



Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/300.

Date : 31 JUL 2020

NOTIFICATION

Sub: Submission of online Application Forms for All Semesters B.Arch. /B.E. /B.Tech. /B.Plan./MBA /MCA /M.Tech. /M.Arch. Examinations to be held during August/September 2020 by the **ELIGIBLE** students.

Ref: Special Regulations No. VTU/PS/2020-21/1386 dated 24-07-2020.

Filing of Online Application Forms for All Semesters B.Arch. /B.E. /B.Tech./ B.Plan./MBA /MCA /M.Tech. (Part time and Full time) /M.Arch. Examinations to be held during August /September 2020 by the **ELIGIBLE** students is scheduled as per the dates given below.

:SCHEDULE OF EVENTS:

EVENT	Schedule (between 7.00 a.m. & 10.00 p.m. on every scheduled days)
Communication of passwords to students from colleges	03.08.2020 to 04.08.2020
Filing of examination application forms by the students / Colleges.	04.08.2020 to 08.08.2020
Colleges to approve the application forms submitted by the students	05.08.2020 to 09.08.2020
Generation of Hall Ticket	11.08.2020
Submission of fee collected from the students by the college to the University on or before.	18.08.2020

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.

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Encl:

1. **Annexure I** : General Instructions to Students and Colleges
2. **Annexure II** : Procedure for filing Examination Application form
3. **Annexure III**: Conduct of Examinations - details for each category of students
4. **Annexure IV**: Eligibility chart and Fee Structure

GENERAL INSTRUCTIONS TO STUDENTS

1. Examination application form filing is allowed between 7.00 a.m. to 10.00 p.m. during the scheduled working days.
2. The facility of online filing of examination application form is provided to the students for the first time due to COVID-19. The students can file the application from their own home/place.
3. After filing application by uploading photo, student can take a printout of the application. The printout thus taken shall be signed by the student and submitted to the college (by electronic means such as email, WhatsApp etc.) along with prescribed fee.

The mode of submission of application and payment of fee to the college is to be decided by the college and informed to the students.

Students must complete the process of finalizing his/her application submission, taking printout, making payment of exam fee and submission of all the details to college as per the instructions of the college before 3.00 p.m. on 8th August 2020.

4. In case of difficulties, students can request the college to file his / her application form from the college. In such a case, necessary inputs like Photo, Subjects to be applied are to be submitted to the college as per the instructions issued by the college.
5. In case of discrepancies like missing data in the application or missing student details, students may request the college. Upon information from the student, colleges shall raise a ticket, which will be verified and approval process will be initiated as per norms.
6. Application filing by the students is made available at URL: <https://prexam.vtu.ac.in>
7. 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. Upload your recent passport size (Max 40 KB) Photo**
10. You are permitted to edit the application any number of times before submission to the college.
11. No corrections in the approved application is permitted once application and fee are submitted to the college.
12. In any case, refund of fee once paid is not possible.
13. Thoroughly read and familiarize yourself with the Special Regulations issued by the University https://bit.ly/vtu_spl_reg.
14. Strictly adhere to the Standard Operating Procedures issued by UGC, State Government and the University in the conduct of examinations https://bit.ly/vtu_exam_sop.
15. **On the days of exams, be present in the College Campus at least 1 hours 30 minutes before** the start of examinations.
16. Wearing of Mask and Hand Gloves at all times and locations is compulsory.
17. Students are permitted to bring and use their own hand sanitizer.
18. 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.



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19. Carry your own water bottle, pen, pencil, calculator, data handbook etc.,
20. Do not share your belongings with anybody.
21. Check your belongings and pockets for any written material and electronic devices other than calculator which should not result into Malpractice.

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. Obtain signed copy of the application submitted by the students (mode of submission may be decided by the college) and prescribed fee as per the mode of payment decided by the college.
3. Approve and submit the application only after the receipt of Printed application and fee from the student
4. In case the students ask the college to file the application because they do not have the facility to do so, application can be filed as per prevailing practice. **Uploading of photo is compulsory.**
5. In the case where a student has already been given the password and authorization and is not able to file his/her application, college can de-authorize him/her and submit the application from the college end.
6. The process of approval of application has to be done on daily basis and the application uploaded on 08.08.2020 are to be approved on 09.08.2020 (Sunday), without fail.
7. *In case of discrepancies like missing data in the application or missing student details,* students may request the college. Upon information from the student, colleges shall raise a ticket, which will be verified and approval process will be initiated as per norms.
8. **Strictly adhere to the Standard Operating Procedures issued by UGC, State Government and the University in the conduct of examinations.**

GENERAL INSTRUCTIONS TO FACULTY AND STAFF

1. It is recommended that all faculty and staff commute by college vehicle or personal vehicles and avoid using public transportation to the extent possible.



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: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.
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 through the department login, authorize/de-authorize the students to file their application forms. Once the department authorizes the student for filing the application a system generated password for each student is displayed. The college / department authorities should communicate the password to the authenticated students only. It is very important that the password is passed to the authentic student.
7. **The facility of online filing of examination application form is provided to the students for the first time due to COVID-19. The students can file the application from their own place.**
8. **In case of difficulties, students can request the college to file his/her application form from their respective 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 submission of signed copy of application and fee to the college.
15. After filing of application the student has to take a printout. The signed printout and the fee has to be submitted to the college as per the mode of submission decided by the college.
16. There is no provision to edit the examination application submitted by the student to the college.
17. After receipt of signed printout and the fee from the student, college can approve the application.
18. After approval of the college, hall ticket will be generated on the given date.
19. 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.
20. 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.
21. 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.


