EXAMINATIONS MANUAL - 2024

- *Duties & Responsibilities of appointed examination authorities at college & Squad*
- *Regulations & Guidelines*
- *Examination Connected Fee Structure*
- *Various Application Forms*
- *Reports . . .*

VISVESVARAYA TECHNOLOGICAL UNIVERSITY
BELGAUM, KARNATAKA, INDIA
ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ
ಬೆಳಗಾವಿ, ಕರ್ನಾಟಕ

Visveswaraiah Technological University
Machche, Belagavi, Karnataka State, INDIA.

MANUAL
FOR
CONDUCT OF EXAMINATIONS

(Including Some Important Guidelines)

Published By :
Dr.T.N.Sreenivasa
Registrar(Evaluation)
VTU,Belagavi

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Chancellor of the University

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Registrar (Evaluation)

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

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

"Jnana Sangama", Belagavi - 590 018, Karnataka State, India.

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VC's Message

Greetings from Visvesvaraya Technological University, Belagavi. The largest technological institution, whose principal objective is to assist students in realizing their dreams and ambitions Our stakeholders collaborate and develop programs to assist the student community in achieving their individual goals. We provide our students a more flexible Learning Environment as well as continuing mentoring.

Stakeholders have always played an important role in the creation and improvement of universities, and thus society and humanity.

We think that students may help make the world a better place by overcoming hurdles.

In the span of 6 Months, we brought many changes to the Examination and its regulations. Some of the noteworthy changes to mention:

- The students are encouraged to take Honours Degree by completing MOOC and NPTEL courses.
- Announcement of results within 10 day of from the last exam conducted
- We made record by giving results of 8th sem UG within 5 hrs after last exam
- Student can apply for documents online and these documents are made available online
- Giving equivalence to all the lower schemes of 18 scheme to 18 scheme and 21 scheme to 22 scheme

The majority of the information is provided in one location for easy access by all stakeholders Examination-Manual 2024, which will serve as guidelines for all stake holders.

I'm grateful to Dr. T. N. Sreenivasa, Registrar (Evaluation), and his colleagues for creating the Examination handbook - 2024 to support all programme stakeholders.

I wish that all the stake holders work hard to reach greater heights and elevate this university to the status of one of the top Universities in the world.

Dr. Vidyashankar. S
Hon'ble Vice Chancellor

MESSAGE

I am delighted to express my gratitude to the Exam Section of Visvesvaraya Technological University Belagavi for publishing the "Examination Manual-2024."

I'd like to convey my heartfelt gratitude to the Honourable Vice-Chancellor, Dr. S. Vidyashankar, for his unflinching assistance in streamlining the Examination Division. His determination and passion have fuelled the implementation of several major initiatives.

Dr. S. Vidyashankar's constant support allowed results for all semesters to be released within 10 days of the final exam.We increased the number of digital valuation centers to accelerate t he valuation process.Notably, for the first time in the university's history, we announced final year results on May 30th, four hours after the final test, and issued the Provisional Degree Certificate (PDC) on the same day.

I'd also want to thank Dr. B. E. Rangaswamy, VTU Registrar, for his administrative help in implementing equivalency exams for the 2010, 2015, 2017, 2018, and 20212022 schemes. This has significantly reduced the burden of outmoded schemes while also enabling for theim plementation of fully automated question paper setting and scrutiny sessions via the QPDS desk.

I thank Dr. M K Venkatesh, former Registrar (Eval) of this university, for publishing the first examination handbook during his tenure.

I am grateful to the Academic Senate and Executive Council for their creative proposals, mor al support, and quick approvals, which have enabled these substantial reforms. I, extend my gratitude to the team involved in the completion of this manual.

I hope that this manual instills pride in all stakeholders for being part of this university. I wish the very best to all stakeholders in their future endeavours.

Dr. T. N. Sreenivasa
Registrar (Evaluation)

INDEX

1. Appointment of Chief Superintendent
2. Duties & Responsibilities of Chief Superintendent
3. Duties & Responsibilities of Deputy Chief Superintendent (Internal)
4. Duties & Responsibilities of Room Superintendent
5. Duties & Responsibilities of Reliving Superintendent
6. Duties & Responsibilities of Squad
7. Duties & Responsibilities of Chief Coordinator
8. Guidelines in Appointment of Examiners for Valuation of Theory Scripts & Guidelines for Chairman Moderator
9. Guidelines for Examiners
10. Regulations Governing Malpractice
11. Instruction to candidates
12. Appointment of SCRIBE
13. Attendance Requirement. Shortage of Attendance & IA Marks Submission
14. Eligibility for Passing and Rejection of Semester Results
15. Gracing modes
16. Evaluation of PG Answer scripts & MBA Project
17. Class Declaration & Award of Degree
18. Rank Declaration
19 Correction in Marks Card & Issue of Duplicate Marks Card
20 Issue of Degree Certificate
21 Per Capita Stationery, Remuneration & Submission of Accounts
22 Revaluation, Re totaling & Photocopy of Answer Scripts
23. Challenge valuation & Challenge Revaluation
24 Guidelines for Preparation of B. E / B. Plan / B. Tech. Project Reports
25 Guidelines for Preparation of M. Tech Project reports
26 Guide/s & Panel Examiners for III semester M. Tech. Dissertation
27 M. TECH. DISSERTATION EVALUATION MARKS SHEET
28 M. TECH VIVA VOCE MARKS SHEET
29. Submission of VI Semester MCA Dissertation Reports & Guidelines for Evaluation
30. Format for sending Dissertation Reports to the Examiners
31. VI Semester MCA Dissertation Evaluation Marks Sheet
32. VI Semester MCA VIVA-VOCE Marks Sheet
33. Guidelines for the Conduct of VI Semester B.ARCH. VIVA-VOCE Examination
34. VI Semester B. Arch. Viva-Voce Marks Sheet
35. Guidelines for IX Sem. B. Arch. Architectural Design Project and format for the preparation of project
36. Guidelines for X Semester B. Arch. Viva - Voce Examinations
37. Conduct fo University Examination - points to be noted
38. Strong Room Specifications
39. Guidelines for distribution of Practical Examination / Valuation work
40. Payment of Examination Fee
41. Ph. D. Fee Structure
42. Fee Tariff towards the issue of various applications / certifications
43. Enclosures to be submitted with various applications
44. Submission of various application forms
45. Application for Name Correction in Statement of Marks
46. Application for issue Duplicate Marks Card
47. Application for issue of Consolidated Marks Card
48. Application for issue of Provisional Degree Certificate
49. Submission of Question Paper Indent
50. Convocation Application Form
51. Application for Ph. D. Registration
52. Consolidated Squad Report

Examination Centre

Each constituent / affiliated college of the University is examination centre for the students enrolled at the respective college, after its first approval. Examination centre must possess the following infrastructure.

1. A centre should have required infrastructure for the establishment of VPN.
2. A strong room adjacent to the Principal's chamber equipped with Computers as specified by the University, Printers, Smart Phone, CCTV Surveillance, which records all the activities and store the same.
3. Number of class rooms to create examination blocks covered under CCTV Surveillance
4. Well equipped laboratories for the conduct of practical examinations, covered under CCTV Surveillance.
5. The Answer Script Storage Area, Answer Script movement area, Question Paper printing and collating area, examination blocks, laboratories are to be covered under CCTV surveillance.
6. The Footage of CCTV shall be maintained at least for a period of one year.
7. Number of teaching and non teaching staff required for the conduct of examinations.
8. A Ledger containing list of members entered into the strong room with in and out timings, number of question papers printed for each subject, each session is to be recorded without fail.
9. Security arrangements are to be made as required.

With all the above facilities the examination centre should be recognized by VTU. In case of any discrepancy or unsatisfactory conduct of examinations, University may cancel the examination centre at any time without prior intimation to the concerned college. In such cases, the college should make all necessary arrangements as per the instructions of the University.

Infrastructure to be Established by the Colleges for Examination PurposeStrong Room

1. The strong room should be of a minimum area of 150 Sq. Fts.
2. It is preferable that, the room is adjoining to Principal's room and an interior oneor very close to the Principal's chamber with the single door for accessing.
3. In case, windows are provided, they should be strong with standard steel guard bar or grills along with the steel mesh (1" x 2") being provided.
4. The room should be with RCC roof and concrete flouring protected with pesticides.
5. Separate Godrej almirah should be provided for storing answer books, keys of which should only be in the safe custody of the Chief Superintendent.
6. For the entrance door, two separate pad locks which are fastened from inside should be provided, so that, two locks are to be used for sealed locking system by two responsible persons. The key of one lock will be in the safe custody of the Chief Superintendent and the key of other lock will be in the safe custody of the Deputy Chief Superintendent (external).
7. Provisions should be made available for the security guard (day & night) to guard the room externally.
8. This room should be purely identified as strong room without being used for any other purpose.
9. The strong should be under CCTV Surveillance and the footage of the same should be stored at least for a period of one year.
10. Strong room should have infrastructure required for the establishment of VPN.
11. Required number of printers are to be made available during the examinations for printing of question papers

VPN Requirements:

1) Computer with specification i5 processor with 4 GB memory, which should not be used for any other purpose.

2) OS: Windows 10 Professional with Internet Explorer 11 and Google Chrome (latest) version installed.

3) 4MBPS leased line with static IP address for the computer to be used for the QPDS. (dedicated to QPDS and independent of campus network)

4) Technical support personnel to be identified.

5) CCTV surveillance system (IP based) to be installed and should be viewable on internet and the network should be different from QPDS network.

6) Smart mobile with working SIM (Internet data enabled) to be placed in QPDS room near the computer with Sophos Mobile App authenticator installed (App is available in both Google Playstore and Apple APPstore, Support for App will be given from VTU). It must not have any other user installed apps.

CCTV Surveillance:

Strong Room, All Examination Halls, Laboratories and corridors in which are used during the examination sessions are to be covered under CCTV Surveillance and the footage of the same should be stored at least for a period of one year.

Other Infrastructure and Human Resources.

1. Facilities to print the question papers through online QPDS
2. Laboratory Facilities.
3. Lecture halls for the conduct of theory examinations.
4. Faculty for exam duties.
5. Required facilities for the students during examinations.
6. Any other facility which is required to conduct the University examinations.

LIST OF ROLES, MINIMUM QUALIFICATION AND EXPERIENCEFOR THE EXAMINATION ASSIGNMENTS

Sl. No.	Role	Minimum Qualification	Minimum Teaching Experience in Engineering College/s (in Years)	Remarks
1.	Chief Superintendent	Principal		
2.	Alternate arrangement for Chief Superintendent	Ph.D.	15	
3.	Room Superintendent / Relieving Superintendent	PG	-	Principal /Chief Superintendent shall conduct an Orientation program regarding examination duties for faculty.
4.	DCS Internal	PG	10	
5.	DCS External	PG	10	
6.	Chairman for Flying Squad/Special Squad	Ph.D.	15	
7.	Member for Flying Squad/Special Squad	PG	10	
8.	External Examiner for Project Viva-Voce			
	➢ PG Programs	PG	5	
	➢ UG Programs	PG	5	
9.	Observer for Valuation centres	Ph.D.	15	
10.	Chairman for Inspection	Ph.D.	10	

	Committee (examinationrelated matters)			
11.	Member for Inspection Committee (examinationrelated matters)	PG	10	
12.	Chief Coordinator for Valuation and Scanning Centers	Ph.D.	15	
13.	For Valuation and Scanning Centers a. Deputy Chief Coordinator and b. Coordinator	Must be teaching faculty with at least 10 years of experience {appointed by theChief Coordinator with the approval of Registrar (Evaluation)}		
14.	Practical Examiner (Internal) UG/PG	PG	3/5	
15.	Practical Examiner (external)UG/PG	PG	3/5	
16.	Valuer for TheoryExaminations			
	➢ PG Programs	PG	5	
	➢ UG Programs	PG	3	
	• Research Programs i.e. M.Sc. (Engg.) byresearch/Ph.D.	Ph.D.	10	
17.	RV Valuers for Theory Examinations			
	➢ PG Programs	PG	10	
	➢ UG Programs	PG	05	
18.	Moderators for UG Theory Evaluation	PG	15	

APPOINTMENT OF CHIEF SUPERINTENDENT

By virtue of the designation, Principal of respective institutions shall have to act as Chief Superintendent of examination centre at his college.

The Principal has to enroll himself as Chief Superintended of examination centre in the Portal with all his/her details to enable him/her to receive messages in respect of examinations.

In case of emergency the Chief Superintendent can handover the charge to a senior faculty of his confidence for a specific period with the approval of the Registrar (Evaluation).

DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT OF THE EXAMINATION CENTRE

1. Each Engineering college / Institute which is granted Examination Centre for the conduct of the University Examinations shall have a Chief Superintendent who shall be head of the Institution i.e. Principal.

2. The Chief Superintendent shall be responsible for the smooth and proper conduct of the Examinations at his / her centre. He / She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the University and shall dispatch the Answer Books as per the directions of the University.

3. The Chief Superintendent shall take stock of the requirements he/ she has to attend.

   a. The number of candidates appearing for the Examination.

   b. The number of main Answer books, drawing sheets and other stationery required for the centre and shall submit an indent to the respective Regional Offices of the University.

4. The chief superintendent shall appoint required number of Deputy Chief Superintendents, Relieving superintendents, Room Superintendents, Office staff and class four staff from among the employees of the college as per the guidelines given below

   - One Internal Deputy Chief Superintendent for every 450 candidates
   - One Room Superintendent for every 30 candidates
   - One Relieving Superintendent for every 240 candidates
   - One office superintendent, one typist , one clerk / session
   - One peon for 240 candidates

Visvesvaraya Technological University

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Registrar (Evaluation)

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Ref.No.VTU/BEM/Reg(E)/AC/2022-2023/ /451/ **Date :** 11 JAN 2023

Circular

Subject: Revised guidelines for Chief Superintendent for theory Examination
Ref : Hon'ble vice chancellor approval dated 10/01/2023.

With reference to the above cited, all chief superintendents at Examination Centers are here by informed that, revised guidelines have to be followed at their respective Examination Centers during the conduction of theory examination. As per the new guidelines,

Chief Superintendent shall appoint,

1. One Internal Deputy Chief Superintendent for every 450 candidates.
2. One Relieving Superintendent for every 240 candidates.
3. One Room Superintendent for every 30 candidates.
4. One office superintendent, one typist, one clerk/ session.
5. One peon for 240 candidates.

The remuneration for the theory examination shall strictly be made on the basis of the above mentioned guidelines .Hence the Chief Superintendent shall ensure that, all particulars **(VTU formats like EX TH -I,II)** related to theory examination remuneration to be verified according to the above guidelines before dispatch to the University .

This comes into effect from January/February 2023 examinations.

Encl: As above

-Sd-

REGISTRAR (EVALUATION)

To,
1. The Principals of Affiliated ,Constituent College
2. All Chairpersons and Program Coordinators of VTU PG Departments.

Copy to:
1. Hon'ble Vice-Chancellor Through the Secretary to VC, VTU, Belagavi for information
2. The Secretary to Registrar, VTU, Belagavi.
3. The Finance officer, VTU, Belagavi
4. The Regional Directors (I/C) of all the Regional offices of VTU for kind information
5. The Director, Computer Network Center, VTU, Belagavi
6. The Special Officers of Examination and Academic Section,VTU, Belagavi for needful

11.1.23

REGISTRAR (EVALUATION)

5. The Chief Superintendent shall prepare well in advance the statement regarding sitting arrangements for the candidates.
6. The Chief Superintendent shall convene a meeting of all the staff involved in the Examination work two or three days prior to the commencement of Examinations and explain them the duties and responsibilities and inform them to follow strictly the instructions laid down by the University. The Chief Superintendent shall also give the instructions to the room superintendent about the distribution of answer papers and question papers.
7. The Chief Superintendent shall strictly instruct the room superintendents in respect of curbing malpractice in the examinations. He shall also explain them the procedure for identifying and reporting of malpractice. The Chief Superintendent shall send the proceedings of such a meeting to the Regional Office and to the Registrar (Evaluation), VTU, when asked for the same.
8. The Chief Superintendent shall avoid the allotment of a particular room superintendent to the same room successively.
9. The Chief Superintendent shall remain at the centre during the entire period of university examination. In case of any emergency he / she shall make all the arrangements for the proper conduct of examination by entrusting the responsibility to the next senior staff member of his / her confidence and with the prior approval of the Registrar (Evaluation).
10. The Chief Superintendent shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination centre and the same shall be informed to the in-charge Regional Directors of respective Regional Office.
11. The Chief Superintendent shall see that the candidates with valid admission ticket& identity card only are allowed to take the examination. If any candidate has lost the admission ticket, after ascertaining bonafied, the Chief Superintendent shall issue a duplicate admission ticket on payment of required fee as per the fee structure issued by the university from time to time.
12. The Chief Superintendent is responsible for Secured printing of Question Papers through QPDS as per the instructions issued by the university. He shall be present in the strong room along with External Deputy Chief Superintendent while printing the

question papers. If required he may take help of senior faculty members for printing, collating and distribution of question papers to all the room superintendents.

13. The Chief Superintendent is responsible for secured delivery of question papers and maintains the day to day activities with timings in a ledger in strong room, which is required to be produced when summoned by the University.

14. After printing the question papers, the Chief Superintendent shall arrange to put the question papers required for each block in separate cover which shall contain actual number of papers as per the number of candidates taking the examination in the block. The packets containing Question Papers shall be delivered to the room superintendent just before the commencement of the Examination, either by Chief Superintendent or Deputy Chief Superintendent or Relieving Superintendent for distribution to the candidates.

15. The packet with the required number of answer books will be handed over to concerned room superintendents to take to the examination hall. The Room Superintendents are to be present in the respective blocks 30 minutes before the commencement of the examination**.**

16. In case of any clarification in the question paper the Chief Superintendent shall immediately contact the Registrar (Evaluation) VTU or Officers in-charge through email or Phone.

17. The Chief Superintendent shall arrange for satisfactory seating arrangement of the candidates at least one day earlier to the commencement of the examination and shall display on a notice board of the college, which shall be accessible to all the candidates.

IMPORTANT REQUIREMENTS TO BE NOTED DURING THE CONDUCT OF EXAMINATION

1. The Chief Superintendent shall ensure that the desks and tables are free from any written matter as otherwise the student appearing on the allotted table may be apprehended for MPC.

2. The Chief Superintendent shall give instructions to the room superintendent to read out the warning note to the candidates 20 minutes before the commencement of the examinations.

Warning Note

All the candidates in the examination hall should search desks, tables and their pockets before the issue of question paper and hand over to the room superintendents if any papers / notes manuscripts or books or prohibited electronic gadgets like programmable calculator, smart watch, mobile, hearing aids etc., are found.

3. The candidates who leave before the completion examination hours are not permitted to take the question paper with them and they are to leave the question paper with their seat numbers on the question paper with the Room Superintendents. However, they can collect the question paper immediately after the completion examination hours.

4. Whenever, the Chief Superintendent receives a report of any candidate's indulging in malpractice he/she should immediately take action as per the MC^3 regulations.

5. As per the MC^3 regulations, a candidate booked under MPC shall be permitted to write all subsequent lower and higher semester examinations (For more details refer MPC regulation).

6. Immediately after the end of each examination session, the Chief Superintendent will arrange to receive and check the answer scripts brought by the room superintendent at Strong Room.

7. The Chief Superintendent shall arrange to prepare the packets semester-wise, subject-wise, paper-wise in serial order and enclosing the relevant proformas as directed by the University from time to time. Then bundles of 100 papers each shall be prepared and kept in the cloth bag which shall be sealed.
8. Each cloth bag shall be superscribed with the information and address as per the directions of the university from time to time.
9. Packing, Sealing and super scribing of the bundles of the answer paper are to be carried out immediately after the examination of each paper and shall be kept ready to hand over to the designated digitization centre of the University or to the officials authorized by the university to collect same.
10. The Chief Superintendent shall prepare statement of daily account of the answer scripts dispatched with details and send the same to the Special Officer, Regional Centre and to the Registrar (Evaluation), VTU.
11. The Chief Superintendent shall submit within three days after the completion of theory examination a consolidated absentee report to the office of the Registrar (Evaluation), arranged Scheme-wise (Old & New), branch-wise, semester-wise, and subject-wise.
12. The Chief Superintendent is responsible for maintaining and proper accounting of the main answer books and practical main answer books, different proformas and all other stationery like covers, packing materials, cloth bags etc.
13. Only Chief Superintendent shall sign wherever he / she has been asked for.
14. The Chief Superintendent shall arrange to collect the marks list of the practical / viva voce examination in sealed covers from the examiners and send the same to the Registrar (Evaluation) or his/her nominee on the subsequent day subject-wise / paper-wise.
15. The Chief Superintendent shall send the proformas given below within three days after the completion of practical examination in each subject, two copies of Consolidated statement of work done by the examiners to the respective regional offices.

STATEMENT OF WORK DONE IN CONNECTION WITH PRACTICAL EXAMINATION.

COURSE		EXAMINATION		SUB / PAPER	
Date & Time	Batch No.	Name of the Examiner	Name of the Examination	Reg. No. Assigned From	Reg. No. Assigned To

16. The Chief Superintendent shall send to the Registrar (Evaluation) by name the consolidated statement of absentees for the practical examinations within three days after the completion of all practical examinations at the center (Scheme-wise, semester-wise, subject-wise)

17. The Chief Superintendent shall submit accounts for the advance drawn from the University with receipts, vouchers etc within 15 days after the completion of the examination.

18. The Chief Superintendent should appoint the Ministerial & Group 'D' staff

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ
("ವಿ ಟ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)

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Dr.T.N.Sreenivasa BE.,ME.,PhD.,FIE.,CEng. **Phone: (0831) 2498131**
Registrar (Evaluation)

REF No: VTU/BGM/EXAM/ACC/2022-23 /\ 621 DATE :- 10 FEB 2023

Revised Circular

Subject; Revised guidelines for Chief Superintendent for theory Examination
Ref : 1. VTU/BEM/Reg (E)/AC/2022-2023/451 dated: 11-01-2023

With reference to the above and by the directions of the Hon'ble Vice chancellor, the following are the updated guidelines for appointment, duties and responsibilities of the relieving superintendent.

Hence all Chief Superintendents at Examination Centres are hereby informed to follow updated guidelines.

Chief Superintendent shall appoint

1. One Relieving Superintendent and One peon for every 150 candidates. If the number of students is less than 75, then the Deputy Chief Superintendent (Internal) shall take the responsibilities of the Relieving Superintendent.

This comes into effect from January/February 2023 Examinations.

Note: The rest all guidelines remains same with reference (1) mentioned above

-Sd-
REGISTRAR (EVALUATION)

To,
1.The Principals of Constituent and Affiliated Engineering Colleges.
2. Chairperson and Program Coordinators of VTU PG Departments.

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 Regional Directors of VTU Regional Offices, for information & needful.
5.The Director, ITISMU,VTU Belagavi for information.

10.2.23
REGISTRAR (EVALUATION)

The Office Superintendent, Typists & Clerks shall have to work right from the day of the receipt of applications for examinations from the candidate at the centre. They shall be responsible for the preparation of proper & correct statements of candidates taking the examination through the institution subject wise / paper wise, based on the list generated from the University software.

19. The instructions issue from the university from time to time is to be followed meticulously.

20. Violation of instructions or part of instruction issued from the University from timeto time will attract action as per Institutional Malpractice regulations.

DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEF SUPERINTENDENT (INTERNAL)

1. The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent in general for the smooth conduct of Examination at the centre.

2. The DCS (Internal) shall assist the Chief Superintendent and DCS (External) during the printing of question papers through online QPDS.

3. The DCS shall arrange to assign seat numbers to different rooms under the guidance of the Chief Superintendent.

4. The DCS shall on the days of examination arrange to supply the blank answer books, additional books and other stationary required for each room and deliver the packets of question papers to the rooms concerned under the instructions of Chief Superintendent. The Deputy Chief Superintendent shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of examination.

5. The DCS shall allot rooms to Room Superintendents at the time of examination. As far as possible, the room superintendents are not to be posted to the sameroom successively.

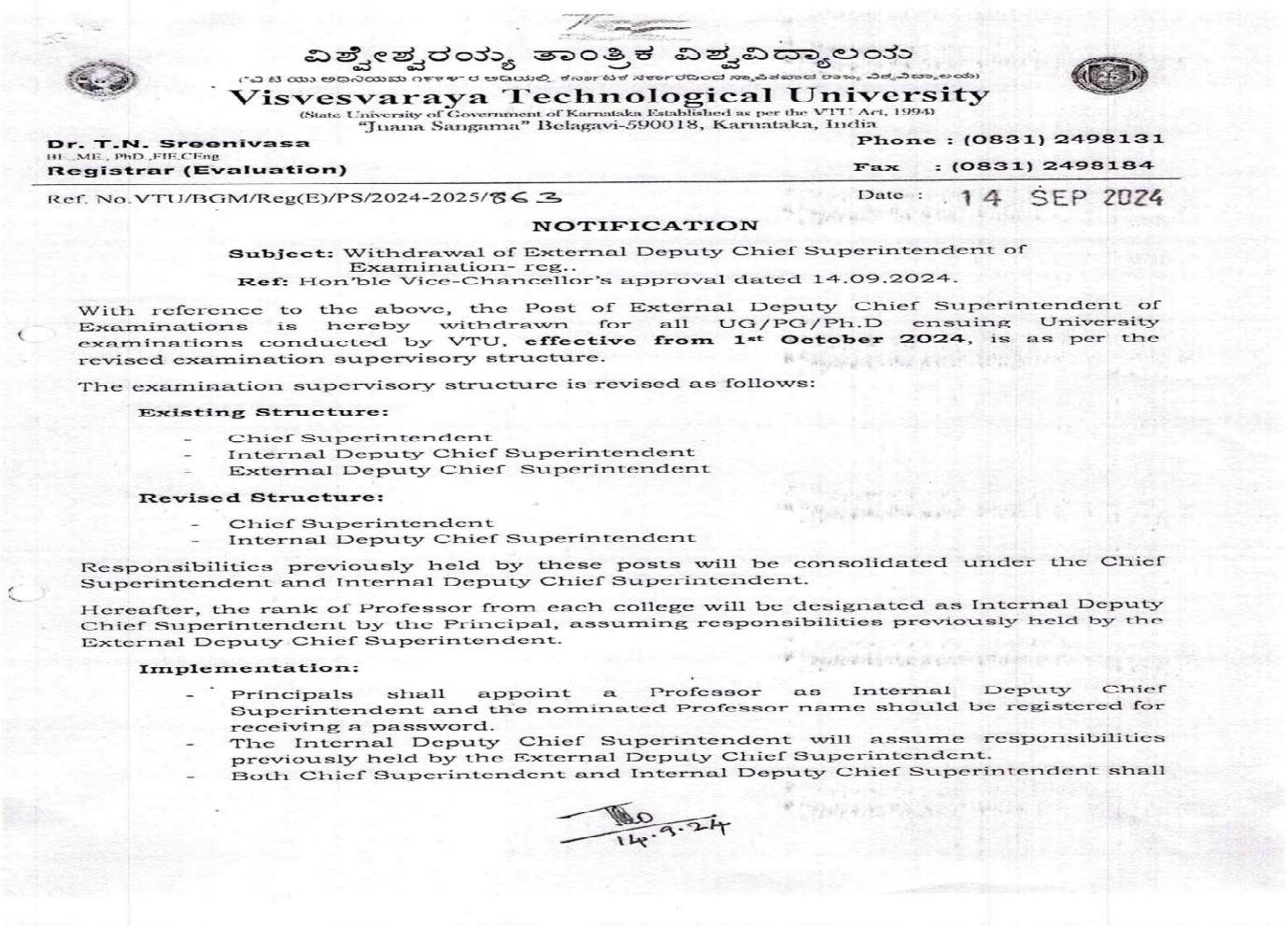
6. The DCS shall remain at the centre during the entire period of University examination. In case of any emergency he / she shall take the permission of the Chief Superintendent requesting him to make alternate arrangements.

7. The DCS shall see that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost admission ticket, after ascertaining bonafied, he/she will request Chief Superintendent to issue a duplicate admission ticket on payment of required feeas per the orders of VTU.

8. The DCS shall help the Chief Superintendent to prepare the packets, semesterwise / subject wise / paper wise in serial orders enclosing the relevant proformas. Then bundles of 100 papers each shall be super scribed with as per the university instructions from time to time.

9. The DCS shall assist the Chief Superintendent in dispatching the answer book bundles in cloth bags duly sealed and superscribed with the required information to the digitization centres of the University or to be handed over to the Official deputed by Special Officer in-charge of, Regional Office or as per the arrangements made by Registrar (Evaluation) from time to time.

10. The DCS shall in addition to the above duties attend to any other work entrustedto him by the Chief Superintendent in connection with the Examination and function under the control of the Chief Superintendent.



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

Visvesvaraya Technological University

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

"Jnana Sangama" Belagavi-590018, Karnataka, India

Dr. T.N. Sreenivasa
BE., ME., PhD., FIE.,CEng
Registrar (Evaluation)

Phone : (0831) 2498131
Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2024-2025/86 3 Date : 14 SEP 2024

NOTIFICATION

Subject: Withdrawal of External Deputy Chief Superintendent of Examination- reg..

Ref: Hon'ble Vice-Chancellor's approval dated 14.09.2024.

With reference to the above, the Post of External Deputy Chief Superintendent of Examinations is hereby withdrawn for all UG/PG/Ph.D ensuing University examinations conducted by VTU, **effective from 1st October 2024**, is as per the revised examination supervisory structure.

The examination supervisory structure is revised as follows:

Existing Structure:

- Chief Superintendent
- Internal Deputy Chief Superintendent
- External Deputy Chief Superintendent

Revised Structure:

- Chief Superintendent
- Internal Deputy Chief Superintendent

Responsibilities previously held by these posts will be consolidated under the Chief Superintendent and Internal Deputy Chief Superintendent.

Hereafter, the rank of Professor from each college will be designated as Internal Deputy Chief Superintendent by the Principal, assuming responsibilities previously held by the External Deputy Chief Superintendent.

Implementation:

- Principals shall appoint a Professor as Internal Deputy Chief Superintendent and the nominated Professor name should be registered for receiving a password.
- The Internal Deputy Chief Superintendent will assume responsibilities previously held by the External Deputy Chief Superintendent.
- Both Chief Superintendent and Internal Deputy Chief Superintendent shall

14.9.24

DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

1. The Room Superintendent shall report to the Chief Superintendent at least one hour before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.

2. The room Superintendent shall go to the block allotted to him at least 30 minutes before the commencement of the examination.

3. The candidates shall be admitted into the examination hall 20 minutes before the commencement of the examination.

4. The Room Superintendent shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box before the issue of question paper and hand over to the room superintendent if any papers / notes / manuscripts / books or any material. The students are expected to ensure that they are not in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator / geometry box, hand kerchief, . . .etc.

5. Ten minutes before the commencement of examination, the answer papers shall be distributed to those candidates who are seated in the examination hall and arenot to be placed on the vacant seat.

6. The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.

7. The Room Superintendent shall ensure that candidates take their seats before 30 minutes of the commencement of examination. No candidate shall be permittedto enter the examination hall after the commencement of examinations.

8. Candidates shall be allowed to leave the examination hall after 30 minutes have elapsed after the commencement of the paper.

9. The Room Superintendent shall affix signature at the place marked as Room Superintendent's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper, check the identity of the candidate with photo on admission ticket and obtain signature of the candidates on attendance report (FORM B).

10. The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the additional answer sheets, graph sheets, which are permissible.

11. If any student has not brought his / her admission card, the matter shall be brought to the notice of the Chief Superintendent.

12. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink. A consolidated statement showing the subject-wise, candidates present and absent be submitted in form A.

13. After the commencement of the examination, the spare answer books and question papers shall be returned to the Deputy Chief Superintendent when he / she visits the examination hall or return it to the office of Chief Superintendent.

14. The Room Superintendent shall not accept the answer paper of any candidate without ensuring that, it bears his / her correct University seat number and other information asked on the title page of the answer paper.

15. The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.

16. No candidate shall be allowed to go out for toilet, excluding medical reasons.

17. The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent, while the examination is going on and also shall not read magazine or newspaper**.**

18. The Room Superintendent should ensure that, there is no communication among the candidates in the examination hall.

19. The violations of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the University by the Chief Superintendent.

20. Smoking and taking Tea / Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.

21. Whenever, the candidate wishes to change the pen/ink, the room invigilator SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.

22. By the orders of the Chief Superintendent, a signal bell shall be given

    i. 20 minutes before the commencement of the examination forallowing

    ii. Second bell shall be given at the beginning of the examination for distribution of the question papers.

    iii. Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and

    iv. The final bell shall be given at the conclusion of the examination.

23. After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand over to the Chief Superintendent along with other reports.

24. The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.

25. While taking rounds of the examination hall, if the Room Superintendent notices that, any candidate is indulging Malpractice by possessing a manuscript or any written material on calculator / geometry box / scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he / she has used for copying and immediately report to the Chief Superintendent. The Room Superintendent should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over the charge.

26. Any dereliction of duty on the part of the Room Superintendent is seriously noted and the Chief Superintendent shall take necessary action as per the guidelines of the University and report the same to the University immediately.

27. Whenever a flying squad of the University makes a surprise visit, the Room Superintendent shall ensure their identity and allow entering the examination hall for surprise check.

28. The Room Superintendent shall not leave the College premises until, he / she personally hands over the answer books to the Chief Superintendent and return the diary and other stationery materials given.

APPOINTMENT, DUTIES & RESPONSIBILITIES OF THE RELIEVING SUPERINTENDENT

1) The Chief Superintendent appoints the Relieving Superintendent. Generally a senior staff member is appointed.

2) There shall be one Relieving Superintendent for every 150 candidates. If the number of students is less than 75, the Deputy Chief Superintendent (Internal) shall take the responsibilities of the Relieving Superintendent.

3) He / She shall be active and shall be moving from block to block during the examination.

4) The Relieving Superintendent shall not permit Room Superintendent to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent to attend nature calls.

5) The Relieving Superintendent shall assist the Deputy Chief Superintendent in general for smooth conduct of examination at the centre.

6) The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by Chief / Deputy Chief Superintendent.

7) The Relieving Superintendent shall give relief to the Room Superintendent for maximum of 10 minutes & be in-charge of the duties of Room Superintendent during that period and discharge all the duties & Responsibilities of the Room Superintendent. He shall return the Relieving Superintendent's diary duly filled to the Chief Superintendent at the end of day's examination.

8) The Relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.

DUTIES AND RESPONSIBILITIES OF SQUAD

1. Under the directions and approval of the Registrar (Evaluation), the InchargeRegional Directors of Regional offices shall appoint Flying Squads according to the need to ensure proper conduct of examinations and to curb malpractice at University examination centres.

2. Each team may consist of not more than four members of whom one shall be designated as the Chairman of the team.

3. The Chairman and the member of the squad shall be appointed by the Incharge Regional Directors as per the directions of Registrar (Evaluation) from among the teacher of the Colleges affiliated to the University.

4. For each examination, the Incharge Regional Directors of Regional office shall give instructions to the Squad Team regarding their visit to specific examination Centres.

5. Incharge Regional Directors, Regional office, shall issue an identity card to each member of the squad appointed. The identity card shall bear pass – port size photograph of the Squad Chairman / member with attestation and signature of Incharge Regional Directors of concerned Regional office with seal.

6. Vehicles for squad visits shall be provided by the Incharge Regional Directors of respective regional offices. The chairman of the squad team is responsible to lead the team.

7. The Chairman of the Squad in consultation with the Incharge Regional Directors of Regional office may engage a taxi / car, if the vehicle is not provided by the University for quick movement from one centre to other, at the rates approved by the University for this purpose and shall also be responsible to maintain proper accounts regarding the mileage etc., run by the vehicle so engaged and see that the vehicle does not run outside the jurisdiction assigned to them.

8. The squad team shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the students attending the examination.

9. The Squad team shall not cause any kind of harassment either to the students orto any of the official of the examination centre.

10. The Squad team shall inspect the University examination centres assigned to them by the Incharge Regional Director of Regional office quickly, surprisingly and frequently to ensure whether the arrangements made at different centres for the conduct of examinations are proper and adequate and execute the following.

    - Verify the CCTV footage to ensure that both the Internal DCS and Chief superintendent were present on time while printing the question paper(Session wise)
    - CCTV availability in every block
    - Seating arrangements and Spacing between the desks
    - Lighting, cleanliness and fresh air flow

11. They shall initiate action to curb malpractice like copying, possession ofincriminatory materials related to the University examinations.

    - The Chairman of each squad team will obtain and maintain a DAY BOOK (Day wise) report and carry it with him/her while visiting each examination centre.
    - After the inspection of examination halls and before leaving the centre, signature of the Chief Superintendent shall be taken in the DAY BOOK about his/her visit to the concerned centre
    - The DAY BOOK shall be returned to the Special officer in-charge of Regional Centre after the theory examinations are completed, along with the remuneration bill.
    -

Further they shall,

- Report the cases of malpractice detected to the Incharge Regional Director of Regional office immediately for further action (however, the regular report of Malpractice together with the documents shall be sent by the Chief Superintendent of examination centre concerned as envisaged under the Regulations of Malpractice).
- Book the candidates under Malpractice, who are found indulging in Malpractice and send such candidates out of examination hall after taking necessary undertaking and signature from the candidate on the prescribed forms.
- Report simultaneously the instances of grave malpractice such as mass copying etc., to the Registrar (Evaluation), Incharge Regional Director of Regional office for further action as per law.
- Report the matter to the Registrar (Evaluation) and Incharge Regional Director, Regional office, whether the Deputy Chief Superintendent has reported the matter or not.
- Give a detailed report on the work done after all the theory examinations are over, duly recording daily entries in their dairy.
- Carry out any other duties assigned by the Registrar (Evaluation) for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
- Not to release any press statement under any circumstances.
- Ensure utmost care to take the Chief Superintendent into confidence in the process of execution of their duties and not to use improper language.
- Do not visit any Examination center when there is no examination.
- Flying squads shall not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If anycase is detected, further investigation can be done by isolating the guilty from the rest, taking to the office of the Principal, the chief superintendent, without further enquiring in the hall disturbing others for a prolonged period.

