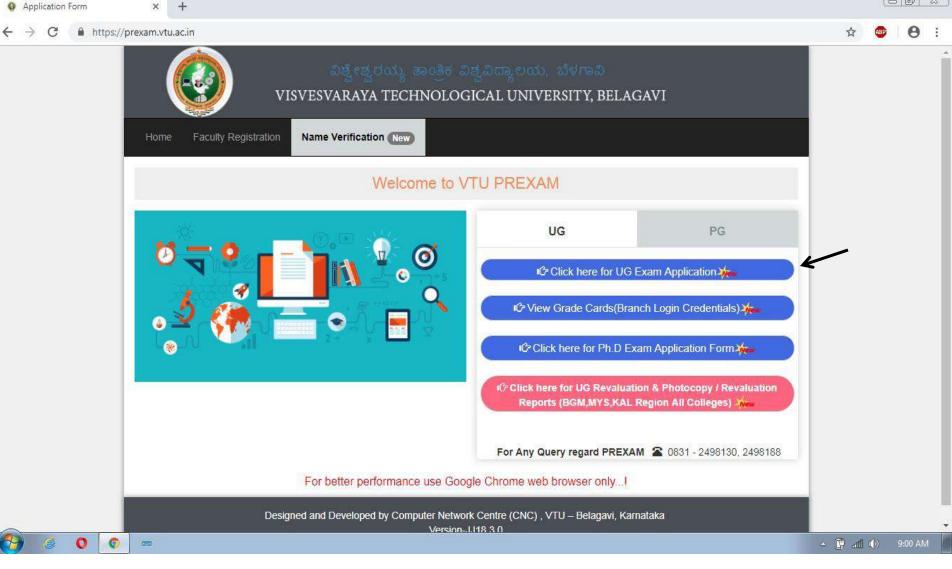
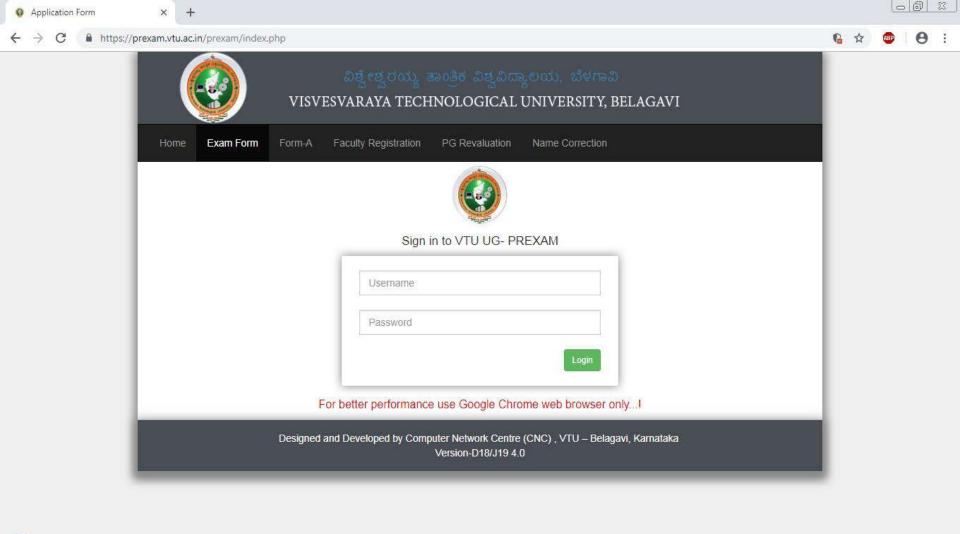
EXAM APPLICATION PROCESS

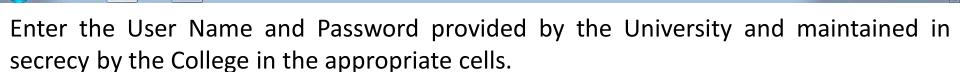


Google Chrome Browser is preferred for accessing online exam form application webpage.

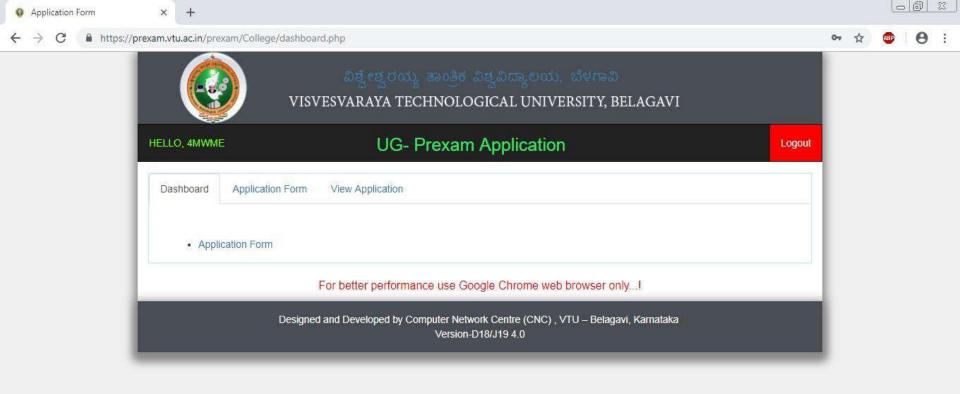
Go to : https://prexam.vtu.ac.in.

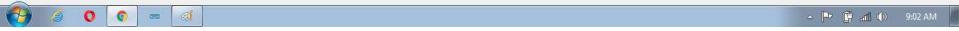
Click on the UG Exam Application to apply for individual student.





Select Login.



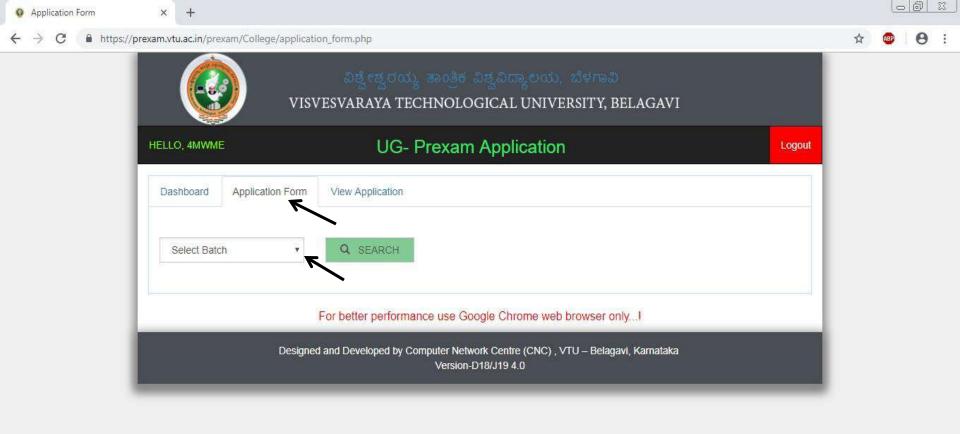


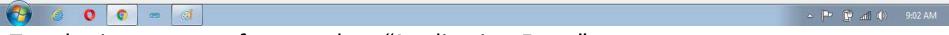
To submit new exam forms select the "Application Form"

To view the already submitted Forms, select "View Application".

To exit the web portat, select "Logout".

SUBMIT NEW EXAM FORMS

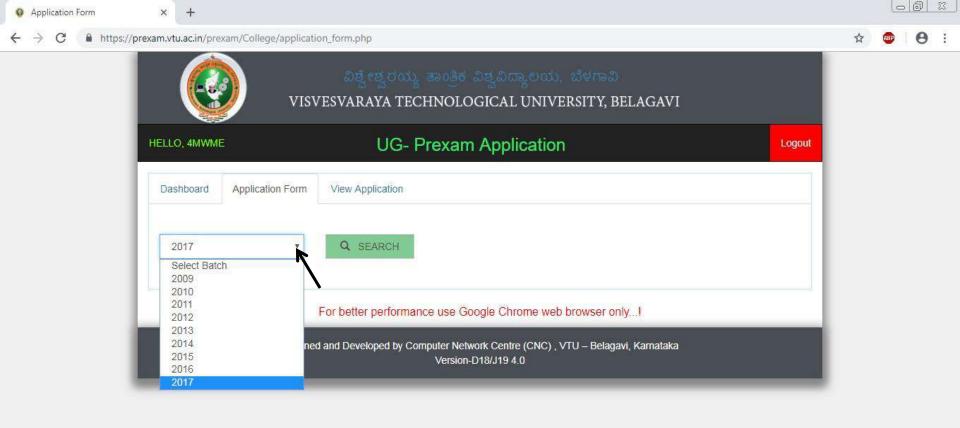


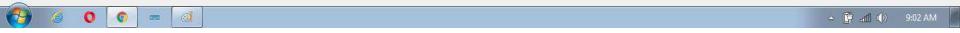


To submit new exam forms, select "Application Form"

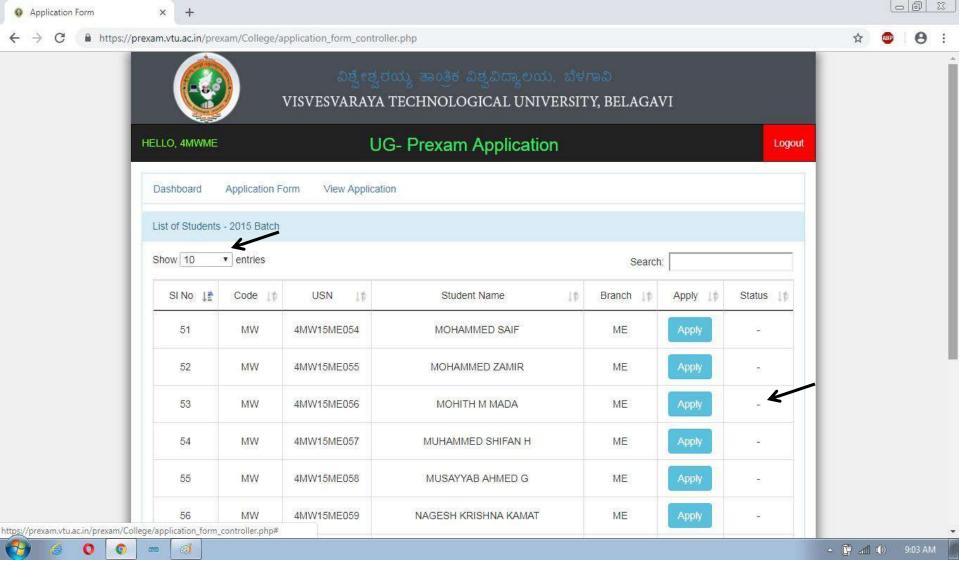
Here select the batch of the student. The batch is the year of student admission. The 2^{nd} , 3^{rd} digits from the left of the full USN will give year in two digit format.

Example: If USN is 4XX15YY001, BATTCH IS 2015.



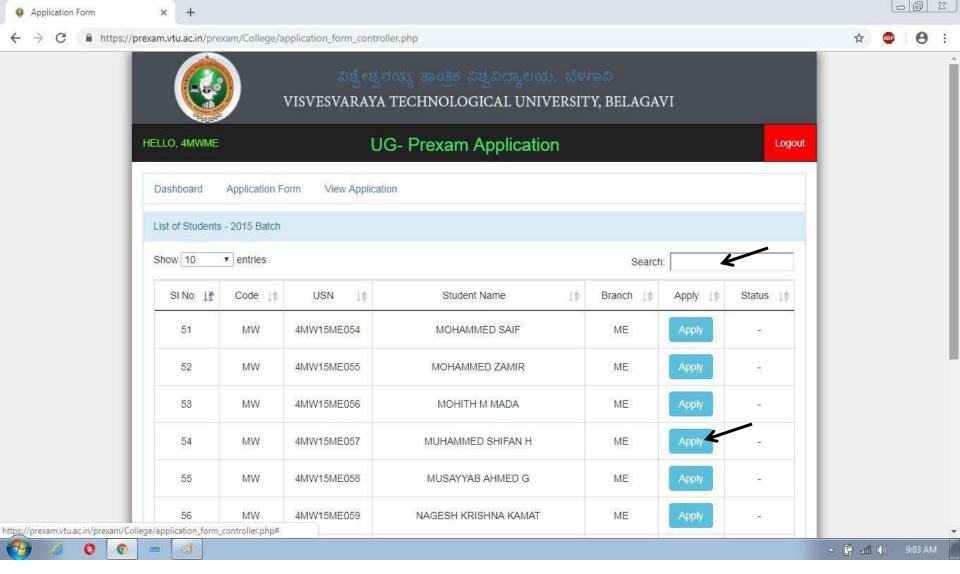


Select the batch of the student by clicking on the appropriate year. Click on "Search"



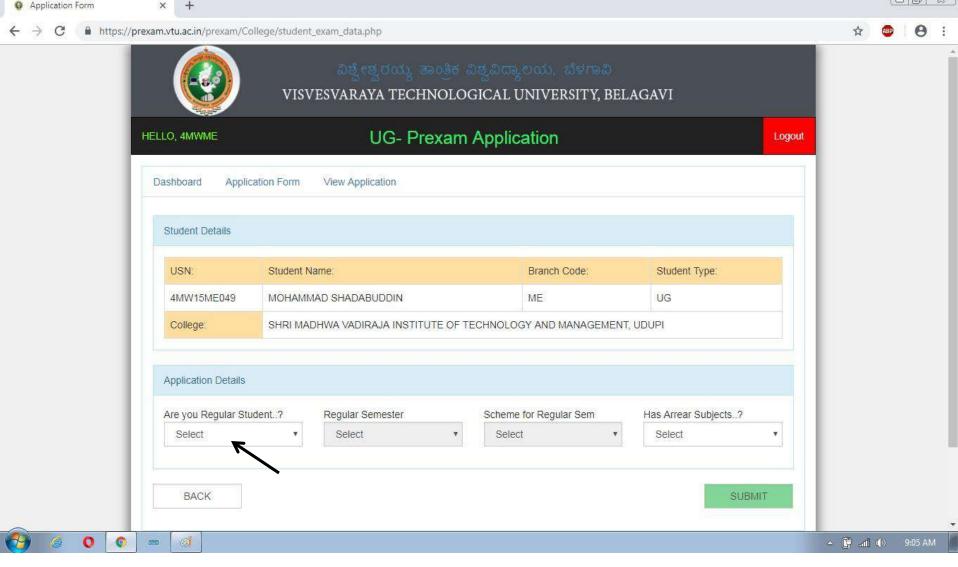
A full list of the students in the particular batch is displayed. For viewing more USN in the same page, select an appropriate number in the "Show" option.

Status will indicate whether application if submitted or no. If application is submitted the cell will show submitted.



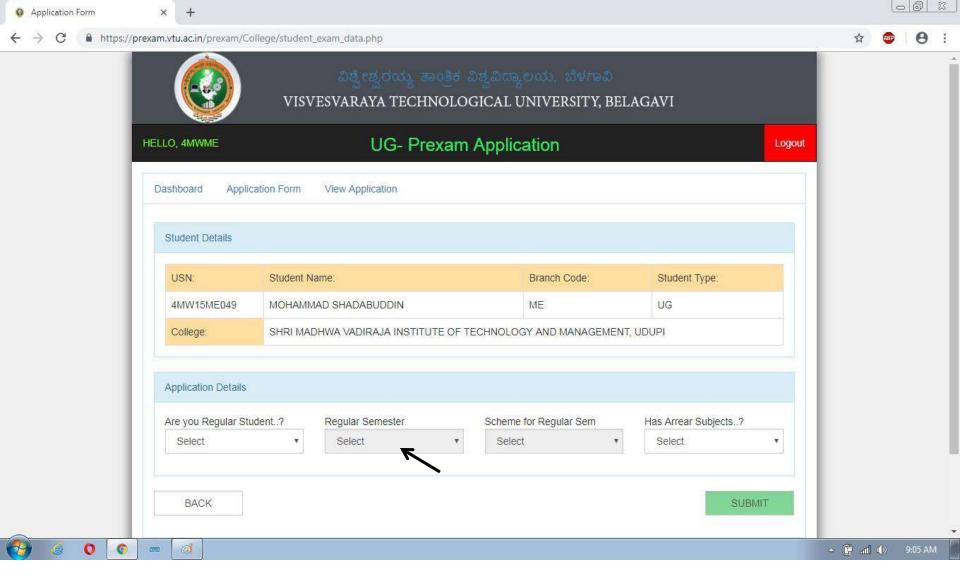
In the same page, to go the required USN of the student, enter the student USN in the "Search" bar and press "enter".

Press "Apply" to fill the examination form for the required student.



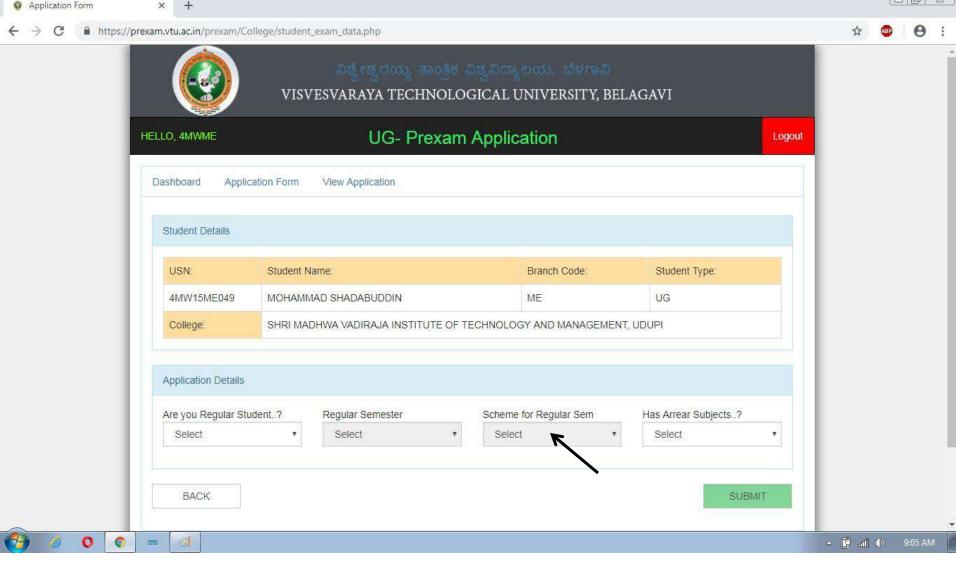
Are you Regular Student?

Regular is one who is not detained, pass out, etc and is part of the current semester. Select Yes or No based on the student for whom the application is being filled.



Regular Semester

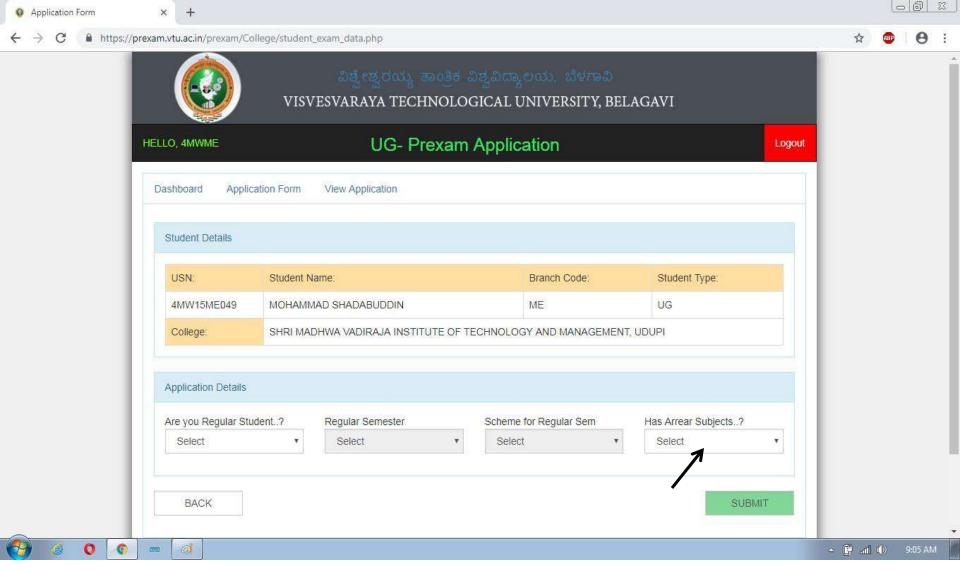
If the student belongs to regular semester, then select the semester examination for which the application is to be submitted.



Scheme for Regular?

Scheme is the syllabus scheme for the regular batch. As the syllabus is changed by the university, the scheme of the student in the regular semester is to be selected.

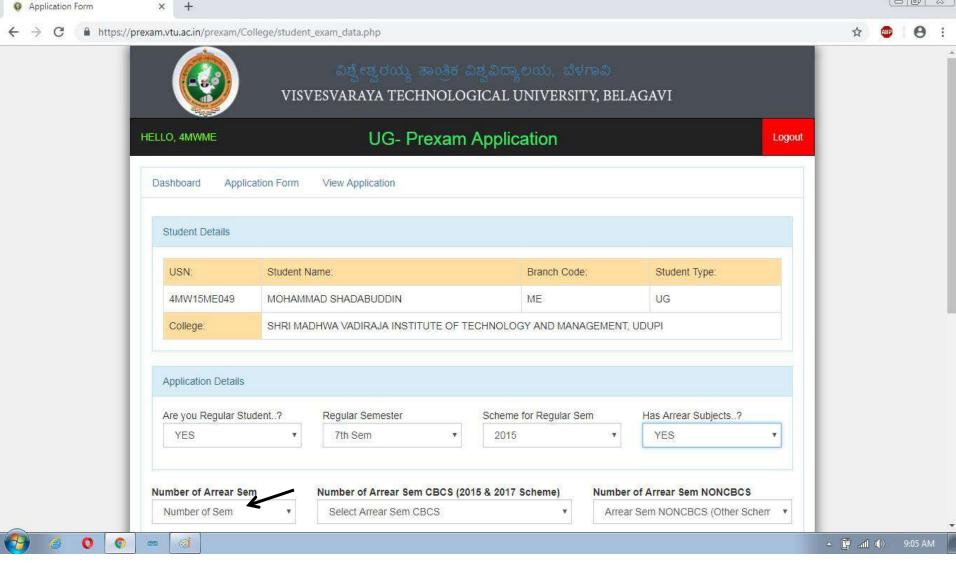
Examples: 1996, 2010, 2014, 2015, 2017, 2018, etc.



Has Arrear Subjects?

Select "Yes" if the student has arrear subjects. A student who is not regular student will have only Arrear subjects. Press Submit.

