



Visvesvaraya Technological University

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Date :

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CIRCULAR

Sub: Online Submission of data in respect of FORM "A" and Submission of Practical Marks Sheets - reg.

It is noticed that, Form "A" entry is not being done in some of the colleges for the ongoing examinations. Hence, the Principals of constituent and affiliated colleges are hereby directed to note that,

1. Form "A" entry option is available at Principal Login, if there is any issue with login credentials, send an email to prexam@vtu.ac.in.
2. **On line submission of Form "A" is a must.**
3. If the entry for a day is missed for any reason, such entry has to be completed on the subsequent date.
4. If any college is facing problems in respect of this, please send an email to prexam@vtu.ac.in.

The colleges will be held responsible for any delay in results, if they do not complete Form "A" entry meticulously.

Submission of Practical Marks Sheets:

It is noticed that, due to technical problems some of the practical marks are submitted through OMR marks sheets. In light of this the Principals of constituent and affiliated colleges are hereby directed to note that,

1. Online submission of practical marks is compulsory. Printouts of such marks sheets are to be submitted in a **Separate Bundle** by superscribing as ONLINE PRACTICAL MARKS SHEETS.
2. In case of usage of OMR sheets under unavoidable circumstances, **OMR Marks Sheets should be bundled separately and the Bundle** should be superscribed as PRACTICAL OMR MARKS SHEETS.
3. **Send Both Practical Marks Sheets Printouts and OMR Sheets, directly to the office of the undersigned before 15th December 2017.**
4. **Please do not mix printout with OMR sheets.**

The Principals of constituent and affiliated engineering colleges are requested to follow the instructions issued in this circular. Violation of these instructions will lead to delay in announcement of results of such colleges.

Sd/-

REGISTRAR (EVALUATION)

To, The Principals of Constituent and Affiliated 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.

REGISTRAR (EVALUATION)