Visvesvaraya Technological University
Belagavi – 590 018, Karnataka State, INDIA

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Ref. No/VTU/BGM/Reg(E)/PS/2016-2017/1325

Date : 27.03.2017

NOTIFICATION

Sub: Submission of online Application Forms for Revaluation and Photocopy of Answer Scripts of 1st to 4th Sem. B.E./B.Tech. **(only for the students admitted to crash course)** examinations held during Dec. 2016/Jan 2017.

Schedule of submission of online applications for **Revaluation and Photocopy** of answer scripts of **1st to 4th Sem. B.E. / B.Tech. (only for the students admitted to crash course)** examinations held during Dec. 2016/Jan 2017 is as stated below:

: Schedule for filing online applications is as under:

EVENT	LAST DATE
Starting of date for filing of applications	**28.03.2017**
Last date for filing of applications	**31.03.2017**

PROCEDURE FOR FILING APPLICATIONS:

1. URL: http://examform.vtu.ac.in/vturv

2. The login ID and Password for each college will be sent through SMS to the mobile numbers of Principals of respective institutions.

3. Principals of respective institutions shall identify a coordinator for entry of applications received from the students.

4. The coordinator has to login with the respective ID and Password.

5. After the login with the college id and password, enter the USN and submit.

6. Fill the required information in the profile information part.

7. After the profile information part, there is Add Subject part in the application, wherein any number of subjects can be added.

8. ADD subject entry procedures:
   a. Enter the subject code.
   b. select semester from the dropdown menu.
   c. select the option for Revaluation/ Photocopy/Both.
   d. Any number of subjects can be added in the application.
   e. After completion of application, accept the declaration and submit the application.

9. After submitting the application, the entire information filed against respective candidate will be displayed. Check the data entered for its correctness, if any data needs to be changed, click on UPDATE update button, which will enable you to update the information OR click on FREEZE.

10. Take a printout of application of each candidate and retain a copy of the same with candidate's signature.

11. **Fee for Revaluation is Rs. 400/- per subject** and **for Photocopy is Rs.300/-** per subject.

12. All the students are eligible to apply for Revaluation and photocopy in any number of theory subjects.

13. After the last date options are provided for
   a. College and year wise report,
   b. **College wise report**,
   c. College and Branch wise report and
   d. College and subject code wise report

   take a printout of consolidate list by using college wise report, selecting "General" in SELECT TYPE and submit the same to the office of the undersigned along with the single DD for the fee collected on or before 4th April 2017.

14. Students **need not wait for the photocopy to apply for revaluation.**

15. THERE IS NO CHALLENGE VALUATION FACILITY.

PLEASE NOTE:
   1. **University will consider the subject codes entered in the applications and no corrections will be entertained.**
   2. **Due to paucity of time, request for Extension of last date for filing applications will not be entertained.**
   3. **Applications once submitted shall be final.**
   4. **After freezing the data, no change request in the data will be entertained.**
   5. For queries if any. please send an email to info.vtuexam@gmail.com

   Sd/-
   REGISTRAR (EVALUATION)

To, The Principals affiliated/Constituent Engineering Colleges

Copy FWC's to: Hon'ble Vice-Chancellor, through the Sec. to VC, Registrar & Finance Officer, VTU for information and Special Officers of VTU RO's for information & needful

27/3/17
REGISTRAR (EVALUATION)