



SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to Visvesvaraya Technological University, Belagavi and Approved by AICTE New Delhi)

(Accredited by NAAC with "A" Grade)

(ISO 9001:2015 & ISO 14001:2015 Certified)

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Principal

Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057



Visvesvaraya Technological University

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

Belagavi - 590 018, Karnataka State, INDIA

Dr. B. E. Rangaswamy *Ph.D.*

Registrar (Evaluation)

Phone : (0831) 2498131

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ 342

Date :

26 JUL 2021

CIRCULAR

Sub: Conduct of UG/PG Practical and UG Project Viva-Voce Examination July / August 2021- reg.

The Principals of Constituent and Affiliated Engineering Colleges are requested to note the following in respect of Conduct of **UG/PG** Practical Examinations July/August 2021 and **UG Project Viva-Voce Examination**.

SCHEDULES:

Programs	Uploading Batch by the departments and approval of batches by the Principals	Allocation of Examiners by the Principals of Respective Institutions	Schedule of Examinations
• I/II Sem. UG	27.07.2021 to 29.07.2021	30.07.2021 to 31.07.2021	04.08.2021 to 13.08.2021
• I Sem. PG M.Tech. and MCA	27.07.2021 to 29.07.2021	30.07.2021 to 31.07.2021	07.08.2021 to 12.08.2021
• 7 th and 8 th Sem. B.E./B.Tech./B.Plan. (2015 and 2017 schemes)	27.07.2021 to 29.07.2021	30.07.2021 to 31.07.2021	07.08.2021 to 12.08.2021
• 7 th and 8 th Sem. B.E./B.Tech./B.Plan. (2015 and 2017 schemes) VIVA-VOCE	27.07.2021 to 29.07.2021	30.07.2021 to 31.07.2021	07.08.2021 to 12.08.2021
• 3 rd to 5 th Semester MCA (only backlogs).	27.07.2021 to 29.07.2021	30.07.2021 to 31.07.2021	07.08.2021 to 12.08.2021

NOTE:

1. Due to existence of Covid-19 protocols, the Practical/Viva Examinations for July/August 2021 Examinations are to be conducted by the BOTH EXAMINERS from the same college.

Page 1 of 3


Principal

Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

2. Colleges are permitted to conduct the Practical / Viva Examinations with Internal examiner from the college and external examiner from a different college only in case where suitable internal examiner is not available.
3. The examiner allotment and change, if required, must to be done by the Principals.
4. The Appointment order, if not available through web interface on or before the scheduled date, the examiner may download the appointment order, when available and attach the same with the remuneration bill.
5. The Principals must ensure that the examinations are conducted smoothly.

Creation of Practical Batches:

1. The department/branch in which student is studying shall create batches for all their students. This includes students of first year belonging to a branch.
2. The teaching department which conducts the practical exam has access to the batches created for the subjects taught by their department.
3. The teaching department can combine batches or move students of one batch to another if required.

Example:

Computer Science and Engineering department has created 6 batches in Physics subject with the 6th batch having 4 students.

Mechanical Engineering department has created 8 batches in Physics subject with 8th batch having 3 students.

In the above circumstance, the teaching department, namely, Physics department shall move students from one batch to the other and leave one batch empty.

Likewise all teaching departments must take care of all their respective subject labs and minimize the number of batches

4. After moving the students from one batch to another and minimizing the number of batches the dates for batches are to be assigned by the respective teaching department.
5. After the above activity, the Principal has to approve batches.

ROLES AND RESPONSIBILITIES:

Heads of Departments:

Creation of Batches for all practical subjects and other subjects for which examinations are to be conducted batch-wise, by using department login at:

<https://labexam.vtu.ac.in>

Change of batch for student before examiner appointment can be done by the department.