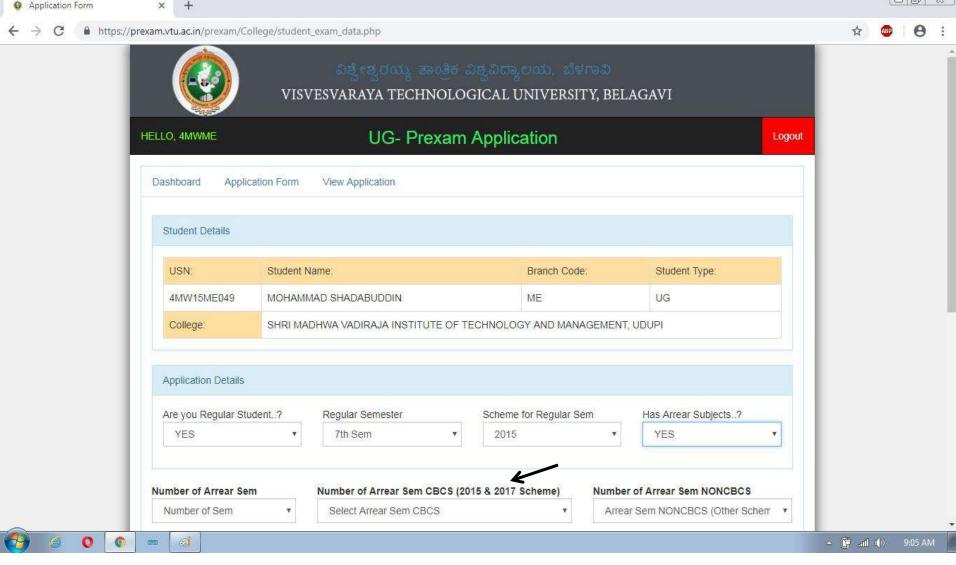
Select "No" if the student has no arrear subjects and press "Submit"



For students who have arrear subjects, the following options will be visible after submitting:

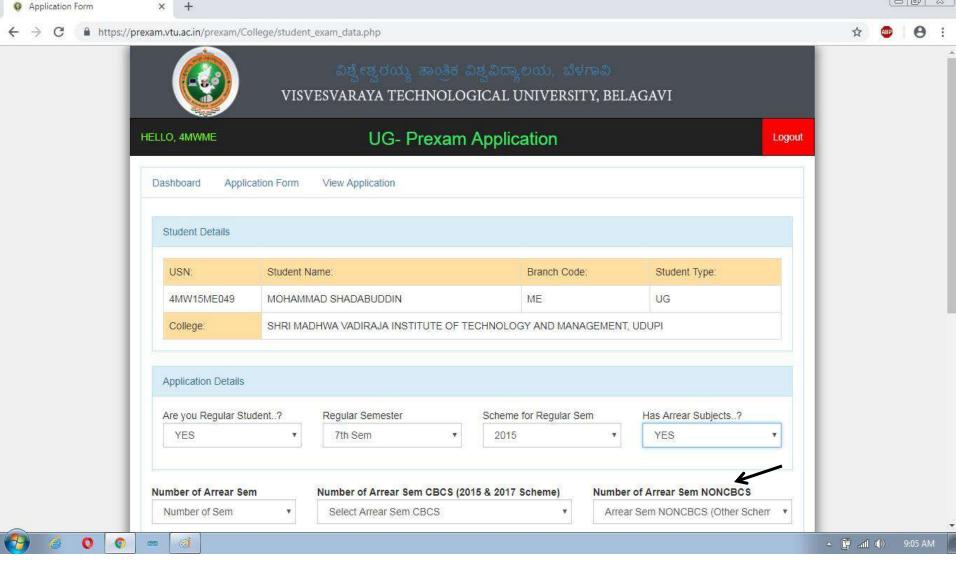
Number of Arrear Sem

Select the number of semesters in which the student is having arrear subjects.



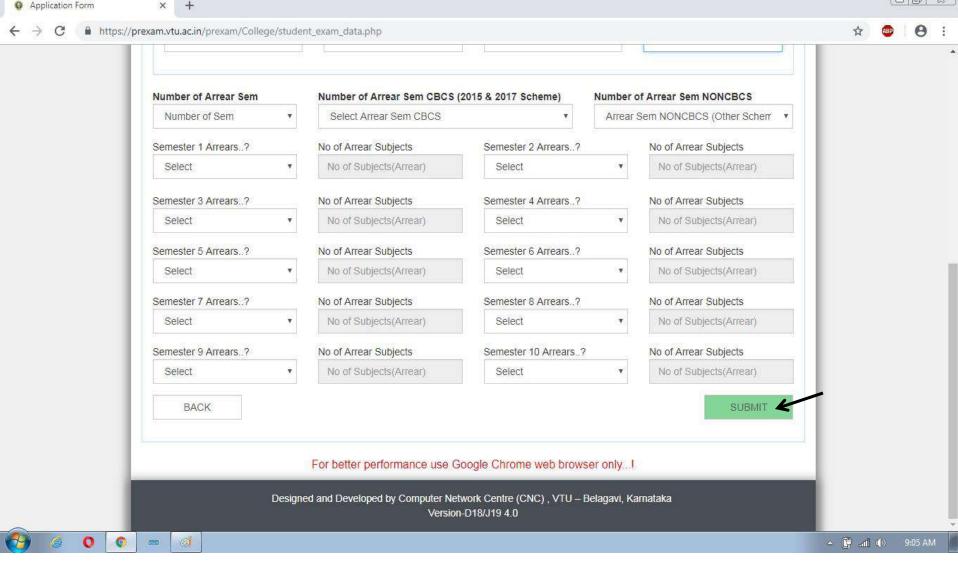
Number of Arrear Sem CBCS (2015 & 2017 Scheme)

Select the number of semesters in which the student has arrear subjects in the CBCS scheme of 2015 and 2017 syllabus.



Number of Arrear Sem NONCBCS

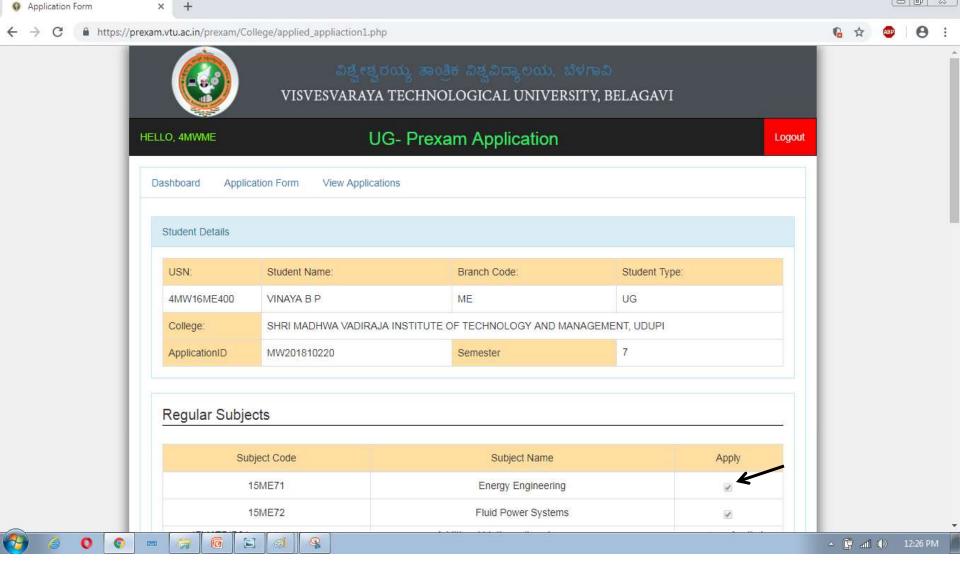
Select the number of semesters in which the student has arrear subjects in the NONCBCS scheme of syllabus.



AFter the previous data is filled,

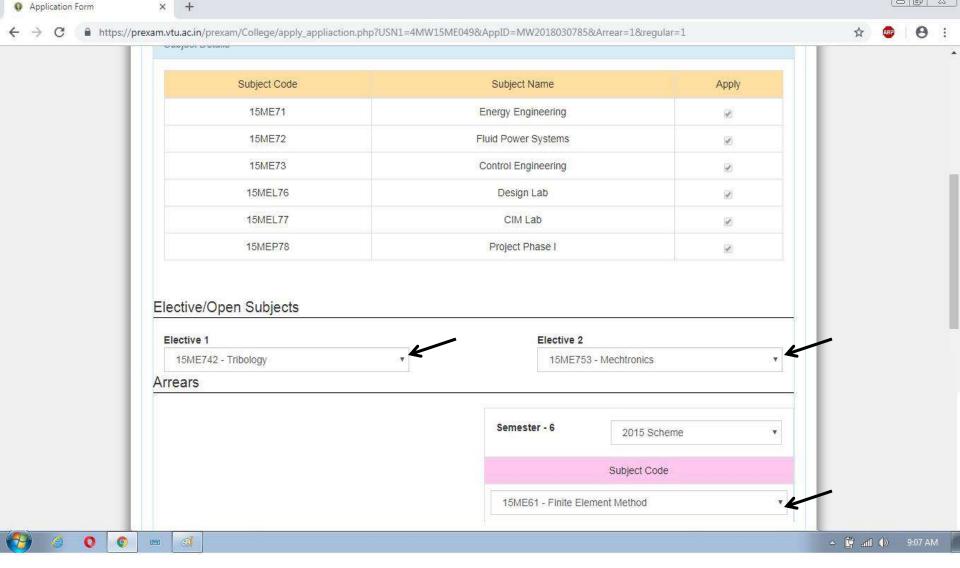
Fill the number of arrears in the individual semesters and select whether in the particular semester whether the syllabus is CBCS or NONCBCS.

After providing inputs, press "Submit"



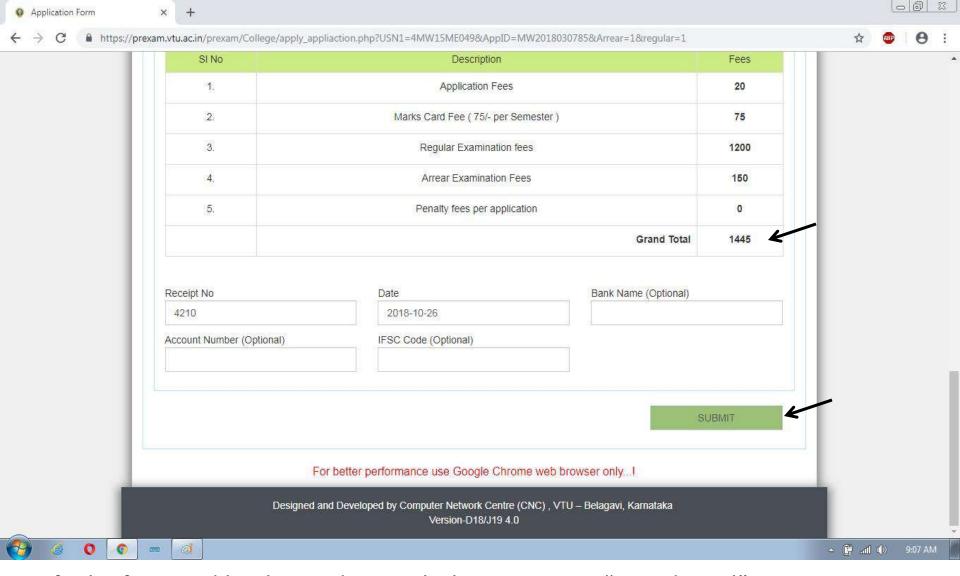
A new webpage opens with the student details and a list of subjects that the student has in the regular semester.

Unpick the subjects to which the student does not want to apply.

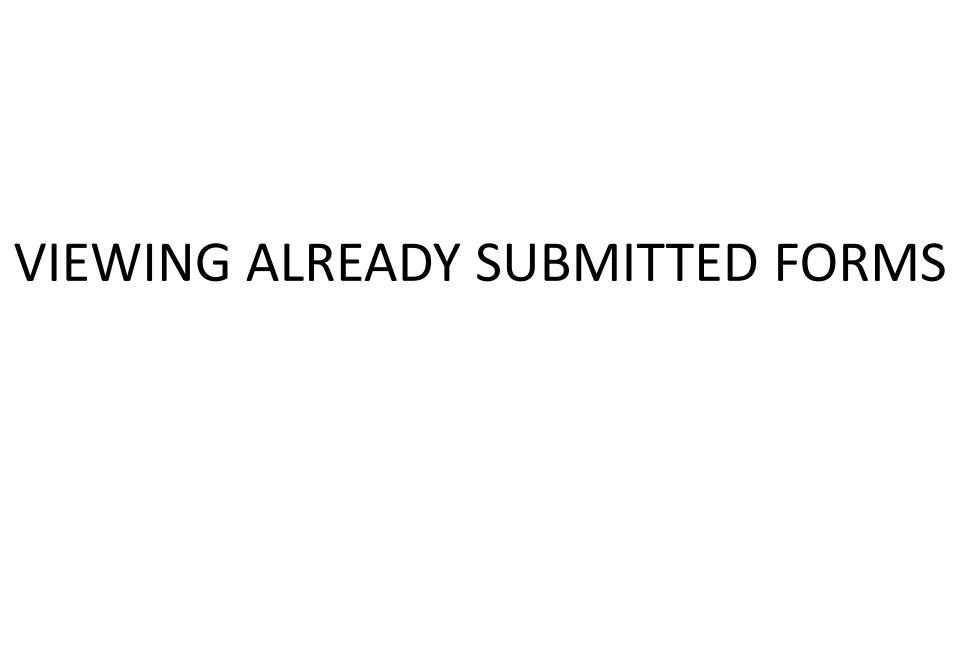


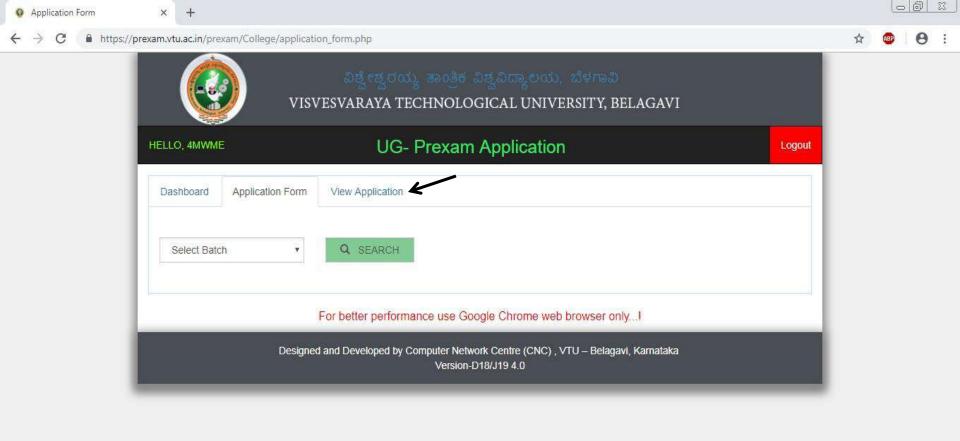
Select the appropriate elective subjects as provided by the student.

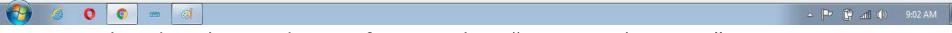
Select the scheme for the arrear subject and then select the subject code of the arrear subject.



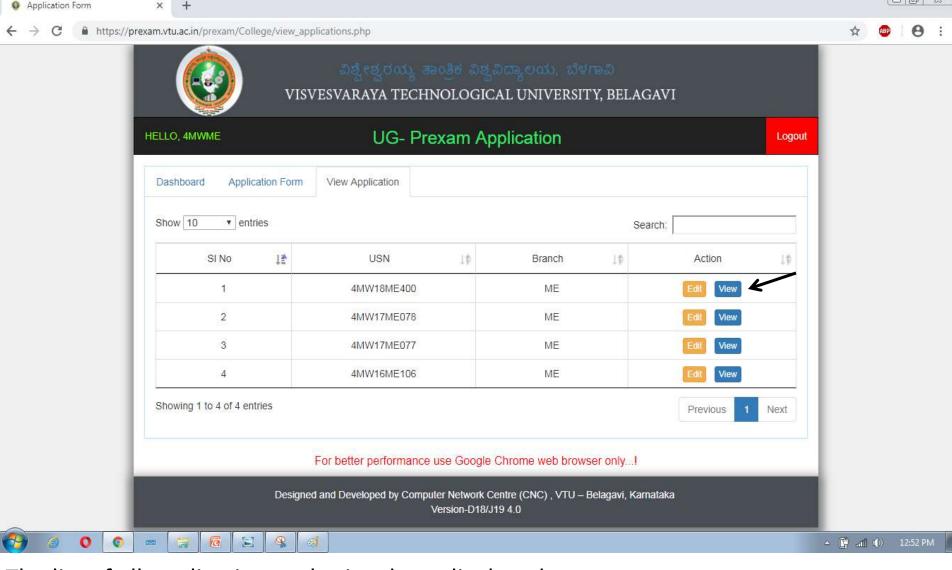
Verify the fees paid by the student with the amount in "Grand Total". Enter receipt number and Date the fees is paid and press "Submit"





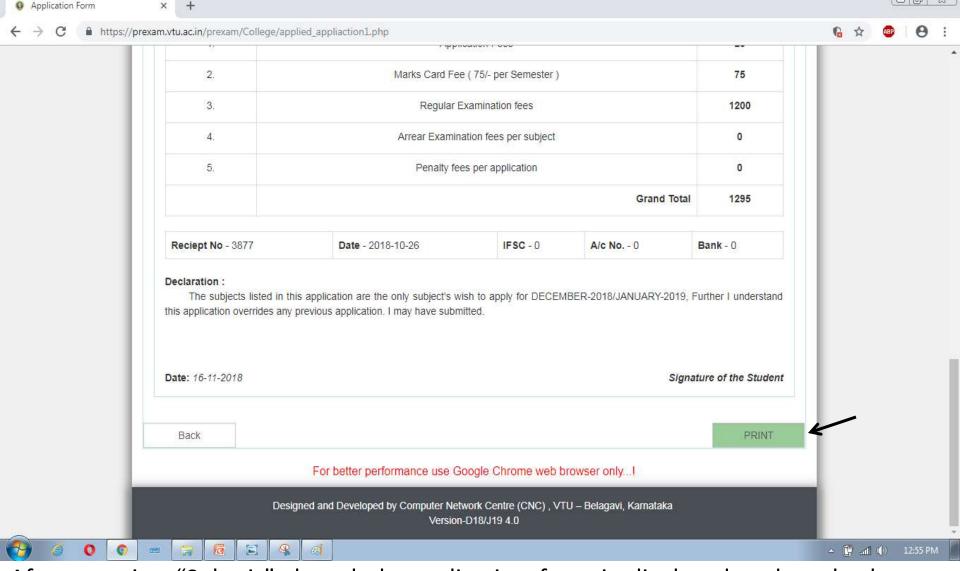


To view already submitted exam forms, select "View Applications"

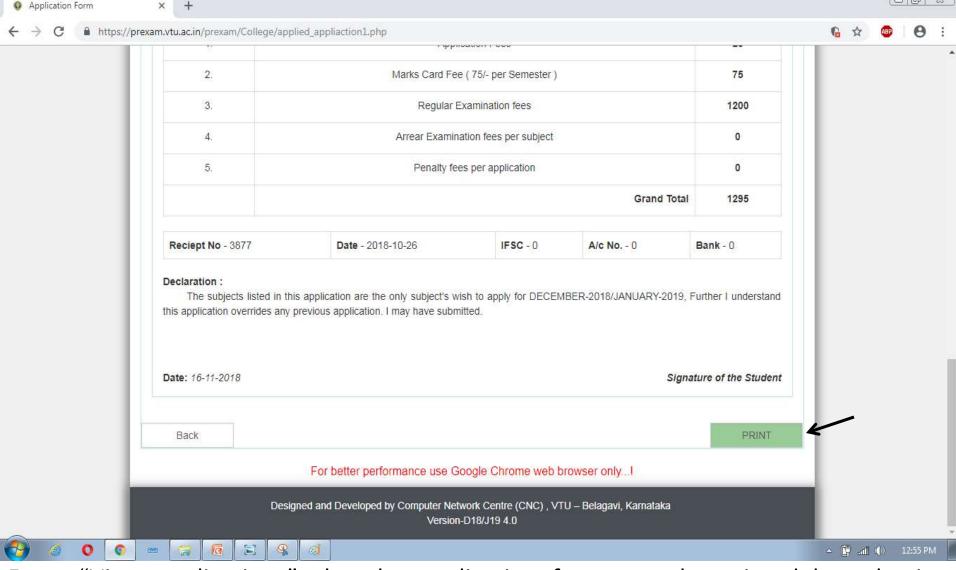


- The list of all applications submitted are displayed.
- To view the application select "View".
- For any modification in the submitted form select "Edit" and refill the form by changing the necessary parameters.

TO PRINT APPLICATION FORMS



After pressing "Submit" the whole application form is displayed and at the bottom "Print" option will be available. Select "Print" to print it or to save in pdf format. Select "Back" to back to the main page for applying for more forms.



From "View applications" also the application forms can be printed by selecting "View".

The filled form is displayed and at the bottom "Print" option will be available. Select "Print" to print the form or to save in pdf forms for future use.

USER MANUAL

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USER MANUAL

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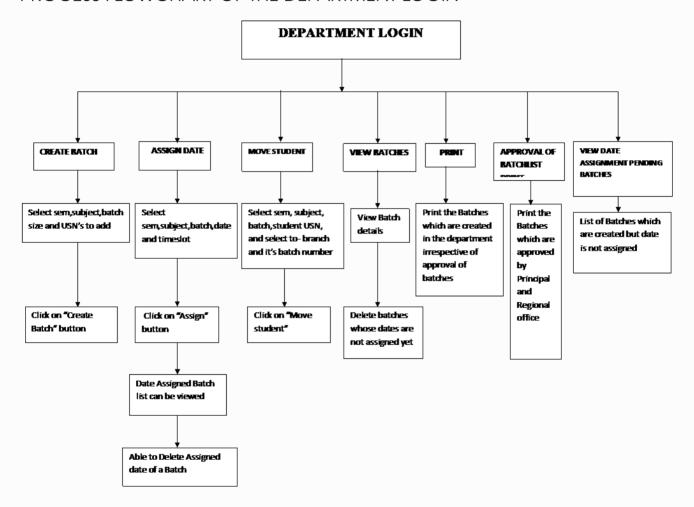
View Date Assignment Pending Batches

View Approval Pending Batches

PRACTICAL MARKS ENTRY SYSTEM

Department Login for Batch Creation

PROCESS FLOWCHART OF THE DEPARTMENT LOGIN



Go to the VTU website ->

https://prexam.vtu.ac.in -For Non-BLR Region OR

https://prexam.blr.vtu.ac.in -For BLR Region

Then click on Department Login for Batch Creation



The Department Login is used to create the batches of the students for the Lab Exam. It is also used to assign the date for the created batches. And Once the batches are created students can be moved from one batch to another batch. finally print can be taken of list of batches with USNs with respect to assigned date.

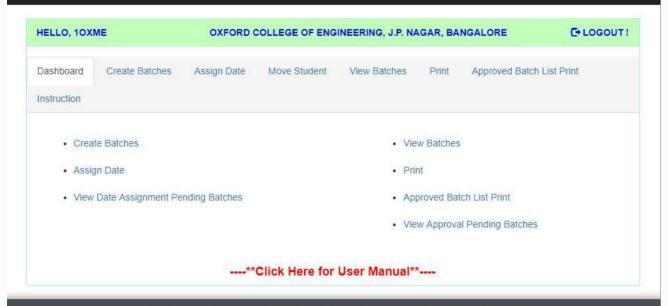
Use the username and Password for Department login.



After Logging In, the Department Dashboard will be displayed as shown below



UG Practical Marks Department Login for Batch Creation



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Create Batches

When "Create Batches" is clicked the below window will open



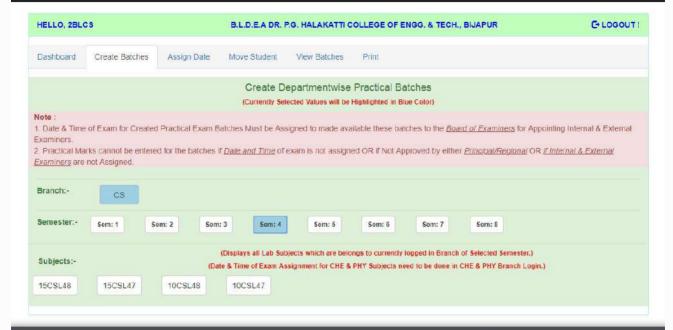
According to the Login, Branch will be displayed then select the Semester,



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

UG Practical Exam System Department Login



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then select the subject of that particular semester which is selected,



ವಿಶ್ವೇಶ್ವರಯ್ಯ ಕಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

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then mention the number of students to be included in a batch(Batch Size) then click on "GO AHEAD" button.



