



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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

Phone : (0831) 2498131

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Ref. No.VTU/BGM/Reg(E)/PS/2018-2019/ 974

Date : 14 NOV 2018

## CIRCULAR

### Sub: Conduct of Practical Examination Dec. 2018/ Jan 2019 - reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following in respect of Conduct of Practical Examinations Dec. 2018/Jan 2019.

#### SCHEDULES:

Event	Dates
• Uploading Batch lists through web interface and approval of batches by the Principals of respective institutions :	19.11.2018 - 22.11.2018
• Zone creation and approval by the Incharge Regional Directors	20.11.2018 - 23.11.2018
• <b>Allocation of Examiners by the BoE Coordinators</b>	24.11.2018 - 28.11.2018
• <b>All Sem. B.E./B.Tech./B.Arch. Practical Examinations (excluding I &amp; VII Sem. B.E./B.Tech.)</b>	<b>03.12.2018 - 14.12.2018</b>
• <b>VII Sem. B.E./B.Tech. Practical Examinations</b>	<b>06.12.2018 - 14.12.2018</b>
• <b>V Sem. MCA Practical Examinations</b>	<b>03.12.2018 - 07.12.2018</b>

#### ROLES AND RESPONSIBILITIES:

##### 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



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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](mailto: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)**