- The internal deputy chief shall give his/her observations, in case malpractice is booked.
- The malpractice case shall be booked with the prior intimation to the chief superintendent. When once a candidate is booked under malpractice, the Chief Superintendent shall serve a memo to the concerned candidate instructing him/her to attend the MPCC meeting, as fixed by the University. A copy of this memo shall be sent along with other relevant papers to the office of the Registrar(Evaluation). This act shall strictly ensure that the candidate is aware of the MPCC meeting schedule
- Contact the Registrar (Evaluation) or Special officer in-charge of Regional office for any clarification / guidance and / or assistance whenever needed.

1) The Chairman and the squad members for University examinations are entitled to draw Remuneration, TA & DA as per rates prescribed by the University from time to time by

- Submitting a consolidated bill and the report duly signed by all the squad member of the concerned team.
- Producing original attendance certificates obtained from the Chief Superintendent of different centres along with bills (the attendance certificates shall contain the timing of the sessions visited by the squad).

The Registrar (Evaluation) / Incharge Regional Director *of Regional office is authorized to call for explanation from the member of the Squad including the chairman of the team in case he/she receives any kind of complaint against the squad team.*

APPOINTMENT OF SPECIAL SQUAD AND SITTING SQUAD

Special Squad

1. Under the instruction of Registrar (Evaluation), the Incharge Regional Directors shall appoint Special Squad to visit examination centres during University examinations.

2. The Special Squad team shall exercise the duties of squad and are empowered to report directly to the Registrar (Evaluation) in case of emergency.

3. The route for the special squad shall be defined by the Incharge Regional Directors. However, the same shall be changed by the Registrar (Evaluation) without intimating Incharge Regional Directors in advance.

4. Such change of route if any shall be informed to the Incharge Regional Directors, after the visit is completed.

5. Special Squad shall submit its final report to the Incharge Regional Directors of respective regional offices.

Sitting Squad

1. Under the instruction of Registrar (Evaluation), the Incharge Regional Directors shall appoint Sitting Squad, who shall report to the Chief Superintended of Examination Centers and shall remain in the centre for the entire day of examinations.

2. Sitting squad shall be appointed to specific examination centres without assigning any reason.

3. Sitting squad shall watch the entire examination centre and its staff while carrying out their duties.

4. Sitting squad shall perform duties assigned to them and report any malpractice or any untoward incident taking place in the centre.

5. Sitting squad shall report the untoward incidents if any, as and when it is noticed, over phone or through email.

The remuneration, TA and DA applicable to the Squad team are applicable to Special and sitting squad.

Visvesvaraya Technological University

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

"Jnana Sangama", Belagavi – 590 018, Karnataka, India

Day wise Squad Report of June/July - 2024 Examinations

College: Date: Time and Session:

Sly No.	Particulars	Remarks by Squad Team
1.	**Is the Principal Executing the Duties of Chief superintendent**	YES / NO
2	**Verify the CCTV footage to ensure that both the Internal DCS and Chief Superintendent were present while printing the question paper on time.(Session Wise)**	YES / NO If No, submit your remarks
3	**Are the QPDS passwords handled by appropriate authorities i.e. Chief Superintendent and Internal DCS**	YES / NO If No, submit your remarks
4.	**CCTV Availability on the Block Arrangements**	YES / NO
	Spacing between Desks	Excellent/Satisfactory/ to be improved
	Seating arrangements (Verify CCTV)	One per desk / two per desk
	Lighting and cleanliness	Excellent / Satisfactory / to be improved
5.	**Invigilator**	
	Attentiveness	Excellent / Satisfactory / to be improved
	Signed on facing sheet, admission ticket	YES / NO
6.	**Whether Students are f**ollowing guidelines given in the answer booklet and	YES / NO If No, submit your remarks
	Writes USN on answer booklet and Question paper	YES / NO
7.	**Form B Completed within time**	YES / NO
8.	**Bundling is carried out in the premises of CCTV**	YES / NO
9.	**Geo tagged photos enclosed session wise**	Morning / Afternoon
10.	**MPC Case/s booked**	USNs with sub code:
11.	**Specific Remarks, if any**	

Report has been read and accepted:

Signature of Internal DCS	
Signature of Chief Superintended with seal	

Signature of Squad Chairman

APPOINTMENT OF SPECIAL SQUAD AND SITTING SQUAD

Special Squad

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2. The Special Squad team shall exercise the duties of squad and are empowered to report directly to the Registrar (Evaluation) in case of emergency.

3. The route for the special squad shall be defined by the Incharge Regional Directors. However, the same shall be changed by the Registrar (Evaluation) without intimating Incharge Regional Directors in advance.

4. Such change of route if any shall be informed to the Incharge Regional Directors, after the visit is completed.

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1. Under the instruction of Registrar (Evaluation), the Incharge Regional Directors shall appoint Sitting Squad, who shall report to the Chief Superintended of Examination Centers and shall remain in the centre for the entire day of examinations.

2. Sitting squad shall be appointed to specific examination centres without assigning any reason.

3. Sitting squad shall watch the entire examination centre and its staff while carrying out their duties.

4. Sitting squad shall perform duties assigned to them and report any malpractice or any untoward incident taking place in the centre.

5. Sitting squad shall report the untoward incidents if any, as and when it is noticed, over phone or through email.

The remuneration, TA and DA applicable to the Squad team are applicable to Special and sitting squad.

INSTRUCTIONS TO CANDIDATES

1. Only a single answer book will be issued. No additional Answer Books are permitted.

2. The candidate should write his/her seat number and give other information like examination, subject code, etc., against the space provided on the title page of the answer book and fill the OMR portion of the answer booklet meticulously with black ink.

3. The candidate shall not write his / her name/USN or put any identification mark inside any part of the answer book, which may disclose his / her identity which will be treated as malpractice and liable for penalization.

4. The question numbers should be mentioned in the margin only.

5. The candidate shall write answers on both the sides of pages of the answer book. All rough work must be done in the space provided at the end of the answer book. Answers must be written using blue/black ink (ball pen or ink pen).If there is a change in ink, the same *shall* be attested by the Room Superintendent on the facing sheet of the answer script.

6. Answer book should be handed over personally to Room Superintendent before leaving the examination hall.

7. No candidate shall be permitted to go to toilet during the period of examination.

8. The candidate should not take any books / notes, log table, scribbling pads, Cell phones, programmable calculators or any kind of reference material into the examination hall. The candidate should make sure that he / she has no any unauthorized book or paper in the examination hall with him or in his / her desk. He / She should have only articles permitted like Identity Card, Hall Ticket /Admission Ticket. The candidate should not write anything on the Admission Ticket or Identity Card or Calculator.

9. A warning bell will be given 30 minutes before the commencement of the examination when all the candidates should take their possession of seats. No student is permitted to enter the examination hall after the warning bell before thirty minutes of the starting of examinations. Another bell will be given at the beginning of the examination when question papers will be distributed and the students should start writing the answers. No candidate should leave his / herseat during last 10 minutes. Warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should handover the answer book to the Room Superintendent.

10. The candidate should see that, the Room Superintendent has appended his / her signature at the specified space on the answer book as and when he/she received the answer book.

11. Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.

12. Any candidate appearing for the UG/PG examination is liable to be charged with committing malpractice in the following cases:

    - Bringing into the examination hall or being found in possession of portions of a book, manuscript, Programmable Calculator or any other material or matter, which is not permissible to be brought into the examination hall.

    - Having any written matter on scribbling pad, Question Paper / Admission Ticket, Calculator, Palm, Hand, Leg, hand kerchief, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.

    - Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answerscripts while answering.

- Copying from the material or matter or answer of another candidate orsimilar aid or assistance is rendered to another candidate within the Examination Hall.

- Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answersin the examination.

- Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the University/College for favors in the examination hall or to the Examiner in the answer script.

- Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book or running away along with the answer script from the examination hall or premises.

- Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.

- Supply of copying material inside or from outside the examination hall.

- Bringing mobile phone to the examination hall.

- Unruly behavior inside or near the examination hall.

*****

REMUNERATION FOR EXAMINATION DUTIES, PER CAPITAAND SUBMISSION OF ACCOUNTS

ANNEXURE-1

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

ಭಾವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)

Visvesvaraya Technological University

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

"Jnana Sangama" Belagavi-590018, Karnataka, India

Dr. T.N. Sreenivasa
BE.,ME., PhD.,FIE,CEng.
Registrar (Evaluation)

Phone : (0831) 2498131
Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS//2022-2023/ 1413 Date : 6 JAN 2023

NOTIFICATION

Sub: Revision of Rates of Remuneration for Examination Assignments for the academic year 2022-23 and onwards – reg.

Ref: 1. Approved in the 85th Finance Committee meeting held on 23-11-2022.
2. Approved in the 169th Executive Council meeting held on 03-12-2022.

Pursuant to the above, The Revision of Rates of Remuneration for Examination Assignments for the academic year 2022-23 and onwards.

The Revision of Rates of Remuneration for Examination Assignments shall come into force from the Academic Year 2022-2023 with effect from 03-01-2023.

I am directed to request the Principals of Constituent and Affiliated Engineering Colleges and Chairpersons of VTU PG Departments to make arrangements to bring the same to the notice of all the concerned.

Encl: Revised Rates of Remuneration.

By order
Sd/-
Registrar (Evaluation)

To,

1. The Principals of Constituent and Affiliated Engineering Colleges.
2. Chairpersons and Program Coordinators of VTU PG Departments.
3. All Chief Coordinators, VTU Valuation Centers.

Copy for information to:
1. Hon'ble Vice Chancellor, VTU through the Secy. To VC, VTU Belagavi.
2. The Principal Secretary, Department of Higher Education, M S Building, Bengaluru.
3. The Director, Department of Techinical Education, Bengaluru.
4. The Registrar, VTU Belagavi.
5. The Finance Officer, VTU Belagavi.
6. Incharge Regional Directors of VTU Regional Offices.
7. The Principal of Autonomus Engineering Colleges under VTU.
8. The Incharge Director, ITISUM, VTU, Belagavi for needful
7. The Special Officers of Examination & Academic Section, VTU, Belagavi for needful.

Registrar (Evaluation)

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

("ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ, ವಿಶ್ವವಿದ್ಯಾಲಯ)
"ಜ್ಞಾನ ಸಂಗಮ" ಬೆಳಗಾವಿ-590018, ಕರ್ನಾಟಕ.

ಡಾ.ಟಿ.ಎನ್. ಶ್ರೀನಿವಾಸ
BE.,ME.,PhD.,FIE.,CEng.
ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ)

ದೂರವಾಣಿ : (0831)2498136
ಫ್ಯಾಕ್ಸ್ : (0831)2405461

ಪತ್ರ ಸಂಖ್ಯೆ/ವಿ.ತಾ.ವಿ./ಲೆಕ್ಕ/2023-24/ 1413 ದಿನಾಂಕ : - 6 JAN 2023

RATES OF REMUNERATION FOR EXAMINATION ASSIGNMENTS
(WITH EFFECT FROM THE ACADEMIC YEAR -2022-2023)

SL. No	Description/Design Action	Revised Remuneration in Rs./-
1	**Valuation (Theory)**	
1.1	*Under Graduate* and *Post Graduate* Valuation per paper (B.E /B.Tech /M.Tech. /M.Arch. /M.Sc. (Engg.) /PG Dip. /Ph.D. Course Work /MBA /MCA /PG Dip.)	Up to 3 hrs= 30 /- 4 hrs= 35/-
	Minimum(Up to 6 papers)	200/-
	Reviewer(Moderator) Fee	Same as Valuator
1.2.	*Revaluation* per Script (UG & PG)	Up to 3 hrs= 35 /- 4 hrs= 40/-
	Minimum(Up to 6 papers)	200/-
	Note: The DA is to be paid for actual days of Valuation. One should have valued minimum 30 Scripts per day, except in the case where minimum of one day DA shall be paid, if it is less than 25 scripts in a subject	
2	**Practical Examinations Allotment Work (UG/PG Courses)**	
2.1	Contingent expenses (on production of vouchers)	1500/-
2.2	Postal expenses (on production of vouchers)	As per Vouchers
2.3	Phone charges	1000/-
2.4	Honorarium for clerical assistance	550/-
2.5	Honorarium for other assistance	410/-
2.6	Honorarium to Chairman / Co-coordinator	1800/-
2.7	One additional coordinator can be co-opted for every 10 colleges (over and above 10 colleges in a region) - For every additional coordinator.	1500/-
3	**Practical Examinations Duty (at Examination Centers for UG/PG Courses):**	
3.1	Chief Superintendent – for conduct of practical Examinations/ day	20/-
	Min / day	75/-
	Max / day	150/-
3.2	Head of Department – for conduct of Practical Examination per day	20/-
	Min / day	85/-
	Max / day	150/-
3.3	Setting of Question paper/ lab batch / Examiner (Only for Manual)	90/-
	Setting of Question paper/ lab batch / Examiner for Drawing subjects submitted VTU Exam section	125/-
3.4	Preparation, conduct and valuation per batch of ten students per examiner / Project Lab. Up to to 4 projects	300/-
	For every additional candidate above 10	30/-
3.5	Arch., Design Viva Voce for VI & VIII Sem. per candidate / Examiner	45/-
	Batch Minimum	300/-

Page 1 of 4

Registrar (Evaluation)
Visvesvaraya Technological University
BELAGAVI - 590 018

3.6	Arch., Design Project Viva Voce for IX Sem. per candidate / Examiner	60/-
	Batch Minimum	300/-
3.7	Practical Training Viva Voce for X Sem. per candidate /Examiner	60/-
	Batch Minimum	300/-
	Extra Allowance (Halting charges) for examiners from outstation (above 75 KM from the valuation center on production of receipts/vouchers)	500/-
3.8	Workshop Supervisor- for conduct of practical Examinations Per Lab/ Batch	105/-
3.9	Lab Technician Per Lab / Batch	
3.10	Lab Attender Per Lab / Batch	80/-
3.11	Clerk Cum Typist Per Day of Practical Examination	110/-
3.12	Surveying Lab of B.E. CIVIL, Transportation and Mining Engineering Lab Attenders (Maximum 05)	80/-
3.13	Storekeeper (Office)	1000/-
4	**Question Paper Setting (UG/PG/PG-Dip/M.Sc (Engg) by research / Ph .D)**	
4.1	M.Sc. (Engg.) by research / Post Graduate Question Paper Setting per paper with scheme and solution	(800+750) 1550/-
4.2	Ph.D. Course Work Paper Setting per paper with scheme and solution	(1000+750) 1750/-
4.3	Under Graduate Paper Setting per paper with scheme and solution(including PG- Dip Courses)	(750+600) 1350/-
5	**Project Thesis Evaluation and Viva-Voce (For PG Courses)**	
5.1	**Evaluation** of M.Tech./M.Arch. Thesis per candidate/ Examiner	575/-
5.2	External Examiner- for **Evaluation** of other P. G. Project Work (PG Dip. reports)	500/-
5.3	Batch Minimum (05 Students/Examiners with minimum 3 batch per day)	500/-
	P.G Viva-Voce Examination per Extra candidate per examiner / candidate (MBA/MCA)	60/-
	Conduction of M.Tech/M.Arch/ PG-Diploma Viva-Voce Examination per candidate/ Examiner	500/-
5.4	MBA Report per candidate/ Examiner - Implant training.	260/-
5.5	**Evaluation** of MCA/ Report/ Examiner	300/-
5.6	Remuneration to Chief Superintendent for conducting and coordinating the viva voce exams for PG and research courses	1050/- per Examination
6	**Scrutiny of Question papers** Scrutiny Committee Chairman and Members for Scrutiny of Question paper for scrutinizer only	
6.1	Per paper	140/-
	Minimum (Up to 5 Packets)	750/-
6.2	Additional Remuneration to the Chairman for Scrutiny of Question papers per session	2750/-
7	**Allowances (LA : Local allowance ,TA :Travel Allowances ,Daily Allowance ,DA: Dearness Allowance, LC : Local Conveyance)**	
7.1	Extra Allowance (Halting charges) for examiners from outstation (above 75 KM from the valuation center on production of receipts/vouchers)	500/-
7.2	Travelling Allowances	**As per KCSR (To be revised whenever KCSR rates change)**
7.3	Daily allowance at Bangalore	
7.4	Daily allowance at Mysuru, Kalaburagi, Belagavi and Hubballi	
7.5	Daily allowance at other cities	

Registrar (Evaluation)
Visvesvaraya Technological University
BELAGAVI - 590 018

7.6	Local conveyance for local examiners	300/-
7.7	Chief Co-ordinator / Valuation Centre (for Manual & Digital valuation)	700+150
7.8	Deputy Chief Coordinators and co-ordinators / Valuation Centre .(for Manual & Digital valuation)	700+150
7.9	Chairman / Chief of subject during Valuation (UG & PG) / day	275/-(Max 1100)
7.10	Coding + Decoding(for Manual Script (No LA)	1.75 /- script
7.11	Office Staff / day+ LA	150+150(LA)
7.12	Class IV / day+ LA	130+130 (LA)
8	**Examination Centre's - Theory Examinations**	
8.1	Chief Superintendent Per session	220/-
8.2	Dy. Chief Superintendent Per session (Internal)	165/-
8.3	Dy. Chief Superintendent Per session (External) + LA per day	165+165 (LA)+DA
8..4	Invigilator/Reliever Per session	130/-
8.5	Office Superintendent Per session	105/-
8.6	Clerk or Typist Per session	85/-
8.7	Attender Per session	75/-
9	**Sitting Fee & Hospitality Charges**	
9.1	Sitting fee for the BOE/BOS members attending BOE Scrutiny committee /Special Meeting convened by the University	750/-
9.2	Meeting (approved by university) Contingency expenses	Actual Expenses
10	**Observer (Squad duty)**	
10.1	For every Observer including chairman	**Rs. 300/- per session + TA & DA as per KCSR rules + (Rs 300 contingency per day per member for outstation stay**
10.2	Chairman of Observers for the entire period of squad duty	**1000/-**
11	**Shifting of Answer Scripts**	
11.1	Remuneration for shifting of answer scripts to scanning center per day per member	600/-
11.2	DA per day per member of the team	As per KCSRs
11.3	Contingency Expenses per day per member on production of Vouchers	650/-
11.4	Remuneration for Chief Co-coordinator at Collection center per day	This part was claimed equivalent to given section 7.7/7.8
	Remuneration for Co-ordinator at Collection center per day	
	Office Staff / day	
	Class IV / day	
12.1	**Research**	
12.1.1	**Ph.D.:**	
12.1.1	Pre Ph.D Viva-Voce Examination per candidate per examiner	1500/- (To be paid by the research centers)
12.1.2	Thesis Evaluation (Indian Examiners)	6000/- per candidate + Rs. Actual Postal Charge
12.1.3	Thesis Evaluation (Foreign Examiner)	$300
12.1.4	Conduct of Viva-voce Examination by Indian Examiner / Examination	Rs .2250/- per candidate
12.1.5	TA/DA	As per KCSRs

5.1.23
Registrar (Evaluation)
Visvesvaraya Technological University
BELAGAVI - 590 018

12.2	**M.Sc.(Engg.) By Research**	
12.2.1	Thesis Evaluation (External Examiner)	1000/- per candidate + Actual postal charges
12.2.2	Thesis Evaluation (Internal Examiner)	1000/- per candidate + Actual postal charges
12.2.3	Conduct of Viva-voce Examination / Examiner	750/-
12.2.4	TA/DA	As per KCSRs
13	**PER Capita expenses** Includes: Exam stationery, Gum, Examiner pen, Sealing materials, Vax & Cloth, Tixo tape and AB Form Zerox paper/carbon, etc. – Rs.12/- Question Paper Printing including Paper and Printer Cartridge – Rs.18/-.	30/-
14	Vehicle Charges	Rs.13 per km. or 200 Rs per trip whichever is higher
14.1	DA for one accompanying staff	As per KCSRs
15	**Digitization and Digital valuation centers**	
15.1	Digitization Centre coordinators and assisting staff (excluding daily wagers)	1.75/- per script
15.2	Digital Valuation Centre coordinators and assisting staff	1.75/- per script
15.3	Digital Valuation Centre Computer Maintenance and Electrical Charges	1.50/-per script

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REGISTRAR (EVALUATION)
VTU, BELAGAVI

Submission of Accounts

For the submission of accounts to the University towards any transactions, University will notify with formats from time to time. The Heads of institutions are requested to submit the accounts within the time specified.

Formats for Submission of Accounts

EX-TH - I

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM

Abstract of work Done Statement of UG/PG Theory Examination

M M Y Y Y Y

College : _____ College Code

Sl. No	Exam Date and Time	Subjects	No. of Students	No. of Blocks	Chief Suptd.	Deputy Chief Suptd. (Ext.)	Deputy Chief Suptd. (Int.)	Room Suptd.	Relieving Suptd.	Office Suptd.	Typist	Clerk	Attender
Total:													

Office Superintendent

Signature of Chief Suptd./Principal
Date with Seal

Instructions:-
This Statement is to be submitted in Triplicate.

EX TH - II

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM

Consolidated Work Done Statement of Theory *Examination* for claiming & receiving Remuneration.

B.E./B.Arch.,/MCA/MBA Examination .....

College : _____ **College Code:** | | |

Sl. No	Name of the Examiner/Official	Type of Work	No. of Days	No. of Session	Rate of Remuneration Per Session/Day	Amount Claimed	Local Allowance (External Examiner) in Rs.	Total Amount Received in Rs.	Signiture
							Grand Total:		

Total Amount (in words) Rupees _____

Office Superidentendent

Singiture of Chief Suptd.
Date with Seal

Instructions:-

1. Teaching as well as non-teaching staff are required to claim their remuneration in this format only, duly furnishing the details of work done & the same shall be attested by the Chief Superintendent.
2. This Statement is to be submitted in Duplicate.

EX PR - I

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM

Abstract of work Done Statement of UG/PG Practical Examination .....

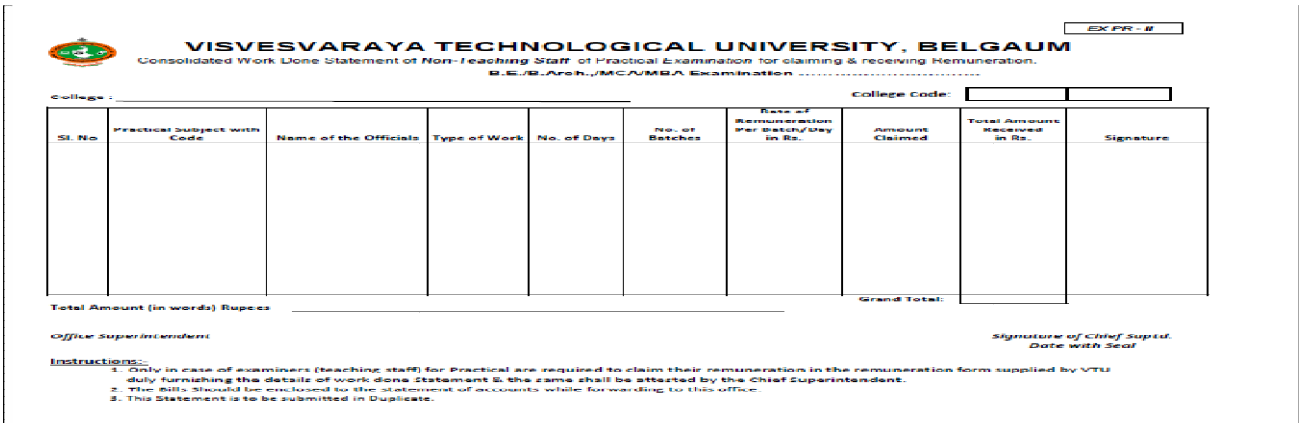
College : _____ **College Code:** | | |

Sl. No	Date of Examination	Practical Subjects with code	No. of Batches	No. of Students	No. of Days	No. of Internal Examiners	No. of External Examiners	No. of Lab Supervisors	No. of Lab Technicians	No. of Lab Attender	Remarks
		Total:									

Office Superintendent

Signature of Chief Superintendent with office Seal

This Statement is to be submitted in Duplicate.



EX PR - II

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM

Consolidated Work Done Statement of *Non-Teaching Staff* of Practical Examination for claiming & receiving Remuneration.

B.E./B.Arch./MCA/MBA Examination .....

College : _____ College Code:

Sl. No	Practical Subject with Code	Name of the Officials	Type of Work	No. of Days	No. of Batches	Rate of Remuneration Per Batch/Day in Rs.	Amount Claimed	Total Amount Received in Rs.	Signature
							Grand Total:		

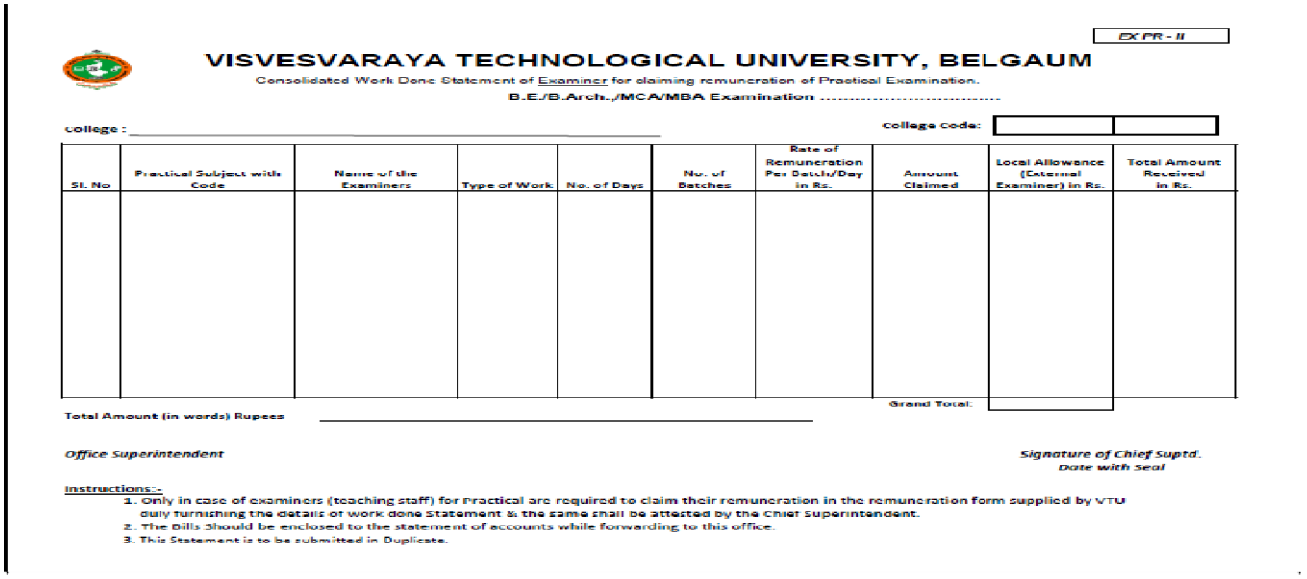
Total Amount (in words) Rupees _____

Office Superintendent

Signature of Chief Suptd.
Date with Seal

Instructions:-

1. Only in case of examiners (teaching staff) for Practical are required to claim their remuneration in the remuneration form supplied by VTU duly furnishing the details of work done Statement & the same shall be attested by the Chief Superintendent.
2. The Bills Should be enclosed to the statement of accounts while forwarding to this office.
3. This Statement is to be submitted in Duplicate.



EX PR - II

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM

Consolidated Work Done Statement of Examiner for claiming remuneration of Practical Examination.

B.E./B.Arch./MCA/MBA Examination .....

College : _____ College Code:

Sl. No	Practical Subject with Code	Name of the Examiners	Type of Work	No. of Days	No. of Batches	Rate of Remuneration Per Batch/Day in Rs.	Amount Claimed	Local Allowance (External Examiner) in Rs.	Total Amount Received in Rs.
							Grand Total:		

Total Amount (in words) Rupees _____

Office Superintendent

Signature of Chief Suptd.
Date with Seal

Instructions:-

1. Only in case of examiners (teaching staff) for Practical are required to claim their remuneration in the remuneration form supplied by VTU duly furnishing the details of work done Statement & the same shall be attested by the Chief Superintendent.
2. The Bills Should be enclosed to the statement of accounts while forwarding to this office.
3. This Statement is to be submitted in Duplicate.

Guidelines for submission of:

a. Fee Collected from the students for various examinations activates.

The fee for examination activities like, Examination application form, Revaluation, Photocopy of answer scripts are to be collected as per the notifications issued by the University from time to time. The University will provide a date within which collected fees are to be submitted.

b. Student Resume:

University through a circular will release the dates for uploading candidate resume consisting of all personal and academic data of each and every candidate. This shall be completed for all the candidates admitted during that academic year for me /III Semester (Lateral Entry) to all the programs under VTU through online web portal. The details of filing procedure will be notified from time to time through the circular as said above.

The data collected will be used for the generation of University Seat numbers of candidates admitted afresh and for any other purpose like categorization of students for various purposes and etc.

c. Examination application form:

The dates filing examination application form will be notified from time to time from. The colleges and students have to follow the instructions given hereunder and also additional instructions if any, issued with the notification.

PROCEDURE FOR ONLINE FILING OF EXAMINATION APPLICATIONS:

1. URL for submission of examination application forms will be notified from time to time.
2. Principals of respective institutions shall identify a coordinator for each branch to enter applications received from the students.
3. The coordinators shall follow the instructions issued in the User Manual available online.
4. The application shall be filled meticulously.
5. Do not allow any candidate who is not eligible to apply for the examination to submit

his/ her application.

6. After completion of data entry of examination application form, student must be given a print copy of the application which must be signed by the student and a copy of the same must be retained.

7. Any modification in the already submitted application can be done with the edit option before the last date.

8. Printout must be given to the students on every edit. After withdrawing the previous printout, which must be retained with the college.

9. Any application left incomplete at the end of the day will be automatically removed by the system. Such applications are required to be resubmitted afresh.

IMPORTANT INSTRUCTIONS:

1. All credit courses are considered for eligibility.
2. Student must be informed to verify subject codes, backlog subjects, electives and open electives before submitting the data.
3. If offered open elective subject is a core subject in the same branch, students are not permitted to register for such subject as an open elective.
4. Principals must ensure that, data submitted by the students must be entered without fail and no request will be considered for modification.
5. Students must be instructed to necessarily obtain a print of the application, verify for correctness and sign the print copy.
6. The information in respect of Application Printouts, Report Generation, etc., is made available in the user manual, available for download in the dashboard.
7. Consolidated list of applications shall be submitted to the office of the Registrar (Evaluation) as per the instructions issued from time to time.
8. Results of the students, who have applied hiding ineligibility and writing examinations, will not be announced.
9. Every college has to start the application entry on the starting day, without fail.
10. For any queries please send an email to prexam@vtu.ac.in
11. No students shall be permitted to file their examination application form without verifying maximum duration clause of Regulations.
12. Examination application forms of students are to be accepted after verifying eligibility and duration clause.
13. For any reason no student shall be permitted to appear for more than one regular semester Examinations.

14. It is observed that, the applications submitted by the students within the specified time are kept pending and later requesting the University to accept the applications at a later date. Such applications will not be accepted.

15. Application submitted means, the applications must be uploaded through the web portal and a printout must be taken.

INSTRUCTIONS TO STUDENTS

1. Students are required to appear for examinations sequentially.

2. No candidate is permitted to apply for examination without eligibility.

3. Students must take a printout of examination application form submitted through web application and signed copy must be submitted to the college.

ACTIVITIES TO BE CONSIDERED FOR IMPOSING PENALTY

1. Applications submitted during the penalty period

2. If the submitted application is edited during the penalty period will attract penalty.

3. Requests for editing exam form after the closing date will attract additional penalty.

4. Applications submitted and every edit of application will be logged. Every request for change will be verified.

The Examination Notification released by the university from time to time will explicitly cover all the information for that particular examination and the instructions issued therein are to be followed scrupulously.

d. Submission of CIE/Internal Assessment Marks:

CIE (Continuous Internal Evaluation) / Internal Assessment marks are to be finalized as per the Regulations Governing respective programs. At the end of each Semester, University will release a circular for the submission of CIE/Internal Assessment Marks with required instructions. Colleges are required to follow the instructions issued from time to time to submit the CIE/Internal Assessment Marks through web portal within the given time.

All CIE/Internal Assessment marks are to be submitted electronically. If the name of any student is missing in the portal for submitting CIE/Internal Assessment marks entry, such marks are to be entered by using additional IA marks entry option.

Marks once submitted are final and no correction will be entertained without sufficient documents.

In case of corrections if any, college should bring the same to the notice of the Registrar (Evaluation) and produce the following records for the corrections:

1. Regular Attendance Register and CIE/Internal Assessment Test attendance register
2. Blue Books in respect of CIE/Internal Assessment tests
3. Question paper and scheme of evaluation.
4. In the case where the assignment marks are part of CIE/Internal Assessment Marks, original assignment books are also to be produced.
5. In case of the Practical subjects, lab records are to be submitted.
6. Copy of the CIE/Internal Assessment displayed on the notice board.

The above documents are to be produced by the subject teacher, who taught the subject for the student whose CIE/Internal Assessment Marks are to be corrected.

The above documents are for verification of award of CIE/Internal Assessment Marks. If the documents produced found genuine and satisfactory, the Registrar (Evaluation) will accept CIE/Internal Assessment Marks with penalty to be paid by the erring faculty.

NO correction of CIE/Internal Assessment marks is entertained after the announcement of result

Improvement of CIE/Internal Assessment Marks:

There is no provision to improve the Internal Assessment Marks / CIE where the minimum marks to be scored is not defined.

However, if the Minimum CIE (in case of CBCS students) Minimum Internal Assessment Marks in case of Practical's etc., are defined, the students can apply for Improvement of CIE/Internal Assessment Marks as per the regulations.

e. Submission of Practical Answer Booklets and Practical Marks:

Practical Answer Booklets

All Practical Answer booklets are to be kept in the safe custody of Chief Superintendent up to the completion of examinations.

The Practical answer booklets are to be bundled batch wise, subject wise, semester wise.

After the competition of practical examinations the practical answer book bundles are to be submitted to the respective Regional Offices of the University within one week from the date of completion of practical examinations.

Practical Marks Sheets:

Practical Marks are to be entered online as per the instructions issued from timeto time by the Registrar (Evaluation).

The marks entered are to be verified and submitted online.

Printout of marks submitted has to be taken and after due signature of both the examiners, the marks sheet is to be inserted into a cover and cover is to be sealed.

The sealed cover containing signed practical marks sheets is to be handed overto

the Chief Superintendent of examinations centre who intern has to submit the same to the office of the Registrar (Evaluation).

f. Submission of theory answer booklets

The Chief Superintendents of VTU Examinations Centres are hereby requested to send the day to day Answer Scripts of UG/PG courses to the centres as decided by the University from time to time.

The answer scripts are to be bundled carefully as per the instructions given hereunder:

- ✓ ***Answer scripts are to be bundled semester-wise, subject-wise, USN-wise and sent along with A & B Forms and question paper without fail. Use appropriate plastic covers to protect the answer scripts from the rain and better quality cloth to bundle the answer script.***
- ✓ ***Submit the consolidated Absentees list semester-wise, subject-wise, USN-wise to the respective valuation centres with a copy to the collection centers along with A & B forms.***
- ✓ ***Submit Forms A & B to the collection centres*** after the completion of all theory examinations (arranged semester-wise, subject-wise & bound).
- ✓ The Practical marks Sheets are to be sent the office of the undersigned directly and the practical answer booklets are to be sent to respective regional offices immediately after the completion of examinations.

In addition to the above, instruction issued from the office of the Registrar (Evaluation) are to be followed strictly in the submission of answer booklets.

g. OMR Sheets in respect of the subjects for which the examinations are conducted with multiple choice answers

1. The examinations are to be conducted as per the University norms.
2. OMR sheets supplied by the University are to be used for specific subject
3. OMR sheets remain unused shall not be used for next examinations without the approval of the Registrar (Evaluation).

4. OMR sheets after the examinations are to be packed subject wise, branch wise and semester wise and submitted to the collection/scanning centres.

h. Revaluation application form:

After the results of examinations conducted by the University, University will notify the dates for applying to Revaluation and Photocopy of answer scripts. The dates will be released for a semester/ group of semesters as per the results.

The colleges need to notify the dates to the students by putting University notificationin their notice board.

The colleges need to collect the fee and information on the subjects, the students wishto apply for Revaluation and photocopy and upload the application in the web portal as per the instructions issued from time to time.

Applying to Revaluation and photocopy is governed by the "Regulations Governing Issue of Soft Copy and Revaluation of Answer Scripts 2013"

: Sequence of Events of Examination Process:

1. Online submission of Student Resume
2. Name Correction
3. USN Generation and Communication to colleges
4. Filing of Examination Application Forms with fee
5. Submission of Shortage of Attendance
6. Hall ticket Generation
7. Submission of CIE marks
8. Submission of Examination fee to the University
9. Conduct of Examinations
10. Online submission of Forma A – absentees
9. Digitization of Answer Scripts
10. Evaluation of Answer Scripts
11. Conduct of Enquiry into malpractice cases.
12. Announcement of Results
13. Submission of applications for Revaluation and Softcopy of answer scripts
14. Submission of revaluation fee to the university
15. Revaluation of Answer Scripts
16. Announcement of Revaluation Results
17. Calculation of Grades
18. Grade Card printing and dispatch to colleges.

Visvesvaraya Technological University
(State University of Government of Karnataka Established as per the VTU Act, 1994)
Belagavi – 590 018, Karnataka State, INDIA

Dr. B. E. Rangaswamy *Ph.D.*
Registrar (Evaluation)

Phone : (0831) 2498131
Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/MPCR/2022-2023/ 993 Date : 15 OCT 2022

NOTIFICATION

Sub : Amendments to the Regulations governing Malpractices during University Examinations.
Ref : No. 2.4.1 of the 168th Executive Council Meeting held on 13.09.2022.

Pursuant to the above, the Regulations Governing the Malpractices by the students during University Examinations – 2022, amended from the existing regulations are notified herewith.

These Regulations shall come into force from the academic year 2022-2023.

I am directed to request the Principals of Constituent and Affiliated Engineering Colleges and Chairpersons of VTU PG Departments to make arrangements to bring the same to the notice of all the concerned.

By order,
Sd/-
REGISTRAR (EVALUATION)

To,

1. **The Principals of Constituent and Affiliated Engineering Colleges.**
2. **Chairpersons and Program Coordinators of VTU PG Departments.**

Copy to:

1. Hon'ble Vice-Chancellor, VTU Belgaum through the Sec. to VC, VTU Belgaum, for information
2. The Registrar, VTU Belgaum, for information.
3. The Finance Officer, VTU Belgaum, for information.
4. Incharge Regional Directors of VTU Regional Offices, for information.
5. The Principal of Autonomous Engineering Colleges under VTU, for information.
6. The Special Officers of Examination Section, VTU Belgaum, for information.

Reg 14/10/2022 BE
REGISTRAR (EVALUATION)

I. PREAMBLE:

These Regulations shall be called as "Regulations Governing Malpractices by the students during University Examinations – 2022" amended from the existing Regulations under Chapter VIII of 32 of VTU Act of 1994 approved by the Executive Council at its meetingdated 13.09.2022.

II. APPLICABILITY:

These Regulations shall come into force from the date of its approval by the Executive Council.

III. APPLICATION:

These Regulations shall apply to all the examinations held by the University to grant and confer Degrees, Diplomas and other academic distinction on persons who have pursued a course of study or have carried on research.

IV. DEFINITIONS :

i. 'Act' means, the Visvesvaraya Technological University ACT of 1994, amended from time to time.

ii. 'Answer script' means a booklet containing the hand written answers to questions asked in an examination prepared by a student in the Examination Hall;

iii. 'Chief Superintendent' means, any competent person appointed by the Registrar (Evaluation) of the University, to be in overall control of the Examination Centre.

iv. 'College' means an institution affiliated to or recognized by the University or owned and maintained by it;

v. 'Deputy Chief Superintendent (Internal)' means, an internal faculty member appointed by the Chief Superintendent to assist him/her during the examination process.

vi. 'Examination Centre' means, any premises consisting of examination halls as notified by the University.

vii. 'Examination Hall' means, a room, hall, laboratory, workshop or any other premises such as drawing hall etc., in the Examination Centre identified for conducting examinations.

viii. 'Examiner' means teaching staff so appointed by the University to examine the answer scripts;

ix. 'Executive Council' means, the Executive Council of the University;

x. 'Hall Ticket' means, the admission ticket issued by the University to a student for permitting him/her to attend the examination;

xi. 'Malpractice' means, any one or more of the acts committed by the students during the University Examinations as specified under section V.

xii. 'Malpractice Cases Consideration Committee' (MC^3) means, the committee appointed by the University to consider the malpractice cases registered during the University Examinations.

xiii. 'Official' means, an Officer so recognized by the University or College and/or its Teaching Staff;

xiv. 'Registrar (Evaluation)' means, Registrar entrusted with the task of conducting the examinations of the University and declaring their results.

xv. 'Room Superintendent' means, faculty member in-charge of the Examination Hall during the examinations.

xvi. 'Student' means, a person enrolled in the University for taking up studies and/or research.

xvii. 'Teaching Staff' means, a person appointed for the teaching purpose posts in the University/Affiliated institutions.

xviii. 'University' means, Visvesvaraya Technological University.

xix. 'USN' means, a unique University Seat Number assigned to a student;

V. MALPRACTICES:

Every student appearing for the University examination is liable to be charged with

committing malpractice(s), if he/she is observed as committing any one ormore of the following acts:

a. Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.

b. Writing on the Question Paper / Admission Ticket & or passing on to the other student(s) in the Examination Hall.

c. Disclosing his/her identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.

d. Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other /storage devices in the Examination Hall.

e. Communicating with any other student(s) or any other person(s) insideor outside the Examination Hall with a view to take assistance or aid to write answers in the examination.

f. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.

g. Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.

h. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.

i. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.

j. Receiving material from outside or inside the Examination Hall, for the purpose .of copying.

k. Bringing into the Examination Hall or being found in possession of

portions of an unauthorized book, manuscript, or such other materialor matter in the Examination Hall.

l. Copying or taking aid from any material or matter referred to in sub-clauses (j & k) above to answer in the examinations.

m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.

n. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official…

o. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body,, hand kerchiefs', clothing, socks, instrument box, Identity Card, Hall Ticket, scales etc.,

p. Destroying any evidence of Malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

V (a)

- Where it is reported by an authorized person that a large number of students are found carrying material to the examination hall, it shall be presumed that, the Room Superintendent, External Deputy Chief Superintendent and the Chief Superintendent also shall be made responsible and the matter shall be referred to malpractice committee for appropriate action to all concerned. However, where the MC^3 finds that, there is involvement of concerned officials in the conduct of said examinations, the matter shall be referred to the Institutional Malpractice Committee for appropriate action.
- Where repeatedly, the Principal and other officials in an institution are found to be encouraging copying or allowing students to carry material to examination hall for copying etc., the matter shall be referred to the Institutional Malpractice Committeefor appropriate action.
- Mass copying by students in an examination centre: Where it is reported, either by the squad or by any official of the University to the Registrar (Evaluation), that there

has been mass copying in an examination centre, the Registrar (Evaluation) shall prepare a report after conducting due inquiry and submit the same to the executive council for appropriate action. In the mean time, the Vice-Chancellor may take appropriate action based on the report submitted by the Registrar (Evaluation).

VI. PROCEDURE FOR REPORTING THE MALPRACTICE/S:

a. The Registrar (Evaluation) shall appoint one or more teams of Flying Observers according to the need to ensure proper conduct of examination and to discourage Malpractice(s) at each Examination Centre.

b. The Flying Observers shall inspect the Examination Centres assigned to them by the Registrar (Evaluation) frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) at different Examination Centres for the conduct of examination(s) are adequate and full proof.

c. The Flying Observers shall initiate action to curb Malpractices as covered in Section V above and report any incident of Malpractice impartially, both to the Chief Superintendent and the Registrar (Evaluation).

d. If the Malpractice Case is detected by the Room Superintendent/Flying Observer/ or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the Chief Superintendent immediately as per the procedure outlined in Annexure – III.

e. The Flying Observers shall report all the cases of Malpractices detected, to the concerned Chief Superintendent and also to the Registrar (Evaluation) immediately for further action (however, the regular report of Malpractices together with the documents shall be sent by the Chief Superintendent concerned to the Registrar (Evaluation) as envisaged in the procedure of dispatching Malpractice cases).

f. The Flying Observers shall report all the instances of grave Malpractices such as Mass Copying etc., to the Chief Superintendent and Registrar (Evaluation) simultaneously.

g. When malpractice is brought to his/her notice of the Chief Superintendent eitherby

the Flying Observer(s) or by the Room Superintendent, he/she shall hold a preliminary inquiry and take on record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Room Superintendent concerned. Only then, he/she shall forward malpractice Report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover or box, to the Registrar (Evaluation), by name, by registered post on the next day or as soon as possible.

However, answer script(s) of subsequent papers of such student(s) booked under Malpractice shall be sent directly to the valuation centre along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.

h. The student, the Room Superintendent, Deputy Chief Superintendent (wherever applicable), the concerned Flying Observer (if the case was detected by the Flying Observer) and the Chief Superintendent shall be required to give their statement in the prescribed proformas supplied by the University (Annexure I - III). If the space provided in the printed proformas is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.

i. The statement of all concerned shall be in their own handwriting.

j. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by two members of the teaching staff of the concerned institution.

k. The Chief Superintendent shall report each Malpractice case separately, unless it is inter-related to any other case(s).

l. A sketch Plan of the seating arrangements at the Examination Hall with location of door and with all the Register Numbers in the Room and marking in red ink the Register No. of the student who indulged in Malpractice, shall be prepared. The sketch shall clearly give the idea of the probable distance between the position of the Room Superintendent at the time of detection and the location of the student(s) found committing Malpractice(s).

m. The Chief Superintendent, the Deputy Chief Superintendent and the Room Superintendent concerned shall invariably sign all the documents used in orrelating to the commission of Malpractice and also the other records forwarded, such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the student etc.

n. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student/ shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time as the Executive Council clears the recommendations of the MC[3].

o. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:

1. Debar the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.

2. Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee as per instructions of the Registrar (Evaluation).

3. Send the answer script of that particular paper directly to the Office of the Registrar (Evaluation), along with other relevant documents. It shall be super scribed on the left hand corner of the facing sheet as M P C. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.

4. Do not confiscate the Hall Ticket.

5. Permit the student to write the subsequent papers of the examinations, if any and such answer scripts shall be sent to the valuation centres along with other answer scripts, without being marked as MPC anywhere.

VII. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:

1. A Committee (i.e. Malpractice Cases Consideration Committee) appointed by the

Vice Chancellor of the University, consisting of Dean of faculty (Engg.) as the Chairman, One Member from the Executive Council, One Member from the Academic Senate, two Senior Principals as members, University Advocate as Legal Advisor and Registrar (Evaluation) as Member Convener shall be constituted to inquire into the malpractices registered during Examinations. The Committee shall have tenure of two years.

2. The above Committee shall meet after the conclusion of each semester examination on the dates fixed by the Registrar (Evaluation) and inquire on all matters connected with the students booked under Malpractices. After detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Vice – Chancellor.

3. No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided.

4. The MC^3 shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by theCommittee.

5. In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the MC^3 shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments.

6. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.

7. The MC^3 shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge orcharges. The student shall be entitled to cross examine the witnesses and the documentary evidence/s produced in support of the charges as well as to giveevidence/s in defense.

8. The MC^3 shall not impose the penalties on any student, who is punished at least with one paper.

9. A student is awarded punishment only once though he may have indulged in malpractices in several papers. This punishment will be decided taking into consideration all malpractices during the semester examination.

10. The MC^3 shall examine the evidences placed before it and inquire about the student

for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the MC3 shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows:

a. Possession of Electronic Gadgets without any material or matter, material or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are not relevant to the paper the student, is writing.

b. Possession of Electronic Gadgets with the material related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing.

c. Possession of Electronic Gadgets with the material related to the subject/Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student is writing and are particularly prepared for the purpose of copying.

d. Possession of Electronic Gadgets with the material related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book.

   While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken in to consideration to decide the severity of the case.

e. Repeated Malpractices during the Examinations
f. Threatening with weapons and Impersonation.

11. At the conclusion of the inquiry, the MC^3 shall submit a Report to the Vice- Chancellor with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.

12. The Vice-Chancellor in turn shall place the Report before the Executive Council for its consideration and approval.

VIII. GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS

The Guidelines for recommending penalties & punishments to the students Involved in Malpractices during University Examinations shall be as given below in tabular form-

Sl. No.	Nature of Malpractice	*Penalty / Punishment to be imposed*
I	1. Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene orabusing language. 2. Writing in the Question Paper / Admission Ticket & or passing to the other student in the Examination Hall. 3. Disclosing identity by writing any words or by making any peculiarmarks or by writing USN on the pages other than the facing sheet in the answer scripts while answering. 4. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall. 5. Communicating with any student or any other person inside oroutside the examination hall with a view to take assistance or aid to write answers in the examination.	*a. Fine not less than Rs.2000/-* *b. Denial of benefit ofperformance of that Particular Paper in which the student is booked under Malpractice* *c. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).* *d. Debarring the student from appearing for one more subsequent examination.* *e. Debarring the student from appearing for two more subsequent examinations.* *f. Debarring the student from appearing for three more subsequent examinations.*
	Having any written matter on scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,) 6. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.	***The MC³ shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.***

II	1. Copying from the material or matter or answer of another student or similar aid or assistance is rendered to another student within the Examination Hall. 2. Making any request of representation or inducing to bribery to Room Superintendent or and any other official or officer of the University/College for favors in the examination hall or to the Examiner in the answer script. 3. Approaching directly or indirectly the teachers, officers, officials or examiners or bring about undue pressure or undue influence upon them for favour in the examination. 4. Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book. 5. Receiving material for copying from outside or inside the examination hall. 6. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be	*a. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice* *b. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).* *c. Debarring the student from appearing for one more subsequent examination.* *d. Debarring the student from appearing for two more subsequent examinations* *e. Debarring the student from appearing for three more subsequent examinations.* ***The MC³ shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.***

	Brought into the examination hall. 7. Copying or taking aid from any material or matter referred to in sub-clause V (l & m) to answer in the examinations 8. Having any written matter on scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,) 9. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises. 10. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College.	
III	Repeated Indulging in malpractice.	*a. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).* *b. Debarring the student from appearing for subsequent examinations extending up to three more examination.*
IV	1. Impersonating or allowing any other person to impersonate to	Rusticate the student from
	Answer in his/her place in the examination hall.	University.

	2. Threatening with weapons or any other means to the Room Superintendent, Members of the Flying Observers, officers / officials of the Examination centers / University	In case of Impersonation, both the students concerned shall be handed over to the police by the Chief Superintendent with intimation to the University.

In General:

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.

2. Malpractice and punishments imposed on the students shall invariably be intimated to the concerned parents in writing by the University through the Principal of the concerned college.

3. Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).

4. The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him/her.

IX. AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS:

The recommendations of the MC^3 through the usual process shall be placed before Executive Council for consideration and approval. The Executive Council shall be the Authority for imposing penalties and punishments on the students as recommended by the Committee.

The decision of the University pertaining to above Penalties and Punishments imposed on the student may be communicated to all the other Universities in the State and to any other University with which such reciprocal arrangements exist.

This Inquiry under Malpractice Cases Consideration Committee shall be independent of the criminal proceedings, if any, in the appropriate court of law.

X. OTHER MATTERS:

Also, the Examiners shall, if he / she suspects Malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or

enclosures, such as currency, shall return the answer script with reasons in writing to the Registrar (Evaluation) by name and detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the Registrar (Evaluation).

To,

Registrar (Evaluation)

Visvesvaraya Technological University,

BELGAUM.

Sir,

Subject: Malpractice Case

I am sending herewith a case of Malpractice by (names)……Son / Daughter of ……

Who

Has been a student of …….. College and has appeared for the

……. Semester of …….. Branch / Course examination from this centre with seat no. …… The case was detected on …….

All the relevant documents and materials are enclosed herewith.

Enclosures:

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by me and the Room Superintendent.
3. Admission ticket of the candidate.
4. Plan of seating arrangement indicating the sitting position of the candidate in the block.
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Chief Superintendent.
8. The report of the Chief Superintendent.
9. The report of the Flying Squad.
10. Copy of the Memo issued to the candidate to attend the meeting of the MPCC.

Yours faithfully,

Chief Superintendent.

ANNEXURE – I

REPORT OF THE CHIEF SUPERINTENDENT

Name of the Candidate : USN:

Exam Centre :

Date : Exact Time:

Subject: Sub Code:

Nature of Malpractice: Chits/Written matter on Calci /Palm / Kerchief / bringing Mobile/pen drive ……..…… (Mention the reason for booking the case)

Case Detected by:

Permanent address of the Candidate:

……..……..

……..…….

Name of the Room Superintendent:

Mailing address of the Room Superintendent:

……

……

Brief Report of Malpractice:

……..……
..……

……..……
..……

……..……
..……

……..……
..……

Signature of the Chief Superintendent.

ANNEXURE - II

STATEMENT OF THE CANDIDATE

The Chief Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of responsible witness like Deputy Chief Superintendent or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him / her and attested by the examination officials.

If candidate refuses to give the statement, he / she are asked to state the same in writing. If he / she refuses to do this also, the same shall be recorded duly, witnessed by two members of the Supervisory Staff and one of them will be Deputy Chief Superintendent.

STATEMENT OF THE CANDIDATE

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WITNESS:

1. Name & Designation: Signature

2. Attested by

Examination Official. Signature

Signature of the Candidate

ANNEXURE - III

REPORT OF THE ROOM SUPERINTENDENT

This statement given by me is based on my personal knowledge of the case. Before the distribution of the Question Papers, I had warned the candidate "All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes and if you find any, keep them outside the examination hall before you start answering the paper". This warning was given to the latecomers also.

STATEMENT

When I was supervising on (date) …….. At about (time) .....I Found this case of malpractice in my block. The Candidate's Name
……
& USN is
…… Below given are the details of the case.....
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Signature of the Room Superintendent.

REPORT OF THE DEPUTY CHIEF SUPERINTENDENT

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Signature of the Deputy Chief Superintendent

REPORT OF THE FLYING SQUAD (IF DETECTED BY THE SQUAD MEMBER)……

……

. . . . . .
. . . . . .

. . . . . .Sign
ature of the Flying Squad Member / s

MEMO

Mr./Ms.……

bearing University Seat No ……, booked under Malpractice

During _____ University Exams in the subject ……on

…….…… is hereby directed to appear before the Mal-Practice Cases Consideration Committee Meeting Convened on _____ at _____. Further, you are requiredto report on_____. With a preparation to stay for a day. If you fail to appear before the committee, exparte decision will be taken.

(Chief Superintendent of VTU Exams)

To,

Mr.

/Ms.

……...…….……

Copy FWC's to:

1. *The Registrar (Evaluation), VTU Belgaum, for information & needful.*
2. *File.*

Signature of the candidate for having received the

Memo……

Visvesvaraya Technological University

Belgaum – 590 014, Karnataka State, INDIA

REGULATIONS GOVERNING ISSUE OF SOFT COPY AND REVALUATION OFANSWER SCRIPTS - 2013

I. PREAMBLE:

These Regulations shall be called as "Regulations Governing Soft Copy and Revaluation of Answer Scripts 2013" amended from the existing Regulations and approved by the Executive Council at its meeting dated **7^{the} September 2013 under the Resolution No. 2.5.2**

II. APPLICABILITY:

These Regulations shall come into force from the date of its approval by the Executive Council and these regulations will supersede all the earlier regulationsin respect of Photocopy of Answer Scripts, Revaluation, Challenge Valuation and Challenge Revaluation.

III. APPLICATION:

These Regulations shall apply to all the undergraduate and postgraduate programs conducted by the University in Affiliated/Constituent (Unaided/Aided/Government/Constituent) institutions and PG Departments to grant and confer Degrees, Diplomas and other academic distinction on persons who have pursued a course of study under all the schemes (changed/changing from time to time) of teaching.

IV. DEFINITIONS :

a. 'University' means, Visvesvaraya Technological University.

b. 'Executive Council' means, the Executive Council of the University;

c. 'Registrar (Evaluation)' means, Registrar entrusted with the task of conducting the examinations of the University and declaring their results.

d. 'College' means an institution affiliated to or recognized by the University or owned and maintained by it;

e. 'Student' means, a person enrolled in the University for taking up studies and/or research.

f. 'Teacher/Faculty' means, a person appointed for the teaching purpose postsin the University/Affiliated institutions.

g. "Examiner" means a teacher/faculty who examine the given answer booklet and award marks.

h. "Notification" means a letter released by the University inviting applications for Photocopy of Answer Scripts / Revaluation / Challenge Valuation / Challenge Revaluation mentioning the last dates to apply.

i. ''Answer script' means a booklet containing the hand written answers to questions asked in an examination prepared by a student in the Examination Hall;

j. "Soft copy" means, scanned copy of the answer script.

k. "Revaluation" means one more Valuation of answer script to be done by the teaching staff.

V. SOFT COPY OF ANSWER SCRIPTS FOR THE STUDENTS OFUNDERGRADUATE PROGRAMS ONLY

a. Every B.E. / B.Tech. / B.Arch./B.Plan student appearing for the University examinations are eligible to apply for Softcopy of Answer scripts in all theory subjects excluding the answer scripts which include drawing sheets.

b. There will be single Notification inviting applications from the students, to apply for Soft Copy and for Revaluation of Answer Scripts mentioning the last dates.

c. Students may apply for soft copy of answer scripts and Revaluation together OR only for Soft Copy of Answer Scripts OR Only for Revaluation. Once the last date is over, no additional time will be granted for applying either to Soft copy or Revaluation.

d. As per the procedure laid down by the University from time to time, the students may apply for Soft Copy of answer scripts for any number of theory subjects along with necessary fees prescribed by the University from time to time.

e. A student shall not apply for Soft Copy of answer scripts in the subjects other than theory subjects and for the answer scripts which include drawing sheets.

f. After the last date and as per notification, college shall submit the consolidated list of students and the subjects applied to the University along with fee collected from the students in the form of a Demand Draft drawn in favour of Finance Officer, VTU Belgaum, payable at Belgaum.

g. The soft copy will be supplied to the students through email, so that the students can go through the answer script. If a student desires, he/she may submit his/her application for Revaluation, for which there will be a separate notification.

h. On receipt of the Soft Copy, a student can verify the Soft Copy of his/her answer script/s. If any question is not evaluated, then he/she may submitan application to the Registrar (Evaluation) requesting for valuation of unevaluated answer/s. There is no fee charged for this purpose.

i. On receipt of such applications as mentioned in V (h), the Registrar (Evaluation) shall initiate necessary action to evaluate the answer/s for the questions which are unevaluated, by the first Valuer. In case, the first Valuer is not available, the script may be got evaluated by another subject teacher chosen by the Registrar (Evaluation).

j. The fee for Soft Copy of Answer Scripts shall be Rs.300/- per answer script, subject to the revision of fee from time to time by the University.

VI. REVALUATION OF ANSWER SCRIPT FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS

a. The students of B.E./B.Tech./B.Arch./MBA/MCA/M.Tech./M.Arch. Appearing for the University examinations are eligible to apply for Revaluation of Answer scripts in all theory subjects.

b. These regulations will not be applicable for the students of research programs.

c. There will be single Notification inviting applications from the students, to apply for Soft Copy and for Revaluation of Answer Scripts mentioning the last dates.

d. Students may apply for soft copy of answer scripts and Revaluation together OR only for Soft Copy of Answer Scripts OR Only for Revaluation. Once the last date is over, no additional time will be granted for applying either to Soft copy or Revaluation.

e. As per the procedure laid down by the University from time to time, the students may apply for Revaluation of Answer Scripts in any number of theory subjects only along with necessary fees prescribed by the University from time to time.

f. A student shall not apply for Revaluation of answer scripts in the subjects other than theory subjects.

g. After the last date and as per notification, college shall submit the consolidated list of students and the subjects applied to the University along with fee collected from the students in the form of a Demand Draft drawn in favour of Finance Officer, VTU Belgaum, payable at Belgaum.

h. The soft copy will be supplied to the students through email, so that the students can go through the answer script. If a student desires, he/she may submit his/her application for Revaluation, for which there will be a separate notification.

i. On receipt of the consolidated list from the colleges, University shall initiate the process of Revaluation as per the procedure detailed hereunder:

   i) The Registrar (Evaluation) may decide upon the number of valuation centres in which Revaluation is to be conducted.

   ii) The Registrar (Evaluation) shall direct the Chief Coordinators ofdesignated valuation centre to call the eligible teachers for valuation work (eligibility of teachers to attend revaluation is given separately).

   iii) The scripts, for which the revaluation is required, shall be made available for the eligible Valuers for evaluation along with the copy of the original scheme of evaluation.

   iv) Valuation during the revaluation shall be a single valuation.

   v) After the Revaluation, if the difference between the marks awarded in the first valuation and the revaluation marks in more than 15 (i.e. 16 and above), then such scripts shall be evaluated once again from a different teacher (who has not evaluated the script in the first valuation/revaluation).

vi) The fee for Revaluation of Answer Scripts of Under Graduate Programs is Rs.600/- per subject and Post Graduate Programs is Rs. 2000/- per subject, subject to the revision of fee from time to time by the University.

j. Award of Marks after Revaluation:

i) If the revaluation marks is lesser than the original marks, the original marks shall be retained.

ii) If the marks after Revaluation are higher than the original marks, the revaluation marks shall be awarded Upto a maximum of 15 marks.

iii) If the difference of marks between first valuation and revaluation is more than 15, the script will be evaluated by a third Valuer. After the third valuation, an average of two nearest marks are considered as shown below:

iv) CASE: A *Average of NEAREST TWO MARKS*

	First Valuation Marks	*Revaluation Marks*	*Third Valuation Marks*	*Final Marks after Revaluation*
For Ex:	*20*	*50*	*46*	*48*
	30	*48*	*31*	*31*

OR

CASE: B

When the difference between the nearest two marks in the first, second and the third valuation is equal then the average of HIGHER TWO MARKS shall be considered as Final Marks after Revaluation.

	First Valuation Marks	*Revaluation Marks*	*Third Valuation Marks*	*Final Marks after Revaluation*
For Ex:	*20*	*40*	*30*	*35*
	48	*80*	*64*	*72*

v) If the marks after Revaluation is lesser than the Marks awarded after first Valuation (original marks), the Original marks shall be retained.

vi) The University may consider printing the Original Marks, Marks after Revaluation, Final Marks, Internal Marks, Total Marks and Result of the subject considering the practicality of printing in the result sheets.

VII. **ELIGIBILITY OF TEACHERS FOR REVALUATION:** The Valuers who will be evaluating the script during revaluation must possess at least five years of teaching experience and must have taught the subject.

VIII. With the introduction of these regulations, challenge valuation/Challenge Revaluation facility provided for the students is withdrawn. Hence, there will be no Challenge Valuation/Challenge Revaluation.

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("ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
Visvesvaraya Technological University
(State University of Government of Karnataka Established as per the VTU Act, 1994)
"Jnana Sangama" Belagavi-590018, Karnataka, India

Dr. T.N. Sreenivasa
BE.,ME., PhD.,FIE,CEng.
Registrar (Evaluation)

Phone : (0831) 2498131
Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2024-2025/ 504 Date : 10 JUL 2024

NOTIFICATION

Sub: Cancellation of refund of revaluation fees

Ref: 1. VTU/BGM/Reg(E)/PS/ 2022-23/1304 dated 22nd Dec 2022
2. VTU/BGM/Reg(E)/PS/2023-2024/977 dated 31st October 2023
3. Resolution of 177th Executive Council meeting on 5th June, 2024.
4. Hon'ble VC approval letter dated 9th July 2024.

With reference to above cited subject and references, following revisions have been incorporated in the existing fee structure:

a) Revaluation fee of UG scripts: Rs. 600/-per subject

b) Revaluation fee of PG scripts: Rs. 2000/-per subject

c) Revaluation fee of Ph.D. coursework scripts: Rs. 5000/-per subject

d) No-refund for revaluation fee irrespective of the results.

This revision will come into effect from July 2024 examination onwards. The refund of the revaluation fee is withdrawn retrospectively from the June/July 2021 examination for UG/PG and from Oct 2023 for Ph.D. coursework examinations.

The Principals of constituent and Affiliated engineering Colleges, Chairpersons and Program Coordinators of the VTU PG centers are informed to share the content of this circular to all the concerned.

Sd/-
REGISTRAR (EVALUATION)

To,
1. The Principals of Constituent and Affiliated Engineering Colleges
2. Chairpersons and Program Coordinators of VTU PG Centers.
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 Incharge Regional Directors of VTU Regional Offices for information.
4. The Incharge Director, ITISMU, VTU, Belagavi for information and needful.

REGISTRAR (EVALUATION)
10.7.24

REGULATIONS GOVERNING AWARD OF GRACE MARKS FOR THE STUDENTSADMITTED UNDER CHOICE BASED CREDIT SYSTEM

Gracing Policy
Gracing marks shall be awarded to Subject/Subjects (Theory/Practical/Course /Head of passing) to a maximum of 2% of the maximum marks of that subject, if after such gracing, the candidate gets minimum prescribed marks for passing in that subject. Such gracing marks shall be added to the marks scored in the University/Final Exam.

GRACING POLICY FOR NON CBCS STUDENTS

GMR 01**:** Grace marks shall be awarded to a Subject / Paper / Practical / Head of passing to a maximum of 2 of University Examination marks if, after gracing the candidate gets minimum prescribed marks in the Theory / Practical and passes in the subject.

GMR 02: A candidate shall be eligible to a maximum of 5 grace marks, provided,

a) He/she has failed in only one subject (Pr/The/Head of Passing) of the examination

b) Passes the whole examination by such gracing

c) Gets minimum prescribed marks in the paper/ practical and aggregate for passing by such gracing

GMR 03: Grace Marks shall be awarded for declaration of classes also.

For obtaining a higher class a candidate is eligible for getting a maximum of 5 grace marks, which will be added to the total aggregate marks of the candidate and will declare the candidate to have passed the examination in I Class or FWD

GMR 04: Grace Marks awarded as per GMR 01 for passing a subject and GMR 02 for passing the whole examination are shown only in the ledger and not in the statement of marks. However, the grace marks awarded for getting a higher class shall be indicated along with the aggregate total of the examination.

GMR 05: A candidate is entitled for grace marks only under any one of the regulations either as per GMR01 or GMR 02 or GMR 03.

GMR 06: A candidate is entitled for grace marks of 05 for the award of class of the degree.

GUIDELINES FOR THE APPOINTMENT OF AN AMANUENSISFOR THE DISABLED CANDIDATE APPEARING FOR UG/PG EXAMINATION CONDUCTED BY THE UNIVERSITY

Physically handicapped candidate writing the University Examination can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the Registrar (Evaluation) of the University to the candidate who is really disabled to write his/her examination with his/her own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.

Guidelines

1. An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his own hand.
2. A candidate seeking the assistance of an Amanuensis shall submit an application to the Registrar (Evaluation) of the University through the Principalof the college, in which the candidate is studying, with the following documents.
    a. Medical certificate from the Medical Officer of a Government District or higher-grade hospital showing the inability to write the examination with his / her own hand, which shall be attested by the principal.
    b. No relation certificate, which is showing there is no relation between the candidate and the Amanuensis, which shall be attested by Gazetted Officer.
    c. Attested copies of testimonials of an Amanuensis.
    d. Declaration from the candidate and the amanuensis, which are to be attested by the Principal of the college.
    e. One A4 size paper hand written matter, which is written by the Amanuensis.

f. Three recent Passport size Photos attested by the Principal.

3. An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in engineering field.

4. The Chief Superintendent shall arrange a suitable room for the candidate and the amanuensis and appoint a room superintendent for the candidate and room superintendent are to be changed daily.

5. If the disabled candidate (temporarily disabled) intends to write the examination with his/her own hand he / she shall submit an application to the Vice-Chancellor of the University through the Registrar (Evaluation) seeking grant of extra time (**60** minutes for **3** hours examination) to write the examination, with concerned medical certificates and the attested copies of the such permission letters, if any, given earlier by any of the Boards or Universities in India.

In addition to the above, the instructions received from the competent authoritieslike State Government, UGC, AICTE, MHRD, etc., are to be followed.

Attendance Requirement

Each semester is considered as a unit and a minimum of 85% of attendance in each of the subject of Theory/Practical, and Drawing is prescribed to qualify to appear for the examinations.

Shortage of attendance to the extent of 10% shall be condoned on the specific recommendations of the Principal on the grounds such as Medical, University Level Sports, Cultural Activities, and Academic Activities like paper submission etc.

The Ph.D. Programme – Evaluation System Manual

After provisional registration, the Ph.D. programme consist of three parts to be clearedin sequence, namely, Part-**I: Coursework, Part-II: Comprehensive Vice-Voce, Part- III: Pre-Submission Colloquium, Synopsis and Thesis Submissions.** These shall be followed by **Thesis evaluation and its defense** by the candidate at the end. All the Ph.D. registrations shall be provisional initially and they shall be confirmed only on the successful completion of both **Part-I and Part-II**.

PART-I: COURSEWORK

Proposing Coursework

Each candidate provisionally registered for the Ph.D. programme shall have to go through the prescribed coursework choosing **four subjects for Faculty of Engineering and Faculty of Architecture and 6 subjects for Faculty of Science and Faculty of Management Studies** out of which one subject namely **Research Methodology** is compulsory. The remaining three courses shall be pertaining to their Research work as decided by the Doctoral Committee.

Courses prescribed for the Coursework shall be selected from different groups in sucha way that there shall be a minimum of one course, but not more than two courses from the same group, if grouped by the Faculty/ BOS concerned. In all the cases, the prescribed coursework may be completed satisfactorily within the first two semestersof provisional registration of the candidate(s). However, in no case the time period for completing the coursework shall exceed four semesters.

Candidates undergoing Coursework shall submit their applications in the prescribed format together with the relevant fees to the University for course-end Examination as and when notified by the University.

Candidates already having M.Sc. (Engg.) by Research degree or those who have completed their coursework for these degrees and got admitted to the Integrated Ph.D. programme shall be exempted from the above coursework. Provided they have undergone a course on Research Methodology as prescribed by the University.

Setting up of Question Papers and Evaluation of Answer Scripts

Question papers shall be set by the identified examiners appointed for this purpose bythe University from the panel recommended by the Admissions Committee. Eachquestion paper shall be set for maximum marks of 100 and it shall have similar formatas prescribed for Master's degrees of VTU. The question paper setters and answer paper valuators shall have Ph.D. Degree in the relevant field. Answer scripts of all the candidates shall be valued independently by two valuators.

Averaging of Marks Awarded

If the difference between the marks awarded by the two valuators is=<14%, the marks awarded to the candidate shall be the average of the two valuations. If the difference between the marks awarded by the two examiners is >= 15%, a third examiner shall be appointed to evaluate the answer script(s) concerned. The average of the marks of the nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three evaluations is exactly midway between the other two, then the higher two marks shall be taken for averaging and the resulting average shall be awarded to the candidate.

Prescribed Passing Standards

For passing the Coursework (Part-I), the candidate shall obtain a minimum of 60% marks in each course registered. Candidates shall be required to pass in each course in a maximum of two attempts i.e. within one year in two semesters. The University shall have the provision to issue Marks Card(s) to the candidates for the completion of the coursework.

Norms for Maintaining Provisional Registration

The following norms/standards shall be applicable to all the candidates for maintaining their provisional registration:

a) The coursework shall be completed and cleared by each candidate with a minimum of 55% marks in each course within two consecutive coursework examinations conducted by the University from the date of provisional registration.

b) The provisional registration of candidates failing to fulfill the above requirements shall be automatically cancelled. Such candidates shall seek provisional registration for Ph.D. afresh, if required.

Mandatory Residence Period for Part-Time Candidates

A Part-Time Research candidate shall put in a minimum of *fifteen* days of residence in every semester at his/ her Research Centre before every review of the Doctoral Committee till the submission of the final Synopsis. This residence requirement shall be utilized by the candidate for the purpose of coursework preparation as well as formulation/investigation of the research problem**.** Each Part-Time candidate shall submit to the University through his/her Research Centre a Certificate issued by the Research Supervisor/Co-Supervisor for completing the above residence requirement.

PROGRESS REPORTS / PERIODIC REVIEW BY THE DOCTORAL COMMITTEE

Function of Doctoral Committee

The Doctoral Committee shall scrutinize and approve the Coursework (Part- I), conduct Comprehensive Viva-Voce (Part-II), and review/monitor periodically (at least once in six months) the research progress of each candidate concerned until submission of his/her Ph.D. Thesis. The Progress report of the candidate shall be forwarded by the Doctoral Committee to the University regularly only after conducting his/her six- monthly review.

Procedure for Review

The Doctoral Committee shall periodically review the research progress of the candidate, at least once in six months until the submission of the Thesis. The candidate shall make oral presentation of the research progress before the Doctoral Committee. And, the Doctoral Committee shall communicate the satisfactory research progress or otherwise of the candidate to the Research Centre for onward transmissionto the university.

Registration Cancellation

The Doctoral Committee shall be free to recommend the cancellation of Ph.D. registration of the candidate if,

(i) Two consecutive research progress reports not adjudged to be satisfactory, and/or

(ii) Two consecutive research progress reports not submitted;

Before recommending cancellation of registration, the Doctoral Committee shall issue a Show-cause notice to the candidate, seeking his/her explanation. If the explanation is not agreed by the Doctoral Committee, the candidate shall be free to appeal to the Vice-Chancellor with valid reasons, seeking intervention. The decision of the Vice-Chancellor in this regard shall be final.

The Integrated Degree Programme

The above procedure shall also be applicable for candidates registered for the Integrated Ph.D. programme.

PART-II: COMPREHENSIVE VIVA- VOCE

Requirements to be satisfied for Comprehensive Viva-Voce

In the case of full-time candidates, the comprehensive Viva-Voce shall be conducted within three semesters from the date of provisional registration. And this can be held within four semesters from the date of provisional registration in the case of part time candidates. Each candidate shall be required to submit a written request to the University through his/her Research Centre for the conduct of his/her comprehensive Viva-Voce, within six months of the successful completion of Coursework (Part-I).

