



# Visvesvaraya Technological University

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

“Jnana Sangama” Belagavi-590018, Karnataka, India

Dr. A. S. Deshpande B.E., M.Tech., Ph.D.  
Registrar

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Ref: VTU/BGM/Aca-OS-Cirs/2021-22/ 4341/1  
CIRCULAR

Date : 15 DEC 2021

## Sub: Registration of Students Admitted to Constituent, Affiliated and Autonomous Colleges for the year 2021-22- reg...

Ref: Hon'ble Vice Chancellor's approval dated 15<sup>th</sup> December, 2021

With reference to the above, the following is informed.

1. Every student (studying in all semesters i.e. 3/5/7 of B.E./ B.Tech/ B.Plan and 3/5/7/9 of B.Arch and 3<sup>rd</sup> semester MBA/ MCA/ M.Tech/ M.Arch/ M.Tech(Full-Time) and 5<sup>th</sup> semester MCA/M.Tech (Part Time)) have to register with the University at <https://prexamblr.vtu.ac.in/StudentRegistration/> without fail.
2. Registration of every student in the portal is mandatory.
3. Scheme of Study : The student has to be registered to the applicable scheme of study only (Refer: VTU/BGM/Aca-OS/2021-22/3730 dt: 20-11-2021 for UG).
4. Registration must be made by the College staff on behalf of the student as per the Sl. 3 above . Under no circumstances students should be allowed access to registration portal. If portal credentials are shared with the student, the college will be held responsible for the consequences.
5. The department credentials are already available with the colleges. However , if misplaced or lost, the same can be obtained by sending a request from official principal mail id to **faculty@vtu.ac.in** . The department has to register their students using these credentials.
6. The total fees shall be paid to the university as calculated in the Registration Portal by downloading the demand after completing the registration . Further, once the registration of the students is completed, the Colleges must remit the University fees (Refer: Notified vide VTU/ BGM/ OS-Aca / fees/ 2021-22/ 2857 dt: 1-10-2021 <https://vtu.ac.in/wp-content/uploads/2021/10/Notification2857.pdf> ) of all the registered students within one week after the closure of registration portal. The details of remittance shall be uploaded in the registration portal. If the college fails to do so, the registration of the students will not be approved and students of such colleges will NOT be able to file their examination application forms.

7. The total demand can be downloaded and fee remittance information can be entered in the portal using Principal login credentials.
8. Changes in registration after the completion of last date will be permitted only after producing the proper and correct documentary evidence. However, the same may invite penalty.
9. The Autonomous colleges can add student details if it is not found in the portal. Kindly refer the user manual for the complete procedure.
10. Any technical queries with respect to registration shall be forwarded to [prexam@vtu.ac.in](mailto:prexam@vtu.ac.in).
11. Registration will **commence from 15<sup>th</sup> December 2021** and **last Date** for registration is **30<sup>th</sup> December, 2021**.
12. The registration portal will be linked to examination applications of University. (not applicable to OTES students, as they applying only for examinations)
13. For "Change of College/ Change of Branch/ Change of University", the Student Registration should be done in the new USN as and when provided by the University.
14. The data entered in the Student Registration portal will be shared with Student Scholarship Portal (SSP), National Academic Depository (NAD), Social Welfare Department and other Government Departments. Hence colleges are advised to take utmost care in entering the information. If any errors are found at a later stage, the college will be held responsible for the same.

This is for information and necessary compliance

BY ORDER,

  
**REGISTRAR**

To,

1. The of Principals of All Engineering (Affiliated/ Autonomous/ Constituent) Colleges under the ambit of VTU, Belagavi
2. The Heads / Programme coordinators of all Departments of VTU

**Copy to:**

1. Hon'ble Vice Chancellor through the Secretary to VC, VTU, Belagavi for kind information
2. The Registrar (Evaluation), VTU, Belagavi
3. The Regional Directors (I/C) of all the Regional Offices of VTU for circulation
4. The Director, Computer Network Centre, VTU, Belagavi- **to host the portal and to upload circular on VTU website**
5. The PS to Registrar, VTU, Belagavi
6. All the concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi