



Visvesvaraya Technological University

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CIRCULAR

Sub: Creation of Faculty Database – reg.

University is creating faculty database consisting of complete information about the faculty members of constituent and affiliated engineering colleges. This information will be used for all examination activities like submission of IA marks, Practical marks entry etc.

Hence, the Principals of Constituent and Affiliated Engineering Colleges are requested to instruct all the faculty members to update their information. The procedure for the same is as detailed below:

Procedure for the submission of faculty information:

1. URL: <http://prexam.blr.vtu.ac.in> - for Bangalore Region
2. URL: <http://prexam.vtu.ac.in> - for Belagavi, Kalaburagi and Mysuru Region colleges.
3. Go to the Faculty Registration in the main menu
4. The login ID and password are already provided for all the branches to submit examination application form and the same may be used for this purpose also.

PART – I – DEPARTMENTAL LOGIN FOR FACULTY REGISTRATION

1. To login with Departmental login for faculty registration use department login id and password used for examination application form entry.
2. For the PG courses replace course code in both login id and password and use the same in its original format. i.e. id: regioncode+collegcode+branchcode and password: regioncode+collegcode+branchcode----- (-----the contents are already provided)
3. After login, go to add faculty information and fill the required fields individually (faculty information need to be submitted individually by each of the faculty members as there is provision to provide a secret code which should be known to the respective faculty members only).
4. After submitting the information, a faculty id will be generated for each faculty member which is to be noted individually.
5. After submission view and edit provision are given in view faculty information menu.

PART – II – PRINCIPAL LOGIN

1. There is provision to view and approve the faculty information by the Principals of respective institutions, for which the login id and password used for RV application entry are to be used.
2. After login with the Principal id, a dashboard is provided, listing all the branches in the college. By clicking on the branch, Principals can view the information uploaded by each faculty member of the branch.
3. To view the information provided by a faculty member, click on the faculty id and to approve the faculty information click on approve button.
4. There is provision to download the faculty information entered by the each faculty of the department in Excel format by using download option and print option is provided to print the faculty information in PDF format.

PLEASE NOTE:

1. **Registration of each faculty member is compulsory.**
2. **Each of the faculty members must remember their secret codes.**
3. **There will be mapping of the faculty ids for various future activities like Internal Assessment Marks Submission, Practical Marks submission during Practical Examinations, etc. IA marks will not be accepted without faculty id.**
4. **Principals of respective institutions must approve their faculty information.**

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 Constituent and Affiliated and Autonomous Engineering colleges

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 Incharge Regional Directors of VTU Regional Offices, for information & needful.

B. M. S. 20/6/17

REGISTRAR (EVALUATION)