



Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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

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Ref. No.VTU/BGM/Reg(E)/PS/2017-2018/ 2205

Date : **17 NOV 2017**

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 Practical Examinations Dec. 2017/Jan 2018 Examinations:

SCHEDULES

Practical Examinations:

Semester	Schedule of Practical Examinations
• All Semester B.E./B.Tech./B.Arch./MCA (excluding 1 st Semester B.E. / B.Tech. /B.Arch. / MCA 2017 admitted candidates)	29.11.2017 - 08.12.2017
• I Sem. MCA/ All Sem. M.Tech.	22.01.2018-27.01.2018
• I Sem. B.E./B.Tech./B.Arch. (1 st Sem. B.E./B.Tech./B.Arch. 2017 admitted candidates)	Will be notified

Uploading Batch lists through web interface

- B.E./B.Tech. / B.Arch. / MCA Excluding 1st Semester 2017 admitted candidates: **From 18th November 2017 to 20th November 2017 .**
- For 2017 admitted candidates of B.E./B.Tech./B.Arch. and All Sem. M.Tech. and I Sem. MCA : **will be notified later in the prexam software.**

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://prexam.blr.vtu.ac.in> - for Bangalore Region colleges
- <http://prexam.vtu.ac.in> - for Belagavi, Kalaburagi and Mysuru Region colleges.



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Principals of Institutions:

- Approval of uploaded batch lists.
- After the allotment of examiners, the appointment orders of the faculty appointed as examiners from a particular institution will be made available in the application and same are to be printed and circulated to respective faculty members of the institution.
- 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.

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.

Annigeri 16/11/17
REGISTRAR (EVALUATION)