



**Mangalore Institute of Technology and Engineering**  
**(An ISO 9001:2015 Certified Institution)**

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years.**

1. Academic council/BoS of Affiliating university.
2. Setting of question papers for UG/PG programs.
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses.
4. Assessment /evaluation process of the affiliating University

## One Set of Sample Documents Enclosed for Each Academic Year

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	<b>Academic year 2019-20</b> (a) Academic council/BoS of Affiliating university. (b) Setting of question papers for UG/PG programs. (c) Assessment /evaluation process of the affiliating University	1 2 3 4
2.	<b>Academic year 2018-19</b> (a) Academic council/BoS of Affiliating university. (b) Setting of question papers for UG/PG programs. (c) Assessment /evaluation process of the affiliating University	5 6 7 8
3.	<b>Academic year 2017-18</b> (a) Academic council/BoS of Affiliating university. (b) Setting of question papers for UG/PG programs. (c) Assessment /evaluation process of the affiliating University	9 10 11 12
4.	<b>Academic year 2016-17</b> (a) Setting of question papers for UG/PG programs. (b) Assessment /evaluation process of the affiliating University	13 14 15
5.	<b>Academic year 2015-16</b> (a) Academic council/BoS of Affiliating university. (b) Setting of question papers for UG/PG programs. (c) Assessment /evaluation process of the affiliating University	16 17 18 19

## Link to Supporting Documents for Last Five Academic Years

[https://mite.ac.in/wp-content/uploads/2021/09/1\\_1\\_3-Academic-council\\_BOS\\_Setting-of-question-paper-and-assesment\\_evaluation-process.pdf](https://mite.ac.in/wp-content/uploads/2021/09/1_1_3-Academic-council_BOS_Setting-of-question-paper-and-assesment_evaluation-process.pdf)

## **1. Sample Documents**

- a) University Appointment Letters for Academic council/BoS.
- b) Setting of question papers for UG/PG programs.
- c) Assessment /evaluation process of the affiliating University

**Academic Year 2019-20**



# Visvesvaraya Technological University

"JnanaSangama"

Belagavi - 590 018, Karnataka State.

Dr. Karisiddappa, B.E. M.Tech. Ph.D.  
Vice Chancellor

Phone (0831)2405454  
Fax (0831)2405456

Ref. No.: VTU/VCS/2019-20/12

Date: 18-06-2019

Dear Sir,


**Sub : Your Membership on the 7<sup>th</sup> Academic Senate of VTU- reg.  
Ref : Karnataka Governor's Secretariat Notification  
No.GS 04 TUM 2019, dt:15-06-2019**

I am happy to communicate to you the information received from the Hon'ble Governor of Karnataka the Chancellor of University, nominating you as a Member on the Academic Senate of Visvesvaraya Technological University, Belagavi under Notification No GS 04 TUM 2019, dated 15-06-2019, for a period of three years w.e.f. 15-06-2019. With great pleasure I welcome you to be the member of 7<sup>th</sup> Academic Senate of this University and request for your full co-operation and support in holding the administrative affairs of the University.

Let us work together to raise the standard of technical education in the State of Karnataka and in India and to take this University to newer heights.

Thanking you and with regards,

Yours faithfully

  
Dr. Karisiddappa  
Vice Chancellor 18.6.19

To,

Dr. G. L. Eshwara Prasad  
Principal, Mangalore Inst. of Engg. & Technology,  
Badaga Mijar, Moodabidri,  
South Canara, Mangalore

---

Phone: (0831)-2405454, Fax: (0831)-2405456, e-mail: vc@vtu.ac.in, website: www.vtu.ac.in



# Visvesvaraya Technological University

Belagavi, Karnataka - 590 018

Date: 16/01/2020

Ref.No/VTU/Exam/2018-19/ 2488

STRICTLY CONFIDENTIAL

Dr. S. Purushotham

Dept. of AE M.T.E., Moodabidri

Sir / Madam,

Sub : Appointment as paper setter for Jan-Feb / June-July 2021 Examinations.

By the direction of the Vice-Chancellor, I am pleased to appoint you as paper setter for the subject with details as under. You are requested to accept the assignment.

Exam: Ph.D. / M.Sc.(Research)

Course/Branch: .....

Sem: ..... Sub: ...Missile... Aerodynamics

Sub Code: ...16MAE422..... No. of sets: 01 To be submitted before : MUST URGENT

## INSTRUCTIONS TO PAPER SETTERS (CBCS 2016/17 SCHEME) Ph.D./M.Sc.(Research)

- Typed manuscript / scheme will not be accepted. Please write down the questions LEGIBLY.
- Use only 'generally accepted' short forms. (It is difficult to decipher 'S.T.' as 'Show that'.)
- Set TEN questions, such that TWO questions are set from EACH MODULE. Intra-module questions are to be set such that the questions should cover the entire module and further, should be answerable for the set marks. Each question will carry 20 marks.
- Questions shall strictly be from the university prescribed books, covering the entire syllabus. There shall be a maximum of THREE subdivisions in each question. Please avoid subdivisions, with in subdivisions, for the sake of clarity. Wherever applicable, there shall be a numerical problem in each question.
- Provide neat sketches as these figures are scanned directly from the manuscript for final printing. Sketches should be drawn in black ink only.
- Explicitly indicate the figure numbers. For example, identify the figure pertaining to Q 2(c) as Fig. Q2 (c) immediately adjacent to it.
- Whenever problems are included, make sure to give all the relevant data from the data handbook, to avoid the issue of handbooks / tables / charts etc..
- However, if special charts, data book are required to be given, please explicitly mention the same, in the 'Instruction to the candidates', at top of the Q.P.
- Scrupulously scrutinize the question paper for its completeness (subject, code, subject title & clarity), missing data / figure / marks allocated / repetition of entire question or part thereof & out of syllabus questions. Read the question paper meticulously and seal it in the appropriate cover enclosed, before sending it to the university.
- Furnish the scheme & solutions, in the enclosed bar code booklet meant for it & seal it in the appropriate cover. Indicate boldly the final answers for all numerical problems.
- A question paper without "Scheme & Solution" is liable for rejection.
- Ensure that the manuscript of the question paper, along with scheme & solution, reaches the undersigned, by Registered post on or before the expiry of the date mentioned above.
- Ensure that you personally destroy the rough draft & other material used to prepare the manuscript. No part of the manuscript or the full version should be retained in any form.
- In case, by any chance, you are unable to accept the assignment, please return all enclosures to the undersigned by return of post, with valid reasons for not accepting it.

Thanking you,

Yours sincerely,

*Amigi*

Registrar (Evaluation)

Encls:

1. Copy of the syllabus
3. Manuscript sheets

2. Cover for the manuscript
4. Cover for the scheme & solution
6. Scheme & Solution format

Return to Index  
7. Remuneration bill



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

**Prof. Satish Annigeri Ph.D.**  
**Registrar (Evaluation)**

Phone: (0831) 2498131  
Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/VAL-7-18/2019/

Date: 04-09-2020

To,

SAGAR S

Department of CV

MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING MOODABIDRI

Sir/Madam,

**Subject:Valuation of answer scripts - reg.**

With reference to the above, you are appointed as Valuator as per the following details:

**Valuation Centre** :00028 - VTU Extension Center, AJIT, Mangaluru

**Date of Reporting:** 2020-09-04

**Subjects** : 15CV82

Instructions, if any, will be issued by the Chief coordinator, VTU Valuation Centre from time to time and you are required to follow the instructions scrupulously.Soliciting your best cooperation at all times.

With warm regards,

Prof. Satish Annigeri  
Registrar (Evaluation)

## **2. Sample Documents**

- a) University Appointment Letters for Academic council/BoS.
- b) Setting of question papers for UG/PG programs.
- c) Assessment /evaluation process of the affiliating University

Academic Year 2018-19





# Visvesvaraya Technological University

## EXAMINATION SECTION

Belagavi - 590 018.

Dr. Satish Annigeri Ph.D.

