

Temporary Office:

Plot No. 147, 2-3rd Floor, Sector-44,
Gurgaon (Haryana)

Phone: 0124-2746800

Visit us at www.svsu.ac.in

SVSU

SHRI VISHWAKARMA SKILL UNIVERSITY

(Enacted Under Government of Haryana, Act No. 25 of 2016)

Examination Department

Notice

Ref. No. SVSU/2020/conduct/602

Date:07/09/2020

Guidelines for Online Examination, Sep-Oct, 2020

In continuation of office notice SVSU/ 2020/AR(AA)/120 dated 03.09.2020 following are the guidelines for students for the smooth conduct of examination.

1. Students are advised to make an arrangement of Laptop/Desktop/Smartphone/Android Phone with webcam along with internet connection and enough bandwidth and data pack.
2. Students should ensure that enough number of blank sheets (Plain/Lined) and pen is available with them before writing the examination.
3. No student is allowed to leave the seat in between the examination for any reason.
4. Students must ensure that no material is available nearby and no unfair mean is used in the examination.
5. Each student will be provided the SVSU domain email id by their respective program coordinators / Skill Faculty.
6. On receipt of email id, students are advised to login into the email and change the password after first login.
7. On the day of examination students are required to login into their email at least 30 minutes prior to the start of exam.
8. On the date of examination students are provided **GoToMeeting id / Google Meet** by respective Department and are required to join the meeting 30 minutes before the start of exam.
9. The question paper of the exam will be received on their domain email id at the start of the exam.
10. Student are required to download the question paper from their email and start writing their exam at the scheduled time only.
11. In case question paper is not received or you are not able to download it, inform your program coordinator within 10 minutes, otherwise no request is entertained thereafter.
12. Student are required to sit in a separate room so that their back faces the wall and no one is allowed to enter into that room during the exam.
13. Students are required to switched on their webcam and remained on throughout the exam for proctoring. Students will be warned for two times, if the camera get off or there will be any kind of unfair observation, after that exam will be cancelled.
14. After completion of the exam students are required to scan their answer sheet in the order (sequence) using **ADOBE SCAN** or similar tools to create a single pdf and the same is to be uploaded within scheduled exam time.
15. Students must note that email of answer sheet received after the end of examination will not be considered.
16. Students should not leave the meeting unless the receipt of their answer sheet is not confirmed by the program coordinator.
17. Each sheet used by the students must be signed and have sequence number and details of the students on the top of the answer sheet. Answer sheets received without signature and prescribed details will not be evaluated.
18. Students are required to download the scanner tool well before the commencement of exam.

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19. Program coordinators are required to be available on the meeting platform throughout the exam and ask students to remain switched on their webcam. In case of any unwanted observations there the candidates will be warned by respective faculty/ coordinator. There will be only two warnings on third observation exam will be stand cancelled immediately
 20. At the end of the examination each program coordinator will receive the PDF copy of the answer sheet and required to prepare an attendance sheet of each exam and the same must be communicated to their respective deans/in-charges along with the copy to the conduct branch of the examination Department.
 21. Invigilators must ensure that no unfair mean is used by any of the students.
 22. Students must carry all necessary stationary item like pen pencil, eraser, sharpener, Geometry Box Set with them before the commencement of exam.
 23. Mock Drill is scheduled on 8th September as follows.
 - a. Skill Faculty of Management Studies and Research --- 10:00 AM to 11:00 AM
 - b. Skill Faculty of Engineering and Technology --- 12:00 Noon to 01:00 PM
 - c. Skill Faculty of Applied Science & Humanities --- 03:00 PM to 04:00 PM
- It is mandatory to attend the Mock Drill by all the concerned students and Faculties.
24. The cut-list of the eligible students have been uploaded on the university website.
 25. Students and faculties are advised to visit the University websites regularly for further information and updates.
 26. Any grievance related to the exam must be reported on the same day of the examination to the concerned Dean/In charges. thereafter no grievance will be entertained.
 27. All necessary instructions regarding the attempt of questions will be given in the question papers itself.
 28. The google form has been designed and shared with the students to gather the necessary information is available on the university website and it is mandatory for all the concerned students to submit the form well in time with correct information.

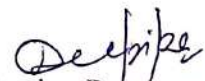
Deputy Registrar
Examination Department

Date: 07-09-2020

Ref. No. SVSU/2020/ Conduct/603-610

A Copy is Forwarded to the following

1. OSD to VC for information
2. PA to Registrar for information
3. Dean Academics
4. All Dean/ In-charge for further circulation
5. IT Cell(for publication on website)



Junior Programmer

Examination Department