



Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

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Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ 1138

Date **16 JAN 2021**

CIRCULAR

Sub: Submission of data in respect of Chief Superintendent/ Deputy Chief Superintendent - External

Submission of data in respect of Chief Superintendent (CS) and Deputy Chief Superintendent (DCS)-External for Special Examinations Jan/Feb/March 2021 is enabled through web based application. The colleges and regional offices should enter the required details as was done earlier **before 5.00 p.m. on 18th January 2020.**

Procedure:

URL: <https://csdcs.vtu.ac.in>

At college level: The Principals of respective institutions need to submit the data in respect of Chief Superintendent and dates of duty through the Principal Login at the above mentioned URL.

AT Regional Office level : The Regional Directors shall make arrangements to update the data with respect to DCS-External for all the colleges in their region through RO Login at the above mentioned URL.

Please Note:

1. Registration of Chief Superintendent and Deputy Chief Superintendent (External) is a MUST for taking Question Papers through online QPDS.
2. If the name of CS and DCS are not registered, they can't login with their credentials and question paper delivery process will hamper.
3. The CS and DCS secret code must be of six digits (four digits secret code will not work). The faculty members have to remember their secret codes as the said secret codes are not accessible to anybody other than the concerned faculty.

User manual for the same is available in the application as ready reference.

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

Sd/-

REGISTRAR (EVALUATION)

To,

1. **The Principals of Constituent and Affiliated Engineering Colleges**
2. **The Incharge Regional Directors of VTU Regional Offices.**

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 Director, ITISMU, VTU Belagavi, for information.

REGISTRAR (EVALUATION) 15/1/2021