



Ref. No. SVSU/SDCS/2026/303

Date: 21/08/2026

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 **24th August 2026 to August 26, 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	24.08.2026 to 26.08.2026
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