In the case of health / employment related problems of a candidate unable to take the comprehensive Viva-Voce as above, the University shall be free to allow a further period of six months for this purpose, on receipt of a written request from the candidate with the recommendations of his/her Research Supervisor(s) and the Doctoral Committee forwarded through the Research Centre.

However for whatever reason(s), if the comprehensive Viva-Voce is not completed within three years from the date of provisional registration, the admission of the candidate shall stand automatically cancelled.

Scheduling Comprehensive Viva-Voce

The Research Centre, in consultation with the Doctoral Committee and the University, shall schedule the date/time for the comprehensive Viva-Voce preferably within four weeks upon receipt of the written request from the candidate for this.

Conduct of Viva-Voce

The comprehensive Viva-Voce shall be a closed-door oral examination consisting of the Doctoral Committee members (as examiners), and the candidate. The Doctoral Committee shall be free to invite additional examiner(s) if need be for assisting it in the Viva-Voce, chosen from amongst a panel of two experts recommended by the Research Supervisor.

Content and Form of Viva-Voce

The Comprehensive Viva-Voce shall consist of a presentation by the candidate on his/her topic of research, including the work done till date and the proposed future work. The Doctoral Committee (and the additional examiner(s), if present) shall test the candidate for fundamental concepts in the coursework and applied knowledge to carryout the proposed research work.

Performance Standards at Viva-Voce

The Doctoral Committee shall communicate the result of the Comprehensive Viva-Voce to the

University through the Research Centre as:

a) The Committee is satisfied at the successful completion of Viva-Voce and the candidate shall continue the research work. OR

b) The Committee indicates the deficiencies in specific areas in which the candidate needs strengthening of knowledge and suggesting a date preferably within the next three months for re-examination.

If the Doctoral Committee does not recommend the continuation of research work bythe candidate even after the second attempt, the provisional registration of the candidate shall stand cancelled automatically.

CONFIRMATION OF Ph.D. REGISTRATION

After the successful completion **of coursework (Part-I) and the Comprehensive Viva-Voce (Part-II),** The University shall issue a notification within fifteen days from the date of receipt of the communication from the Doctoral Committee.

PART III: SUBMISSION OF SYNOPSIS AND THESIS

Eligibility

Upon qualifying successfully in the **Coursework (Part-I) and the Comprehensive Viva- Voce (Part-II)** and satisfactory research progress followed by publication(s) in Refereed **J**ournal(s) and Pre-Submission Colloquium, the candidate can submit the Research work to the Doctoral Committee. Considering the research work of the candidate, his/her performance in **the open seminars and pre-submission colloquium and other technical aspects**, the Doctoral Committee shall be free to permit the candidate to submit the Thesis.

Mandatory Publications requirement

Each candidate shall publish a minimum of two research papers in Refereed Journals based on his/her research work for the Ph.D. degree, before submission of the Synopsis for adjudication, and produce evidence for the same in the form of reprint or acceptance letter from the Publisher(s) of the Journal.

Minimum Period for Submission of Thesis by Full-Time and Part-Time Candidates

Full-Time candidates for the Ph.D. Degree including those upgraded to the M.Sc. (Engg.) by Research /M.Tech. /M. Arch. + Ph.D. Integrated programmes, shall be normally eligible for submission of the thesis after a minimum period of **three years** from the date of provisional registration, subject to fulfillment of all the prescribed requirements. **Part-Time candidates** for the Ph.D. Degree shall be normally eligible for submission of the thesis after a minimum period of **four years** from the date of provisional registration, subject to fulfillment of all the prescribed requirements.

Maximum Period for Submission of Thesis by Full-Time and Part-Time Candidates

The maximum period for submission of the Ph.D. Thesis by Full-Time and Part-Time candidates including those upgraded to the M.Sc. (Engg.) by Research/M. Tech. /M. Arch. + Ph.D. Integrated programmes, shall be six years from the date of provisional registration.

But, the Vice Chancellor shall have the powers to extend the maximum period for submission of the Ph.D. thesis by such a candidate on the specific recommendations ofthe Doctoral

Committee forwarded through the Research Centre on receipt of a request for extension from the candidate. The decision of the Vice Chancellor in this regard shall be final.

Anti-Plagiarism Check

The candidate's thesis shall undergo plagiarism check as per the norms of VTU. The candidate may be given two more chances by the University to re-submit the thesis for plagiarism checking, if the plagiarism level is found unacceptable. Suitable fees shall be charged to the candidate by the University for Plagiarism checks conducted.

Objectives of Anti-Plagiarism

- Inculcate the habit of respecting the academic integrity and discipline.
- To identify any act of dishonesty in academic work constitutes academic misconduct.

Workflow

1. The research scholar should submit the soft copy of the thesis for the plagiarism check to the examination section through aCD.
2. Checking shall be done excluding the bibliography, index and references.
3. During the initial plagiarism check the thesis shall not be added to the data repository.
4. The anti-plagiarism report will be generated and mailed back to the student, guide, co-guide and the Registrar (Evaluation).
5. A letter from the office of Registrar (Evaluation) to this effect will be sent to the guide, co-guide and student.

Permitted Similarity index <= 10%.

6. The thesis can be printed and submitted to the examination section only if a letter to this effect is issued to the candidate, guide and co-guide.
7. The candidate shall mandatorily produce the anti-plagiarism report as a part of the thesis.
8. If the similarity index is > 10% the modified thesis has to be resubmitted following the step no.1 of the process with the fee of Rs. 5000/-.
9. The student can submit the thesis for the third time with the fee

of Rs. 7500/-.

10. The third chance shall be considered as the final submission failing which the thesis shall not be accepted.

The detailed work flow diagram is as below.

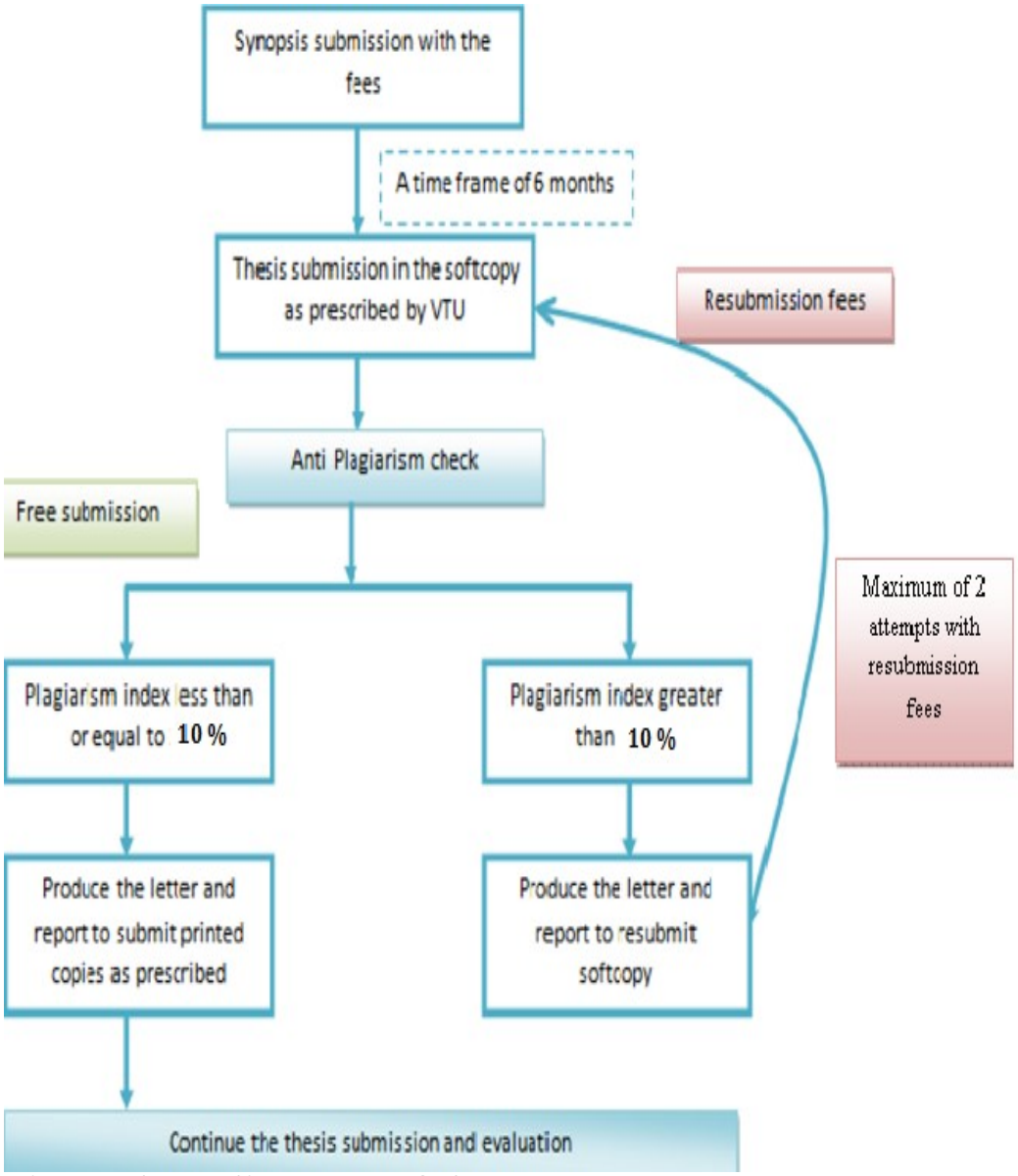
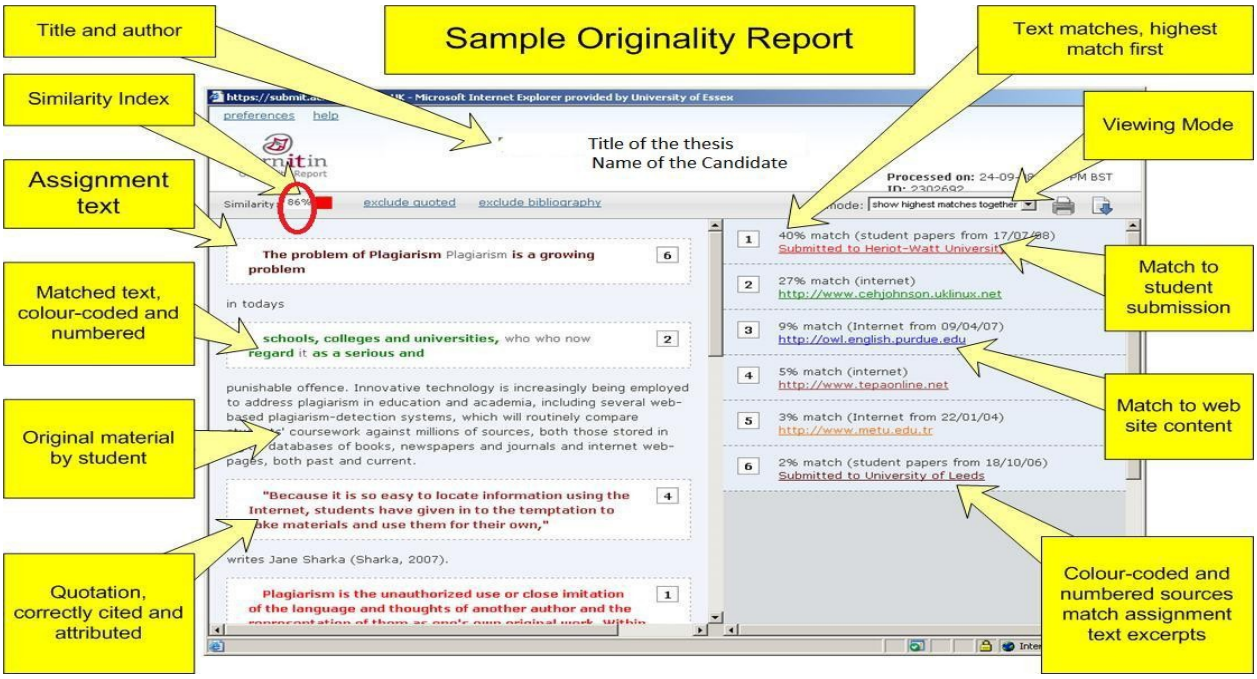


Fig.1 Flow diagram of the process

1sty submission	**No fees**
Resubmission	**Fees of Rs. 5000/-**
2nod resubmission	**Fees of Rs. 7500/-**

Fig 2. Sample copy of the turn it in report forreference



Workflow chart for Anti-Plagiarism test

Entities

1. The Registrar Evaluation (RE)
2. Anti -Plagiarism committee (APC)
3. The Research Scholar.
4. The Guide and/or Co-Guide.

Processes involved in the **RE office** after reception of softcopy of thesis

Sl. No	Activit yy	Processe ds
1	**Reception of thesis in the form of CD.**	**1. CD must be signed by scholar and guide with details like Name USN and title of thesis and email id of student and guide.** **2. CD should contain the entire thesis in monolithic form as a PDF file (not separate chapters)** **3. Check for the other details of registrations and Fees paid.**
2	**Encode uniquely**	**Encode the CD and submit in the sealed cover containing CD to the chairman of APC**
3		**Record the transaction in record book.**

Processes involved in the **APC office** after reception of softcopy of thesis

Sl. No.	Activity	Processe ds
1	Thesis verification	1. Check for the plagiarism index ready file for completeness 2. If incomplete report back to RE.
2	Creation of a turn it in projectwith academic year folder.	1. Submit the thesis for the plagiarism. 2. Generate the report in hard copy as well as softcopy. 3. Check similarity index. 4. Check for a sample resource match on the internet 5. Store the softcopy for further verification at RE office. 6. Print the first page of the report. 7. Submit the report copy of the report by mail to RE
3	Submission of the report	1. Soft copy of the report to be stored. 2. Submit the duly signed report and CD to the office of RE

Processes Involve In the **RE office** after reception of Plagiaries m report.

Sl. No	Activity	Processeds
1	Information to the candidate and guide	1. Check the report for acceptance. 2. If accepted send the information to candidate and the APC office to add thesis to the repository. 3. If not accepted ask the candidate shallbe asked to resubmit within 10 days with fees of Rs. 5000/- or 7500/- based on numbers of attempts 4. Maximum 2 attempts with resubmission fee failing which Thesis will not be accepted.
2	Softcopy of the report	Mail will be sent to the candidate that contains the report generated by APCoffice with the code as the name of the Project.
3	Submission of Hard copyof the report	The candidate need to produce the hard copies of the report as prescribed along withthe clearance letter related to plagiarism.

Handling of Plagiarism Issues

The Vice Chancellor shall have the powers to constitute Expert Committees to investigate into plagiarism issues connected with any Ph.D thesis submitted to the University, in the case of receipt of complaints either from the adjudicator(s), other individuals or any other sources.

ADJUDICATION OF Ph.D. THESIS

Panel of Adjudicators

The period of three months between the submissions of Synopsis and the Thesis by the candidate shall be used by the University for deciding the panel of adjudicators.

Selection of Adjudicators

The Research Centre shall arrange to forward to the University the proposed panel containing details of *twelve* experts for adjudication of the thesis as approved by the Doctoral Committee, of whom *few* experts shall be from abroad. This list shallbe forwarded to the University along with the Synopsis.

The Vice Chancellor shall choose *two a*djudicators from the suggested panel for adjudication of the thesis, with at least *one* being from outside the country/ Institutes of National Importance such as, IIT's, IISc, NIT's and REC's or National Laboratories and National Research Organizations and send invitation to them along with a copy of the Synopsis. Their acceptance shall be preferably obtained within *one month* from the date of invitation, before taking any further steps on the subject.

Appointment of Adjudicators to Evaluate the Thesis

The University shall arrange for the thesis to be evaluated by the Research Supervisor (and jointly by the Co-Supervisor, if any) and two more identified Adjudicators. The three adjudicators as appointed by the Vice Chancellor to adjudicate the thesis submitted by the candidate.

Sending of Thesis sent to Adjudicators

From Examinee Online Ph.D. Thesis Evaluation System, the University shall send a soft copy of the thesis to each adjudicator for evaluation, with a request to evaluate the thesis and send the evaluation report(s) preferably within a period of three months. If the Report is not received from the Adjudicator(s) within this period, a reminder once in a month to that effect shall be sent to the Adjudicator(s) concerned. If any adjudicator does not send the report even after three reminders or does not reply to the communications from the University, the Vice Chancellor shall identify and appoint another adjudicator either from the panel or outside the panel under special circumstances.

Receipt of Thesis Reports at the University

a) All the adjudicators shall evaluate the thesis and submit their reports independently through online evaluation system, to the Registrar (Evaluation). However, it shall be possible to submit a Joint Report in the case of Research Supervisor and Co-Supervisor adjudicating a thesis.

b) The Reports shall include:

i. A critical analysis of the work of the candidate as embodied in the thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge.

ii. List of questions to be asked or points to be clarified if any, by the candidate at the final viva -voce.

iii. A definite recommendation as to whether the thesis attains the standard for the award of Ph.D. degree or not.

c) The Adjudicators shall make any one of the following recommendations that the:

(i) Thesis is accepted in the present form and recommended for the award of Ph.D. degree. OR

(ii) Thesis needs minor clarifications indicated in the report which need to be clarified by the candidate at final Viva-Voce and it is recommended for the award of Ph.D. degree. OR

(iii) Thesis needs minor corrections to be made by the candidate as indicated in the report, which need to be incorporated in the thesis and clarified at the final Viva-Voce and it is recommended for the award of Ph.D. degree. OR

(iv) Thesis needs major corrections as indicated in the report and the revised thesis to be referred back to the adjudicator concerned for fresh evaluation. OR

(v) Thesis is rejected for the reasons specified in the report and *not* recommended for award of Ph.D. Degree.

Consideration of Thesis Reports

On receiving favorable recommendations from all the adjudicators, including the Research Supervisor(s), the Registrar (Evaluation) shall convey the same to the Research supervisor(s) along with copies of the Reports received and request to conduct the final Viva-Voce of the candidate.

Scheduling of Final Viva-Voce

The composition of the Viva-Voce Board shall be as specified under

The viva-voce Board shall be constituted by the Vice Chancellor for each candidatesoon after receipt of favorable Reports from all the adjudicators.

It shall have the following composition:

1. Research Supervisor–Chairperson.
2. Co- Supervisor (s), if any -Co-chairperson.
3. Identified Adjudicator -Member

The date/time of the Viva-Voce shall be fixed by the Research Supervisor(s) in consultation with the other member(s) of the Board, the Research Centre and the

University. The board shall conduct the final viva-voce for the candidate to defend his/her Ph.D. thesis. .

In case, the identified adjudicator informs in writing his / her inability to be present at the Viva-Voce, the Research Supervisor (s) shall intimate the same to the Registrar (Evaluation), who shall get another examiner from the panel of examiners appointed after approval by the Vice Chancellor.

Rejection of Thesis, based on Negative Reports

a) If both the external adjudicators (other than the Supervisor(s)) do not recommend the candidate for the award of the Ph.D. degree, the thesis shall be rejected.

b) It shall be open for the candidate to seek registration for this degree at the University, a fresh, if required.

Appointment of Additional Adjudicator, if necessary

Other than the Research Supervisor(s)) finds that the research work is not up tothe expected standard, as given in his/her report along with detailed reasons for the same. In such a case, the Report shall be considered by the Doctoral Committee concerned to decide on the need to appoint an additional adjudicator. A fourth Adjudicator shall be appointed by the University from the panel, based on this decision, who shall be invited for this purpose. If the fourth Adjudicator, after evaluating the thesis gives a favorable Report, the Registrar (Evaluation) shall initiate further steps as per Ph.D. If the fourth Adjudicator also does not approve the thesis, then the thesis shall be rejected. However, it shall be open for the candidate to seek Ph.D. registration at the University, afresh, if required.

Procedure for Final Viva-Voce

The final Viva-Voce shall be conducted by the Viva-Voce Board at a venue approved by the University, which shall, normally be the Research Centre in which the research work was carried out or the Regional Centre of VTU or the institution where the Research Supervisor/Co-Supervisor is based.

The procedure for conducting the Viva-Voce shall be as follows:

i. The Research Supervisor(s) shall fix the date/time and venue for the Viva-Voce in consultation with the adjudicator identified by the VC, the VTU-RC concerned and the University and inform the same to the candidate and the Registrar (Evaluation) in advance.

ii. The Research Supervisor(s) shall invite the head of the institution, members of the teaching staff and other research scholars to attend the Viva-Voce. The candidate shall make a brief presentation of the research work carried out highlighting the important findings/conclusions. **iii.** After this, the Board only shall examine the candidate to test his/her understanding of the subject matter of the thesis and seek answers to the written queries by the adjudicators in the Thesis Evaluation Reports, if any. The candidate shall be required to produce all the documents, data and analysis in support of the research work presented in the Thesis.

iv. On completing the Viva-Voce, the Board shall submit a report to the Registrar (Evaluation) indicating clearly whether the performance of the candidate was satisfactory and if so, giving specific recommendation for the award of the Ph.D. degree to the candidate.

v. In case, the performance of the candidate is not satisfactory, the Board shall report accordingly, giving reasons for the same and recommending another Viva- Voce to be conducted after three months. The University shall arrange another Viva-Voce as required, with the composition of the Board unchanged.

After successful completion of the Viva-Voce, the Viva-Voce Board shall prepare and forward the Consolidated Report along with duly corrected versions of both the hard and the soft copies of the thesis through the Research Centre to the University.

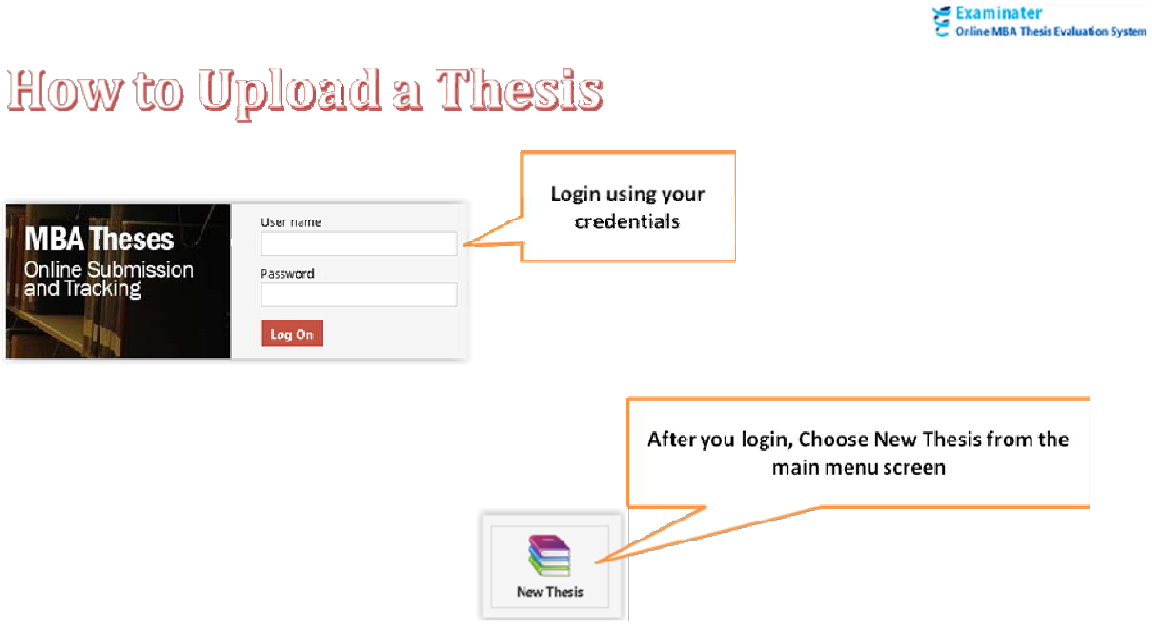
AWARD OF Ph.D. DEGREE

Upon the approval by the EC, the University shall issue a Provisional Ph.D. degree certificate to the candidate certifying that the degree has been awarded in accordance with the "VTU Regulations Governing the Degree of Doctor of Philosophy (Ph.D.). The University shall award the Ph.D degree certificate to the candidate during the forthcoming Convocation. The University shall hold the *Copy Right* of all the Theses after conferring the Ph.D degree.

PROCEDURES ON UPLOADING THESIS OF VARIOUS PG PROGRAMS

MBA Thesis uploading procedures - **URL: mbathesis.vtu.ac.in**

1.



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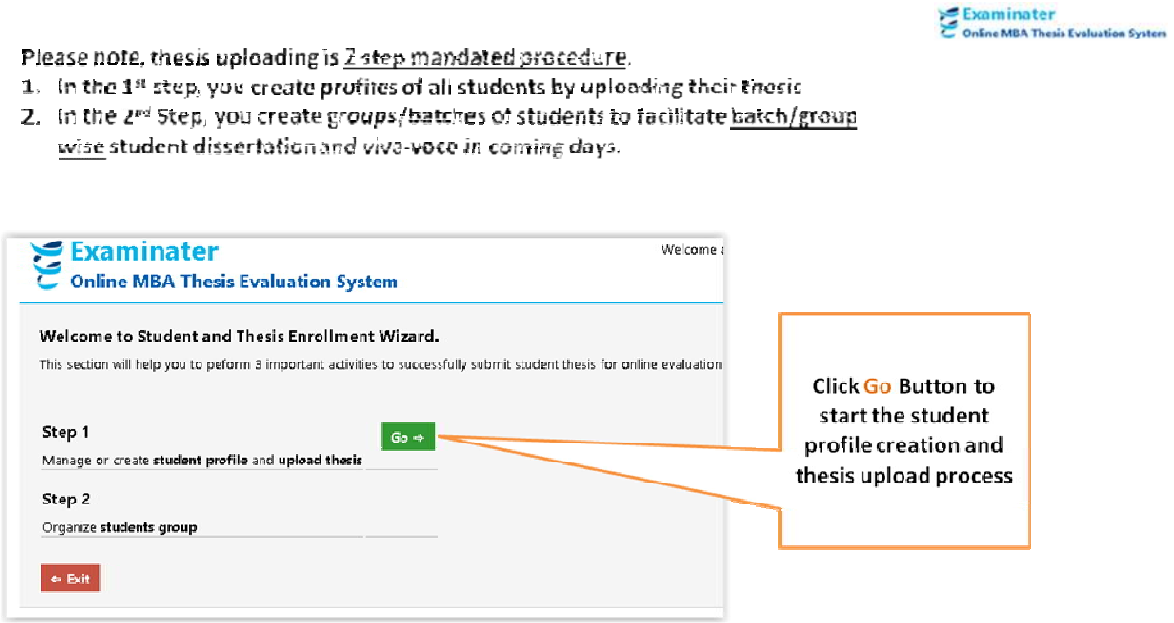

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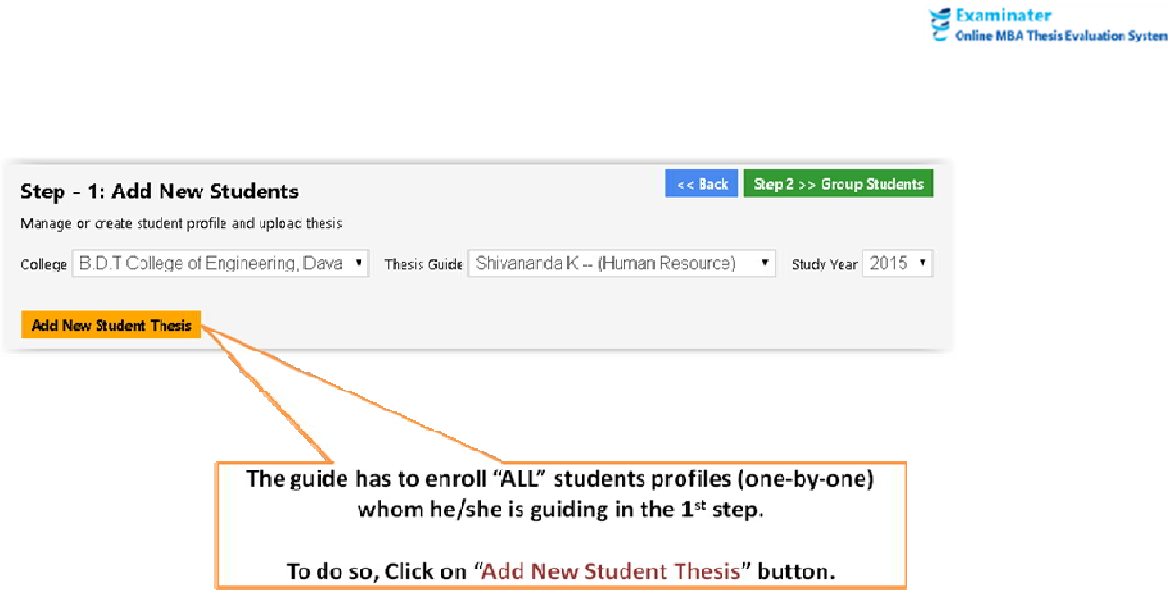
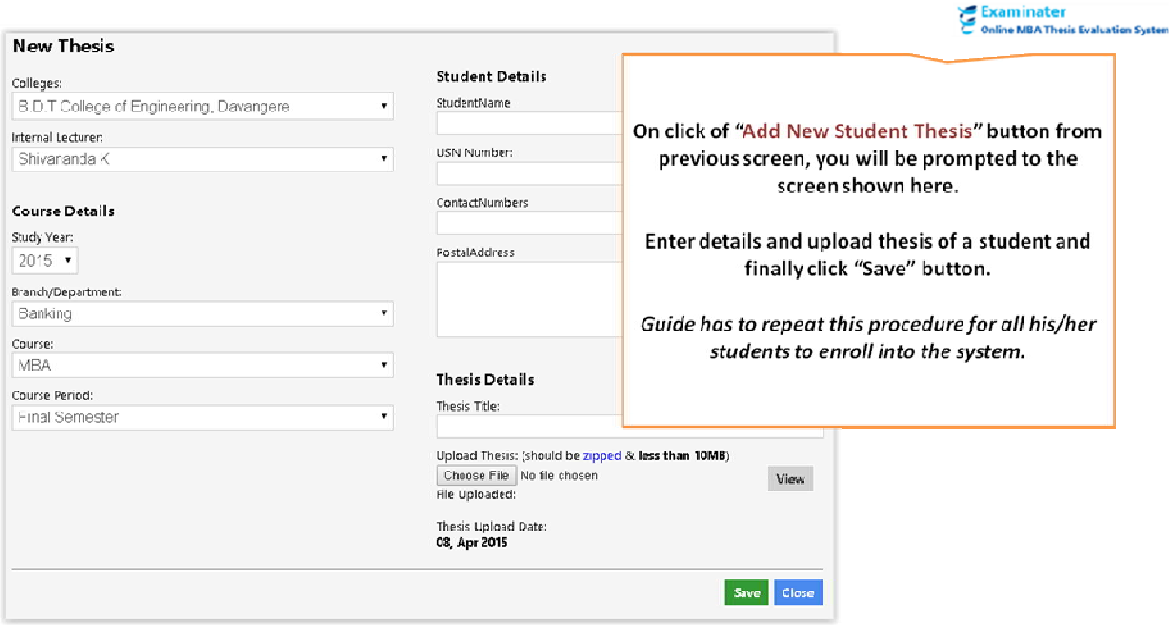
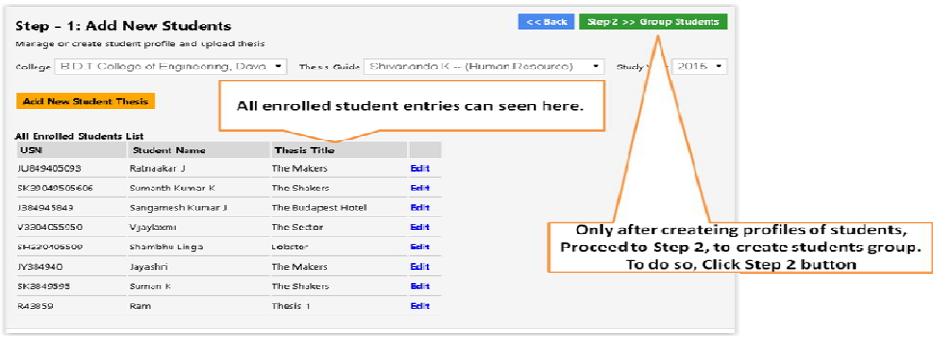

Examinater
Online MBA Thesis Evaluation System
Step - 1: Add New Students
<< Back
Step 2 >> Group Students
Manage or create student profile and upload thesis
College
B.D.T College of Engineering, Dava
Thesis Guide
Shivananda K -- (Human Resource)
Study Year
2015
Add New Student Thesis
The guide has to enroll "ALL" students profiles (one-by-one) whom he/she is guiding in the 1st step.
To do so, Click on "Add New Student Thesis" button.

4.


Examinater
Online MBA Thesis Evaluation System
New Thesis
Colleges:
B.D.T College of Engineering, Davangere
Internal Lecturer:
Shivananda K
Course Details
Study Year:
2015
Branch/Department:
Banking
Course:
MBA
Course Period:
Final Semester
Student Details
StudentName
USN Number:
ContactNumbers
PostalAddress
Thesis Details
Thesis Title:
Upload Thesis: (should be zipped & less than 10MB)
Choose File
No file chosen
View
File Uploaded:
Thesis Upload Date:
08, Apr 2015
Save
Close
On click of "Add New Student Thesis" button from previous screen, you will be prompted to the screen shown here.
Enter details and upload thesis of a student and finally click "Save" button.
Guide has to repeat this procedure for all his/her students to enroll into the system.

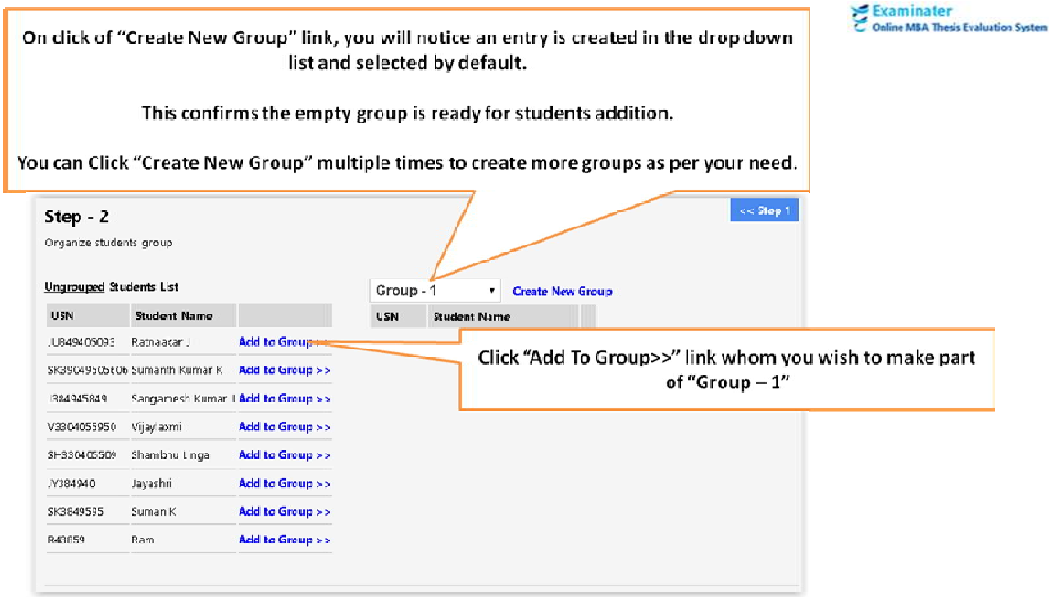
5.


Step – 1: Add New Students
<< Back
Step 2 >> Group Students
All enrolled student entries can seen here.
All Enrolled Students List
Only after creating profiles of students, Proceed to Step 2, to create students group. To do so, Click Step 2 button

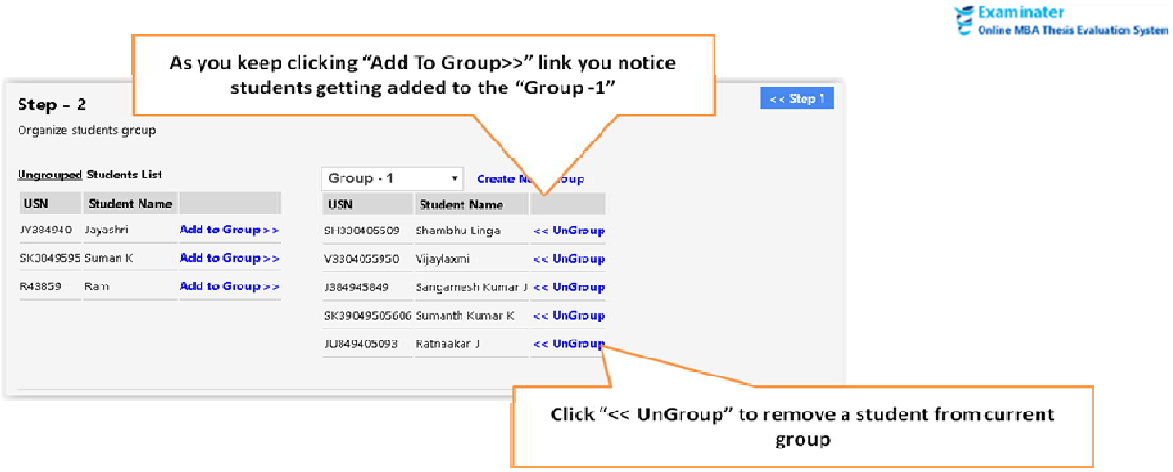
6.