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

- These students can file examination application forms with the prescribed fee as per norms.
- Both Theory and Practical Examinations will be conducted for these students in off-line (Pen and Paper) mode.
- The question paper for these students will be normal choice (as per the applicable scheme) the duration of the examination is three hours or as per applicable scheme.

2. Students of Current Terminal semester i.e. 8th Sem. B.E. /B.Tech., 10th Sem. B.Arch., 4th Sem.M.Arch./ MBA/M.Tech., 6th Sem. MCA/M.Tech. (Part-time)

- These students can file examination application forms with the prescribed fee for their current terminal semester / final semester and backlog subjects.
- Current terminal semester/final semester Theory Examination and lower semester backlog (theory and Practical Examinations) will be conducted off-line (Pen and Paper mode) for these students.
- The question paper for these students for the current terminal semester examinations will have open choice i.e. question paper pattern will remain unchanged but students can answer any five full questions from out of 10 questions, instead of one from each module. The duration of the examination is three hours or as per applicable scheme.*
- The Question paper for backlog subjects will be normal choice as per the applicable scheme and regulations.*
- In case of the examinations, where Viva-Voce is the only component, such Viva-Voce Examinations will preferably be conducted in online mode.

3. 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., 2ndSemM.Arch./MBA/M.Tech., 2nd and 4th Sem. MCA/M.Tech. (Part-time).

- These students can file examination application forms with the prescribed fee for their regular intermediate semester and backlog subjects
 - **Fee for Current Intermediate Semester is Rs. 300/-**
 - **Fee for Backlog subjects, if any, is as per University prescribed fee structure.**
- For Theory and Practical subjects of Current Intermediate Even Semester results will be processed based on the CIE obtained during current even semester and SEE performance of the immediately preceding odd semester.
- In case of examinations where Viva-Voce is the only component, such Viva-Voce Examinations will preferably be conducted in online mode and actual marks scored will be taken into consideration as per norms.
- In the case of **backlog subjects**, both Theory and Practical Examinations will be conducted in off-line (Pen and Paper) mode.
- For the backlog subjects, the question paper will be normal choice (as per the applicable scheme) the duration of the examination is three hours or as per applicable scheme.



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- 4. Students who had lost eligibility and were NOT ATTENDING classes during the current academic year 2019-20 (YEAR BACK STUDENTS).**
- These students can file examination application forms with the prescribed fee as per norms.
 - Both Theory and Practical Examinations will be conducted for these students in off-line (Pen and Paper) mode.
 - The question paper for these students will be normal choice (as per the applicable scheme) the duration of the examination is three hours or as per applicable scheme.
- 5. Students Registered under ONE TIME EXIT SCHEME (OTES) appearing for various semester.**
- These students can file examination application forms with the prescribed fee for their regular semester and backlog subjects.
 - Both Regular and Arrear semester Theory and Practical Examination will be conducted in off-line (Pen and Paper) mode for these students.
 - The question paper for these students will be normal choice (as per the applicable scheme) the duration of the examination is three hours or as per applicable scheme.
 - In case of the examinations, where Viva-Voce is the only component, such Viva-Voce Examinations will preferably be conducted in online mode.

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**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
AUGUST / SEPTEMBER 2020 EXAMINATIONS
UG PROGRAMS REGULAR STUDENTS**

Year of Admission	Remarks	Fee
2010	Under Extension	
2011	The students who have completed the entire course and applying for only backlog papers are eligible to apply. OTES students applying for Regular exams are permitted.	<ul style="list-style-type: none"> ➤ 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	Within duration	<ul style="list-style-type: none"> ➤ 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/-
2013		
2014		
2015		
2016		
2017		
2018		
2019		

UG PROGRAMS LATERAL ENTRY STUDENTS

Year of Admission	Remarks	Fee
2011	Under Extension	
2012		
2013	The students who have completed the entire course and applying for only backlog papers are eligible to apply. OTES students applying for Regular exams are permitted.	<ul style="list-style-type: none"> ➤ 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
2014	Within duration	<ul style="list-style-type: none"> ➤ 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/-
2015		
2016		
2017		
2018		
2019		

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**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR
AUGUST / SEPTEMBER 2020 EXAMINATIONS
M.ARCH. MBA AND M.TECH. REGULAR STUDENTS**

Year of Admission	Remarks	Fee
2015	The students who have completed the entire course and applying for only backlog papers are eligible to apply .	<ul style="list-style-type: none"> ➤ 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 ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2016	Regular students	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1500/-, for Regular semester irrespective of number of subjects and ➤ Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- 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/-
2017		
2018		
2019		

MCA REGULAR and M.TECH. (Part time) STUDENTS

Year of Admission	Remarks	Fee
2013	The students who have completed the entire course and applying for only backlog papers are eligible to apply	<ul style="list-style-type: none"> ➤ 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 ➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate
2014	Within Duration	<ul style="list-style-type: none"> ➤ Application Fee Rs. 20/- per candidate, ➤ Examination Fee Rs. 1500/-, for Regular semester irrespective of number of subjects and ➤ Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- 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/-
2015		
2016		
2017		
2018		
2019		

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