



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref. No. SVSU/2020/AR(AA)/120

Date 03/09/2020

Notification

University have decided to conduct the Examination for the students of End term w.e.f. 17.09.2020

The detail guidelines regarding the conduct of Examination are enclosed as per Annexure A.

Vinay Saini
03/09/2020
Assistant Registrar
Academic Affairs

Copy to: -

1. OSD to VC for information. *Ruchi* 3/9/2020
2. PA to Registrar for information. *3/9/20*
3. All Dean's, Incharge, SVSU:-to inform all concerned students. *Soni*
4. DR (Examination). *u* *Pan* 3/09/20
5. Notice Board.
6. University Website.

Praveen
3/09/20

Anil
03/09/2020

Porvay
03/09/20

The Conduct of Certificate/Diploma/ Advanced Diploma/ B. Voc/ PG Diploma terminal Semester/ Year/ Re-appear Examination w.e.f. 17.09.2020:

1. The examination will be conducted in blended mode.
2. The Examinations of all courses will start from 17.09.2020 in view of the UGC NET schedule.
3. The University will conduct Regular & Re-appear exam of all Certificate/Diploma/ Advanced Diploma/ B. Voc/ PG Diploma terminal Semester/ Year.
4. The practical and OJT examinations will be got conducted internally by all the concerned Dean/IC through online mode (i.e. Virtual presentation/ Viva-Voce).
5. The Roll No. of the students will be uploaded on the University website svsu.ac.in. The concerned students will be able to download the same after getting No Objection Certificate/No Dues from the concerned Department.

If any student's Roll Nos./Name is not available in the list, in that case he/she can contact the conduct branch through E-Mail. A Press Release/Public Notice will be issued by the conduct branch one week before the commencement of the examinations.

6. The question papers as per exam commencement time of the datesheet will be uploaded on the University Website www.svsu.ac.in and it would also be sent to the Dean/IC through E-Mail. The Dean/ IC will send the question paper to the concerned students through different electronic modes.
7. The candidate will be required to attempt 50% Question by choosing any questions. However, the student shall ensure that he/she has attempted answer carrying 50% of maximum marks. The time allotted will be 3 hours for examinations including time of downloading of question paper to emailing of answer books to the concerned Dean/ IC.
8. The candidate will download/note down the question paper & will solve the question paper from their remote location on A-4 size paper in his/her own handwriting (as per specimen available on University Website) and maximum page limit would be 20 (Twenty). The students will attempt questions Serial No. wise and will mark Page No. on the Answer-Book. On the first page of the Answer-Book, he/she will fill the following details: -

- i) Univ. Roll No. (in figures) _____ in words _____
- ii) Name of the student _____ iii) Class/Semester _____
- iv) Name of the Paper: _____ v) Code of Paper: _____
- vi) Total No. of Pages written by candidate: _____ vii) Date of Exam _____
- viii) Sign. of the Student: _____

The candidate will write the above information and Roll No, Paper Code and Page No. at each page of the sheet used. He/she will be required to complete all the process & send the soft copy of his/her answer book in PDF format through E-Mail to the concerned Department within the specified period i.e. 3 hours from commencement of examination.

9. In case any student does not have mobile phones or facing network problem etc. in that case he/she can seek help from his/her parent Department regarding availability of question paper as well as deposit of hard copy of answer-book.
10. If the examination in two subjects opted by a candidate falls on the same date, then the candidate will be required to attempt both the question papers on the same date within the prescribed time-period.
11. The candidate will not write his Mobile No. etc. except the particulars at point No. 8 otherwise Unfair Means Case will be made.
12. While attempting the paper the candidate will use blue/black ball pen only.
13. Before attempting the paper, the candidate will ensure that he/she has downloaded the correct question-paper. No complaint for attempting wrong question-paper by the candidate will be entertained later on.
14. A separate E-Mail ID for the examination for receipt of Answer-Books will be created by the Dean/IC & they will also mention this E-Mail ID on their official website under intimation to the Secrecy Branch. A separate E-mail ID of all the teaching Departments will be got created by the Director/IC, IT Cell.
15. The Dean/ IC will ensure that the evaluation of the answer-books is done by distributing the same equally among the teachers. It will also be ensured that the work of evaluation will be got completed within 5 days from the conduct of last paper.
16. The Dean/ IC will ensure that the answer-books are preserved in their respective Department for the prescribed period i.e. 6 months after the date of declaration of the Result.
17. The evaluator will award question-wise marks to the students & will deposit the record in Department & the marks of the candidates will be uploaded on the University portal accordingly. Hard copy of award list duly signed by the evaluator and countersigned by the Dean of the faculty will be submitted in the Secrecy Branch.

18. Candidates must ensure that he/she has put his/her signature on each page of the answer-sheet used by him/her. Answer-sheet without signature of the candidate will not be evaluated.
19. Keeping in view the financial situation arising particularly due to COVID-19, remuneration on account of all type of examination duties including question paper setting, conduct of exams & evaluation etc. of the ensuing examinations for the regular/reappear student may not be paid to the Staff as these examinations Will be conducted in working days and all the examination duties have been made mandatory by the Higher Education Department, Govt. of Haryana. The same will be applicable to SVSU staff.
20. The students who want to apply for re-evaluation will apply within prescribed time (within 15 days after the declaration of result) & the Answer-books of those students will be demanded accordingly.
21. The Dean/ IC while conducting the examinations will ensure that the SOPs issued by the Government of India/MHRD/ Government of Haryana/DHE from time to time will be followed in letter & spirit.