Principal

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Chikkasandra, Hesaraghatta Road
Bangalore-560 057

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Principals of Institutions:

- Approval of uploaded batch lists and allotment of Examiners.
- List of faculty assigned with the responsibilities of practical examination duties are available in Principal Login at <https://labexam.vtu.ac.in>, Principals of respective institutions are requested to instruct the concerned faculty to download their appointment orders from. <https://labexam.vtu.ac.in>
- **Faculty Members Appointed as Examiners:** Download their appointment orders from <https://labexam.vtu.ac.in> and attend the duties assigned to them without fail. In case the appointment orders are not available to download, the faculty appointed may conduct the examinations with the approval of the Principal. The Principals may issue a temporary appointment order

For other practical examinations the procedure for marks entry remains the same as in previous examinations, with the exception that examiners are appointed as per this circular.

Detailed instructions for the submission of batch lists and workflow is given in the user manual displayed with the application.

For any queries and clarifications please contact: 0831-2498254 and 2498130, or send an email to prexam@vtu.ac.in.

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

Sd/-

REGISTRAR (EVALUATION)

To,

1. The Principals of Constituent and Affiliated engineering colleges.

2. Chairpersons and Program Coordinators of VTU PG Centres.

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.

Rang 26/07/2024 *BE*
REGISTRAR (EVALUATION)


Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

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Visvesvaraya Technological University

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Dr. B. E. Rangaswamy *Ph.D.*

Registrar (Evaluation)

Phone : (0831) 2498131

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ 14

Date :

5 APR 2021

CIRCULAR

Sub: Conduct of III Sem. Practical Examinations April 2021 - reg.

In view of the online delivery of question papers for the practical examinations in the Computer aided drawing subjects, Principals of affiliated Engineering Colleges are requested to adhere to the following guidelines:

➤ **Schedule the Practical batches with the slots as given hereunder:**

- 1st slot batches for the day 8.30 a.m. to 11.30 a.m.
- 2nd slot batches for the day 11.30 a.m. to 2.30 p.m.
- 3rd slot batches for the day 2.30 p.m. to 5.30 p.m.

Schedule the Practical examinations on the dates given below:

Schedule the Practical Examination in the subjects 18ME36A, 18CVL37, & 18MA36 between **08.04.2021 to 17.04.2021** (excluding 11th, 13th and 14th April 2021 for all colleges and 17th April 2021 for the colleges which are situated within the limits of constituencies for which by elections are to be held).

NOTE: First/Second Semester 2018 Scheme (including arrears, if any) Practical Examinations shall be scheduled along with first year examinations i.e. after theory examination of First year 2018 scheme.

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 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.
4. Incharge Director, ITISMU, VTU Belagavi, for information and needful.

Rangaswamy *VB-E*
05/04/2021
REGISTRAR (EVALUATION)

VB
6/3/21

VB
Principal

Sapthagiri College of Engineering
Chikkasandra, Heseraghatta Road
Bangalore-560 057

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Visvesvaraya Technological University

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Dr. B. E. Rangaswamy *ph.d.*

Phone : (0831) 2498131

Registrar (Evaluation)

Fax : (0831) 2498184

Ref. No.VTU/BGM/Rég(E)/PS/2020-2021/ 53

Date : 15 APR 2021

CIRCULAR

**Sub: Submission of List of Shortage of Attendance for
I Sem. B.E./B.Tech./B.Arch. 2021 - reg.**

The Principals of affiliated Engineering & Architecture colleges are requested to submit the list of students having shortage of attendance through web interface in respect of the I Semester B.E. / B.Tech./B.Arch. 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

Shortage of Attendance Submission

Semester and Program	Last day of reckoning attendance	Online Submission		Printout Submission
		Starting date	Last date	
➤ I Sem. B.E. / B.Tech./B.Arch.	10.04.2021	16.04.2021	17.04.2021	19.04.2021
Hall tickets will be generated on 17.04.2021				

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.

15/4/21 Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057

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.

Rangar B.E
15/04/2021

REGISTRAR (EVALUATION)

B
Principal

Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

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Visvesvaraya Technological University

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

Belagavi - 590 018, Karnataka State, INDIA

Dr. B. E. Rangaswamy Ph.D.

