

**USER MANUAL ON  
EXAMINATION APPLICATION**



**VISVESVARAYA TECHNOLOGICAL UNIVERSITY  
BELAGAVI**

# Examination Application Form

1] The Home page of the application with College / Student Login button is depicted in the Figure 1 below.

- Click on "**College**" button to go to department login page.



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VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

**UG Examination Application Form**

Sign in to VTU Prexam

College Student

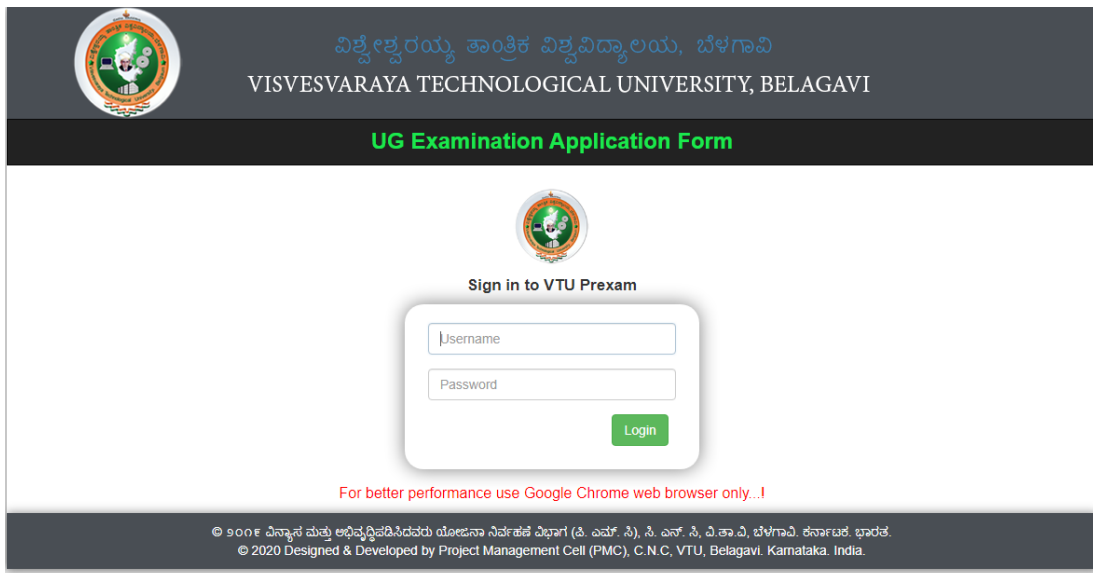
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Figure 1

2] The Login Page of the application is depicted in Figure 2 below.

- Username is "**Region Code**" + "**College Code**" + "**Branch Code**"  
( Ex : **4SHCS** for UG , **2VXSCS** for PG).
- Password of respective department.
- Click on "**Login**" button.



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**UG Examination Application Form**

Sign in to VTU Prexam

Username

Password

Login

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Figure 2

3] The sample filled in form is depicted in Figure 3 below.

- Username : **4SHCS** Password : **\*\*\*\*\*** UG Programme.
- Username : **2VXSCS** Password : **\*\*\*\*\*** PG Programme.

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**UG Examination Application Form**

Sign in to VTU Prexam

Enter Department Username

\*\*\*\*\* Password

Login

For better performance use Google Chrome web browser only..!

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Figure 3

4] The Dashboard Page of logged in respective department is shown Figure 4 below.

- **"Application Form"** link is available in navigation bar.
- Click on the link to go to **"Application Form"** Page.

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Hello EXAM APPLICATION FORM Logout

Dashboard Application Form View Applications Authorize / De-Authorize Student Raise Ticket View Raised Ticket Status

• Application Form • View Applications

Raise Ticket for Below Issues

SL No	Problem Type	Remarks
1	Regular Scheme and Semester Missing	Kindly Visit "Raise Ticket" Page for the same.
2	Regular Scheme is Wrong	Kindly Visit "Raise Ticket" Page for the same.
3	Regular Semester is Wrong	Kindly Visit "Raise Ticket" Page for the same.

----\*\*User Manual for Authorize / De-Authorize Student\*\*----

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Figure 4

5] The "Application Form " Page is depicted in Figure 5 below.

- "Select Batch" from dropdown list. ( Ex: 2015 )

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Figure 5

6] The "Application Form" Page with "2010" Batch selected is depicted in Figure 6 below.

- The List of respective batch students are shown in the table.
- The list contains details of the student.
- The "Apply" Button in light blue is Enabled for Those Student who were not authorized to apply.
- If Student is Authorized , a message is displayed "Apply" Column "Student Authorized To Apply"
- Click on the "Apply" in light blue color to start the examination application form.