The Step 2 screen shows students list with a "Add To Group>>" options.
Click "Create New Group", to create a empty group
Step - 2
Organize students group
<< Step 1
Ungrouped Students List
Create New Group

7.


On click of "Create New Group" link, you will notice an entry is created in the drop down list and selected by default.
This confirms the empty group is ready for students addition.
You can Click "Create New Group" multiple times to create more groups as per your need.
Step - 2
Organize students group
<< Step 1
Ungrouped Students List
Group - 1
Create New Group
Click "Add To Group>>" link whom you wish to make part of "Group – 1"

8.



9.

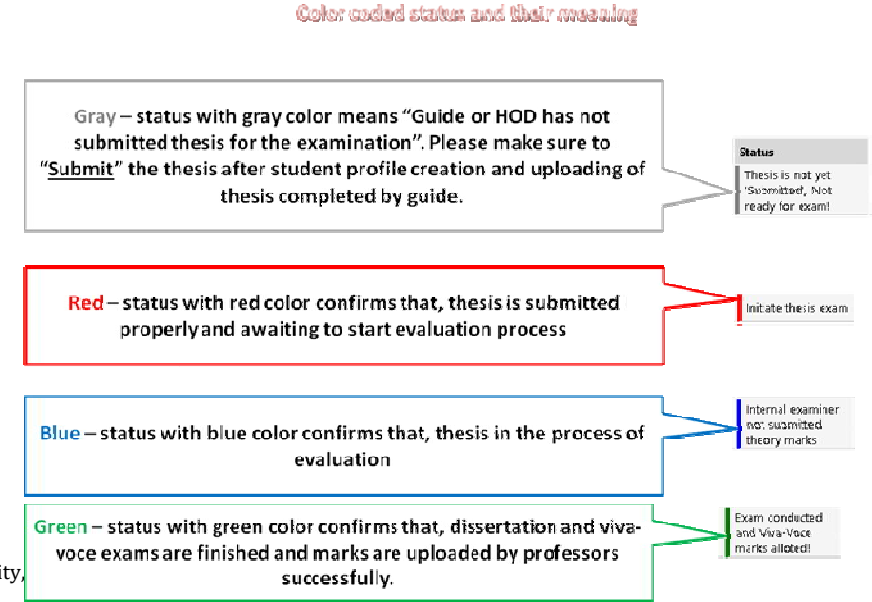
Thesis guide need to perform above said procedure to upload students theses.

When all student entries are grouped properly, please contact your branch H.O.D to verify and submit groups for evaluation.

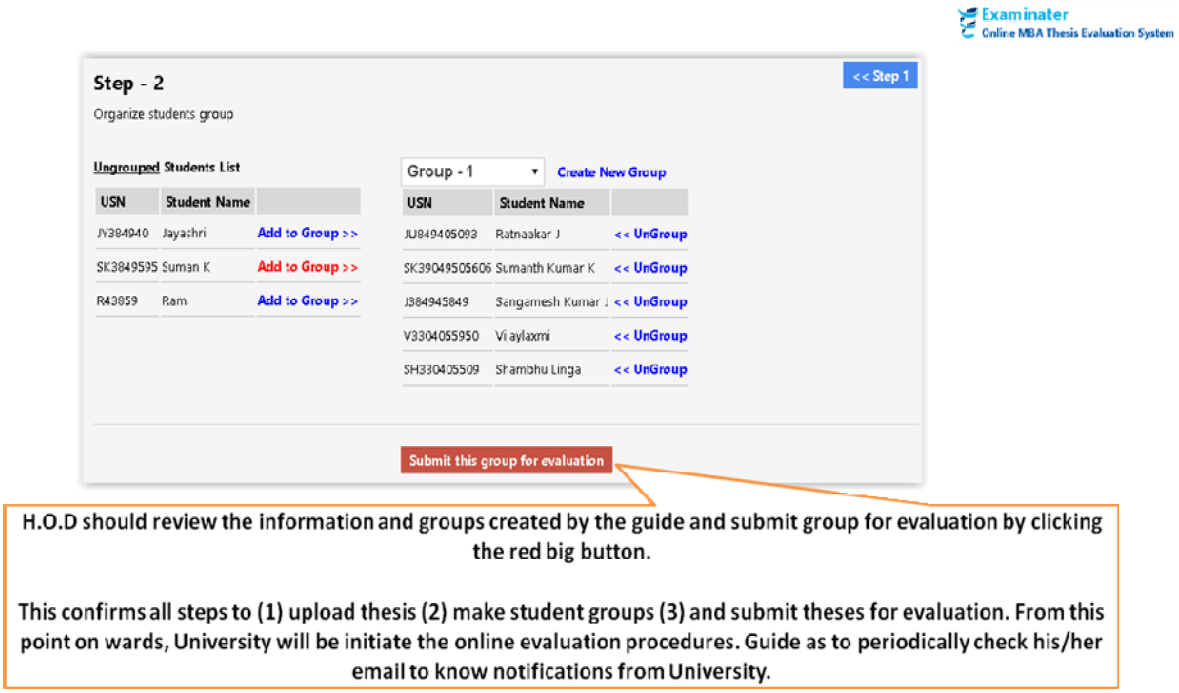
Please note,

1. Make sure to create a group maximum 5 or 6 students and not more.
2. A single guide creating one group and including all his/her students (more than 6 students) in a single group is not recommended.

10

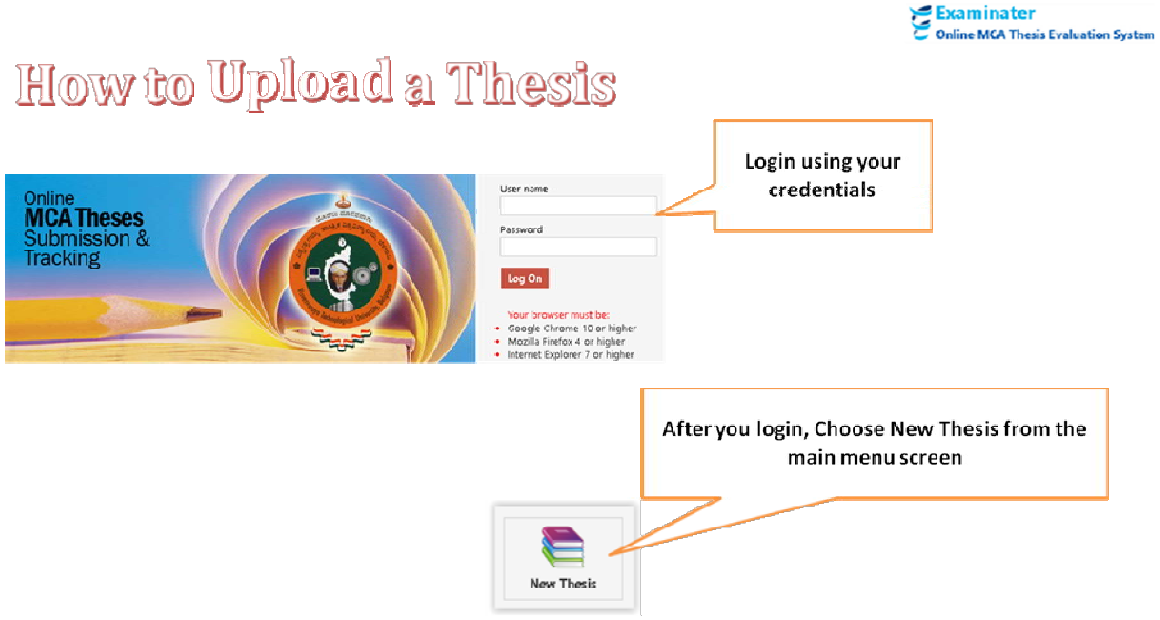


11.

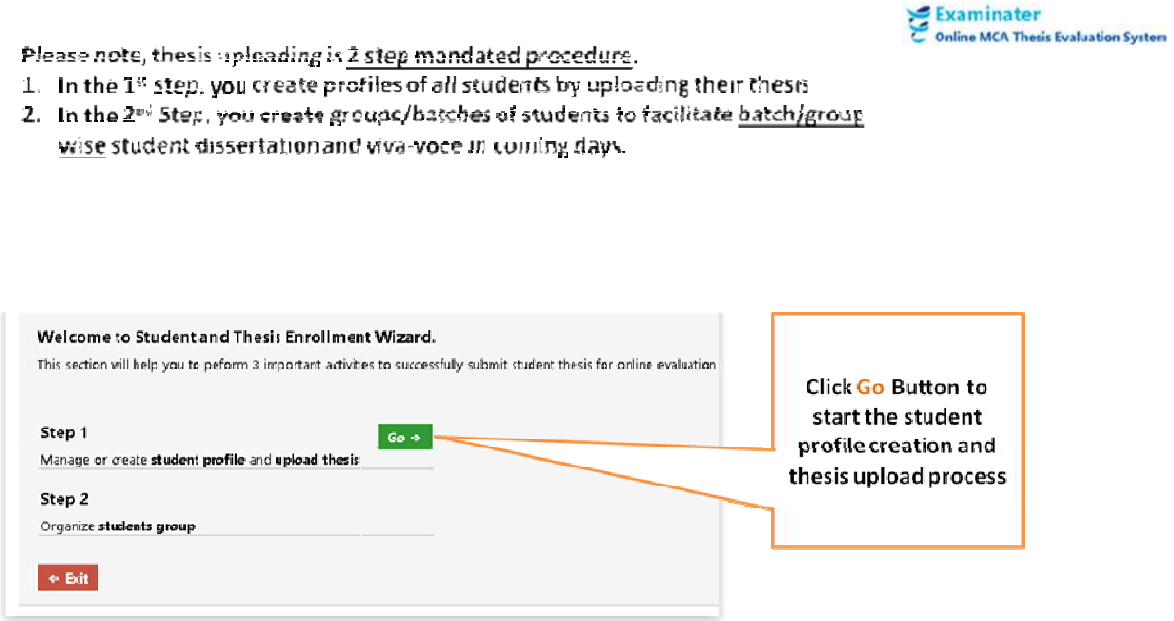

Examinater
Online MBA Thesis Evaluation System
Step - 2
<< Step 1
Organize students group
Ungrouped Students List
USN
Student Name
Add to Group >>
Group - 1
Create New Group
<< UnGroup
Submit this group for evaluation
H.O.D should review the information and groups created by the guide and submit group for evaluation by clicking the red big button.
This confirms all steps to (1) upload thesis (2) make student groups (3) and submit theses for evaluation. From this point on wards, University will be initiate the online evaluation procedures. Guide as to periodically check his/her email to know notifications from University.

MCA Thesis uploading procedures **URL: mcathesis.vtu.ac.in**

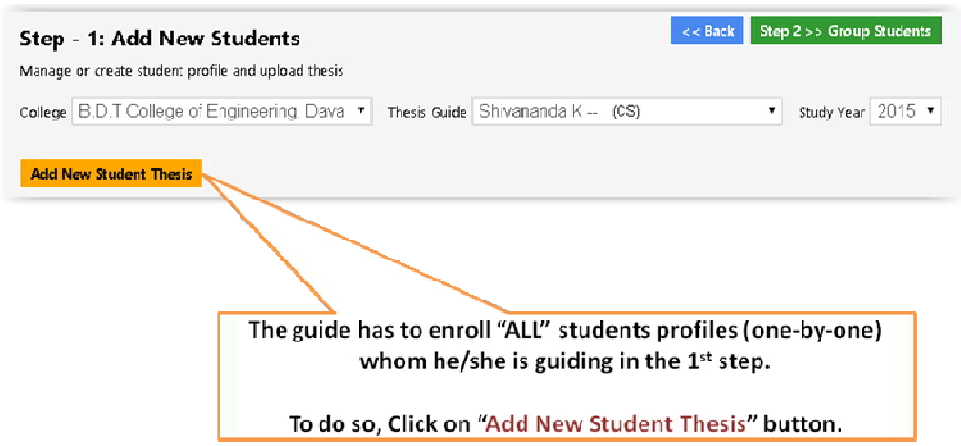
1.



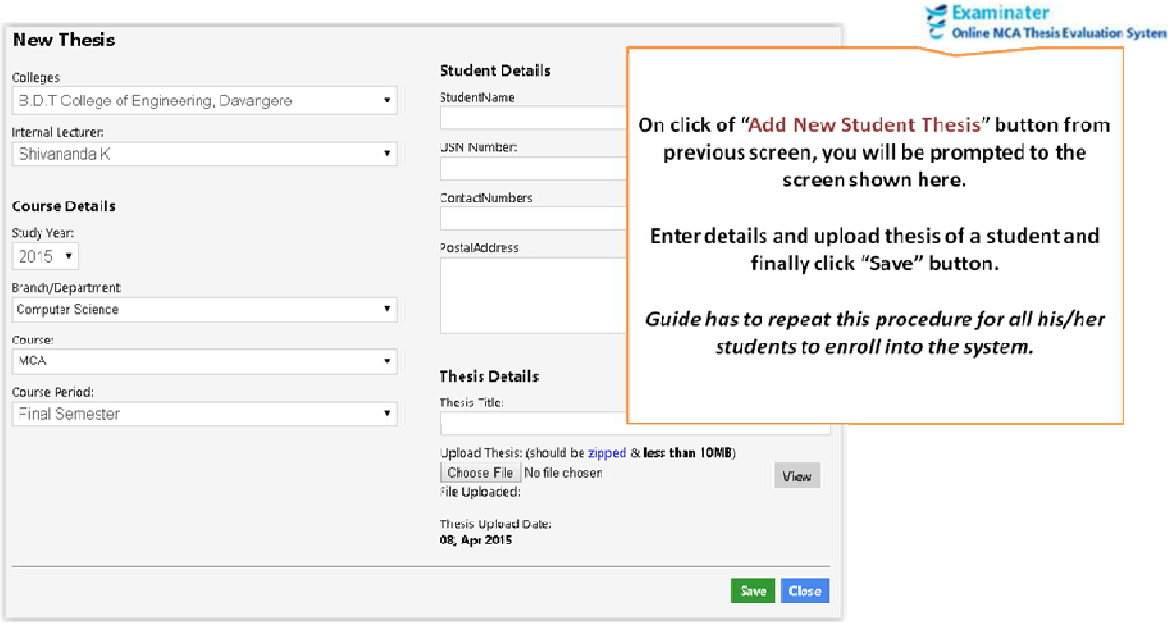
2.



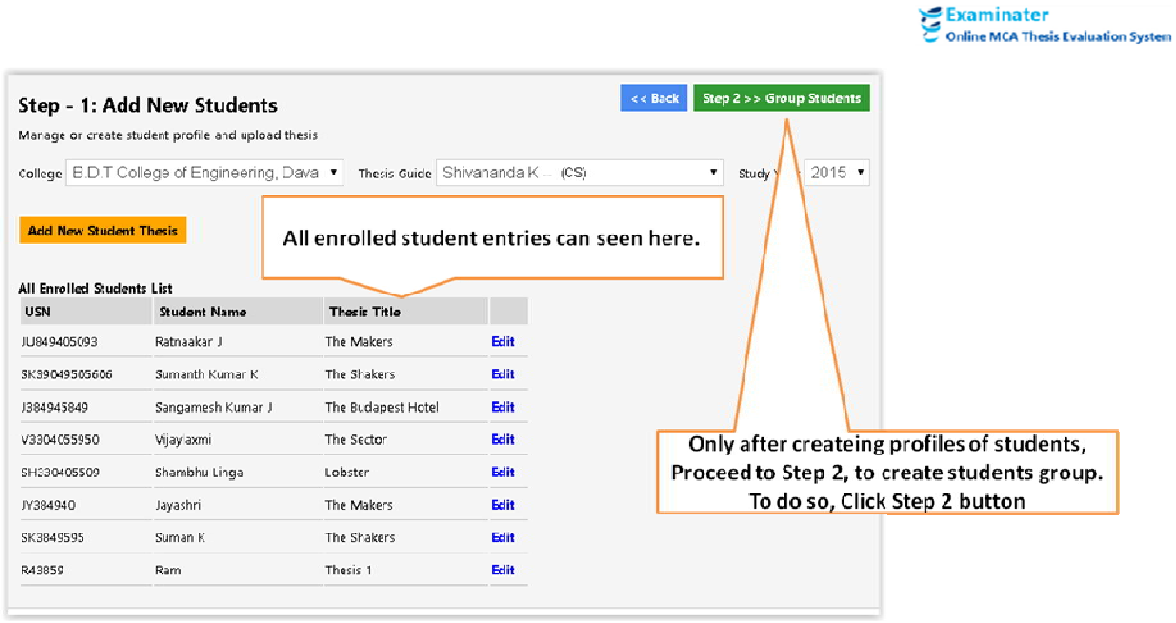
3.


Examinater
Online MCA Thesis Evaluation System
Step - 1: Add New Students
<< Back
Step 2 >> Group Students
Manage or create student profile and upload thesis
College
B.D.T College of Engineering, Dava
Thesis Guide
Shivananda K -- (CS)
Study Year
2015
Add New Student Thesis
The guide has to enroll "ALL" students profiles (one-by-one) whom he/she is guiding in the 1st step.
To do so, Click on "Add New Student Thesis" button.

4.


Examinater
Online MCA Thesis Evaluation System
New Thesis
Colleges
B.D.T College of Engineering, Davangere
Internal Lecturer:
Shivananda K
Course Details
Study Year:
2015
Branch/Department
Computer Science
Course:
MCA
Course Period:
Final Semester
Student Details
StudentName
USN Number:
ContactNumbers
PostalAddress
Thesis Details
Thesis Title:
Upload Thesis: (should be zipped & less than 10MB)
Choose File
No file chosen
View
File Uploaded:
Thesis Upload Date:
08, Apr 2015
Save
Close
On click of "Add New Student Thesis" button from previous screen, you will be prompted to the screen shown here.
Enter details and upload thesis of a student and finally click "Save" button.
Guide has to repeat this procedure for all his/her students to enroll into the system.

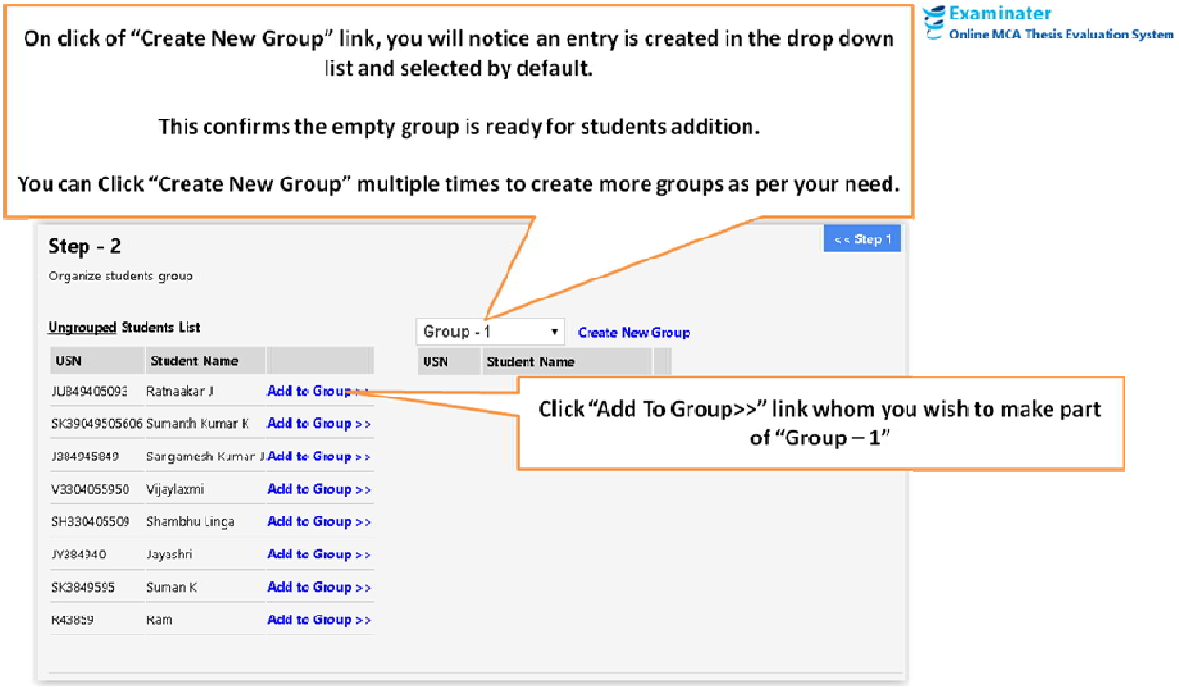
5.


Examinater
Online MCA Thesis Evaluation System
Step - 1: Add New Students
Manage or create student profile and upload thesis
<< Back
Step 2 >> Group Students
College E.D.T College of Engineering, Dava
Thesis Guide Shivananda K (CS)
Study Y 2015
Add New Student Thesis
All enrolled student entries can seen here.
All Enrolled Students List
USN
Student Name
Thesis Title
JU849405093 Ratnaakar J The Makers Edit
SK89049505606 Sumanth Kumar K The Shakers Edit
J384945849 Sangamesh Kumar J The Budapest Hotel Edit
V3804055950 Vijaylaxmi The Sector Edit
SH8304055509 Shambhu Linga Lobster Edit
JV384940 Jayashri The Makers Edit
SK3849595 Suman K The Shakers Edit
R43859 Ram Thesis 1 Edit
Only after createing profiles of students, Proceed to Step 2, to create students group. To do so, Click Step 2 button

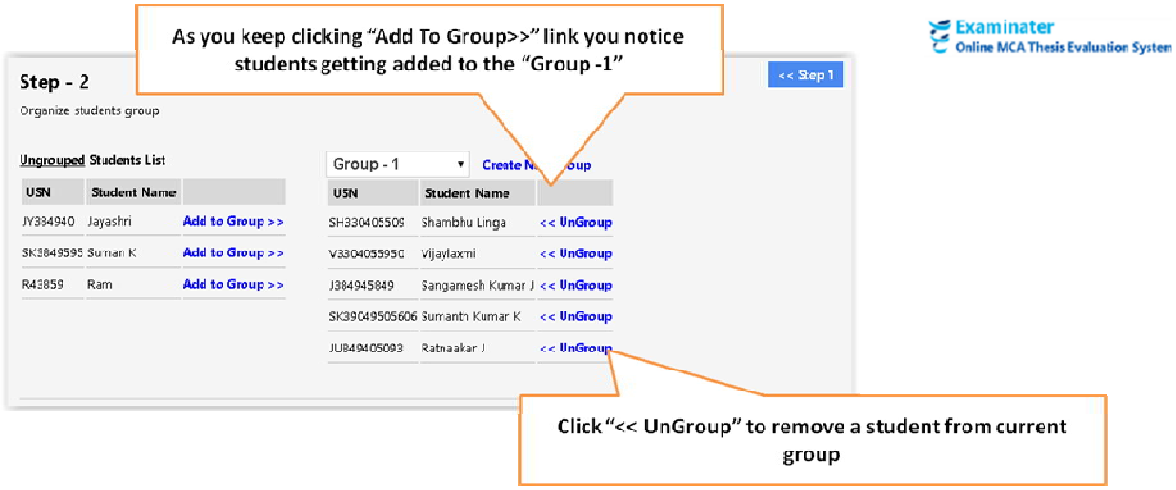
6.

Examinater
Online MCA Thesis Evaluation System
The Step 2 screen shows students list with a "Add To Group>>" options.
Click "Create New Group", to create a empty group
Step - 2
Organize students group
<< Step 1
Ungrouped Students List
Create New Group
USN
Student Name
JU849405093 Ratnaakar J Add to Group >>
SK89049505606 Sumanth Kumar K Add to Group >>
J384945849 Sangamesh Kumar J Add to Group >>
V3804055950 Vijaylaxmi Add to Group >>
SH8304055509 Shambhu Linga Add to Group >>
JV384940 Jayashri Add to Group >>
SK3849595 Suman K Add to Group >>
R43859 Ram Add to Group >>

7.


On click of "Create New Group" link, you will notice an entry is created in the drop down list and selected by default.
This confirms the empty group is ready for students addition.
You can Click "Create New Group" multiple times to create more groups as per your need.
Examinater
Online MCA Thesis Evaluation System
Step - 2
Organize students group
<< Step 1
Ungrouped Students List
Group - 1
Create New Group
USN
Student Name
Add to Group >>
Click "Add To Group>>" link whom you wish to make part of "Group – 1"

8.


As you keep clicking "Add To Group>>" link you notice students getting added to the "Group -1"
Examinater
Online MCA Thesis Evaluation System
Step - 2
Organize students group
<< Step 1
Ungrouped Students List
Group - 1
USN
Student Name
Add to Group >>
<< UnGroup
Click "<< UnGroup" to remove a student from current group

9.

Examinater
Online MCA Thesis Evaluation System

Thesis guide need to perform above said procedure to upload students theses.

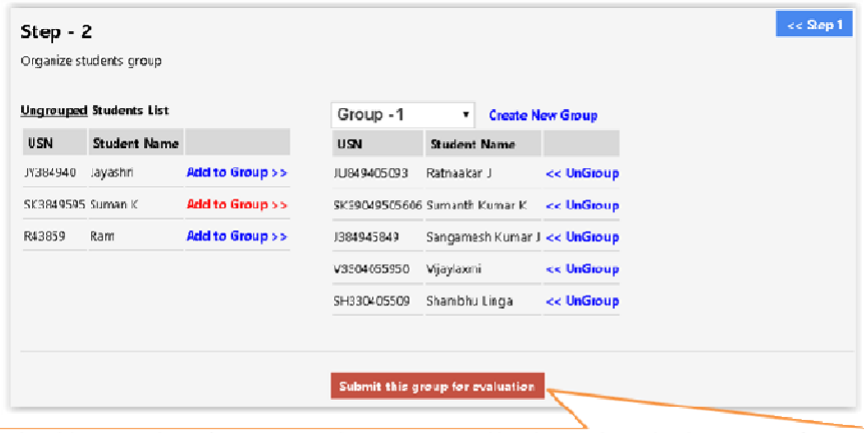
When all student entries are grouped properly, please contact your branch H.O.D to verify and submit groups for evaluation.

Please note,

1. Make sure to create a group maximum 5 or 6 students and not more.
2. A single guide creating one group and including all his/her students (more than 6 students) in a single group is not recommended.

10.

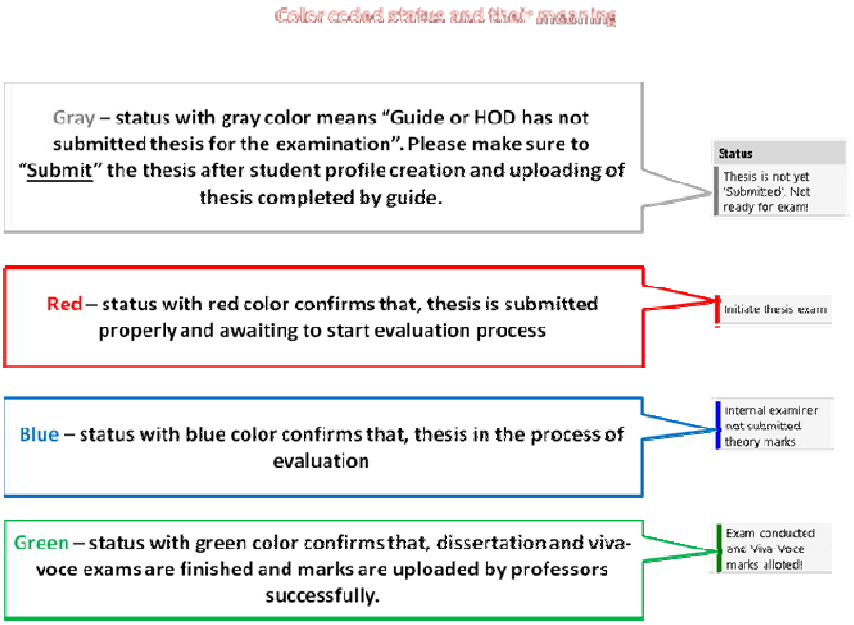
Examinater
Online MCA Thesis Evaluation System



H.O.D should review the information and groups created by the guide and submit group for evaluation by clicking the red big button.

This confirms all steps to (1) upload thesis (2) make student groups (3) and submit theses for evaluation. From this point on wards, University will be initiate the online evaluation procedures. Guide as to periodically check his/her email to know notifications from University.

11.



Important Note:

In case a Professor Guiding Students from Multiple Branches

Professor needs to create separate login account for each branch and upload thesis.

M.Tech Thesis uploading procedure Principal Module

1. The Home Page of the application is depicted in **Figure 1** below.
   - Click on **M.Tech Thesis** link.

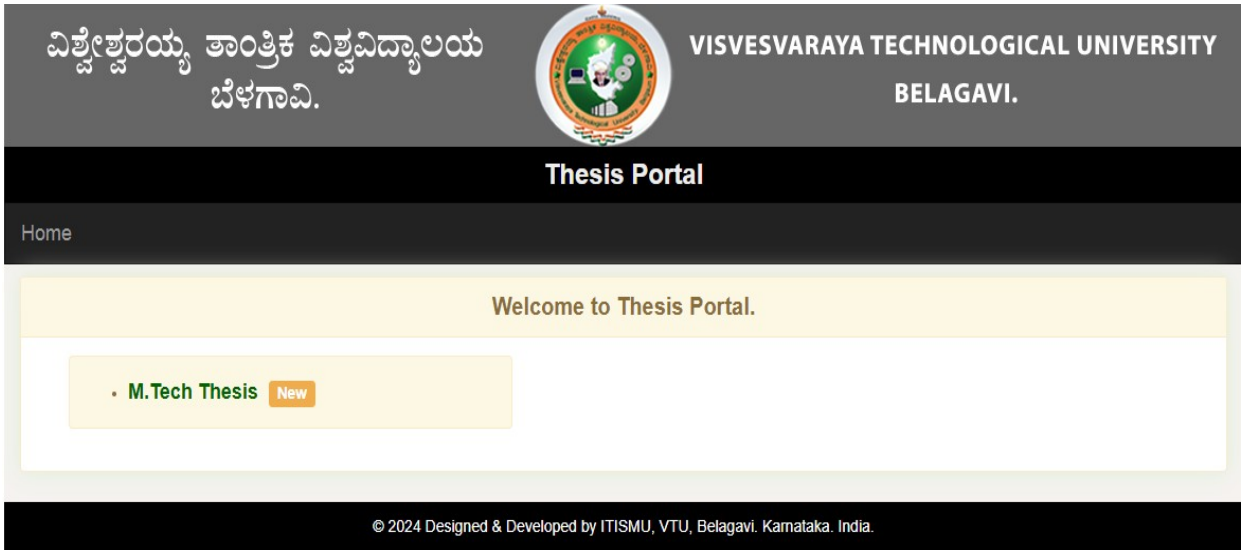


Fig 1

A. College Principal :
   1. The login page of the principal is depicted in the **Figure 2** below.
   2. The college should use Prexam Principal Login credentials. (Format: College Code +VTU, Ex: **VXVTU)** to login into the portal.
   3. If college has **Forgot** Principal password, write an email to ***faculty@vtu.ac.in*** from principal official email address.
   4. The principal need to change password during the first login if **Fresh Password** is issuedfrom the university in **Faculty Portal.** URL : ***https://faculty.vtu.ac.in/***

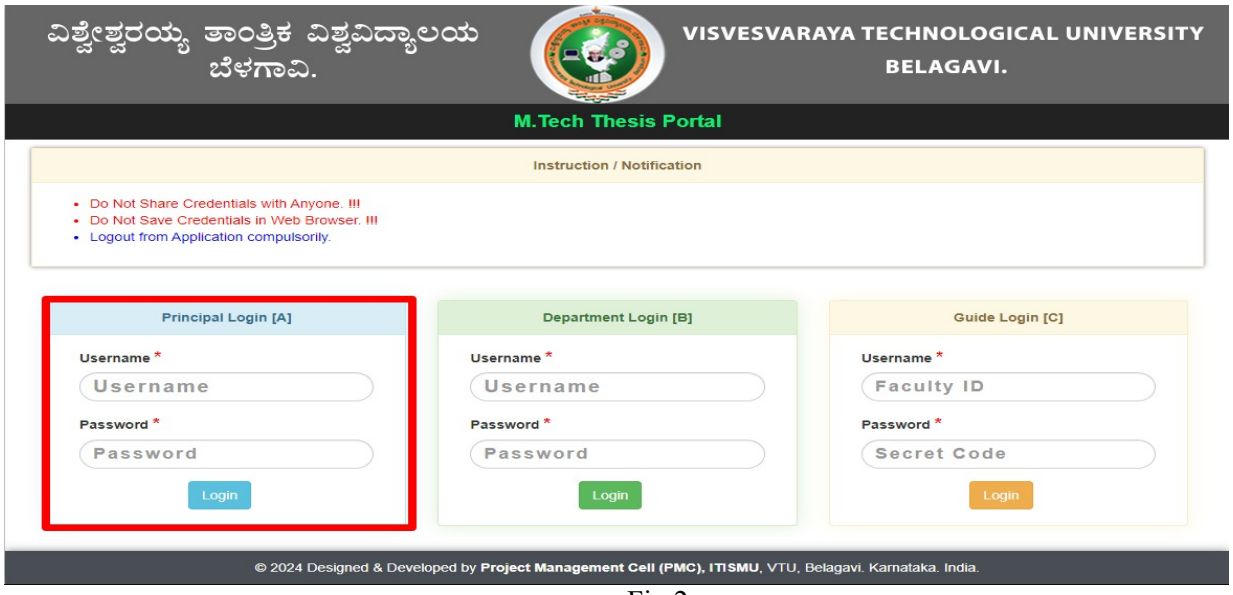


Fig 2

B. The Dashboard Page of the Principal is shown **Figure 3** below.

- The "**HOD Assignment**" link is available in navigation bar, which facilitates the principal to allot Head of Departments to the respective departments.

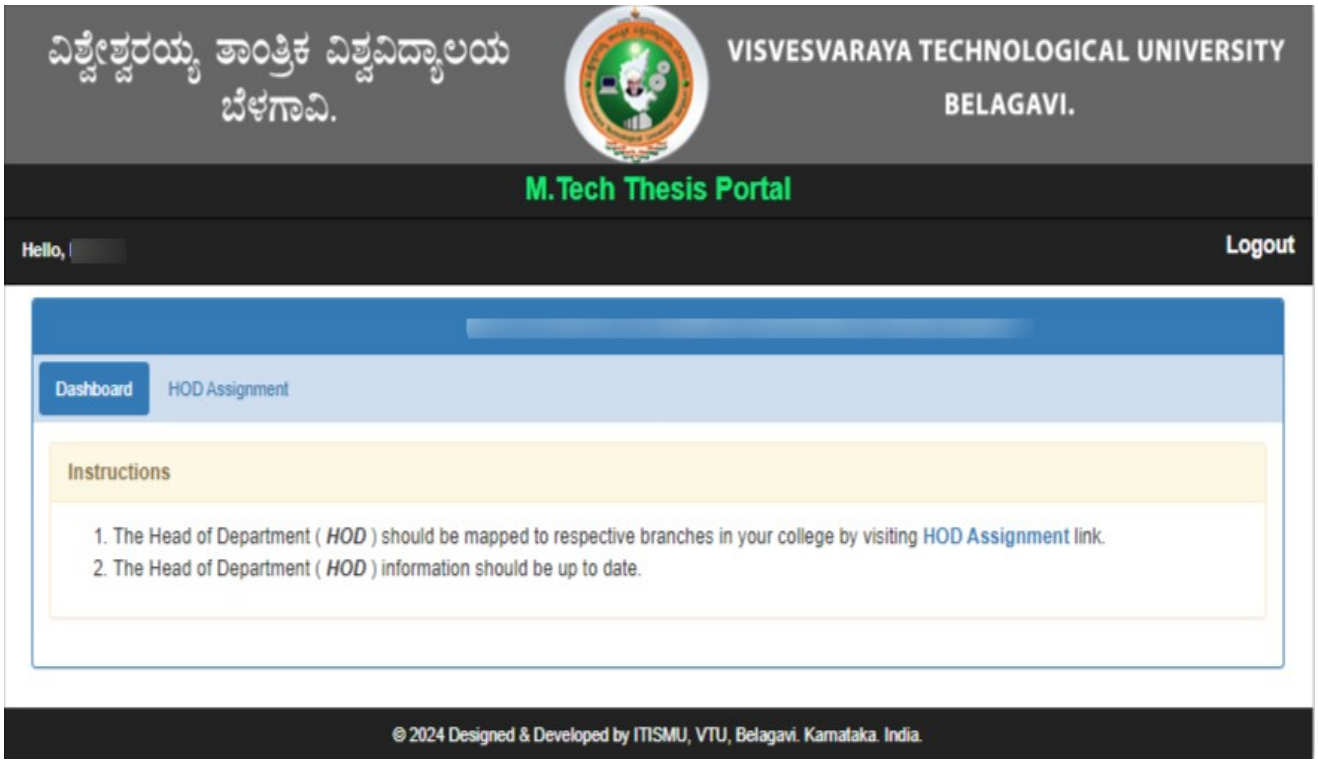


Fig 3

C. The HOD Assignment Page is shown **Figure 4** below.

- The HOD can be assigned by selecting Faculty Registered Branch, Facultydetails and for the department to which he / she need to assigned.
- The Faculty working status should be marked as **ACTIVE** in his / her profile inthe faculty portal and must be **APPROVED** by the principal of the college.
- The **ACTIVE / APPROVED** indication of the faculty record is shown in thedropdown menu with distinct colors.
- For Approval of the faculty, one must approach the principal of the college.
- One all three parameters are selected, click on **Allot Head of Department** button as shown in **Figure 4** below.

