



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/ 475

Date: 5 JUL 2022

CIRCULAR

Sub: Conduct of Viva-Voce/ Practical Examinations for MCA Programs June 2022- reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following in respect of Conduct of Practical / Viva-Voce Examinations for MCA programs June 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
1 st to 3 rd Sem. MCA (2020 scheme backlog)	06.07.2022 to 07.07.2022	07.07.2022	07.07.2022 to 09.07.2022
1 st to 5 th Sem. MCA (2016/17, 2018 scheme backlog)			

❖ Multiple batches can be created to conduct the exams. Verify the Eligibility before allowing students for practical exams.

NOTE:

1. Due to existence of Covid-19 protocols, the Viva-Voce/Practical Examinations for June 2022 Examinations are to be conducted by the BOTH THE EXAMINERS from the same college.
2. Colleges are permitted to conduct the Viva-Voce/Practical 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. The examiner allotment and change, if required, must be done by the Principals.
4. 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.
5. The Principals must ensure that the examinations are conducted smoothly.

Creation of Viva-Voce/Practical Batches:

1. The college /departments in which student is studying shall create batches for all their students.
2. The teaching department which conducts the Practical /Viva-Voce exam has access to the batches created for the subjects taught by their departments.
3. The teaching department can combine batches or move students of one batch to another, if required.
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

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department.

5. After the above activity, the Principal has to approve batches.

ROLES AND RESPONSIBILITIES:

Head of Department:

Creation of batches for all Practical / Viva-Voce 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 batches of 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 Viva-Voce/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 download, the faculty appointed may conduct the examinations with the approval of the Principal. The Principal may issue a temporary appointment order.

For other Practical / Viva-Voce examinations the procedure for marks entry remains the same as in other PG examinations, with the exception that examiners are appointed as per this circular.

Detailed instructions for the submission of batch lists and workflow is given in the user manual displayed with the application.

For any queries and clarifications please contact : 0831-2498188 and 2498130 or send 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 Arch./Engineering colleges.

Copy FWCs to:

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

Raj *BE*
05/07/2022
REGISTRAR (EVALUATION)