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Ref. No.VTU/BGM/Reg(E)/PS/2022-2023/367

Date : 21 JUN 2022

NOTIFICATION

Sub: Submission of online Application Forms for UG/PG 3rd to 8th Semester Examinations to be held during July/Aug. 2022 by the **ELIGIBLE** students.

Filling of Online Application Forms for All Semester UG/PG Examinations to be held during July/August 2022 by the **ELIGIBLE** students is scheduled as per the dates given below **Except**;

1. I & II semester BE/B.Tech/B.Arch/B.Plan (2021 Scheme)
2. I & II semester M.Tech/MBA/MCA/M.Arch/M.Plan (2020 Scheme)
3. III semester B.E./B.Tech/B.Arch. (2018 Scheme).

: SCHEDULE OF EVENTS:

EVENT	LAST DATE
Communication of passwords to students from colleges	**22.06 2022**
Filing examination application forms by the students / Colleges with online payment of fee	**23.06.2022 to 27.06.2022**
Approval of application forms filed by the students by colleges and Generation of Hall Ticket	
Filing examination application forms by the students / Colleges with **Penalty fee.**	**28.06.2022 to 29.06.2022**
Submission of fees collected from the students by the college to the University	**Will be intimate later**

The Principals of constituent and affiliated engineering colleges are requested to bring the contents of this circular 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 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.

21/06/2022
REGISTRAR (EVALUATION)

Encl:

1. General Instructions to Students and Colleges – Annexure – I
2. Procedure for filing Examination Application form - Annexure II
3. Conduct of Examinations – details for each category of students - Annexure III
4. UG Eligibility chart and Fee Structure – Annexure IV.
5. PG Eligibility chart and Fee Structure – Annexure V.

GENERAL INSTRUCTIONS TO STUDENTS

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

2. *In case of difficulties, students can request the college to file his 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 coordinators 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 go 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/eligibility 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.

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.

:CONDUCT OF EXAMINATIONS:

1. **Students who have completed their course and having backlog subjects :**

   a. These students can file examination application forms with the prescribed fee as per norms.

   b. Both Theory and Practical Examinations will be conducted offline (Pen and Paper) mode.

   c. The question paper for these students will be normal choice (as per the applicable scheme) the duration of the examination is three hours.

2. **Students Registered under ONE TIME EXIT SCHEME (OTES) appearing for various semester.**

   Only the Eligible students can file examination application forms with the prescribed fee for their regular semester and backlog subjects.

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

Year of Admission	Remarks	Fee
2012 2013	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
2014 2015 2016 2017 2018 2019 2020 2021	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

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

Year of Admission	Remarks	Fee
2014 2015	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
2016 2017 2018 2019 2020 2021	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

TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
EVEN SEMESTER 2022 EXAMS
B.ARCH. PROGRAM

Year of Admission	Remarks	Fee
2010	1. The students who have completed the entire course and applying for only backlog papers are eligible to apply.	➢ Examination Application Fee Rs.20/- per candidate,
2011		➢ Rs.2000/- per subject with a maximum of Rs.6000/- per semester,
	2. OTES students applying for Regular exams are permitted	➢ Marks Card Fee of Rs. 75/- per semester
2012	Within duration	➢ Application Fee Rs. 20/- per candidate,
2013		➢ Examination Fee Rs.1200/-. for Regular semester irrespective of number of subjects.
2014		➢ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester
2015		
2016		➢ Marks Card fee Rs.75/- per semester for Non CBCS students
2017		➢ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2018		
2019		
2020		
2021		

**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
EVEN SEMESTER 2022 EXAMS
M.ARCH. MBA AND M.TECH. REGULAR STUDENTS**

Year of Admission	Remarks	Fee
2016 2017	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	➢ 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.
2018 2019 2020 2021	Regular students	➢ 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

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

Year of Admission	Remarks	Fee
2014 2015	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	➢ 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
2016 2017 2018 2019 2020 2021	Within Duration	➢ 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.