



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Ref. No. SVSU/2019/003/OD/DA/034

Date: - 24-09-2019

Office of Dean Academics

Office Order

For smooth functioning of all activities of departments following Faculty/Instructors are nominated as Project Coordinator and OJT Incharges with immediate effect:

S.No	Courses	Industry Partner	Project Coordinator	OJT I/C
1	B. Voc. (Automotive Mechatronics)	Hero	Dr. Ravin Ahuja	Mr Jagbir
2	B. Voc. (Automotive Manufacturing)	Hero	Dr Mani Kanwar Singh	Mr Gurdeep, Mr Durgesh
3	B. Voc. (Tool and Die Manufacturing)	JBM	Dr. Anil Aggarwal	Mr Arvind
4	Skill Diploma in Press Tool & Die Maintenance and Stamping	Nagata	Mr. Vaibhav Raghav	Ms Akanksha
5	B. Voc. (Automotive Component Manufacturing)	Sr. India Pvt Ltd	Mr. Vaibhav Raghav	Mr Ashish Mittal
6	B. Voc. (Robotics and Automation)	JBM	Dr Preeti	Mr Sansbir
7	D. Voc. (Industrial Electronics)	East West	Dr Lalit Khanna	Mr Gopal
8	Post Graduate Diploma in Public Health	IQVIA	Dr. Bhavika	Dr Rajeshwari
9	Post Graduate Diploma in Geo-Informatics	GMDA	Mr. Damadeep Singh	Ms Samridhi
10	Diploma in German language	Concentrix	Dr Nakul, AP, English	Ms Khusbhu
11	Diploma in Folk Art-Banchari		Col S S Malik/ Dr Amarjeet	Dr Rajkumar
12	B.Voc (Solar)	Qardson	Dr Yogita	Mr Parveen
13	B.Voc. (BPM and Analytics)	Concentrix	Dr. Dalip Raina	Ms Meenakshi
14	M.Voc. (Banking and Finance)	HDFC	Dr Anshu	Dr Dalip
15	Diploma in Ethnic Foods and Sweets Processing	Bikanerwala	Mr Sandeep Malik, Skill Instructor	Mr Hitesh/Mr Lovelesh
16	D.Voc. (Automotive)	Roop Auto	Dr. Anil Aggarwal	Mr Sunil Kumar
17	B.Voc. (Automotive)	SKH	Ms. Ekta	Mr Yogesh
18	B.Voc. (Automotive)	Anand	Dr Sanjay Singh	Mr Yogesh

19	Diploma (Piping Technology)	Jaguar	Mr Upkar Singh, Skill Instructor	Mr Upkar Singh
20	PG Diploma. (Aero Soace Structural Design)	P3	Dr Bharti	Ms Madhuri
21	PG Diploma. (Aero Space Technical Publication)	P3	Dr Bharti	Ms Madhuri
22	B. Voc. (Agriculture)	GNG	Dr Shalini / Mr. Amit Sinha	Mr Suryapal
23	B. Voc. (Medical Lab Technicians)	Medanta	Dr. Shekhar	Mr Ashish
24	B.Voc. (Public Services)		Dr. Mohit Srivastava/ Mr. Amit Sinha	Mr Madhukar
25	Diploma Shardha	GJUST	Dr Sohan Lal , Skill Instructor	
26	B.Voc. (Financial Services)	DIA Capital	Dr Dalip Raina	Dr Shashi
27	M.Voc. (HRM)	Mount Talent	Dr Anshu	Dr Pradeep
28	M. Voc. (Entrepreneurship)	AIC SANGAM	Dr Anshu	Dr Vikram
29	M. Voc. (Robotics & automation)	JBM	Dr Preeti	Mr Sansbir
30	Incharge for Labs at Transit Campus		Mr Ashish , Mr Puneet	

All Course Coordinators/ Faculty members and Instructors may note the same for compliance.

Followings are broader responsibility of respective incharges/Faculty:

A. Programme Coordinator/Project Co-Coordinator

Coordination with Faculty, Skill Instructor and Industry Mentors for following:

1. Class conduction as per time table
2. Internal/External exams
3. Academic audit of courses
4. Attendance record of Students
5. Any other related work assigned time to time

B. OJT In-charge /Mentors

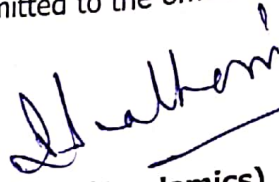
1. Planning of OJT schedule
2. OJT Delivery/Instructions
3. Mentoring students during OJT
4. To impart knowledge component of OJT to students
5. Help students in execution of OJT plan as OJT calendar
6. Continues evaluation of OJT activity
7. OJT Diary verification on daily basis and its cumulative analysis
8. Any other related work assigned time to time

All OJT Incharges will be stationed at their respective place of OJT and will also act as mentors for their batch of students. All Mentors will interact with students on regular interval to guide

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and help them in solving their problems in learning and provide them personal & professional support. Mentors will keep record of all mentees with them and also keep a record of meeting with their Mentees. A regular feedback of such interactions will be submitted to the office of respective Deans through Project Coordinator.


Dean (Academics)

Copy to :

1. OSD to VC for information to VC
2. PA to Registrar for information to Registrar
3. Dean (Management and Agriculture)
4. Dean (Engineering)
5. Dean (Applied Sciences and Humanities)
6. Joint Director (Q & S)
7. Joint Director (STC)
8. DR (Exam)
9. DD (Capacity)
10. DD (IDC)
11. Dy. Director (IIC)
12. All Coordinators/ Incharges
13. All Faculty including Guest and Adjunct Faculty
14. Office Order File
15. I/C IT Cell for website


AR (Academics)