MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

'A+' Grade University Accredited by NAAC

No. : Conduct/ AC-V/Practical/24/2243-2250

Dated 08.06.2024

To

The Directors/Heads of Deptt.s concerned
M.D.University, Rohtak.

Sub: **Conduct of All Certificate Course Practical Examinations, June 2024.**

Madam/Sir,

I have been directed to inform you that the Practical examinations of subject cited programs are to be conducted as per schedule given as under :

Name of Course	Date of Examination
All Certificate Courses	11.06.2024 to 15.06.2024

While conducting the Practical Examinations as per above schedule, the Director/Heads 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. concerned must upload the marks awarded by the Examiner on the University portal **latest by 22.06.2024;**

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 Branch with separate covering letter mentioning therein the specific technical reason for not uploading the awards. Such awards must reach the Conduct Branch with justification latest by **last date of uploading of awards i.e 22.06.2024;**

6. After uploading the Awards, the Instt./Deptt. 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 29.06.2024;**

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 does not upload the external awards on the University Portal latest by **22.06.2024, the late fee will be levied w.e.f. 23.06.2024** 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. It is mandatory to supply Beneficiary ID of Practical examiner for their remuneration:

   "Name of College:
   Course:

Sr No	Name & Designation of External Examiner	College of the External Examiner	Date of Practical Exams	Semester	Total No of Students examined	Beneficiary ID	Amount (in Rs)	Remarks (if Any)

10. All such bills and lists must be verified by the Director/Head concerned.

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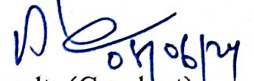
Important Notes (for Attention of the students):-

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

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Yours faithfully,

Supdt. (Conduct)

for Controller of Examinations

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Endst. No. : Conduct/ AC-V/Practical/24/**2251-2258**   **Dated 08.06.2024**

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

1. Director, UCC, M.D.U. Rohtak with the request to arrange to get it uploaded on the University website.
2. A.R. (R-I/II/III/IV), M.D.U, Rohtak.
3. PRO, M.D.U.,Rohtak, with the request to release a press note in this behalf for wide publicity in leading news papers.
4. PA to COE(for kind information of Controller of Examinations), M.D.U, Rohtak.

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Supdt. (Conduct)

for Controller of Examinations

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