CIRCULAR

Sub: Conduct of UG Practical/Viva Examination July/August 2022– reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following in respect to Conduct of UG Practical/Viva Examinations July/August 2022.

SCHEDULES:

Programs	Uploading Batch by the departments and approval of batches by the Principals	Allocation of Examiners by the Principals of Respective Institutions	Schedule of Examinations
4th Sem. B.Arch/B.Plan 8th Sem. B.Arch	11.07.2022 to 14.07.2022	15.07.2022 to 16.07.2022	*25.07.2022 to 30.07.2022*
6th Sem. B.E./B.Tech./B.Arch/B.Plan	11.07.2022 to 14.07.2022	15.07.2022 to 16.07.2022	*18.07.2022 to 29.07.2022*

NOTE:

1. Due to existence of Covid-19 protocols, the Practical/Viva Examinations for July/August 2022 Examinations are to be conducted by the BOTH EXAMINERS from the same college.
2. Colleges are permitted to conduct the Practical / Viva 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. B.Arch / B.Plan practical/viva voce exams can be conducted as per the Prevailing Practice.
4. The examiner allotment and change, if required, must to be done by the Principals.
5. 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.
6. The Principals must ensure that the examinations are conducted smoothly.
7. The batches for practical subjects which require Question Paper delivery from the university should not be scheduled on 23rd and 24th July 2022.

Creation of Practical Batches:

1. The department/branch in which student is studying shall create batches for all their students.
2. The teaching department which conducts the practical exam has access to the batches created for the subjects taught by their department.

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3. The teaching department can combine batches or move students of one batch to another if required (As per the example given in the earlier circulars).

4. After moving the students from one batch to another and minimizing the number of batches the dates for batches are to be assigned by the respective teaching department.

5. 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 down load, the faculty appointed may conduct the examinations with the approval of the Principal. The Principals may issue a temporary appointment order.

➢ Enter the batch wise marks to the students after conduct of exams using faculty credentials.

For 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 are 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.**

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

Sd/-
REGISTRAR (EVALUATION)

To,

The Principals of Constituent and Affiliated engineering colleges.

Copy FWCs to:
1. Hon'ble Vice-Chancellor, through the Sec. to VC, VTU Belagavi, for information.
2. The Registrar, VTU Belagavi, for information
3. Incharge Regional Directors of VTU Regional Offices, for information and needful.
4. Incharge Director, ITISMU, VTU Belagavi, for information and needful.

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REGISTRAR (EVALUATION)