

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.

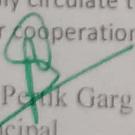
Activity	Semester	Scheduled Dates
Tasks related to MST-2		
Commencement of MST-2	1 st (All Courses)	08-12-2025 to 16-12-2025
Updation of Date Sheet & Submission of Soft copies of Attendance sheets for MST-2	1 st (All Courses)	28-11-2025
Submission of Hard Copies of Question papers & Attendance sheets 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:-

- Below 30%
 - 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. Pank 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