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REGISTRAR

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Ref: VTU/BGM/SA/Aca-Cirs/2024-25/ 4764   Date : 10 DEC 2024

CIRCULAR

Sub: Registration of Post Graduate Students Admitted to Higher

semesters at Constituent, Affiliated and Autonomous Colleges for

the year 2024-25- reg...

Ref: This office Circular vide no. **VTU/BGM/SA/Aca-Cirs/2024-25/ 2544, dated: 31-08-2024**

With reference to the above, the following is informed.

1. The URL is https://admissions.vtu.ac.in/HigherSemester/

2. The student studying in below mentioned Courses have to register compulsorily
   3rd Semester **M.B.A / M.C.A / M.Tech / M.Arch / M.Plan.**

3. Registration of every student in the portal is mandatory.

4. Scheme of Study : The student has to be registered to the applicable scheme of study only as per applicable regulations and notification issued from University from time to time. Principals of the Colleges have to take due care and attention while doing so. The Principal of the college is responsible for any wrong selection of scheme.

5. Registration must be made by the College staff on behalf of the student as per the Sl. 3 above. Under no circumstances students should be allowed access to registration portal. If portal credentials are shared with the student, the college will be held responsible for the consequences.

6. **The College Principal has to finalize the registration compulsorily. It is the responsibility of the Principal to ensure only eligible candidates has to register**

7. The department credentials are already available with the colleges. However , if misplaced or lost, the same can be obtained by sending a request from official principal email id to **faculty@vtu.ac.in** . The department has to register their students using these credentials.

8. Changes in registration after the completion of last date will be permitted only after producing the proper and correct documentary evidence. However, the same may invite penalty.

9. The Autonomous colleges can add student details if it is not found in the portal with prior approval of University . Kindly refer the user manual for the complete procedure.

10. Any technical queries with respect to registration shall be forwarded to prexam@vtu.ac.in.

11. Registration will **commence from 11-12-2024** and **last Date** for registration is **14-12-2024**

12. The registration portal will be linked to examination applications of University.

13. The data entered in the Student Registration portal will be shared with Student Scholarship Portal (SSP), National Academic Depository (NAD), Social Welfare Department and other Government Departments. Hence colleges are advised to take utmost care in entering the information. If any errors are found at a later stage, the college will be held responsible for the same.

14. **University fees to be paid by students : as per Notification vide No. VTU/BGM/Aca/2024-25/1558 dt: 9-7-2024**

15. **Autonomous Colleges:** The Principals of respective Colleges have to ensure that each student of their College is registered in VTU portal without fail and pay the University fees compulsorily.

Note: The Principals of Constituent College and Chairpersons of VTU departments are informed follow the fees notifications / communications in this regard.

This is for information and necessary compliance.

BY ORDER,

REGISTRAR

To,
1. The of Principals of All Engineering (Constituent/ Affiliated/ Autonomous/) Colleges under the ambit of VTU, Belagavi
2. The Heads / Programme coordinators of all Departments of VTU

Copy to:
1. Hon'ble Vice Chancellor through the Secretary to VC, VTU, Belagavi for kind information
2. The Registrar (Evaluation), VTU, Belagavi
3. The Regional Directors (I/C) of all the Regional Offices of VTU for circulation
4. The Director, Computer Network Centre, VTU, Belagavi- **to host the portal and to upload circular on VTU website**
5. The PS to Registrar, VTU, Belagavi
6. All the concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi