



# Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

Belagavi - 590 018, Karnataka State, INDIA

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Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ 300

Date :

15 JUL 2021

## CIRCULAR

**Sub: Submission of List of Shortage of Attendance for Even Sem. 2021 - reg.**

The Principals of affiliated Engineering colleges are requested to submit the list of students having shortage of attendance through web interface in respect of the even Semester 2021. After submission of list through web interface, a printout shall be taken and submitted to the office of the undersigned as per the schedule given below:

### Shortage of Attendance Submission

Semester and Program	Last day of reckoning attendance	Online Submission		Printout Submission
		Starting date	Last date	
<ul style="list-style-type: none"><li>➤ 8<sup>th</sup> Semester B.E./B.Tech./B.Plan.</li><li>➤ 4<sup>th</sup> Semester MBA and M.Tech.</li><li>➤ 4<sup>th</sup> and 6<sup>th</sup> Semester MCA</li><li>➤ 4<sup>th</sup> Sem. M. Arch.</li></ul>	Considering the attendance up to last working day	16 <sup>th</sup> July 2021	17 <sup>th</sup> July 2021	19 <sup>th</sup> July 2021

### PLEASE NOTE:

The students should possess 85% of attendance considering

- Both online and offline class attendance
- During online classes, attendance for the students who have faced *technical glitches and network problems* shall be considered for the award of attendance.

However, there is a provision for condonation of attendance to the extent of 10% on the specific recommendations of the Principal as per regulations.

#### The **CANDIDATES**

- ❖ Having shortage of attendance
- ❖ Detained due to Malpractice
- ❖ Coming under NFTC

#### **ARE NOT ELIGIBLE TO ATTEND THE EXAMINATIONS.**

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:**

1. URL: <https://prexam.vtu.ac.in> - for all Regions
2. **Follow the instructions issued in the user manual available in the website for the purpose.**

**:SUBMISSION OF PRINTOUT TO THE OFFICE OF THE UNDERSIGNED:**

1. 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.
2. 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.

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


Sd/-

**REGISTRAR (EVALUATION)**

**To, The Principals of Constituent and Affiliated engineering colleges.**

Copy FWCs to:

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

*Ray*  *B E*  
15/01/2021

**REGISTRAR (EVALUATION)**