



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

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Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ 717

Date :

13 OCT 2021

CIRCULAR

Sub: Submission of CIE / Internal Assessment Marks in respect of Even semester 2020-2021- reg.

The Principals of Constituent / Affiliated Engineering Colleges are requested to make arrangements for the submission of CIE/ Internal Assessment Marks in respect of Even semester 2020-2021 through online web portal as per the schedule given here under:

Schedule for submission of CIE/IA (Internal Assessment) Marks

Sl. No.	Semester	Schedule		
		Online submission	Hardcopy print of IA marks (scheme and semester wise)	Submission of printouts to ROs
1	➤ II Semester B.Arch.	16.10.2021 To	21/10/2021	22/10/21
2	➤ II Semester MBA / MCA/ M.Tech. /M.Arch.	19.10.2021		

Important Points to be noted

1. Please verify the Regulations, Scheme of Teaching and Examinations, before entering the CIE Marks.
2. CIE/Internal Assessment Marks of above even semester students must be entered.
3. 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.**
4. Please verify the students, who have taken readmission to the even semester.
5. **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.**

6. The faculty must take a **draft printout** of the entered marks before **freezing**.
7. Once the Principal approval is completed, the marks submitted will be considered as final.
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. Verify the entered marks before finalizing. **NO CORRECTIONS WILL BE ENTERTAINED.**
10. 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.
11. 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.

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.

Procedure for the submission of CIE / IA marks

1. URL: <https://iamarks.vtu.ac.in> - for all regions.
2. Choose **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.

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, The Principals of Constituent and Affiliated 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, ITISUM, VTU Belagavi, for information & needful.

Ray *13/10/2024* *BE*
REGISTRAR (EVALUATION)