



Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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Date : 24 JUN 2019

CIRCULAR

Sub: Conduct of Examinations - reg.

It is brought to the notice of the undersigned that, Principals of few colleges have assigned the duties of Chief Superintended to the faculty. Hence the **Principals of Constituent and Affiliated Engineering Colleges are directed to note the following points:**

1. Principals must take up the responsibility of Chief Superintendent of their respective examination centres without fail. Any observation to the contrary will be viewed seriously.
2. All students must be seated in the examination hall 30 minutes before the start of exams. No student shall be allowed to enter the exam hall subsequently.
3. Downloading and printing of question papers must be done in the presence of Chief Superintendent and External DCS.
4. Question papers must have both the water marks clearly legible. It is found that some colleges are photocopying the question papers and the watermarks are not clearly visible.
5. Soft copy of the question papers must remain in the custody of the Chief Superintendent and must not be given to anyone until the examination is concluded.

Violation in following above directions will be viewed seriously.

Sd/-

REGISTRAR (EVALUATION)

To, The Principals of all Engineering colleges under Bengaluru Region.

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. To VC, VTU Belgaum, for kind information.
2. The Registrar, VTU Belgaum, for information.
3. The Finance Officer, VTU Belagavi, for information.
4. The Regional Directors of VTU Regional Offices, for information & needful.
5. The Director, ITISMU, VTU Belagavi, for information.

Annigeri 24/6/19

REGISTRAR (EVALUATION)