



Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

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Ref. No/VTU/Exam/Ph.D/2019-2020/ 1507

Date : **26 APR 2019**

NOTIFICATION

Process of selection of course work in researcher portal, followed by Filling Examination Application Form for 2017-2018 batch research students (Candidates having USN XXX18XXXXX)

Below is the step wise process to be followed by 2017-18 batch research students (bearing USN XXX18XXXXX).

1. Visit Researcher portal <http://researcher.vtu.ac.in>.
2. Supervisor to login with their credentials.
3. On the menu, navigate to “Candidate -> Application Forms”.
4. In the “Candidate Application forms” page click the “Progress tracker” Icon.
5. In the progress tracker page select “course work selection” Icon.
6. Select all course works as per regulations, by following Step-1 and step-2 to complete the course work selection process. (Instructions to be followed are also provided in the page).

SL. NO.	EVENTS	DATES
01	Start date for selection of course work in researcher portal	27.04.2019
02	Last date for selection of course work in researcher portal	30.04.2019

SCHEDULE OF FILING EXAMINATION APPLICATION FORM

SL. NO.	EVENTS	DATES
01	Starting of online submission of examination application form	02.05.2019
02	Last date for submission without penalty	04.05.2019
03	Last date for submission with penalty of Rs.500/-	06.05.2019

PROCEDURE FOR FILING ONLINE APPLICATIONS

1. The Heads of Research Centers are to identify a coordinator for filing examination application forms.
2. The coordinator shall send an email requesting for a User ID and Password to research@vtu.ac.in along with name, designation and mobile number and e-mail ID.
3. User ID and password will be provided to the coordinator through e-mail.
4. Visit <http://prexam.vtu.ac.in> and select PhD/MSc (Engg.) Application . Login with the user ID and password provided by VTU.
5. Coordinator can download the user manual for ready reference.

FEE STRUCTURE

Examination Fee	Grade Card Fee	Application Fee
Rs.1000/- per subject	Rs. 100/- per student	Rs. 20/- per student

EXAMINATION CENTERS

- 1)BMS Institute of Technology, Bengaluru,
- 2)Acharya Institute of Technology, Bengaluru,
- 3) East west Institute of Technology, Bengaluru,
- 4)St. Joseph Engineering College, Mangaluru,
- 5) VTU PG Centre, Belagavi,
- 6) VTU PG Centre, Kalaburagi,
- 7) VTU PG Centre, Mysuru and
- 8) UBDTCE, Davangere

INSTRUCTIONS TO CANDIDATES

1. Candidates should thoroughly check their details like USN, Course Work Subjects, etc. before applying.
2. If there is any discrepancy with respect to change of course work subject and research centre, contact the office of the undersigned with approval letter before the last date for filing examination application form.
3. Only research students admitted during 2017-2018 (candidates having USN XXX18XXXXX) are eligible to apply.
4. The fee has to be paid by the candidate at the research centre.
5. Keep ready all the information required for filing examination application form along with the syllabus copies of your course work subjects.
6. Keep ready the soft copy of your photo to upload to examination application form and the size of the same shall not be more than 60 KB.
7. Approach the designated coordinator of your research centre to file the examination application form along with required documents.
8. Take two print copies of application and Hall ticket from the Coordinator and put your signature and get the signature of the Guide and Head of Research Centre.
9. It is the responsibility of the candidate to ascertain the correctness of the application and the hall ticket. In case of any discrepancy, the same must be immediately reported to the Registrar (Evaluation), in writing, forwarded through the guide and head of concerned research centre.

INSTRUCTIONS TO COORDINATORS

10. Only research students admitted during 2017-2018 (candidates having USN XXX18XXXXX) are eligible to apply.
11. Candidates shall approach the coordinator for filing examination application form along with requisite information viz., softcopy of photo, fee receipt and hard copies of the syllabus, etc.
12. Coordinators shall collect all the information from the candidate and file the examination application form, after ascertaining the eligibility of the candidate.
13. Provide two print copies of the application and Hall Ticket (student copy) to the candidate to get the signature of the Guide and Head of Research Centre.
14. Collect duly signed two copies of the application and Hall Ticket (Research Centre Copy and University Copy) from the candidate.
15. Retain one copy with the research centre and submit remaining copies to the office of the Registrar (Evaluation), VTU Belagavi.
16. Enclosures to be submitted:
 - a. One Copy of the Examination application.
 - b. One Copy of the Hall Ticket
 - c. **Online fee receipt for the consolidated fee payment**
 - d. Syllabus for the courses for which the examination application form is submitted
17. **Last date for submission of above documents in Hard copy by the research centers is 6th May 2019 along with the fee paid by the research scholars.**

DATES OF EXAMINATIONS

1. The Examinations will commence from 15th May 2019.
2. The detailed time-table will be notified shortly.

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

Sd/-

REGISTRAR (EVALUATION)

To, The Heads of VTU Research Centers and RRC.

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. To VC, VTU Belagavi, for kind information.
2. The Registrar, VTU Belagavi, for information.
3. Finance Officer, VTU Belagavi, for information.
4. The Incharge Regional Directors of VTU Regional Offices, for information & needful.
5. The Special Officer, CNC with a request to make arrangements to display this circular in the website

REGISTRAR (EVALUATION)