ವಿಶ್ರೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾಕಿ

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UG Practical Exam System Department Login



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later the USNs will be listed check mark the required USNs and click on "Create Batch" button to create Batch .

Note: mentioned Number of students in the batch(Batch Size) should match with the selected USNs which will be check marked after clicking "Create Batch". Or Else the below error Message will be displayed,



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

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UG Practical Exam System Department Login



After clicking "Create Batch" if everything is fine, success message will be displayed as below,



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

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UG Practical Exam System Department Login



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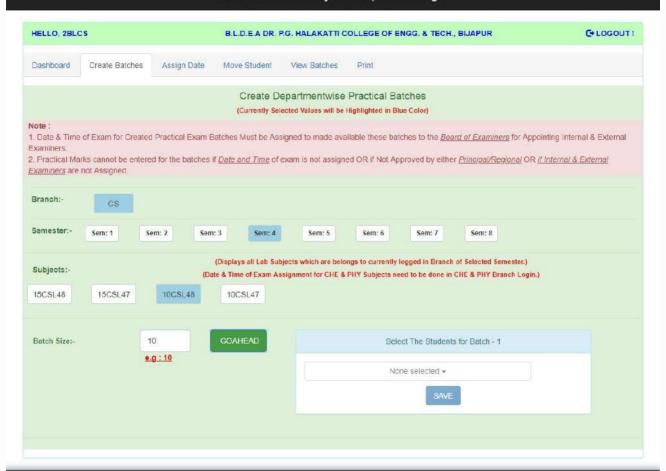
If there are no USN's for selected Subject then the list which displays USN will be inactive as shown below,



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

UG Practical Exam System Department Login



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Assign Date

When "Assign Date" is clicked the below window will open"



UG Practical Exam System Department Login

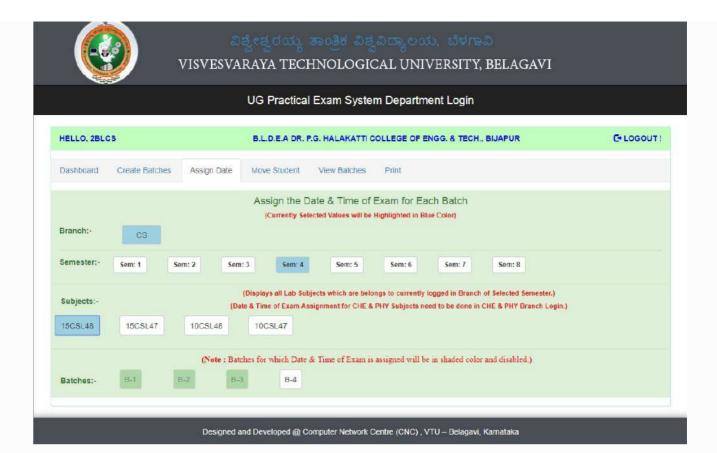


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According to the Login, Branch will be displayed then select the Semester,



then select the subject of that particular semester which is selected,



Then select the Batch for which you would like to assign Date,



Select the Batch, the list of USNs of that particular batch will be displayed below, verify those USNs and then select the date and time Slot for that batch then click on "SUBMIT" Button.

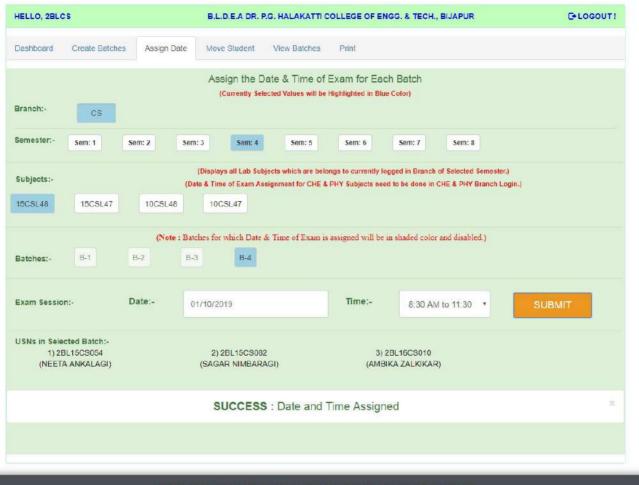
Designed and Developed @ Computer Network Centre (CNC) , VTU - Belagavi, Karnataka



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

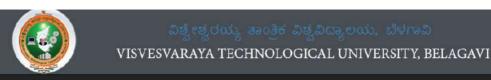
VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

UG Practical Exam System Department Login



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On Successful Assignment of Exam Date, and Time Slot the Success Message will be displayed.



UG Practical Exam System Department Login



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The above window page displays when there are no Batches for selected Subject.

Move Student

When "Move Student" is clicked the below window will open



Selected the Branch from which the Student has to be moved,



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Then select the semester of the student,



then select Subject of the student,



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

UG Practical Exam System Department Login



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Select the Batch of the Student from which he has to be moved.



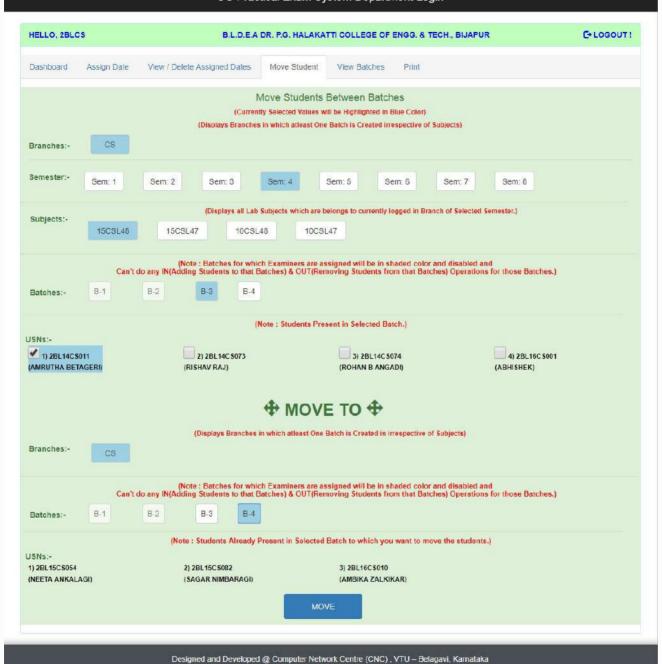
UG Practical Exam System Department Login



After selecting the Batch Number, list of USNs who all are there in the batch will be displayed,



UG Practical Exam System Department Login



Check mark the Student whom to be moved to other batch, then select the batch to where the student to be moved to, then click on "MOVE" button



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

UG Practical Exam System Department Login

HELLO, 2BLCS		B.L.D.E.A DR. P.G. HALAKATTI COLLEGE OF ENGG. & TECH., BIJAPUR				C+LOGOUT!
Dashboard	Assign Date	View / Delete Assigned Dates	Move Student View Batch	hes Print		
Move Students Between Batches (Currently Selected Values will be Highlighted in Blue Color) (Displays Branches in which atleast One Batch is Created irrespective of Subjects) Branches:-						
Semester:-	Sem: 1	Sem: 2 Sem: 3	Sem: 4 Sem: 5	Sem. 6 Sem	x 7 Sem: 8	
Subjects:- (Displays all Lab Subjects which are belongs to currently logged in Branch of Selected Semester.) 15CSL48 15CSL47 10CSL48 10CSL47						
(Note: Batches for which Examiners are assigned will be in shaded color and disabled and Can't do any IN(Adding Students to that Batches) & OUT(Removing Students from that Batches) Operations for those Batches.) Batches:- B-1 B-2 B-3 B-4						
(Note : Students Present in Selected Batch.)						
USNS:- 1) 2BL14CS011 (AMRUTHA BETAGERI)				.14C \$074 (ANGADI)	4) 2BL16CS001 (ABHISHEK)	
(Displays Branches in which atleast One Batch is Created in irrespective of Subjects) Branches:-						
(Note: Batches for which Examiners are assigned will be in shaded color and disabled and Can't do any IN(Adding Students to that Batches) & OUT (Removing Students from that Batches) Operations for those Batches.) Batches:- B-1 B-2 B-3 B-4						
(Note: Students Already Present in Selected Batch to which you want to move the students.)						
USNs:- 1) 2BL15CS054 (NEETA ANKAL		2) 2BL15C \$082 (SAGAR NIMBARAGI)	3) 2BL16C: (AMBIKA Z MOVE			
SUCCESS:- 1> STUDENT(s) MOVED > Moved from B-3(CS) to B-4(CS)						

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After successful Moving of the student, the message will be displayed,



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

UG Practical Exam System Department Login



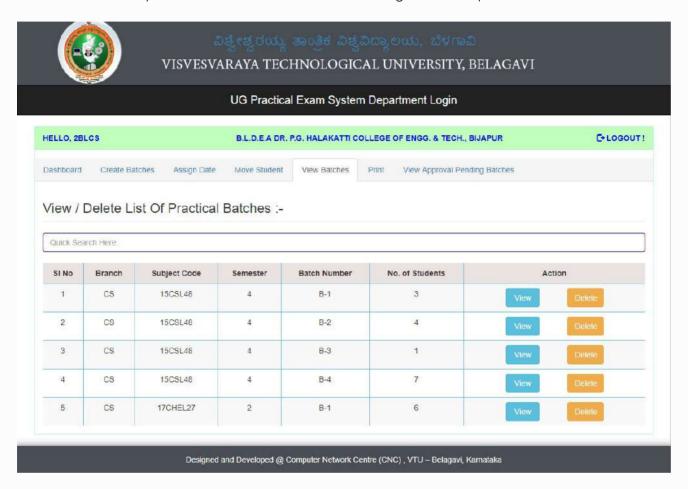
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If The Moving "From Batch" and "To Batch" selected is same then the Error Message will be displayed as "Cannot move to Same Batch".

View Batches

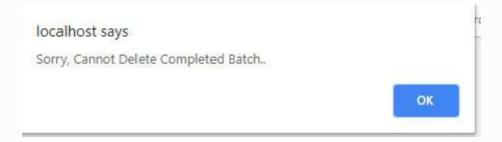
When "View Batches" is clicked the below window will open, Here, list of Batches with Branch, Subject Code, Semester, Batch number and Number of Students of that Batch will be displayed. To view the details of the particular Batch click on "View" Button and to delete the particular Batch Click on "Delete" Button.

Note: batch can only be able to delete if the date is not assigned to that particular batch.

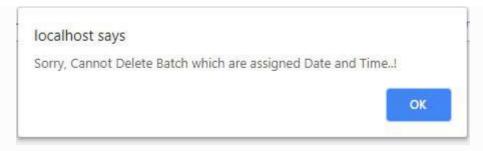


List of Batches which are present in the Login Department will be displayed with "View" and "Delete" Action.

Batches whose Exam are completed and Marks are entered then such Batches can not be deleted if when clicked on "Delete" button of such batch the error Message will be displayed,



And also if Internal/External Examiners are Assigned and if such batches are tried to be deleted then below Error message will be displayed,

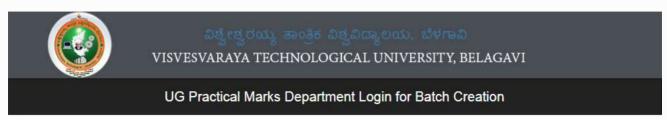


When you click on the "View" button then the USN's present in that batch are displayed as shown,



Print

When "Print" is clicked, the below window will open which lists All the Batches Created and Date is assigned irrespective of the Approval of Batches.





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When "Print" is clicked given at the bottom of Each SubjectCode, the Batch details Print window will be displayed with respective of the SubjectCode as shown below,

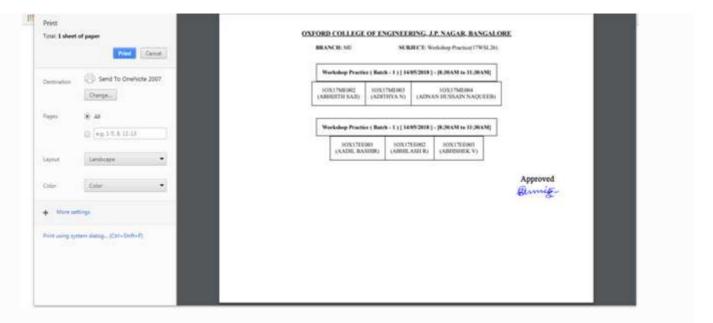


Approved Batch List Print

When "Approved Batch List Print" is clicked the below window will open



When "print" is clicked with respect to Subject Code then if the particular batch is approved by Principal as well as Regional Officer then only the list of USNs with respect to Batch print can be printed with Registrar of Evaluation Approved Signature as shown below

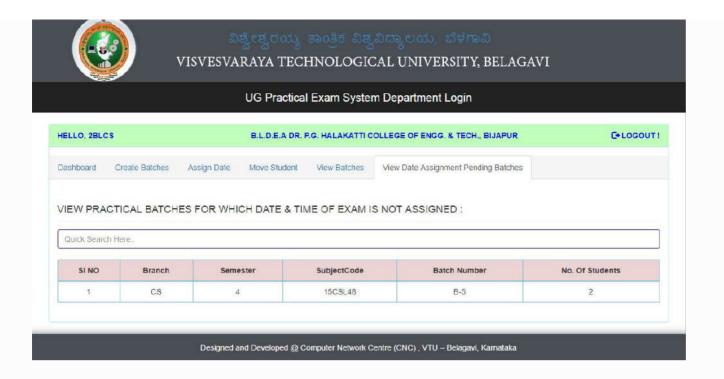


if in case, Its not Approved by Principal or Regional Officer or Both then batch detail print can not be taken, as shown below,



View Date Assignment Pending Batches

When "View Date Assignment Pending Batches" is clicked the below window will open



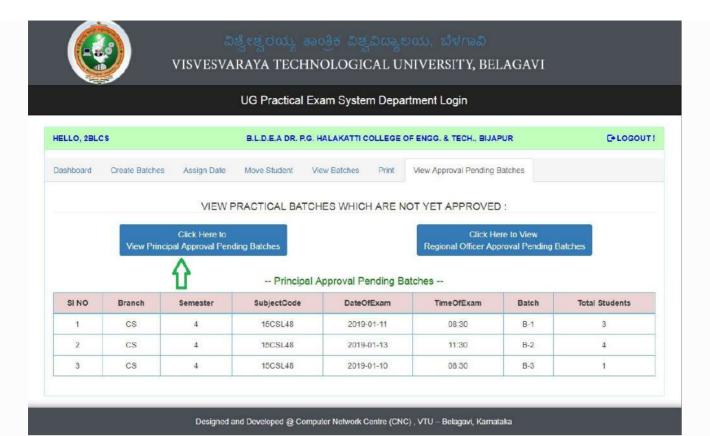
Here, For reference, lists the Batch details of which date is not Assigned will be displayed.

View Approval Pending Batches

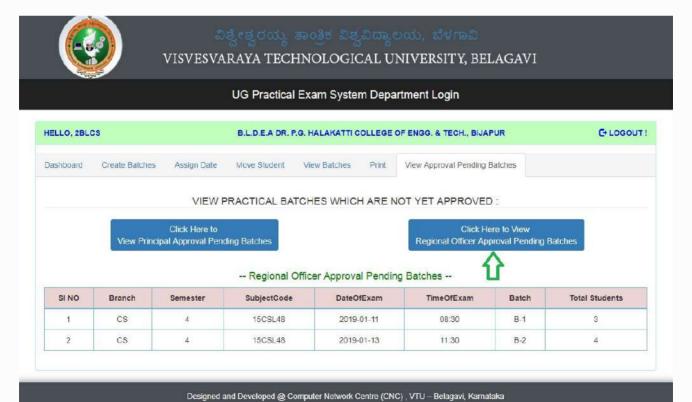
When "View Approval Pending Batches" link is clicked the below window will be opened,



When "Click Here to View Principal Approval Pending Batches" button is clicked, the list of Batches with its details like Semester, Subject Code, Branch, Date of Exam, Time of Exam and Total Students will be display as shown below,



And when "Click Here to View Regional Officer Approval Pending Batches" link is clicked, the list of batches with its details which are approved by Principal but not approved by Regional Officer as shown below,





USER MANUAL ON FACULTY REGISTRATION SYSTEM



VISVESVARAYA TECHNOLOGICAL UNIVERSITY. BELAGAVI

1. Introduction

Faculty Registration system was mainly built to keep records of the entire faculty that work under VTU affiliated /constituent/ autonomous colleges. In this software, there are various modules used such as adding faculty Information details, subject mapping for faculty allotment and view faculty information which are registered using this application.



Figure 1: Prexam Home Page

Process of Faculty Registration:

First step log on to http://www.prexam.blr.vtu.ac.in (for Bengalure region only) and for rest all region log on to http://www.prexam.vtu.ac.in After typing the URL above application page will be display. In this application page user has to click on Faculty Registration menu. After clicking on Faculty Registration menu below home page will be displayed.



Figure 2: Login Home Page

In the above snapshot there are two login types. First is the Departmental login for Faculty Registration and second one is the Principal login. In the departmental login the Faculty has to login using the credentials provided to them. In the principal login the principal has the authority to do final approval. The principal has to login using the credentials provided.

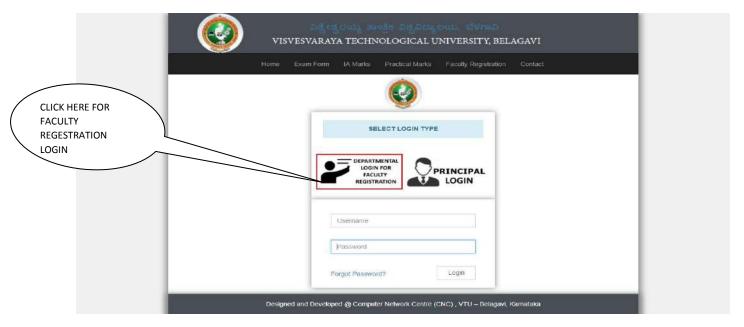


Figure 3: Faculty Login Page

In the above snapshot, Login page the user has to click on the Faculty Registration. The user needs to login using the departmental credentials which are provided to them.



Figure 4: Principal Login Page

In the above snapshot, the Principal has to click on the Principal login. The Principal need to login using the credentials provided.

Module 1: Faculty Registration



Figure 5: Faculty Entry Information System

Process for Registering Faculty:

After successfully login. Above page will be displayed. Here the Faculty has to click on Add faculty information menu.

After clicking on the add faculty information, below application screen will be displayed. Here the faculty should enter all the information needed. After all the details are entered the faculty should click on submit button. Later this information gets stored in the database.

NOTE: THIS PROCESS IS FOR FACULTY WHO HAS NOT REGISTERED PERIVOUSLY.

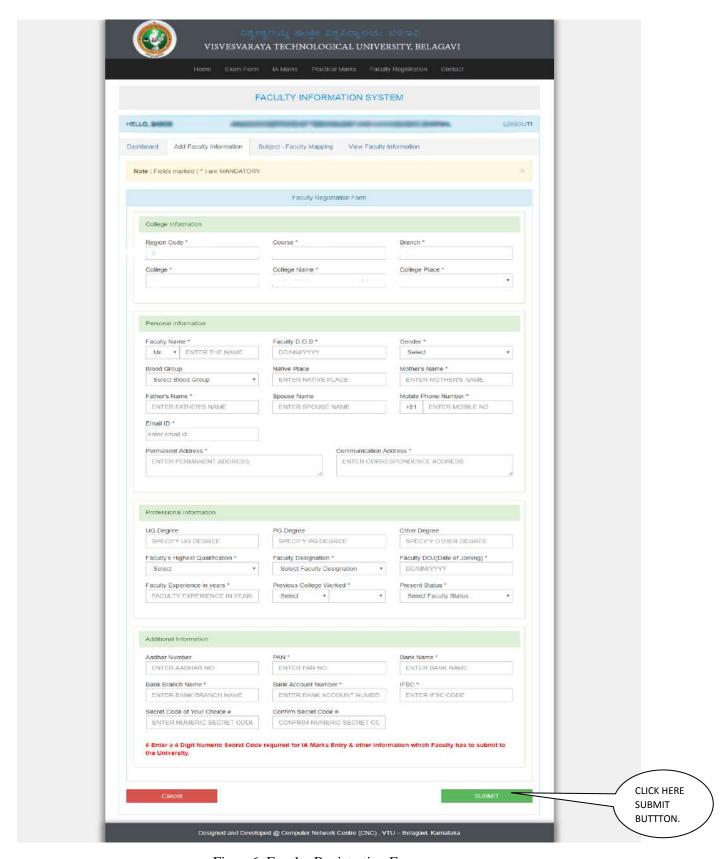
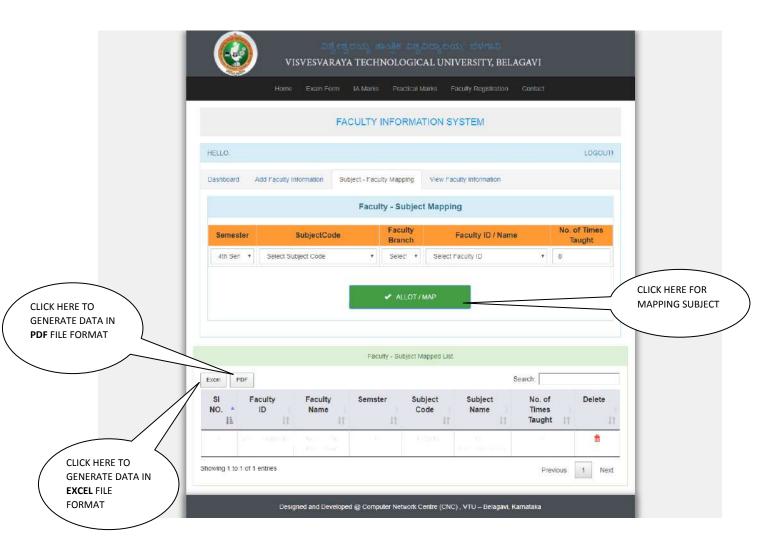


Figure6: Faculty Registration Form

Module 2: Subject Faculty Mapping

Process of Subject Mapping:

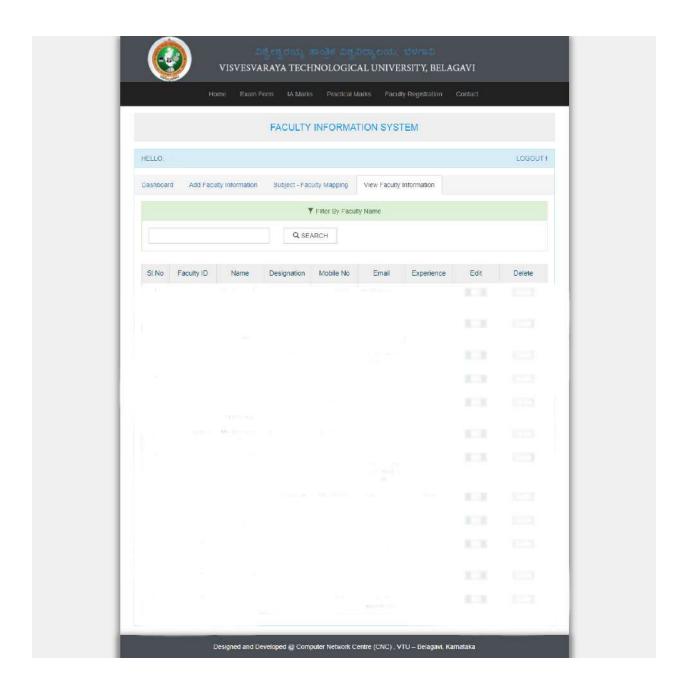
In the subjects mapping process the Department head has to map the subject related faculty to his/her branch with the corresponding subject compulsorily.



