



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref. No.: SVSU/DAA/2024/005

Dated: 11.01.2024

## Circular

Digital OJT Diary portal has been enhanced for its effective and efficient working for the users. Webpage loading, the user interface and all the reported errors have been resolved. All Skill Faculty of the university should note that reporting and assessment of OJT has to be made through Digital OJT Diary portal. A student can fill its OJT report on the portal within 3 days (student should be encouraged and motivated to fill OJT report on the same day) and SVSU Mentor (OJT Coordinator) can do the assessment of the filled reports within 4 days. The concerned faculty and instructors need to disseminate the information to the students.

If any issue is observed in the smooth functioning of the DOD portal, kindly report the issue to the office of the Incharge, OJT Diary <incharge.ojt@svsu.ac.in> latest by 15/01/2024 up to 05:00 PM positively.

Chief OJT Coordinator

### Copy to:

1. Dean Academic Affairs
2. All Deans, for information
3. All Chairpersons, for information
4. All Head of Departments, for information
5. I/C IT Cell for necessary action
6. Web Administrator for updating on website
7. OSD to VC for information to HVC
8. PA to Registrar for information to W/Registrar