Registrar (Evaluation)

Phone : (0831) 2498136

Fax : (0831) 2405464

Ref. No./VTU/Exam/BOE/2018-19/906

Date : 25/10/2018

To,

ME/MI/MT/MN/MR/ (COMPOSITE) BOARD

Sl. No.	Name of the Chairman/Members	College	C / M
1.	Dr. Mahesh A. Kamoji	KLE College, Belagavi	Chairman
2.	Dr. Narayana B. Doddapattar	Cambridge Inst., B'luru	Member
3.	Dr. C. B. Mohan	Jyothy Inst., B'luru	Member
4.	Dr. K. Mahesh Dutt	DS Academy, B'luru	Member
5.	Dr. Maruthi B. H.	East West Inst., B'luru	Member
6.	Dr. Nandeeshaiah	KIT, Tiptur	Member
7.	Dr. B. S. Ajaykumar	K. S. Inst., B'luru	Member
8.	Dr. S. C. Sajjan	KLE Inst., Hubballi	Member
9.	Dr. Padmanabha S.	BTLITM, B'luru	Member
10.	Dr. H. R. Manohara	SJMIT, Chitradurga	Member
11.	Prof. V. Bharat	Global Academy, B'luru	Member
12.	Dr. D. Madhu	GEC, Ramanagara	Member
13.	Prof. S. B. Koulagi	BLDEA, Vijayapura	Member
14.	Dr. Anand H. Mishrakoti	VDRIT, Halayal	Member
15.	Prof. Divakar P. N.	BKIT, Bhalki	Member
16.	Dr. K. R. Dinesh	GEC, Raichur	Member
17.	Dr. E. Basavaraj	JNNCE, Shivamogga	Member
18.	Dr. Manujesh B. J.	Vivekananda College, Puttur	Member
19.	Dr. Rathnakar G.	ATM, Mysuru	Member
20.	Dr. T. K. Chandrashekar	MITE, Moodbiri	Member
21.	Dr. Shree Prakash B.	Srinivas School, M'luru	Member
22.	Dr. Manjunath A. (MN)	Acharya Inst., B'luru	Member
23.	Dr. Manjunath K.	GEC, Hassan	External

Sir,

**Sub: Meeting of Board of Examiners to Scrutinize the Question Papers-reg.**

By the Directions of the Vice-Chancellor, a meeting of Board of Examiners is scheduled to Scrutinize the Question Papers for Dec-2018 / Jan-2019 Examinations on 15<sup>th</sup> & 16<sup>th</sup> November 2018. The Details of the Meeting are as under:

Date	Time	Purpose	Venue
15 <sup>th</sup> & 16 <sup>th</sup> November 2018	10.30 am	Scrutiny of Question Papers	VTU Exam Section, "Jnana Sangam" BELAGAVI - 18

You are requested to make it convenient to attend the meeting. Please note it is mandatory.





# Visvesvaraya Technological University

Belagavi, Karnataka – 590 018

RefNo/VTU/Exam/2017-18/ 590

Date: 24 AUG 2018

STRICTLY CONFIDENTIAL

Dr. Asha Chavva Dept. of AE Milore Inst.

Sir / Madam,

Sub : Appointment as paper setter for Jan-Feb / June-July 2019. Examinations.

By the direction of the Vice-Chancellor, I am pleased to appoint you as paper setter for the subject with details as under. You are requested to accept the assignment.

Exam: B.E./B.Tech/B.Arch/M.Arch/MBA/MCA/M.Tech/M.Sc(Eng)/Ph.D.Course/Branch: .....

Sem: 6<sup>th</sup> Sub: Numerical Methods

Sub Code: 10AEG61 No. of sets: 01 To be submitted before: 19 SEP 2018

## INSTRUCTIONS TO PAPER SETTERS(2010 Scheme)

- Typed manuscript / scheme will not be accepted. Please write down the questions LEGIBLY.
- Use only 'generally accepted' short forms. (It is difficult to decipher 'S.T.' as 'Show that'.)
- Set eight questions, out of which, the students have to answer five full questions. (Unless otherwise specified).
- Wherever syllabus is made unitwise consisting of 8 units, ONE FULL question should be set from each unit, (not applicable to MBA).
- Questions shall strictly be from the university prescribed books, covering the entire syllabus. There shall be a maximum of four subdivisions in each question. Please avoid subdivisions, with in subdivisions, for the sake of clarity. Wherever applicable, there shall be a numerical problem in each question.
- Provide neat sketches as these figures are scanned directly from the manuscript for final printing. Sketches should be drawn in black ink only.
- Explicitly indicate the figure numbers. For example, identify the figure pertaining to Q 2(c) as Fig. Q2 (c) immediately adjacent to it.
- Whenever problems are included, make sure to give all the relevant data from the data handbook, to avoid the issue of handbooks / tables / charts etc..
- However, if special charts, data book are required to be given, please explicitly mention the same, in the 'Instruction to the candidates', at top of the Q.P.
- Scrupulously scrutinize the question paper for its completeness (subject, code, subject title & clarity), missing data / figure / marks allocated / repetition of entire question or part thereof & out of syllabus questions. Read the question paper meticulously and seal it in the appropriate cover enclosed, before sending it to the university.
- Furnish the scheme & solutions, in the enclosed booklet meant for & seal it in the appropriate cover. Indicate boldly the final answers for all numerical problems.
- A question paper without "Scheme & Solution" is liable for rejection.
- Ensure that the manuscript of the question paper, along with scheme & solution, reaches the undersigned, by Registered post on or before the expiry of the date mentioned above.
- Ensure that you personally destroy the rough draft & other material used to prepare the manuscript. No part of the manuscript or the full version should be retained in any form.
- In case, by any chance, you are unable to accept the assignment, please return all enclosures to the undersigned by return of post, with valid reasons for not accepting it.

