Dr. Ujwal U. J. M.Tech., Ph.D.

Registrar (Evaluation)

Phone : (0831) 2498131

Ref. No.VTU/BGM/Reg(E)/PS/2025-2026/ 1050

Date : -3 NOV 2025

Circular

Sub: Online entry of NPTEL / MOOC / AUDIT Course details - reg.

The Principals of Constituent, Affiliated Engineering colleges and VTU University Departments are requested to instruct the faculty coordinator handling PG programme classes, to upload "**NPTEL / MOOC / AUDIT Course**" certificates in the portal.

Schedule

Events	Start Date	End Date
Online entry NPTEL / MOOC / AUDIT Courses.	04.11.2025	07.11.2025

1. Visit URL : **https://prexam.vtu.ac.in**.
2. Click on **NPTEL / MOOC / Audit Course** Link.
3. Login using College Department Login Credentials.

Instructions to the Colleges:

1. The Coordinator must ensure that each student has completed the NPTEL, MOOC, or Audit Course of the stipulated duration as prescribed in the scheme.
2. A hard copy of the Course Completion Certificate for each student must be submitted to the office of the undersigned.
3. The certificate uploaded to the portal must match the hard copy submitted.
4. Any discrepancy may lead to cancellation of the degree. The institute will be held responsible for the same.
5. For technical queries, contact: 0831-2498130/188 or email us at prexam@vtu.ac.in.

Instructions for Uploading Documents:

1. For each student and audit subject, mark "Satisfactorily Completed Mandatory Non-Credit Course" as YES or NO.
2. The file must be in PDF format only, and the file size must be less than or equal to 1 MB.
3. All documents (Certificates / Completion Letters) must be merged into a single PDF file.
4. If any document is wrongly uploaded, a reset option is available at the department level before the Principal finalizes the data.
5. The Principal of the college must finalize all entries.

6. Generate Report Button will be enabled after the Principal has finalized.

7. The Online Generated report must be submitted along with the hard copy of the course completion certificate.

The Principals of Constituent, Affiliated Engineering colleges and VTU University Departments are requested to bring the contents of this circular to the notice of all the concerned.
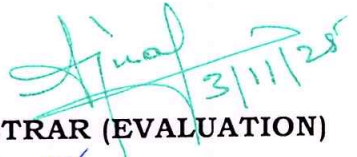
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Sd/-
REGISTRAR (EVALUATION)
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To,
1. The Principals of Constituent and Affiliated Engineering colleges
2. Chairpersons and Program Coordinators of VTU University Departments.

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.

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REGISTRAR (EVALUATION)
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