Module 3: View Faculty Information

Process to View Faculty Information:

Department has the authority, where they can change/modify/edit or delete the faculty related information.



Module 4: Principal Login

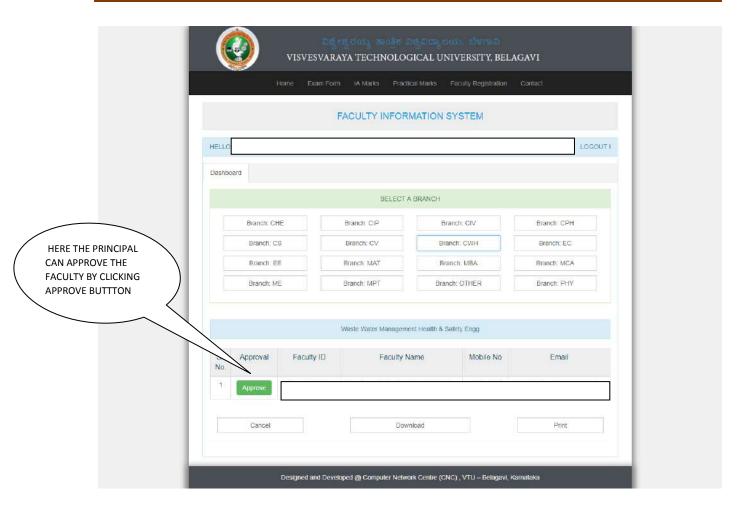
Process for Principal Approval:

After successfully login. The below page gets displayed. Here the principal has the authority to check out for all the approval.

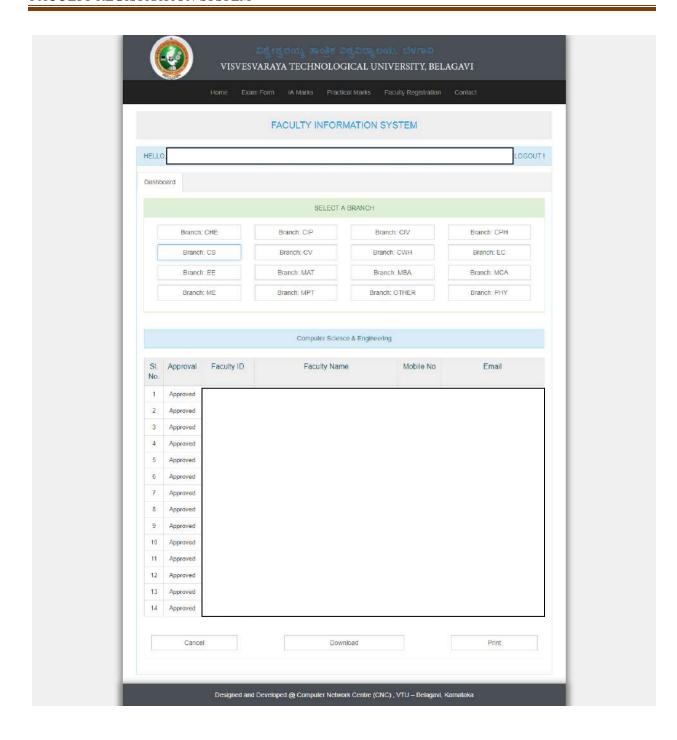


Figure: Principal Dashboard

Here Principal can view the list of branches exist in their college. After clicking on paricular branch button, they can view the list of faculty registered under the respective branch.



The above snapshot describes about the principal approval of a particular faculty. They can view the faculty information by clicking on faculty-id.



USER MANUAL ON FACULTY REGISTRATION LAB EXAM ENTRY, DUTY ALLOTMENT AND MARKS ENTRY



VISVESVARAYA TECHNOLOGICAL UNIVERSITY. BELAGAVI

1. Introduction

Faculty Registration system was mainly built to keep records of the entire faculty that work under VTU affiliated /constituent/ autonomous colleges. In this software, there are various modules used such as adding faculty Information details, subject mapping for faculty allotment and view faculty information which are registered using this application.



Figure 1: Prexam Home Page

Process of Faculty Registration:

First step log on to http://www.prexam.blr.vtu.ac.in (for Bengalure region only) and for rest all region log on to http://www.prexam.vtu.ac.in After typing the URL above application page will be display. In this application page user has to click on Faculty Registration menu. After clicking on Faculty Registration menu below home page will be displayed.



Figure 2: Login Home Page

In the above snapshot there are two login types. First is the Departmental login for Faculty Registration and second one is the Principal login. In the departmental login the Faculty has to login using the credentials provided to them. In the principal login the principal has the authority to do final approval. The principal has to login using the credentials provided.

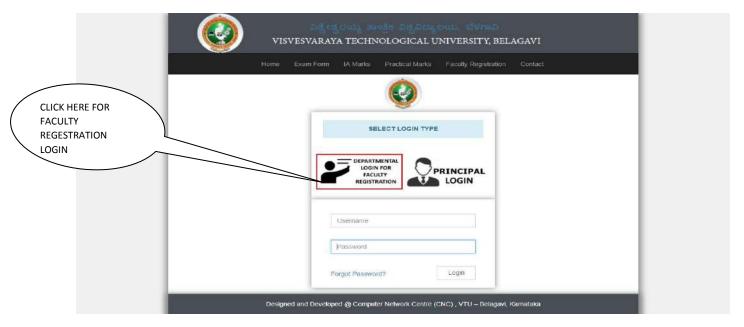


Figure 3: Faculty Login Page

In the above snapshot, Login page the user has to click on the Faculty Registration. The user needs to login using the departmental credentials which are provided to them.



Figure 4: Principal Login Page

In the above snapshot, the Principal has to click on the Principal login. The Principal need to login using the credentials provided.

Module 1: Faculty Registration



Figure 5: Faculty Entry Information System

Process for Registering Faculty:

After successfully login. Above page will be displayed. Here the Faculty has to click on Add faculty information menu.

After clicking on the add faculty information, below application screen will be displayed. Here the faculty should enter all the information needed. After all the details are entered the faculty should click on submit button. Later this information gets stored in the database.

NOTE: THIS PROCESS IS FOR FACULTY WHO HAS NOT REGISTERED PERIVOUSLY.

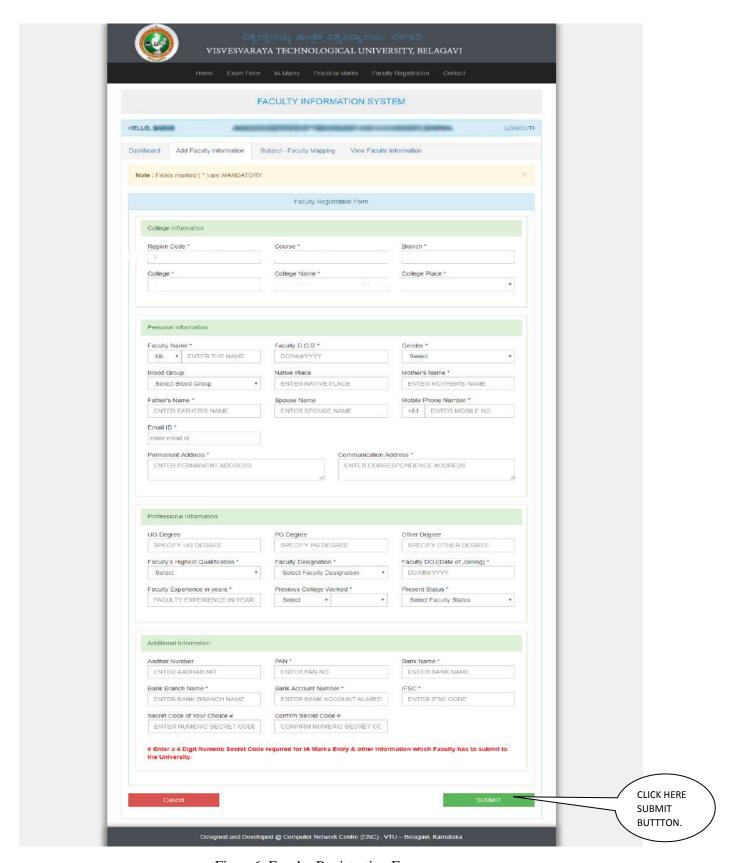
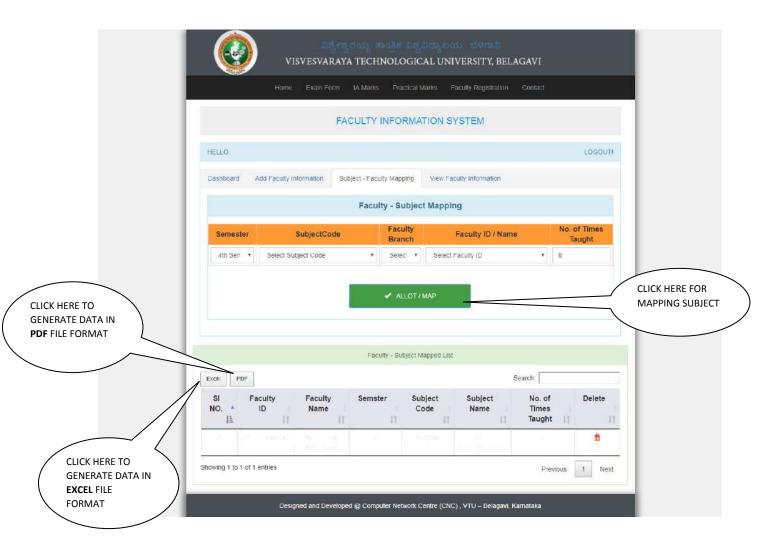


Figure6: Faculty Registration Form

Module 2: Subject Faculty Mapping

Process of Subject Mapping:

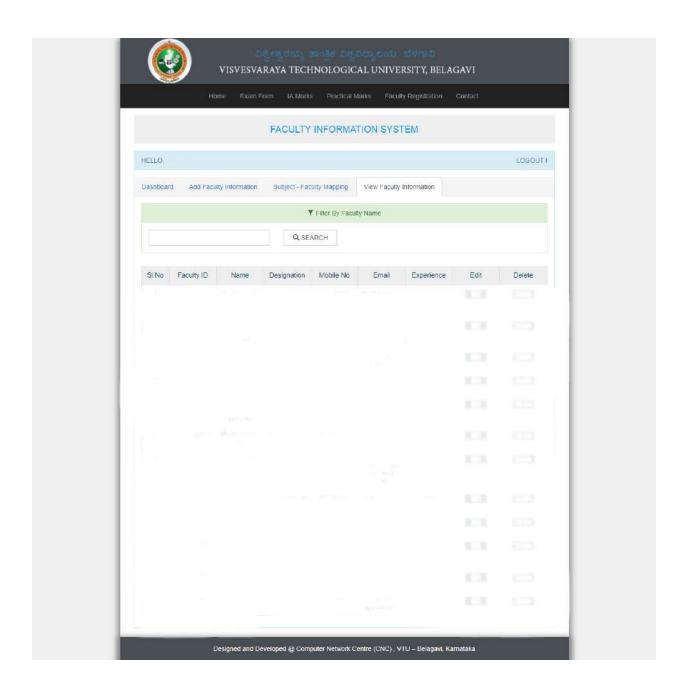
In the subjects mapping process the Department head has to map the subject related faculty to his/her branch with the corresponding subject compulsorily.



Module 3: View Faculty Information

Process to View Faculty Information:

Department has the authority, where they can change/modify/edit or delete the faculty related information.



Module 4: Principal Login

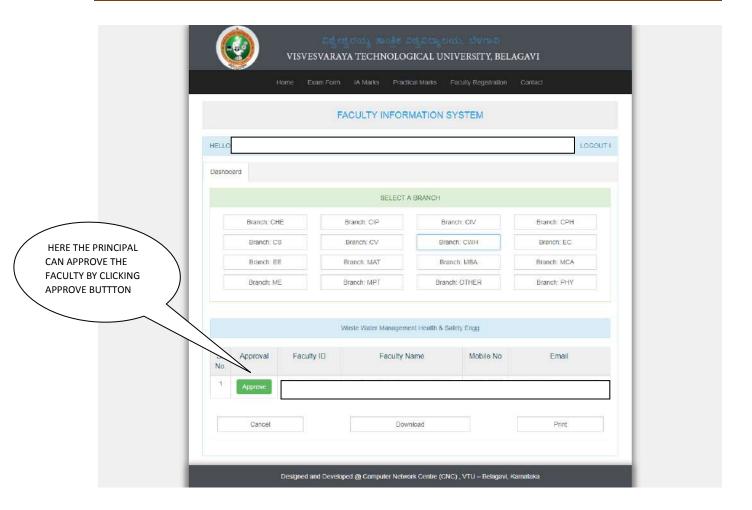
Process for Principal Approval:

After successfully login. The below page gets displayed. Here the principal has the authority to check out for all the approval.

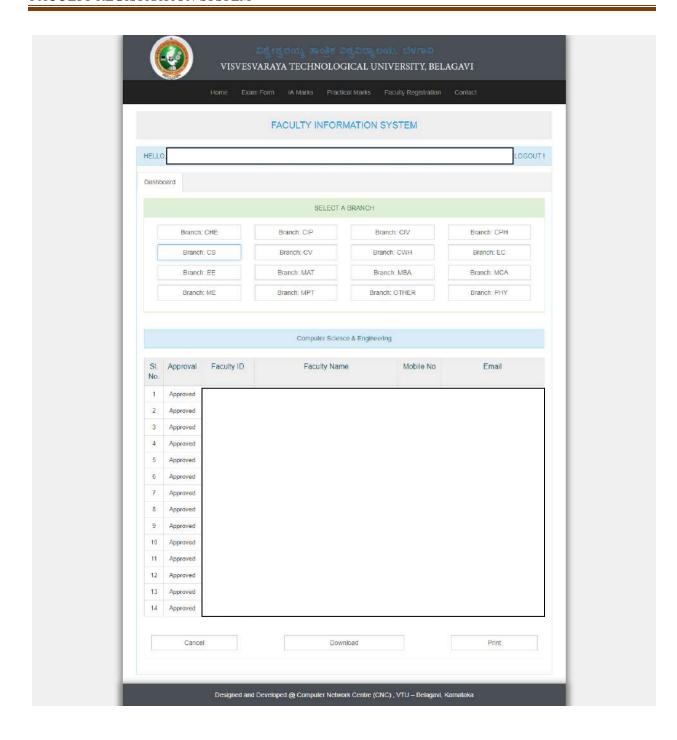


Figure: Principal Dashboard

Here Principal can view the list of branches exist in their college. After clicking on paricular branch button, they can view the list of faculty registered under the respective branch.



The above snapshot describes about the principal approval of a particular faculty. They can view the faculty information by clicking on faculty-id.



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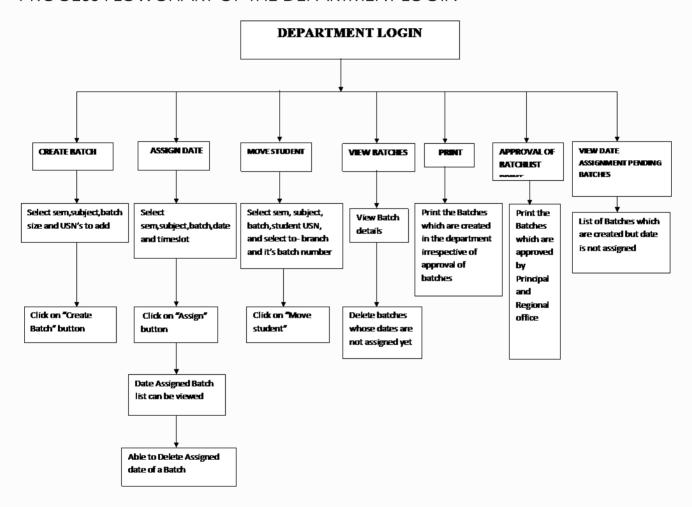
View Date Assignment Pending Batches

View Approval Pending Batches

PRACTICAL MARKS ENTRY SYSTEM

Department Login for Batch Creation

PROCESS FLOWCHART OF THE DEPARTMENT LOGIN

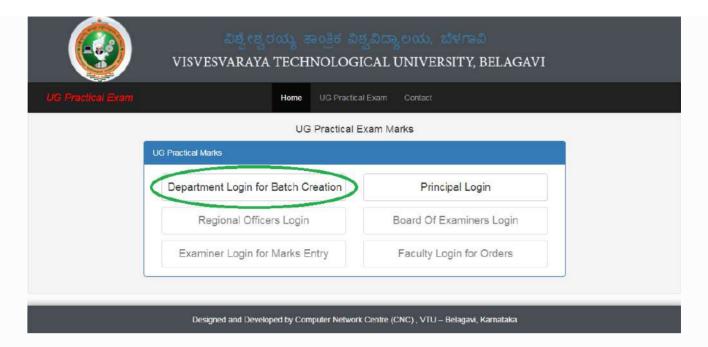


Go to the VTU website ->

https://prexam.vtu.ac.in -For Non-BLR Region OR

https://prexam.blr.vtu.ac.in -For BLR Region

Then click on Department Login for Batch Creation



The Department Login is used to create the batches of the students for the Lab Exam. It is also used to assign the date for the created batches. And Once the batches are created students can be moved from one batch to another batch. finally print can be taken of list of batches with USNs with respect to assigned date.

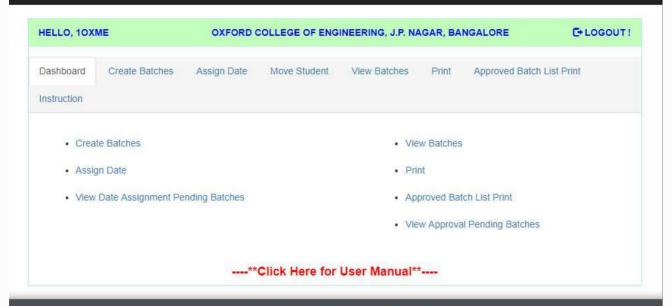
Use the username and Password for Department login.



After Logging In, the Department Dashboard will be displayed as shown below



UG Practical Marks Department Login for Batch Creation



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Create Batches

When "Create Batches" is clicked the below window will open

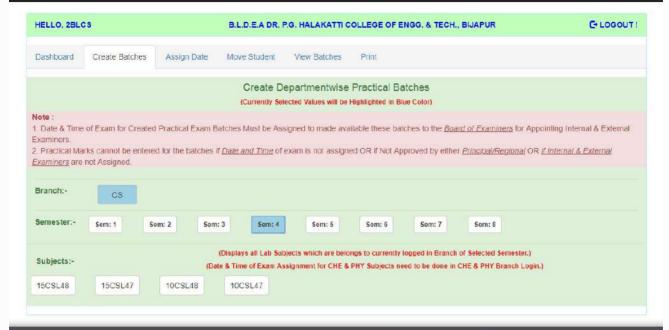


According to the Login, Branch will be displayed then select the Semester,



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UG Practical Exam System Department Login



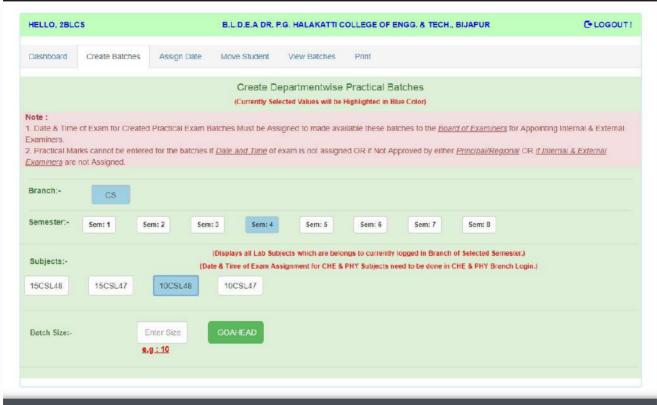
Designed and Developed @ Computer Network Centre (CNC) , VTU - Belagavi, Karnataka

then select the subject of that particular semester which is selected,



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UG Practical Exam System Department Login



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then mention the number of students to be included in a batch(Batch Size) then click on "GO AHEAD" button.



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UG Practical Exam System Department Login



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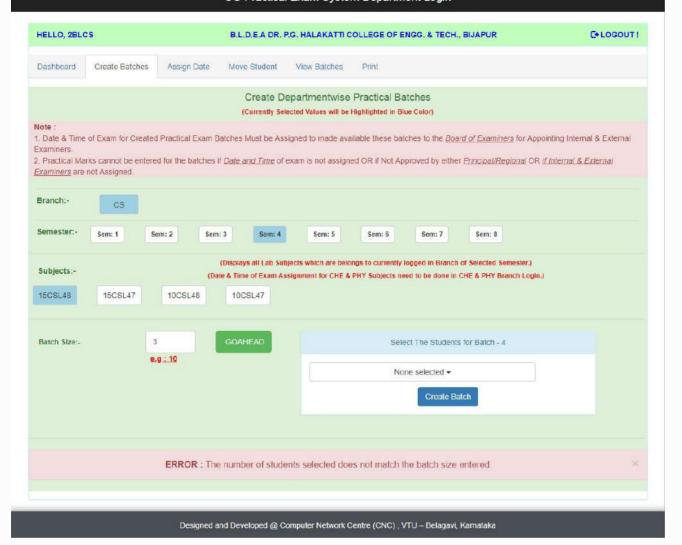
later the USNs will be listed check mark the required USNs and click on "Create Batch" button to create Batch .