Thanking you,

Yours sincerely,

Registrar (Evaluation)

Encls:

1. Copy of the syllabus
3. Manuscript sheets
5. Outer cover for QP manuscript & scheme
7. Remuneration bill

2. Previous QP / model QP
4. Inner cover for the manuscript
6. Inner cover for the scheme & solution
8. Scheme & solution format

P.T.O.



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

**Prof. Satish Annigeri Ph.D.**  
**Registrar (Evaluation)**

Phone: (0831) 2498131  
Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/VAL-7-18/2019/

Date: 02-07-2019

To,

SUJESH KUMAR  
Department of AE  
MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING MOODABIDRI

Sir/Madam,

**Subject:Valuation of answer scripts - reg.**

With reference to the above, you are appointed as Valuator as per the following details:

**Valuation Centre** :00028 - VTU Extension Center, AJIT, Mangaluru

**Date of Reporting:** 2019-07-02

**Subjects** : 15AE62

Instructions, if any, will be issued by the Chief coordinator, VTU Valuation Centre from time to time and you are required to follow the instructions scrupulously.Soliciting your best cooperation at all times.

With warm regards,

Prof. Satish Annigeri  
Registrar (Evaluation)

### **3. Sample Documents**

- a) University Appointment Letters for Academic council/BoS.**
- b) Setting of question papers for UG/PG programs.**
- c) Assessment /evaluation process of the affiliating University**

**Academic Year 2017-18**



# Visvesvaraya Technological University

## EXAMINATION SECTION

Belagavi - 590 018.

**Dr. Satish Annigeri Ph.D.**

Registrar (Evaluation)

Phone : (0831) 2495136

Fax : (0831) 2495464

Ref No./VTU/Exam/ROE/2017-18/2006

Date: 15/09/2017

To,

### AERONAUTICAL ENGG. (COMPOSITE) BOARD

Sl. No.	Name of the Chairman/Members	College	C/M
1.	Dr.Basavaraj	VTU PG,Muddenahalli	Chairman
2.	Dr.Maheshprabhu R.	MVI, B'lore	Member
3.	Dr.S.K.Maharaja	Acharya Inst,B'lore	Member
4.	Dr.Basavaraj M.Srigiri	KVA,Laxmishwar	Member
5.	Prof.Abdul Wajid	KBN, Kalaburagi	Member
6.	Dr.G.Purusotham	M'uru Inst, Moodbidri	Member
7.	Dr.R.Rajendran	Dayananda sagar University	External

Sir,

### Sub: Constitution of Board of Examiners – reg.

By the directions of the Honorable Vice-Chancellor, I am pleased to inform you that, you have been appointed as Chairman / Member of Board of Examiners for the year 2017-2018. The First Meeting of Board of Examiners is convened on 28<sup>th</sup> September 2017 at 10.15 am at VTU Exam Section, Jnana Sangam, Belagavi.

Please accept this appointment by returning the letter of acceptance and no relation certificate in the enclosed format and make it convenient to attend the meeting.

Thanking you,

Yours Sincerely,

Registrar (Evaluation)

Copy FWCS to :

- 1.The Honorable Vice-Chancellor, VTU Belagavi, through Sec., to VC, for information.
- 2.The Registrar, VTU Belagavi, for information.
- 3.The Finance Officer, VTU Belagavi, for information.

