



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Ref.No. SVSU/2025/R&S/021

Dated: 10/07/2025

Notification

Subject: Regarding submission of Continuation Return fee 3rd and 5th semester for upcoming Academic Session 2025-26.

As per University norms, all affiliated colleges are required to deposit the Continuation Return fees @ Rs.120/- per student in academic session 2025-26. The performa for Continuation Return fee are attached herewith, which is to be submitted with duly signed hard copy to the Superintendent, Registration and Scholarship Branch latest by 31.08.2025. The late fee/penalty after 31.08.2025 will be as mentioned below:-

1	For 1-7 days late after expiry of normal due date.	Rs. 100/- per day per student with maximum of Rs. 25000/-
2	For 8-14 days late after expiry of normal due date.	Rs. 200/- per day per student with maximum of Rs. 50000/-
3	For 15-20 days late after expiry of normal due date.	Rs. 300/- per day per student with maximum of Rs. 100000/-
4	After 20 days late after expiry of normal due date.	No Registration/Continuation Return will be entertained. However, the Hon'ble Vice-Chancellor may consider to allow/ to admit the Registration Return as a special case with applicable late fee of Rs. 500/- per day per student with maximum of Rs. 200000/-

Enclosed: As above


Superintendent,
Registration & Scholarship Branch
SVSU, Dudhola

Copy to:

1. OSD to VC for information
2. PA to Registrar for information
3. Dean Academic Affairs
4. Associate Dean Affiliation Branch.
5. Affiliation Branch for circulation amongst all affiliated colleges.
6. Account Branch.
7. University Website
8. Web Administration to upload on University website.

(FOR DEGREE/DIPLOMA COURSES)
SHRI VISHWAKARMA SKILL UNIVERSITY DUDHOLA PALWAL CONTINUATION FEE RETURN

Academic Session:

Name of College/Department..... Last Date of Admission without late fee Class/Course..... Year 2025-26.....

Date of Submission of Continuation Return..... Group(Diploma /Degree etc.).....

Total No. of sanctioned seats Total candidates admitted: (i) Through Counseling (ii) By Management

Important Note: Before filling up this form, Important Instructions for this session and instructions given overleaf must be read carefully.

Sr. No.	Regn. No. of SVSU, Dudhola	Date of Admission	College/ Class Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	PPPID	Aadhar Card No.	Date of Birth (As per Matric Certificate)	Particulars of passing of 10+2/lower qualifying examination				Mark s in PCB/ PCM	Categor y Open/ Mgt.	Merit Rank No.	For office use only
										Year and Session	Roll No.	Result/mark s Obtained/ %age / Total Marks	Whethe r belongs to SC/ST				
				(Spellings should be typed as per Certificate of qualifying examination)													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	

Note: Please prepare data in Ms. Excel format.

Signature of the Principal/Chairman With Seal

	INSTRUCTIONS		CERTIFICATE
1.	The Continuation Return duly typed, College/Dept. Roll No. wise on double space must reach the University office as prescribed date, whichever date is later failing which a penalty will be charged as per Univeristy Norms.		Certified that
		i)	the student's admitted have secured the required percentage of marks in the lower examination as required under the Ordinances prescribed for admission to.....
2.	The Continuation Return of each Class (Men and Women separately) should be prepared group-wise, i.e streamwise etc.	ii)	the names and Regn. Nos. noted in this Return are in accordance with the names and Regn. Nos. entered in Result Gazette or supplied by the University;
3.	Office copies of each sheet on plain paper must be retained for record and future references.	iii)	Number of students admitted in this class does not exceed the number of sanctioned seats;
4.	Only the relevant prescribed proformas of the Continuation Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.	iv) v)	The names of all the students admitted in the above class have been included in the Regn. Return; These students have not migrated from this University to another University/Board.
5.	The spellings of name, father's and mother's name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Continuation Return. The responsibility for incorrect/incomplete particulars of student will be on the part of college.	vi) vii)	The College/Dept. is exclusively responsible for wrong admissions of student's, if any, indicated in the Regn. Return. The College has been granted affiliation by the University for this course vide letter No. dated.....
6. 7. 8.	Each sheet of the Continuation Return should invariably be signed by the Principal/Chairperson only at the specified place and not by any other or on behalf of the Principal. Percentage of marks in Col. No. 14 be shown only for admission to all such courses when the condition of minimum percentage of marks is required under the relevant Ordinance. The students who are already registered and still stand migrated from this University to another University/Board, be not shown in this Return. Instead, these students may be shown in RF-2 Return.	viii)	The students admitted have not been disqualified by this or any other University/Board; and a sum of Rupees on account of Continuation fee of the students has been remitted to the Registrar, SVSU, vide Bank Draft No..... dated... University Receipt No.....dated.....
9.	No student may be promoted in next-higher class until/unless he/she has been registered.		

Signature of the Principal/Chairman
(With Seal)