



Visvesvaraya Technological University

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Date : 16 JAN 2021

CIRCULAR

Sub: Conduct of UG/PG Practical and UG Project Viva-Voce Examination Jan/Feb/March 2021 – reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following in respect of Conduct of **UG/PG** Practical Examinations Jan/Feb/March 2021 and **UG Project Viva-Voce Examination**.

SCHEDULES:

Event	Dates
• Uploading Batch lists through web interface by the departments and approval of batches by the Principals of respective institutions	21 st January 2021 onwards
• Allocation of Examiners by the Principals of Respective Institutions	22 nd January 2021 onwards
• Schedule of Examinations	25 th January 2021 onwards

NOTE:

1. Due to existence of Covid-19 protocols, the Practical/Viva Examinations for Jan/Feb/March 2021 Examinations are to be conducted by the BOTH EXAMINERS from the same college.
2. Colleges are permitted to conduct the Practical / Viva Examinations with Internal examiner from the college and external examiner from a different college only in case where suitable internal examiner is not available.
3. The examiner allotment and change, if required, must to be done by the Principals.
4. The Appointment order, if not available through web interface on or before the scheduled date, the examiner may download the appointment order, when available and attach the same with the remuneration bill.
5. The Principals must ensure that the examinations are conducted smoothly.

Creation of Practical Batches:

1. The department/branch in which student is studying shall create batches for all their students. This includes students of first year belonging to a branch.
2. The teaching department which conducts the practical exam has access to the batches created for the subjects taught by their department.
3. The teaching department can combine batches or move students of one batch to another if required.

Example:

Computer Science and Engineering department has created 6 batches in Physics subject with the 6th batch having 4 students.

Mechanical Engineering department has created 8 batches in Physics subject with 8th batch having 3 students.

In the above circumstance, the teaching department, namely, Physics department shall move students from one batch to the other and leave one batch empty.

Likewise all teaching departments must take care of all their respective 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.

ROLES AND RESPONSIBILITIES:

Heads of Departments:

Creation of Batches for all practical subjects and other subjects for which examinations are to be conducted batch-wise, by using department login at:

<https://labexam.vtu.ac.in>

Change of batch for student before examiner appointment can be done by the department.

Principals of Institutions:

- Approval of uploaded batch lists and allotment of Examiners.
- List of faculty assigned with the responsibilities of practical examination duties are available in Principal Login at **<https://lapbexam.vtu.ac.in>**, Principals of respective institutions are requested to instruct the concerned faculty to download their appointment orders from. <https://labexam.vtu.ac.in>
- **Faculty Members Appointed as Examiners:** Download their appointment orders from **<https://labexam.vtu.ac.in>** and attend the duties assigned to them without fail. In case the appointment orders are not available to download, the faculty appointed may conduct the examinations with the approval of the Principal. The Principals may issue a temporary appointment order

For other practical examinations the procedure for marks entry remains the same as in previous examinations, with the exception that examiners are appointed as per this circular.

Detailed instructions for the submission of batch lists and workflow is given in the user manual displayed with the application.

For any queries and clarifications please contact: 0831-2498254 and 2498130, or send an email to prexam@vtu.ac.in.

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

Sd/-

REGISTRAR (EVALUATION)

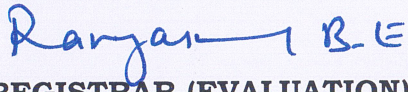
To,

1. The Principals of Constituent and Affiliated engineering colleges.

2. Chairpersons and Program Coordinators of VTU PG Centres.

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) 15/11/2021