Note: Bus arrangements are made from the Bus Stand at 9.00 am & from the Railway Station at 9.15 am.



# Visvesvaraya Technological University

Ref.No/VTU/Exam/2017-18/2065  
Belagavi, Karnataka - 590 018

Date: **7 OCT 2017**

**Dr. Jaya Prakash**

STRICTLY CONFIDENTIAL

Sir / Madam,

Dept of CV

Kiluru 1st Model bidh

Sub : Appointment as paper setter for Jan-Feb / June-July 2018 Examinations.  
By the direction of the Vice-Chancellor, I am pleased to appoint you as paper setter for the subject with details as under. **You are requested to accept the assignment.**  
Exam: B.E./B.Tech

Sem: 3<sup>rd</sup> Sub: **Egg Geology**

Course/Branch: .....

Sub Code: **15CV1C135** No. of sets: **01** To be submitted before: **25 OCT 2017**

## INSTRUCTIONS TO PAPER SETTERS (CBCS SCHEME)

- Typed manuscript / scheme will not be accepted. Please write down the questions LEGIBLY.
- Use only 'generally accepted' short forms. (It is difficult to decipher 'S.T.' as 'Show that'.)
- Set TEN questions, such that TWO questions are set from EACH MODULE. Intra-module questions are to be set such that the questions should cover the entire module and further, should be answerable for the set marks. Each question will carry 16 marks.
- Questions shall be designed such that the Revised Bloom's Taxonomy (RBT) levels as mentioned in the syllabus are assessed. (Applicable to Question papers of 3<sup>rd</sup> Sem onwards)
- Questions shall strictly be from the university prescribed books, covering the entire syllabus. There shall be a maximum of THREE subdivisions in each question. Please avoid subdivisions, with in subdivisions, for the sake of clarity. Wherever applicable, there shall be a numerical problem in each question.
- Provide neat sketches as these figures are scanned directly from the manuscript for final printing. Sketches should be drawn in black ink only.
- Explicitly indicate the figure numbers. For example, identify the figure pertaining to Q 2(c) as Fig. Q2 (c) immediately adjacent to it.
- Whenever problems are included, make sure to give all the relevant data from the data handbook, to avoid the issue of handbooks / tables / charts etc..
- However, if special charts, data book are required to be given, please explicitly mention the same, in the 'Instruction to the candidates', at top of the Q.P.
- Scrupulously scrutinize the question paper for its completeness (subject, code, subject title & clarity), missing data / figure / marks allocated / repetition of entire question or part thereof & out of syllabus questions. Read the question paper meticulously and seal it in the appropriate cover enclosed, before sending it to the university.
- Furnish the scheme & solutions, in the enclosed booklet meant for it & seal it in the appropriate cover. Indicate boldly the final answers for all numerical problems.
- A question paper without "Scheme & Solution" is liable for rejection.
- Ensure that the manuscript of the question paper, along with scheme & solution, reaches the undersigned, by Registered post on or before the expiry of the date mentioned above.
- Ensure that you personally destroy the rough draft & other material used to prepare the manuscript. No part of the manuscript or the full version should be retained in any form.
- In case, by any chance, you are unable to accept the assignment, please return all enclosures to the undersigned by return of post, with valid reasons for not accepting it.

Thanking you,

Yours faithfully,

**Amrithi**  
Registrar (Evaluation)

1. Copy of the syllabus
3. Manuscript sheets
5. Outer cover for QP manuscript & scheme
7. Remuneration bill

2. Previous QP / model QP
4. Inner cover for the manuscript
6. Inner cover for the scheme & solution
8. Scheme & solution format

P.T.O.



# Visvesvaraya Technological University

Belagavi - 590 018, Karnataka State, INDIA

**Prof. Satish Annigeri Ph.D.**  
**Registrar (Evaluation)**

Phone: (0831) 2498131  
Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/VAL-7-18/2018-2019/

Date: 05-07-2018

To,  
SUJESH KUMAR  
Department of AE  
MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING MOODABIDRI

Sir/Madam,

**Subject:Valuation of answer scripts - reg.**

With reference to the above, you are appointed as Valuator as per the following details:

**Valuation Centre** :00007 - St. Joseph Engineering College Mangaluru

**Date of Reporting**: 2018-07-06

**Subjects** : 10AE61,10ME43,15AE33,15AE62

Instructions, if any, will be issued by the Chief coordinator, VTU Valuation Centre from time to time and you are required to follow the instructions scrupulously.Soliciting your best cooperation at all times.

