



Visvesvaraya Technological University

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CIRCULAR

Sub: Conduct of Practical Examinations for UG and PG Programs - reg.

The Principals of Constituent / Affiliated Engineering Colleges are requested to make arrangements for the following through online web portal:

1. Creation of Practical Batches.
2. Assignment of examiners to batches.
3. Examiners need to make marks entry.
4. Printout of Practical Marks sheets after the submission of marks.
5. Examiners must sign on the marks sheets and submit the same to the HoD/Principal in sealed cover.

Procedure for the submission of IA marks

1. URL: <http://labexam.vtu.ac.in> - for All Region colleges.
2. Login for Practical Batch Creation - Departmental login used for IA entry.
3. Login for Practical Examiner assignment - Principal login used for IA entry.
4. Login for Practical Marks Entry - Departmental login used for IA entry.
5. The instructions are made available in the form of file, the colleges can download the User Manual and follow the same.
6. Practical batches are to be created in the web portal by the respective departments.
7. Principal has to assign examiners.
8. Examiners must make marks entry for each of the student, verify the entered marks, save the entered marks, freeze the marks submitted (secret code of both the examiners need to be entered to freeze the marks), take a printout and submit the marks sheets to the HoD/Principal in sealed cover.

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 Belgaum, for information.
2. The Registrar, VTU Belgaum, for information.
3. The Incharge Regional Directors of VTU Regional Offices, for information & needful.

Bunnig 15/7/17
REGISTRAR (EVALUATION)