



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref. No. SVSU/2022/Conduct/1005

Dated 21-06-2022

**Subject: Conduct of Practical Examination of Diploma, UG and PG courses June-July 2022 and submission of Internal & External Awards in the Examination Department.**

This is to inform you that for the Practical Examination of Diploma/ D. Voc/B. Voc / M. Voc/ BBA /MBA Semester 2<sup>nd</sup> Courses (Regular) June-July 2022 shall be conducted (as already approved by the competent authority) during the period in conventional mode, as mentioned below:

Sr. No.	Courses / Department / Colleges	Time Periods
1	UTDs	a) 6 <sup>th</sup> Semester of all the Faculty (except SFET& SFASH) start from 22.06.2022 to 04.07.2022. b) 2 <sup>nd</sup> & 4 <sup>th</sup> Semesters of all faculty & 6 <sup>th</sup> semester of SFET & SFASH from 21.07.2022 to 30.07.2022
2	Affiliated Colleges	21.07.2022 to 30.07.2022

**Note:** The external practical marks and all related documents must be submitted by the Head of Institutes/UTDs within 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 the dates are mentioned above and submit all the requisite performs in the examination department with duly Signature & Stamp of Concerned Dean/ Head of Institution.

**Important Notes: -**

1. External Practical Examiners will be invited by the Head of Institutes/UTDs from panel of examiners approved by 'The BOS of the University'. The Head of the Institute/UTDs will be appointed internal examiner. Faculty members of UTDs of SVSU may be requested for the 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.
2. Payment of remuneration for External and Internal examiners is to be made by the University after receiving the bills through DBT in the examiners' account. UTDs / concerned Colleges are requested to submit signed copies of Remuneration bills to the University.

3. Practical examinations can be conducted by the Institution on any Saturday (No double remuneration is allowed in case of Practical Examination is conducted on holidays).
4. 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 the practical exam, counter signed by the Head of the institute with semester wise and enclose an attendance letter issued by the Chairperson /Head of Institution where the practical exam was conducted Travelling allowance will be payable to the external examiner (only).
5. Cut Lists will be sent through email on official mail to the concerned.
6. Director- Principal of affiliated College/ Dean of UTDs is requested to ensure that Admit Cards are issued only to those students who fulfil the eligibility criteria to appear in examinations and have filled their examination form.
7. External examinations will fill the awards in hard form and it will be submitted in the Examination Department by the Concerned Department /Institution.

(Please note TA by own vehicle has to be paid only when a claimant submits a copy of RC (your name /Spouse name only) of the vehicle. If any)

Please note that all the Performa should be filled in completely. Incomplete TA / 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 practical exam collectively. Like remuneration of Internal/External /Technical/Supporting and TA/DA in a single bunch to submit Incharge Conduct Branch (Examination Department),5<sup>th</sup> Floor, Plot No-147, Sec-44, Transit Office, SVSU, Gurugram-122003.

Controller of Examination

Copy of the above is forwarded to following for information and further necessary action: -

1. All the concerned Dean's Faculty/Chairperson UTD's
2. The Principal of Affiliated Colleges.
3. OSD to VC (For kind information of the Hon'ble Vice Chancellor, SVSU, Gurugram)
4. Incharge IT cell/Website Administrator to upload on University Website.
5. Office record.

Incharge Conduct Branch  
Examination Department