**Gradesheet distribution schedule**

**To,**

**All ON CAMPUS students studying in Third Year and Final Year in the Academic Year 2021-22,**

We trust that you and your family are safe and sound in the view of Covid-19 pandemic.

Results up to 2020-21 Sem -II of Second Year and Third Year is already declared. Students should collect hardcopies of Gradesheets in person, only from 6thSeptember as per given schedule.

Due to Current COVID situation, it is not possible to allow students in more than certain count to enter in institute campus, therefore no student should approach institute campus for collection of Gradesheet other than defined day and slot. Students can enter in institute campus and collect Gradesheet as per attached schedule only.

**Venue is concerned department office near HOD cabin**

**Timing – Morning slot 10.00 am to 01.00 pm ,afternoon slot 2.00pm to 5.00pm**

**Student must refer Detailed timetable (exact time slot ) which is attached herewith.** To every student we have given four slots ,student can come to college on any one slot.

**Instructions:**

1. Detailed time table with exact 3-hourtime slot and venueis given . Come only in that slot and visit only given venue and not any other place in institute. You can stay in institute for maximum 30 minutes. You are not allowed to unnecessarily roam in the institute campus before or after collection of Gradesheet.
2. I-cards is compulsory. You will not get Gradesheet without that.
3. If you are unable to come personally and want to send your parent /any other person
4. Person should carry photocopies of your and his/her photo identity proof.
5. Send only one person to collect Gradesheet.(give exact room number and time slot to person )
6. You should email us on – exam@vit.edu and write us name of the person coming to collect your docs. Person must show hard/soft copy of that email.
7. Follow all safety norms while visiting theinstitute. Wearing aMask is compulsory. Also follow social distancing while on campus.

If student has any query related to result, then they can contact us only on exam@vit.edu .

**DeanExaminations**

**Vishwakarma institute of Technology , Pune**