



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ  
ವಿಟಿಯು ಅಧಿನಿಯಮ ೧೯೯೪ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯವಿಶ್ವವಿದ್ಯಾಲಯ  
**VISVESVARAYA TECHNOLOGICAL UNIVERSITY**  
State University of Government of Karnataka Established as per the VTU Act, 1994 "InanaSangama" Belagavi-590018, Karnataka, India



Dr. Prasad B. Rampure , M.E., Ph.D  
REGISTRAR

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REF: VTU/BGM/BoS/Internship/873/2025-26/5035

DATE: 24 DEC 2025

Revised-CIRCULAR

Subject: Extension of last date for selection of organisation for Internship - reg.

Reference:

1. VTU/BGM/BoS/VII BE-B.Tech./2025-26/4707, Dated: 11.12.2025
2. VTU/BGM/BoS/Internship/873/2025-26/4710, Dated: 11.12.2025
3. The Hon'ble Vice-Chancellor's approval dated: 23.12.2025

Based on requests received from students and affiliated colleges, the last date for selection and confirmation of the organisation for Internship has been extended from 26.12.2025 to 10.01.2026 up to 5:00 PM.

All students currently studying in the VII Semester and opting for Internship in the ensuing VIII Semester are hereby informed to complete the selection and confirmation of the organisation and finalise the internship registration on or before the revised date.

This notification applies to students of affiliated Non-Autonomous, affiliated Autonomous, and Constituent Engineering Colleges under the ambit of Visvesvaraya Technological University.

No further extension will be granted under any circumstances.

All the Principals of affiliated Non-Autonomous, affiliated Autonomous, and Constituent Engineering Colleges under the University are hereby requested to bring the contents of this circular to the notice of all concerned students immediately.

*Prasad B. Rampure*  
REGISTRAR

*24/12/25*

To,

1. The principals of all affiliated Non-Autonomous/affiliated Autonomous/Constituent Engineering Colleges under the ambit of the university
2. The Chairpersons/Programme Coordinators of university departments at Kalburgi, Belagavi, Mysuru, Talakal, and Mudenhalli(Bengaluru)

Copy to,

1. The Hon'ble Vice-Chancellor, through the Secretary to the VC, for information
2. The Registrar (Eval) VTU Belagavi for information
3. The Director ITI SMU, VTU Belagavi, for information and request to make arrangements to upload the circular
4. The Director, R and D and Global Campus, VTU Belagavi, for information
5. The university internship coordinator for information
6. Office file

For Circulation/Dr. Mokasha

EC ME CV AD CS. *Chm* 24/12/25 Dr. Imranmokal



**Visvesvaraya Technological University**  
(State University of Government of Karnataka Established as per the VTU Act, 1994)  
"Jnana Sangama" Belagavi-590018, Karnataka, India

**Dr. Ujwal U. J. M.Tech., Ph.D.**  
Registrar (Evaluation)

Phone: (0831)2498136

VTU/BGM/Reg(E)/Exam-Accounts/2025-26/1396

Date: 23 DEC 2025

**CIRCULAR**

**Sub: Creation of Non-Teaching Staff Database for direct payment to beneficiaries - reg.**

University is creating non-teaching staff database consisting of complete information about the staff members of constituent and affiliated engineering colleges. This information will be used for all examination activities like submission of exam duty allocation during theory and practical exams so that direct payment can be made to the associated beneficiaries.

Hence, the Principals of Constituent and Affiliated Engineering Colleges are requested to instruct all the non-teaching staff members to update their information. The procedure for the same is as detailed below:

**Procedure for the submission of non-teaching staff information:**

1. URL: <https://faculty.vtu.ac.in> - for all regions
2. Click on the Department Login to register for the non-teaching staff working under particular department and Click on the Principal Login to register for the non-teaching staff working under the Principal's Office.
3. The login credentials were already available with the Colleges. Kindly use the same.

**Part - I - Departmental Login for Non-Teaching Staff Registration**

1. Kindly use the Departmental Login credential to register for the non-teaching staff working under particular department.
2. After login, go to office staff registration tab and fill the required fields individually (staff information need to be submitted individually by each of the staff members as there is password which is confidential).
3. After submitting the information, a non-teaching staff-id will be generated for each staff member that's needs to be noted.
4. After submission view and edit provision are given in view office staff information tab.

*Chauhan*  
24/12/25

*[Signature]*  
23/12/25  
Registrar (Evaluation)  
Visvesvaraya Technological University  
BELAGAVI - 590 018.

EC ME CV es AD 1st yr.

**PART - II - PRINCIPAL LOGIN**

1. Kindly use the Principal Login credential to register for the non-teaching staff working under the Principal Office.
2. After login, go to office staff registration tab and fill the required fields individually (staff information need to be submitted individually by each of the staff members as there is password which is confidential).
3. There is provision to view and approve the non-teaching staff information of different department by the Principals of respective institutions.

**PLEASE NOTE:**

1. **Registration of each non-teaching staff member is compulsory.**
2. Each of the staff members must remember their password.
3. There will be mapping of the staff-ids for various future activities like theory and practical exam work allocation. **Bills will not be accepted without staff-id.**
4. Principals of respective institutions must approve their staff information.
5. The last date to register all the respective non-teaching staff is 10 Jan 2026.

The Principals of constituent, affiliated and autonomous engineering colleges are requested to bring the contents of this circular to the notice of all the concerned.

Sd/-

**REGISTRAR (EVALUATION)**

To,

1. **The Principals of Constituent, Affiliated and Autonomous Engineering colleges.**
2. **All the Chairpersons and Program Coordinators of all UG/PG departments of University**

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. to VC, VTU Belgaum, for kind information.
2. The Registrar, VTU Belgaum, for information.
3. The Finance Officer, VTU Belagavi, for information.
4. The Incharge Regional Directors of VTU Regional Offices, for information & needful.

**REGISTRAR (EVALUATION)**

*Cme*  
*24/12/25*

*[Signature]*  
*23/12/25*