavi, Kalaburagi and Mysuru Region colleges.
4. **Follow the instructions issued in the user manual available in the website for the purpose.**



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**:SUBMISSION OF PRINTOUT TO THE OFFICE OF THE UNDERSIGNED:**

1. Take a printout of Shortage of attendance and submit the same to the office of the undersigned with the signature of the student, Faculty, HoD and Principal.
2. Take a printout of list of students under condonation, attach all the relevant documents like Medical Certificates etc., and submit the same to the office of the undersigned for condonation with the signature of the student, Faculty, HoD and Principal.

The contents of this circular must be brought to the notice of all the concerned.

Sd/-

**REGISTRAR (EVALUATION)**

**To, The Principals of Constituent and Affiliated engineering colleges.**

Copy FWCs to:

1. Hon'ble Vice-Chancellor, through the Sec. to VC, VTU Belgaum, for information.
2. The Registrar, VTU Belgaum, for information
3. Incharge Regional Directors of VTU Regional Offices, for information and needful.
4. Incharge Director, ITISMU, VTU Belagavi, for information and needful.

**REGISTRAR (EVALUATION)**