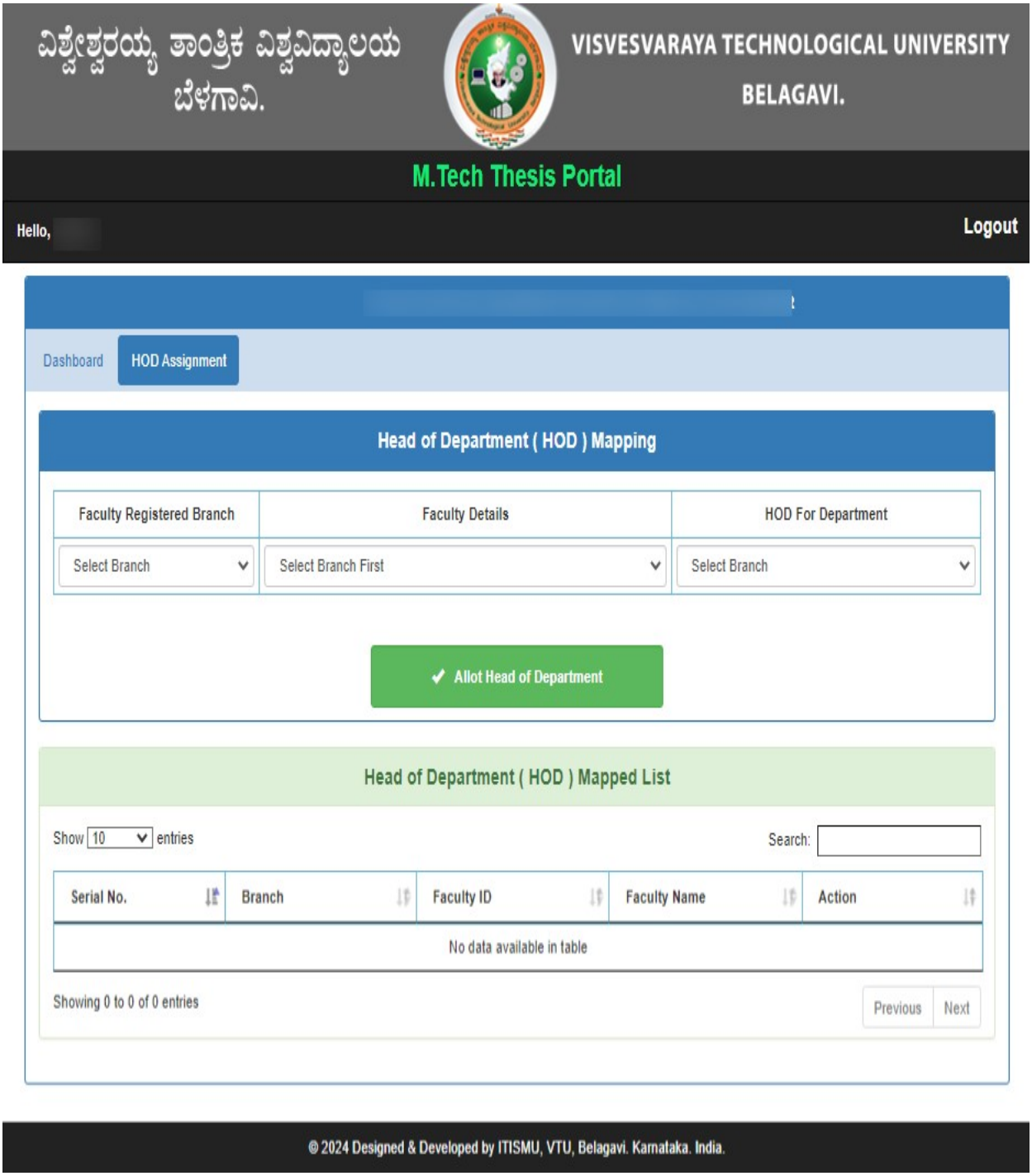


FIG 4

D. The HOD Assigned list under the green panel is shown **Figure 5** below.

- The list HOD assigned to various departments, along with their Faculty ID andName is shown in **Figure 5** below.
- For any modifications, provision for deletion is made available.
- Kindly click on "**Delete**" button for the branch where modification is requiredin Corresponding row.
- A confirmation will be prompted for deletion of the record.

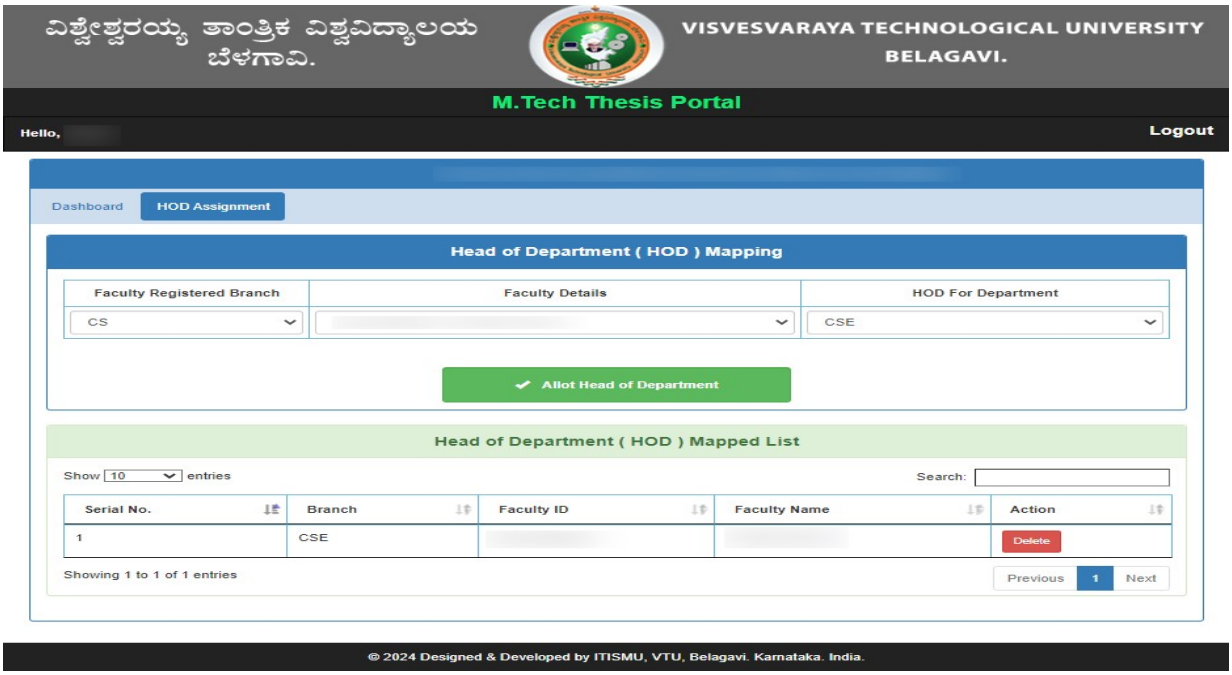


Fig 5

M.Tech Thesis uploading procedure

Guide Module

GUIDE LOGIN (C)

Kindly login into the Guide login link using the faculty ID and the secret code of the faculty.

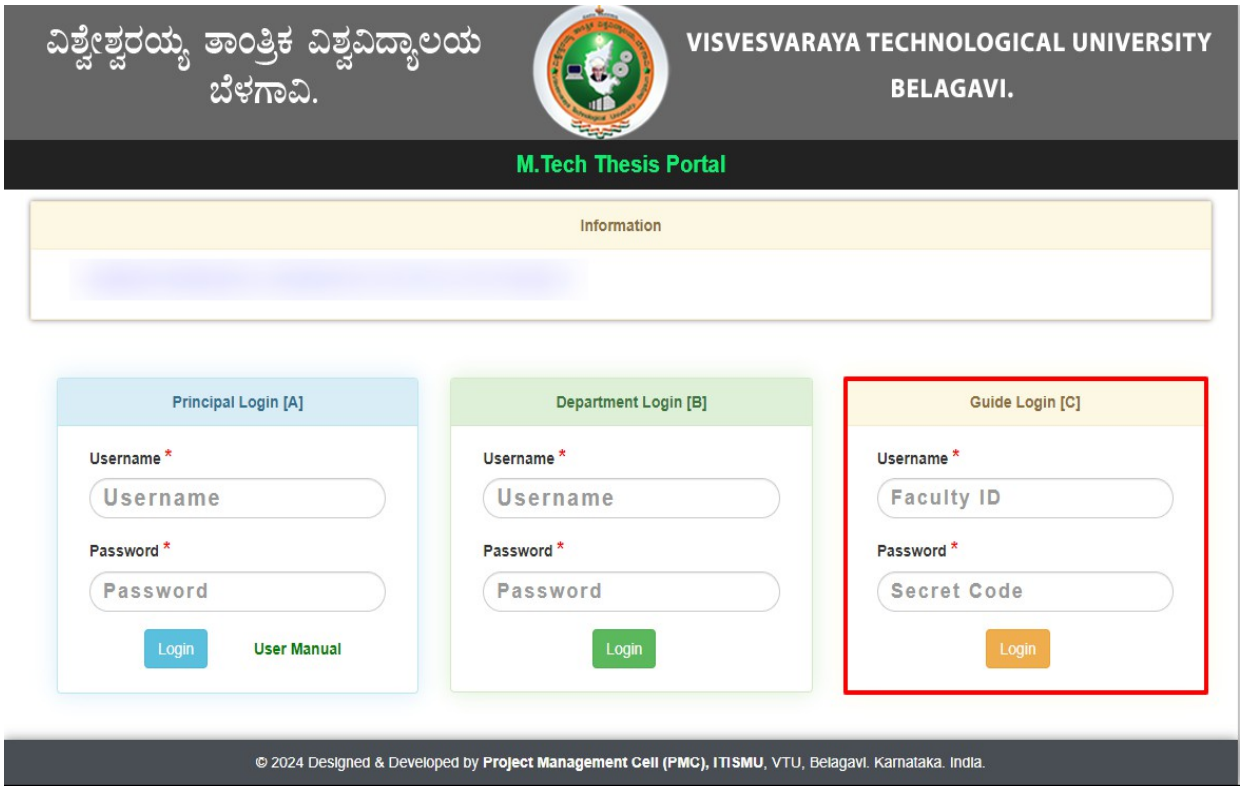


Fig 3.1 Guide Login Page

After successful login the dashboard page containing various links (such as student list, View/nominate/freeze uploaded thesis etc is displayed as shown in the figure below)

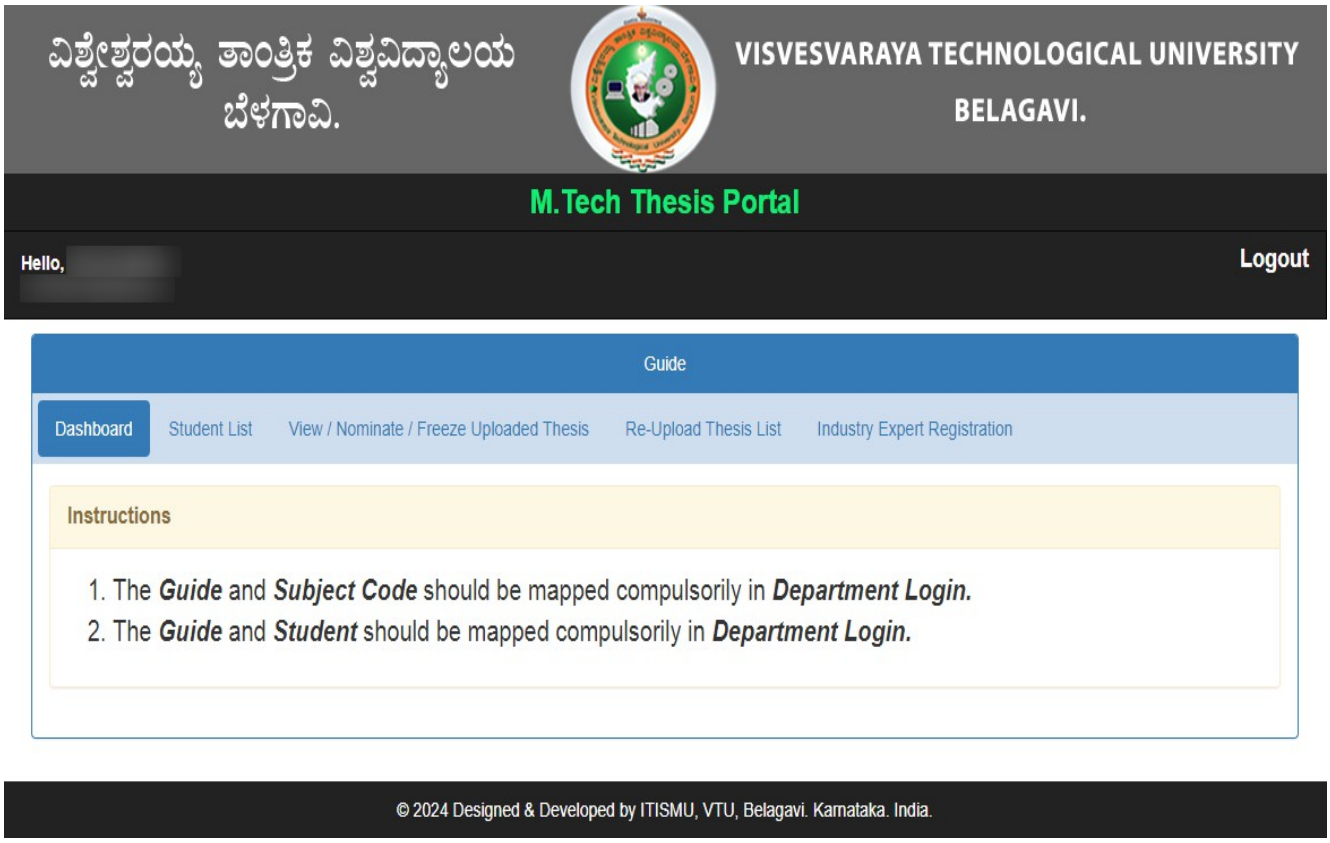


Fig 3.2: Dashboard page

STUDENT LIST:

- The USN and the names of the students mapped for the guide is displayed in this list.
- The right end corner of each student's profile offers the option to upload the thesis.

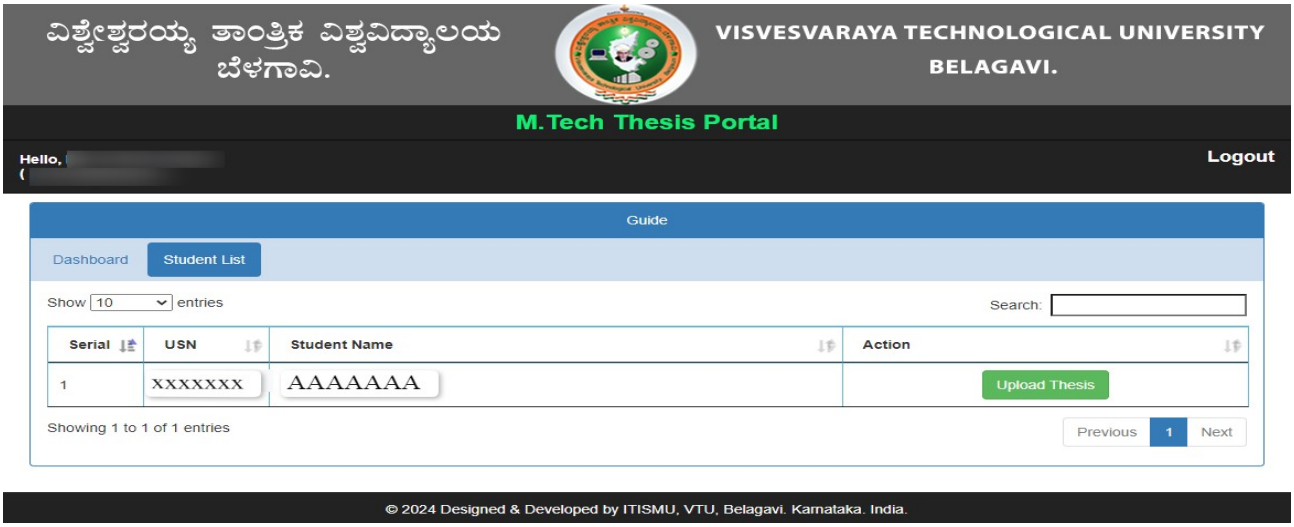


Fig 3.3 Student list page

STUDENT PROFILE:

- Once the user click on "UPLOAD THESIS" button, the following page is displayed as shown in fig 3.4
- The user must input details like USN, student name, program, branch, college, faculty ID, and faculty name from the dropdown.
- The user then needs to fill in the basic details in the table available at the end of the page
- The user can upload thesis using the choose file option provided
  - the user needs to merge the cover page certificate, acknowledgement and declaration into a single file and upload it in the **first pdf document** upload option provided
  - in the **second pdf document** upload option, only the thesis report is to be uploaded
  - Incorrect uploading of the files will be liable for non-acceptance and penalty.

Fig 3.4: Student profile page

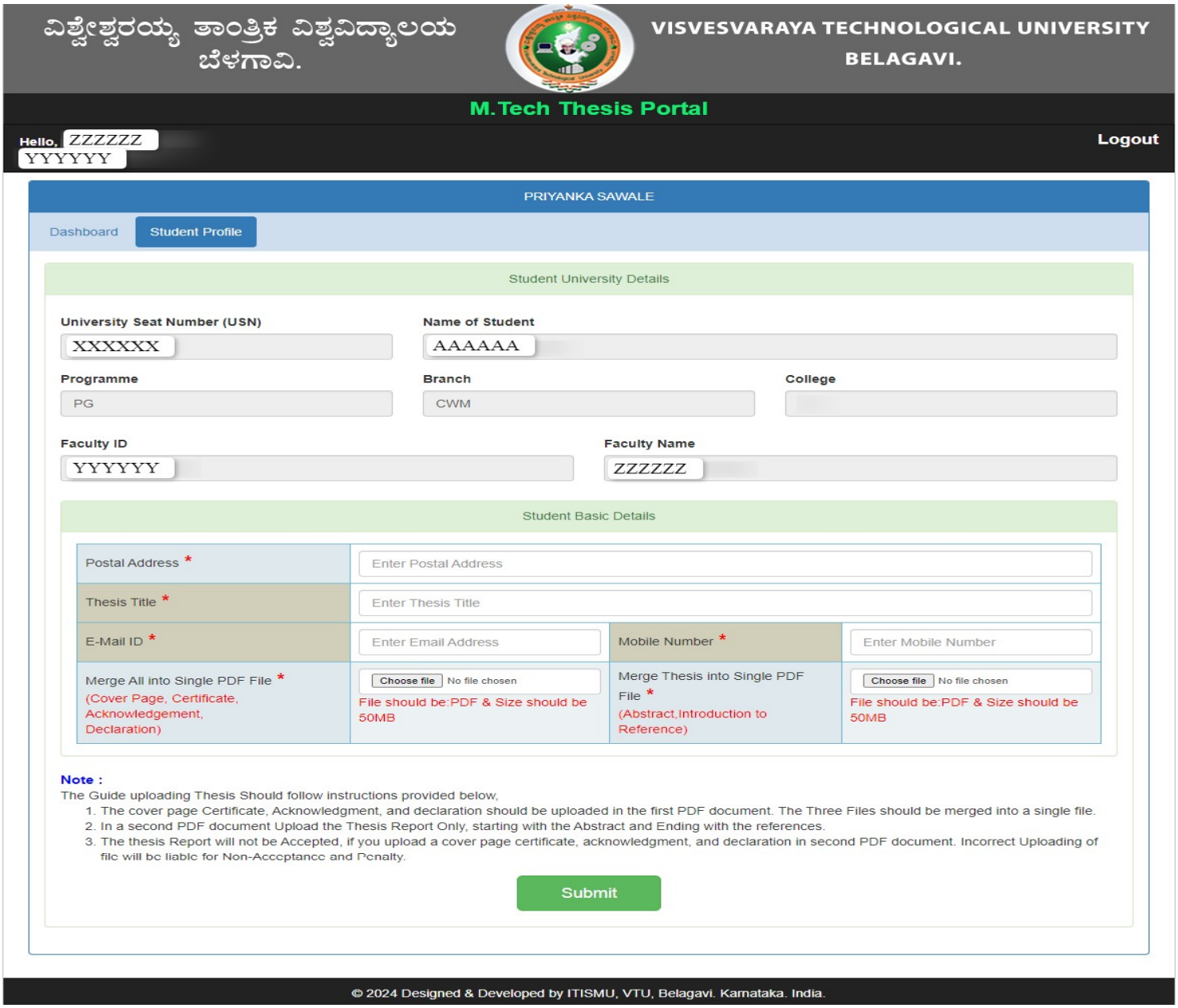


Fig 3.4: Student profile page

VIEW /NOMINATE/FREEZE UPLOADED THESIS: The submitted thesis for the USN can be viewed or edited in the view or edit option provided under the Action bar as shown in the figure below

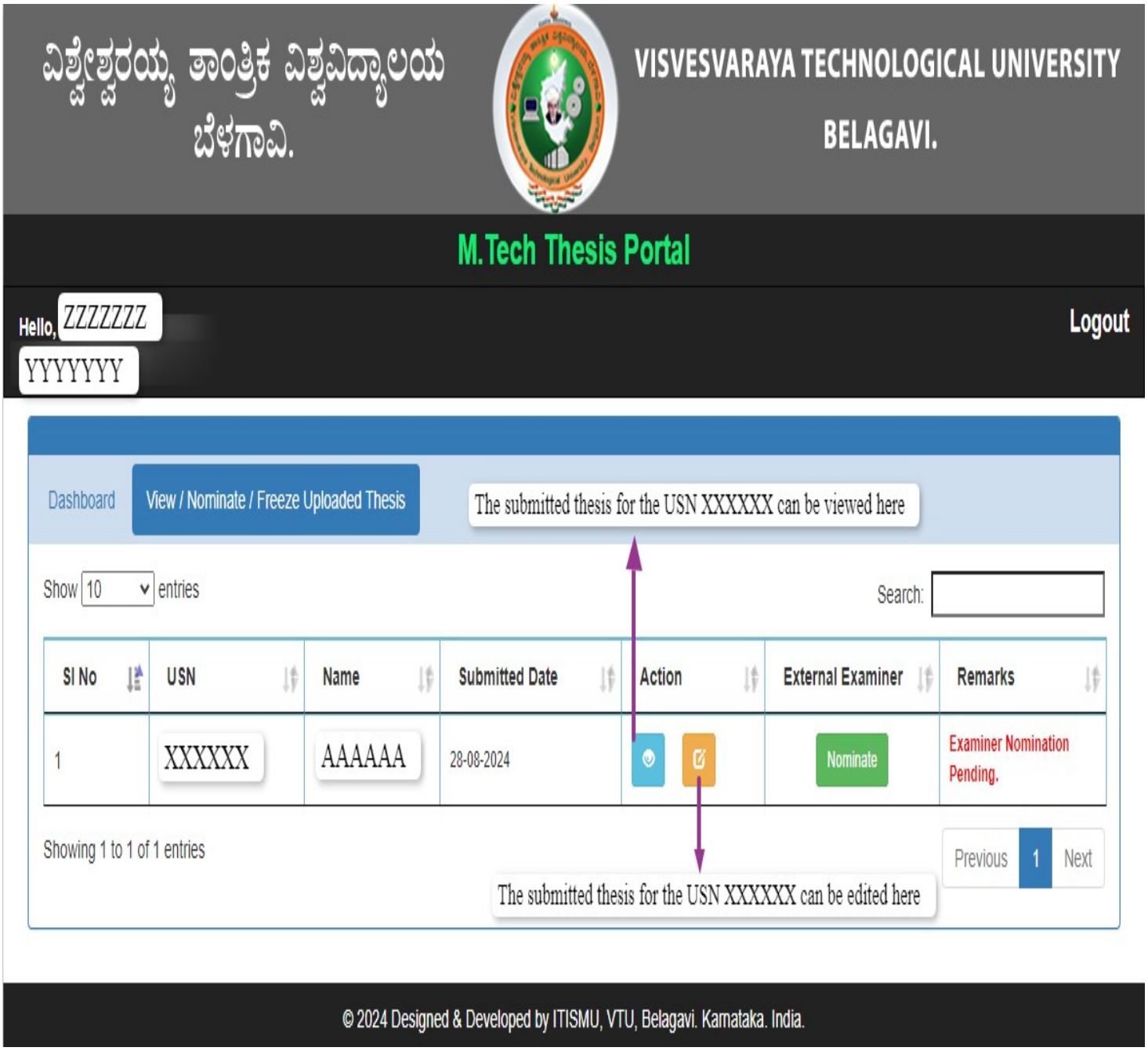


Fig 3.5: View/Nominate/Freeze uploaded thesis

To nominate external examiner the user needs to click on the nominate button as shown in the figure below

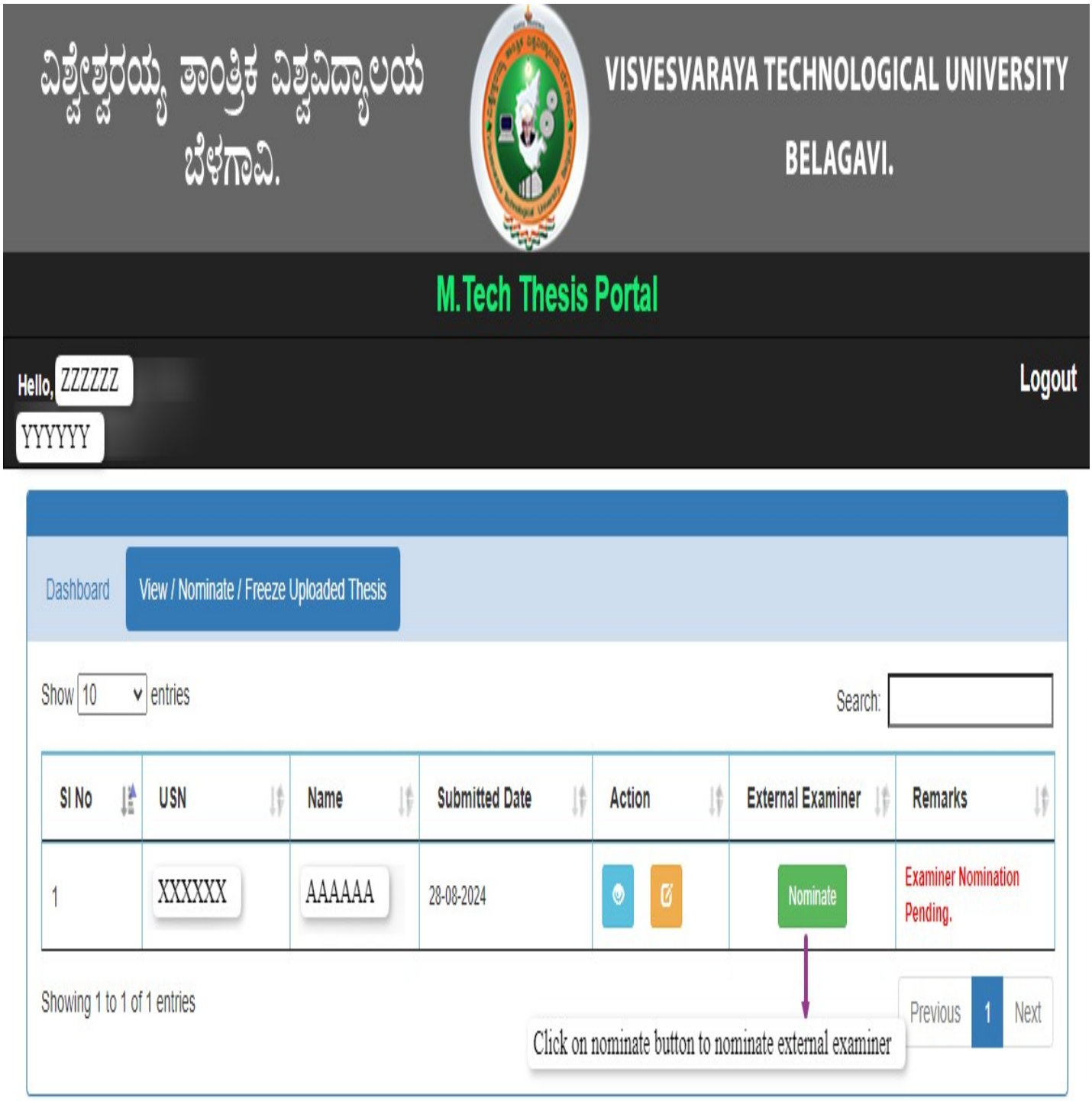


Fig 3.5(a)

EXAMINER NOMINATION:

- A total of 4 external examiners are to be nominated for each student To nominate industry expert as external examiners , the user needs to select **INP** option for both college code and branch code (to register for industry experts the user needs to navigate to the **INDUSTRY EXPERT REGISTRATION** link, the explanation of which is provided at the end of this user manual)

Fig 3.6

Fig 3.6

After successful nomination the details of all the nominated external examiners is displayed as shown in the below figure

Fig 3.6(a)

FREEZE:

- The freeze option is activated once all external examiners have been nominated.
- No further changes are allowed/permitted once the uploaded thesis is frozen

RE-UPLOAD THESIS:

Re upload thesis option is provided to the user in case of non acceptance/rejection of previously uploaded Thesis.

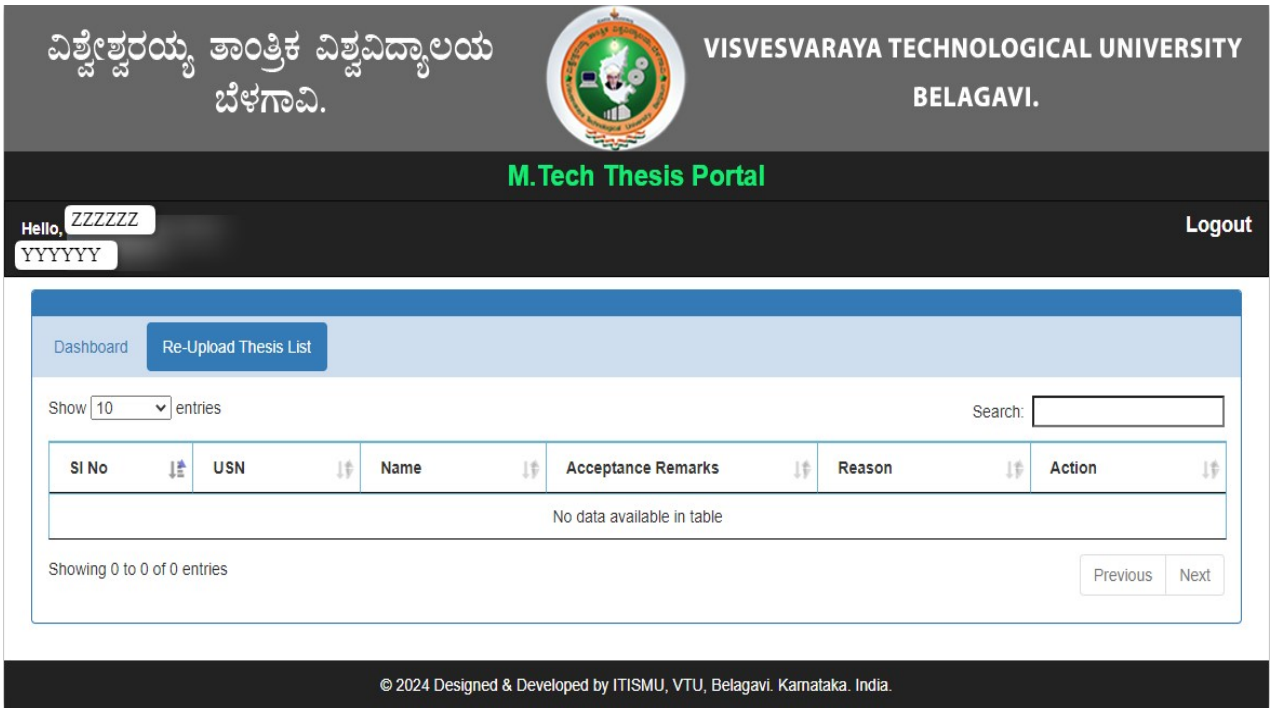


Fig 3.7

INDSTRY EXPERT REGISTRATION:

- The users can register for the industry experts in the INDUSTRY EXPERT REGISTRATION link.
- Only the industry experts registered in this link will be available for external examiner nomination under the **INP** option.

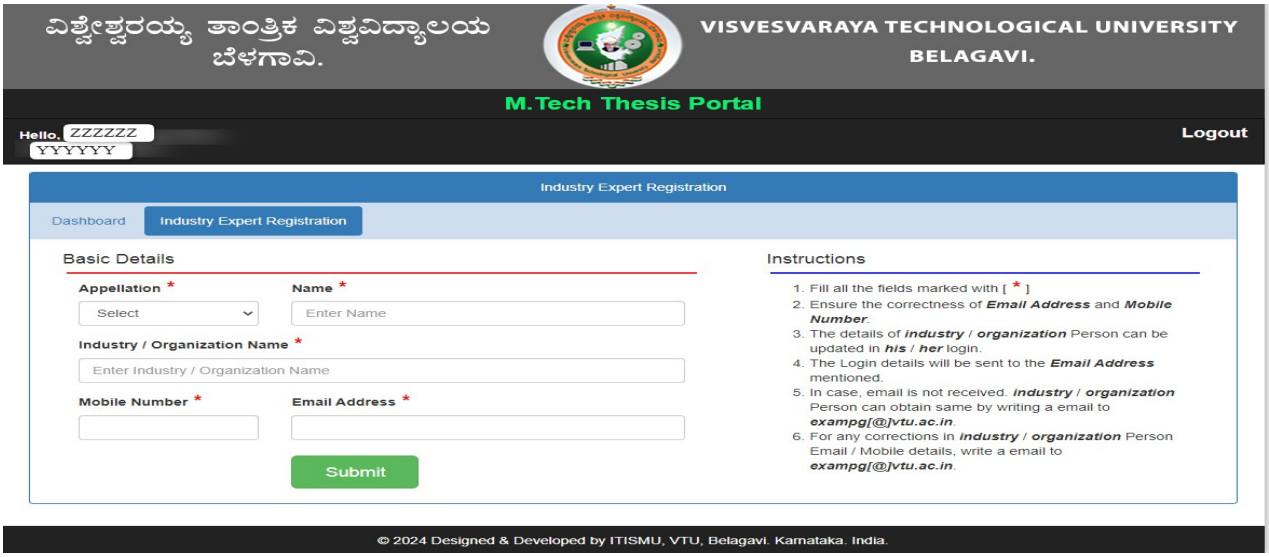


Fig: 3.8

EVALUATION PROCEDURES FOR MBA, MCA AND M.TECH. THESIS

1. One time Login credentials will be provided by the Office of the Registrar (Evaluation) to the Principals of respective institutions.
2. Principal shall create account for Heads of Departments
3. Heads of department shall create faculty profile and issue Login credentials to all faculty members of their department.
4. Faculty members will upload the thesis of the students working under them and the same will be approved and finally submitted to the University by the Head of the Department or Head of the Institution.
5. Head of the Department suggest examiners in case of M.Tech. And in case of MBA and MCA programs University will allocate examiners.
6. University will check each thesis submitted for Plagiarism, if the plagiarism report is less than or equivalent to 25%, the thesis will be processed for evaluation.
7. The Registrar (Evaluation) will nominate the examiners based on the panel submitted by the guide in case of M.Tech. And in case of MBA and MCA, the allotment will be done from out of the panel of examiners available at the University.
8. After the satisfactory evaluation, it will be automatically sent for conducting Viva-Voce.
9. On competition of Viva-Voce, the Viva-Voce marks will be uploaded by the examiners (both internal and External).
10. The marks after evaluation and viva-voce will be extracted and based on the same the results will be processed and announced.

Conversion of CGPS in to Percentage:

Formulae for the conversion of CGPA into Percentage are as follows:

$$P = CGPA \times 10$$

Where

P= Percentage

CGPA = CGPA earned

Class Declaration:

After the conversion of final CGPA into percentage of marks (P), a graduating student is declared to have passed in

(i) First Class with Distinction (FCD) if $P \geq 70\%$

(ii) First Class (FC) if $P \geq 60\%$ but $<70\%$ and Second Class (SC) if $P < 60\%$.

Award of Prizes, Medals and Ranks:

Please refer to the regulations governing different Graduate and Postgraduate programs for the award of Prizes, Medal and Ranks

GUIDELINES FOR DISTRIBUTION OF PRACTICAL

EXAMINATION / VALUATION WORK

In an attempt to decentralize the system of examinations, the BOE in each discipline is constituted, comprising one chairman and several members with representation from each of the four regions. Considering a large number of institutions in Bangalore & Mysore regions, a board may comprise of two to three members in some disciplines. The BOE shall take care of setting of Question Papers, Scrutiny of Question Papers, and distribution of work to staff in respect of Practical Examinations & Central Valuation. The University requests full co- operation from all the BOE members and everyone connected to VTU.

The Chairman / Members of BOE shall act as coordinators in respective regions and shall be responsible for the smooth conduct of Practical Examinations. The coordinators shall also make substitute appointments
Wherever necessary. The Chief Superintendents are requested to fall in communication with coordinators and Incharge Regional Directors, in case Necessary. The University shall provide an honorarium to the coordinators.

