BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT
Yelahanka, Bangalore - 64.
Ref: BMSIT&M/2020 - 21/C57       DATE : 15.09.2021

CIRCULAR

As per the VTU Exam Online Application Notification No.VTU/BGM/Reg(E)/PS/2020-21/551 dated 14.09.2021, students of I / II semester B.E (all schemes-2010/2015/2017/2018) are required to fill the exam application forms through online only.

The students need not to pay examination fees for the current semester (II semester BE – regular students-2020-21 Batch only) as the same has been collected during their admission.
However, those students who apply for backlog subjects and year back students for their backlog subjects are required to pay the exam fees online.

The requisite fee should be paid online to the following account.
The Bank Account details is as follows:

<table>
<thead>
<tr>
<th>Name of the Account Holder</th>
<th>Principal, BMSIT&amp;M</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.B A/c Number</td>
<td>21096732049</td>
</tr>
<tr>
<td>Name of the Bank</td>
<td>Indian Bank</td>
</tr>
<tr>
<td>Branch</td>
<td>Avalahalli branch</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>IDIB000A682</td>
</tr>
</tbody>
</table>

Note: Students should send their online filled in exam application forms duly signed by them along with the payment receipt made (for the arrear/backlog subjects) to the respective branch email IDs in pdf form only:

<table>
<thead>
<tr>
<th>EC</th>
<th><a href="mailto:ece_be_exam@bmsit.in">ece_be_exam@bmsit.in</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td><a href="mailto:cse_be_exam@bmsit.in">cse_be_exam@bmsit.in</a></td>
</tr>
<tr>
<td>IS</td>
<td><a href="mailto:ise_be_exam@bmsit.in">ise_be_exam@bmsit.in</a></td>
</tr>
<tr>
<td>ME</td>
<td><a href="mailto:me_be_exam@bmsit.in">me_be_exam@bmsit.in</a></td>
</tr>
<tr>
<td>EE</td>
<td><a href="mailto:eee_be_exam@bmsit.in">eee_be_exam@bmsit.in</a></td>
</tr>
<tr>
<td>TE</td>
<td>e <a href="mailto:te_be_exam@bmsit.in">te_be_exam@bmsit.in</a></td>
</tr>
<tr>
<td>CV</td>
<td><a href="mailto:cv_be_exam@bmsit.in">cv_be_exam@bmsit.in</a></td>
</tr>
<tr>
<td>AI</td>
<td><a href="mailto:ai_be_exam@bmsit.in">ai_be_exam@bmsit.in</a></td>
</tr>
</tbody>
</table>

Copy to:
1. Controller of Examinations
2. All the HODs
3. Notice Board
**NOTIFICATION**

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

Filing of Online Application Forms for **1st and 2nd Semester (all schemes)** Semester B.E./B.Tech./B.Plan. Examinations to be held during September 2021 by the **ELIGIBLE** students is scheduled as per the dates given below.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing of examination application forms by the students / Colleges <strong>without penalty</strong>.</td>
<td>16.09.2021 to 20.09.2021</td>
</tr>
<tr>
<td>Approval of application forms filed by the students by colleges <strong>without penalty</strong>.</td>
<td></td>
</tr>
<tr>
<td>Generation of Hall Ticket</td>
<td>21.09.2021</td>
</tr>
<tr>
<td>Submission of fee collected from the students to the University on or before</td>
<td>To be notified Later</td>
</tr>
</tbody>
</table>

**Note:** Please refer to the Notification No. VTU/BGM/Reg(E)/PS/2020-2021/384, dated 5th August 2021 for other details.

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.

**REGISTRAR (EVALUATION)**
CIRCULAR

Sub: Conduct of UG/PG Practical and UG Project Viva-Voce Examination July / August / September 2021 - reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following in respect of Conduct of UG/PG Practical Examinations July/August/September 2021 and UG Project Viva-Voce Examination.

SCHEDULES:

<table>
<thead>
<tr>
<th>Programs</th>
<th>Uploading Batch by the departments and approval of batches by the Principals</th>
<th>Allocation of Examiners by the Principals of Respective Institutions</th>
<th>Schedule of Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 7th and 8th Sem. B.E./B.Tech. eligible Non-CBCS students who have applied exams</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE:

1. Due to existence of Covid-19 protocols, the Practical/Viva Examinations for July/August/September 2021 Examinations are to be conducted by the BOTH EXAMINERS from the same college.

2. Colleges are permitted to conduct the Practical / Viva Examinations with Internal examiner from the college and external examiner from a different college only in case where suitable internal examiner is not available.

3. The examiner allotment and change, if required, must to be done by the Principals.

4. The Appointment order, if not available through web interface on or before the scheduled date, the examiner may download the appointment order, when available and attach the same with the remuneration bill.

5. The Principals must ensure that the examinations are conducted smoothly.

Creation of Practical Batches:

1. The department/branch in which student is studying shall create batches for all their students.
2. The teaching department which conducts the practical exam has access to the batches created for the subjects taught by their department. The department has to assign the dates for the batches in the period mentioned above.
3. The labs which involve delivery of question papers must not scheduled on holidays
4. After the above activity, the Principal has to approve batches.

**ROLES AND RESPONSIBILITIES:**

**Heads of Departments:**
Creation of Batches for all practical subjects and other subjects for which examinations are to be conducted batch-wise, by using department login at:  
https://labexam.vtu.ac.in
Change of batch for student before examiner appointment can be done by the department.

**Principals of Institutions:**
- Approval of uploaded batch lists and 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

- **Faculty Members Appointed as Examiners:** Download their appointment orders from https://labexam.vtu.ac.in and attend the duties assigned to them without fail. In case the appointment orders are not available to download, the faculty appointed may conduct the examinations with the approval of the Principal. The Principals may issue a temporary appointment order

For other practical examinations the procedure for marks entry remains the same as in previous examinations, with the exception that examiners are appointed as per this circular.

Detailed instructions for the submission of batch lists and workflow is 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. Chairpersons and Program Coordinators of VTU PG Centres.

Copy FWCs to:
1. Hon’ble Vice-Chancellor, through the Sec. to VC, VTU Belgaum, for information.
2. The Registrar, VTU Belgaum, for information
3. Incharge Regional Directors of VTU Regional Offices, for information and needful.
4. Incharge Director, ITISMU, VTU Belagavi, for information and needful.

**REGISTRAR (EVALUATION)**