

Swami Vivekanand Group of Institutes,

Chandigarh Patiala National Highway, Ram Nagar, Banur

Ref. No.: SVGOI/Admin/2025/250

Dated:28.11.2025

CIRCULAR

This is to inform all HODs to strictly adhere to the following dates for the academic activities of 1st year scheduled during the remaining period of the current semester. Departments are directed to ensure the timely completion of all related tasks as per the schedule mentioned below.

| Activity | Semester | Scheduled Dates |
|--|-------------------------------|--------------------------|
| Tasks related to MST-2 | | |
| Commencement of MST-2 | 1 st (All Courses) | 08-12-2025 to 16-12-2025 |
| Updation of Date Sheet & Submission of Soft copies of Attendance sheets for MST-2 | 1 st (All Courses) | 28-11-2025 |
| Submission of Hard Copies of Question papers & Attendance sheets for MST-2 | 1 st (All Courses) | 03-12-2025 |
| MST-2 Marks upload on ERP | 1 st (All Courses) | 19-12-2025 |
| Total Attendance compilation for final exams | | |
| Overall Attendance compilation *Note- from the beginning of Session Till 05-12-2025 | 1 st (All Courses) | 09-12-2025 |
| Detainee list for final exams | | |
| Detainee list for final exams *Note- finalized after the discussion with Director Academics & Principal | 1 st (All Courses) | 10-12-2025 |
| Submission of Actual Internals of Practical (ERP) | 1 st (All Courses) | 15-12-2025 |
| Submission of Internal Practical awards after moderations | 1 st (All Courses) | 16-12-2025 |
| External Practical Examinations | 1 st (All Courses) | 17-12-2025 to 23-12-2025 |
| Preparatory holidays & Remedial classes | 1 st (All Courses) | 25-12-2025 to 01-01-2026 |
| Submission of Actual Internals of Theory(ERP) | 1 st (All Courses) | 24-12-2025 |
| Submission of Internal Theory awards after moderations | 1 st (All Courses) | 26-12-2025 |

Important Instructions:-

Detainee lists are required to be prepared under following criteria:-

a) Below 30%

b) Between 30% to 50%

& Attendance should be verified from ERP only

Kindly circulate this information among all faculty members and ensure compliance with the above timelines. Your cooperation in maintaining the academic calendar is highly appreciated.

Dr. Pankaj Garg
Principal,

PA to: Hon^{ble} Chairman/ President for kind information
Director Secretarial & Administration
Project Director
Director Operations
Director Academics
All HODs
Concerned Officials
Notice Board/ ERP Login