



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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NOTIFICATION

Sub: Submission of online Application Forms for All Semesters (Excluding **2019 admitted students**) B.Arch. /B.E. /B.Tech. /B.Plan./MBA /MCA /M.Tech. /M.Arch. Examinations to be held during Dec. 2019/Jan 2020 by the **ELIGIBLE** students.

Filing of Online Application Forms for All Semesters (**Excluding 2019 admitted students**) B.Arch. /B.E. /B.Tech. / B.Plan./MBA /MCA /M.Tech. (part time and full time) /M.Arch. Examinations to be held during Dec. 2019 / Jan 2020 by the **ELIGIBLE** students is scheduled as per **the dates given below.**

: SCHEDULE OF EVENTS:

EVENT	LAST DATE
Starting of date for filing of applications	05.11.2019
Last date for filing of applications	12.11.2019
Starting of date for filing of applications with penalty of Rs.500	13.11.2019
Last date for filing of applications with penalty of Rs.500	16.11.2019
Generation of Hall Ticket	29.11.2019
Last date for making online payment of fee collected and submitting consolidated list	Will be informed

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 and Autonomous Engineering colleges

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. The Finance Officer, VTU Belagavi, for information.
4. The Incharge Regional Directors of VTU Regional Offices, for information & needful.

B. Annigeri +1/11/19

REGISTRAR (EVALUATION)

Encl:

1. Eligibility chart and Fee Structure - Annexure I
2. Procedure for filing Examination Application form - Annexure II
3. Important Instructions, instructions to students and Activities to be considered under penalty clause Annexure III

**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
EXAMINATIONS DEC. 2019/JAN 2020
UG PROGRAMS REGULAR STUDENTS**

Year of Admission	Remarks	Fee
2010	Under Extension	
2011	The students who have completed the entire course and applying for only backlog papers are eligible to apply OTES students applying for Regular exams are permitted.	<ul style="list-style-type: none"> ➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs.2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester
2012	Within duration	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs.1200/- for Regular semester irrespective of number of subjects and ➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2013		
2014		
2015		
2016		
2017		
2018		
2019		

UG PROGRAMS LATERAL STUDENTS

Year of Admission	Remarks	Fee
2011	Under Extension	<ul style="list-style-type: none"> ➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester
2012		
2013	The students who have completed the entire course and applying for only backlog papers are eligible to apply OTES students applying for Regular exams are permitted.	
2014	Within duration	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1200/- for Regular sem. irrespective of number of subjects and ➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2015		
2016		
2017		
2018		
2019		

**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
EXAMINATIONS DEC. 2019/JAN 2020**

MBA AND M.TECH. REGULAR STUDENTS

Year of Admission	Remarks	Fee
2015	The students who have completed the entire course and applying for only backlog papers are eligible to apply	<ul style="list-style-type: none"> ➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2016	Regular students	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1500/- for Regular semester irrespective of number of subjects and ➤ Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2017		
2018		
2019		

MCA and M.Tech. (Part time) REGULAR STUDENTS

Year of Admission	Remarks	Fee
2013	The students who have completed the entire course and applying for only backlog papers are eligible to apply	<ul style="list-style-type: none"> ➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2014	Within Duration	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1500/- for Regular semester irrespective of number of subjects and ➤ Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2015		
2016		
2017		
2018		
2019		

:PROCEDURE FOR ONLINE FILING OF EXAMINATION APPLICATIONS:

1. URL: <https://prexamblr.vtu.ac.in> - for Bangalore Region
2. URL: <https://prexam.vtu.ac.in> - for Belagavi, Kalaburagi and Mysuru Region colleges.
3. Examination application form can be submitted through Departmental Login and Multiple login facility is provided.
4. Principals of respective institutions shall identify a coordinator for each branch to enter applications received from the students.
5. The coordinators shall follow the instructions issued in the User Manual available online.
6. 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** and a copy of the same must be retained.
7. Any modification in the already submitted application can be done with the edit option before the last date.
8. Printout must be given to the students on every edit. After withdrawing the previous printout, which must be retained with the college.
9. Any application left incomplete at the end of the day will be automatically removed by the system. Such applications are required to be resubmitted afresh.

:IMPORTANT INSTRUCTIONS:

1. **The Examination application form of 2015 and 2016 batch CBCS students is enabled with all their backlog subjects, if any.**
2. **Only elective are to be chosen while filing examination application forms.**
3. **For backlog subjects students are required to choose the semester only, there is no provision to file examination application forms for part of arrear subjects.**
4. ***NON CBCS 2017 and 2018 batch students examination application forms are to be submitted as per the earlier practice.***
5. The application shall be filled meticulously.
6. Do not allow any candidate who is not eligible to apply for the examination to submit his/ her application.
7. All credit courses are considered for eligibility.
8. Student must be informed to verify subject codes, backlog subjects, electives and open electives before submitting the data.
9. If offered open elective subject is a core subject in the same branch, students are not permitted to register for such subject as an open elective.
10. **Principals must ensure that, data submitted by the students must be entered without fail and no request will be considered for modification.**
11. **Students must be instructed to necessarily obtain a print of the application, verify for correctness and sign the print copy.**
12. The information in respect of Application Printouts, Report Generation, etc., are made available in the user manual, available for download in the dashboard.
13. Consolidated list of applications shall be submitted to the office of the undersigned on or before **23.11.2019**.
14. **Results of the students who have applied hiding ineligibility and writing examinations, will not be announced.**
15. Every college has to start the application entry on the starting day, without fail.
16. No extension of dates will be granted.
17. For any queries please send an email to prexam@vtu.ac.in
18. No students shall be permitted to file their examination application form without verifying maximum duration clause of Regulations.

19. Examination application forms of students are to be accepted after verifying eligibility and duration clause.
20. Students registered under OTES and appeared for 5/7/9 semester examinations during June/July 2019 are permitted to file examination application forms to 6/8/10 semesters.
21. Students registered under OTES and eligible to write odd semester examinations are permitted to submit their exam form, provided they are eligible as per annexure – I.
22. For any reason no student shall be permitted to appear for more than one regular semester during Dec. 2019/Jan 2020 2019 Examinations.
23. It is observed that, the applications submitted by the students within the specified time are kept pending and later requesting the University to accept the applications at a later date. Such applications will not accepted.
24. Application submitted means, the applications must be uploaded through the web portal and a printout must be taken.

INSTRUCTIONS TO STUDENTS

1. Students are required to appear for examinations sequentially.
2. No candidate is permitted to apply for examination without eligibility.
3. Students must take a printout of examination application form submitted through web application and signed copy must be submitted to the college.

ACTIVITIES TO BE CONSIDERED FOR IMPOSING PENALTY

1. Applications submitted during the penalty period
2. If the submitted application is edited during the penalty period will attract penalty.
3. Requests for editing exam form after the closing date will attract additional penalty.
4. Applications submitted and every edit of application will be logged. Every request for change will be verified.