



Visvesvaraya Technological University

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Date :

17 JUL 2020

CIRCULAR

Sub: Updating faculty information – reg.

The Principals of constituent and affiliated engineering colleges are requested to instruct the concerned to update faculty information in the departmental login for the even semester 2020.

The provision to register the faculty changed from one college to other college is also made available as per the following procedure.

1. The college and the department where the faculty is presently working can raise a request for change of his/her credentials from his/her previous college through departmental login.
2. Upon raising such request, a letter will be generated.
3. Printout of such letter is to be taken in the college letter head and the Principal of college has to sign the letter.
4. The signed letter is to be uploaded for Principal approval.
5. The Principal may approve the faculty joining the college.
6. After the approval of the Principal, it will be submitted to the approval of the undersigned.
7. Once the approval of the undersigned is completed, college can map the subject of even semester 2020 to such faculty member as per the prevailing procedures.

Updating faculty information and mapping of subjects is to be completed before 24th July 2020.

Detailed user manual is made available for the same in the departmental login.

Sd/-

REGISTRAR (EVALUATION)

To, The Principals of Constituent and Affiliated and 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.
4. The Incharge Director, ITISMU, VTU Belagavi, for information and needful.

REGISTRAR (EVALUATION)