Registrar (Evaluation)

Phone : (0831) 2498131

Fax : (0831) 2498184

Ref. No. VTU/BGM/Reg(E)/PS/2020-2021/ 437

Date :

11 7 AUG 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	
➤ IV and VI Semester B.E./B.Tech./B.Plan.	As per the academic calendar	18 th August 2021	19 th August 2021	21 st August 2021
➤ IV, VI and VIII Semester B.Arch.				

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.

To
All the Principals &
Registrar
Sapthagiri College
Chikkasandra, Heseraghatta Road
Bangalore-560 057
17-08-2021

Principal

Sapthagiri College of Engineering
Chikkasandra, Heseraghatta Road
Bangalore-560 057

PROCEDURE FOR ONLINE SUBMISSION OF ATTENDANCE REPORT:

1. URL: <https://preexam.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.


16/08/2021
REGISTRAR (EVALUATION)


Principal

Sapthagiri College of Engineering
Chikkasandra, Hesarghatta Road
Bangalore- 560 057



Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

Dr. B. E. Rangaswamy *Ph.D.*

Phone : (0831) 2498131

Registrar (Evaluation)

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/1133

Date : 13.01.2021

CIRCULAR

**Sub: Submission of List of Shortage of Attendance for
Odd Sem. 2021 – reg.**

The Principals of affiliated Engineering & Architecture colleges are requested to submit the list of students having shortage of attendance through web interface in respect of the odd 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

Shortage of Attendance Submission

Semester and Program	Last day of reckoning attendance	Online Submission		Printout Submission
		Starting date	Last date	
➤ V and VII Sem. B.E. / B.Tech. /B.Plan	13.01.2021	16.01.2021	18.01.2021	20.01.2021
➤ III, V, VII and IX Sem. B.Arch.	Hall tickets will be generated on 20 th January 2021			
➤ V Sem. MCA				
➤ III Sem. MBA				
➤ III Sem. M.Tech.				
➤ III Sem. M.Arch.				

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.



Principal

Bapthagiri College of Engineering
Chikkasandra, Hesarghatta Road
Bangalore-560 057

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PROCEDURE FOR ONLINE SUBMISSION OF ATTENDANCE REPORT:

1. URL: <https://preexam.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.

Rangaswamy B. E
13/11/2021

REGISTRAR (EVALUATION)

B

Principal

Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057

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Visvesvaraya Technological University

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Belagavi - 590 018, Karnataka State, INDIA

Dr. B. E. Rangaswamy Ph.D.

Registrar (Evaluation)

Phone : (0831) 249 8131

Fax : (0831) 249 8184

Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ 79

Date : 22 APR 2021

CIRCULAR

Sub: Submission of CIE Marks in respect of I semester 2020-2021- reg.

Ref: No.VTU/BGM/Reg(E)/PS/2020-2021/1233, dated 11.02.2021

The Principals of Constituent / Affiliated Engineering Colleges are requested to make arrangements for the submission of CIE Marks in respect of I semester B.E./B.Tech./B.Arch 2020-2021 through online web portal.

Prerequisites for the submission of CIE marks

1. Faculty mapping must be done in the CIE portal through department login.
2. The status of the faculty in faculty portal must be **"ACTIVE"** and must be **"APPROVED"** by the College Principal.
3. For the faculty who are inactive or have joined recently, a request has to be raised in the department login and Principal needs to approve the same in his/her login. Please do this in the faculty portal, <https://prexam.vtu.ac.in> (select **Faculty Registration** link)

Procedure for the submission of CIE marks

1. URL: <https://iamarks.vtu.ac.in> - for all regions.
2. Choose **CIE marks UG** menu.
3. Departmental Login for CIE Marks Entry - use departmental login Id and password
4. Principal Login - use principal login credentials.
5. The instructions for the submission of CIE marks are already available in the website. Kindly follow the same.