Showing 1 to 10 of 17 entries

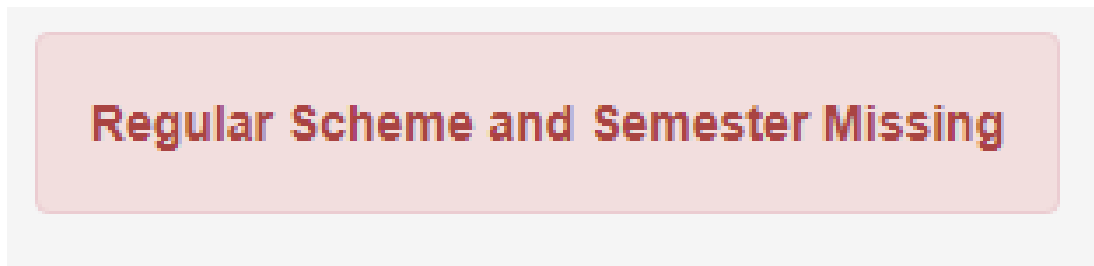
The Apply Button is enabled for only those USN's where Student is not Authorized To Apply

Previous 1 2 Next

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Figure 6

- if you come across any error message in "**Apply**" Column as depicted in figure 7 below



- Kindly "**Raise Ticket**" By going to Raise Ticket Page.

7] The "**Application Form**" Page is depicted in Figure 8 below.

- The Student Details are shown in the table
- The Regular Subjects are Highlighted in blue color and Electives Subjects are Orange Color.
- The Fees structure shown in separate panel below
- Photo of the Student is Mandatory and should be in "**Passport Format**" and size of the Photo should be less than "**40 Kb**". Upload Option is Given as depicted in Figure 8a Below.
- The Email and Mobile Number Need to Be Entered.

**Figure 8a**



Hi,

UG STUDENT APPLICATION FORM

Logout

Student Details

USN	Student Name	Branch Code	Student Type
		CS	UG
College			
Semester	8	Scheme	2015

Subject Details

Subject Code	Subject Name	Apply
15CS81	Internet of Things and Applications	<input checked="" type="checkbox"/>
15CS82	BIG Data Analytics	<input checked="" type="checkbox"/>
15CS84	Internship/Professional Practice	<input checked="" type="checkbox"/>
15CSP85	Project Work Phase II	<input checked="" type="checkbox"/>
15CSS86	Seminar	<input checked="" type="checkbox"/>

Add Subjects ☐

Elective Subjects

Elective 1

Select Subjects

FEE Details


Sl No	Description	Fees
1.	Application Fees	20
2.	Marks Card Fee ( 75/- per Semester )	75
3.	Regular Examination fees	1200
4.	Arrear Examination Fees	0
5.	Penalty fees per application	0
Grand Total		1295

[Go to Dashboard Page](#)

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Figure 8b

- In case student has only arrear subjects the same is depicted in Figure 9 Below



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Hi,
STUDENT APPLICATION FORM
Logout

Student Details

USN	Student Name	Branch Code	Student Type
		CS	UG
College			
Semester	0	Scheme	0

Subject Details

**Arrears**

If Student Doesn't want to write particular **Arrear semester**, same can be Un-Checked.

**Semester 5** ☒

Subject Code	Subject Name
15CS52	Computer Networks
15CS53	Database Management System

**Semester 6** ☒

Subject Code	Subject Name
15CS61	Cryptography, Network Security and Cyber Law

FEE Details

Sl No	Description	Fees
1.	Application Fees	20
2.	Marks Card Fee ( 75/- per Semester )	75
3.	Regular Examination fees	0
4.	Arrear Examination Fees	450
5.	Penalty fees per application	0
<b>Grand Total</b>		<b>545</b>


Go to Dashboard Page

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**Figure 9**

- In case student has regular with arrear subjects the same is depicted in Figure 10 below.



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Hi,
STUDENT APPLICATION FORM
Logout

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**Student Details**

USN	Student Name	Branch Code	Student Type
		CS	UG
College			
Semester	6	Scheme	2015

**Subject Details**

Subject Code	Subject Name	Apply
15CS61	Cryptography, Network Security and Cyber Law	<input checked="" type="checkbox"/>
15CS62	Computer Graphics and Visualization	<input checked="" type="checkbox"/>
15CS63	System Software and Compiler Design	<input checked="" type="checkbox"/>
15CS64	Operating Systems	<input checked="" type="checkbox"/>
15CSL67	System Software and Operating System	<input checked="" type="checkbox"/>
15CSL68	Computer Graphics Laboratory with mini Project	<input checked="" type="checkbox"/>

**Add Subjects** ☐

**Elective Subjects**

**Elective 1**

**Open Elective Subjects**

**Open Elective**

**Arrears**

If Student Doesn't want to write particular **Arrear semester**, same can be Un-Checked.