Note: mentioned Number of students in the batch(Batch Size) should match with the selected USNs which will be check marked after clicking "Create Batch". Or Else the below error Message will be displayed,



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UG Practical Exam System Department Login



After clicking "Create Batch" if everything is fine, success message will be displayed as below,



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UG Practical Exam System Department Login



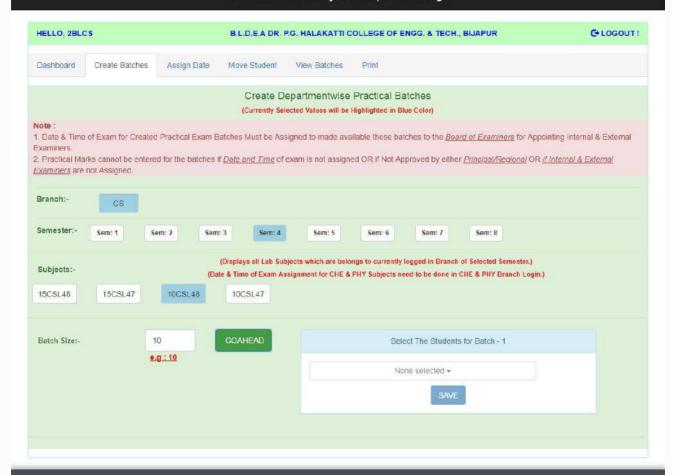
Designed and Developed @ Computer Network Centre (CNC), VTU - Belagavi, Karnataka

If there are no USN's for selected Subject then the list which displays USN will be inactive as shown below,



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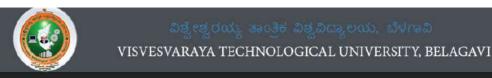
UG Practical Exam System Department Login



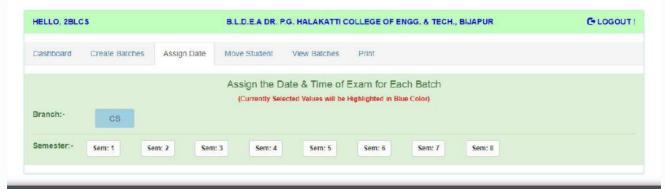
Designed and Developed @ Computer Network Centre (CNC), VTU - Belagavi, Karnataka

Assign Date

When "Assign Date" is clicked the below window will open"



UG Practical Exam System Department Login

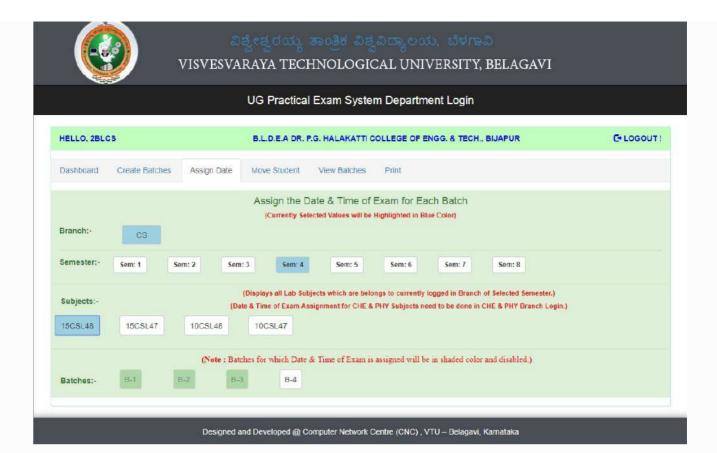


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According to the Login, Branch will be displayed then select the Semester,



then select the subject of that particular semester which is selected,



Then select the Batch for which you would like to assign Date,



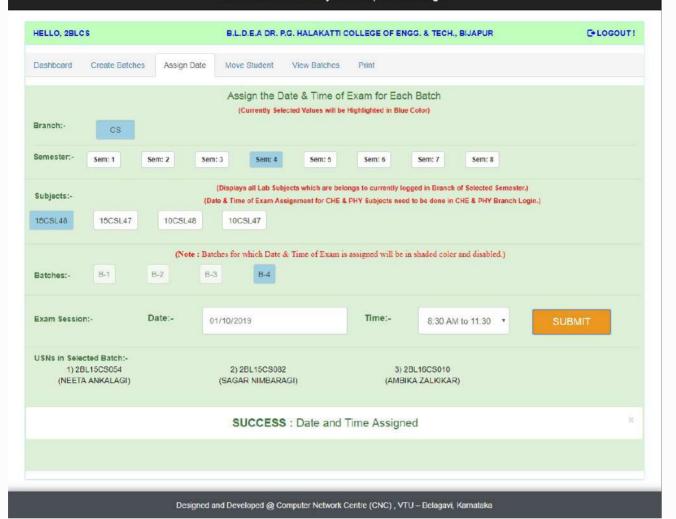
Select the Batch, the list of USNs of that particular batch will be displayed below, verify those USNs and then select the date and time Slot for that batch then click on "SUBMIT" Button.

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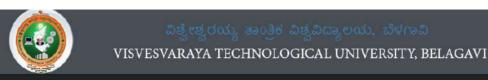


VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

UG Practical Exam System Department Login



On Successful Assignment of Exam Date, and Time Slot the Success Message will be displayed.



UG Practical Exam System Department Login

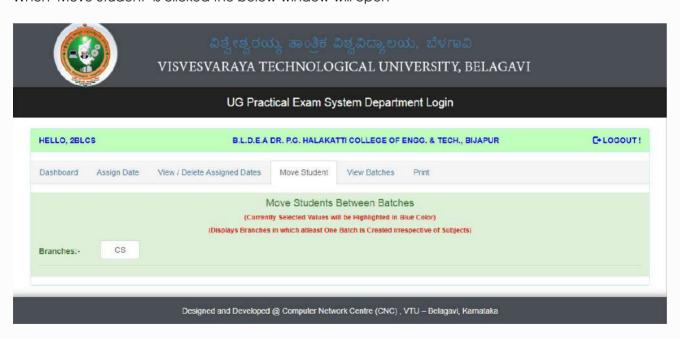


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The above window page displays when there are no Batches for selected Subject.

Move Student

When "Move Student" is clicked the below window will open



Selected the Branch from which the Student has to be moved,



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Then select the semester of the student,



then select Subject of the student,



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UG Practical Exam System Department Login



Select the Batch of the Student from which he has to be moved,



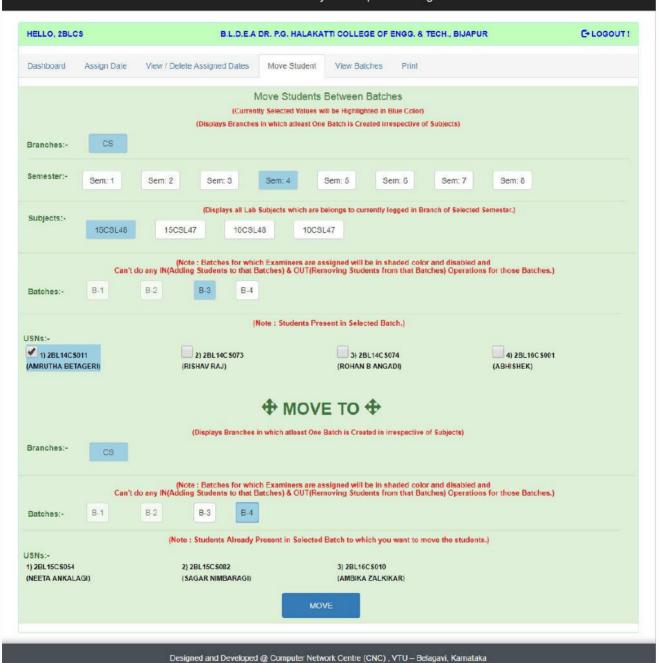
UG Practical Exam System Department Login



After selecting the Batch Number, list of USNs who all are there in the batch will be displayed,



UG Practical Exam System Department Login

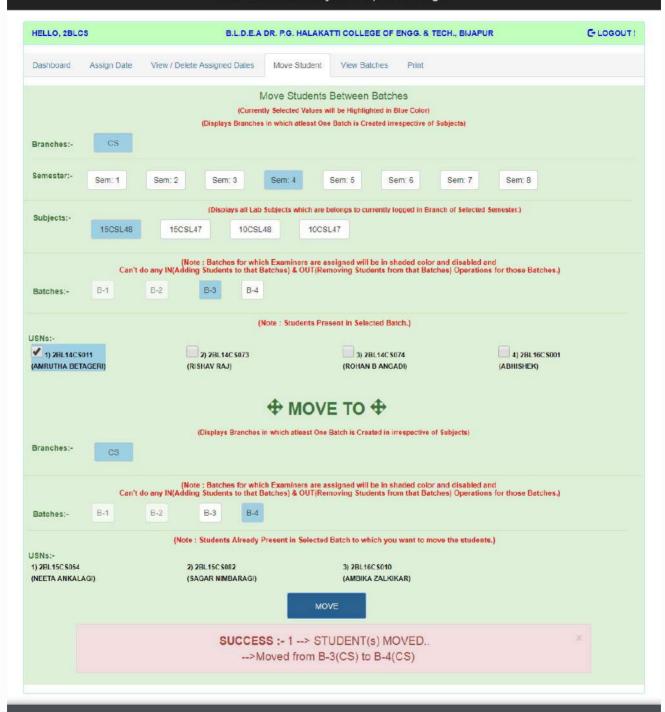


Check mark the Student whom to be moved to other batch, then select the batch to where the student to be moved to, then click on "MOVE" button



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UG Practical Exam System Department Login



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After successful Moving of the student, the message will be displayed,



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UG Practical Exam System Department Login



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If The Moving "From Batch" and "To Batch" selected is same then the Error Message will be displayed as "Cannot move to Same Batch".

View Batches

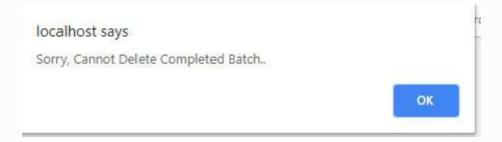
When "View Batches" is clicked the below window will open, Here, list of Batches with Branch, Subject Code, Semester, Batch number and Number of Students of that Batch will be displayed. To view the details of the particular Batch click on "View" Button and to delete the particular Batch Click on "Delete" Button.

Note: batch can only be able to delete if the date is not assigned to that particular batch.

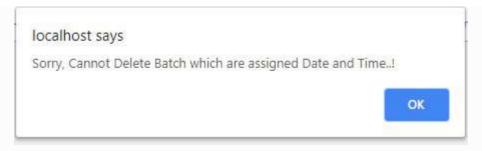


List of Batches which are present in the Login Department will be displayed with "View" and "Delete" Action.

Batches whose Exam are completed and Marks are entered then such Batches can not be deleted if when clicked on "Delete" button of such batch the error Message will be displayed,



And also if Internal/External Examiners are Assigned and if such batches are tried to be deleted then below Error message will be displayed,

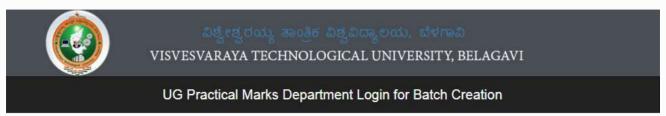


When you click on the "View" button then the USN's present in that batch are displayed as shown,



Print

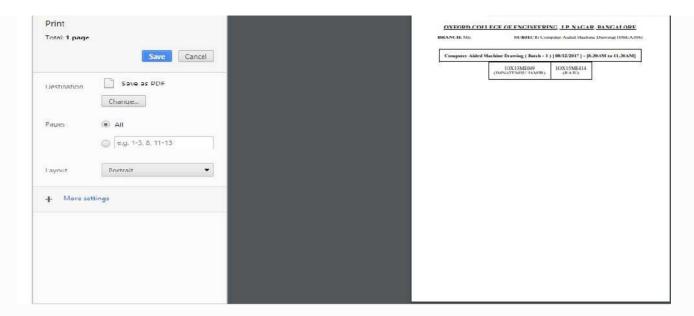
When "Print" is clicked, the below window will open which lists All the Batches Created and Date is assigned irrespective of the Approval of Batches.





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When "Print" is clicked given at the bottom of Each SubjectCode, the Batch details Print window will be displayed with respective of the SubjectCode as shown below,

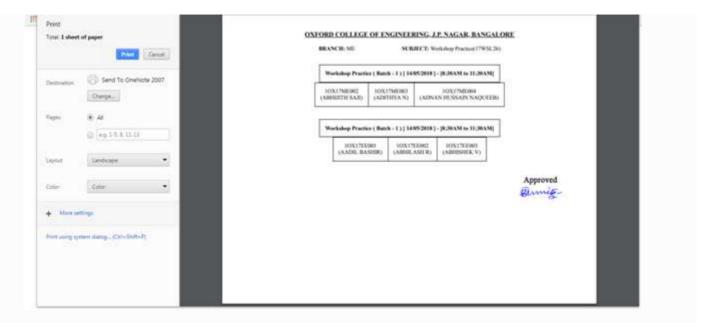


Approved Batch List Print

When "Approved Batch List Print" is clicked the below window will open



When "print" is clicked with respect to Subject Code then if the particular batch is approved by Principal as well as Regional Officer then only the list of USNs with respect to Batch print can be printed with Registrar of Evaluation Approved Signature as shown below

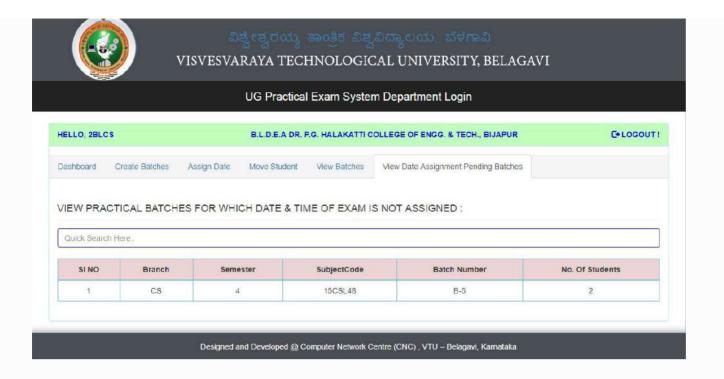


if in case, Its not Approved by Principal or Regional Officer or Both then batch detail print can not be taken, as shown below,



View Date Assignment Pending Batches

When "View Date Assignment Pending Batches" is clicked the below window will open



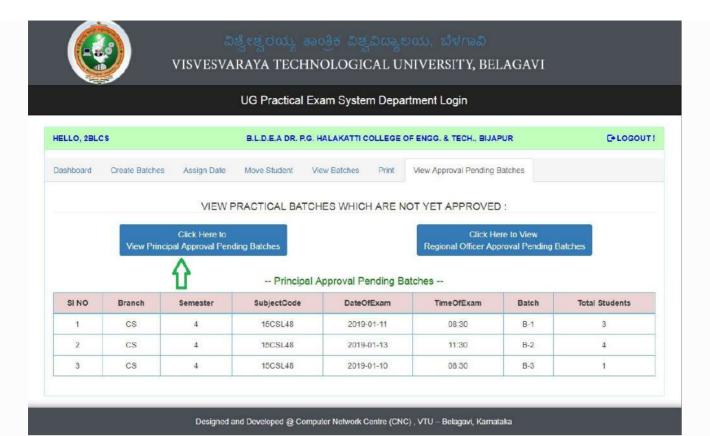
Here, For reference, lists the Batch details of which date is not Assigned will be displayed.

View Approval Pending Batches

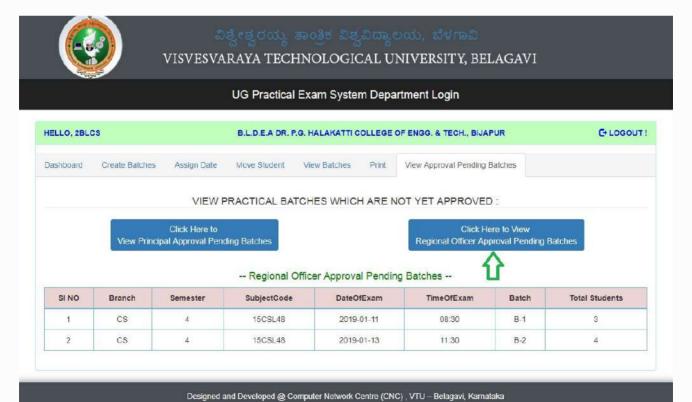
When "View Approval Pending Batches" link is clicked the below window will be opened,



When "Click Here to View Principal Approval Pending Batches" button is clicked, the list of Batches with its details like Semester, Subject Code, Branch, Date of Exam, Time of Exam and Total Students will be display as shown below,



And when "Click Here to View Regional Officer Approval Pending Batches" link is clicked, the list of batches with its details which are approved by Principal but not approved by Regional Officer as shown below,





Guidelines to be followed while downloading Allotment orders

- 1. Login in to the Url :http://www.labexam.vtu.ac.in
- 2. Click on Faculty Login as shown with the arrow.



Fig: 1

3. Next, the user has to login using the **Facultyid** as the Username and **Secret code** as password provided.



Fig:2

Once the user enters correct username and password, then the login page appers as shown in fig: 3.



Fig: 3

4. Once the User Signs in Sucessfully, the dashboard appears as shown in fig: 4

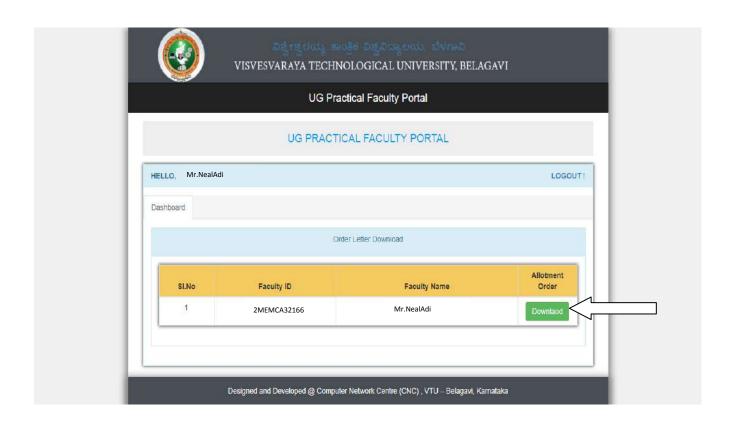


Fig: 4

The user then has to download the Allotment order by clicking on the Download button provided.

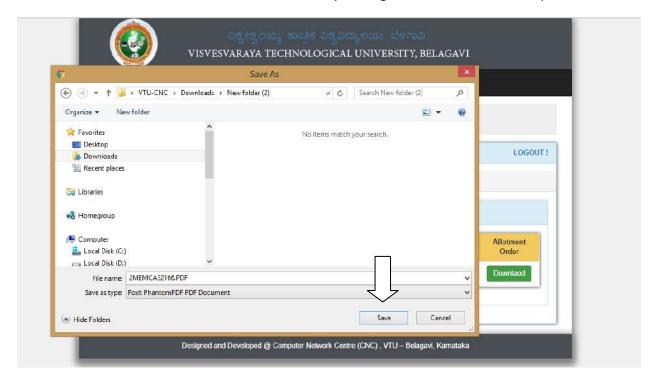


Fig: 5 (click on save button to download the allotment letter)

6. Once the allotment order is downloaded successfully, the user then has to unlock the downloaded file by entering Secret Code.

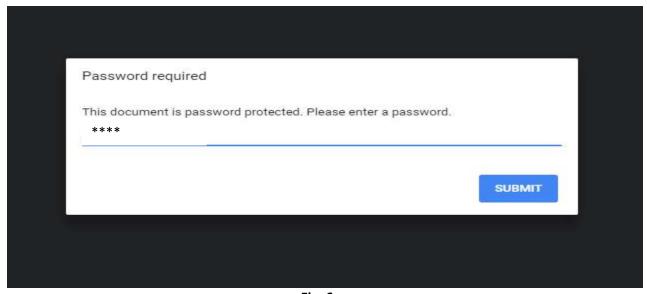


Fig: 6

Once the Faculty enters the correct Secret code the Allotment Letter is then available to the particular Faculty. The Allotment letter is shown below in figure 7.



Visvesvaraya Technological University

EXAMINATION SECTION BELAGAVI - 18

Phone: (0831) 2498131 Fax: (0831) 2498184

Date:

Ref.No / VTU /RO /Pract

STRICTLY CONFIDENTIAL

To,

Mr.NealAdi

PG centre VTU Belagavi.

Sir/Madam,

Subject: Appointment as an examiner for Practical Examination

By direction of the Vice-Chancellor, I am to inform you that, you are appointed as an Examiner in the Practical Examination as indicated Below. The Practical Examination are to be conducted as per the scheme of examination and jointly with the Co-Examiner.

SLNO	Center	Semester	Subject Code	Subject Name	Time	Date	Batch Number	No. of Candidates	Name of the Co-Examiner
1	GIT, Belagavi	5	10MEL57	Fluid Mechanics & Machines Lab.	to	02/05/2018	1	1	Mr.AdiNeal Govt Engg College, Hassan

I request you to accept this assignment. In case, you are unable to accept the same, kindly intimate to the Special officer/BOE Co-ordinator of respective regions without fail and well in advance.

BOE: Your Faithfully

Miss Akshata.Laxmangouda. Patil

Jain college of Engineering , Belagavi.

Registrar(Evaluation)

Fig: 7

For any queries kindly call us on: 0831:2498130/254/188

Or mail us at prexam@vtu.ac.in

-----THANK YOU -----

USER MANUAL

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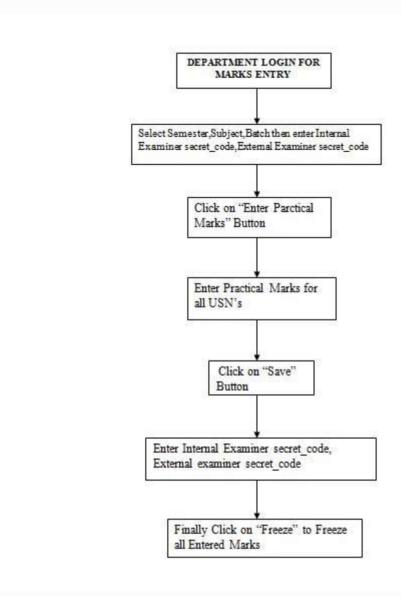
Marks Entry Login

Practical Marks

PRACTICAL EXAM MARKS ENTRY SYSTEM

Department Login for Marks Entry

Process Flow Chart for Department Login for Marks Entry



Go to the VTU Lab exam website ->

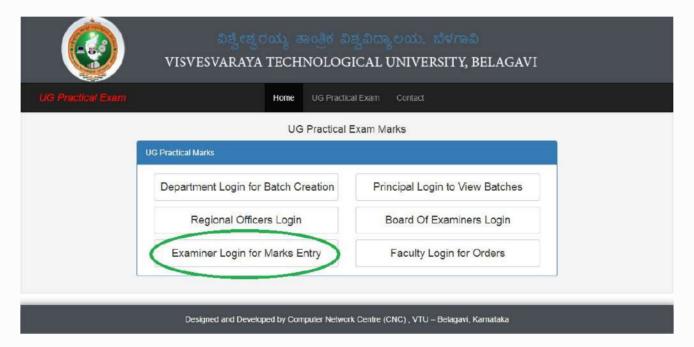
https://labexam.vtu.ac.in -For Non-BLR Region OR

https://labexam.blr.vtu.ac.in -For BLR Region or click on "Click Here for BLR Region" link to switch to BLR region

Then click on Department Login for Batch Creation

Marks Entry Login

Marks Entry Login is used to enter the marks for the students of Lab Exam using the External and Internal faculty secret code.



After clicking on "Principal Login for examiner assignment" the below window open to enter username and Password.



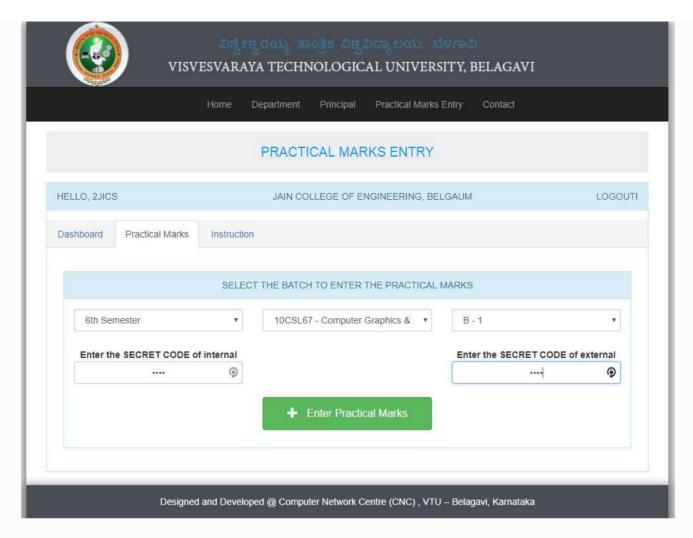
Use the username and Password for Department login.