With warm regards,

Prof. Satish Annigeri  
Registrar (Evaluation)



## **4. Sample Documents**

- a) Setting of question papers for UG/PG programs.
- b) Assessment /evaluation process of the affiliating University

**Academic Year 2016-17**



# Visvesvaraya Technological University

Belagavi, Karnataka - 590 018

Ref.No/VTU/Exam/2017-18/1282

Date: 15 MAR 2017

STRICTLY CONFIDENTIAL

Dr. Ganesh Mogaveer ..... Dept. of Civ. Engrg. .... Milore Inst., Milore  
Sir / Madam,

Sub : Appointment as paper setter for Jan-Feb / June-July 2017. Examinations.

By the direction of the Vice-Chancellor, I am pleased to appoint you as paper setter for the subject with details as under. **You are requested to accept the assignment.**

Exam: B.E./B.Tech

Course/Branch: CIV

Sem: I/II Sub: Elements of Civil Engrg. & Engineering Mechanics

Sub Code : 15 CIV 13/23 No. of sets: ONE To be submitted before : 3 APR 2017

## INSTRUCTIONS TO PAPER SETTERS (CBCS SCHEME)

- **Typed manuscript / scheme will not be accepted. Please write down the questions LEGIBLY.**
- Use only 'generally accepted' short forms. (It is difficult to decipher 'S.T.' as 'Show that'.)
- Set **TEN** questions, such that **TWO** questions are set from EACH MODULE. Intra-module questions are to be set such that the questions should cover the entire module and further, should be answerable for the set marks. **Each question will carry 16 marks.**
- Questions shall be designed such that the Revised Bloom's Taxonomy (RBT) levels as mentioned in the syllabus are assessed. (Applicable to Question papers of 3<sup>rd</sup> Sem onwards)
- Questions shall **strictly be from the university prescribed books, covering the entire syllabus.** There shall be a **maximum of THREE subdivisions in each question.** Please avoid subdivisions, with in subdivisions, for the sake of clarity. Wherever applicable, there shall be a numerical problem in each question.
- Provide neat sketches as these figures are scanned directly from the manuscript for final printing. Sketches should be drawn in black ink only.
- Explicitly indicate the figure numbers. For example, identify the figure pertaining to Q 2(c) as Fig. Q2 (c) immediately adjacent to it.
- **Whenever problems are included, make sure to give all the relevant data from the data handbook, to avoid the issue of handbooks / tables / charts etc..**
- However, if special charts, data book are required to be given, please explicitly mention the same, in the 'Instruction to the candidates', at top of the Q.P.
- Scrupulously scrutinize the question paper for its completeness (subject, code, subject title & clarity), missing data / figure / marks allocated / repetition of entire question or part thereof & out of syllabus questions. Read the question paper meticulously and seal it in the appropriate cover enclosed, before sending it to the university.
- Furnish the scheme & solutions, in the enclosed booklet meant for it & seal it in the appropriate cover. Indicate boldly the final answers for all numerical problems.
- A question paper **without "Scheme & Solution" is liable for rejection.**
- Ensure that the manuscript of the question paper, along with scheme & solution, reaches the undersigned, by Registered post on or before the expiry of the date mentioned above.
- Ensure that you personally destroy the rough draft & other material used to prepare the manuscript. No part of the manuscript or the full version should be retained in any form.
- In case, by any chance, you are unable to accept the assignment, please return all enclosures to the undersigned by return of post, with valid reasons for not accepting it.

Thanking you,

Yours faithfully,

*Amruti*

Registrar (Evaluation)

Encs :

1. Copy of the syllabus
3. Manuscript sheets
5. Outer cover for QP manuscript & scheme
6. Evaluation bill

2. Previous QP / model QP
4. Inner cover for the manuscript
6. Inner cover for the scheme & solution
8. Scheme & solution format

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P.T.O. Page 14



# Shri Madhwa Vadiraja Institute of Technology & Management

A Unit of Shri Sode Vadiraja Mutt Education Trust (R.)

Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka and

Affiliated to the Visvesvaraya Technological University, Belgaum

Vishwathama Nagar, BANTAKAL - 574 115, Udupi - Dist.

No.: 623

## Attendance Certificate

Date: 7/12/2017

This is to certify that Prof./Dr./Mr./Mrs./Ms. Anthony Praveen M.T.E.

modbidr; has

attended the duties in this college as Examiner of Practical examinations of 3

Semester for the subjects Engg. Physics Lab.

on the dates 7/12/2017.

during the academic year 2017-18.

*[Signature]*  
Chief Supdt. of Exams  
Principal, SMTVM  
Bantakal - 574 115  
Superintendent

## **5. Sample Documents**

- a) University Appointment Letters for Academic council/BoS.
- b) Setting of question papers for UG/PG programs.
- c) Assessment /evaluation process of the affiliating University

**Academic Year 2015-16**



**EXAMINATION SECTION**

Belagavi – 590 018.

**Dr. H. G. Shekharappa**  
Registrar (Evaluation)

Phone : (0831) 2498136

Fax : (0831) 2405464

Ref. No./VTU/Exam/BOE/2015-16/783

Date : 13/08/2015

To,

**ME/MI/MT/AE (COMPOSITE) BOARD**

Sl. No.	Name of the Chairman/Members	College	Chairman / Members
1.	Dr. S. G. Gopalakrishna	Nagarjuna,B'luru	Chairman
2.	Dr. M. S. Suhani	AIET, Belgavi	Member
3.	Dr. B. N. Ramesh	AIT,Chikm'luru	Member
4.	Dr. Narendra Vishwanath	Global, B'luru	Member
5.	Dr. A. V. Suresh	BMSIT,B'luru	Member
6.	Dr. Muzamil Ahmed	HKBK,B'luru	Member
7.	Dr. Channakeshavalu	East West,B'luru	Member
8.	Dr. B. P. Shivakumar	JSS,B'luru	Member
9.	Dr. H. V. Byregowda	Ghousia,Ramnagaram	Member
10.	Dr. Mahendra K. V.	Jyothi Inst B'luru	Member
11.	Dr. E. Basavaraj	JNNCE,Shivamogga	Member
12.	Dr. Lokesh	M'lore Inst.Moodbiri	Member
13.	Dr. Mallikarjuna C.	VTU PG,Mysuru	Member
14.	Dr. S. A. Alur	Hirasugar,Nidasoshi	Member
15.	Dr. T. R. Anil	GIT,Belagavi	Member
16.	Dr. Ramakrishna N. Hegde	Srinivas Inst.M'lore	Member
17.	Prof. S. A. Quadri	KBN, Kalaburagi	Member
18.	Dr. V. V. Ramana	BITM,Bellary	Member
19.	Dr. Keerthi Prasad K. S.	Vidyavikas,Mysuru	Member
20.	Dr. Sugumaran S.(Mining)	Dr. T.Thimmaiah B'luru	Member
21.	Dr. Mahendramani G.	GEC, Ramanagaram	Member
22.	Dr. S. S. Prabhakara	Acharya Inst B'luru	Member
23.	Dr. Basava T.	SDM, Ujire	Member

Sir,

**Sub: Constitution of Board of Examiners – reg.**

By the directions of the Honorable Vice-Chancellor, I am pleased to inform you that, you have been appointed as Chairman / Member of Board of Examiners for the year 2015-2016. The First Meeting of Board of Examiners is convened on 28<sup>th</sup> August 2015 at 10.15 am at VTU Exam Section, Jnana Sangam, Belagavi.

Please accept this appointment by returning the letter of acceptance and no relation certificate in the enclosed format and make it convenient to attend the meeting.

Thanking you,

Yours Sincerely,

Registrar (Evaluation)

Copy FWCS to :

- 1.The Honorable Vice-Chancellor, VTU Belagavi, through Sec., to VC, for information.
- 2.The Registrar, VTU Belagavi, for information.
- 3.The Finance Officer, VTU Belagavi, for information.

Note: Bus arrangements are made from the Bus Stand at 9.00 am & from the Railway Station at 9.15 am.

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# Visvesvaraya Technological University

Belagavi, Karnataka - 590 018

Ref.No/VTU/Exam/2015-16/ 2030

Date: 15 MAR 2016

STRICTLY CONFIDENTIAL

Prof. Jayadurga Prasad Dept. of MBA MIT Mysore  
Sir / Madam,

Sub : Appointment as paper setter for Jan-Feb / June-July 2016. Examinations.

