



Visvesvaraya Technological University

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

Belagavi - 590 018, Karnataka State, INDIA

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Ref. No.VTU/BGM/Reg(E)/PS/2021-2022/1087

Date :14.01.2022

NOTIFICATION

Sub: Submission of online Application Forms for All Semesters (Excluding **2021 admitted students of 1st Sem. UG and PG Courses and III Sem. Lateral Entry students of B.E./B.Tech.**) B.Arch. /B.E. /B.Tech. /B.Plan./MBA /MCA /M.Tech. /M.Arch. Examinations to be held during Feb/March 2022 by the **ELIGIBLE** students.

Filing of Online Application Forms for All Semesters (**Excluding 2021 admitted students**) B.Arch. /B.E. /B.Tech. / B.Plan./MBA /MCA /M.Tech. (part time and full time) /M.Arch. Examinations to be held during Feb/March 2022 by the **ELIGIBLE** students is scheduled as per **the dates given below.**

: SCHEDULE OF EVENTS:

EVENT	LAST DATE
Starting of date for filing of applications	17.01.2022
Last date for filing of applications	20.01.2022
Starting of date for filing of applications with penalty of Rs.500	21.01.2022
Last date for filing of applications with penalty of Rs.500	24.01.2022
Generation of Hall Ticket	27.01.2022
Last date for making online payment of fee collected and submitting consolidated list	Will be informed later

Note: **The contents of this circular must be read with circulars issued by the Registrar, VTU Belagavi, in respect of Relaxation of Vertical Progression.**

The Principals of constituent, affiliated and autonomous 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 Belagavi, for kind information.
2. The Registrar, VTU Belagavi, for information.
3. The Finance Officer, VTU Belagavi, for information.
4. The Incharge Regional Directors of VTU Regional Offices, for information & needful.

Rang *BE*
14/01/2022
REGISTRAR (EVALUATION)

Encl:

1. General Instructions to students - Annexure - I
2. General Instructions to College - Annexure-II
3. Procedure for Online Filing of Examination Applications - Annexure III
4. Important Instructions - Annexure - IV
5. Instructions to students of OTES and Activities to be considered for imposing penalty - V
6. Eligibility chart - VI

GENERAL INSTRUCTIONS TO STUDENTS

1. Students can file the application on their own after getting authorization from the college.
2. The students are also advised that before submission of online examination form and fee, they may check/ensure their eligibility and if they have any doubt, they can confirm the same from the college. If any ineligible students submit their examination form and fee without ensuring eligibility, he/she will be responsible for the same and the fee deposited will not be refunded by the university. **Refer the circular on relaxation of vertical progression.**
3. In case of difficulties, students can request the college to file his/her application form from the college.
4. **"In both the above cases, it is the responsibility of the college to ensure that, the correct data is entered".**
5. Application filing by the students is made available at URL: <https://preexam.vtu.ac.in>
6. USER id is already given to the students during earlier Examinations and the same can be used.
7. In case, you have forgotten the USER id - USER id will be your USN and you must obtain your password from the college.
8. **Students must apply for all arrear subjects and applying to the part of arrear subjects is not permissible.**
9. File your application carefully and take a printout and verify.
10. Uploading your recent passport size (Max 40 Kb) Photo is mandatory
11. After complete verification, requisite fee is to be paid as per the mode of payment decided by the college.
12. No corrections in the approved (approved by the college) application are permitted.
13. Be Present at the College Campus at least 1 hours 30 minutes before the starting of examinations.
14. **Wearing of Mask and Hand Gloves at all times in the premises is compulsory.**
15. **Students are permitted to use their own hand sanitizer.**
16. **If you have any symptoms such as fever, cough, cold etc., request the college authorities for separate seating arrangements at least one day before your exams.**
17. **Carry your own water bottle, pen, pencil, calculator, data handbook etc.,**
18. **Do not share your belongings with anybody.**
19. Check your belongings and pockets for any written material and electronics devices other than calculator which should not result into Malpractice.
20. **Strictly adhere to the Standard Operating Procedures issued by UGC, State Government and the University in the conduct of examinations**
21. The schedule of examination/declaration of results depends on the administrative procedures and requirements of the University and students will have no claim on preponement /postponement of examinations and dates of declaration of results.

