



# Visvesvaraya Technological University

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Ref. No.VTU/BGM/Reg(E)/PS/2018-2019/ 1236

Date : 11 JAN 2019

## CIRCULAR

**Sub: Allocation of Batches for 1<sup>st</sup> year students**

**Ref:** No.VTU/BGM/Reg(E)/PS/2018-2019/1218, dated 8.1.2019

With reference to the above, it is observed that, some of the colleges have created multiple batches for single subjects without mixing the students from different branches. Hence, following instructions in respect of creation of batches, moving student from one batch to another and assignment of dates for the batches created are issued.

1. The Branch in which student is studying will create batches for the students.
2. The teaching department will have access to all the batches of all branches in their subject
3. The teaching department has to move the students from one batch to another where the students strength is not full.

**For Ex:**

*Computer Science and Engineering department has created 6 bathes in Physics subject with 6<sup>th</sup> batch strength of 4 students and*

*Mechanical Engineering department has created 8 bathes in Physics subject with 8<sup>th</sup> batch strength of 3 students.*

***In the above circumstances, the teaching department i.e. Physics department has to move students from one batch to another and leave one batch empty.***

**Likewise all teaching departments have to take care of all their subject labs and minimize the number of batches**

4. After moving the students from one batch to another and minimizing the number of batches the dates for batches are to be assigned by the respective teaching department.
5. After the above activity, the principal has to approve batches.

The contents of this circular must be brought to the notice of all the concerned.

Sd/-

**REGISTRAR (EVALUATION)**

**To, The Principals of Constituent and Affiliated Engineering Colleges.**

Copy FWCs to:

1. Hon'ble Vice-Chancellor, through the Sec. to VC, VTU Belgaum, for information.
2. The Registrar, VTU Belgaum, for information
3. Incharge Regional Directors of VTU Regional Offices, for information and needful.
4. Incharge Director, ITISMU, VTU Belagavi, for information and needful.

**REGISTRAR (EVALUATION)**