



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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Date : **15 JUL 2019**

## CIRCULAR

All the faculty members are hereby directed to change their secret code assigned to their faculty id.

**The procedure for the same is as below:**

1. URL: <http://prexam.vtu.ac.in>, <http://prexam.blr.vtu.ac.in>, <http://prexam.blr1.vtu.ac.in>, whichever is applicable.
2. Select "Faculty Registration"
3. Click on "Forget Secret Code"
4. Enter the required details (faculty id, college code, branch code, mobile number, email id and PAN number), which should match already uploaded data
5. Click on "Submit"
6. On submission, OTP will be delivered to the registered mobile number.
7. Enter the OTP and set the new Secret Code, which should be SIX DIGIT NUMERAL.
8. Now the Secret Code is changed, for all VTU services from Monday 8<sup>th</sup> July 2019.

The Change of Secret Code is compulsory for all the faculty members and faculty members are directed "not to share the Secret Code with anybody". Henceforth, faculty can use the above URL to change their secret code using the above procedure.

### PLEASE NOTE:

1. It is advised not to use easily recognizable Secret Code like 000000, 111111, 123123, 123456 etc.
2. The changed Secret Codes will be activated from 8<sup>th</sup> July 2019.
3. Even after changing the Secret Codes, old Secret Codes can be used upto 7<sup>th</sup> July 2019.
4. Old Secret Codes will be deactivated on 8<sup>th</sup> July 2019 at 00:00 hrs and new Secret Codes will be activated.

The Principals of constituent and affiliated engineering colleges are requested to bring the contents of this circular to the notice of all the concerned.

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 Regional Directors of VTU Regional Offices, for information & needful.
4. The Director, ITISMU, VTU Belagavi, for information.

**REGISTRAR (EVALUATION)**