Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

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Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ **384**

Date : **5 AUG 2021**

NOTIFICATION

Sub: : Submission of online Application Forms for the July/August/September 2021 by the **ELIGIBLE** students.

Ref: 1. No. VTU/BGM/Aca-OS-Cirs/2021-22/1708, dated 29th July 2021
2. No. VTU/BGM/Aca-OS-Cirs/2021-22/1803, dated 3rd August 2021

Filing of Online Application Forms for:
1. 3rd to 6th Semester B.E./B.Tech./B.Plan.
2. 7th and 8th Semester B.E./B.Tech. (2010 scheme and 2009 batch with 2006/2010 scheme, as per circular No. VTU/BGM/Aca-OS-Cirs/2021-22/1708 dated 29th July 2021)
3. 3rd to 8th Semester B.Arch.

Examinations to be held during July/ August 2021 by the **ELIGIBLE** students is scheduled as per **the dates given below**.

: SCHEDULE OF EVENTS:

EVENT	DATE
Communication of passwords to students from colleges.	**6th August 2021**
Filing of examination application forms by the students / Colleges **without penalty**.	**7th to 16th August 2021**
Approval of application forms filed by the students by colleges **without penalty**.	
Generation of Hall Ticket	**18th August 2021**
Submission of fee collected from the students to the University on or before	**To be notified Later**

The Principals of constituent and affiliated engineering colleges are requested to bring the contents of this circular 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 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.

05/08/2021
REGISTRAR (EVALUATION)

Encl:
1. General Instructions to Students and Colleges – Annexure-I
2. Procedure for filing Examination Application form – Annexure – II
3. Conduct Of Examinations - Annexure III
4. Eligibility chart and Fee Structure – Annexure IV

GENERAL INSTRUCTIONS TO STUDENTS

1. The facility of online filing of examination application form is provided to the students. The students can file the application from their own place.

2. The students are also advised that before submission of online examination form and fee, they may check/ensure their eligibility and if they have any doubt, they can confirm the same from the college. If any ineligible students submit their examination form and fee without ensuring eligibility, he/she will be responsible for the same and the fee deposited will not be refunded by the university.

3. In case of difficulties, students can request the college to file his/her application form from the college.

4. "In both the above cases, it is the responsibility of the college to ensure that, the correct data is entered".

5. Application filing by the students is made available at URL: https://prexam.vtu.ac.in

6. USER id is already given to the students during earlier Examinations and the same can be used.

7. In case, you have forgotten the USER id - USER id will be your USN and you must obtain your password from the college.

8. File your application carefully and take a printout and verify.

9. Uploading your recent passport size (Max 40 Kb) Photo is mandatory

10. After complete verification, requisite fee is to be paid as per the mode of payment of fee decided by the college.

11. No corrections in the approved application is permitted, once it is approved by the college.

12. Be Present at the College Campus at least 1 hours 30 minutes before the starting examinations.

13. Wearing of Mask and Hand Gloves at all times and location is compulsory.

14. Students are permitted to use their own hand sanitizer.

15. If you have any symptoms such as fever, cough, cold etc., request the college authorities for separate seating arrangements at least one day before your exams.

16. Carry your own water bottle, pen, pencil, calculator, data handbook etc.,

17. Do not share your belongings with anybody.

18. Check your belongings and pockets for any written material and electronics devises other than calculator which should not result into Malpractice.

19. Strictly adhere to the Standard Operating Procedures issued by UGC, State Government and the University in the conduct of examinations

20. The schedule of examination/declaration of results is depending on the administrative requirements of the University and students will have no claim on preponement /postponement of examinations and dates of declaration of results.

GENERAL INSTRUCTIONS TO COLLEGES

1. Issue Passwords to the students who wish to file his/her application on their own and authorize them for filing applications.

2. In case the students ask the college to file the application that can be done as per prevailing practice. Uploading of photo is compulsory.

3. In the case where a student has been authorized and already taken password and not able to file his/her application, college can de-authorise him/her and submit the application from the college end.

4. Approve the application after ascertaining the eligibility of the candidate as per norms.

5. Strictly adhere to the Standard Operating Procedures issued by UGC, State Government and the University in the conduct of examinations.

:PROCEDURE FOR ONLINE FILING OF EXAMINATION APPLICATIONS:

1. User manual for the entire process is displayed in the departmental login/ Student login .

2. URL: https://prexam.vtu.ac.in -   for all colleges.

3. Principals of respective institutions shall identify one or more coordinator for each branch to enter applications received from the students. Similarly the Principal has to identify one or more coordinators for first year students, when the applications are called for first year.

4. The coordinators shall follow the instructions issued in the User Manual available online within the departmental login.

5. In the departmental login, provision for authorizing/de-authorizing students to file their application is provided.

6. Colleges can authorize/de-authorize the students to file their application forms through the department login. A system generated password for each student is displayed in the departmental login. Once the department authorizes the student for filing the application, the college / department authorities should communicate the password to the authenticated students only. It is very important that the password is to be provided to the authentic student. (Once the college de-authorizes the student, it is the responsibility of the college to apply for examination on the student's behalf).

7. The facility of online filing of examination application form is provided to the students to file the application from their own place.

8. In case of difficulties, students can request the college to file his application form from the college.

9. In case of student filing examination application forms, he/she can use his/her USN as login id and password obtained from their college/ department.

10. Facility of online filing of application by the students is provided in URL: https://prexam.vtu.ac.in, students are required to login by using their USN as id and password provided by the college.

