



# SHRI VISHWAKARMA SKILL UNIVERSITY

(A State Skill University, setup by an Act of Legislature in 2016)

## Examination Department

### Notice

Ref. No. SVSU/2021/Conduct/861

**Date:08.07.2021**

1. It has been decided that the examinations of the students will be conducted in offline as well as blended mode. The Dean/ IC will take option from the students upto **12<sup>th</sup> July, 2021** in **Google Form** or any other electronic mode regarding choosing option to appear in the examinations either in Online Mode or Offline Mode for the end semester examinations July, 2021 and August, 2021 respectively.
2. In Offline Mode the students will be allowed to take examination either at campus Dudhola or at Transit Campus, Gurugram. Necessary arrangements for the examination will be made by the concerned Dean/ IC. printed copy of the question paper will be provided by the Dean / IC and University answer-book will also be provided to them to take their respective examination.
3. The Dean/ IC of the Department will ensure that strict proctoring/invigilation during the online examination through **ZOOM/ Google Meet or GoToMeeting** or any other digital platform made by the teachers. The Dean/ IC will ensure that the duties with regard to proctoring/invigilation are assigned to the teachers equally as per their requirement.
4. The candidate while attempting their examination through pen & paper have to make themselves available to sit in front of Webcam running through **Google Meet/ GotoMeeting or any other digital platform** for the full duration of the paper at their place of examination. The position of the Webcam has to be adjusted in such a way that the full view of the candidate attempting the paper is visible to the invigilator. The candidate will put his/her microphone and webcam on during the examination.
5. The candidate while attempting the paper should be ready to receive the **Whatsapp Video Call** from the invigilator during the course of the examination.

6. Proper record of daily proctoring/invigilation duty of students will be prepared & maintained in the Department. University can inspect/demand any record within a period of three months from the conduct of examination.
7. The Dean/ IC while conducting the examinations will ensure that the SOPs issued by SVSU.
8. The Examination Department may appoint observer/ invigilators to check overall arrangements for smooth conduct of examinations.
9. Mock Drill for all staff and students will be conducted in association with IT cell.
10. The students are advised to regularly visit University website for further information.

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)

