



Ref. No. 1004/BSDU/EXAM/105

09 June 2025

## Notice

### **Workplace Training Certificate Verification Process**

This is to inform you that students of BSDU currently engaged in workplace training semester are required to report back to the university on 4<sup>th</sup> August 2025, as their workplace training concludes on 2<sup>nd</sup> August 2025.

In this context, the following procedure must be followed for the submission and verification of their workplace training certificates:

#### **1. Collection and Verification of Certificates by Faculties:**

Upon students' return, the respective Faculty is responsible for collecting their workplace training completion certificates. The Dean/In-charge must then verify the authenticity of each certificate, retain a copy for records, sign the hard copy (not the original), and forward the signed copy to the Department of Workplace Training and Placement (DWT&P).

#### **2. Review by Department of Workplace Training and Placement:**

The DWT&P will examine the signed certificates received from the faculties/schools. Upon successful verification, the department will endorse and sign the certificates.

#### **3. Final Submission to Examination Cell:**

Once all certificates have been verified and signed, the DWT&P will compile them and submit the final set to the Examination Cell for official recordkeeping and result declaration.

#### **Important:**

If any student is found to have submitted a false or invalid certificate, their result will be withheld or the workplace training semester may be cancelled. Additionally, appropriate disciplinary action will be taken in accordance with the university's regulations.

This procedure is mandatory for all students undergoing workplace training to uphold the integrity and transparency of the evaluation and training semester process.



Robert  
26/06/2025

**Dr. Rakesh Choudhary**

Deputy Controller of Examinations

#### **Copy for Information to (through E-Mail):**

- 1. All Deans/In-Charges (For Necessary Action)**
- 2. Associate Director DWT&P (For Necessary Action)**
- 3. President**
- 4. Registrar**
- 5. Registrar Office**
- 6. All Students**



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