



Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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Registrar (Evaluation)

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Ref. No.VTU/BGM/Reg(E)/PS/2017-2018/

2496/2

Date : 11 JAN 2018

REVISED CIRCULAR

Sub: Uploading of Practical Batch Lists - reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following in respect of Conduct of PG Practical Examinations Jan 2018 Examinations:

SCHEDULES

Practical Examinations:

Semester	Schedule of Practical Examinations
• I Sem. MCA/ All Sem. M.Tech.	22.01.2018-27.01.2018

Uploading Batch lists through web interface

- For 2017 admitted candidates of All Sem. M.Tech. and I Sem. MCA : **From 11th January 2018 to 13th January 2018**

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://labexam.vtu.ac.in> - for all colleges.

Principals of Institutions:

as mentioned in the circular No.VTU/BGM/Reg(E)/PS/2017-2018/2205, dated 17.11.2017 &

1. **Instruct the concerned to undertake faculty mapping.**
2. **The faculty who have taught the concerned subject during the last three years are to be mapped without fail.**

Incharge Regional Directors: Facilitate for the conduction of lab examinations

BoE coordinators: Allotment of Examiners for the practical batches for the colleges assigned to them and Change of examiners, if required. The faculty id is the user id and the secret code is the password for BoE coordinators.

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: 0831-2498188 and 2498130, 8762116101 or send an email to prexam@vtu.ac.in.

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

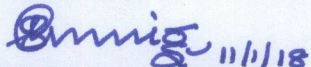
Sd/-

REGISTRAR (EVALUATION)

To, The Principals of all Engineering colleges.

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. To VC, VTU Belgaum, for information.
2. The Registrar, VTU Belgaum, for information.
3. The Incharge Regional Directors of VTU Regional Offices, for information & needful.


REGISTRAR (EVALUATION)