By the direction of the Vice-Chancellor, I am pleased to appoint you as paper setter for the subject with details as under. **You are requested to accept the assignment.**

Exam: B.E./B.Tech/B.Arch/M.Arch/MBA/MCA/M.Tech/M.Sc(Eng)/Ph.D.Course/Branch: .....

Sem: 4th Sub: Risk Management & Insurance

Sub Code : 14MBAFM408 No. of sets: 06 To be submitted before : 31 MAR 2016

## INSTRUCTIONS TO PAPER SETTERS

- **Typed manuscript / scheme will not be accepted. Please write down the questions LEGIBLY.**
- Use only 'generally accepted' short forms. (It is difficult to decipher 'S.T.' as 'Show that'.)
- Set eight questions, out of which, the students have to answer five full questions. (Unless otherwise specified).
- Wherever syllabus is made unitwise consisting of 8 units, ONE FULL question should be set from each unit, (not applicable to MBA).
- Questions shall strictly be from the university prescribed books, covering the entire syllabus. There shall be a maximum of four subdivisions in each question. Please avoid subdivisions, with in subdivisions, for the sake of clarity. Wherever applicable, there shall be a numerical problem in each question.
- Provide neat sketches as these figures are scanned directly from the manuscript for final printing. Sketches should be drawn in black ink only.
- Explicitly indicate the figure numbers. For example, identify the figure pertaining to Q 2(c) as Fig. Q2 (c) immediately adjacent to it.
- Whenever problems are included, make sure to give all the relevant data from the data handbook, to avoid the issue of handbooks / tables / charts etc.,
- However, if special charts, data book are required to be given, please explicitly mention the same, in the 'Instruction to the candidates', at top of the Q.P.
- Scrupulously scrutinize the question paper for its completeness (subject, code, subject title & clarity), missing data / figure / marks allocated / repetition of entire question or part thereof & out of syllabus questions. Read the question paper meticulously and seal it in the appropriate cover enclosed, before sending it to the university.
- Furnish the scheme & solutions, in the enclosed booklet meant for it & seal it in the appropriate cover. Indicate boldly the final answers for all numerical problems.
- A question paper without "Scheme & Solution" is liable for rejection.
- Ensure that the manuscript of the question paper, along with scheme & solution, reaches the undersigned, by Registered post on or before the expiry of the date mentioned above.
- Ensure that you personally destroy the rough draft & other material used to prepare the manuscript. No part of the manuscript or the full version should be retained in any form.
- In case, by any chance, you are unable to accept the assignment, please return all enclosures to the undersigned by return of post, with valid reasons for not accepting it.

Thanking you,

Yours sincerely,

Registrar (Evaluation)

Encs:

1. Copy of the syllabus
3. Manuscript sheets
3. Outer cover for QP manuscript & scheme
7. Remuneration bill

2. Previous QP / model QP
4. Inner cover for the manuscript
6. Inner cover for the scheme & solution
8. Scheme & solution format

P.T.O.



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ - ಬೆಲಗಾವಿ



**VISVESVARAYA TECHNOLOGICAL UNIVERSITY - Belagavi**

BE/M.Tech /MBA / MCA June / July-2016 Examination Digital Valuation Centre

SHREE DEVI INSTITUTE OF TECHNOLOGY, Airport Road, Kenjar, Mangaluru-574142

Phone : 0824-2254104,2010220, Fax : 0824-2254119

## Attendance Certificate

No. 239

Place : Mangaluru.....

Date : 29/6/16.....

This is to certify that Mr /Ms. Anthony Praveen Menon of

MITT, Moodobidri of Physics Department

has attended the Digital Valuation work in connection with the June /July 2016 examination of \_\_\_\_\_

subject code 15PHY12/22 at S.D.I.T., Mangaluru centre from 24/06/16 to 29/06/16

( 06 days)

V. J. Jay  
Special Officer / Chief Co-Ordinator



## **Mangalore Institute of Technology and Engineering**

(An ISO 9001:2015 Certified Institution)

(Affiliated to Visvesvaraya Technological University, Belagavi)

**Badaga Mijar, Moodabidri-574225, Karnataka**

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