



Ref. No. SVSU/SDCS/2026/304

Date: 24/08/2026

Office Order

Subject: Admission Duties for On the Spot Counselling/Admission against Leftover/Vacant Seats in BCA, MCA and M. Tech CSE for Academic Session 2026-27

It is to inform you that, the Admission Duties of Faculty/Staff members of SDCS/IT for On the Spot Admission against Leftover/Vacant Seats in BCA, MCA and M. Tech CSE for Academic Session 2026-27 is scheduled on **1st September 2026 to 3rd September 2026** at Shri Vishwakarma Skill University, Dudhola, Palwal. The Reporting Time for faculty and staff is 09:00AM onwards till the completion of counseling for that day

Reporting Time: 9:00 A.M.

Counselling Venue: 1E, Room No. 214, 2nd Floor,

Lalitgiri Bhawan Reporting: Ground Floor, 009,

S.No	Programme	Counselling Round	Reporting Dates
1	BCA, MCA, M.Tech CSE	On the Spot Counselling	01.09.2026 to 03.09.2026
Desk for assigned work with Brief Description		Name & Designation of Faculty/ Staff	Venue
Desk-1: Admission Helpdesk To get marked attendance of students on Attendance Sheet. To Issue Application Form & Admission File to newly admitted students. To guide students in arranging the desired photo copy and original documents for document verification. To resolve the queries of students w.r.t. admissions(if any), Any other duties assigned from time-to- time		Mr Anil Vadhwa, Mr Neeraj Kumar, Ms Anita	1E, 214
Desk-2: Document Verification		Ms. Shallu Yadav, Ms Parul	1E, 211
Desk-3: Admission Committee		Dr. Ravinder Kumar, Skill Associate Professor, SDCS/IT (Convenor) Ms Anu Chaudhary, Skill Assistant Professor, SDCS/IT	1E, 214
Desk-4: Seat Allotment Letter, Online Entry on HSTES Portal and Student File Collection		Ms. Madhuri, Skill Instructor, SDCS/IT Mr. Amit, MTS	1E, 301

The above-mentioned faculty members shall remain on duty during the assigned period and shall perform all counselling, admission, documentation, and related responsibilities as assigned.

Sd/-

Chairperson
Skill Department of CS/IT

Copy to :

1. Dean (SFET)
2. Director Admission
3. Dean Academic Office

