



# Visvesvaraya Technological University

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Ref. No/VTU/BGM/Reg(E)/PS/2016-2017/ 1380

Date : 13 APR 2017

## CIRCULAR

### Sub: Submission of Internal Assessment Marks in respect of odd semester 2016 - reg.

The Internal Assessment (IA) Marks in respect of odd semester 2016 have already been submitted by the colleges through online web portal. However, the IA marks in respect of some of the students are missing because of technical issues. Further, University is receiving requests for corrections in the IA marks submitted through web portal from some of the colleges.

In order to resolve all the issues related to IA marks submission a provision is made to:

1. Download the IA marks already submitted by colleges through the online web portal
2. Verify the previously submitted marks
3. Make required corrections with the proper approval of the concerned authorities at college level
4. Make new entries in respect of students whose marks could not be entered in Sheet2 only
5. Upload the IA marks through web portal.

**LAST DATE FOR UPLOADING THE UG IA MARKS THROUGH WEB PORTAL IS PROVIDED BELOW. NO EXTENSION WILL BE GIVEN.**

Sl No	Region/s	Start Date for downloading Files	Last Date for Uploading Files	Last date for submission of Hard copy
1	Belagavi, Kalaburagi	13/04/2017	17/04/2017	20/04/17
2	Mysuru	14/04/2017	18/04/2017	21/04/17
3	Bengaluru	18/04/2017	22/04/2017	25/04/17

### PROCEDURE TO DOWNLOAD THE FILE CONSISTING OF ALREADY ENTERED MARKS

1. URL: <http://iamarks.vtu.ac.in>
2. Go to College coordinator login
3. The login ID and Password for each college is the same as used for IA marks entry
4. Multiple login facility is provided
5. After the login with the college id and password, IA marks portal will open
6. Click on the IA MARKS DOWNLOAD option OR use IA marks download menu to download the IA marks already entered
7. Select Program as UG (PG IA marks option will be provided in due course), Course as BE, Select branch (all the branches of the college are given in dropdown menu), select semester for which you are downloading the IA marks and click on SUBMIT button
8. Immediately a file name and DOWNLOAD option will appear, click on the download option and download the MS Excel file consisting of already entered IA marks

9. Procedure given in point numbers 7 and 8 are required to be repeated for each branch and each semester, that is, there are four files referring to 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> Semester for each branch to download.

#### **PROCEDURE TO MAKE CORRECTIONS AND ENTER DATA IN RESPECT OF LEFT OUT STUDENTS**

In order to process the data sent by colleges automatically with minimum manual intervention, it is very important to follow these instructions meticulously. Any deviation from the instructions will result in delay. Principals are directed to instruct a staff member with requisite knowledge to study the instructions and ensure that they are followed diligently by each person entering data into the MS Excel files.

#### **IMPORTANT INSTRUCTIONS**

- DO NOT ADD IA marks of the students admitted to 5<sup>TH</sup> AND 7<sup>TH</sup> SEMESTER CRASH / EXTRICATING SEMESTER. A separate circular will be released for the same**
  - Do not change the file name for any reason**
  - Sheet1 of the MS Excel file contains data previously entered by colleges. Make corrections to data in Sheet1 where necessary. Do not add any new data on Sheet1. FOR NEW ENTRIES USE SHEET2 of the original file only**
  - Do not alter any fields other than marks, which are already entered and need corrections**
  - Marks corrections can be done by following due procedures. Complaints, if any, in respect of mishandling will be viewed seriously**
  - Do not alter any cells such as inserting blank rows, merging cells etc.**
1. The file downloaded contains data in respect of IA marks entered by the colleges through web portal
  2. Verify the data for its correctness and make corrections, if any
  3. The IA marks already entered through web portal have been provided in MS Excel file, to make fresh entries select **Sheet2** only, wherein headings are provided with required data. Do not add any fresh USN with IA marks in **Sheet1**
  4. Once the entry in respect of all students in Sheet1 and Sheet2 is over, save the file and Verify the data for its **correctness once again**
  5. **Take a final printout, get the signature of each student, after students signature each staff member has to put his/her signature in respective subject**
  6. **Obtain the signature of HoD and Principal and submit a Hard copy of the IA Marks in a bounded form to the office of the undersigned as indicated in the table above**

#### **PROCEDURE TO UPLOAD THE EXCEL FILE CONSISTING OF FINAL IA MARKS OF ALL STUDENTS**

1. Click on the VERIFIED IA MARKS UPLOAD option OR use IA marks upload menu to upload the Final IA marks
2. Select Semester, choose a file pertaining to selected semester (one at a time) and click on SUBMIT button.

#### **PROCEDURE TO SUBMIT IA MARKS IN RESPECT OF EVEN SEMESTER SUBJECTS, WHERE THE CANDIDATE HAS OPTED FOR IMPROVEMENT OF IA MARKS IN CASE OF PRACTICAL SUBJECTS**

1. Prepare an MS Excel file in the following format:  

USN	NAME OF STUDENT	SUB CODE	IMPROVED IA MARKS
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2. The data should not exceed four columns
3. If more than one subject is to be entered for a USN, repeat the USN and Name of Student on the next row and add the Subject Code and improved marks

4. Name of the file consists of: 2 letter college code, 2 letter branch code and 1 integer for semester, without any intervening spaces, underscores or other characters. For ex: ABCS2 for college code AB, branch Computer Science and 2<sup>nd</sup> semester.
5. Send the file through email to [info.vtuexam@gmail.com](mailto:info.vtuexam@gmail.com) with subject beginning with 2 letter college code followed by Improved IA marks. For example: AB - Improved IA Marks for college code AB

**PLEASE NOTE**

1. Follow the instructions given in this circular diligently
2. **Do not change the file name for any reason**
3. **FOR CORRECTIONS USE Sheet1 and FOR NEW ENTRIES USE Sheet2 of the *only* original file**
4. **Do not alter any fields other than marks which require corrections**
5. **IA Marks corrections can be done by following due procedures. Violation of procedures, if any, will be viewed seriously**
6. **Do not upload the file in respect Improvement of IA Marks of even semester Practical subjects,**
7. **For any queries and clarifications please send email to [info.vtuexam@gmail.com](mailto:info.vtuexam@gmail.com)**
8. **Violation of instructions issued in this circular may lead to rejection of uploaded IA marks and delay in announcement of results of such institutions.**

Principals of all 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.**

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 Special Officers of VTU Regional Offices, for information & needful.

  
13/4/17  
REGISTRAR (EVALUATION)