



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/ **962**

Date :

11 OCT 2025

CIRCULAR

Sub: Conduction of Practical Examinations for Make-Up 2025 – reg.

The Principals of Constituent and Affiliated Engineering Colleges, as well as VTU University Departments, are requested to conduct the Practical Examinations through the web interface for the Make-Up 2025 examinations, as per the schedule given below

Schedules

| Events | Dates |
|---|--|
| Uploading Batch lists through web interface and approval of batches by the Principals of respective institutions. | 27.10.2025 to 28.10.2025 |
| Approval by the Incharge Regional Directors | 29.10.2025 onwards |
| Allocation of Examiners by the BoE Coordinators | 30.10.2025 onwards |
| Practical Examinations III to VI Sem. B.E / B.Tech | 03.11.2025 to 05.11.2025 |

ROLES AND RESPONSIBILITIES:

Heads of Department:

Creation of batches for all practical subjects and subjects for which examinations are to be conducted batch-wise using department login.

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

The 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.

In charge Regional Directors of VTU ROs: Creation of number of zones in their Region, Allotment of Colleges to Zones and BoE Chairman's. The in charge regional directors have to approve the batches created by colleges in their region.

BoE Chairman's: Allotment of Examiners for the practical batches for the colleges assigned to them and Change of examiners, if required. The BoE Chairman's 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 Chairman's. Allotment of Examiners is to be completed as per the schedule given above. Further the BoE Chairman's 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,

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

Copy FWCs 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 and needful.
4. The Incharge Director, ITISMU, VTU, Belagavi for information and needful.

REGISTRAR (EVALUATION)