



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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

Phone : (0831) 2498131

Fax : (0831) 2498184

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## CIRCULAR

### Sub: Schedule of Events for Dec. 2018 / Jan 2019 Examinations - reg.

The schedule of events in respect of odd semester 2018 are given hereunder. The Principals of constituent and affiliated engineering colleges are hereby requested to instruct the concerned to follow the schedule meticulously.

#### Please note the following:

- Timely and error free data entry is essential to conduct exams
- Deadlines will not be extended
- Principals are requested to issue necessary instructions so that the data entry begins from the first day and not crammed into the last few days.

#### Exam Form

- After completion of data entry of examination application form, student must be given a print copy of the application which must be signed by the student.
- Applications submitted and every edit of application will be logged. Every request for change will be verified.
- Any request to modify entered data can be done with the edit option.
- Requests for editing exam form during the penalty period will attract penalty.
- Requests for editing exam form after the closing date will attract additional penalty.
- Student must be informed to verify subject codes, especially of backlog subjects, electives and open electives before submitting the data.
- In the past, there have been requests from colleges to enter data of exam forms previously submitted by the students. Principals must ensure that, data submitted by the students must be entered without fail.
- Students must be instructed to necessarily obtain a print of the application, verify for correctness and sign the print copy.



From	To	Event
<b>Examination Application Form for UG/PG excluding Freshers (including III Sem. Lateral entry and III Sem. MCA)</b>		
29.10.2018	05.11.2018	Exam application for all
12.11.2018	15.11.2018	With penalty
28.11.2018	30.11.2018	Hall Ticket printing at colleges
18.11.2018	02.12.2018	Correction in Examination Application form
<b>Batch Creation and allotment UG/PG excluding Freshers</b>		
18.11.2018	22.11.2018	Practical batch list creation by colleges
23.11.2018	23.11.2018	Approval of Practical Batches from ROs
24.11.2018	28.11.2018	Practical examiner appointment

<b>SHORTAGE OF ATTENDANCE</b>		
Reckoning date 22.11.2018- Hard Copy Submission 30.11.2018		
23.11.2018	24.11.2018	III and V Sem. B.E/B.Tech. III, V, VII, IX Sem. B.Arch. III Sem. MBA III and V Sem. MCA
Reckoning date 26.11.2018 - Hard Copy Submission 29.11.2018		
27.11.2018	27.11.2018	VII Sem. B.E./B.Tech.
<b>IA Marks Submission + Improvement of IA marks</b>		
28.11.2018	12.12.2018	III and V Sem. B.E/B.Tech. III, V, VII, IX Sem. B.Arch. III Sem. MBA III and V Sem. MCA -15.12.2018 – hard copy submission
03.12.2018	12.12.2018	VII Sem. B.E./B.Tech. 15.12.2018 – hard copy submission

The Principals of constituent, affiliated and autonomous engineering colleges are requested to bring the contents of this circular to the notice of all the concerned.

Sd/-

**REGISTRAR (EVALUATION)**

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

Copy FWC's to: Hon'ble Vice-Chancellor, through the Sec. to VC, Registrar & Finance Officer, VTU for information and Incharge Regional Directors of VTU RO's for information & needful



**REGISTRAR (EVALUATION)**