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

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Registrar (Evaluation)

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Ref. No/VTU/Exam/Ph.D/2019-2020/ **2479.**

Date: **13 JAN 2020**

NOTIFICATION

**Sub: Filing of Application Form for Coursework examinations
of Ph.D. & M.Sc. (Engg.) by Research Feb/March 2020.**

By the directions of the Hon'ble Vice-Chancellor, the Coursework examinations of Ph.D. & M.Sc. (Engg.) by Research will be held in the month of February / March 2020.

In light of the above, online applications are invited for the Coursework Examinations from the Registered Research Scholars having USN **XXX16XXXX XXX17XXXX, XXX18XXXXX AND XXX19XXXX** (Registered for Ph.D. and M.Sc. (Engg.) by Research Programs).

Prerequisites for filing examination application form by the research scholars registered during 2018 and 2019:

**Process of selection of coursework in researcher portal
(Candidates having USN XXX18XXXXX, XXX19XXXXX)**

1. Visit Researcher portal http://researcher.vtu.ac.in.
2. Supervisor to login with their credentials.
3. On the menu, navigate to "Candidate-> Application Forms" Icon.
4. In the "Candidate Application forms" page click the "Progress tracker" Icon.
5. In the progress tracker page select "Coursework Selection" Icon.
6. Select all coursework subjects as per regulations, by following Step-1 and Step-2 to complete the coursework selection process. (Instructions to be followed are also provided in the page.)

SL.No.	EVENTS	DATES
01	Uploading of Doctoral Committee formation copy (signed by all members).	14.01.2020 to 22.01.2020
02	Uploading of approved copy (approved by Doctoral Committee) of Coursework selection.	

On fulfilling the above requirements, 2018 and 2019 batch research scholars will be allowed to submit the examination application form.

NOTE: Approved copy (approved by the Registrar, VTU) of change of coursework, if any, must be submitted to the office of the undersigned before 22nd January 2020.

SCHEDULE OF FILING EXAMINATION APPLICATION FORM

SL. NO.	EVENTS	DATES
01	Starting of online submission of examination application form	03.02.2020
02	Last date for submission without penalty	08.02.2020
03	Last date for submission with penalty of Rs.500/-	12.02.2020

PROCEDURE FOR FILING ONLINE APPLICATIONS

1. The Heads of Research Centres are to identify a coordinator for filing examination application forms.
2. The coordinator shall send an email requesting for a User ID and Password to research@vtu.ac.in along with name, designation and mobile number and e-mail ID.
3. User ID and password will be provided to the coordinator through e-mail.
4. Visit http://prexam.vtu.ac.in and select PhD/MSc (Engg.) Application. Login with the user ID and password provided by VTU.
5. Coordinator can download the user manual for ready reference.

FEE STRUCTURE

Application fee	Examination Fee	Grade Card Fee
Rs.20/- per student	Rs.1000/- per subject	Rs. 100/- per student

EXAMINATION CENTERS

1)BMS Institute of Technology, Bengaluru, 2)JSS Academy of Technical Education, Bengaluru,3)East West Institute of Technology, Bengaluru, 4)AJ Institute of Engineering and Technology, Mangaluru, 5)VTU Regional Office, Belagavi, 6)VTU Regional Office, Kalaburagi, 7) VTU Regional Office, Mysuru and 8)UBDTCE, Davanagere.

INSTRUCTIONS TO CANDIDATES

1. Candidates should thoroughly check their details like USN, Course Work Subjects, etc. before applying.
2. Approved copy (approved by the Registrar, VTU) of change of coursework, if any, must be submitted to the office of the undersigned before **22nd January 2020.**
3. Only research candidates having USN **XXX16XXXXX, XXX17XXXXX XXX18XXXXX** and **XXX19XXXXX** are eligible to apply.
4. The fee has to be paid by the candidate at the research centre.
5. Keep ready all the information required for filing examination application form along with the selected course work subjects.
6. Keep ready the soft copy of your photo to upload to examination application form and the size of the same shall not be more than 60 KB.
7. Approach the designated coordinator of your research centre to file the examination application form along with required documents.
8. Take two print copies of application and Hall ticket from the Coordinator and put your signature and get the signature of the Guide and Head of Research Centre.
9. It is the responsibility of the candidate to ascertain the correctness of the application and the hall ticket. In case of any discrepancy, the same must be immediately reported to the Registrar (Evaluation), in writing, forwarded through the guide and head of concerned research centre.

INSTRUCTIONS TO COORDINATORS

1. Only research candidates having USN **XXX16XXXXX, XXX17XXXXX XXX18XXXXX** and **XXX19XXXXX** are eligible to apply
2. Candidates shall approach the coordinator for filing examination application form along with requisite information viz., softcopy of photo, fee receipt, DC approved subjects list / hard copies of the syllabus etc.
3. Coordinators shall collect all the information from the candidate and file the examination application form, after ascertaining the eligibility of the candidate.
4. Provide two print copies of the application and hall ticket (student copy) to the candidate to get the signature of the guide and head of research centre.
5. Collect duly signed two copies of the application and hall ticket (Research Centre Copy and University Copy) from the candidate.
6. Retain one copy with the research centre and submit remaining copies to the office of the Registrar (Evaluation), VTU Belagavi.
7. Enclosures to be submitted:
    a) One Copy of the examination application
    b) One Copy of the Hal Ticket
    c) **Online Fee Receipt for the consolidated fee payment**
    d) Wherever applicable, syllabus for the courses for which the examination application form is submitted.
8. **Last date for submission of the above documents in hard copy by the research centres is 14th February 2020 along with the fee paid by the research scholars.**

DATES OF EXAMINATIONS

1. The Examinations will commence from **24th February 2020**.
2. The detailed time-table will be notified shortly.

The contents of this notification may be brought to the notice of all the concerned.

Sd/-
REGISTRAR (EVALUATION)

To,

1. The Principals of Constituent and Affiliated Engineering colleges.
2. The Heads of VTU Research Centers and RRCs &
3. Chairpersons of All PG Departments.

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. To VC, VTU Belagavi, for kind information.
2. The Registrar, VTU Belagavi, for information.
3. Finance Officer, VTU Belagavi, for information.
4. The Incharge Regional Directors of VTU Regional Offices, for information & needful.
5. The Incharge Director, ITISMU with a request to make arrangements to display this circular in the website.

13/1/2020
REGISTRAR (EVALUATION)