



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref. No. SVSU/2022/Conduct/ 959

Dated 21/01/2022

Subject: Conduct of Practical Examinations of Diploma, UG and PG courses February -2022 and Submission of Internal & External Awards in the Examination Department.

This is to inform you that for the Practical Examinations of Diploma/B.Voc/D.Voc/M.Voc/BBA/MBA Semester 1st Courses (Regular) Feb-2022, shall be conducted during the period in conventional mode, as mentioned below:

Sr. No.	Courses/ Department/Colleges	Time Periods
1	UTDs	From 1 st to 15 th February 2022
2	B.Voc Mechanical Manufacturing(2021-24) B.Voc Mechatronics(2021-24)	From 25 th to 28 th February 2022
3	Affiliated Colleges	From 10 th to 25 th March 2022

Note: The external practical marks and all related documents must be submitted by Head of Institutes/UTDs with in three days after the last practical exam.

After conducting the practical examinations, the concerned Colleges/UTDs shall submit the marks awarded by the Practical Examiners & Internal Awards of all Theory & Practical subjects in the Examination Department as per dates are mentioned above and submit all the requisite performas in the examination department with duly Signature & Stamp, of Concerned Dean/ Head of Institution.

Important Notes:-

- I. External Practical Examiners will be invited by the Head of Institutes/UTDs from panel of examiners approved by BOS of the University. Head of the Institute/UTDs will appoint internal examiner. Faculty members of UTDs of SVSU may be requested for conduct of practical examinations in affiliated Colleges. All Examiners are requested to check/verify the students Cut Lists for Practical Exam issued by the University before starting of Exam.
- II. Payment of remuneration for External and Internal examiners is to be made by the University after receiving the bills through DBT in examiners account. UTD's / Colleges are requested to submit signed copies of Remuneration bills to the University.
- III. Practical examinations can be conducted by the Institution on any Saturday / Sunday (**No double remuneration is allowed in case of Practical Examination is conducted on holidays**).
- IV. While submitting traveling bills (if any) the practical examiner must be required to clearly mention their full name, designation of parental Institution, FPL, name of practical exam and semester and enclose a attendance letter issued by the Chairperson / Head of Institution where practical exam was conducted. Traveling allowance will be payable to external examiner (only).



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- V. Cut Lists will be sent through email on official mail to the concerned.
- VI. Director-Principal of Affiliated Colleges / Dean of UTDs is requested to ensure that Admit Cards are issued only to those students who fulfill the eligibility criteria to appear in examinations and have filled their examination form.
- VII. External examiners will fill the awards in hard form and it will be submitted in the Examination Department by the Concerned Department / Institution.
- VIII. Rate of remuneration for external/internal examiners will be as per the Examination Ordinance.
- IX. Hard Copy of the remuneration bills (as per University format) is to be submitted to Examination Department.

(Please note TA by own vehicle has to be paid only when claimant submits copy of RC of the vehicle. if any)

Please note that all the Performa should be filled in completely. Incomplete remuneration /TA or DA forms will be summarily rejected. All envelopes being submitted to this office should be super scribed with the contents of the envelope.

You are requested to submit all the bills related to a particular practical exam collectively. Like remuneration of internal/external/technical/supporting and TA/DA in a single bunch.


Deputy Registrar
Examination Department

- I. Dean, Concerned Faculty/ Chairperson UTDs.
- II. The Director / Principal of affiliated Colleges

Copy to

1. Controller of Examination, For Information
2. OSD to H'VC, for kind information, Please.
3. Website Administrator, to upload on university website