



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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## 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 April/May 2018 for One Time Exit Scheme Students:

#### Schedule of Practical Examinations:

Semester	Schedule of Practical Examinations
• 5 <sup>th</sup> /7 <sup>th</sup> / 9 <sup>th</sup> Sem. B.E./B.Tech./B.Arch.	02.05.2018 - 05.05.2018

**Uploading Batch lists through web interface: From 09.04.2018 - 11.04.2018.**

#### 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://prexam.vtu.ac.in> - for All Region colleges.

#### 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 resume portal and same are to 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. **Allotment of Examiners is to be completed between 16<sup>th</sup> and 20<sup>th</sup> April 2018**

**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](mailto: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 FWCs to: Hon'ble Vice-Chancellor, through the Sec. to VC, VTU Belgaum, the Registrar, VTU Belgaum, for information and the Incharge Regional Directors of VTU Regional Offices, for information and needful.

*Annigeri* 4/4/18

**REGISTRAR (EVALUATION)**