



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
'A+' Grade University Accredited by NAAC

No. : ConducU/Pracu23/2291-94  
Dated: 19.06.2023

To

1. The Head, Deptt. of Pharmaceutical Sciences, M.D. University, Rohtak
2. The Directors/Principals of the Institutes/Colleges affiliated with the University running MBA Courses

**Sub: Conduct of Practical Examination of Pharmacy and MBA Courses, June/July-2023.**

Sir/Madam,

I have been directed to inform you that the Practical examinations of following UG/PG (including Professional) courses session June/July-2023, are to be conducted as per schedule given as under:-

Sr. No	Name of Course	Semester	Date of Exams	Last date for uploading the awards on Panel
1.	B.Pharmacy	CBCS scheme: 4 <sup>th</sup> , 6 <sup>th</sup> , & 8 <sup>th</sup> Sem. (Regular/ Re-appear) 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> Sem. (only Re-appear)	19.06.2023 to 24.06.2023	30.06.2023
2.	MBA: 5 years Integrated	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> & 10 <sup>th</sup> Sem. (Regular/Re-appear) & 5 <sup>th</sup> , 9 <sup>th</sup> Sem. (Re-appear)	29.06.2023 to 10.07.2023	15.07.2023
3.	MBA: 2 years (General/BE/Hons./Exe)	3 <sup>rd</sup> Sem. (only Re-appear), 4 <sup>th</sup> Sem. (Regular/Re-appear)	29.06.2023 to 10.07.2023	15.07.2023

While conducting the Practical Examinations as per above schedule, the Director/Heads/Principals concerned will be required to ensure that:

- (i) The appointment of Practical Examiners will be made only out of the approved panel(s) of Practical Examiners of subject concerned, which is available on the University website [www.mdu.ac.in](http://www.mdu.ac.in) and may be downloaded therefrom;
- (ii) The External Practical Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 kms (each way);
- (iii) The Practical Examinations shall be conducted judiciously as per above schedule;
- (iv) The uploading of Practical Awards is mandatory. Therefore, after conducting the Practical Examinations the Instt./Deptt./Colleges concerned must upload the marks awarded by the Examiner on the University portal latest by the dates mentioned above against each course;
- (v) In case due to any technical reason, if any awards could not be uploaded on the portal, the same may be sent to the Conduct with separate covering letter mentioning therein the specific technical reason for not uploading the awards;
- (vi) After uploading the Awards, the Instt./Deptt./Colleges shall also submit External Awards as well as Forwarding Memo of Practical Awards List (in original) duly properly filled in all details of Examiners and name of Exam i.e. complete in all respects to the OSD (Conduct), M.D. University, Rohtak, **within further seven days after last date of uploading the External Practical Awards**;
- (vii) While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation with Grade Pay, Name of College, Name of Course with Semester and Session and the same may be submitted to the Accounts Branch of the University directly;
- (viii) In case any Instt./Department/College does not upload the external awards on the University Portal latest by the date mentioned above against each course, the late fee will be levied w.e.f next date of last date of uploading of marks as per University Rules, irrespective of the submission of original external awards in time;
- (ix) The Director/Heads/Principals concerned are also requested to ensure the below instructions meant for the examinees.

**Important Notes (FOR ATTENTION OF THE STUDENTS):-**

1. All the students will be required to follow the national guidelines related to COVID-19 as issued by Ministry of Home affairs/State Govt. time to time.
2. The Practical Examinations of Reappear students shall be conducted in their respective Colleges of which they were regular students.

Yours faithfully,

*Shangul*  
OSD (Conduct)

for Controller of Examinations

Endst.No. : ConducU/Practical/2023/.... 2291 - 94

Dated: - 19.06.2023

Copy of the above is forwarded to the following information and necessary action:

1. Director, UCC, M.D.U. Rohtak, with the request to arrange to upload it on the University website.
2. Asstt. Registrar/In-charge (R-I, R-II), M.D. University, Rohtak.
3. PRO, M.D.U., Rohtak.
4. PA to COE for kind information of Controller of Examinations, MDU, Rohtak.

*Shangul*  
OSD (Conduct)