



# 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/ 1277

Date :

18 FEB 2022

## CIRCULAR

### **Sub: Conduct MCA Practical Examinations Feb/March 2022.**

With reference to the above, the schedule of Practical examinations courses are rescheduled:

<b>Programs</b>	Uploading Batch by the departments and approval of batches by the Principals	Allocation of Examiners by the Principals of Respective Institutions	<i>Schedule of Examinations</i>
All Semesters MCA (Excluding first semester)	19.02.2022 to 20.02.2022	21.02.2022 onwards	23.02.2022 to 28.02.2022

#### **NOTE:**

- 1. Due to existence of Covid-19 protocols, the Practical Examinations for Feb/March 2022 are to be conducted by the BOTH EXAMINERS from the same college.**
- 2. Colleges are permitted to conduct the Practical Examinations with Internal examiner from the college and external examiner from a different college only in case where suitable internal examiner is not available.**
- 3. The examiner allotment and change, if required, must to be done by the Principals.**
- 4. The Appointment order, if not available through web interface on or before the scheduled date, the examiner may download the appointment order, when available and attach the same with the remuneration bill.**
- 5. The Principals must ensure that the examinations are conducted smoothly.**

#### **Creation of Practical Batches:**

1. The department/branch in which student is studying shall create batches for all their students. This includes students of first year belonging to a branch.
2. The teaching department which conducts the practical exam has access to the batches created for the subjects taught by their department.
3. After the above activity, the Principal has to approve batches.

## **ROLES AND RESPONSIBILITIES:**

### **Heads of Departments:**

Creation of Batches for all practical subjects and other subjects for which examinations are to be conducted batch-wise, by using department login at:

**<https://labexam.vtu.ac.in>**

Change of batch for student before examiner appointment can be done by the department.

### **Principals of Institutions:**

- Approval of uploaded batch lists and allotment of Examiners.
- List of faculty assigned with the responsibilities of practical examination duties are available in Principal Login at **<https://labexam.vtu.ac.in>**, Principals of respective institutions are requested to instruct the concerned faculty to download their appointment orders from <https://labexam.vtu.ac.in>
- **Faculty Members Appointed as Examiners:** Download their appointment orders from **<https://labexam.vtu.ac.in>** and attend the duties assigned to them without fail. In case the appointment orders are not available to download, the faculty appointed may conduct the examinations with the approval of the Principal. The Principals may issue a temporary appointment order

For other practical examinations the procedure for marks entry remains the same as in previous examinations, with the exception that examiners are appointed as per this circular.

Detailed instructions for the submission of batch lists and workflow is given in the user manual displayed with the application.

For any queries and clarifications please contact: 0831-2498188 and 2498130, or send an email to [prexam@vtu.ac.in](mailto:prexam@vtu.ac.in).

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

Sd/-

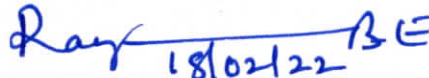
**REGISTRAR (EVALUATION)**

**To,**

- 1. The Principals of Constituent and Affiliated engineering colleges.**
- 2. Chairpersons and Program Coordinators of VTU PG Centres.**

Copy 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.

  
**REGISTRAR (EVALUATION)**