Enough care shall be exercised to see that there shall be at least one external examiner for each of the practical examinations. The Bangalore and Mysore Regions, where there are at least 2 members, it is preferable to jointly allot the examiners, so that, same examiner is not drafted for two examinations on the same day at different institutions.

The Chairman, BOE in consultation with the members shall identify one faculty to act as Chief for each theory subject in their respective region and the same shall be forwarded to the office of the Registrar (Evaluation), VTU Belgaum. It is proposed to have meeting of the chief for each theory subject in their respective region. It is proposed to have meeting of the above subject chiefs to discuss the scheme in order to maintain uniformity in valuation, who in turn will convene a meeting of Valuers at their respective regions in each subject

SCANNING CENTRES

Guidelines for Chief Coordinators

1. The University will establish the digitization centres as per the requirement. Presently there are two digitization centres viz., 1) VTU Head Quarters, Belagavi and 2) at VTU Regional Office, Bengaluru.

2. The scripts generated at the colleges under Bengaluru and part of Mysore region will be digitized at Bengaluru scanning centre and the scripts generated at Belagavi, Kalaburgi and part of Mysore Region will be digitized at Belagavi scanning centre.

3. Each scanning centre will function under the Chief Coordinator appointed by the Registrar (Evaluation) with the approval of the Vice-Chancellor

4. Chief coordinator of scanning centre is responsible for

    a. Making the scanning centre ready for functioning immediately after the receipt of scripts to the centre.

    b. Receiving and verifying the answer scripts submitted by the colleges assigned to their centre. If any discrepancy is found, the same must be brought to the notice of the Registrar (Evaluation) immediately.

    c. Safe custody of answer scripts.

    d. Scanning of answer books by following all the procedures like cutting, scanning and repining of answer scripts.

    e. Preserving the scanned answer books in the safe custody

5. The chief Coordinator of scanning centres can appoint required number of human resources for the smooth functioning and completion of Scanning of answer scripts of respective examinations assigned to the centre.

6. In the event of missing of answer scripts / missing of pages in the answer scripts received from the college, the chief coordinator has to immediately report the matter to the Registrar (Evaluation). Under the directions of the Registrar (Evaluation), the Chief Coordinator has to call the concerned for enquiry. The report of enquiry shall be submitted to the Registrar

(Evaluation). In case of the problem, which is not resolved, required action shall be initiated from the office of the Registrar (Evaluation).

7. It is the responsibility of the Chief Coordinator to ensure the safety of answer scripts and if there are any anomalies like insertion of chits, currency etc., found, immediately report the matter to the Registrar (Evaluation).

8. The guidelines which are confidential in nature will be issue by the Registrar (Evaluation) from time to time.

VALUATION CENTRES

Guidelines for Chief Coordinators

1. Valuation at a valuation centre is under the charge of the Chief Coordinatoras per the guidelines from the Registrar (Evaluation), VTU, Belagavi. The decisions of Chief Coordinator are final and binding on all Valuers.

2. The valuation centre shall be kept open from 8.30 am to 6.00 pm on all seven days of the week. Valuation may be carried out from 9:00am to 5:00pm. Appropriate arrangements must be made by the Chief Coordinator for smooth operation of the valuation centre. **Time relaxation beyond specified working hours is left to the discretion of the Chief Coordinator.**

3. The Chief Coordinator must appoint Deputy Chief Coordinators (two numbers), and sufficient number of Coordinators to monitor day to day work at the valuation centre.

4. The Chief Coordinator must submit the list of Deputy Chief Coordinators/ Coordinators and teaching and non teaching staff along with their contact details and designation to Registrar (Evaluation), for approval. The Chief Coordinator must maintain complete details of the staff working in the valuation centre.

5. The Chief Coordinator of valuation centres of VTU will appoint the required number of Valuers for the valuation of scripts on the basis of approved list of Valuers received from the office of the Registrar (Evaluation).

6. In case a faculty has sufficient amount of experience but is not included in the list of Valuers of the University, the Principals of the respective colleges can recommend such faculty for valuation. The Chief Coordinator may appoint such faculty for the valuation work in the respective subject and should keep a record of such instances.

7. Chief Coordinators shall request all the Valuers to report to the valuation centre with their ID card and a copy of appointment letter sent by the valuation center, either in print form or Text message sent to their registered mobile number.

8. Chief Coordinators need to take an undertaking from the Valuers in the prescribed format declaring their expertise and experience before the allocation of scripts for the valuation in each subject. One undertaking for each subject must be submitted by the Valuer.

9. The Chief Coordinator shall make proper arrangement for security in and around the valuation centre.

10. Movement register must be maintained in the valuation centre to monitor the movement of the individuals into and out of the valuation centre. Only authorized persons must be permitted to enter the valuation centre.

11. Daily wagers can be appointed by the Chief Coordinator with the approval from the Registrar (Evaluation).

12. The Chief Coordinator shall make arrangements for a counseling (at least for 15 min) about the subject, scheme, and valuation along with the BoEmember, moderator, Valuer, in order to ensure uniformity in the valuation.

13. Any change in scheme of valuation should be placed before the Registrar (Evaluation), with justification, for approval.

14. Changes suggested shall be incorporated only after the approval of the Registrar (Evaluation).

15. Sufficient number of Valuers can be called to ensure early completion of valuation.

16. The Chief Coordinator can make proper arrangements to prevent the usage of mobile phones, carrying of any electronic data transferring devices since use of mobile phones or any other data transferring devices are not permitted in the valuation centre.

17. Chief Coordinator must take appropriate steps to ensure proper decorum inside the valuation centre. Listening music through earphones, causing distraction to other Valuers in the valuation centre etc. must be prevented.

18. TDS will be collected in the remuneration as per regulations.

19. Chief Coordinator must instruct the Valuers to reject the answer script if the image is not clear.

20. Chief Coordinator shall monitor daily progress of valuation process so as to ensure the accurate and timely completion valuation for speedy announcement of results to help student community.

21. Chief Coordinator shall inform about the daily status of the valuation to the Registrar (Evaluation) and **Observers who will be Incharge of their centres**.

22. The contribution of the Chief Coordinator / DCS / Coordinator and other staffs involved in the valuation centre is critical for accurate and speedy valuation for the benefit of the students.

23. In case of any queries, Chief Coordinator, Deputy Chief Coordinators, Coordinators must consult only the assigned staff from VTU or Registrar (Evaluation) for clarifications or directions. The list of authorized staff of VTU will be furnished to the Chief Coordinator.

24. The Chief Coordinator shall appoint one person to manage the accounts and one/two database administrators.

25. The Chief coordinator shall arrange for the printing of marks sheets of each Valuer and signature of each Valuer and moderator must be taken on the marks sheet before billing. The duly signed marks sheets are to be stored and submitted to the office of the Registrar (Evaluation) after the completion of valuation at the centre.

Guidelines for Deputy Chief Coordinators and Coordinators

1. Coordinators must assign answer books of a specific subject to Valuers after ascertaining that their name appears on the panel of Valuers for the subject.

2. Moderators must be appointed for a subject that requires more than three Valuers. Typically, there must be one moderator for every three Valuers.

3. Each Valuer must be assigned to only one specific moderator and answer books valued by a Valuer must be reviewed by the same moderator. Although a Valuer can be reassigned to a different moderator, it must be done only under unavoidable situation and not as a matter of routine. The procedure for reassigning a Valuer to a different moderator will require permission from Chief Coordinator, and must be supported by the reason necessitating the change. The same must be documented.

4. Typical number of answer books valued by a Valuer must be about 30 on the first day of valuation and 40-50 on subsequent days. With the information about the number of answer books of a specific subject assigned to the valuation centre, the Coordinator must estimate number of days, Valuers and moderators and accordingly plan valuation.

5. On completion of valuation and moderation, printing of marks sheet is mandatory and must be signed by the Valuer and the moderator.

6. After completion of valuation and moderation of a packet. Coordinator must approve the submitted marks.

7. Coordinator must monitor progress of valuation and submit report in the prescribed format at the end of each day of valuation.

Guidelines Moderators

1. The Chief Coordinators of valuation Centres shall appoint Moderators for each subject from senior faculty member/s with more than 10 years of experience and has taught the subject at least 3 times, to maintain the quality of evaluation.

2. Moderators shall be appointed before the appointment of Valuers for the subject. The scripts are to be allotted only after the Moderator completes valuing the first packet and after self Moderation... The scripts are to be allotted to the Valuers after a meeting of the moderator and the Valuers assigned to him.

3. Each packet of answer scripts will consists at most 10 scripts.

4. Each moderator shall be assigned with at most six Valuers.

5. Moderator shall moderate at least 10% of the answer scripts assigned to eachof the Valuers attached to him/her and ascertain the quality of the valuation done by each faculty member assigned to him/her. The Moderator has to guide the Valuers for bringing in uniformity in Valuation. The Moderator is responsible for the quality of valuation done by the team of Valuer working with him.

6. Moderation shall be done on a continuous basis, and Moderator shall not wait for the completion of valuation by the Valuer and take up moderation on submission of a packet by a Valuer.

7. Moderator has to moderate minimum one and maximum two scripts from each packet valued by the Valuer attached to him.

8. Moderator can ask the Valuer to review all the scripts in the packet /s and resubmit for moderation. In such case, moderator shall review the scripts once again after reviewing by the Valuer.

9. Moderator may at his discretion reject the complete packet by recording his observation and suggest the Valuer to revaluate the packet according to the scheme. This can be achieved by suggesting to the Coordinator to reassign the packet to the same Valuer. If the Moderator finds the Valuer is not doing justice to valuation he can ask the coordinator to stop issuing the packets to such Valuer. (Please note if the Moderator rejects a packet remuneration for such packet will not be issued)

10. In case the packet valued by the Valuer is rejected, Valuer will not get remuneration for such packet and if the entire valuation of a particular facultyis rejected, he/she will not get remuneration, TA and DA.

11. New packets cannot be allocated to a Valuer until all previous packets valued by him/her have been moderated.

12. In any case, marks allotted by the moderator are final.

13. The coordinator will be able to take a print of a document generated by the system for each packet rejected by the Moderator, the Coordinator needs to take signature of the Moderator and take subsequent action on the packet asper suggestion of the Moderator.

Guidelines for Valuers

1. Valuers must report to the valuation centre with a copy of the appointment letter or SMS text message sent by chief coordinator of the valuation centre.

2. Valuers must register themselves at the valuation centre. This needs to be done only once at any one of the valuation centres. Registration will require you to bring the following documents: I) Photocopy of PAN Card ii) Bank details including Name of bank, Branch, IFSC, account number. We intend to use this data in subsequent examination related work, so the Valuer is requested to verify the accuracy and completeness of this information.

3. Valuers must sign an undertaking, once for each subject assigned to them for valuation, in the prescribed format declaring their expertise and experience before allocation of answer books for valuation.

4. All Valuers must record their entry and departure times in the attendance register maintained at the valuation centre.

5. A Valuer must value answer books of only one subject at a given point of time and at only one valuation centre on a given day. Once a Valuer begins valuation of answer books of an allotted subject, he/she must complete it within a reasonable duration and not keeps it pending leading to delay in completion of valuation. **In case of emergency, where the Valuer has to leave the valuation centre, he shall report the matter to the coordinator in writing along with the details of the scripts allotted and valued.**

6. A Valuer can reject an answer script (by specifying the reasons for rejection) and convey the same to the Coordinator if

    - the image is not clear,
    - pages are missing,
    - student has revealed his / her identity,
    - Answers are not matching with the question paper (subject being the same, error in subject code).

7. Answer books will be allotted to Valuers for valuation by the Coordinator of the valuation centre.

8. Valuers must be given one print copy of the question paper and scheme. The Valuer must retain the copy of question paper and scheme until end of the valuation.

9. In case where the number of Valuers required valuing a subject is more than three, there will be a chief Valuer and one or more moderators. Senior most Valuers shall conduct an initial meeting before starting of valuation by the Valuers to discuss issues related to maintaining uniformity amongst different Valuers. All Valuers must attend this initial meeting convened by the chief Valuer. In case a Valuer is unable to attend this initial meeting, he/she shall read the minutes of the meeting and sign it before commencing with the valuation.

10. Valuers must get their evaluated answer books reviewed by the moderator assigned to them, frequently in the beginning of valuation and at regular intervals as valuation progresses. This is important to ensure uniformity of valuation.

11. At least one, and preferably two scripts out of every 10 scripts valued by a Valuer must be reviewed by a moderator.

12. After moderation is complete, marks sheet can be printed and must be signed by the Valuer and the moderator.

13. Use of cell phones, listening to music, having snacks and beverages within the valuation hall or any activity that disturbs other Valuers are not permitted.

14. Do not carry pen drives or other electronic devices. Answer books are confidential and no copies can be taken outside the valuation centre.

15. On the first day of valuation of a subject, a Valuer must value not more than 30 answer books. This limit can be increased to 40-50 on subsequent days of

Valuation. Time taken to value an answer book of a typical subject is around 4 minutes. Digital valuation software enforces a time limit of minimum 3 minutes per script, and the time taken to complete valuation of each answer book is recorded by the software.

16. Valuer must assign marks to every sub-question answered by the student. If a student has not attempted a question, corresponding entry for the answer to that question must not be entered. There is no **NA entry**. Simply delete any entry in the box corresponding to the sub-question (or delete it using backspace if you have made an entry). Assign zero marks for a sub-question only if the student has attempted to answer but the answer does not deserve any marks.

17. TDS will be done as per existing rules.

18. In all matters pertaining to valuation at a given valuation centre, decision of Chief Coordinator is final and binding on all Valuers.

ANNEXURE-2

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ
(ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
Visvesvaraya Technological University
(State University of Government of Karnataka Established as per the VTU Act, 1994)
"Jnana Sangama" Belagavi-590018, Karnataka, India

Dr. T.N. Sreenivasa
BE.,ME., PhD.,FIE,CEng.
Registrar (Evaluation)

Phone : (0831) 2498131
Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS//2022-2023/ 1304 Date : 22 DEC 2022

NOTIFICATION

Sub: Revision of Examination Fee structure for the UG/PG programs for the academic year 2022-23 and onwards – reg.
Ref: 1. Approved in the Finance Committee meeting held on 23-11-2022.
2. Approved in the Executive Council meeting held on 03-12-2022.

Pursuant to the above, The Revision of Examination Fee structure for the UG/PG programs for the academic year 2022-23 and onwards,

The Revision of Examination Fee structure shall come into force from the academic year 2022-2023.

I am directed to request the Principals of Constituent and Affiliated Engineering Colleges and Chairpersons of VTU PG Departments to make arrangements to bring the same to the notice of all the concerned.

Encl: Revised Fee Structure

By order
Sd/-
Registrar (Evaluation)

To,

1. The Principals of Constituent and Affiliated Engineering Colleges.
2. Chairpersons and Program Coordinators of VTU PG Departments.

Copy for information to:
1. Hon'ble Vice Chancellor, VTU through the Secy. To VC, VTU Belagavi.
2. The Registrar, VTU Belagavi.
3. The Finance Officer, VTU Belagavi.
4. Incharge Regional Directors of VTU Regional Offices.
5. The Principal of Autonomus Engineering Colleges under VTU.
6. The Special Officers of Examination Section, VTU, Belagavi for needful.

Registrar (Evaluation)

Visvesvaraya Technological University
Belagavi – 590 018, Karnataka State, INDIA

Examination section VTU, Belgavi

REVISED OF FEE STRUCTURE (WITH EFFECT FROM THE ACADEMIC YEAR 2022-2023)

Sl. No.	Particulars	Fees Details (in Rs.)
1	**Examination Fee**	
1.1	Application Fee	30/-
1.2	Examination fee for UG students	1500/-
1.3	Arrear Examination fee for UG students	Min. 300/- per subject Max.1500/- per semester
1.4	Examination fee for PG students	1800/-
1.5	Arrear Examination fee for PG students	Min. 400/- per subject Max. 1800/-per semester
1.6	Marks Card Fee	150/-
2	**Revaluation and Photocopy of answer scripts**	
2.1	Revaluation Fee of UG Answer Scripts	600/- per subject
2.2	Revaluation Fee for PG Answer Scripts	3000/- per subject
2.3	Challenge Valuation / Challenge Revaluation (applicable to the students for whom the facility is in force)	5,000/- per subject
2.4	Fee for Photocopy of Answer Script UG only	400/- per subject
3	**Marks/Grade Card Fees**	
3.1	Name Correction in Marks / Grade Card	400/- per marks card
3.2	Issue of duplicate marks / Grade card	500/- per marks/Grade card + *search fee of* 200/- per academic year
3.3	Reissue of Marks / Grade cards (In case of damage original marks card to be surrendered)	Rs. 500/- Per Marks/Grade Card

3.4	Issue of consolidated marks card **(for NON CBCS ONLY)**	750/- per semester
3.4	Issue of duplicate consolidated marks card**(for NON CBCS ONLY)**	900/- per marks card + *search fee of* 200/- per academic year
3.5	Reissue of consolidated marks card (In case of damage original consolidated marks card to be surrendered) **(for NON CBCS ONLY)**	900/- per marks card
3.6	Issue of consolidated Statement of marks (all semesters single) **(for NON CBCS ONLY)**	1,500/-
3.7	Issue of duplicate consolidated Statement of marks (all semesters single) **(for NON CBCS ONLY)**	1,500/- + *search fee of* 200/- per academic year
3.8	Reissue of Statement of marks (all semesters single) (In case of damage original consolidated marks card to be surrendered) **(for NON CBCS ONLY)**	Rs.1,500/-
3.9	Issue of Extract of Marks / Grade Card	500/- per marks card
3.10	Attestation of Marks / Grade Cards	500/- Per set
4	**Provisional Degree Certificate and Degree Certificate**	
4.1	Provisional Degree Certificate	500/-
4.2	Duplicate Provisional Degree Certificate	750/-
4.3	Reissue of Provisional Degree Certificate (damaged PDC must be surrendered)	750/-
4.4	Issue of Degree certificate (affiliated Non-Autonomous Colleges)	For Indian National -1200/- + 200/- per year For Foreign National- $300 + $75 per year
4.5	Name Correction in degree certificate (affiliated Non-Autonomous Colleges)	For Indian National-2,000/- For Foreign National $400
4.6	Issue of duplicate Degree certificate (affiliated Non-Autonomous Colleges)	For Indian National-2,000/- + 200/- per year For Foreign National $400 + $50 per year
4.7	Reissue of Degree Certificate (damaged Degree Certificate must be surrendered) (affiliated Non-Autonomous Colleges)	For Indian National-2,000/- For Foreign National $400

5	**Transcript**	
5.1	Issue of official Transcript (only for Non-Autonomous)	750/- for 1st copy 500/- each for subsequent copies
5.2	Postage of transcripts to any destination to any address outside India	Rs. 2000/- for each destination
5.3	Sending Transcripts electronically to any organization/agency within or outside India	Rs.750/- per organization/agency
	OTHERS	
6	Issue of Certificate of Medium of Instruction	500/- each
7	Verification of Benefit of Gracing	175/-
8	Verification of genuineness of documents issued by the University	1000/- per set / Per student per set
9	Postage of verified documents outside India	2500/- per set
10	Submission of verification reports to companies/agencies/organizations electronically	750/- per mail
11	IA Marks Discrepancy / Late Submission of I A Marks	Before Exam 2500/- per case and to the Max. of 50,000/- after Exam Through IMPC proceedings
12	Duplication Admission Ticket	100/-
13	Penal fee for payment of Examination / Revaluation after the Last date. First three and after three days	Min.500/- for the first three days after three days Min.2,000/- and Max.Rs.10,000/- depend upon the delay.

REGISTRAR (EVALUATION)

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for the Extract Marks Cards issued by VTU(UG/PG)

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.

By Post	By Hand	Token No.

Name of Student (In Capital letters)	
University Seat Number	
Old USN (if USN changed)	

Details of Fees

Choose Category "F – Fees to be paid by student" – Examination

C Choose one of the below options:

☐	Extract Marks Cards Fees ₹250 per semester marks card	₹250/for each semester Marks card

Fees paid: ₹

Payment ID: _____ Date: _____

Marks card particulars:-

ExamID	Semester

CHECKLIST

☐ I declare that I have not studied in an Autonomous college
☐ Online receipt of fees paid

Name: _____ Mobile: _____ Date: _____

Address: _____

_____ PINCODE: _____ **Signature:** _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following address: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi - 590018**	Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters (POSTAL ADDRESS TO WHICH EXTRACT MARKS CARD ARE TO BE SENT)

(This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of Rs. 1,500-00 to be added to the fees to be paid, for addresses outside India**

Name	USN:	
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for Attestation of Documents Issued by VTU

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Attested documents will be sent in sealed envelopes, with the signature of the Registrar (Evaluation) or a person authorized by him/her on the outside of the envelope.
- Enclose required number of sets of photocopies of all semester marks card (No colour copy) & PDC/Degree Certificate, along with self address envelop cover.

ATT
(For office use only)

By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)	
University Seat Number	Old USN (if applicable):

Details of Fees

Choose Category "F – Fees to be paid by student"– Examination

C Choose one of the following options:

☐	Single marks card / Degree certificate (or PDC)	₹ 300-00
☐	One set of 8 marks cards and 1 degree certificate (or PDC)	₹ 300-00
☐	One set of 9 to 19 marks cards (including arrears semester marks cards) + 1 degree certificate (or PDC)	₹ 600-00
☐	One set of 20 or more marks cards (including arrears semester marks cards) + 1 degree certificate (or PDC)	₹ 900-00

No. of sets ☐ **Fee per Set** ☐

Fees paid: ₹ _____ Payment ID: _____ Date: _____

CHECKLIST

- ☐ I declare that I have not studied in an Autonomous college
- ☐ Online receipt of fees paid
- ☐ Copies of marks cards and Degree Certificate (or PDC)
- ☐ Send self addressed envelopes, large enough to hold all documents, in which attested documents are to be returned

Name: _____ Mobile: _____ Date: _____

Address: _____

_____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH ATTESTED DOCUMENTS ARE TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of Rs. 1,500-00 to be added to the fees to be paid, for addresses outside India**

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi 590018

Application for issue of Consolidated Marks Cards (CMC) for Non CBCS Students

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded. Please check you are eligible to apply for PDC before submitting application.
- PDC is valid only until the next convocation. Do not apply for PDC if you have received your Degree Certificate
- PDC is issued only once. If you lose it, you can only obtain a duplicate copy.
- Attach self attested copies of marks cards to be consolidated. **Final year marks cards cannot be consolidated**

CMC (For office use only)		
By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)	
University Seat Number	Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student"– Examination	Fees: ₹ **500-00 per Semester** No. of semester Marks Cards to be consolidated ☐ Payment ID: _____ Fee paid: ₹ _____ Date: _____

Semester	1	2	3	4	5	6	7	Only for B.Arch 8	Only for B.Arch 9
First Attempt Marks									
Max. Marks (Out of)									
Final Result									

Month & Year of completion of Degree: _____ Class Obtained: _____

CHECKLIST

- ☐ I declare that I have not studied in an Autonomous college
- ☐ Online receipt of fees paid
- ☐ Self attested copies of marks cards

Name: _____ Mobile: _____ Date: _____

Address: _____

_____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH CMC IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)
Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for the Consolidated Duplicate Marks Cards (CDMC) issued by VTU

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Original police FIR regarding the lost of Original Documents.
- **Original Affidavit on Stamp paper of** ₹ 20, mentioning the details of USN,Name,Semester, Month and Year of Examination of the Marks cards/Degree Certificate lost and requesting the concerned authority for the issue of DUPLICATE of the same. If original is found at later date of issue of duplicate it should be returned to VTU.

CDMC		
By Post	By Hand	Token No.

Name of Student (In Capital letters)	
University Seat Number	Old USN (if USN changed)

Details of Fees

Choose Category "F – Fees to be paid by student" – Examination

Choose one of the below options:

☐	Consolidated Duplicate Marks Cards **Fees ₹600 per Semester**	₹600 x No of semester

Fees paid: ₹ _____

Payment ID: _____ Date: _____

Marks card particulars: Consolidated Duplicate Marks Cards

Non CBCS Scheme

Semester	First Attempt		Second Attempt		Third Attempt		Fourth Attempt	
	Month	Year	Month	Year	Month	Year	Month	Year

CBCS Scheme

Slno.	Month	Year
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

CHECKLIST

☐ I declare that I have not studied in an Autonomous college ☐ Original Police FIR with Affidavit on stamp paper

☐ Online receipt of fees paid

Name: _____ Mobile: _____ Date: _____

Address: _____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following address: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi - 590018**	Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To Be Filled By Applicant In BLOCK Letters

POSTAL ADDRESS TO WHICH CDMC IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)

Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India

Name	USN: _____	
Address		
	PIN:	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for issue of Consolidated Statement of Marks (only for Non CBCS)

For Non-CBCS Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid.
- DDs are not accepted.
- Fees paid once cannot be refunded. Please check you are eligible to apply for CSM and the amount is correct.
- CSG/CSM contains final grades/marks of all semesters, after completion of the academic program.
- CSG/CSM is issued only once. If you lose it, you can only obtain a duplicate copy.
- Attach self attested copies of grade/marks cards.

CSM (For office use only)		
By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student"– Examination	Fees: ₹ **1000-00** Fees paid: ₹ _____ Payment ID: _____ Date: _____	

	Non CBCS										CBCS
Semester	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**CGPA**
First Attempt Total											

CHECKLIST

- ☐ I declare that I have not studied in the Autonomous system
- ☐ I declare that I have studied under non CBCS system
- ☐ Online receipt of fees paid
- ☐ Self attested copies of marks cards

Name: _____ Mobile: _____ Date: _____

Address: _____

_____

_____ PINCODE: _____ **Signature**: _____

Application by Post	**Application by Hand (In person at VTU Belagavi)**
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** Visvesvaraya Technological University Jnana Sangama Belagavi- 590018	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH CSM IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)
Note: Additional Postage fee of ₹ 1,500-00 is applicable for addresses outside India

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for issue of Ph.D/M.Sc(Engg) Degree Certificate (Convocation) issued by VTU

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fee paid once cannot be refunded

DC

By Post

Name of Student (As on Marks Cards)				
University Seat Number				
Degree for which applied (Tick the appropriate)	☐ Ph.D	☐ M.Sc (Engg.)	☐ Integrated Degree (M.Tech+Ph.D)	☐ Integrated Degree (M.Sc +Ph.D)

Details of Fee
Choose Category "F – Fees to bepaid by student" – Examination

Choose one of the following options

☐	Degree Certificate Fees ₹ 2000 + ₹ 200 penalty per each year **For Indian nationals**	₹ 2000 + (200x No of years)
☐	Degree Certificate Fees USD 500 + USD 100 penalty per each year **For Foreign nationals**	USD 500 + (USD 100x No of years)

Fee paid: ₹ _____ Payment ID: _____

Date: _____

Degree Certificate Particulars

Name: _____ Year of passing : _____ Faculty:_____

Date of Birth: _____ Candidate's Signature: _____ Mobile: _____

Application by Post	Application by Hand(In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama, BELAGAVI- 590018**	• Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby solemnly declare and promise that, if admitted to the _____ degree, for which I have been recommended, I shall, in my daily life and conversation, conduct myself, as befits a memberof this University; that I shall, to the utmost of my capacity and opportunity, support the cause of morality and sound learning and that, as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmen. I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my degree; that I shall, on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honourable exercise by making my knowledge subservient to unworthy ends.

Place: _____ Date: _____ Signature of the candidate

For Office Use Only

Case Worker: _____ Special Officer: _____ Registrar (Evaluation):_____

To Be Filled By Applicant In BLOCK Letters

POSTAL ADDRESS TO WHICH DC IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)

Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India

Name		USN:
Address		
	PIN	

Certified that the above candidate is /** was a bonafide student _____ of _____ college during _____ to _____.

Affix Photograph

Signature of the Principal / ** Gazetted officer with Date & seal.

To Be Filled By Applicant In BLOCK Letters **POSTAL ADDRESS SAME AS MENTIONED ON OVERLEAF** (Check for correctness)	
	USN:
PIN	Mobile:

NOTE

1. Convocation Application shall be filed along with the final semester examination Application. No enclosures are required along with the application form.
2. THE CANDIDATE SHALL INTIMATE THE CHANGE IN MAILING ADDRESS, IF ANY, BEFORE THE DATE OF CONVOCATION WITHOUT FAIL.
3. For such candidates who fail in the final examination or who remain with arrear subjects, the convocation fee will be adjusted with effect to that.
4. The exact date of convocation will be notified by the University from time to time.
5. Doctorates, Gold Medalists / First Rank Holders and the Prize Winners will receive degree certificates in person at the convocation. All others will be awarded the Degree in absentia and the Degree Certificate will be dispatched by SpeedPost or courier to the address given in this application form. **Take care to check the address, it will be cut from the application and pasted on the envelope at the time of dispatch.**
6. Candidates applying for convocation during subsequent years of graduation may apply directly to the office of the Registrar (Evaluation), VTU, Belagavi -590018. Such applications shall be attested by the HoD/ Gazetted Officers and Convocation fee shall be paid through online payment option - http://vtu.ac.in/online-fee-payment

The Principals are requested to send all the duly filled convocation applications along with details of fee paid (paid through online) directly to the office of the Registrar (Evaluation) before May 31, every year.

** FOR THOSE FILLING APPLICATION DURING SUBSEQUENT YEARS OF COMPLETION OF GRADUATION.

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for issue of Degree Certificate (Convocation) issued by VTU

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fee paid once cannot be refunded

DC

By Post	By Hand	Token No.

Name of Student (As on Marks Cards)	
University Seat Number	

Degree for which applied (Tick the appropriate)	☐ BE/B.Tech.	☐ B.Arch.	☐ PG Dip.	☐ MBA	☐ MCA	☐ M.Arch.	☐ M.Tech.

Details of Fee
Choose Category "F – Fees to bepaid by student" – Examination

Choose one of the following options

☐	Degree Certificate Fees ₹ 800 + ₹ 100 penalty per each year **For Indian nationals**	₹ 800 + (100x No of years)
☐	Degree Certificate Fees **USD** 200 + **USD** 50 penalty per each year **For Foreign nationals**	**USD** 200 + (USD 50x No of years)

Fee paid: ₹ _____

Payment ID: _____ Date: _____

Details of Examinations Passed (No enclosures are necessary)

Non CBCS Scheme				CBCS Scheme
Semester	Month & year of Passing	First Attempt Total	Class Obtained	
1				Month and Year of completion :
2				CGPA at the end of Academic Program :
3				
4				
5				
6				
7				
8				
9				
10				To be attested by Principal/Gazetted officer

Affix Photograph

Degree Certificate Particulars

Name: _____ Year of passing : _____ Class obtained: _____

Date of Birth: _____ Candidate Signature: _____ Mobile: _____

EmailId: _____ Alternative Mobile: _____

Application by Post	Application by Hand(In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following address: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama, BELAGAVI- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____ Registrar (Evaluation): _____

To Be Filled By Applicant In BLOCK Letters

POSTAL ADDRESS TO WHICH DC IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)

Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India

Name		USN:
Address		
	PIN	Mobile:

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby solemnly declare and promise that, if admitted to the _____ degree, for which I have been recommended, I shall, in my daily life and conversation, conduct myself, as befits a member of this University; that I shall, to the utmost of my capacity and opportunity, support the cause of morality and sound learning and that, as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmen. I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my degree; that I shall, on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honourable exercise by making my knowledge subservient to unworthy ends.

Place: _____

Date: _____ Signature of the candidate

Certified that the above candidate is /** was a bonafide student _____ of _____ college during _____ to _____.

Signature of the Principal / ** Gazetted officer with Date & seal.

To Be Filled By Applicant In BLOCK Letters **POSTAL ADDRESS SAME AS MENTIONED ON OVERLEAF** (Check for correctness)	
	USN:
PIN	Mobile:

NOTE

1. Convocation Application shall be filled along with the final semester examination Application. No enclosures are required along with the application form.
2. THE CANDIDATE SHALL INTIMATE THE CHANGE IN MAILING ADDRESS, IF ANY, BEFORE THE DATE OF CONVOCATION WITHOUT FAIL.
3. For such candidates who fail in the final examination or who remain with arrear subjects, the convocation fee will be adjusted with effect to that.
4. The exact date of convocation will be notified by the University from time to time.
5. Doctorates, Gold Medalists / First Rank Holders and the Prize Winners will receive degree certificates in person at the convocation. All others will be awarded the Degree in absentia and the Degree Certificate will be dispatched by SpeedPost or courier to the address given in this application form. **Take care to check the address, it will be cut from the application and pasted on the envelope at the time of dispatch.**
6. Candidates applying for convocation during subsequent years of graduation may apply directly to the office of the Registrar (Evaluation), VTU, Belagavi -590018. Such applications shall be attested by the HoD/ Gazetted Officers and Convocation fee shall be paid through online payment option - http://vtu.ac.in/online-fee-payment

The Principals are requested to send all the duly filled convocation applications along with details of fee paid (paid through online) directly to the office of the Registrar (Evaluation) before May 31, every year.

** FOR THOSE FILLING APPLICATION DURING SUBSEQUENT YEARS OF COMPLETION OF GRADUATION.

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for Duplicate Consolidated Statement of Marks(DCSM) of All semesters

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Original police FIR regarding the lost of Original Documents.
- **Original Affidavit on Stamp paper of** ₹ 20, mentioning the details of USN,Name,Semester, Month and Year of Examination of the Marks cards/Degree Certificate lost and requesting the concerned authority for the issue of DUPLICATE of the same. If original is found at later date of issue of duplicate it should be returned to VTU.

DCSM
(For office use only)

By Post	By Hand	Token No.

Name of Student (In Capital letters)	
University Seat Number	Old USN (if USN changed)

Details of Fees

Choose Category "F – Fees to be paid by student" – Examination

C Choose one of the below options:

☐	Duplicate Consolidated statement of Marks Cards/Grade (DCSM)of All semester ₹1500/ Per Marks card	₹1500 per Marks card

Fees paid: ₹ _____ Payment ID: _____ Date: _____

Non CBCS Scheme | **CBCS Scheme**

Marks card particulars: Applied for Duplicate Consolidated statement of Marks/Grade Cards of all semester

Semester	First Attempt		Second Attempt		Third Attempt		Fourth Attempt	
	Month	Year	Month	Year	Month	Year	Month	Year

Semester	Month	Year
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

CHECKLIST

☐ I declare that I have not studied in an Autonomous college
☐ Online receipt of fees paid

Name: _____ Mobile: _____ Date: _____

Address: _____

_____ PINCODE: _____ Signature: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following address: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi - 590018**	Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters (POSTAL ADDRESS TO WHICH DCSM IS TO BE SENT)

(This portion will be cut and pasted on envelope. Check for correctness) **Note: Additional Postage fee of ₹ 1,500-00 is applicable for addresses outside India**

Name	USN:	
Address		
	PIN:	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for Duplicate Degree Certificate (DDC) (Convocation) issued by VTU

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Original police FIR regarding the lost of Original Documents.
- **Original Affidavit on Stamp paper of** ₹ 20, mentioning the details of USN, Name,Semester, Month and Year of Examination of the Degree Certificate lost and requesting the concerned authority for the issue of Duplicate.

DDC (For office use only)		
By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student"– Examination	Fees: ₹ 2000-00 + ₹ 200 × No. of years since completion of degree Year of completion: _____ Year of application: _____ No. of years since completion: _____ Fees paid: ₹ _____ Payment ID: _____ Date: _____	

DEGREE CERTIFICATE PARTICULARS: Applied for Duplicate Degree Certificate

CBCS Scheme

Semester	First Attempt		Second Attempt		Third Attempt		Fourth Attempt	
	Month	Year	Month	Year	Month	Year	Month	Year

Non CBCS Scheme

Slno.	Month	Year
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

CHECKLIST

- ☐ I declare that I have not studied in an Autonomous college
- ☐ Online receipt of fees paid
- ☐ Original Police FIR with Affidavit on stamp paper

Name: _____ Mobile: _____ Date: _____

Address: _____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following address: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama, Belagavi- 590018**	Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH DUPLICATE DEGREE CERTIFICATE ARE TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of Rs. 1,500-00 to be added to the fees to be paid, for addresses outside India**

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for Issue of Duplicate Marks Cards (DMC)

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Original police FIR regarding the lost of Original Documents.
- **Original Affidavit on Stamp paper of** ₹ 20, mentioning the details of USN, Name, Semester, Month and Year of Examination of the Marks cards/Degree Certificate lost and requesting the concerned authority for the issue of DUPLICATE of the same. If original is found at later date after issue of duplicate, it should be returned to VTU.

DMC (For office use only)		
By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student"– Examination	Fees per Duplicate Grade card/Marks card: ₹ 300-00 + ₹ 100 × No. of years since issue of grade/marks card Year of completion: _____ Year of application: _____ No. of years since completion: _____ Fees paid: ₹ _____ Payment ID: _____ Date: _____	

Marks Card Particulars : Applied for Duplicate Marks/Grade Card

Non CBCS Scheme

Semester	First Attempt		Second Attempt		Third Attempt		Fourth Attempt	
	Month	Year	Month	Year	Month	Year	Month	Year

CBCS Scheme

Sem	Month	Year
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

CHECKLIST

☐ I declare that I have not studied in an Autonomous college
☐ Online receipt of fees paid
☐ Original Police FIR with Affidavit on stamp paper

Name: _____ Mobile: _____ Date: _____

Address: _____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University, Jnana Sangama** **Belagavi- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH DUPLICATE MARKS CARDS ARE TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of Rs. 1,500-00 to be added to the fees to be paid, for addresses outside India**

Name		USN:
Address		
	PIN:	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for the Issue of Duplicate Provisional Degree Certificate for UG Courses (DPDC/UG)

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded. Please check you are eligible to apply for DPDC before submitting application.
- DPDC is valid only until the next convocation.
- Original police FIR regarding the lost of Original Documents.
- **Original Affidavit on Stamp paper of ₹ 20, mentioning the details of USN,Name,Semester, Month and Year of Examination of the provisional Degree Certificate lost and requesting the concerned authority for the issue of DUPLICATE of the same. If original is found at later date of issue of duplicate it should be returned to VTU.**
- Do not attach copies of marks cards or any other document.

