



Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

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Date : 14 MAY 2019

CIRCULAR

**Sub: Submission of List of Shortage of Attendance for
Even Sem. 2019 – 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 Even Semester 2019. 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

Shortage of Attendance Submission

Semester and Program	Last day of reckoning attendance	Online Submission		Printout Submission
		Starting date	Last date	
➤ IV & VI Sem. MCA	11.05.2019	13.05.2019	14.05.2019	16.05.2019
➤ IV Sem. M.Arch.	Hall Ticket Generation 17.05.2019			
➤ IV, VI Sem. and VIII Sem B.E./B.Tech.	16.05.2019	17.05.2019	18.05.2019	19.05.2019
➤ IV, VI VIII and X Sem. B.Arch.	Hall Ticket Generation 21.05.2019			
➤ IV Sem. MBA	24.05.2019	25.05.2019	27.05.2019	28.05.2019
	Hall Ticket Generation 28.05.2019			

Lower Semester Shortage of Attendance

➤ II Sem. B.E./B.Tech./B.Arch.	08.06.2019	09.06.2019	11.06.2019	13.06.2019
➤ II Sem. MBA and M.Arch.				
➤ II Sem. MCA and M.Tech.	13.06.2019	14.06.2019	15.06.2019	17.06.2019

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.**

: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.

 13/5/19

REGISTRAR (EVALUATION)