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. Ujwal U. J. M.Tech., Ph.D.
Registrar (Evaluation)

Phone: (0831) 2498131

Ref. No.VTU/BGM/Reg(E)/PS/2025-2026/1189

Date: 24 NOV 2025

NOTIFICATION

Sub: Instructions for various examination activities and table showing the eligible batches to apply for Dec. 2025/Jan 2026 examinations – reg.

The Principals of Constituent & Affiliated Engineering Colleges and Chairperson & Coordinators of University departments are requested to note that, Instructions for various examination activities and table showing the batches eligible to apply for Dec. 2025/Jan 2026 are enclosed.

Encl:

➢ Instructions for Submission of Shortage of Attendance **Annexure – I**

➢ Instructions for the Creation of Batches, Assignment of Date of Exam, Allotment of Examiners and Conduct of Examinations in respect of Practical / Term Work / Viva subjects **Annexure – II**

➢ Instructions for Submission of CIE Marks **Annexure – III**

➢ Batch of Students of various programs eligible to apply for Dec. 2025/Jan 2026 Examinations **Annexure – IV**

➢ The instructions for the submission of examination application forms **- Displayed in the user manual at Departmental login.**

The Principals of Constituent & Affiliated Engineering Colleges and Chairperson & Coordinators of University departments are requested to bring the contents of this notification 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 Incharge Director, ITISMU, VTU, Belagavi for information and needful.

REGISTRAR (EVALUATION)

INSTRUCTIONS FOR SUBMISSION OF SHORTAGE OF ATTENDANCE

Attendance requirement:

➤ The students should possess 85% 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 Students**
   - ✓ *Having shortage of attendance*
   - ✓ *Detained due to Malpractice*
   - ✓ *Coming under NFTC*
   ARE NOT ELIGIBLE TO ATTEND THE EXAMINATIONS.

The Principals must 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** -   for all Regions

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

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 Registrar (Evaluation) 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 Registrar (Evaluation) for condonation with the signature of the student, Faculty HoD and Principal.

INSTRUCTIONS
FOR THE CREATION OFBATCHES, ASSIGNMENT OF DATE OF EXAM, ALLOTMENT OF EXAMINERS AND CONDUCT OF EXAMINATIONS IN RESPECT OF PRACTICAL / TERM WORK / VIVA SUBJECTS ROLES AND RESPONSIBILITIES

Heads of Department:
Creation of Batches for all practical/project 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 in the respective notifications. 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.

INSTRUCTIONS FOR SUBMISSION OF CIE MARKS

Important Points to be noted:

1. Please verify the Regulations, Scheme of Teaching and Examinations, before entering the CIE Marks.

2. CIE Marks of Odd / Even semester students must be entered without fail. Within the schedules given from time to time.
   Please Note: "Modifications in CIE, after final submission will not be entertained".

3. **In the case of a student who has completed the class work with satisfactory attendance and secured CIE Marks and not applied for examinations, the CIE marks must be submitted without fail. For making available the USN, ticket for USN addition is to be raised.**

4. Please verify the students, who have taken readmission to the Odd / Even semester.

5. If any candidate has applied for the Improvement of CIE marks and eligible for taking improvement, such marks are also to be submitted without fail. This has to be entered in Aadditional / Improvement CIE marks entry.

6. **Process of submission**

   1. The faculty must take a draft printout of the entered marks details before freezing, verify, make corrections if any, and freeze the data.

   2. The Head of the department has to freeze the data submitted by the faculty.

   3. The Principal of the Institute to finalize and submit the CIE to the University.

   4. **After the freezing of marks by Principal, if the college finds the need to modify the marks, the appropriate ticket is to be raised immediately.**

   5. **Please verify the additional subjects in case of the students**
      a. **Shifted from one scheme to another scheme.**
      b. **Taken admission under change of University.**
      c. **Taken admission from Autonomous to VTU scheme etc.,**

   6. Verify the entered CIE Marks before finalizing. **NO CORRECTIONS WILL BE ENTERTAINED.**

   7. Submit the printouts (hard copies) of CIE marks with the signature of the concerned faculty, Head of the Department and Principal to the respective Regional Office on or before the last dates as notified by the University, without fail.

   8. In the case of missing USNs in the list displayed for entering CIE marks, tickets can be raised. The raised tickets will verify and necessary action will be initiated in resolving issues.

Prerequisites for the submission CIE marks:
1. Faculty mapping must be done in the CIE portal through department login.
2. The status of the faculty in faculty portal must be **"ACTIVE"**. Up-dations, if any, must be **"APPROVED"** by the College Principal.

Procedure for the submission CIE marks;
1. URL: **https://ciemarks.vtu.ac.in**
2. Choose Programs.
3. Login using department credentials.
4. Map the subjects to faculty.
5. Faculty can enter and freeze marks, which is to be frozen by Head of the department. (Principal has to nominate the HOD)
6. Principal Login – use principal login credentials and freeze the CIE marks.

BATCH OF STUDENTS TO APPLY FOR
ODD SEMESTER Nov/Dec. 2025 / Jan 2026 EXAMINATIONS
B.Arch. Programme

Year of Admission	Remarks	Fees
2014 2015	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 examination. ➢ Marks Card Fee of Rs. 150/- per semester.
2016 2017 2018 2019 2020 2021 2022 2023 2024 2025	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. ➢ Marks Card fee Rs.150/- per semester for Non CBCS students. ➢ Grade Card Fee for CBCS students is Rs. 150/- Per candidate.

BATCH OF STUDENTS TO APPLY FOR
ODD SEMESTER Nov/Dec. 2025 / Jan 2026 EXAMINATIONS

B.E./B.Tech./B.Plan/B.Des. / B.Sc. (Hons) programs

Year of Admission	Remarks	Fees
2016 2017	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.
2018 2019 2020 2021 2022 2023 2024 2025	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.

BATCH OF STUDENTS TO APPLY FOR
ODD SEMESTER Nov/Dec. 2025 / Jan 2026 EXAMINATIONS

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

Year of Admission	Remarks	Fees
2018 2019	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.
2020 2021 2022 2023 2024 2025	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

BATCH OF STUDENTS TO APPLY FOR
ODD SEMESTER Nov/Dec. 2025 / Jan 2026 EXAMINATIONS
M.ARCH., M.PLAN, MBA, MCA, M.TECH. AND M.Sc. II Year Courses

Year of Admission	Remarks	Fee
2020 2021	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. ➢ Marks Card Fee of Rs. 150/- per semester.
2022 2023 2024 2025	Within Duration	➢ Application Fee Rs. 30/- per candidate. ➢ Examination Fee Rs. 1800/-. for Regular semester irrespective of number of subjects and Arrear Examination Fee Rs.400/- per subject for arrear semester to the maximum of Rs.1800/- per semester. ➢ Marks Card fee Rs.150/- per semester for Non CBCS students. ➢ Grade Card Fee for CBCS students is Rs. 150/- Per candidate .

BATCH OF STUDENTS TO APPLY FOR
ODD SEMESTER Nov/Dec. 2025 / Jan 2026 EXAMINATIONS
MCA and M.Tech. (Part time) III Year Courses.

Year of Admission	Remarks	Fee
2018 2019	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. ➢ Marks Card Fee of Rs. 150/- per semester.