After Logging In, the Department Dashboard will be displayed to Enter lab Marks as shown below

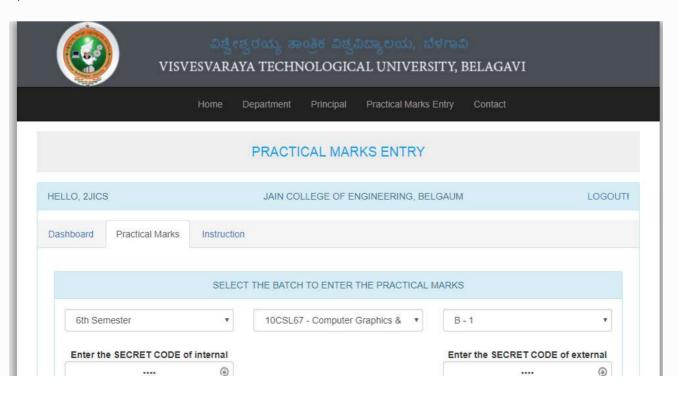


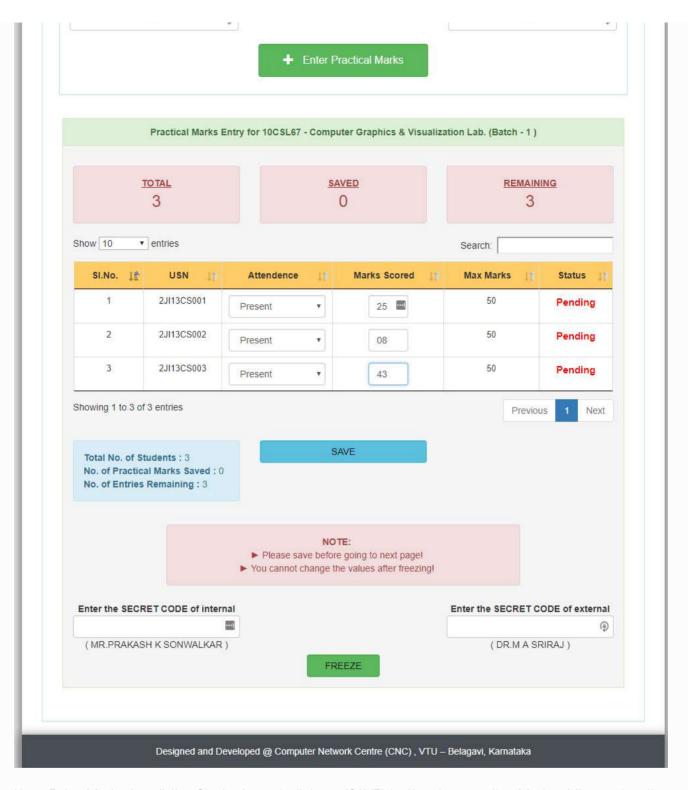
Practical Marks

When "Practical Marks" link is clicked the below window will open



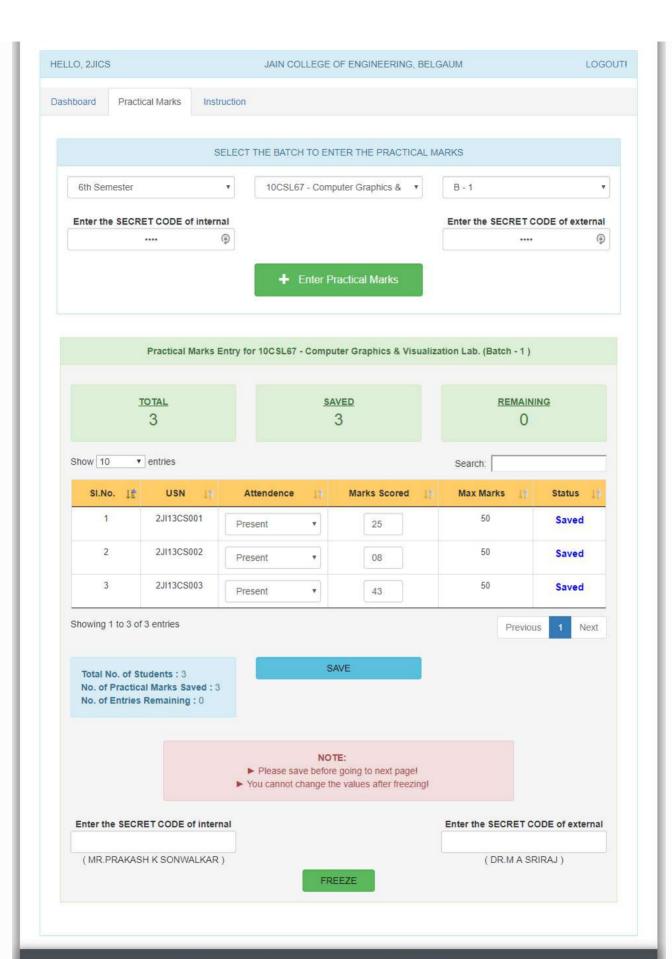
Where, Semester, Subject and Batch Number to be selected after that Internal and External faculties has to enter their 4 digit Secret Code to proceed for entering the Lab Marks for the Students. after the above credentials is Entered then click on "Enter Practical Marks" button after clicking the below window will open





Here Enter Marks for all the Students and click on "SAVE" button to save the Marks, After saving the window looks as shown below



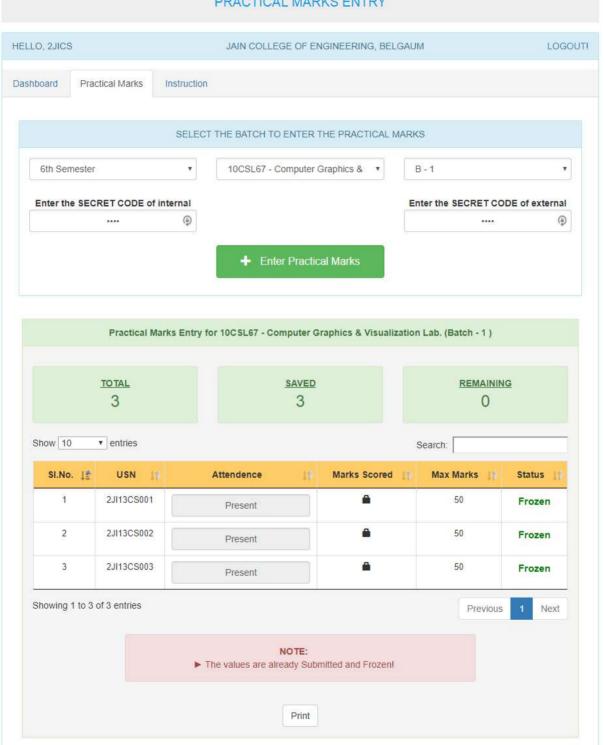


Then once all the student's Marks are entered, using 4 Digit Secret Code The Marks can be Freeze. Once the Marks are frozen they can not be changed. See the below window for reference



VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

PRACTICAL MARKS ENTRY



After the Marks are frozen then only the Mark list print can be taken by clicking on "Print" button

This completes the User Process of Practical Marks Entry system

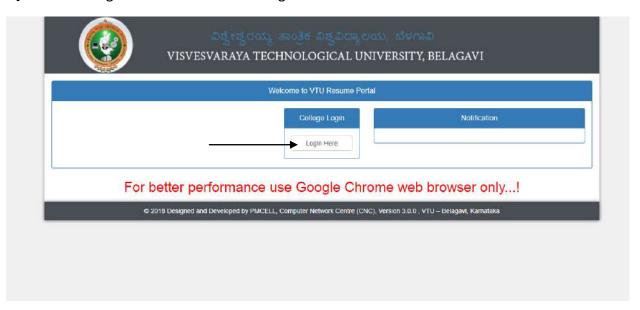
USER MANUAL ON STUDENT REGISTRATION EXAMINATION ENTRY AND HALL TICKET GENERATION



VISVESVARAYA TECHNOLOGICAL UNIVERSITY. BELAGAVI

Resume Manual

- 1] Open Google Chrome Browser in your System.
- 2] Type the following address in URL bar http://resume.vtu.ac.in
- 3] Welcome Page is Loaded as shown in figure below

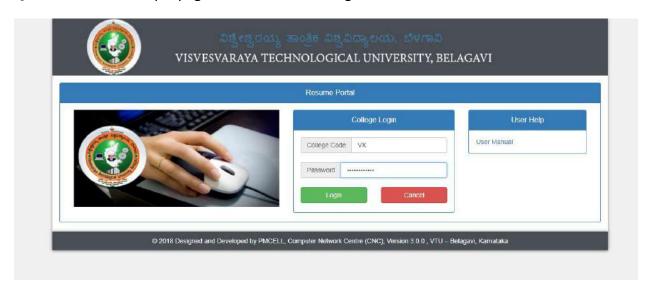


- 4] Click on Login here Button to go to College Login Page.
- 5] The Login Page is loaded as shown in figure below.



6] Enter College Code (**Ex : VX_VTU**), password received through Email/Mobile and click login button.

7] The Pre-filled example page is shown below in figure



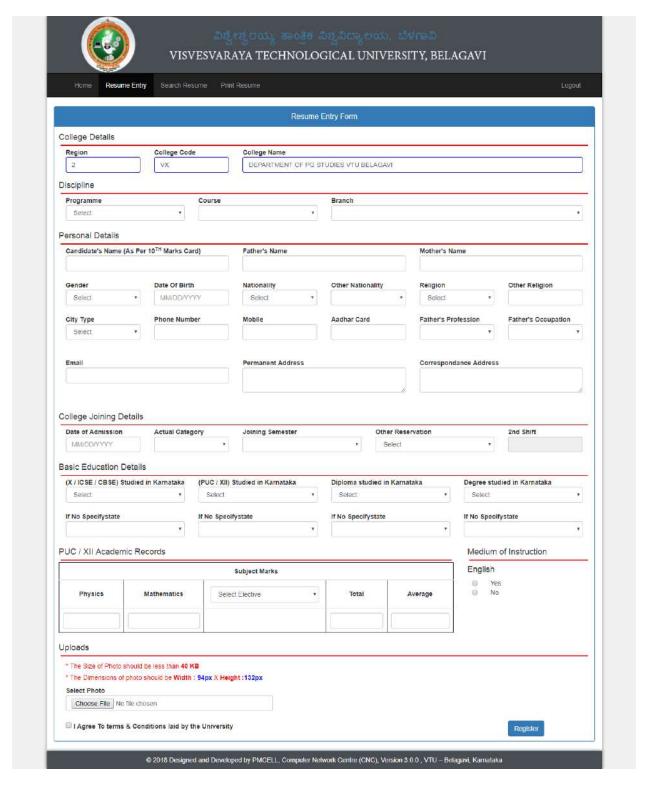
8] Once logged in successfully, you will be Redirected to College home page as shown in figure Below



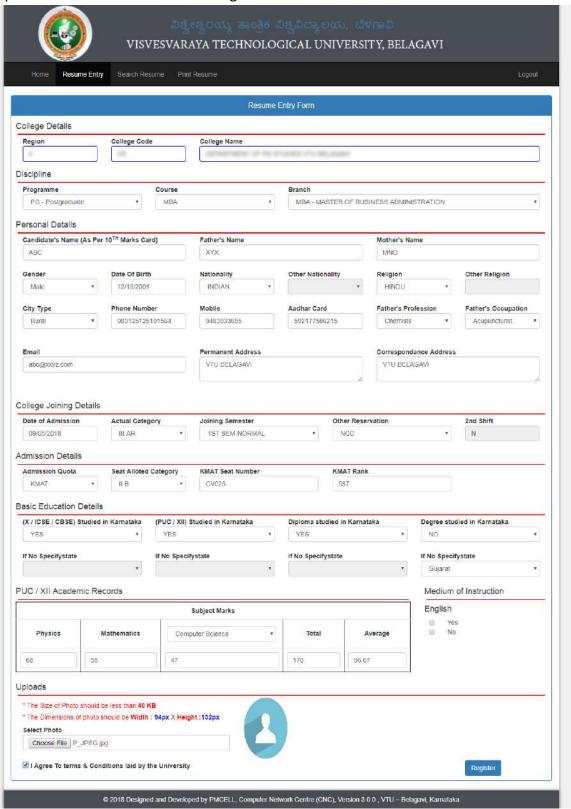
Figure 8

- 9] The following options are available on college home page.
 - To enter new resume click on **Resume Entry** button.
 - To search / view /update a existing resume click on **Search Resume** button.
 - To print a existing resume click on **Print resume** button
- 10] In **Resume Statistics** Tab shown in **Figure 8** will show count of resumes entered branchwise.

11] To enter a new resume click on **Resume Entry** button located in page, you will be redirected to resume entry page.



- Fill in All details of students precisely with maximum care.
- Go through all details before clicking on **Register** button.
- Aadhar number of the student is to be entered to avail better e-services from the university and other Government agencies.



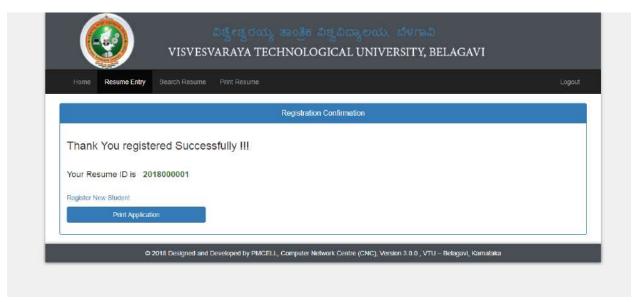
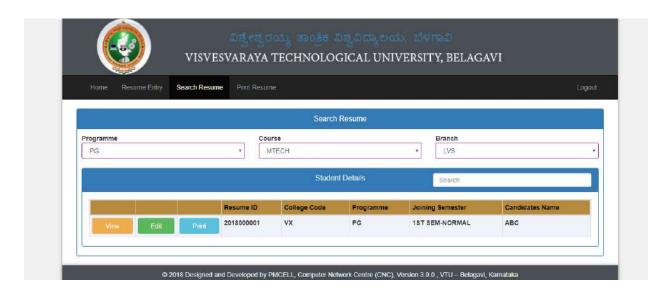


Figure 13

- Any queries regarding a particular resume has to be made by mentioning the Resume ID followed by College Code and need to be mailed by Principal /Co-Ordinator of College.
- 14] The resume application printout can be taken immediately after submitting resume by clicking on Print Application button as shown in Figure 13

Note: Resume Printout's Need to Maintained in college office for future references.

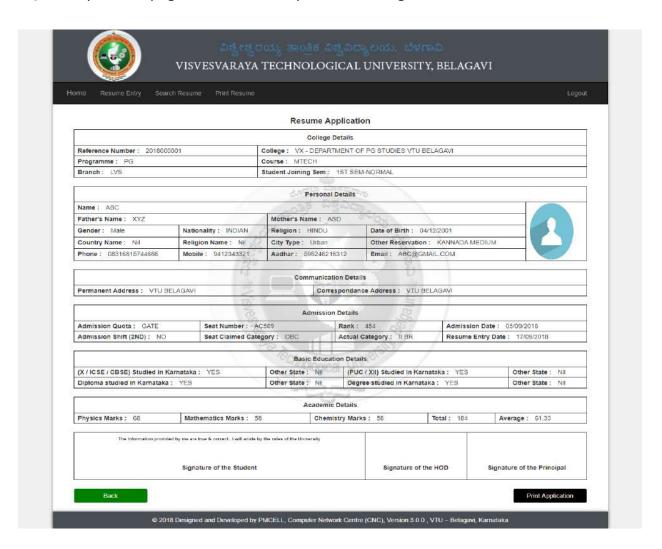
15] In **Search Resume** page, you will be able to **View / Update / Print** resume Branch wise as shown in figure below.



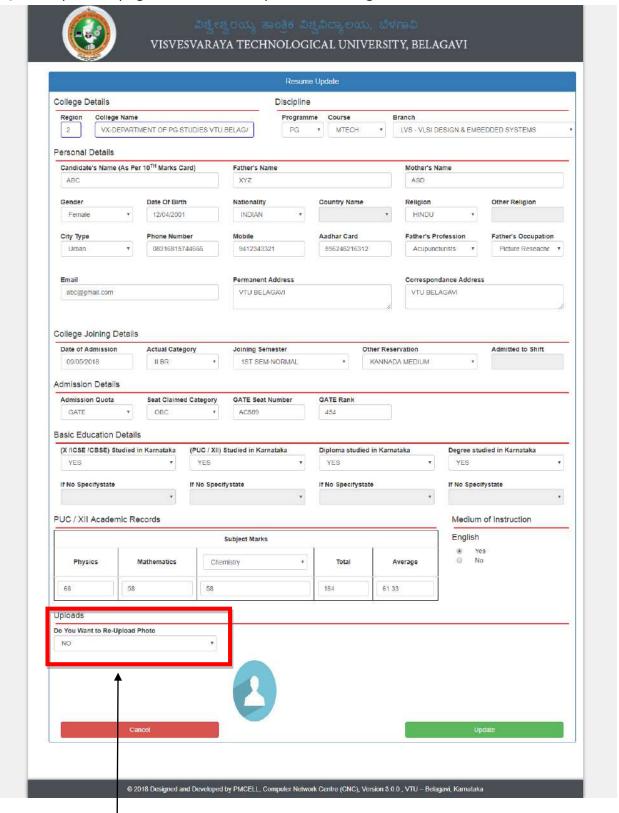
16] A Sample View of resume is depicted in the figure below.



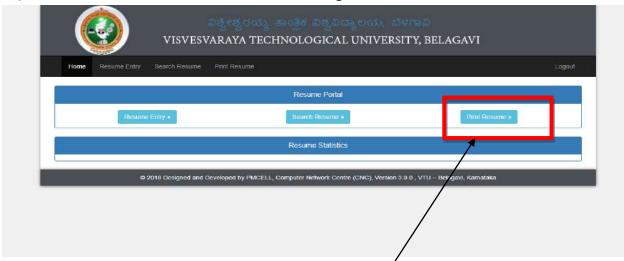
17] A Sample Print page of resume is depicted in the figure below



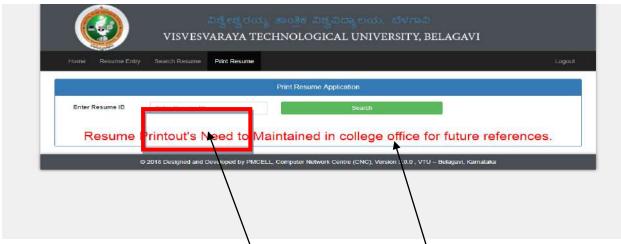
• Click on Print Application button to take a print out of the resume.



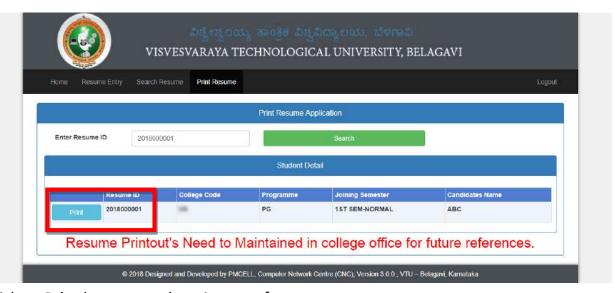
 If photo of the student needs to be Re-uploaded Select Yes Option in the Dropdown 19] To take Print out of individual resume through Resume ID



Click on Print Resume button as show in figure above



• Enter the **Resume ID** in the textbox provided and click **Search** button



Click on **Print** button to take print out of resume.

Thank You



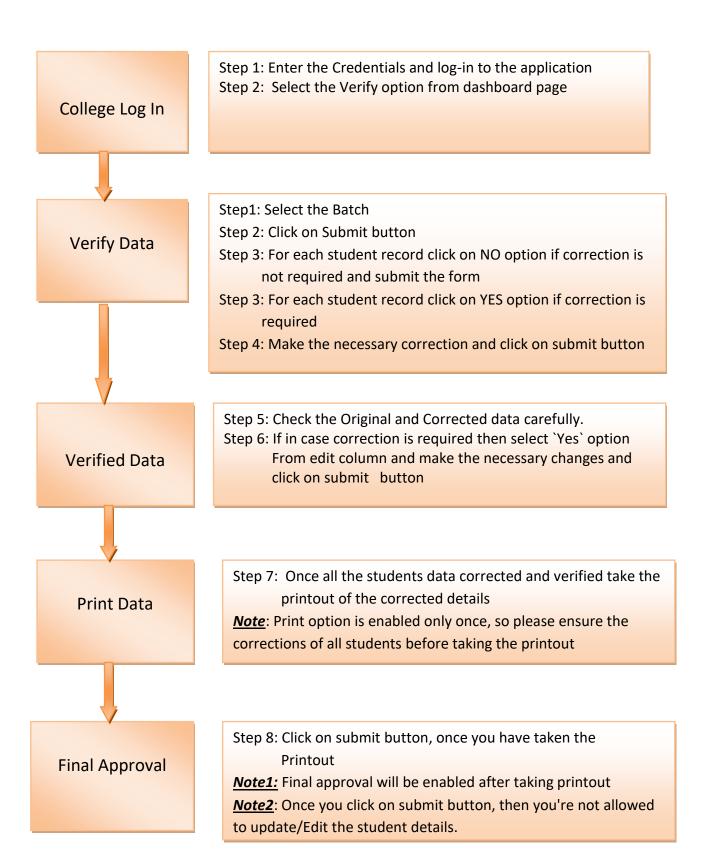
For Any Queries

Contact: 0831-2498(130/254/188)

Email: prexam@vtu.ac.in

Name Verification System

Process flow diagram



1. Log-in:

- > College user needs to login to the application by entering branch credentials.
- ➤ Dashboard page contains options like Verify Data, Verified Data, Print Data, Final Approval.



Fig 1: Login Page

1. Verify Data:

- ➤ The user needs to click on Verify Data and should select the batch given in the dropdown (Like 2015 or 2016).
- ➤ Once he selects the batch and clicks on submit button, particular branch students' details will be displayed. Like USN, Name, Father's Name, Gender and Category.



Fig 2: Verify Data Page

- Category dropdown list contains 9 options such as CAT1, GM, SC, ST, IIA, IIB, IIIA, IIB, OBC.
- ➤ The user requested to select the actual category of the student. Not the seat allotted category.
 - Eg: If the student's actual category is IIA, but the seat allotted in GM, then he needs to select the actual category of the student i.e., IIA.

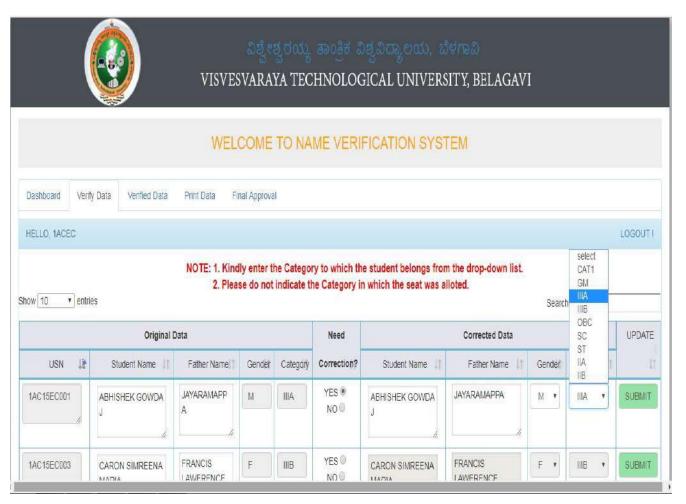


Fig 3: Category Selection in Verify Data Page

- ➤ If the correction of the student is required then click on YES option, and make the necessary changes. And click on SUBMIT button.
- ➤ If in case correction is not required, then select NO option and click on SUBMIT button.

