

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ



Visvesvaraya Technological University

State University of Government of Karnataka established by the VTU Act 1987
"Jnan Sangama" Belagavi-590018, Karnataka, India

Dr. T.N. Sreenivasa

BE., ME., PhD., FIE, CEng.

Registrar (Evaluation)

Phone : (0831) 2498131

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2025-2026/ 671

Date : **7 AUG 2025**

NOTIFICATION

Sub: Submission of UG Application Forms for Revaluation and Photocopy of Answer Scripts reg.

Ref: VTU/BGM/Reg(E)/PS/2025-2026/322, dated 03 JUN 2025.

Schedule for the submission of applications for Revaluation and Photocopy of Answer scripts of UG Programs of **JUNE/JULY 2025** examinations are as stated below.

- **B.E./B.Tech. IV & V Sem. [2022 scheme].**
- **B.Arch. I to VIII Sem. [2018 Scheme].**

Schedule

EVENTS	Start Date	End Date
Online submission of Revaluation of answer scripts applications by the colleges	11/08/2025	13/08/2025
Submission of Revaluation of answer scripts applications with penalty of Rs. 500/-	14/08/2025	18/08/2025

Last date for submission of fee collected will be intimated later.

URL: <https://prexamblr.vtu.ac.in/>

Note: Please refer to the above Notification for other details.

The Principals of Constituent & Affiliated engineering colleges and Chairpersons & Program Coordinators of University Departments are requested to bring the contents of this notification 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 University Departments.

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. to VC, VTU, Belagavi for 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 Director, ITISMU, VTU Belagavi, for information & needful.

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REGISTRAR (EVALUATION)

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A/c.

The Principals are requested to withhold the admission tickets of such not eligible candidates and NOT to permit them to take examinations.

PROCEDURE FOR ONLINE SUBMISSION OF ATTENDANCE REPORT:

URL : <https://prexam.vtu.ac.in/> - for all Regions

Follow the instructions issued in the user manual available in the website for the purpose.

SUBMISSION OF PRINTOUT TO THE OFFICE OF THE UNDERSIGNED:

Take a printout of Shortage of attendance and submit the same to the office of the undersigned with the signature of the student, Faculty, HoD and Principal.

Take a printout of list of students under condonation, attach all the relevant documents like Medical Certificates etc., and submit the same to the office of the undersigned for condonation with the signature of the student, Faculty HoD and Principal.

ROLES AND RESPONSIBILITIES:

Heads of Department:

Creation of Batches for all practical subjects and subjects for which examinations are to be conducted batch-wise, by using department login at:

URL : <https://labexam.vtu.ac.in> - for all regions

Change of batch for student before examiner appointment. If student batch has to be changed after appointment of examiners, a written approval has to be obtained from Registrar (Evaluation) and the same will be done from VTU side.

Principals of Institutions:

- Approval of uploaded batch lists.
- After the 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>
- To coordinate with BoE coordinators for the smooth conduct of Practical Examinations.

In charge Regional Directors of VTU ROs: Creation of number of zones in their Region, Allotment of Colleges to Zones and BoE Chairman's. The in charge regional directors have to approve the batches created by colleges in their region.

BoE Chairman's: Allotment of Examiners for the practical batches for the colleges assigned to them and Change of examiners, if required. The BoE Chairman's can change the date of batches if required as a last resort. The faculty id is the user id and the secret code is the password for BoE Chairman's. Allotment of Examiners is to be completed as per the schedule given above. Further the BoE Chairman's should inform both the examiners and the college for last minute changes if any.

[Handwritten signature]
7/2/25

Faculty Members Appointed as Examiners: Download their appointment orders from <https://labexam.vtu.ac.in> and attend the duties assigned to them without fail.

Detailed instructions for the submission of batch lists and workflow are given in the user manual displayed with the application.

For any queries and clarifications please contact : 0831-2498130 and 0831-2498188 or send an email to preexam@vtu.ac.in

The contents of this circular must be brought to the notice of all the concerned.

Sd/-

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2. Chairpersons and Program Coordinators of VTU University Departments

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2. The Registrar, VTU, Belagavi 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)

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