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Ref. No.VTU/BGM/Reg(E)/PS/2024-2025/ 1208

Date : - 4 DEC 2024

NOTIFICATION

Sub: Submission of online Exam Application Forms for UG Examinations of Odd Semester to be held during Dec 2024/Jan.2025 by the **ELIGIBLE** students.

Filling of Online Exam Application Forms for UG examinations of Odd Semester 2024 Regular and Arrears to be held during Dec 2024 by the **ELIGIBLE** students is scheduled as per the dates given below;

> **B.E./B.Tech./B.Plan/B.Des./B.Sc. II to VIII semester CBCS.**

Schedule Of Events

EVENTS	Start Date	End Date
Filing examination application forms by the Colleges.	05.12.2024	09.12.2024
Filing examination application forms by the Colleges with **Penalty fee of Rs. 500/-**	10.12.2024	11.12.2024
Submission of fees collected from the students by the college to the University.	**Will be intimated later.**	

❖ *Arrears subjects will be available after announcement of revaluation results.*

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

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

Sd/-
REGISTRAR (EVALUATION)

To,
1. **The Principals of Constituent and Affiliated Engineering colleges**
2. **Chairpersons and Program Coordinators of VTU University Departments.**

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

REGISTRAR (EVALUATION)

Encl: 1. Procedure for filing Examination Application form and Conduct of Examinations - Annexure I
2. UG Eligibility chart and Fee Structure – Annexure II.

PROCEDURE FOR ONLINE FILING OF EXAMINATION APPLICATIONS

1. User manual for the entire process is displayed in the departmental login.

2. URL : **https://prexam.vtu.ac.in**

3. Principals of respective institutions shall identify coordinators to enter applications received from the students.

4. The Coordinators shall follow the instructions issued in the User Manual available online within the departmental login.

5. The college must obtain the details of student including photo, email id, mobile number etc., and subjects to be applied signed by the student received through email or any other mode and the photo of the student must be uploaded.

CONDUCT OF EXAMINATIONS

Students who have completed their course and having backlog subjects :

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

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

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

TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR ODD SEMESTER EXAMINATIONS
B.E./B.Tech./B.Plan/B.Des./B.Sc. PROGRAMS

Year of Admission	Remarks	Fees
2015 2016	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	➢ Examination Application Fee Rs.30/- per candidate, ➢ Rs.5000/- per subject with a maximum of Rs.75000/- per exam. Grade Card Fee of Rs. 150/- per semester.
2017 2018 2019 2020 2021 2022 2023 2024	Within Duration	➢ Application Fee Rs. 30/- per candidate. ➢ Examination Fee Rs. 1500/-. for Regular semester irrespective of number of subjects. ➢ Arrear Examination Fee Rs. 300/- per subject for arrear semester to the maximum of Rs. 1500/- per semester ➢ Grade Card Fee for CBCS students is Rs. 150/- Per candidate.

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

Year of Admission	Remarks	Fees
2017 2018	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	➢ Examination Application Fee Rs.30/- per candidate. ➢ Rs.5000/- per subject with a maximum of Rs.75000/- per exam. ➢ Grade Card Fee of Rs. 150/- per candidate.
2019 2020 2021 2022 2023 2024	Within Duration	➢ Application Fee Rs. 30/- per candidate. ➢ Examination Fee Rs. 1500/-. for Regular sem. irrespective of number of subjects and ➢ Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- per semester. ➢ Grade Card Fee for CBCS students is Rs. 150/- Per candidate

REGISTRAR (EVALUATION)