



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref. No.: SVSU/DAA/2025/ 014

Dated: 18.02.2025

Circular

Digital OJT Diary portal is fully functional and ready to use now. The portal has been enhanced for its effectiveness and efficient working for the users. The reporting and assessment of OJT has to be made through the Digital OJT Diary portal as per the directions. A student shall fill its OJT report on the web portal on a daily basis but not later than 3 days. In view of the time constraint for filling the OJT report on the portal, the students are encouraged and motivated to fill the OJT report on the same day. The SVSU mentor(s) can do the assessment of the filled reports within 4 days. The concerned program coordinators and OJT coordinators shall 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 <digitalojtdiary@svsu.ac.in> with a snapshot.

SOPs for operating the DOD portal are attached. The link to the web portal is <http://digitalojtdiary.svsu.ac.in/>.

Incharge, OJT Coordination

Copy to:

1. Dean Academic Affairs (for the kind information)
2. All Deans of Skill faculties (for information)
3. All Chairpersons (for information and necessary action)
4. All program & OJT Coordinators (for information and necessary action)
5. OSD to VC (for the kind information to HVC)
6. PA to Registrar (for the kind information to W/Registrar)
7. Office, OJT Incharge (for information & record)
8. I/C IT Cell for necessary action
9. Web Administrator for updating on website