DPDC/UG		
By Post	By Hand	Token No.

Name of Student (As on Marks Cards)	
University Seat Number	
Details of Fees Choose Category "F – Fees to be paid by student" – Examination	Fee paid: ₹ **600-00** Payment ID: _____ Date: _____

Non CBCS First attempt total marks of last four semesters (excluding CIP and CIV) ☐ **CBCS** CGPA: _____

Non CBCS								CBCS	Non CBCS and CBCS
Course	5th Sem	6th Sem	7th Sem	8th Sem	9th Sem	10th Sem	Total	CGPA	Class
B.E./ B.Tech./B.Arch.									

CHECKLIST

☐ I declare that I have not studied in an Autonomous college

☐ Online receipt of fees paid

UNDERTAKING

I Mr/Ms _____do hereby undertake, that I have not applied/will not apply for Revaluation and/or Photocopy of my answer scripts of any subjects of the current exam.

Name: _____ Mobile: _____ Date:_____

Address: _____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi- 590018**	Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH DPDC/UG IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India**

Name	USN: _____	
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for Issue of Duplicate Provisional Degree Certificate for PG Courses (PDC/PG)

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded. Please check you are eligible to apply for PDC before submitting application.
- PDC is valid only until the next convocation. Do not apply for PDC if you have received your Degree Certificate
- PDC is issued only once. If you lose it, you can only obtain a duplicate copy.
- Do not attach copies of marks cards or any other document.

DPDC/PG (For office use only)		
By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student" – Examination	Fee paid: ₹ **600-00** Payment ID: _____	Date: _____

☐ **Non CBCS** FIRST ATTEMPT TOTAL MARKS ☐ **CBCS** CGPA: _____

Non CBCS								CBCS	Non CBCS and CBCS
Course	1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th Sem	Total	CGPA	Class
MBA/MCA/M.Tech									

CHECKLIST

☐ I declare that I have not studied in an Autonomous college

☐ Online receipt of fees paid

UNDERTAKING

I Mr/Ms _____ do hereby undertake, that I have not applied/will not apply for Revaluation and/or Photocopy of my answer scripts of any subjects of the current exam.

Signature: _____

Name & Address: _____

_____

_____

Date of Birth: _____ Mobile: _____ Emailid: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To Be Filled By Applicant In BLOCK Letters

POSTAL ADDRESS TO WHICH DPDC/PG IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India**

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for the Certificate for Medium of Instruction was in English issued by VTU

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.

By Post	By Hand	Token No.

Name of Student (In Capital letters)	
University Seat Number	
Old USN (if USN changed)	
College Details	
Details of Fees Choose Category "F – Fees to be paid by student" – Examination	Choose the below option: ☐ Certificate for Medium of Instruction — Fees ₹250 — ₹250 x no. of copies= Fees paid: ₹ _____ Payment ID: _____ Date: _____

Candidate request:- I Mr/Ms _____ that I have completed the _____ Degree in month/year _____.So i do hereby request to kindly issue a Certificate, stating that my medium of Instruction of the above couse was in English.

CHECKLIST

☐ I declare that I have not studied in an Autonomous college
☐ Online receipt of fees paid

Name: _____ Mobile: _____ Date: _____

Address: _____

_____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following address: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi - 590018**	Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH MEDIUM OF INSTRUCTION ARE TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of Rs. 1,500-00 to be added to the fees to be paid, for addresses outside India**

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for Name Correction in Degree Certificate (NCDC)

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Enclose self attested photocopies of SSLC marks card.
- Original Degree Certificate.

NCDC (For office use only)		
By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student"– Examination	Fees: ₹ 2000-00 + ₹ 200 × No. of years since completion of degree Year of completion: _____ Year of application: _____ No. of years since completion: _____ Fees paid: ₹ _____ Payment ID: _____ Date: _____	

CORRECTION TO BE INCORPORATED (Mention in Capital letters)

	Printed as	To be corrected as
Name of Candidate		
Name of Father		

CHECKLIST

- ☐ I declare that I have not studied in an Autonomous college
- ☐ Online receipt of fees paid
- ☐ Enclose self attested photocopies of SSLC marks card
- ☐ Original Degree Certificate (or PDC)

Name: _____ Mobile: _____ Date: _____

Address: _____

_____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** Visvesvaraya Technological University Jnana Sangama Belagavi- 590018	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____ NCMC : _____ VIIIth sem: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH CORRECTED DEGREE CERTIFICATE IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of Rs. 1,500-00 to be added to the fees to be paid, for addresses outside India**

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for issue of Official Transcript (OT)

For Students of Non-Autonomous Colleges Only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded. Please check you are eligible to apply for PDC before submitting application.
- Do not attach copies of marks cards or any other document.
- **Transcript will contain grades/marks only up to the the earliest semester without any backlogs**

OT (For office use only)		
By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Status at time of application (Choose one)	☐ Applying after completion of Degree ☐ Applying before completion of Degree	Month & Year of completion of Degree: _____ Current Semester: _____
Details of Fees Choose Category "F – Fees to be paid by student" – Examination	Fees: ₹ **500-00 for first Transcript + ₹ 300-00 for each additional Transcript** No. of Transcripts required: ☐ Payment ID: _____	Fee paid: ₹ _____ Date: _____

CHECKLIST

- ☐ I declare that I have not studied in an Autonomous college
- ☐ Online receipt of fees paid

Signature: _____

Name & Address: _____

_____

_____

Date: _____ Mobile: _____ Emailid: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama, Belagavi- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To Be Filled By Applicant In BLOCK Letters

POSTAL ADDRESS TO WHICH OFFICIAL TRANSCRIPT IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India**

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for issue of Provisional Degree Certificate for PG Courses (PDC/PG)

ONLY FOR STUDENTS PASSED OUT DURING JAN 2020 EXAMINATION

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded. Please check you are eligible to apply for PDC before submitting application.
- PDC is valid only until the next convocation. Do not apply for PDC if you have received your Degree Certificate
- PDC is issued only once. If you lose it, you can only obtain a duplicate copy.
- Do not attach copies of marks cards or any other document.

PDC/PG (For office use only)		
By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student" – Examination	Fee paid: ₹ **400-00** Payment ID: _____	Date: _____

☐ **Non CBCS** FIRST ATTEMPT TOTAL MARKS ☐ **CBCS** CGPA: _____

Non CBCS								CBCS	Non CBCS and CBCS
Course	1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th Sem	Total	CGPA	Class
MBA/MCA/M.Tech									

CHECKLIST

☐ I declare that I have not studied in an Autonomous college

☐ Online receipt of fees paid

UNDERTAKING

I Mr/Ms _____ do hereby undertake, that I have not applied/will not apply for Revaluation and/or Photocopy of my answer scripts of any subjects of the current exam.

Signature: _____

Name & Address: _____

_____

_____

Date of Birth: _____ Mobile: _____ Emailid: _____

Application by Post	**Application by Hand (In person at VTU Belagavi)**
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To Be Filled By Applicant In BLOCK Letters

POSTAL ADDRESS TO WHICH PDC/PG IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)

Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for issue of Provisional Degree Certificate for M.Sc/Ph.D (PDC)

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded. Please check you are eligible to apply for PDC before submitting application.
- PDC is valid only until the next convocation. Do not apply for PDC if you have received your Degree Certificate
- PDC is issued only once. If you lose it, you can only obtain a duplicate copy.
- Do not attach copies of marks cards or any other document.

M.Sc/Ph.D(PDC)
(For office use only)

By Post Only

Name of ResearchScholar (As on SSLC Marks Card)		
University Seat Number		Research centre :
Supervisor(Faculty/Discipline)		Date of Final Viva Voce:
Research Scholar (Faculty/Discipline) As per the Ph.D Order Copy		
Details of Fees	Pay online **http://vtu.ac.in/online-fee-payment** Choose Category "F – Fees to be paid by student" – Examination	
	Fee paid: ₹ **1000-00** Payment ID: _____	Date:

CHECKLIST

☐ Online receipt of fees paid ☐ Ph.D Registration Office Order Copy (Xerox)

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby solemnly declare and promise that, if admitted to the _____ degree, for which I have been recommended, I shall, in my daily life and conversation, conduct myself, as befits a memberof this University; that I shall, to the utmost of my capacity and opportunity, support the cause of morality and sound learning and that, as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmen. I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my degree; that I shall, on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honourable exercise by making my knowledge subservient to unworthy ends.

Signature: _____

Name & Address: _____

_____

_____

_____

Date of Birth: _____ Mobile: _____ Emailid:_____

Application by Post

Send the filled and signed application form and online receipt of fees paid to the following addres:

Registrar (Evaluation)
Visvesvaraya Technological University
Jnana Sangama
Belagavi- 590018

- Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

POSTAL ADDRESS TO WHICH PDC IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)
Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY
"Jnana Sangama", Belagavi- 590018

Application for issue of Provisional Degree Certificate for UG Courses (PDC/UG)

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded. Please check you are eligible to apply for PDC before submitting application.
- PDC is valid only until the next convocation. Do not apply for PDC if you have received your Degree Certificate
- PDC is issued only once. If you lose it, you can only obtain a duplicate copy.
- Do not attach copies of marks cards or any other document.

PDC/UG
(For office use only)

By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student" – Examination	Fee paid: ₹ **400-00** Payment ID: _____	Date: _____

☐ **Non CBCS** First attempt total marks of last four semesters (excluding CIP and CIV) ☐ **CBCS** CGPA: _____

Non CBCS								CBCS	Non CBCS and CBCS
Course	5th Sem	6th Sem	7th Sem	8th Sem	9th Sem	10th Sem	Total	CGPA	Class
B.E./ B.Tech./B.Arch.									

CHECKLIST

☐ I declare that I have not studied in an Autonomous college
☐ Online receipt of fees paid

UNDERTAKING

I Mr/Ms _____ do hereby undertake, that I have not applied/will not apply for Revaluation and/or Photocopy of my answer scripts of any subjects of the current exam.

Signature: _____

Name & Address: _____

_____

_____

Date of Birth: _____ Mobile: _____ Emailid: _____

Application by Post	**Application by Hand (In person at VTU Belagavi)**
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant

POSTAL ADDRESS TO WHICH PDC IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)
Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY
"Jnana Sangama", Belagavi- 590018

Application for sending Documents to WES

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- WES Reference Number will be written on the envelope, Official Transcript, attested Degree Certificate/PDC and additional attested documents (if any) will be placed in the sealed envelope and signed by an authorised official of VTU and sent directly to WES at the address specified in this application.

WES (For Office use only)

By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)	
University Seat Number	Old USN (if applicable):

Details of Fees

Choose Category "F – Fees to be paid by student"– Examination

Choose one of the options in case you wish to send attested copies of marks/grade cards

✓	Official Transcript	₹ 500-00
✓	Postage fee	₹ 1,500-00
☐	Attestation of Degree Certificate (or PDC)	₹ 300-00
☐	One set of 8 marks cards (including arrears semester marks cards)	₹ 300-00
☐	One set of 10 to 19 marks cards (including arrears semester marks cards)	₹ 600-00
☐	One set of 20 or more marks cards (including arrears semester marks cards) + 1 degree certificate	₹ 900-00
	Total	₹

Fees paid: ₹ _____ Payment ID: _____ Date: _____

CHECKLIST

- ☐ I declare that I have not studied in an Autonomous college
- ☐ Online receipt of fees paid
- ☐ WES Reference Letter indicating WES Reference Number and address to which documents are to be sent.
- ☐ Copies of Degree Certificate (or PDC) and marks cards (if any)

Name: _____ Mobile: _____ Date: _____

Address: _____

_____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** **Visvesvaraya Technological University** **Jnana Sangama** **Belagavi- 590018**	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH DOCUMENTS ARE TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)

Name		USN:
Address		
	PIN	Mobile:

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for Name Correction in Grade Card (CBCS)/Marks Cards (Non CBCS) (NCMC)

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Enclose self attested photocopies of SSLC marks card .
- Original Marks card.
- **Fill the Postal Address Below without fail.**

NCMC
(For office use only)

By Post	By Hand	Token No.
☐	☐	

Name of Student (As on Grade/Marks Cards)		
University Seat Number		Old USN (if applicable):
Details of Fees Choose Category "F – Fees to be paid by student" – Examination	Fees: ₹ 200-00 per marks card No. of marks cards: _____ Fees paid: ₹ _____ Payment ID: _____ Date: _____	

CORRECTION TO BE INCORPORATED (Write in Capital letters)

	Printed as	To be corrected as
Name of Candidate		
Name of Father		

CHECKLIST

☐ I declare that I have not studied in an Autonomous college
☐ Enclose self attested photocopies of SSLC marks card
☐ Online receipt of fees paid
☐ Original marks cards

Name: _____ Mobile: _____ Date:_____

Address: _____

_____

_____ PINCODE: _____ **Signature**: _____

Application by Post	Application by Hand (In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following addres: **Registrar (Evaluation)** Visvesvaraya Technological University Jnana Sangama Belagavi- 590018	• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. • Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____ NCMC : _____ VIII[th] sem: _____

To be filled in by Applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH CORRECTED MARKS CARDS ARE TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of Rs. 1,500-00 to be added to the fees to be paid, for addresses outside India**

Name		USN:
Address		
	PIN	Mobile:

AFFIDAVIT

(To apply for Duplicate Documents)

(To be sworn on a Non- Judicial Stamp Paper of Rs. 20/-)

I_____Son / daughter / wife of_____
_____ aged about_____years Resident of
_____do hereby solemnly affirm and state on oath as follows:

1. That I have completed may BE / MBA / MCA / M.Tech degree in the year with USN_____in (Branch)_____ from(College)_____ affiliated to Visvesvaraya Technological University, Belgaum.

2. That I submit that I have lost/misplaced my original certificates, issued by the University from time to time, during transit / stolen at around (time) _____at (Place)_____and I am unable to trace the same,

3. That I have reported the loss of the said documents to the Police station andI have obtained a First Information Report, which I am enclosing herewith.

4. Further, if the said document is traced / found/recovered in the future, I shall handover the same to the University.

5. That I am in need of a duplicate (mention the name of document) _____for the purpose of applying for higher studies / Job/ _, I request the University to kindly issue the duplicate certificate.

6. That I hereby declare that the above statements are true and correct to the best of my knowledge.

Witness: DEPONENT

(Sworn to before Me)

ONLINE ACTIVITIES AND SOFTWARE MODULES

Visvesvaraya Technological University has developed a bouquet of software for use in its Examination System in house. All the developed software is hosted in the state of the art Visvesvaraya data centre at its Jnanasangama campus in Belagavi. The software's serve all the required tasks from student registration for university seat number (USN) generation to publication of results. The software modules are developed at the CNC/PMC/ITISMU. The modules were developed starting from December 2016-January 2017 exams and have matured and improved a lot over the years. The software modules developed use MySQL as back end. PhP, ASP.net, Java and Python are employed for development of various modules. The software modules are web based and are hosted on Centos/ Ubuntu/and Windows server platform. In this document the overall architecture and functionality of each of the modules are brought out.

SOFTWARE MODULES

The software modules developed in-house at VTU can be categorized into pre- exam, during exam, post-exam and general modules. The different modules developed for VTU exams include,

PRE-EXAM MODULES (P)

- Resume Entry Module (Including announcement of generated USN)(P.1)
- Subject Registration Module (P.2)
- Exam Application Form Entry Module (including hall ticket generation, remittance entry and others)(P.3)
- Faculty Registration Module(P.4)
- Question Paper Management System(P.5)
- IA/CIE Marks entry(P.6)
- Lab Indent System(P.7)

DURING EXAM MODULES (D)

- Form A entry(D.1)
- CSDCS entry(D.2)
- Email based Question paper delivery system(D.3)
- Question Paper Delivery System(D.4)
- VPN for Question Paper Delivery(D.5)
- Laboratory Management System (D.6)

POST EXAM MODULES (O)

- Digital Valuation System(UG/PG/PhD)(O.1)
- Orders and Login Management for Digital Valuation (O.2)
- VPN System for data management of Digital Valuation(O.3)
- Marks Extraction System(O.4)
- Revaluation Application System(O.5)
- Grading and GPA System(O.6)
- Document Printing System(Grade Card, PDC, Transcript, Degree Certificate,etc)(O.7)
- Abstract Grade Card Printing System(O.8)
- Convocation Registration (O.9)
- XML module for online document generation(O.10)
- All inclusive Dashboard (G.2)
- Name Verification System (G.3)

Brief description of the functionality of the modules is given in the following sections.

MODULEWISE FUNCTIONALITY-PRE-EXAM MODULES

The pre-exam modules are the software modules that are used by all the stakeholders before the start of the exam. These modules help the university and the other stakeholders prepare for the ensuing semester exams and are employed before every semester exams, and some of them are employed before the PhD exams. This document gives the brief description of the functionality of all the modules.

Resume Entry Module (P.1)

The resume Entry module was initially developed and deployed in the year 2016, with minimum functionality. The module has improved and provides all the required functionality to all the stakeholders.

1. The module provides facility for each of the colleges to enter the personal information of all the students who are admitted to the college under various categories and from different admission mode such as KEA/COMEDK/MANAGEMENT etc. The colleges can save/edit and take a print of the student information entered and also that of the list of students entered for submission to the university. This module has college wise credentials which are shared.
2. The module provides multiple logins to the exam section to approve the entered resumes indicating that the university has approved the admissions. The university can even disapprove admissions.
3. The USN generation sub section in exam section has credentials to login download and generate University Seat Numbers(USN)
4. The software then publishes the generated USN, s to the corresponding colleges.

This module is being used regularly in the beginning of the academic year.

TECHNOLOGY EMPLOYED: C# dot net, MS SQL server, Windows

Server **URL**: https://resume.vtu.ac.in

Subject Registration Module (P.2)

The subject registration module is employed by the university to collect the information of the subject registered by the student in the beginning of the semester. This will provide finality for the subjects to be studied by the student. The features of the software module are as follows,

1. The various departments of the colleges have been provided login credentials; they can enter the subjects registered by each student and obtain a copy. This information is for only regular students.
2. The exam section gets the details and will be used for question paper preparation and other logistical arrangements.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://prexam.vtu.ac.in, https://prexamblr.vtu.ac.in

Exam Application Form Entry Module (including hall ticket generation, remittance entry and others) (P.3)

This is an important module for VTU examinations. Through this module the university collects the exam application forms of all students including regularand arrear students. Once the university releases the notification for collection of exam applications, this module is made available to the stakeholders.

The module has the following features,

1. Every department in a college has login credentials for applying for VTU exams. Authorized personnel from department will collect information from student and ask him to pay relevant fees to the college account. The information so collected will be entered into the web based module. There is a provision for editing each and every application as many times as required till the last date of submission. But if final submission is notdone the application is not considered. There will be provision for submission with penalty.
2. The module computes the amount to be paid by the student and keeps track of the amount to be remitted by the college to university

3. The departments can upload the exam application for various schemes and different subject combinations
4. If after the last date for submission with penalty, the college/ student wants to modify an existing application or submit a new application the college needs to raise a ticket through the Principal login credentials, which will be approved/ disapproved with penalty by Registrar Evaluation or his representative. If approved the requested facility will be made available to the corresponding department of the college.
5. After the process in above two steps is complete, the attendance status of each of the student is collected and eligibility of the student is checked with the data available in the university. The student hall ticket for the ensuing exams is made available if the student is eligible to write a particular exam and she/he meets the attendance requirements. The hall ticket can be downloaded from the department login and the college/ department have to issue the hall ticket to the student after getting Principals signature.
6. The exam section can upload the time table in the appropriate format
7. The college/ departments can download the appearing list of the students appearing a particular session on a particular day; this will help the colleges plan the conduct of exams, in terms of number of blocks, invigilators, etc.
8. The exam section can download subject wise indent helping them in getting the question papers ready for the ensuing exams.
9. The regional offices use the data to find the number of answer scripts for the college
10. The data is also used for planning the scanning and evaluation processes
11. On the day of the exam the college can enter the Form information online. This provides a provision for the college to mark a student who has applied for an exam as present/absent/mpc/ court case etc.
12. The data as entered in 11 above is used in result processing and declaration
13. There is a provision for the college to enter the details of the remittance of the exam fee to the university; this data is used by the Finance section of the university to tally the demand and the amount actually remitted by the college.

This module is being used from June July 2017 exams and his matured over the years. This module is one of the most used web interface for collecting exam data by the university. **TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS URL:** https://prexam.vtu.ac.in, https://prexamblr.vtu.ac.in

Faculty Registration Module (P.4)

This has turned out to be very important module for the complete bouquet of software's. The faculty registration module allows for registration of the entire faculty in the university, constituent and affiliated colleges. Once the faculty is registered she/ he is assigned a faculty I'd, which is unique and he can set a six digit secret code. The faculty I'd and secret code combination identify the faculty to the various services offered by VTU, such as Internal Marks entry, lab exam conduction, digital Valuation etc. The features of this module are as follows,

1. The module has department login through which the faculty who are working in the department can register with their details. These details need to be authenticated by the Principal of the college through his login for the faculty to be active for all the tasks assigned by VTU.
2. The department can inform the university that a new staff has joined their institute from another institute in that case the university changes the affiliation of the faculty from his previous institute to the new institute
3. The Principal can request for deactivating a faculty if the faculty has left the college. This can be done online or by requesting the university.
4. The faculty with their faculty I'd and some other personal information they have provided such as PAN, email, mobile number can reset their secret code if they have forgotten the same.
5. The faculty can also change their secret code whenever they wish.

The module manages the faculty information and provides this information to all the other web based modules for authentication of faculty. The information is used in Internal assessment, lab exam management, digital Valuation System, question paper delivery etc. It is imperative that the faculty keep their credentials including faculty I'd and secret code confidential.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://prexam.vtu.ac.in, https://prexamblr.vtu.ac.in

Question Paper Management System (P.5)

This module is used to manage the process of inviting the question paper manuscript and scheme of solutions from the faculty, receiving the manuscript and scheme, scrutiny of question papers, typing of question papers, facilitating the selection of the question paper for exams and maintaining the inventory of question papers. The stake holders for this module are Registrar evaluation, special officers for manuscript management, typing, exam section, BOE members of various Boards etc.

The module has eased the management of question paper manuscript collection typing and selection of the question paper for exams. This module is being used from December 2018 exams. The features of the module are as follows,

1. The module maintains the question paper inventory for all the subjects for which the university conducts exams.
2. The Registrar evaluation can start an exam cycle, in login.
3. The Board of Examiners nominate multiple question paper setters for different subjects, for different courses and branches, this is done through their faculty credentials
4. The BOE chairperson will approve the nominations or reject the same; he can also add or delete more number of appointments for question paper setters. This is done through his faculty credentials.
5. After the approval from BOE chairperson, the Registrar Evaluation needs to approve these nominations done by BOE chairpersons through his login. Registrar Evaluation can also add or delete appointments.
6. Special Officers and Exam section officials can then generate orders from the system which are bar coded. These orders along with bar coded sheets for manuscripts and scheme are posted to the faculty.
7. The faculty who get the orders will prepare the Question paper manuscript and schemes and post them to the university.
8. The exam section officials on receiving the manuscript and scheme will take it to stock by scanning the received packets.
9. Then the software module provides a mechanism for BOE to scrutinize the question papers and scheme. The BOE members can accept or reject the question papers, which should be approved by the chairperson. Once accepted

by the chairpersons such question papers will be available for selection for typing. All question papers are tracked using barcode only.

10. The special officers through their login will be able to pick three manuscripts randomly for typing. Such manuscripts which are selected by the System are handed over to the typing section. The typing section will type the question papers.
11. Later System through registrar Evaluation login will randomly select one typed manuscript for the exam, which will be delivered for conduct of exams.
12. The module will also provide the inventory details and other analytics.

This module is hosted in VTU LAN only and is not accessible outside the VTU campus.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: qpms.vtu.ac.in

IA/CIE Marks entry (P.6)

This module provides a web interface for collecting the internal assessment/ continuous internal evaluation marks of all the students of UG/PG studying in various institutions of the university (VTU institutes/ constituent college/ affiliated colleges).

The module provides login to every department (courses offered by the institute). Further a special login FYDEPT is provided for entering CIE information of first year students, when the students learn common subjects irrespective of their branch.

1. The CIE marks of the students are entered by the department to which he belongs.
2. The head of the department who is nominated by the Principal maps the subjects to the faculty who teaches the same.
3. The faculty can enter the CIE marks of the students in the subject which he teaches/ is mapped.
4. The marks can be entered to the students who have applied for university examinations.
5. The faculty can save the marks and verify the same, and edit if required.
6. The faculty after finalizing the marks should freeze the same, using their secret code. Once freezed the faculty cannot modify the marks.
7. The entered marks of all such faculty are now available for verification by the head of the department, who can approve or unfreeze and send it backto the faculty for corrections if any.
8. Once the head of the department approves using his secret code the marksof department are frozen.
9. The head can either approve marks of individual subjects in each semester or do it for all subjects in a semester.
10. The marks frozen by the head of the department are now available in Principal login, which can verify and freeze the same.
11. He can unfreeze the department entries and send it back for revivification.
12. Once the Principal freezes the CIE marks they are submitted to the university.

13. The college/department needs to take a print of the marks submitted online and send the same to the university.
14. All the marks entered are stored in the VTU data centre in the encrypted format.
15. After the last date of CIE marks entry is completed and when results are to be processed and announced, the marks are decrypted and made available for download for the result processing section.
16. The result processing section downloads all the CIE marks program and semester wise and uses it for further process.
17. The module provides various required reports.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://prexam.vtu.ac.in, https://prexamblr.vtu.ac.in

MODULEWISE FUNCTIONALITY-DURING-EXAM MODULES

The During Exam Modules are the software modules employed by the university to capture information when the exams are being conducted by the exam centres/ colleges. The information required such as absentee information, answer script information, marks for lab exams are captured by the university through secure web application modules. The different modules employed are described in the following.

Form an Entry System (D.1)

This module provides a web interface for the colleges/ exam centres to enter information about the absent/ present status of the students to the exam to which they have applied. If the student has not applied then he is not to be allowed for exams. There is a provision for applying with late fee till the exam with permission from registrar Evaluation. The set of features of the Form an Entry System are as follows,

1. The College can login and for the running session for each subject they will get a list of applied students with all marked present, the college cam select students who have remained absent mark them. Similarly students booked for MPC, and appearing due to court orders can also be marked.
2. The above step is to be repeated for all the subjects in the session. And the same can be repeated for all sessions and all days for theory exams.
3. In some special cases when a college has not entered the form a status they can do for previous day/s exam status also.
4. At the end of the exam cycle this data is used for marking the status of students before the results are processed. This data can be downloaded by the result processing section
5. The same data is also made available to the scanning sections at Belagavi and Bengaluru to verify the availability of answer scripts for scanning.
6. The data entry can be done using user credentials shared with the college.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://prexam.vtu.ac.in, https://prexamblr.vtu.ac.in

CSDCS Entry System (D.2)

This module is a web based module employed for recording the Chief Superintendent and Deputy Chief Superintendent (External) for VTU exams in all the exam centres. As per the VTU examination rules for conduct of Theory exams at any exam centre, the Principal of the college is the Chief Superintendent, a senior faculty of the college appointed by the Principal is the Deputy Chief Superintendent (Internal) and a senior faculty from another college appointed by Registrar(Evaluation)/ Regional Director is Deputy Chief Superintendent (External). This information is to be recorded for further use, especially in question paper delivery and monitoring of exams. Sometimes the Principal can with permission of Registrar Evaluation, appoint senior most faculty in the college as Chief Superintendent, if he is not able to take up the work. The web based software module provides the following features.

1. The regional directors can appoint Deputy Chief Superintendent (External) to all the colleges according to guidelines for a specified period, through their login credentials.
2. The above step has to be repeated to all colleges in their jurisdiction for all the dates for which the exams are scheduled in that exam centre
3. The Regional directors can also modify the appointments in case of exigencies.
4. The colleges with Principal login credentials, can appoint the Chief Superintendents for the entire period of exams as per VTU guidelines
5. The Principals can modify the appointments on exigencies with the permission of Registrar Evaluation
6. The Registrar Evaluation needs to approve the appointments mentioned in steps 1-5 through his login credentials.
7. The information entered here is used by the question paper delivery systemto deliver the passwords and other credentials required to access the question paper session wise.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://csdcs.vtu.ac.in

Question Paper Delivery System (D.4)

The question paper delivery system or eQPDS for short is a web based comprehensive system for delivery of question papers to all the exam centres securely. Previously the question papers were delivered through the Internet. Recently the question papers are being delivered through a secure Virtual Private Network (VPN). The system interacts with exam application modules, eQPDS module, faculty registration module, time table and securely delivers the question papers to the exam centres. The web based software provides various features for the different stake holders.

1. The special officer question paper section can download indent from exam application module or from QPDS modules to verify whether all question papers are ready, through their login.
2. The special officer prepares/ has access to the question papers of a given day and session, he uploads the same into the QPDS system 45 minutes prior to the start of the exam. The question papers get uploaded into the system after encryption.
3. The special officer can set passwords to the various question papers. Question papers to be delivered to one exam centre or college are protected with one password and are unique to every college and are randomly generated.
4. The special officer QPDS section then sends passwords to exam officials at the colleges. The Chief Superintendent (CS) and Deputy Chief Superintendent (DCS) external will receive part of the password to open question paper.
5. At the exam centre side the college can login using faculty id and secret code of CS and DCS external. Once logged in, 30 minutes before the start of the exam they will get question papers for the session to download. This login and other features are enabled at the system connected to VTU through VPN.
6. The exam officials at the college namely CS and DCS external have to open the password protected question papers and print and distribute to the students.

7. The exam officials at college level can request for additional question papers due to various reasons, such as technical difficulty in printing, a student had wrongly filled exam form and he has identified that only during exam etc.
8. The special officers at the VTU side will deliver the requested question paper if available, otherwise appropriate remedial measure is taken by the Registrar Evaluation
9. The special officers in their dashboard can view the status of download at all the exam centres and can prod the exam officials at the college level.
10. The exam officials at the college level can bring discrepancies if any in the question paper to the notice of the special officer question paper section through the system

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://qpds.vtu.ac.in

VPN for Question Paper Delivery (D.5)

A Virtual Private Network (VPN) has been established from VTU's VisvesvarayaData Centre to all the engineering colleges in the state of Karnataka which are exam centres. The VPN is established using the Sophos Firewall features that facilitates setting up of client based VPN. The VTU has asked all the exam centres to establish a secure independent leased line to their strong room where question papers will vet received online. The computer/s connected to this leased internet line will be installed with the VPN client and the college will be supplied with user name and password for logging in. The colleges need also to enter an authentication code available in Sophos authenticator app on mobile phone, which syncs with firewall at VTU, thus providing 2 phase authentication. Once the secure connection is established the exam centre can login to the eQPDS system and download question papers to conduct exams.

TECHNOLOGY EMPLOYED: Sophos Firewall UTM, Interne6 leased line,Sophos Authenticator App.

Laboratory Management System (D.6)

The Laboratory Management System is a complete end to end software solution for conduct of Lab exams at the various affiliated colleges, constituent college and VTU departments. The software module can be accessed by the various departments in the affiliated colleges, Principals, regional directors, BOE members, faculty, VTU examination section etc. The features of the software module are listed in the following.

1. Each department in the affiliated college can login and form batches of students who have applied for lab exam (application data of the college will be made available).
2. The departments can assign date and time for each batch on which they want to schedule the exams
3. The teaching department for the lab can move students from one batch to another.
4. If a student name does not appear, then he should check whether he has correctly applied for the subject, if not proper remedial measure has to be taken, by contacting VTU.
5. After batches are created and dates and times are assigned by the department, the Principal of the college has to approve the same.
6. Once Principal approval is completed, the process at college side is over.
7. The regional director through his login now groups the colleges into zones in each branch and assigns BOE members to each zone for each branch/course (uGu/pg/mica).
8. The Regional director should also approve all the batches created for conduct of lab exams in all the colleges under the region
9. The BOE who has been assigned a zone for a course/ branch now needs to assign internal and external examiner's to each batch from amongst the eligible examiners as per VTU guidelines. The BOE can even change the date and time of batch if need be, however he is advised to retain the schedule as far as possible. The BOE can login to the system using his faculty id and secret code. The back office team would have mapped the faculty as BOE.

10. The BOE can also change appointments of examiners if required in emergency situations
11. After the appointments of examiners are completed, the college can download approved batch list from the system and display the same for the benefit of the students.
12. The system stores all the data in encrypted form.
13. On the scheduled date the exams are conducted on the colleges and after the exam of one batch is completed, the examiners need to enter the marks for the batch; this can be done by logging in through department login credentials, faculty do of both examiners and their secret code. The examiners need to save and freeze the marks using their secret code. The marks get stored in encrypted form.
14. In case of emergent situations, the batch of the student can be changed before the commencement of the batch in which she is scheduled to take the exam. If the batch is already completed then Registrar Evaluation can permit the change of batch.
15. The examiners also need to take a print of the allotted marks and send the signed copy to the university.
16. The complete process is done online and management of lab exams is made easy.
17. The marks are extracted when the results are to be announced and automatically tabulated for assignment of grades and computation of GPA.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://labexam.vtu.ac.in/ https://prexam.vtu.ac.in (??)

MODULEWISE FUNCTIONALITY-POST-EXAM MODULES

Digital Valuation System

The digital valuation System runs on a distributed architecture, on web based intranet. The answer scripts of students are scanned at two scanning centres at Belagavi and Bangalore. Further the scanned answer scripts are preprocessed and randomly distributed to the various valuation centres situated across the state through appropriate interfaces by the university officials. The valuation centres are managed by the chief coordinators who with their support staff manage all thevaluation activities through the DVS software installed in their centres. The software provides features such as
Scanning of answer scripts to the data centre storage through VPN and authorized login only from the two scanning centres

- Preprocessing of answer scripts for making it ready for evaluation for authorized personnel at VTU through login, which includes

    1. Splitting the answer script to remove the front sheet and assigning a new identity to each answer script

    2. Packetizing the answer scripts for valuation subject-wise and region-wise and making it available for evaluation

- The evaluation will be conducted at different valuation centres across the state as nominated by Registrar evaluation. The answer scripts belonging to different subject's packet wise are allocated by the Registrar Evaluation or his representative to the various valuation centres. The system takes care that the packets/answer scripts belonging to a region are not assigned to the valuation centre/s belonging to that region as far as possible

- Once the allocation is done the answer scripts and required metadata are moved to the valuation centres by the back end team, the identity is encrypted

- The question paper section can through their login enter the subject wise defragmentation information (bitwise maximum marks which are used for valuation).

- The DVS system provides mechanism for valuation which is according to the VTU valuation guidelines for UG/PG/PhD and mimics the manual valuation

- The coordinator through his login can send orders to the valuators by selecting from the panel, assign packets for valuation, appoint moderators for valuation,

and approve valuation completion.

- The valuator/ moderator can login through his faculty credentials take token if necessary and evaluate the answer scripts in the assigned packets for the assigned subject.
- The system provides for a minimum time for evaluating each answer script and the total marks are computed based on the question paper type.
- The marks are stored in the system in the encrypted form and is not accessible to anyone till the announcement of results
- The orders and login management system is support system for DVS and manages the login of users by providing tokens specific to a valuation centre. A valuator can value scripts in the valuation centre for which he is assigned and token is generated
- The DVS system uses the IPSEC VPN for connection to valuation centres.
- The marks extraction system allows the extraction of marks and decoding is also carried out, after decoding the marks will be assigned to the USN and subject code to which the answer script belongs and the same is employed for result processing

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://labexam.vtu.ac.in/ https://prexam.vtu.ac.in (??)

Revaluation Application System

This module is an extension of the exam application form module but provides facility for revaluation application for the students whose results are announced. The system also computes the amount to be paid by the student, which the student has to pay to the college. The college through their login enters revaluation and photocopy applications. The revaluation is carried out using DVS and there is a semi automated system for photocopy delivery

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

URL: https://labexam.vtu.ac.in/ https://prexam.vtu.ac.in (??)

Grading and GPA System

This software module is used by the VTU personnel only. Through login the exam section personnel can assign grades and compute SGPA/CGPA College wise and exam id wise. The information from result processing which decides on pass and grace marks are used for this purpose.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS

Abstract Grade Card Printing System

This software module provides the features for departments in the colleges to view the provisional grade cards after grade assignment. This is because when the results are announced the marks scored by the students are announced. **TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS**

Document Printing System

This system is a software module for internal use of the exam section. The he module provides web interface for printing of the various documents such as grade cards, transcripts, PDC, degree certificates etc. For CBCS students for all the courses offered by VTU

TECHNOLOGY EMPLOYED: JavaScript, Java, MySQL and CENTOS

Name Verification System (NVS)

The NVS system facility for the college to login through their credentials and change the names of their students if there are mistakes if any in the names in the University database.

TECHNOLOGY EMPLOYED: PhP, MySQL and CENTOS