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Ref. No.VTU/BGM/Reg(E)/PS/2022-2023/ *175*

Date : **19 MAY 2022**

NOTIFICATION

Sub: Submission of Exam Application Forms for Regular 1st Semester MBA/ M.Tech /M.Arch /MCA /M.Plan Examinations to be held during **June** 2022 by the **ELIGIBLE** students.

Ref: 1.VTU/BOS/SO2/2020-2021/5490, dated : 02 Feb. 2022.
     2. VTU/BGM/BOS/A9/2021-22/11, dated : 01 Apr. 2022.

Filling of Application Forms for Regular 1st Semester MBA/M.Tech /M.Arch / MCA / M.Plan Examinations to be held during June 2022 by the **ELIGIBLE** students is scheduled as per **the dates given below**.

: SCHEDULE OF EVENTS:

EVENT	LAST DATE
Communication of passwords to students from colleges	**19.05 2022 to 20.05.2022**
Filing examination application forms by the students / Colleges	**21.05.2022 to 25.05.2022**
Approval of application forms filed by the students by colleges and Generation of Hall Ticket	**26.05.2022**
Submission of I semester fee collected from the students by the college to the University	**To be notified later**

The Principals of constituent and affiliated engineering colleges are requested to bring the contents of this notification to the notice of all the concerned.

URL for exam application : https://prexam.vtu.ac.in

Sd/-
REGISTRAR (EVALUATION)

To, The Principals of Constituent and Affiliated and Autonomous 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.
5. Incharge Director, ITISMU, VTU Belagavi, for information and needful.

REGISTRAR (EVALUATION)

Encl:
1. General Instructions to Students and Colleges – Annexure – I
2. Procedure for filing Examination Application form - Annexure II
3. Fee Structure – Annexure III.

GENERAL INSTRUCTIONS TO STUDENTS

1. *The facility of online filing of examination application form is provided. The students can file the application from their own place.*

2. *In case of difficulties, students can request the college to file his/her application form from the college.*

3. Application filing by the students is made available at URL: https://prexam.vtu.ac.in

4. USER id will be your USN and you must obtain your password from the college.

5. File your application carefully and take a printout and verify.

6. **Uploading your recent passport size (Max 40 Kb) Photo is mandatory**

7. No corrections in the application is permitted once finalized by the student and approved by the college.

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 already taken password and authorization and not able to file his/her application, college can de-authorise him/her and submit the application from the college end.

4. **Strictly adhere to the Standard Operating Procedures issued by UGC, State Government and the University in the conduct of examinations.**

: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 coordinator to enter applications received from the 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 through the department login, authorize/de-authorize the students to file their application forms. Once the department authorizes the student for filing the application a system generated password for each student is displayed. The college / department authorities should communicate the password to the authenticated students only. It is very important that the password is passed to the authentic student.

7. **The facility of online filing of examination application form is provided to the students due to COVID-19. However, Institute should verify the applications before approval.**

8. **In case of difficulties, students can request the college to file his/her 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.

11. On the first login he/she 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 has 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 before finalization is allowed.

15. After approval of the college, hall ticket will be generated on the given date.

16. 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.

TABLE SHOWING THE STUDENTS ELIGIBLE TO APPLY FOR
MAY / JUNE 2022 EXAMINATIONS
MBA/M.Tech/M.Arch/MCA/M.Plan REGULAR STUDENTS

Year of Admission	Remarks	Fee
2021	Regular students	➢ Application Fee Rs. 20/- per candidate, ➢ Examination Fee Rs. 1500/-. for Regular semester irrespective of number of subjects and ➢ Marks Card Fee for CBCS students is Rs. 75/- Per candidate