



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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**Registrar (Evaluation)**

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Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/1133

Date : 13.01.2021

## CIRCULAR

### Sub: Submission of List of Shortage of Attendance for Odd Sem. 2021 - reg.

The Principals of affiliated Engineering & Architecture colleges are requested to submit the list of students having shortage of attendance through web interface in respect of the odd Semester 2021. After submission of list through web interface, a printout shall be taken and submitted to the office of the undersigned as per the schedule given below:

### Shortage of Attendance Submission

#### Shortage of Attendance Submission

| Semester and Program                    | Last day of reckoning attendance                                | Online Submission |            | Printout Submission |
|---|---|-------------------|------------|---------------------|
|   |   | Starting date     | Last date  |                     |
| ➤ V and VII Sem. B.E. / B.Tech. /B.Plan | 13.01.2021  | 16.01.2021        | 18.01.2021 | 20.01.2021          |
| ➤ III, V, VII and IX Sem. B.Arch.       | Hall tickets will be generated on 20 <sup>th</sup> January 2021 |                   |            |                     |
| ➤ V Sem. MCA                            |   |                   |            |                     |
| ➤ III Sem. MBA                          |   |                   |            |                     |
| ➤ III Sem. M.Tech.                      |   |                   |            |                     |
| ➤ III Sem. M.Arch.                      |   |                   |            |                     |

### PLEASE NOTE:

The students should possess 85% of attendance considering

- Both online and offline class attendance
- During online classes, attendance for the students who have faced *technical glitches and network problems* shall be considered for the award of attendance.

However, there is a provision for condonation of attendance to the extent of 10% on the specific recommendations of the Principal as per regulations.

#### The **CANDIDATES**

- ❖ Having shortage of attendance
- ❖ Detained due to Malpractice
- ❖ Coming under NFTC

### ARE NOT ELIGIBLE TO ATTEND THE EXAMINATIONS.

The Principals are requested to withhold the admission tickets of such not eligible candidates and NOT to permit them to take examinations.

**PROCEDURE FOR ONLINE SUBMISSION OF ATTENDANCE REPORT:**

1. URL: <https://prexam.vtu.ac.in> - for all Regions
2. **Follow the instructions issued in the user manual available in the website for the purpose.**

**:SUBMISSION OF PRINTOUT TO THE OFFICE OF THE UNDERSIGNED:**

1. Take a printout of Shortage of attendance and submit the same to the office of the undersigned with the signature of the student, Faculty, HoD and Principal.
2. Take a printout of list of students under condonation, attach all the relevant documents like Medical Certificates etc., and submit the same to the office of the undersigned for condonation with the signature of the student, Faculty HoD and Principal.

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

Sd/-

**REGISTRAR (EVALUATION)**

**To, The Principals of Constituent and Affiliated engineering colleges.**

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.

*Rangan B. E*  
13/11/2021

**REGISTRAR (EVALUATION)**