**Semester 5** ☒

Subject Code	Subject Name
15CS52	Computer Networks
15CS53	Database Management System

**FEE Details**

Sl No	Description	Fees
1.	Application Fees	20
2.	Marks Card Fee ( 75/- per Semester )	75
3.	Regular Examination fees	205
4.	Arrear Examination Fees	300
5.	Penalty fees per application	0
<b>Grand Total</b>		<b>600</b>


Go to Dashboard Page
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**Figure 10**



- In case student has Basic Cycle / Specialization the same need to Selected from the dropdown list depicted in Figure 11 below.  
Ex : "**B.E / B.Tech**" , Physics and Chemistry Cycle for First year students.  
Ex : "**M.B.A** " , (FM,HR,MM & Dual ) Specialization for Final year students.
- Submit the application form , once the selections are done.



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Hi,
STUDENT APPLICATION FORM
Logout

---

**Student Details**

USN	Student Name	Branch Code	Student Type
		CS	UG
College			
Semester	2	Scheme	2015

**Subject Details** Select the Basic Cycle for B.E/ B.Tech & Specialization for MBA

Physics

Subject Code	Subject Name	Apply
15MAT21	Engineering Maths-II	<input checked="" type="checkbox"/>
15PHY22	Engineering Physics	<input checked="" type="checkbox"/>
15CIV23	Elements of Civil Engg. & Mechanics	<input checked="" type="checkbox"/>
15EME24	Elements of Mechanical Engg.	<input checked="" type="checkbox"/>
15ELE25	Basic Electrical Engineering	<input checked="" type="checkbox"/>
15WSL26	Workshop Practice	<input checked="" type="checkbox"/>
15PHYL27	Engg. Physics Lab	<input checked="" type="checkbox"/>
15CPH28	Constitution of India, Professional Ethics and Human Rights	<input checked="" type="checkbox"/>

**FEE Details**

SI No	Description	Fees
1.	Application Fees	20
2.	Marks Card Fee ( 75/- per Semester )	75
3.	Regular Examination fees	205
4.	Arrear Examination Fees	0
5.	Penalty fees per application	0
<b>Grand Total</b>		<b>300</b>

Go to Dashboard Page

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Figure 11

- The Applications Applied by College are approved by **"Default"**

8] The **"View Application Form"** Page is depicted in Figure 12 below.

- If a Student has Completed Application Form and Has Not Finalized, in **"Approval Status"** column , status is reflected as **"App Not Finalized By Student"**.
- If a Student has Completed Application Form and Has Finalized and It Shows **"College Approval Pending"**.
- College Department Should Approve a Student Applied Application as Per Exam Notification **"Annexure II"** Point Number 17 .



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Hello, EXAM APPLICATION FORM
Logout

Dashboard   Application Form   View Applications

Show 10 entries
Search:

Sl No	USN	Branch	Approval Status	Action
1	16CS003	CS	App Not Finalized By Student	<span style="background-color: #0056b3; color: white; padding: 2px 10px; border-radius: 5px;">View</span>
2	16CS025	CS	College Approval Pending	<span style="background-color: #0056b3; color: white; padding: 2px 10px; border-radius: 5px;">View</span>
3	14CS010	CS	Approved	<span style="background-color: #ffcc00; padding: 2px 10px; border-radius: 5px;">Edit</span> <span style="background-color: #0056b3; color: white; padding: 2px 10px; border-radius: 5px;">View</span>
4	15CS008	CS	Approved	<span style="background-color: #ffcc00; padding: 2px 10px; border-radius: 5px;">Edit</span> <span style="background-color: #0056b3; color: white; padding: 2px 10px; border-radius: 5px;">View</span>

Showing 1 to 4 of 4 entries


Previous
1
Next

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**Figure 12**

- Click on View Button for Approving Student Applied Application and you will be redirected to Application View Page, Verify the received application from the student and at the bottom of the Application View Page , **"Approve"** button is shown in blue color, click on the same to approve the application as depicted in Figure 13 Below




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Hello,  
EXAM APPLICATION FORM
Logout



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VISVESVARAYA TECHNOLOGICAL UNIVERSITY,  
BELAGAVI. KARNATAKA. INDIA

**Student Details**

USN:	Student Name	Branch Code	Student Type	Student Photo
		CS	UG	
College				
ApplicationID	ACS2020000001	Semester	2	

**Regular Subjects**

Subject Code	Subject Name	Status
15MAT21	Engineering Maths-II	Applied
15CHE22	Engineering Chemistry	Applied
15PCD23	Programming in C & Data Structures	Applied
15CED24	Computer Aided Engineering Drawing	Applied
15ELN25	Basic Electronics	Applied
15CPL26	Computer Programming Lab	Applied
15CHEL27	Engg. Chemistry Lab	Applied
15CIV28	Environmental Studies	Applied

**FEE Details**

SI No	Description	Fees
1.	Application Fees	20
2.	Marks Card Fees	75
3.	Regular Examination Fees	205
4.	Arrear Examination Fees	0
5.	Penalty Fees	0
<b>Grand Total</b>		<b>300</b>

Receipt No - 0
Date - 2020-08-04
IFSC - 0
A/c No. - 0
Bank - 0

Approve

Back
PRINT

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Figure 13