



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

No. : Conduct/Pract/24/ 133-82

Dated: 16/01/2024

To
The Directors/Principals,
All the Institutes/Deptt./Colleges affiliated to M.D.University, Rohtak.

Sub: Conduct of Practical Examination of UG Engg.(B.Tech) 1st sem G Scheme (Regular & Re-appear) & F scheme (Only Re-appear), January-2024.

Sir/Madam,

I have been directed to inform you that the Practical examinations of following UG/PG/Engg. courses are to be conducted as per schedule given as under :

Sr. No	Name of Course/Semester	Date of Exams
1	B.Tech 1st sem G Scheme (Regular & Re-appear) & F Scheme (Only Re-appear) for Examinations, January 2024.	25.01.2024 to 31.01.2024

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

1. The appointment of Practical Examiners will be made only out of the latest approved panel(s) of Practical Examiners of subject concerned, which is available on the University website www.mdu.ac.in. and may be downloaded therefrom.
2. The External Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 kms (each way).
3. The Practical Examinations shall be conducted judiciously as per above schedule.
4. 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 **07.02.2024**.
5. 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.
6. 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 respects to the Asstt. Registrar(Conduct), M.D. University, Rohtak, within further seven days after uploading the External Practical Award i.e. latest by **14.02.2024**.
7. While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation with Grade Pay, Name of College, Contact no., Name of Course with Semester and Session and the same may be submitted to the Accounts Branch of the University directly;
8. In case any Instt./Department/College does not upload the external awards on the University Portal latest by **07.02.2024**, the late fee will be levied w.e.f. **08.02.2024** as per University Rules, irrespective of the submission of original external awards in time;
9. The Director/Heads/Principals concerned are also requested to ensure to supply the required details as mentioned below for the remuneration of external Practical examiners.

S No	Name of External Examiner	College Name of Examiner	Exams centre Name	Date of Practical Exams	Subject	Semester	Total No of Students examined	Beneficiary ID	Remarks (if Any)

Important Notes(for Attention of the students:-

1. The Practical Examinations of Reappear students shall be conducted in their respective Colleges of which they were regular students.

Yours faithfully,

Asstt. Registrar (Conduct)
for Controller of Examinations

Endst. No. : Conduct /Practical/24/ 133-82

Dated:- 16/01/2024

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

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

Asstt.Registrar (Conduct)