



Visvesvaraya Technological University

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

“Jnana Sangama”, Belagavi - 590 018, Karnataka State

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REGISTRAR

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CIRCULAR

Sub: Online filing of student resume for UG/PG Programs for the academic year 2021-22- reg.

Online filing of student resume entry for freshers admitted to I/III Sem. UG/PG programs has been enabled through web based applications and the same is available at URL: <https://resume.vtu.ac.in> The schedule of submission of resumes is as under:

Event	Last Date
Resume Entry for the students admitted during 2021-2022 2 nd year lateral entry admission to B.E./B.Tech.	10-02-2022
Resume Entry for the students admitted during 2021-2022 1 st year fresher's of UG and PG Programs	TO 19-2-2022

:PROCEDURE FOR ONLINE FILING OF STUDENT RESUME:

1. The application is available at URL: at <https://resume.vtu.ac.in>
2. Each College has to identify a coordinator for this activity.
3. Kindly share the name and **email** of the Principal(office email id) and Coordinator, nominated for the purpose along with the college code and college name, in the resume portal on first login.
4. The college can use the credentials used for student registration (the username is in the form of *college CodeVTU, Ex KLVTVU*). If the credentials are not available, a request for the same can be sent to faculty@vtu.ac.in from the emails mentioned in 3.
5. Resume entry can be done by Using college login credentials shared to the Principal by the University.
6. Multiple logins with one login credentials is enabled.
7. The homepage of the resume entry contains an user manual detailing the steps of resume entry. The College Coordinators can go through the user manual for easy understanding of the system of resume entry.
8. The Principals are requested to Instruct the concerned staff, designated for this purpose to make arrangements for candidate-wise online filing of candidate resume.
9. Students need to approach designated staff of their department to submit their resume. The student needs to submit his/her passport size photograph in jpeg format, the size of the photo should be 94pixel X 132pixel. The file size should be less than 40KB.
10. On the request of the students, candidate resume shall be entered online by the designated staff member/s by using Principals' login.
11. Aadhar number of the student is mandatory and required for various services from the university and other Government agencies.

12. A printout of the resume thus submitted shall be taken to get the student's signature, which shall be approved by the HOD and Principal/his representative.
13. Based on the resume submitted, the USN will be generated only for the candidates whose admission is approved by the University. Hence the Principal/coordinators are requested to take utmost care while entering the information.
14. A report of student admitted branch wise and admission category wise should be printed and submitted to the University after affixing signature of Principal on every page.
15. **The resume portal will be linked to examination applications of University for the first semester of respective programme which is applicable for affiliated - non autonomous colleges. Affiliated -Autonomous Colleges shall allow only those students for examination whose USN are generated.**
16. The data entered in the Student Resume 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.
15. Kindly send your queries in respect of resume entry, if any, to prexam@vtu.ac.in

Contents of this circular may please be circulated among all the concerned.

BY ORDER

REGISTRAR

To,

1. **The of Principals of All Engineering (Affiliated/ Autonomous/ Constituent) Colleges under the ambit of VTU, Belagavi**
2. **The Heads of VTU Extension Centres**
3. **The Chairperson and Programme Coordinators of VTU Departments**

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 upload on VTU website
5. PS to Registrar, VTU, Belagavi
6. All the concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi