



Visvesvaraya Technological University

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11 FEB 2021

CIRCULAR

Sub: Submission of IA/CIE Marks in respect of Odd semester 2020-2021- reg.

The Principals of Constituent / Affiliated Engineering Colleges are requested to make arrangements for the submission of Internal Assessment Marks in respect of odd semester 2020-2021 through online web portal.

Prerequisites for the submission of CIE / IA marks

1. Faculty mapping must be done in the CIE/IA portal through department login.
2. The status of the faculty in faculty portal **must be "ACTIVE"** and **must be "APPROVED"** by the College Principal.
3. For the faculty who are inactive or have joined recently, a request has to be raised in the department login and Principal needs to approve the same in his/her login. Please do this in the faculty portal, <https://prexam.vtu.ac.in> (select **Faculty Registration** link)

Procedure for the submission of CIE / IA marks

1. URL: <https://iamarks.vtu.ac.in> - for all regions.
2. Choose **CIE marks UG for UG Programs** and **CIE marks PG for PG Programs** menu.
3. Departmental Login for CIE/IA Marks Entry – use departmental login Id and password
4. Principal Login – use principal login credentials.
5. The instructions for the submission of CIE/IA marks are already available in the website. Kindly follow the same.

Schedule for submission of IA/CIE Marks

Semester	Schedule		
	Online submission	Hardcopy print of IA marks (scheme and semester wise)	Submission of printouts to ROs
V and VII Sem. BE/B.Tech.	15.02.2021 to 20.02.2021	22.02.2021 to 23.02.2021	26.02.2021
III, V, VII and IX Sem. B.Arch.			
III, V and VII B.Plan			
OTES Students of BE/B.Arch			
III Sem. MBA/MCA/M.Arch. /M.Tech./ M.Tech(PT)	15.02.2021 to 20.02.2021	22.02.2021 to 23.02.2021	26.02.2021
V Sem MCA/M.Tech(PT)			

Important Points to be noted

1. CIE/Internal Assessment Marks of all students must be entered, without fail, modifications at future date will not be entertained.
2. In the case of a student who has completed the class work with satisfactory attendance and secured CIE/Internal Assessment Marks and **not applied for examinations, the**

CIE/ Internal Assessments marks must be submitted without fail. For making available the USN, ticket for USN addition is to be raised, in Principal Login, mentioning all the subjects of the semester including electives if any.

3. Please verify the students, who have taken readmission, for their scheme and enter the marks for the readmitted scheme only.
4. If any candidate has applied for the Improvement of Internal Assessment marks and eligible for taking improvement, such marks are also to be submitted without fail. This has to be entered in additional CIE/IA marks entry. (Please note, for 2018 scheme students, only odd semester subjects CIE can be improved). Additional CIE entry should be done only in the following cases and not for any other reasons,
 - i. Improvement Marks if any.
 - ii. Additional subjects prescribed by university for change of university, change of college (from Autonomous to VTU), change of scheme
 - iii. Any additional subject prescribed by the university for particular category of students
5. The faculty must take **a draft printout** of the entered marks and verify before **freezing**.
6. Once the Principal approval is completed, the marks submitted will be considered as final.
7. In the case of OTES students, Internal Assessment Marks of the students who have appeared for Regular Semester examinations during August / September 2020 are to be submitted without fail.
8. **After the freezing of marks by Principal, if the college finds the need to modify the marks, the appropriate ticket is to be raised.**
9. **Do not enter the CIE/IA marks for the ineligible students of One Time Exit Scheme.**
10. **Please verify the additional subjects in case of the students**
 - a. Shifted from one scheme to another scheme.
 - b. Taken admission under change of University
 - c. Taken admission from Autonomous scheme to VTU scheme etc.,
11. Verify the entered marks before finalizing. **NO CORRECTIONS WILL BE ENTERTAINED.**
12. Submit the printouts (hard copies) of CIE/IA marks with the signature of the concerned faculty, Head of the Department and Principal to the respective Regional Offices on or before the last dates without fail.
13. In the case of missing USNs in the list displayed for entering CIE/IA marks, tickets can be raised. The raised tickets will be verified and necessary action will be taken in resolving issues.
14. **Non-submission / correction in IA/CIE Marks will be viewed very seriously.**

The Principals of constituent and affiliated engineering colleges 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. Chairpersons and Program Coordinators of VTU PG Centres.

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 & needful.


11/02/2021
REGISTRAR (EVALUATION)