



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/ 1190.

Date : **3 FEB 2022**

CIRCULAR

Sub: Submission of IA/CIE Marks in respect of Odd semester 2021-2022- 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 2021-2022 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. B.E./B.Tech./B.Plan. V, VII and IX Sem. B.Arch.	04.02.2022 To 15.02.2022	16.02.2022 To 18.02.2022	21.02.2022
III and V Sem. MCA	21.02.2022 To 26.02.2022	28.02.2022 To 02.03.2022	05.03.2022
III Sem. B.E. /B.Tech./B.Plan./ B.Arch.	28.02.2022 To 05.03.2022	07.03.2022 To 08.03.2022	10.03.2022
III Sem. M.Tech.	28.02.2022 To 05.03.2022	07.03.2022 To 08.03.2022	10.03.2022
III Sem. MBA	28.02.2022 To 05.03.2022	07.03.2022 To 08.03.2022	10.03.2022
III Sem. M.Arch.	19.03.2022 To 22.03.2022	24.03.2022 To 25.03.2022	28.03.2022

- **Should not be sent to the office of the undersigned.**

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, provided the student has registered in the university registration portal.**
 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, CIE can be improved, if the course is offered). 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 applied for Regular Semester examinations during Feb/March 2022 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. **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.,
 10. Verify the entered marks before finalizing. **NO CORRECTIONS WILL BE ENTERTAINED.**
 11. 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.
 12. 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.
 13. **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.

Ray BE
03/02/2022
REGISTRAR (EVALUATION)