



Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

Dr. H. G. Shekharappa
Registrar (Evaluation)

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Ref. No/VTU/ PS/Exam/2016-2017/ 929

Date : - 9 NOV 2016

NOTIFICATION

Sub: Online filing of Examination Application Forms Dec. 2016/Jan. 2017 Examinations – reg.

Online filing of examination application forms will be enabled through web based application and the same is available at www.examform.vtu.ac.in, and can also be reached through www.vtu.ac.in from **the dates given hereunder**. The college shall make arrangements to submit the application forms of all the candidates. The schedule is as detailed below:

Sl. No.	DETAILS OF EXAMINATIONS	DATES
01	➤ All Semester B.E./B.Tech./B.Arch./MBA/MCA/M.Tech./M.Arch. (Excluding students admitted to various courses during 2016-2017)	10 th to 21 st November 2016
	➤ With a penalty of Rs.500/-	22 nd to 24 th November 2016
02	➤ I Sem. B. E. / B.Tech. / B.Arch./MBA/MCA/M.Tech./M.Arch. (Students admitted during 2016-17)	16 th to 21 st November 2016
	➤ III Sem. B.E. /B.Tech. & III Sem. MCA (Students admitted under lateral entry during 2016-17)	

:PROCEDURE FOR FILING ONLINE APPLICATIONS:

1. APPLICATION SUBMISSION HAS TO BE DONE THROUGH ID PROVIDED TO THE COLLEGE.
2. **College code** will be **id** for each college and the **password given during resume entry (by appending the symbol @)** will be the password for exam form entry also.
Example: College : KLE DR. M S Sheshagiri college of Engg, Belagavi
User ID: KL
Password:XXXXXXXX@
Where XXXXXXXX is the password used for resume entry by the college
3. **Multiple logins using the same id is permitted.**
4. The Principals are requested to Instruct all the Heads of Departments to make arrangements for candidate-wise online filing of Application Forms by the Staff designated for this purpose from the Department.
5. Students need to approach designated staff of their department to apply for Examinations.
6. Fee structure has already been circulated vide No. VTU/PS/Exam/2016-2017/915, dated 2nd November 2016.
7. On the request of the students & on payment of Fee as per the above cited circular, online applications shall be submitted by the designated staff member/s.
8. The students need to submit the examination application form for all regular subjects and all arrear subjects of a particular semester. Filing of exam form for the part of arrear subjects of a semester is not permitted.
9. If any corrections are required in the filed examination application form, the colleges shall delete the exam form in full and resubmit the same once again.

10. A printout of application thus submitted shall be taken to get the student's signature, which shall be approved by the HOD and Principal/his representative.
11. Procedures to be followed during exam form entry will be displayed in the form of a file at examform.vtu.ac.in.
12. For queries if any, kindly send a mail to ict@vtu.ac.in or contact 0831-2498130/254

**SUBMISSION OF LIST OF STUDENTS AND
ONLINE TRANSFER OF EXAMINATION FEE TO THE UNIVERSITY**

1. The colleges are instructed to submit the collected fees to the University through online transfer via the link provided in examform.vtu.ac.in before 26th November 2016.
2. Submission of fee in any other form other than online transfer is not permitted.
3. The Receipt of online fee transfer should be submitted along with the consolidated list of applications to the office of the Registrar (Evaluation) with a copy to the respective regional offices of the University on or before 30th November 2016.

:ADMISSION TICKET:

1. Admission tickets of applied candidates shall be generated and a printout in triplicate can be taken. Photograph of the concerned students should be pasted on all the three copies.
2. The Admission tickets with photo shall be attested by the Principal/ HOD.
3. One copy of the admission ticket has to be provided to the student, which will be the valid document for the students to enter into the examination hall.
4. Further, the college shall retain one copy and the other copy should be submitted to the respective Regional Offices.
5. Before the issue of admission tickets colleges must ascertain the eligibility of the candidates, for any lapse in the issue of admission tickets, the principals of respective colleges will be held responsible.

: APPLICATION FEE:

Application processing fee of Rs. 10/- per candidate may be collected, out of which colleges may deduct Rs.5/- per candidate towards application processing and printing charges and remaining Rs.5/- shall be submitted to the university along with the examination and marks card fee through online transfer as stated above.

Contents of this notification may be brought to the notice of all the concerned.

Sd/-

REGISTRAR (EVALUATION)

To, The Principals of all Engineering Colleges and PG coordinators of VTU PG Centres.
Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. To VC, VTU Belagavi, for information.
2. The Director of Technical Education, Tantrik Shikshan Bhavan, Palace Road, Bengaluru.
3. The Technical Director, National Informatics Centre, KSHEC Office, Printing Technology Building, Bengaluru.
4. The Registrar, VTU Belagavi, for information.
5. The Finance Officer, VTU Belagavi, for information
6. The PS to Additional Chief Secretary to Govt., Dept. of Higher Education, Government of Karnataka, M. S. Building, Bengaluru.
7. The Special Officers of VTU Regional Offices, for information & needful.


REGISTRAR (EVALUATION)