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12/01/2022

GENERAL INSTRUCTIONS TO COLLEGES

1. Issue Passwords to the students who wish to file his/her application on their own and authorize them for filing applications.
2. In case the students ask the college to file the application that can be done as per prevailing practice. Uploading of photo is compulsory.
3. In the case where a student has been authorized and already taken password and not able to file his/her application, college can de-authorise him/her and submit the application from the college end.
4. Approve the application after ascertaining the eligibility of the candidate as per norms. Please refer to the circulars in respect of vertical progression and also permitted maximum duration.
5. It is observed that, the applications submitted by the students within the specified time are kept pending by the institutions and later requesting the University to accept the applications at a later date. Such applications will not be accepted.
6. Application submitted means, the applications must be uploaded through the web portal and completed in all respects and a printout must be taken.
7. Strictly adhere to the covid guidelines issued by the State Government from time to time.

Ray ^{JE}
14/01/2022

:PROCEDURE FOR ONLINE FILING OF EXAMINATION APPLICATIONS:

1. User manual for the entire process is displayed in the departmental login/ Student login .
2. URL: <https://prexam.vtu.ac.in> - for all colleges.
3. Principals of respective institutions shall identify one or more coordinator for each branch to enter applications received from the students. Similarly the Principal has to identify one or more coordinators for first year students and lateral entry students, when the applications are called for first year and lateral entry students.
4. The coordinators shall follow the instructions issued in the User Manual available online within the departmental login.
5. In the departmental login, provision for authorizing/de-authorizing students to file their application is provided.
6. Colleges can authorize/de-authorize the students to file their application forms through the department login. A system generated password for each student is displayed in the departmental login. Once the department authorizes the student for filing the application, the college / department authorities should communicate the password to the authenticated students only. It is very important that the password is to be provided to the authentic student. (Once the college de-authorizes the student, it is the responsibility of the college to apply for examination on the student's behalf).
7. The facility of online filing of examination application form is provided to the students to file the application on their own.
8. In case of difficulties, students can request the college to file his application form from the college.
9. In case of student filing examination application forms, he/she can use his/her USN as login id and password obtained from their college/ department.
10. Facility of online filing of application by the students is provided in URL: <https://prexam.vtu.ac.in>. Students are required to login by using their USN as id and password provided by the college.

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14/9/2022

11. On the first login the student has to register his/her mobile number and email id and change the password. The students are advised to give mobile number which they use regularly and valid email id, which can be accessed by them.
12. The option for forgotten password is also given.
13. The student have to upload his/her passport size photograph (Max., 40Kb) compulsorily.
14. Student can file his/her application and submit the same. Any number of edits are provided before finalization by the student. After finalization by the student if any changes are required the student has to request the college to do it on his behalf.
15. Student shall make the payment of fee, as per the instructions issued by the college.
16. There is no provision to edit the examination application submitted by the student after the approval of the college.
17. After approval of the college, hall ticket will be generated on the given date.
18. If any student who has taken the password and has been authorized to file application on his own is facing difficulties and requesting the college to file his application, upon request of the student, colleges can file the application as per the prevailing practice.
19. If the student is already authorized to file the application, colleges can de-authorize him/her and file the application from the college end upon the request from the student.
20. In case, the college is filing application, college must obtain the details of student including photo, email id, mobile number etc., and subjects to be applied signed by the student received through email or any other mode and the photo of the student must be uploaded.
21. It is mandatory for the students to submit the printout of the filled in application to the college with their signature.
22. In case, college files the application, college shall give printout to the students.
23. Any application left incomplete at the end of the day can be completed on subsequent days by visiting Applied Applications Page in department login.

:IMPORTANT INSTRUCTIONS:

1. The application shall be filled meticulously.
2. **Do not allow any candidate who is not eligible to apply for the examination to submit his/ her application. Refer the circular and notifications released from the University from time to time.**
3. Student must be informed to verify subject codes, backlog subjects, electives and open electives before submitting the data.
4. If offered open elective subject is a core subject in the same branch, students are not permitted to register for such subject as an open elective.
5. **Principals must ensure that, data submitted by the students must be entered without fail and no request will be considered for modification.**
6. **Students must be instructed to necessarily obtain a print of the application, verify for correctness and sign the print copy.**
7. The information in respect of Application Printouts, Report Generation, etc., are made available in the user manual, available for download in the dashboard.
8. Consolidated list of applications shall be submitted to the office of the undersigned.
9. **Results of the students who have applied by not revealing the ineligibility and writing examinations, will not be announced.**
10. Every college has to start the application entry on the starting day, without fail.
11. No extension of dates will be granted.
12. For any queries please send an email to prexam@vtu.ac.in
13. **No students shall be permitted to file their examination application form without verifying maximum duration clause of Regulations.**
14. Examination application forms of students are to be accepted after verifying eligibility and duration clause.
15. Students must apply and appear for examinations sequentially.
16. Students must have completed the term work and Internal Tests of the semester for which they are appearing for the examinations.
17. Must have attended immediately preceding semester examinations at least once.