Schedule for submission of IA/CIE Marks

Semester	Schedule		
	Online submission	Hardcopy print of IA marks (scheme and semester wise)	Submission of printouts to ROs
I Sem. B.E./B.Tech./B.Arch.	22/04/2021 to 30/04/2021	30/04/2021	05/05/2021

NOTE: The applicable instructions issued with the notification No.VTU/BGM/Reg(E)/PS/2020-2021/1233, dated 11.02.2021, are to be followed scrupulously. Further if the marks are not frozen by the given date, the results of the institute/department will not be announced.

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.
4. The Incharge Director, ITISMU, VTU Belagavi, for information & needful.

[Signature] Rangaswamy B.E.
22/04/2021
REGISTRAR (EVALUATION)

[Signature]
23/4/21
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057



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Belagavi - 590 018, Karnataka State, INDIA

Dr. B. E. Rangaswamy Ph.D.

Phone : (0831) 2498131

Registrar (Evaluation)

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ 590

Date : 20 SEP 2021

CIRCULAR

Sub: Submission of CIE / Internal Assessment Marks in respect of Even semester 2020-2021- reg.

The Principals of Constituent / Affiliated Engineering Colleges are requested to make arrangements for the submission of CIE/ Internal Assessment Marks in respect of Even semester 2020-2021 through online web portal as per the schedule given here under:

Schedule for submission of CIE/IA (Internal Assessment) Marks

Sl. No.	Semester	Schedule		
		Online submission	Hardcopy print of IA marks (scheme and semester wise)	Submission of printouts to ROs
1	> II Semester B.E./B.Tech./ B.Plan.	27/09/2021 to 01/10/2021	05/10/2021	07/10/2021

Important Points to be noted

1. Please verify the Regulations, Scheme of Teaching and Examinations, before entering the CIE Marks.
2. CIE/Internal Assessment Marks of above even semester students must be entered.
3. In the case of a student who has completed the class work with satisfactory attendance and secured CIE/Internal Assessment Marks and **not applied for examinations, the CIE/ Internal Assessments marks must be submitted without fail. For making available the USN, ticket for USN addition is to be raised.**
4. Please verify the students, who have taken readmission to the even semester.
5. If any candidate has applied for the Improvement of Internal Assessment marks and eligible for taking improvement, such marks are also to be submitted without fail. This has to be entered in Additional CIE/IA marks entry.
6. The faculty must take a draft printout of the entered marks before freezing.

To
All the Principals
of Bangalore
20.09.21

[Signature]
Principal

Sapthagiri College of Engineering
Chikkasandra, Hosaraghatta Road
Bangalore-560 057

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7. Once the Principal approval is completed, the marks submitted will be considered as final.
8. After the freezing of marks by Principal, if the college finds the need to modify the marks, the appropriate ticket is to be raised.
9. Verify the entered marks before finalizing. **NO CORRECTIONS WILL BE ENTERTAINED.**
10. Submit the printouts (hard copies) of CIE/IA marks with the signature of the concerned faculty, Head of the Department and Principal to the respective Regional Offices on or before the last dates without fail.
11. In the case of missing USNs in the list displayed for entering CIE/IA marks, tickets can be raised. The raised tickets will be verified and necessary action will be taken in resolving issues.

Prerequisites for the submission of CIE / IA marks

1. Faculty mapping must be done in the CIE/IA portal through department login.
2. The status of the faculty in faculty portal must be **"ACTIVE"** and must be **"APPROVED"** by the College Principal.

Procedure for the submission of CIE / IA marks

1. URL: <https://iamarks.vtu.ac.in> - for all regions.
2. Choose **CIE marks UG for UG Programs** menu.
3. Departmental Login for CIE/IA Marks Entry - use departmental login Id and password
4. Principal Login - use principal login credentials.
5. The instructions for the submission of CIE/IA marks are already available in the website. Kindly follow the same.

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

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3. The Incharge Regional Directors of VTU Regional Offices, for information & needful.
4. The Incharge Director, ITISUM, VTU Belagavi, for information & needful.

Raj *BE*
20/09/2021
REGISTRAR (EVALUATION)

B
Principal
Sapthagiri College of Engineering
Chikkasandra, Hosaraghatta Road
Bangalore-560 057

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