Note: It is requested to select any one of the options (YES/NO).

2. Verified Data:

- ➤ Once the Data will be verified in the Verify data section, the original and corrected data will be displayed in the Verified Data section.
- ➤ If the user still wants to update any details of the student he can edit by clicking on YES option.



Fig 5: Verified Data Page

3. Print Data:

➤ Once the data corrected and verified successfully, user needs to click on Print button.

The excel sheet containing students' original and corrected data will be downloaded

Note: Print option is enabled only once. So please ensure the changes before taking printout.

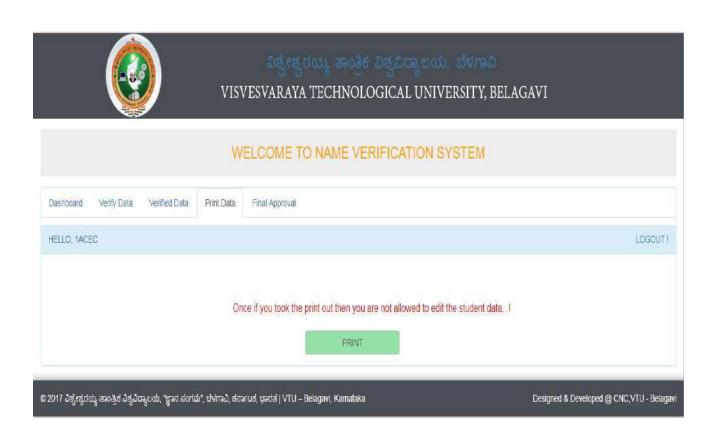


Fig 6: Print Data Page

4. Final Approval:

➤ Upon taking printout, user needs to confirm final submission by clicking SUBMIT button displayed in Final Approval section.

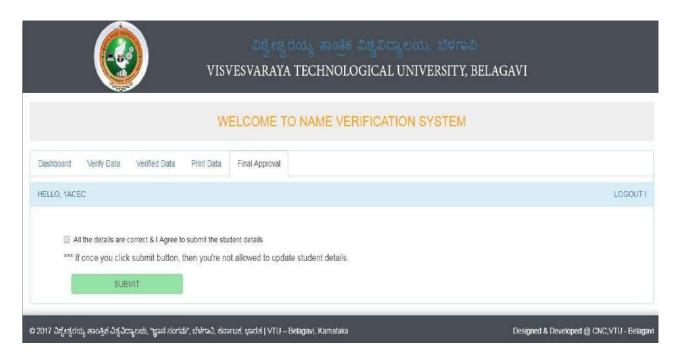




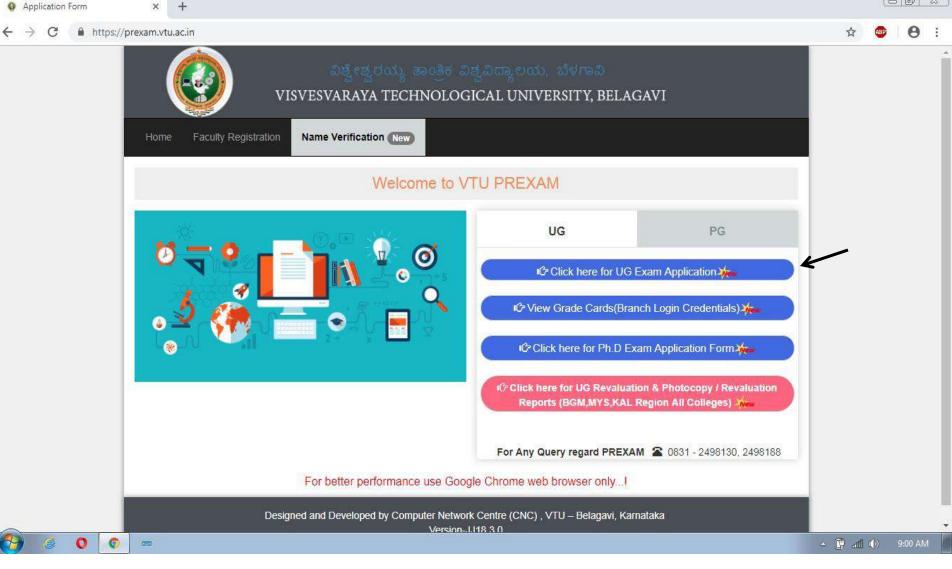
Fig 7: Final Approval Page

Note: After final submission there will be no privileges for the user to do any corrections.



Fig 8: Verified Data Page After Final Submission

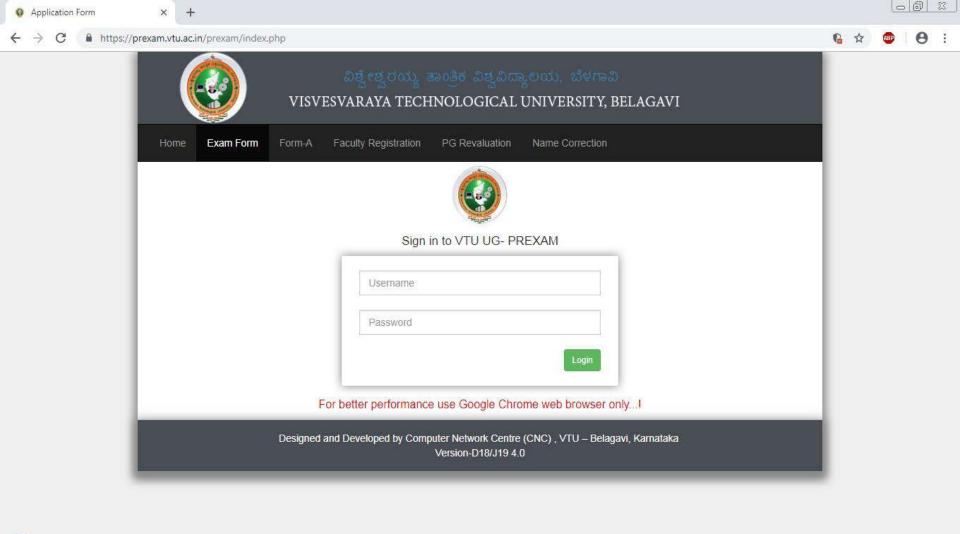
EXAM APPLICATION PROCESS

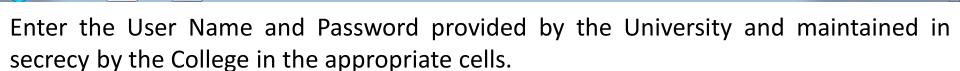


Google Chrome Browser is preferred for accessing online exam form application webpage.

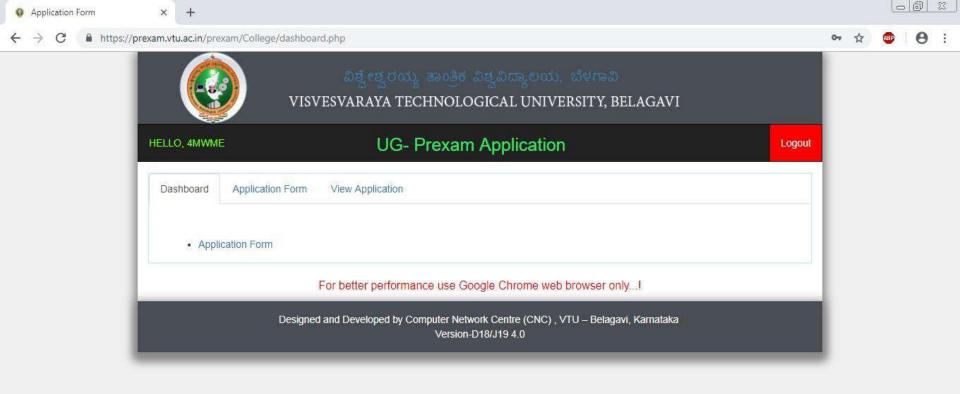
Go to : https://prexam.vtu.ac.in.

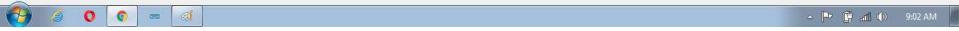
Click on the UG Exam Application to apply for individual student.





Select Login.



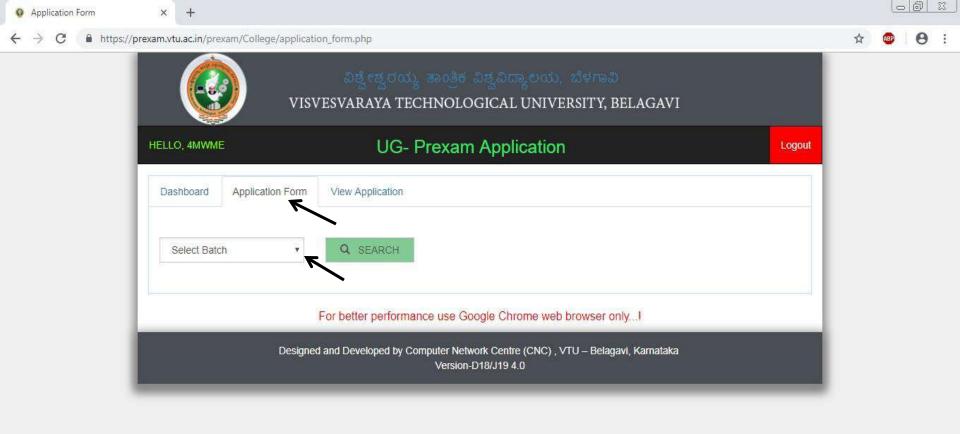


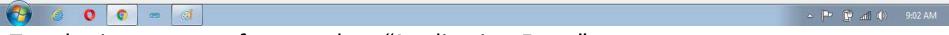
To submit new exam forms select the "Application Form"

To view the already submitted Forms, select "View Application".

To exit the web portat, select "Logout".

SUBMIT NEW EXAM FORMS

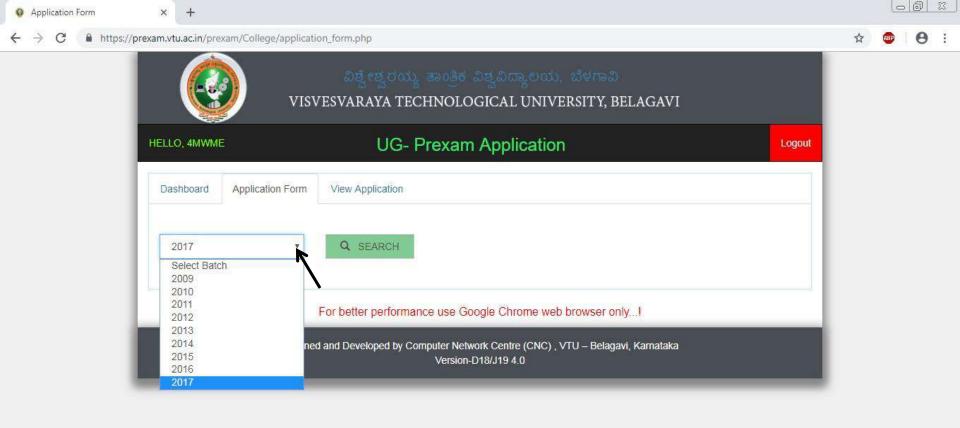


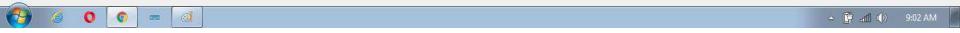


To submit new exam forms, select "Application Form"

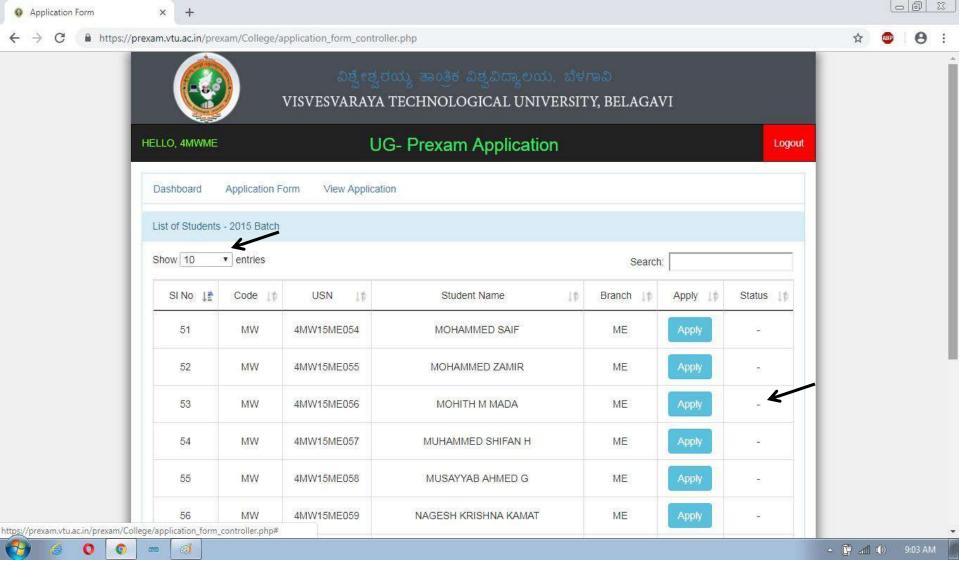
Here select the batch of the student. The batch is the year of student admission. The 2^{nd} , 3^{rd} digits from the left of the full USN will give year in two digit format.

Example: If USN is 4XX15YY001, BATTCH IS 2015.



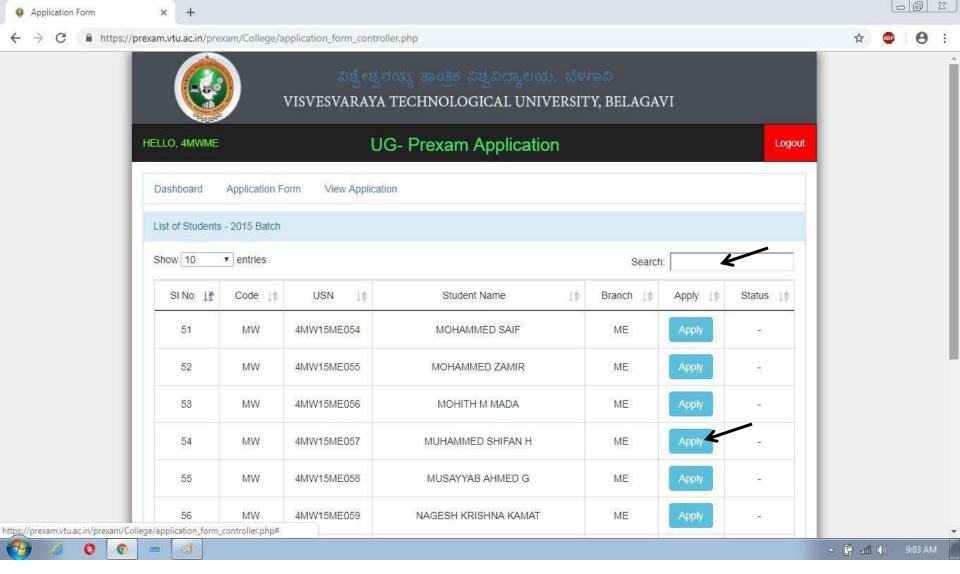


Select the batch of the student by clicking on the appropriate year. Click on "Search"



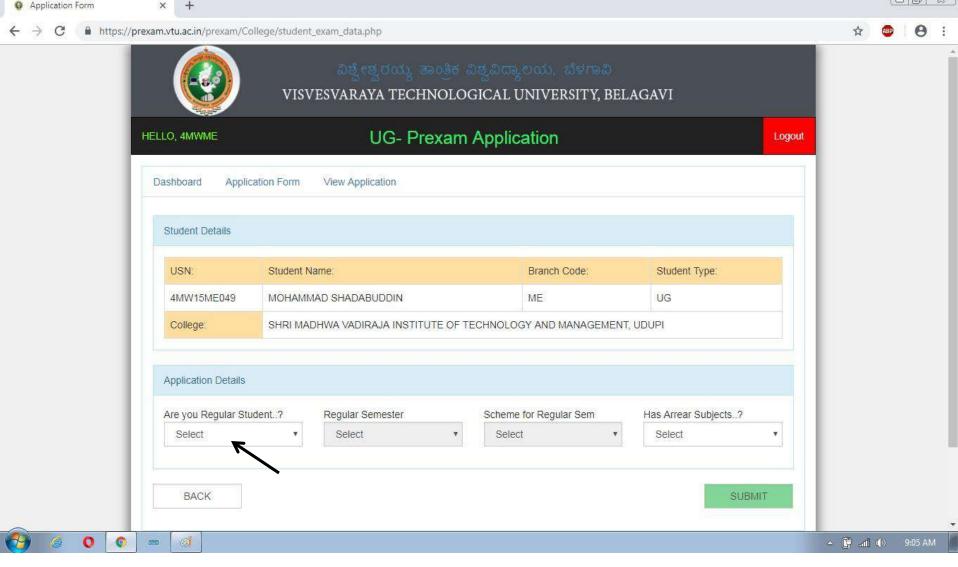
A full list of the students in the particular batch is displayed. For viewing more USN in the same page, select an appropriate number in the "Show" option.

Status will indicate whether application if submitted or no. If application is submitted the cell will show submitted.



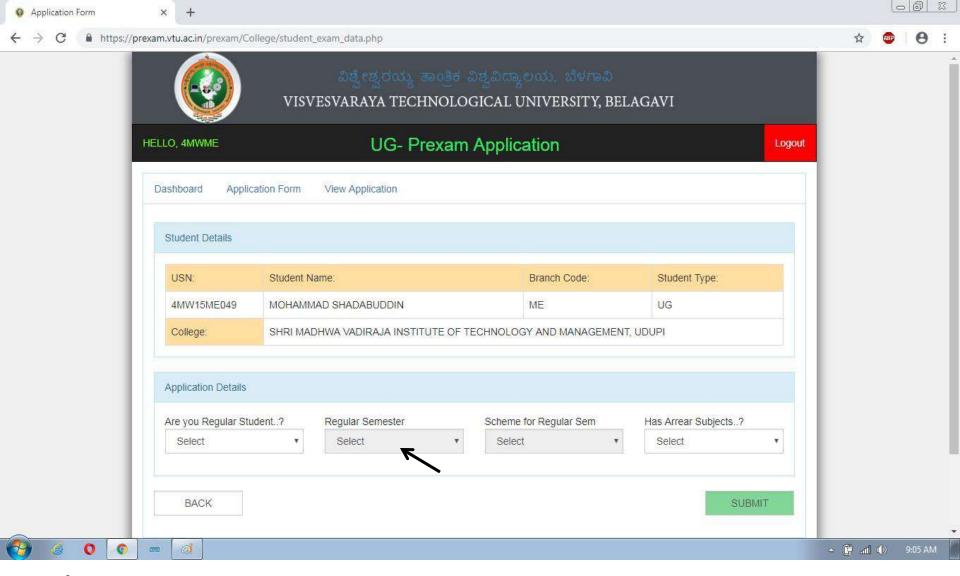
In the same page, to go the required USN of the student, enter the student USN in the "Search" bar and press "enter".

Press "Apply" to fill the examination form for the required student.



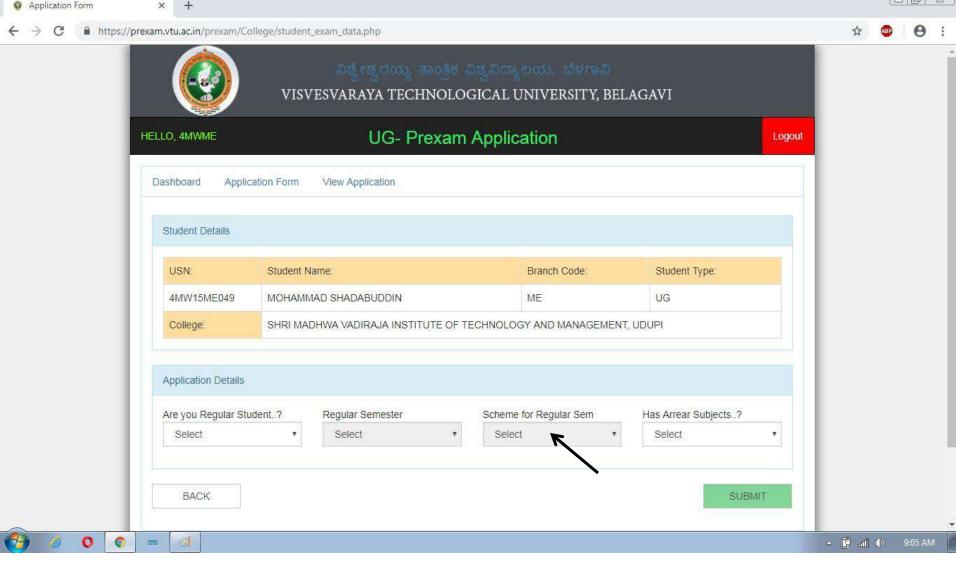
Are you Regular Student?

Regular is one who is not detained, pass out, etc and is part of the current semester. Select Yes or No based on the student for whom the application is being filled.



Regular Semester

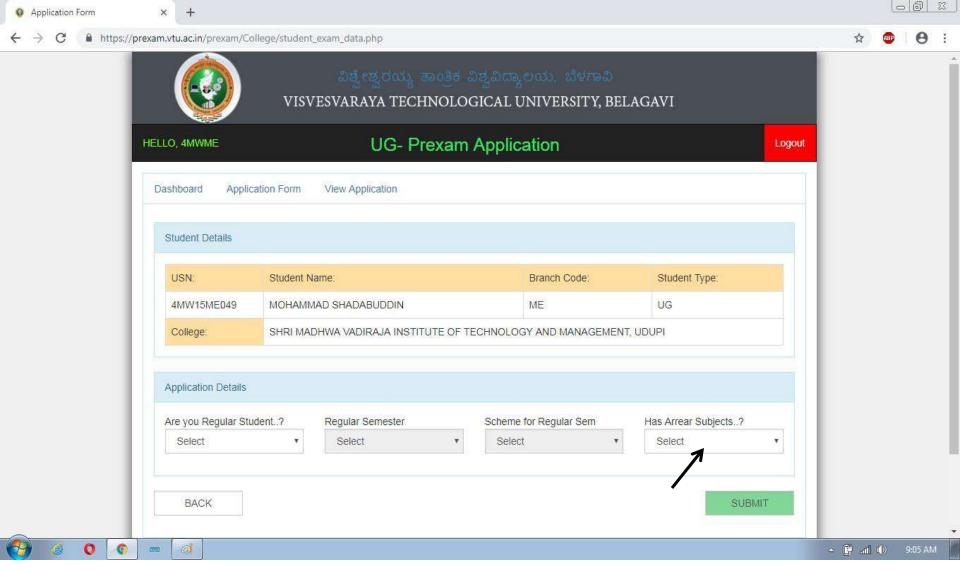
If the student belongs to regular semester, then select the semester examination for which the application is to be submitted.