Students of One time Exit scheme

1. Students must have completed the term work and Internal Tests of the semester appearing for examinations.
2. Must have attended immediately preceding semester examinations at least once.
3. **Students registered under OTES are permitted to apply and appear Regular semester examinations irrespective of backlog subjects.**
4. **For any reason NO STUDENT SHALL BE PERMITTED TO APPEAR FOR MORE THAN ONE REGULAR SEMESTER EXAMINATIONS.**
5. **Students are required to appear for examinations sequentially.**
6. Students must take a printout of examination application form submitted through web application and signed copy must be submitted to the college.
7. **COLLEGES MUST SUBMIT THE SEMESTER WISE CONSOLIDATED LIST OF OTES STUDENTS APPLIED FOR EXAMS.**

ACTIVITIES TO BE CONSIDERED FOR IMPOSING PENALTY

1. Applications submitted during the penalty period
2. If the submitted application is edited during the penalty period will attract penalty.
3. Requests for editing exam form after the closing date will attract additional penalty.
4. Applications submitted and every edit of application will be logged. Every request for change will be verified.

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14/01/2022

**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
ODD SEMESTER 2022 EXAMS
B.E./B.TECH./B.PLAN. PROGRAMS REGULAR STUDENTS**

Year of Admission	Remarks	Fee
2009	The students who have completed the entire course and applying for only backlog papers are eligible to apply. 1. The students who have completed the entire course and applying for only backlog papers are eligible to apply. 2. OTES students applying for Regular exams are permitted.	➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs.2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester
2010		
2012		
2013		
2014	Within duration	➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1200/- for Regular semester irrespective of number of subjects. ➤ Arrear Examination Fee Rs. 150/- per subject for arrear semester to the maximum of Rs. 1200/- per semester ➤ Marks Card fee Rs. 75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2015		
2016		
2017		
2018		
2019		
2020		
2021		

B.E./B.TECH.PROGRAMS LATERAL ENTRY STUDENTS

Year of Admission	Remarks	Fee
2011	The students who have completed the entire course and applying for only backlog papers are eligible to apply. 1. The students who have completed the entire course and applying for only backlog papers are eligible to apply. 2. OTES students applying for Regular exams are permitted.	➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester
2012		
2014		
2015		
2016	Within duration	➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1200/- for Regular sem. irrespective of number of subjects and ➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2017		
2018		
2019		
2020		
2021		

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**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
ODD SEMESTER 2022 EXAMS**

B.ARCH. PROGRAM

Year of Admission	Remarks	Fee
2010	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	<ul style="list-style-type: none"> ➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs.2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester
2011		
2012	Within duration	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs.1200/- for Regular semester irrespective of number of subjects. ➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2013		
2014		
2015		
2016		
2017		
2018		
2019		
2020		
2021		

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**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
ODD SEMESTER 2022 EXAMINATIONS**

M.ARCH. MBA AND M.TECH.REGULAR STUDENTS

Year of Admission	Remarks	Fee
2016	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	<ul style="list-style-type: none"> ➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester ➤ Grade Card Fee for CBCS students is Rs. 75/- Per candidate.
2017		
2018	Regular students	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1500/- for Regular semester irrespective of number of subjects and Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Grade Card Fee for CBCS students is Rs. 75/- Per candidate
2019		
2020		
2021		

MCA and M.Tech. (Part time) REGULAR STUDENTS

Year of Admission	Remarks	Fee
2014	The students who have completed the entire course and applying for only backlog papers are eligible to apply	<ul style="list-style-type: none"> ➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester ➤ Grade Card Fee for CBCS students is Rs. 75/- Per candidate
2015		
2016	Within Duration	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1500/- for Regular semester irrespective of number of subjects and Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Grade Card Fee for CBCS students is Rs. 75/- Per candidate.
2017		
2018		
2019		
2020		
2021		

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