



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

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Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/1118

Date : 05.01.2021

## 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 Jan/Feb/March 2021 by the **ELIGIBLE** students.

Filing of Online Application Forms for All Semesters (**Excluding I Sem. UG and PG and III Sem. Regular and Lateral Entry B.E./B.Tech. with their backlog subjects, if any,**) B.Arch. /B.E. /B.Tech./ B.Plan./MBA /MCA /M.Tech. (part time and full time) /M.Arch. Examinations to be held during Jan/Feb/March 2021 by the **ELIGIBLE** students is scheduled as per **the dates given below.**

### : SCHEDULE OF EVENTS:

EVENT	LAST DATE
Communication of passwords to students from colleges.	06.01.2021
Filing examination application forms by the students / Colleges <b>without penalty.</b>	07.01.2021 - 13.01.2021
Approval of application forms filed by the students by colleges <b>without penalty.</b>	
Filing examination application forms by the students / Colleges <b>with penalty of Rs.500/-</b>	15.01.2021 - 16.01.2021
Approval of application forms filed by the students by colleges <b>with penalty of Rs.500/-</b>	
Generation of Hall Ticket	18.01.2021
Submission of fee collected from the students to the University on or before	06.03.2021

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.

*Rangaswamy R E* 5/1/21  
**REGISTRAR (EVALUATION)**

Encl:

1. General Instructions to Students and Colleges - Annexure-I
2. Procedure for filing Examination Application form - Annexure - II
3. Eligibility chart and Fee Structure - Annexure III and 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. *In case of difficulties, students can request the college to file his/her application form from the college.*  
*“In both the above cases, it is the responsibility of the college to ensure that, the correct data is entered”.*
3. Application filing by the students is made available at URL: <https://prexam.vtu.ac.in>
4. USER id and password are already given to the students during August/September 2020 Examinations and the same can be used.  
In case, you have forgotten the USER id and Password - USER id will be your USN and you must obtain your password from the college.
5. File your application carefully and take a printout and verify.
6. Uploading your recent passport size (Max 40 Kb) Photo is mandatory
7. After complete verification, requisite fee is to be paid as per the mode of payment of fee decided by the college.
8. No corrections in the approved application is permitted, once it is approved by the college.
9. Be Present at the College Campus at least 1 hours 30 minutes before the starting examinations.
10. Wearing of Mask and Hand Gloves at all times and location is compulsory.
11. Students are permitted to use their own hand sanitizer.
12. 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.
13. Carry your own water bottle, pen, pencil, calculator, data handbook etc.,
14. Do not share your belongings with anybody.
15. Check your belongings and pockets for any written material and electronics devices other than calculator which should not result into Malpractice.
16. Strictly adhere to the Standard Operating Procedures issued by UGC, State Government and the University in the conduct of examinations
17. NOTE:
  - a. The students with any number of backlog subjects can take admission to odd semester 2020-2021
  - b. 2017 batch students who have not gained eligibility to 3rd semester are required to take readmission to the course from 1<sup>st</sup> semester.
  - c. Students of 2017 batch are not permitted to continue in 2nd year without eligibility as per norms.
  - d. Candidates appeared for Terminal Semester November 2020 Special Exams will not be permitted to appear for terminal semester subjects.
  - e. Candidates eligible to appear for Terminal Semester November 2020 Special exams and not appeared for Special Exams will not be permitted to appear for Feb/March 2021 exams for Terminal semester subjects.
  - f. Such Students (as shown in 17d and 17e above) may appear for terminal semester subjects during June/July 2021 exams.
  - g. Such students are permitted to appear for backlog subjects of lower semesters, if any.



### **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, keeping in mind that,
  - a. The students with any number of backlog subjects can take admission to odd semester 2020-2021
  - b. 2017 batch students who have not gained eligibility to 3<sup>rd</sup> semester are required to take readmission to the course from 1<sup>st</sup> semester.
  - c. Students of 2017 batch are not permitted to continue in 2<sup>nd</sup> year without eligibility as per norms.
  - d. Candidates appeared for Terminal Semester November 2020 Special Exams will not be permitted to appear for terminal semester subjects.
  - e. Candidates eligible to appear for Terminal Semester November 2020 Special exams and not appeared for Special Exams will not be permitted to appear for Feb/March 2021 exams for Terminal semester subjects.
  - f. Such Students may appear for terminal semester subjects during June/July 2021 exams.
  - g. Such students are permitted to appear for backlog subjects of lower semesters, if any.
- 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.
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 approval of the application by the college.
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.



