



Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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

Phone : (0831) 2498131

Fax : (0831) 2498184

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Date : 10 MAY 2019

CIRCULAR

Sub: Conduct of Practical Examination May/June / July 2019- reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following in respect of Conduct of Practical Examinations May/June/July 2019.

SCHEDULES:

Practical Batch Creation and Allotment of Examiners for

> IV Sem. MCA

Event	Dates
• Uploading Batch lists through web interface and approval of batches by the Principals of respective institutions :	13.05.2019 - 14.05.2019
• Zone creation and approval by the Incharge Regional Directors	14.05.2019
• Allocation of Examiners by the BoE Coordinators	15.05.2019 - 16.05.2019
• Practical Examinations	21.05.2019 to 25.05.2019

> All Semesters UG and PG (Excluding 2nd Semester 2018 UG and PG and their backlog subjects and IV Sem. MCA)

Event	Dates
• Uploading Batch lists through web interface and approval of batches by the Principals of respective institutions :	13.05.2019 - 15.05.2019
• Zone creation and approval by the Incharge Regional Directors	14.05.2019 to 16.05.2019
• Allocation of Examiners by the BoE Coordinators	17.05.2019 to 20.05.2019
• Practical Examinations	27.05.2019 to 07.06.2019

> II Sem. 2018 Scheme UG and PG programs and their backlog subjects

Event	Dates
• Uploading Batch lists through web interface and approval of batches by the Principals of respective institutions :	23.05.2019 to 27.05.2019
• Zone creation and approval by the Incharge Regional Directors	28.05.2019 to 31.05.2019
• Allocation of Examiners by the BoE Coordinators	01.06.2019 to 06.06.2019
• II Sem 2018 UG and their backlog subjects	19.06.2019 to 29.06.2019
• II Sem. M.Tech. and II Sem. MCA and their backlog subjects	24.06.2019 to 29.06.2019

ROLES AND RESPONSIBILITIES:

Creation of Batches for 1st Year students

1. The Branch in which student is studying will create batches for the students.
2. The teaching department will have access to all the batches of all branches in their subject
3. The teaching department has to move the students from one batch to another where the students strength is not full.

For Ex:

Computer Science and Engineering department has created 6 bathes in Physics subject with 6th batch strength of 4 students and

Mechanical Engineering department has created 8 bathes in Physics subject with 8th batch strength of 3 students.

In the above circumstances, the teaching department i.e. Physics department has to move students from one batch to another and leave one batch empty.

Likewise all teaching departments have to take care of all their subject labs and minimize the number of batches

4. After moving the students from one batch to another and minimizing the number of batches the dates for batches are to be assigned by the respective teaching department.
5. After the above activity, the principal has to approve batches.

Heads of Department:

Creation of Batches for all practical subjects and subjects for which examinations are to be conducted batch-wise, by using department login at:

- <http://www.prexam.vtu.ac.in> for Belagavi, Kalburgi and Mysuru regions
- <http://www.prexam.blr.vtu.ac.in> for Bengaluru region

Change of batch for student before examiner appointment. If student batch has to be changed after appointment of examiners, a written approval has to be obtained from Registrar(Evaluation) and the same will be done from VTU side.

Principals of Institutions:

- Approval of uploaded batch lists.
- After the allotment of examiners, list of faculty assigned with the responsibilities of practical examination duties are available in Principal Login at <http://www.prexam.vtu.ac.in> / <http://prexam.blr.vtu.ac.in>, Principals of respective institutions are requested to instruct the concerned faculty to download their appointment orders from. <http://www.prexam.vtu.ac.in> / <http://prexam.blr.vtu.ac.in>
- To coordinate with BoE coordinators for the smooth conduct of Practical Examinations.

Incharge Regional Directors of VTU ROs: Creation of number of zones in their Region, Allotment of Colleges to Zones and BoE coordinators. The incharge regional directors have to approve the batches created by colleges in their region.

BoE Coordinators: Allotment of Examiners for the practical batches for the colleges assigned to them and Change of examiners, if required. The BOE coordinator can change the date of batches if required as a last resort. The faculty id is the user id and the secret code is the password for BoE coordinators. Allotment of Examiners is to be completed as per the schedule given above. Further the BOE Coordinators should inform both the examiners and the college for last minute changes if any.

Faculty Members Appointed as Examiners: Download their appointment orders from <http://www.prexam.vtu.ac.in> / <http://prexam.blr.vtu.ac.in> and attend the duties assigned to them without fail.

Detailed instructions for the submission of batch lists and workflow is given in the user manual displayed with the application.

For any queries and clarifications please contact: 0831-2498254 and 2498130, or send an email to prexam@vtu.ac.in.

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

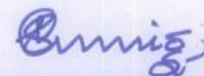
Sd/-

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)