



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

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Registrar (Evaluation)

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Ref. No.VTU/BGM/Reg(E)/PS/2025-2026/ 32

Date: - 7 APR 2025

CIRCULAR

Sub: Submission of Shortage of attendance and Conduct of Practical/Internship /Viva Examinations of UG Even Semester to be held during April 2025 by the **ELIGIBLE** students-reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following schedule of events in respect of **UG programmes**.

SCHEDULES:

Shortage of Attendance Submission

| Semester and Program | Last day of reckoning attendance | Online Submission | | Printout Submission |
|---|----------------------------------|-------------------|-------------------|---------------------|
| | | Starting date | Last date | |
| B.Sc VI & VIII Sem B.Arch. IX sem(Swapped) | 09.04.2025 | 11.04.2025 | 12.04.2025 | 15.04.2025 |

Practical / Internship/Viva/Project Exam

| Events | Dates |
|---|--|
| Uploading Batch lists through web interface and approval of batches by the Principals of respective institutions. | 15.04.2025 |
| Approval by the Incharge Regional Directors | 16.04.2025 |
| Allocation of Examiners by the BoE Coordinators | 16.04.2025 |
| Practical and Internship/Viva Examinations; B.Sc VI to VIII Sem B.Arch. IX(Swapped) & X sem. | 21.04.2025 to 26.04.2025 21.04.2025 to 25.04.2025 |

ROLES AND RESPONSIBILITIES:

PLEASE NOTE:

The students should possess 85% of attendance considering both online and offline class attendance. During online classes, attendance for the students who have faced *technical glitches and network problems* shall be considered for the award of attendance.

However, there is a provision for condonation of attendance to the extent of 10% on the specific recommendations of the Principal as per regulations.

The **CANDIDATES**

Having shortage of attendance

Detained due to Malpractice

Coming under NFTC

ARE NOT ELIGIBLE TO ATTEND THE EXAMINATIONS.

The Principals are requested to withhold the admission tickets of such not eligible candidates and NOT to permit them to take examinations.

PROCEDURE FOR ONLINE SUBMISSION OF ATTENDANCE REPORT:

URL: <https://prexam.vtu.ac.in>

Follow the instructions issued in the user manual available in the website for the purpose.

Handwritten signature and date 7/4/25

: SUBMISSION OF PRINTOUT TO THE OFFICE OF THE UNDERSIGNED:

Take a printout of Shortage of attendance and submit the same to the office of the undersigned with the signature of the student, Faculty, HoD and Principal.

Take a printout of list of students under condonation, attach all the relevant documents like Medical Certificates etc., and submit the same to the office of the undersigned for condonation with the signature of the student, Faculty HoD and Principal.

Heads of Department:

Creation of Batches for all practical subjects and subjects for which examinations are to be conducted batch-wise, by using department login at:

- URL: <https://labexam.vtu.ac.in>

Change of batch for student before examiner appointment. If student batch has to be changed after appointment of examiners, a written approval has to be obtained from Registrar(Evaluation) and the same will be done from VTU side.

Principals of Institutions:

- Approval of uploaded batch lists.
- After the allotment of examiners, list of faculty assigned with the responsibilities of practical examination duties are available in Principal Login at <https://labexam.vtu.ac.in> Principals of respective institutions are requested to instruct the concerned faculty to download their appointment orders from. <https://labexam.vtu.ac.in>
- To coordinate with BoE coordinators for the smooth conduct of Practical Examinations.

Incharge Regional Directors of VTU ROs: Creation of number of zones in their Region, Allotment of Colleges to Zones and BoE coordinators. The incharge regional directors have to approve the batches created by colleges in their region.

BoE Coordinators: Allotment of Examiners for the practical batches for the colleges assigned to them and Change of examiners, if required. The BOE coordinator can change the date of batches if required as a last resort. The faculty id is the user id and the secret code is the password for BoE coordinators. Allotment of Examiners is to be completed as per the schedule given above. Further the BOE Coordinators should inform both the examiners and the college for last minute changes if any.

Faculty Members Appointed as Examiners: Download their appointment orders from <https://labexam.vtu.ac.in> and attend the duties assigned to them without fail.

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

For any queries and clarifications please contact: 0831-2498188 and 2498130, or send an email to prexam@vtu.ac.in.

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

Sd/-
REGISTRAR (EVALUATION)

To,
The Principals of Constituent and Affiliated engineering colleges.

Copy FWC's to:

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

REGISTRAR EVALUATION