Prof. B. E. Rangaswamy, Ph.D REGISTRAR	REF: VTU/BGM/701/2024-25/ 5759 Date: 11 FEB 2025

CIRCULAR

Subject: MRMI107/MSC207-Research Methodology and IPR (Online course) for2024 scheme PG program regarding

Reference: Post Graduate scheme 2024

Dear Sir/ Madam

This is in reference to the subject mentioned above. The course *MRMI107/MSC207 - Research Methodology and IPR* is a common online course for all postgraduate students, except those enrolled in the MBA program. This course is made available by the Centre for Online Education, Mysuru and course is available for all the stakeholder at   https://online.vtu.ac.in/course-details/Research-Methodologies-and-IPR

The procedure for course enrollment, attending quizzes, examination registration/application, examination slot booking and attending the examination mentioned in the attached Annexure-I.

All   Principals   of   Engineering   Colleges,   Constituent   Engineering   Colleges,   and Chairpersons/Program Coordinators of University Departments are informed to communicate the contents of this circular to all concerned individuals.

Encl: Procedure for enrollment, examination (Annexure-I)

11/02/25

REGISTRAR

To,

Principals of all engineering colleges under the ambit of the university

Chairpersons/Program coordinators of the University departments of VTU Belagavi

Copy to:

- The Hon'ble Vice Chancellors through Secretary to VC, VTU, Belagavi for information.
- The Registrar (Evaluation) VTU Belagavi for information
- The I/c Director ITI SMU, VTU Belagavi for information and make arrangements to upload the circular on VTU web portal
- The Special Officer QPDS Examination Section VTU Belagavi
- The Special Officer, CoE Mysuru for information and needful
- Office copy, The Caseworker BoS section VTU Belagavi

1

Below are the steps for:

A.   Course enrollment

B.   Attending quizzes

C.   Exam registration/application

D.   Exam Slot booking

E.   Attending Online Exams

Note: Students need to complete all the above steps in the VTU-COE portal(https://online.vtu.ac.in/) itself.

A. Course Enrollment Procedure

1. Click on the **course link** provided.
2. **Login** by entering your email ID and password (if not logged in already)
3. You will be taken to the **Course Overview page** directly, Click on **Enroll the Course.**
4. Now you are enrolled in the Course, Click on **Profile** Picture then Click **My Learning.**
5. All the Courses that you are enrolled to will be in **My Learning,** you can Start accessing the Course content by clicking on **Start** button in front of the Course

B. Procedure to Attend Quiz

1. **Log in** to your account and navigate to the **Dashboard.**
2. Click on the **My Learning** tab in the **Dashboard.**
3. You will see a list of all the courses you are enrolled in.
4. Click on the **Start** button next to the course name.
5. You will be taken to the **Course Content** page.

6. Complete watching the video lessons for the course.
7. Scroll down to the **Quiz** section located under the video playing section.
8. Click on the **Quiz** section to view the available quizzes.
9. Select the quiz you want to attend and click on the **Start Quiz** button.
10. Read the **terms and conditions** carefully before proceeding.
11. Agree to the **terms and conditions** and click on the **Start Quiz** button again to begin the quiz.
12. Complete the quiz and **submit** your answers.
13. To **view** your quiz score, click on the **Leaderboard**.

C. Procedure for Exam Registration/Application

1. **Log in** to your account and navigate to the **Dashboard**.
2. Click on the **My Learning** tab in the Dashboard.
3. Click on **Apply for Exam** below the course name.
4. It will take you directly to the **exam registration form.**
5. Fill all the details and At the bottom, there will be a field to select the course. In the dropdown select the course which you would like to appear for the exam.
6. Click on **Save and Continue**. Exam fee will be displayed.
7. Click on **Pay now** and complete the payment.
8. You can check the status of your exam application under **My Application** in the student dashboard.

D. Procedure for Exam Slot Booking:

1. **Log in** to your account and navigate to the **Dashboard**.
2. Click on the **My Application** tab in the **Dashboard**.
3. Check that your application status is **Paid** for the course you want to book a slot for.
4. Click on the **Book Now** button in front of the course name.
5. You will be taken to the **Slot Booking** page. You can view all booked slot details displayed on this page, including date, time, and exam status information.

6. Click on the **Book a slot** button to initiate the slot booking process. A slot booking pop-up window will appear, prompting you to select your preferred slot details.
7. Select the **course** from the **dropdown** menu.
8. Choose a **date and time** slot from the available options.
9. Verify that the selected slot details are correct.
10. Click on the **Book now** button to **confirm** your slot booking.
11. View Booked Slot Details in **Slot Booking** page for confirmation.

E. Procedure for Attending Online Proctored Exam:

1. Go to **My Applications** and click **Book Now** next to your exam application.
2. On the scheduled date and time, click the **Start** button next to your course.
3. Read and agree to the **terms and conditions**.
4. Click **Enter Exam** to begin.
5. Complete the exam, **submit** your answers, and view your score.