11. On the first login he/she has to register his/her mobile number and email id and change the password. The students are advised to give mobile number which they use regularly and valid email id, which can be accessed by them.

12. The option for forgotten password is also given.

13. The student has to upload his/her passport size photograph (Max., 40Kb) compulsorily.

14. Student can file his/her application and submit the same. Any number of edits are provided before finalization by the student. After finalization by the student if any changes are required the student has to request the college to do it on his behalf.

15. Student shall make the payment of fee, as per the instructions issued by the college.

16. There is no provision to edit the examination application submitted by the student after the approval of the college.

17. After approval of the college, hall ticket will be generated on the given date.

18. If any student who has taken the password and has been authorized to file application on his own is facing difficulties and requesting the college to file his application, upon request of the student, colleges can file the application as per the prevailing practice.

19. If the student is already authorized to file the application, colleges can de-authorize him/her and file the application from the college end upon the request from the student.

20. In case, the college is filing application, college must obtain the details of student including photo, email id, mobile number etc., and subjects to be applied signed by the student received through email or any other mode and the photo of the student must be uploaded.

:CONDUCT OF EXAMINATIONS:

1. **Students who have completed their course and having backlog subjects :**

   a) These students can file examination application forms with the prescribed fee as per norms.

   b) Both Theory and Practical Examinations will be conducted for these students in off-line (Pen and Paper) mode.

   c) The question paper for these students will be open choice (as per the applicable scheme) and the duration of the examination is as per the applicable scheme.

2. **Students of Current Intermediate Semesters i.e. 2nd, 4th and 6th Sem. B.Plan./B.E. /B.Tech., 2nd, 4th, 6th and 8th Sem. B.Arch., 2nd Sem M.Arch./MBA/M.Tech., 2nd and 4th Sem. MCA/M.Tech. (Part-time).**

   a) *These students have to file examination application forms with the prescribed fee for their regular intermediate semester* and backlog subjects, **failing which the results will not be processed.**

   Fee for Current Intermediate Semester is Rs. 300/-
   Fee for Backlog subjects, if any, is as per University prescribed fee structure.

   b) For Theory and Practical subjects of Current Intermediate Even Semester results will be processed based on the CIE obtained during even semester and first attempt performance of the immediately preceding odd semester.

   c) In the case of BACKLOG SUBJECTS, both Theory and Practical Examinations will be conducted in off-line (Pen and Paper) mode.

   d) For the backlog subjects, the question paper will be open choice (as per the applicable scheme) the duration of the examination is as per the applicable scheme.

3. **Students Registered under ONE TIME EXIT SCHEME (OTES) appearing for various semester.**

   a) *These students must have attained eligibility to appear for regular semester examinations,* eligible students can file examination application forms with the prescribed fee for their regular semester and backlog subjects.

   b) *The applications submitted by these students are subjected to the maximum duration notified by the University from time to time.*

   c) Both Regular and Arrear semester Theory and Practical Examination will be conducted in off-line (Pen and Paper) mode for these students.

   d) The question paper for these students will be open choice (as per the applicable scheme) the duration of the examination is as per the applicable scheme.

   e) In case of the examinations, where Viva-Voce is the only component, such Viva-Voce Examinations will preferably be conducted in online mode.

TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR EVEN SEMESTER 2021 EXAMS B.E./B.TECH./B.PLAN. PROGRAMS REGULAR STUDENTS

Year of Admission	Remarks	Fee
2009	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs.2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester
2010		
2011	1. The students who have completed the entire course and applying for only backlog papers are eligible to apply. 2. Only Eligible OTES students applying for Regular exams are permitted.	
2012		
2013	Within duration	➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs.1200/-. for Regular semester irrespective of number of subjects. ➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate ➤ **Fee for current intermediate semester is Rs. 300/-.**
2014		
2015		
2016		
2017		
2018		
2019		
2020		

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

Year of Admission	Remarks	Fee
2011	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	➤ Examination Application Fee Rs.20/- per candidate, ➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester, ➤ Marks Card Fee of Rs. 75/- per semester
2012		
2013	1. The students who have completed the entire course and applying for only backlog papers are eligible to apply. 2. Only Eligible OTES students applying for Regular exams are permitted.	
2014		
2015	Within duration	➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1200/-. for Regular sem. irrespective of number of subjects and ➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester ➤ Marks Card fee Rs.75/- per semester for Non CBCS students ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate ➤ **Fee for current intermediate semester is Rs. 300/-.**
2016		
2017		
2018		
2019		
2020		

TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR EVEN SEMESTER 2021 EXAMS
B.Arch. PROGRAM

Year of Admission	Remarks	Fee
2009	Under extension	➢ Examination Application Fee Rs.20/- per candidate, ➢ Rs.2000/- per subject with a maximum of Rs.6000/- per semester, ➢ Marks Card Fee of Rs. 75/- per semester
2010	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	➢ Examination Application Fee Rs.20/- per candidate, ➢ Rs.2000/- per subject with a maximum of Rs.6000/- per semester, ➢ Marks Card Fee of Rs. 75/- per semester
2011 2012 2013 2014 2015 2016 2017 2018 2019 2020	Within duration	➢ Application Fee Rs. 20/- per candidate, ➢ Examination Fee Rs.1200/-. for Regular semester irrespective of number of subjects. ➢ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester ➢ Marks Card fee Rs.75/- per semester for Non CBCS students ➢ Marks Card Fee for CBCS students is Rs. 75/- Per candidate ➢ **Fee for current intermediate semester is Rs. 300/-.**