Scheme for Regular?

Scheme is the syllabus scheme for the regular batch. As the syllabus is changed by the university, the scheme of the student in the regular semester is to be selected.

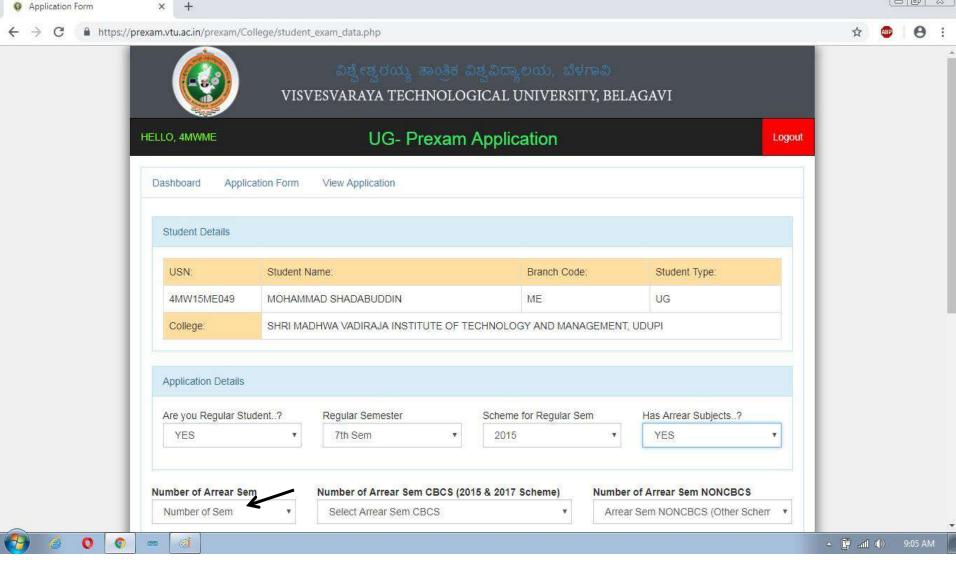
Examples: 1996, 2010, 2014, 2015, 2017, 2018, etc.



Has Arrear Subjects?

Select "Yes" if the student has arrear subjects. A student who is not regular student will have only Arrear subjects. Press Submit.

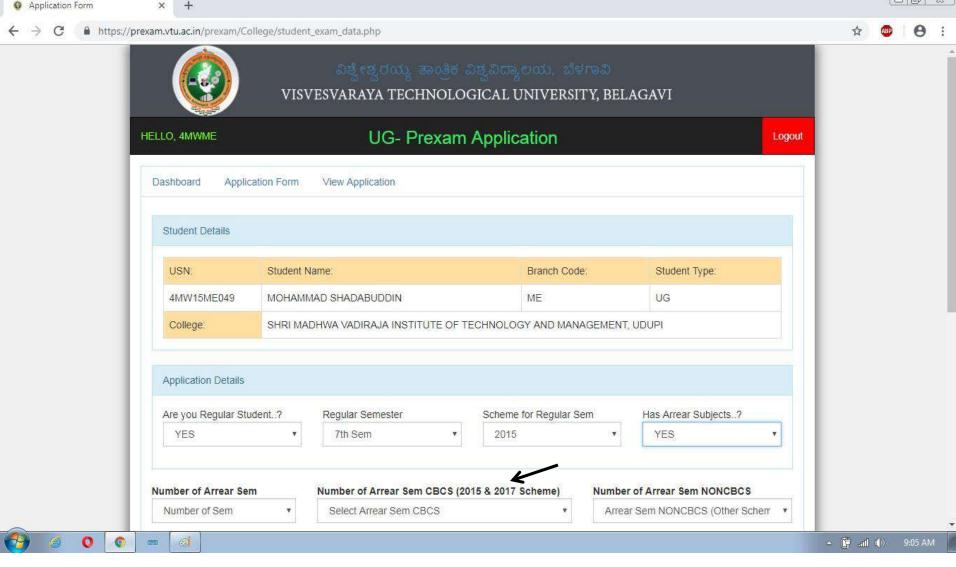
Select "No" if the student has no arrear subjects and press "Submit"



For students who have arrear subjects, the following options will be visible after submitting:

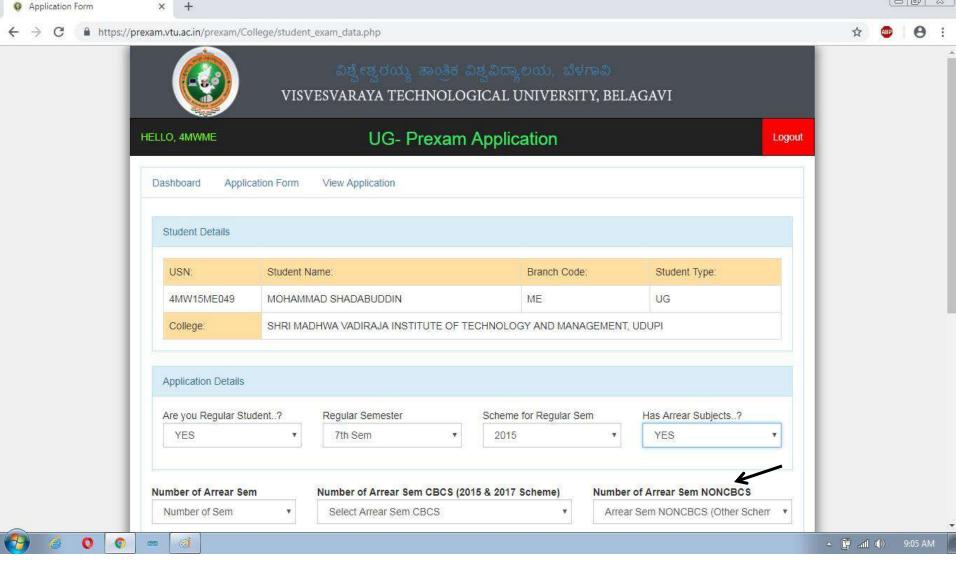
Number of Arrear Sem

Select the number of semesters in which the student is having arrear subjects.



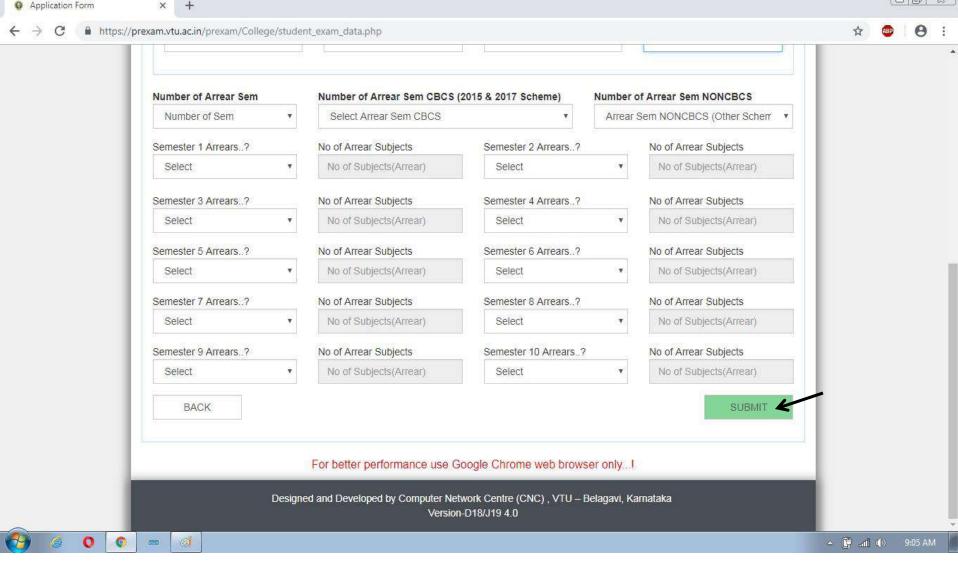
Number of Arrear Sem CBCS (2015 & 2017 Scheme)

Select the number of semesters in which the student has arrear subjects in the CBCS scheme of 2015 and 2017 syllabus.



Number of Arrear Sem NONCBCS

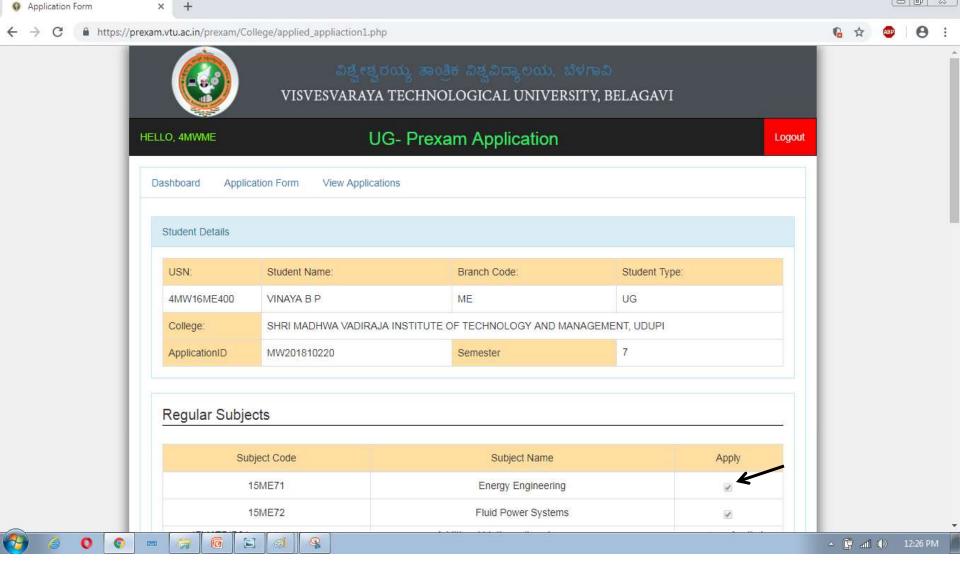
Select the number of semesters in which the student has arrear subjects in the NONCBCS scheme of syllabus.



AFter the previous data is filled,

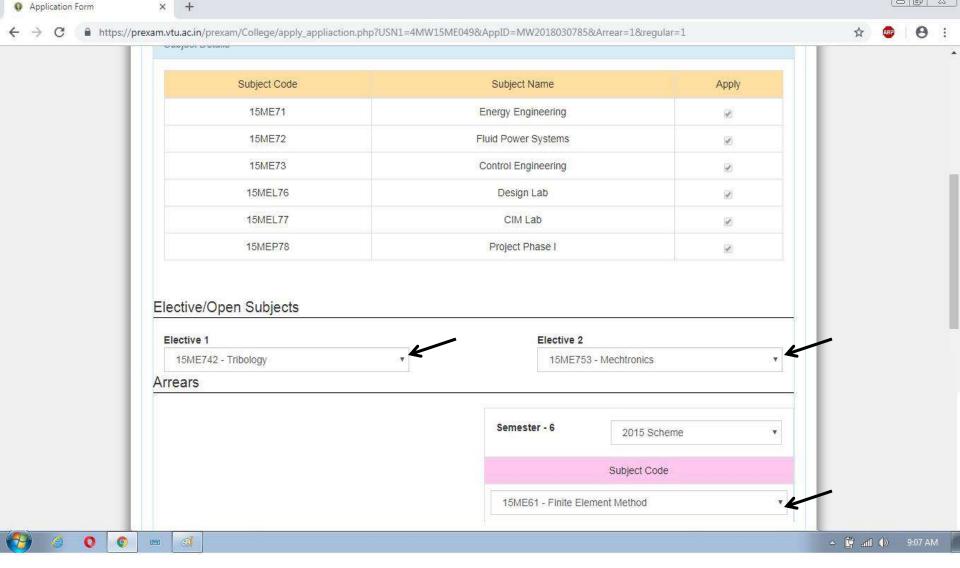
Fill the number of arrears in the individual semesters and select whether in the particular semester whether the syllabus is CBCS or NONCBCS.

After providing inputs, press "Submit"



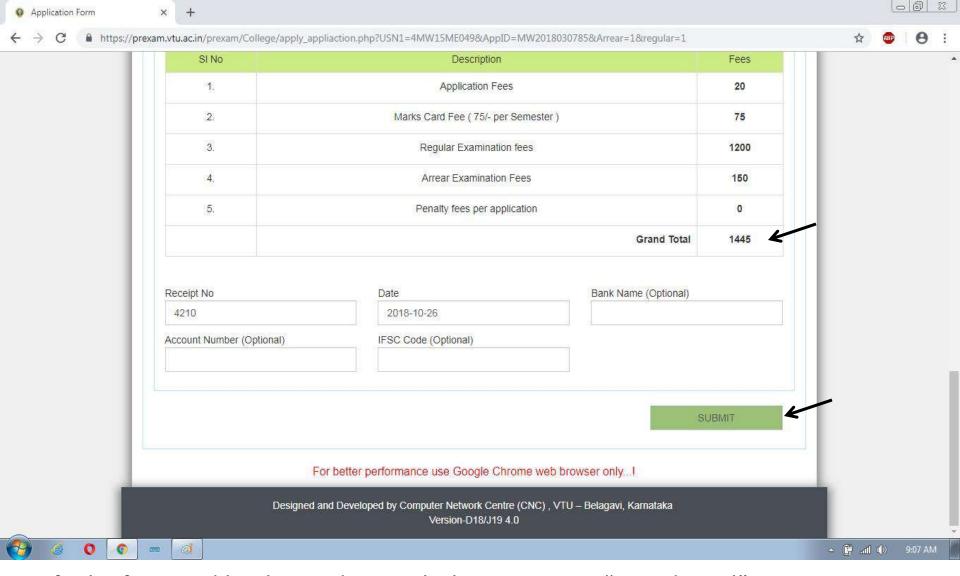
A new webpage opens with the student details and a list of subjects that the student has in the regular semester.

Unpick the subjects to which the student does not want to apply.

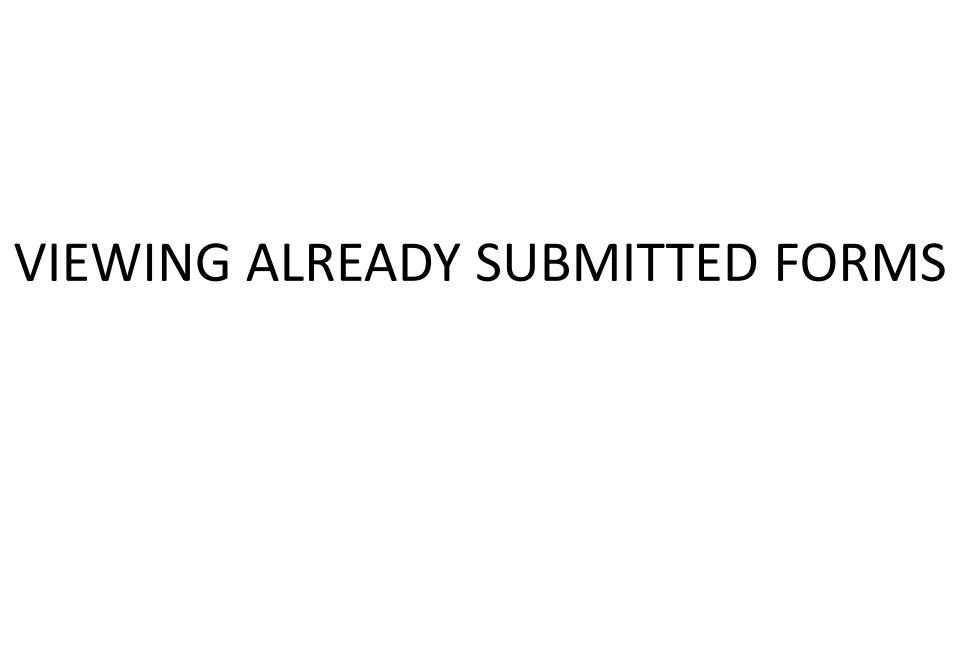


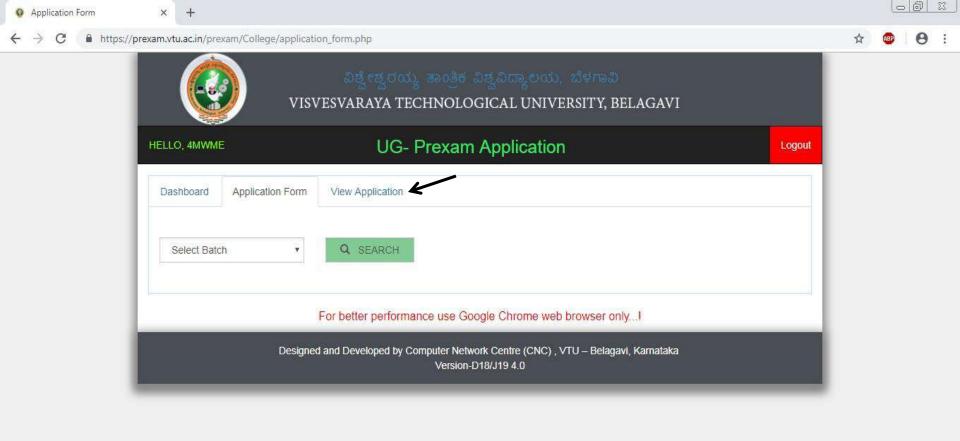
Select the appropriate elective subjects as provided by the student.

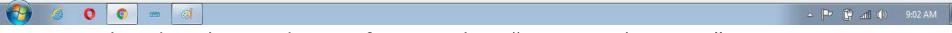
Select the scheme for the arrear subject and then select the subject code of the arrear subject.



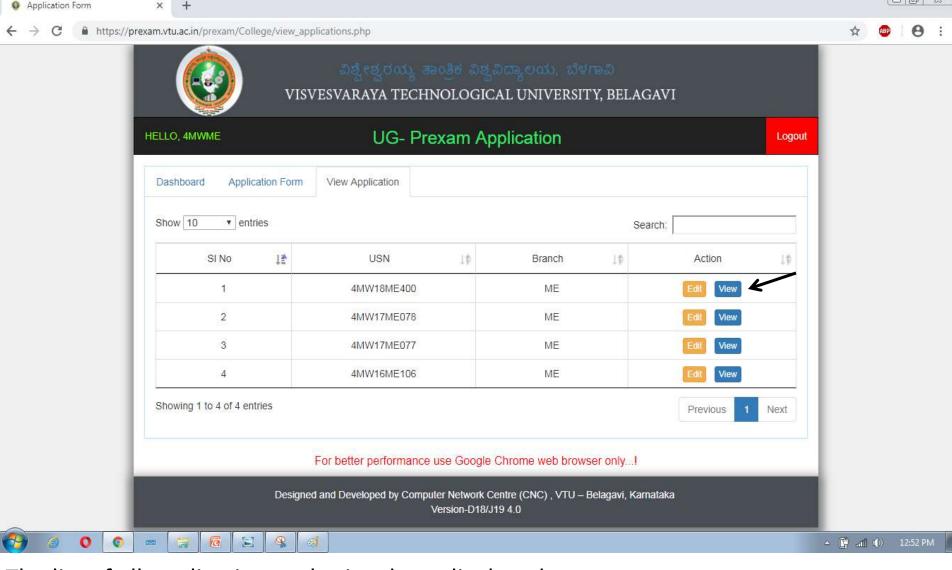
Verify the fees paid by the student with the amount in "Grand Total". Enter receipt number and Date the fees is paid and press "Submit"





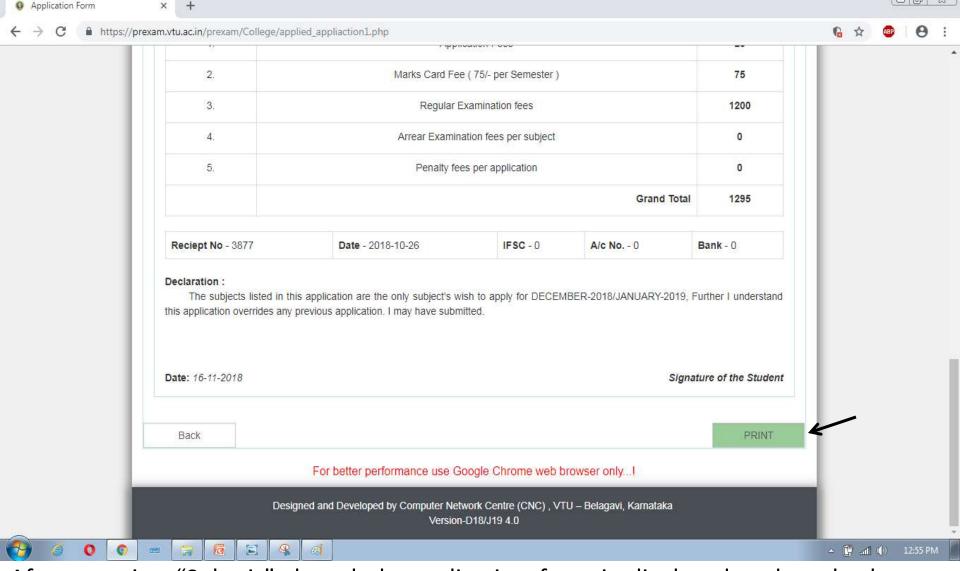


To view already submitted exam forms, select "View Applications"

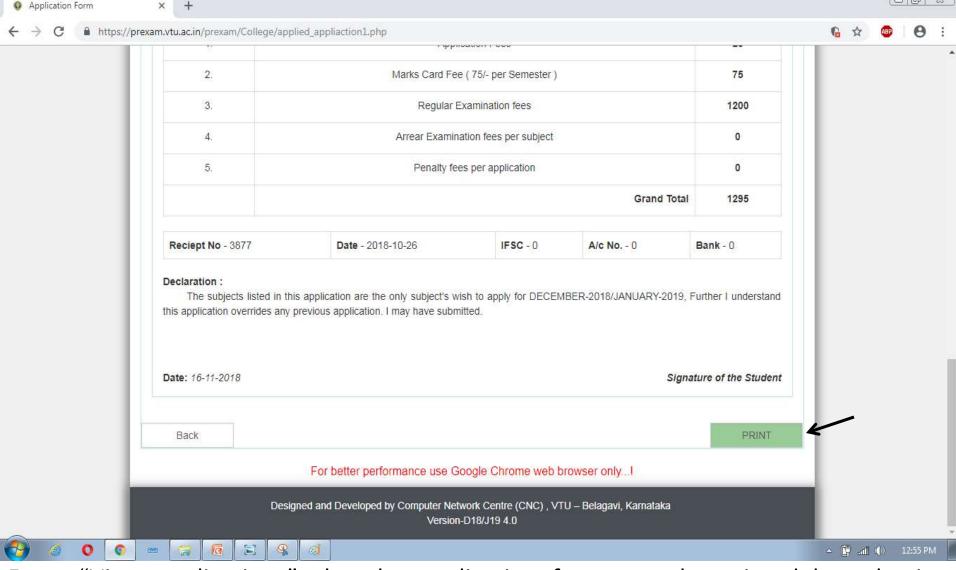


- The list of all applications submitted are displayed.
- To view the application select "View".
- For any modification in the submitted form select "Edit" and refill the form by changing the necessary parameters.

TO PRINT APPLICATION FORMS



After pressing "Submit" the whole application form is displayed and at the bottom "Print" option will be available. Select "Print" to print it or to save in pdf format. Select "Back" to back to the main page for applying for more forms.



From "View applications" also the application forms can be printed by selecting "View".

The filled form is displayed and at the bottom "Print" option will be available. Select "Print" to print the form or to save in pdf forms for future use.