**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR  
JAN/FEB/MARCH 2021 EXAMINATIONS  
UG PROGRAMS REGULAR STUDENTS**

Year of Admission	Remarks	Fee
2010	ONLY those who were absent for the examinations during August / September 2020 are permitted to apply	<ul style="list-style-type: none"> <li>➤ Examination Application Fee Rs.20/- per candidate,</li> <li>➤ Rs.2000/- per subject with a maximum of Rs.6000/- per semester,</li> <li>➤ Marks Card Fee of Rs. 75/- per semester</li> </ul>
2011	The students who have completed the entire course and applying for only backlog papers are eligible to apply.	
2012	OTES students applying for Regular exams are permitted.	
2013	Within duration	<ul style="list-style-type: none"> <li>➤ Application Fee Rs. 20/- per candidate,</li> <li>➤ Examination Fee Rs.1200/- for Regular semester irrespective of number of subjects.</li> <li>➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester</li> <li>➤ Marks Card fee Rs.75/- per semester for Non CBCS students</li> <li>➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate =</li> </ul>
2014		
2015		
2016		
2017		
2018		
2019		
2020		

**UG PROGRAMS LATERAL ENTRY STUDENTS**

Year of Admission	Remarks	Fee
2011	ONLY those who were absent for the examinations during August / September 2020 are permitted to apply	<ul style="list-style-type: none"> <li>➤ Examination Application Fee Rs.20/- per candidate,</li> <li>➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester,</li> <li>➤ Marks Card Fee of Rs. 75/- per semester</li> </ul>
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"> <li>➤ Application Fee Rs. 20/- per candidate,</li> <li>➤ Examination Fee Rs. 1200/- for Regular sem. irrespective of number of subjects and</li> <li>➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester</li> <li>➤ Marks Card fee Rs.75/- per semester for Non CBCS students</li> <li>➤ <b>Marks Card Fee for CBCS students is Rs. 75/- Per candidate</b></li> </ul>
2014		
2015		
2016		
2017	Within duration	<ul style="list-style-type: none"> <li>➤ Application Fee Rs. 20/- per candidate,</li> <li>➤ Examination Fee Rs. 1200/- for Regular sem. irrespective of number of subjects and</li> <li>➤ Arrear Examination Fee Rs.150/- per subject for arrear semester to the maximum of Rs.1200/- per semester</li> <li>➤ Marks Card fee Rs.75/- per semester for Non CBCS students</li> <li>➤ <b>Marks Card Fee for CBCS students is Rs. 75/- Per candidate</b></li> </ul>
2018		
2019		
2020		

**TABLE SHOWING THE BATCH WISE STUDENTS ELIGIBLE TO APPLY FOR  
JAN/FEB/MARCH 2021 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"> <li>➤ Examination Application Fee Rs.20/- per candidate,</li> <li>➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester,</li> <li>➤ Marks Card Fee of Rs. 75/- per semester</li> <li>➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate</li> </ul>
2016		
2017	Regular students	<ul style="list-style-type: none"> <li>➤ Application Fee Rs. 20/- per candidate,</li> <li>➤ Examination Fee Rs. 1500/- for Regular semester irrespective of number of subjects and</li> <li>➤ Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- per semester</li> <li>➤ Marks Card fee Rs.75/- per semester for Non CBCS students</li> <li>➤ <b>Marks Card Fee for CBCS students is Rs. 75/- Per candidate</b></li> </ul>
2018		
2019		
2020		

**MCA and M.Tech. (Part time) REGULAR 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"> <li>➤ Examination Application Fee Rs.20/- per candidate,</li> <li>➤ Rs. 2000/- per subject with a maximum of Rs.6000/- per semester,</li> <li>➤ Marks Card Fee of Rs. 75/- per semester</li> <li>➤ Marks Card Fee for CBCS students is Rs. 75/- Per candidate</li> </ul>
2014		
2015	Within Duration	<ul style="list-style-type: none"> <li>➤ Application Fee Rs. 20/- per candidate,</li> <li>➤ Examination Fee Rs. 1500/- for Regular semester irrespective of number of subjects and</li> <li>➤ Arrear Examination Fee Rs.300/- per subject for arrear semester to the maximum of Rs.1500/- per semester</li> <li>➤ Marks Card fee Rs.75/- per semester for Non CBCS students</li> <li>➤ <b>Marks Card Fee for CBCS students is Rs. 75/- Per candidate</b></li> </ul>
2016		
2017		
2018		
2019		
2020		